

P20-005 MANAAKI URUPĀ GRANT POLICY

Approved by the Council on 21 July 2020.

1. INTRODUCTION

The purpose of this policy is to guide the assessment, approval, administration and review of the *Manaaki Urupā Grant*. Consistent with support Council provides the rural cemeteries at Huirangi, Lepperton, Tikorangi and Tongapōrutu, the grant has been established to support trustees and/or owners in the annual care and maintenance of their urupā.

2. OBJECTIVES

The objectives of this policy are to ensure:

- a) Clear, concise and easy to understand criteria;
- b) Assessments are thorough and consistent;
- c) Final decisions are robust and defensible; and
- d) Council and applicants are clear of their respective responsibilities.

3. DEFINITIONS

Evidence: Tangible, verifiable proof of, for example, estimated costs, support of the application, and completion of proposed urupā grounds maintenance activities.

Urupā: Māori burial ground.

4. RESPONSIBILITY

The New Plymouth District Council is responsible for approving grants under this policy.

5. PURPOSE

- a) The purpose of this contestable grant is to partially cover costs for activities directly related to the care of urupā;
- b) The total annual funding available for distribution under the *Manaaki Urupā Grant* is **\$50,000**; and
- c) Monies left-over from previous funding rounds will be carried over into the following year.

6. ELIGIBILITY

To be eligible to apply for a **Manaaki Urupā Grant**, the urupā must be:

- a) Within the New Plymouth District; and
- b) Located on:
 - i. Land designated a Māori reservation under section 338 of the *Te Ture Whenua Māori Act 1993* for the purposes of an urupā; or
 - ii. Māori freehold land; or
 - iii. General freehold land in Māori ownership.

7. SCOPE

- 7.1 Activities that will be considered for a grant include, but are not limited to the following:
- a) Repair and maintain gateways, fences, etc.;
 - b) Maintain, clean, repair and restore headstones, install berms, etc.;
 - c) Maintain, repair or replace existing ground maintenance equipment;
 - d) Maintain and repair pedestrian and vehicular access and parking; and
 - e) Maintain urupā lawns, hedges, trees, etc., and remove green waste.
- 7.2 Council may also consider urgent protection-related work on a case-by-case basis, including but not limited to:
- a) Erosion-related mitigation;
 - b) New car-parking, and vehicle and pedestrian access ways; and
 - c) Flood-mitigation.
- 7.3 The grant may not be used for:
- a) Establishing a new urupā;
 - b) Multiple-year projects;
 - c) Payment of salaries, wages, commission, or fees;
 - d) Power and water rates, legal fees or leases.

8. APPLICATION PROCESS

8.1 Applying for a grant

- a) Applications must meet all the relevant provisions of this policy;
- a) Applications may only be submitted via the online *Application Form* available on the Council's website;
- b) All sections marked by a * in the form must be completed; and
- c) Only **1** application per urupā will be accepted per annual funding round.

8.2 Timeframes

- a) Council will accept applications from **1 September to 31 October** each year; and
- b) Invitations to submit applications will be advertised through various media channels, with iwi and hapū notified directly through their respective representative entities.

8.3 Assessment

- a) Council's *Iwi Relationships Team* will be responsible for assessing applications, with support from the *Community Partnerships Team*; and
- b) The process for assessing *Manaaki Urupā Grant* applications is attached to this policy as **APPENDIX 1**.

9. EVIDENCE REQUIREMENTS

Further details regarding the evidence requested in the *Manaaki Urupā Application Form* is attached to this policy as **APPENDIX 2**.

