

Treaty Information Unit - Sponsorship Application

(For seminars, symposia, workshops, hui)



The Sponsorship Scheme is part of the Treaty of Waitangi Information Programme. The overall purpose of the Programme is to increase public knowledge of the Treaty through greater co-ordination of existing information initiatives and the development of new initiatives and resources. It does not aim to change public attitudes to the Treaty, nor to promote a particular view of the Treaty's significance. The intention is to provide information and/ or resources to facilitate improved understanding.

- Applications should ideally be submitted at least 3 months prior to the proposed activity.
- You should use a **black ink pen** to fill out this form and please print clearly. Please do not use folders or binders to present your application, as it will need to be photocopied.
- All sections of the application form must be completed. Incomplete applications will not be considered for funding.
- **NEED HELP?** If you have any questions about sponsorship, please contact the Treaty of Waitangi Information Unit on (04) 495 6604 or email towinfo@ssc.govt.nz.

Section A: Criteria for Funding

To qualify for assistance with your proposed activity, you need to meet the following conditions.

The Proposal must:

- have as its main focus the Treaty of Waitangi;
- seek support for a seminar, workshop, symposium or hui;
- be intended for a wide public audience and encourage community participation;
- take an informative, inclusive approach to the Treaty of Waitangi;
- cover activities that lie outside the core business of the applicant (i.e. applicants whose main business is to deliver the main components of the proposal would not normally qualify) and must not be for profit;
- have good administrative arrangements to ensure efficient and effective delivery of the proposed activity; and
- make provision for the proper allocation of public funds.

Section B: Overview

- 1 Name of your organisation – *if you have a registered name, please use this*

2 Contact details

Organisation's physical address

Organisation's postal address – if different from above

--

Phone	Fax	Email
-------	-----	-------

3 Contact people

	First Contact	Second Contact
Name		
Position		
Daytime phone number		
Fax		
Email		

4 Is this the first time you have applied for sponsorship funding through the Treaty of Waitangi Information Programme?

☐ Yes ☐ No Year of last application

5 Does your organisation have a formal status?

☐ Yes ☐ No

If yes, please enclose one of the following as proof of that status:

- Current constitution, trust deed or certificate of incorporation;
- Letter from your District Māori Council/ appropriate iwi authority;
- Letter from a parent organisation, or central headquarters;
- Copy of a Maori Land Court Order;
- Bank account details; or
- Proof of organisational structure and copies of minutes/ annual general meetings.

6 Is more than one organisation involved with this application?

☐ Yes ☐ No

If yes, please list names of other organisations involved

Section C: Activity

- 7 Please provide a brief outline for the proposed activity and the name of your facilitator.

- 8 Please attach a detailed outline of your proposed activity and its objectives, and information about your event facilitator including references where appropriate.

- 9 Who in your community/ region is this activity aimed at?

- 10 When will your proposed activity take place?

--

- 11 Where will your proposed activity be held?

--

- 12 How will your activity be advertised/ promoted?

Section D: Activity Management and Costs

- 13 How much will your activity cost in total (inclusive of GST)?

\$

Please enclose a proposed budget for your activity and indicate if you are intending to charge for attendance at your event. Where possible, please attach copies of quotes and price lists.

- 14 What is the amount of funding you are applying for (inclusive of GST)?

\$

- 15 Please list, in order of priority, what are considered to be the most important items requiring funding. Please do not include the cost of voluntary labour.

	\$
	\$
	\$
	\$
	\$

- 16 If the Programme were unable to grant the full amount, would a smaller grant still be of assistance?

☐ Yes ☐ No

- 17 Have you received funding or applied for funding from any other sources?

☐ Yes ☐ No

If yes, please name the sources and amount of funding (Note: this application may still qualify for funding)

	\$
	\$
	\$

Section E: External Support

- 18 Please enclose two letters of community or official support of the activity.
- 19 Please comment on the relationship the external sources have with your organisation and activity.

Section F: Personal Information Notice

Information about applications provided to the State Services Commission will be held by the Treaty of Waitangi Information Unit for the purpose of permitting the convening panel to assess and evaluate the application, and to administer the grant.

Information supplied may be passed on to other relevant agencies to assist with the evaluation of the proposal.

Names of the grant recipients and the amounts may be made public. This information may be published on the Treaty of Waitangi Information Unit's website and may be published elsewhere from time to time.

Each applicant consents to the use and disclosure of their personal and other information in the manner as described above. If requested information with respect to the applicant is not supplied, the application may be declined for consideration.

Applicants and those who support the activity may, under the Privacy Act 1993, request access to and correction of their personal information. These requests must be in writing.

The State Services Commission is subject to the Official Information Act and may be required to release information in terms of that Act.

Section G: Declaration

This document must be signed by at least two people. One signatory must be the Director, Chief Executive, or Trustee of the organisation.

The details we have given in all sections of the application are true and correct to the best of our knowledge. We have the authority to commit our organisation to this application and we understand and will meet the requirements set out by the Treaty of Waitangi Information Programme. In signing this form, and if this application is successful, we agree to provide the Treaty of Waitangi Information Unit with an evaluation and expenditure report ONE month after the funded activity. If our plans change because of postponement, cancellation or for any other reason, we undertake to notify the State Services Commission promptly.

Name		
Signature		
Position		
Date		

Section H: Attachments

Please ensure you have enclosed all of the following documentation with your application.

- proof of entity status, one of the following: (para 5)
 - Current constitution, trust deed or certificate of incorporation;
 - Letter from your District Māori Council/ appropriate iwi authority;
 - Letter from a parent organisation, or central headquarters;
 - Copy of a Maori Land Court Order;
 - Bank account details; or
 - Proof of organisational structure and copies of minutes/ annual general meetings.
- a detailed account of your proposed activity and its objectives, and information about your event facilitator (para 8);
- a proposed budget for your proposed activity. Where possible, please attach copies of quotes and price lists (para 13); and
- at least two letters of support. Letters to be current and specific to the activity (para 18).

Please send your application to: Treaty of Waitangi Information Unit
State Services Commission
PO Box 329
WELLINGTON

Or courier/ hand deliver to: Treaty of Waitangi Information Unit
State Services Commission
100 Molesworth Street
Thorndon
WELLINGTON