NGĀTI KOATA TRUST - GRANTS INFORMATION

ELIGIBILITY

Criteria:
Grant applicant is whakapapa verified with Ngāti Koata Trust and has an Iwi ID number. This includes tamariki.

Unsure whether you are whakapapa verified?
Please contact Ngāti Koata Trust to check this for you **before** your submit your application. If you are whakapapa verified, you will have an Iwi ID number. We are more than happy to guide you through this process if needed.

KEY DATES

The Ngāti Koata Trust financial year runs from 1st April - 31st March. Annual grant funding is allocated across the following quarters:

Quarter 1	1st April - 30th June
Quarter 2	1st July - 31st September
Quarter 3	1st October - 16th December
Quarter 4	7th January - 31st March

Note: due to the Christmas/New Year holiday period, the closing date for Quarter 3 and opening date for Quarter 4 are subject to change each year. Prior notice will be issued.

- Grants open on the first day of a new quarter.
- Grants close when the funding for that quarter has been fully allocated.
- Grants reopen again on the first day of the next quarter.

TO APPLY FOR A GRANT

1. Fill in the applicable application form.
2. Attach ALL requested documentation to complete your application.
3. Submit your complete application to Ngāti Koata Trust.

   Note: Where grants are approved, the amount approved may not cover the total amount requested.

Requested Documentation:
- The requested documentation is required for processing and auditing purposes.
- Applications received without all of the requested documentation are considered incomplete.
- Incomplete applications are not able to be processed. Incomplete applications received in person or by post will be returned to applicants.

SUBMITTING YOUR APPLICATION

- Submit your application in person at 137 Vickerman Street, Nelson; or by email to pa@ngatikoata.com; or by post to Ngāti Koata Trust, PO Box 1659, Nelson 7040, New Zealand.
- Applications submitted **in person** may be **received from the first day** of a new grants quarter.
- Applications submitted **by email** may be **received from the first day** of a new grants quarter (NZST).
- Applications submitted **by post** may be **posted up to 3 days prior** to a new grants quarter.
- Any applications received earlier than the prescribed timeframes above will not be processed.

PROCESSING YOUR APPLICATION

- Receipt of all grant applications will be acknowledged.
- Complete grant applications received during an open grants quarter are sorted, processed and reviewed in the date and time order they are received.
- Please allow 3 - 4 weeks for your application to be processed.
- Each applicant will be notified of the outcome of their grant application by email (unless otherwise requested).
- Applications that are not able to be processed because grant funding for that quarter have been fully allocated may be re-submitted at the next quarter.

If you have any questions about grants, please contact Ngāti Koata Trust on 03 5481639.

REQUESTED DOCUMENTATION GUIDE

All requested documentation (except for records of academic achievement) must be dated within 6 months of current financial year.

EDUCATION GRANT APPLICATIONS		
● **Provider** means education service provider i.e. kōhanga, kura, school, wānanga, polytechnic, university, Kip McGrath etc. ● **Supplier** means education product supplier i.e. supplier of uniform, stationery, text book(s), device, equipment etc.		
DOCUMENTATION REQUIRED FOR:	**DOCUMENT DESCRIPTION:**	
ALL *Education Grant Applications*	Support letter	● Written by applicant (or whānau member of applicant). ● Outlines involvement with, and/or connection of applicant (or applicant's whānau) to Ngāti Koata. **CERTIFICATE, DIPLOMA, TRAINING or TERTIARY STUDY:** ● Include a summary of your course of study and what you would like to do with your qualification.
	Official confirmation of cost(s)/fees	● On letterhead from education **provider** or **supplier**. ● States applicant's name. **KŌHANGA REO, PUNA REO, or EARLY CHILDHOOD EDUCATION:** ● Shows fees/cost(s) payable to education **provider** or **supplier**. **KURA KAUPAPA MĀORI, PRIMARY, INTERMEDIATE or COLLEGE/HIGH SCHOOL:** ● Shows fees/cost(s) payable to education **provider** or **supplier**; OR ● Lists service or uniform, stationery, text book(s), device or other equipment required by applicant. **CERTIFICATE, DIPLOMA, TRAINING or TERTIARY STUDY:** ● Shows fees/cost(s) payable to education **provider** or **supplier** for tuition, service, uniform, stationery, text book(s), device or other equipment required by applicant.
CERTIFICATE, DIPLOMA, TRAINING or TERTIARY STUDY: *Education Grant Applications*	Official confirmation of enrolment	● On letterhead from education **provider**. ● States applicant's name. ● Confirms applicant is enrolled with education **provider** for current or upcoming study year. ● Confirms applicant's course of study.
	Official record of academic achievement	● On letterhead from NZQA, or current, or most recent education **provider**. *If this is your first year of tertiary study, please provide your college/high school record of achievement.* ● States applicant's name. ● Lists education/study grades for applicant's most recent year of study.
ALL APPLICATIONS *where fees/costs* *have not yet been paid for*	Provider/Supplier's verified bank account details	● On letterhead from education **provider** or **supplier**; OR ● Invoice from education **provider** or **supplier**, showing their bank account name and number; OR ● Bank deposit slip from education **provider** or **supplier**. ● *For international grant applications, the SWIFT code for your provider or supplier is required.*
ALL APPLICATIONS *where fees/costs* *have already been paid for*	Receipt(s)	● Shows payment(s) made to education **provider** or **supplier**. ● Shows payment date. ● Shows payment amount. ● Shows payment method.
	Your verified bank account details	● Bank deposit slip; OR ● Letter stamped and signed by bank showing bank account name and number; OR ● Screenshot of bank account showing name of bank, account name and number. ● *For international grant applications, the SWIFT code for your bank is also required.*