10. POLICY REVIEW

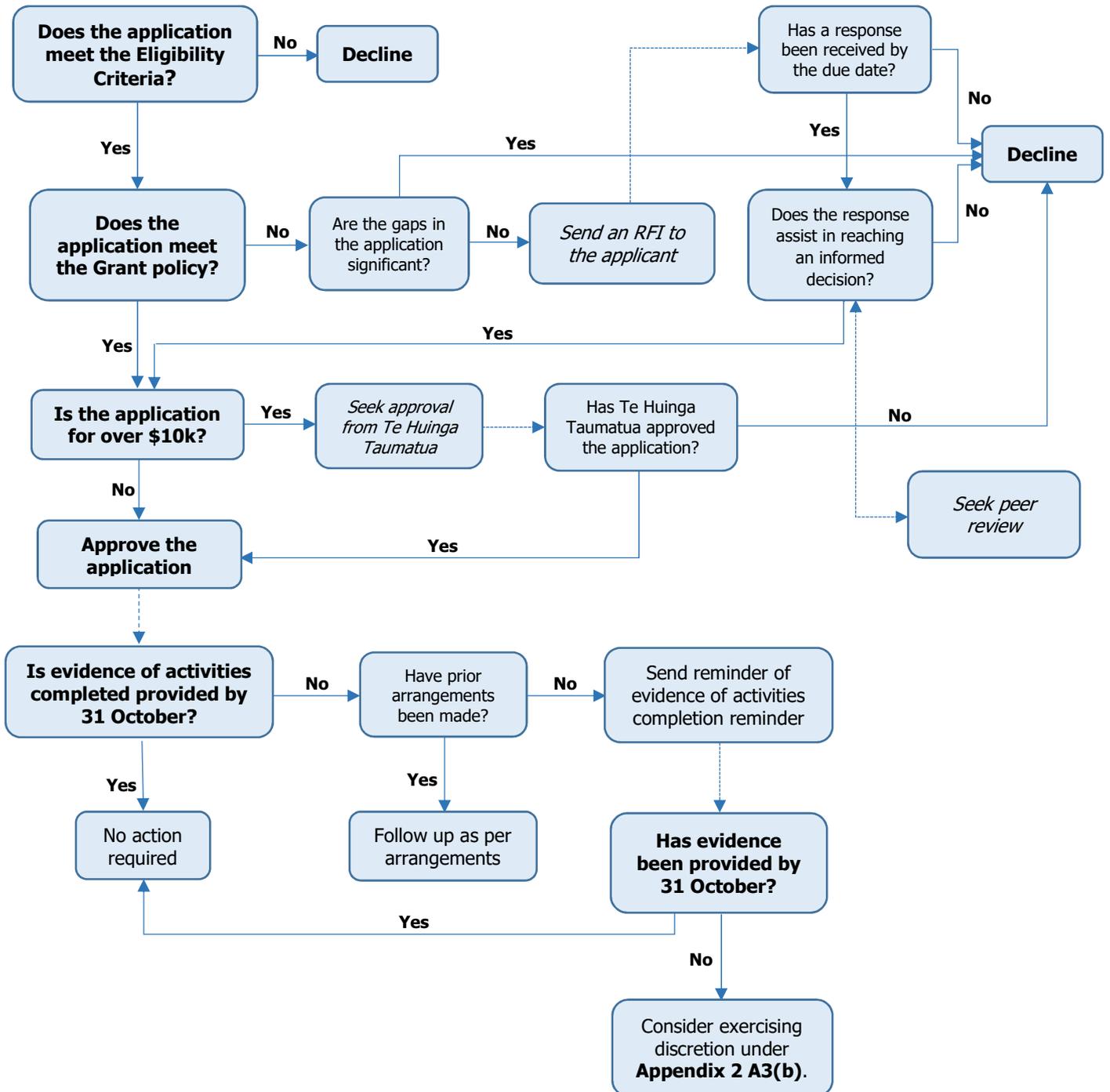
- a) The policy will be reviewed in **2023-24**, guided by the framework attached to this document as **APPENDIX 3**;
- b) To answer the framework questions, the review will consider evidence from numerous sources including, but not limited to:
 - Past applications; and
 - Feedback from: applicants; urupā owners/trustees; application sponsors; contractors; Council officers; and whānau and hapū; and
- c) Where recommended, the *Community Partnerships Team* will report back to *Te Huinga Taumata* to approve proposed changes to this policy.

POLICY HOLDER

The contact for this policy is the *Community Partnerships Team, Strategy Group*.