NGĀTI KOATA TRUST
EDUCATION GRANT APPLICATION FORM

Please read the NGĀTI KOATA TRUST - GRANTS INFORMATION sheet (Page 1 of this form) and ensure:
● You meet the eligibility criteria.
● You have attached ALL requested documentation. Incomplete grant applications will not be processed.
● You submit your application when grants are open.

EDUCATION GRANTS ONLY

APPLICANT DETAILS:

1. First name(s): …………………………………………………………………………………….......................

2. Surname: ……………………………………………………………………………………………………..

3. Date of birth: …………………………………………...…………………………………………..…………

4. Address: ……………………………………………………………………………………………………..

5. Telephone/s: ……………………………………………………………………………………………………..

6. Email: ……………………………………………………………………………………………..…………..

7. Mother's name: ………………………………………………………………………………………………..

8. Father's name: ………………………………………………………………………………………………..

9. Iwi ID Number:

GRANT REQUEST DETAILS:

10. Applicant is enrolled in/attends:

☐ Kōhanga Reo / Puna Reo / Early Childhood Education   Child's Age:......................................

☐ Kura Kaupapa Māori / Primary / Intermediate / College   School Year: …………………….......

☐ Tertiary study   Study Year:

………………………………

☐ Other study (i.e. certificate / training)

11. Name of education provider:................................

………………………………………………………………………………………..

………..

12. *Complete if applicable, otherwise leave blank* - applicant's education/study has one (or both) of the following:

☐ Te Reo Māori component

Details: ………………………………………………………………………………………….....................

……..

☐ STEM - Science, Technology, Engineering or Maths component (TERTIARY ONLY)

Details: ……………………………………………………………………………………………………..

……..

13. Grant application is for:

☐ Education/tuition fees   ☐ Education supplies (i.e. uniform, stationery, text book(s), device)

☐ Education service (i.e. Kip McGrath)   ☐ Other: ....

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14. Total amount applied for:

$

REQUESTED DOCUMENTATION:

- **The requested documentation is required for processing and auditing purposes.**

- **Please read the REQUESTED DOCUMENTATION GUIDE (Page 2 of this form) and ensure you attach ALL requested documentation applicable to your application.**

PLEASE TICK REQUESTED DOCUMENTATION YOU HAVE PROVIDED WITH YOUR APPLICATION:

ALL EDUCATION GRANT APPLICATIONS:

☐ Support letter from applicant.

☐ Confirmation of cost(s)/fees.

☐ Verified bank account details for provider or supplier; **OR**

☐ Receipt(s) **AND** your verified bank account details.

CERTIFICATE, DIPLOMA, TRAINING OR TERTIARY STUDY GRANT APPLICATIONS:

☐ Official confirmation of enrolment.

☐ Official record of academic achievement.

Privacy Act 1993

The information provided in this form is subject to the Privacy Act 1993 and will be only be used by Ngāti Koata Trust for the purpose of assessing and processing your grant application. All requested documentation is considered confidential to your application. Please ensure these documents are copies as they will not be returned.

I……… (applicant's name)

certify that the information provided in this form is true and correct. I have read and understand that:

- *To be eligible for a grant, my whakapapa to Ngāti Koata must be verified.*
- *I must submit ALL requested documentation for processing and auditing purposes.*
- *My application information including personal details will be added to the Ngāti Koata Trust grants database for processing and auditing purposes.*

Please complete the following:

1. *Do we have your permission to publish/share your achievements in our "Iwi Success Stories"?*   ***Yes / No***
2. *Do we have your permission to publish/share your name if you are a successful grant recipient?*   ***Yes / No***

Applicant's signature……………………………………………………… Date:………………………………………………...