APPENDIX 1

Manaaki Urupā Grant Application Assessment Process



APPENDIX 2

A. Manaaki Urupā Grant Application: Evidence Requirements

A1	Eligibility	<p>a) Evidence that an urupā meets the eligibility criteria in this policy may include:</p> <ul style="list-style-type: none"> • Copy of the <i>Certificate of Title</i>; • Screen shot from the Māori Land Court's <i>Māori Land Online</i> website; or • Copy of the notice in the <i>New Zealand Gazette</i> establishing a Māori reservation for the purpose of an urupā; and <p>b) Once the eligibility criteria has been met, evidence for subsequent applications is not required.</p>
A2	Estimated costs of activities	<p>a) The estimated cost for each proposed activity must be verified by a third-party quote; and</p> <p>b) All quotes must be submitted with the application.</p>
A3	Confirmation of works completed	<p>a) Evidence that activities have been completed no later than 31 October following the year the grant was awarded is required, and may include:</p> <ul style="list-style-type: none"> • Dated before and after photographs; • Before and after site visits by Council officers; or • Receipts, invoices or bills marked as paid; <p>b) Where no evidence is submitted by October 31, Council may, at its discretion, inform an applicant in writing that Council will decline applications for up to a maximum of 2 (two) consecutive years; and</p> <p>c) Section A3(b) above will not apply where Council and an applicant have made prior arrangements before the 31 October deadline.</p>
A4	Letter of support	<p>a) Each year, applicants must provide a signed <i>Letter of Support</i> from an appropriate sponsor able to:</p> <ul style="list-style-type: none"> • Verify that the urupā interests an applicant represents are genuine; and • Support the proposed activities; <p>b) A "sponsor" may include, but is not limited to:</p> <ol style="list-style-type: none"> i. CEO of an appropriate Iwi Rūnanga; ii. Chair of a relevant hapū entity; iii. Chair of a relevant urupā trust; or iv. Majority of the urupā owners (where majority means over 75% of the total number of owners); and <p>c) If Council receives more than one application on behalf of an urupā in the same year, the matter will be referred back to the submitters for resolution.</p>

APPENDIX 3

Manaaki Urupā Grant Policy Assessment Framework

	Policy section	Rationale	Assessment questions
1.	Section 6: Eligibility	Confirm that the urupā is within the District.	a) How well does the criteria ensure urupā are located within the District? b) Was an urupā excluded under the criteria, and if so, why? c) Is there sufficient evidence to warrant revising the criteria, and if so, why?
2.	Section 7: Scope	Indicate the types of activities, which would be considered for a grant.	a) How well does <i>Section 7</i> of the policy cover the range of activities applied for by Applicants? b) To what extent were applications or activities declined because of not meeting <i>Section 7</i> requirements? c) To what extent were applications seeking a grant for protection- or health and safety-related activities successful? d) What impact did these applications have on distributions generally? e) Is there sufficient evidence to warrant: <ul style="list-style-type: none"> • Revising this section, and if so, why; and • Increasing the total annual grant available.
3.	Section 8: Application Process	Ensure clarity around the application process, and assessment and decision-making responsibilities.	a) How well does the 2-month September-October application timeframe work for applicants? b) To what extent is the grant effectively meeting the demands of urupā owners/owners? f) Is there sufficient evidence to warrant revising this section, and if so, why.
4.	Section 9: Evidence Requirements	Detail the evidence requirements in the <i>Manaaki Urupā Grant Application Form</i> .	a) How well do Applicants meet the requirements detailed in APPENDIX 2 ? b) Are the details useful, and if not, how could they improved? c) Has the discretionary clause at Section A3(b) been used, and if so what was the outcome? d) Is there sufficient evidence to warrant revising this section, and if so, why.
5.	Section 10: Policy Review	Describe the review process at the end of Year 2 of implementation.	a) How well does <i>Section 10</i> support a thorough assessment of the policy? b) Is there sufficient evidence to warrant revising this section, and if so, why.
6.	APPENDIX 1: Application Assessment Process	Illustrate the process for assessing applications.	a) To what extent does the assessment process support the effective and efficient processing of applications? b) To what extent are decisions reached clear, transparent and defensible? c) How well does the assessment process reflect the actual assessment of applications? d) Is there sufficient evidence to warrant revising the assessment process, and if so, why.

	Policy section	Rationale	Assessment questions
7.	APPENDIX 2: Evidence Requirements	Detail the grant's evidence requirements.	<ul style="list-style-type: none"> a) How well do applicants meet the requirements? b) Is the information provided useful, and if not, how could they improved? c) Has the discretionary clause at Section A3(b) been used, and if so what was the outcome? a) Is there sufficient evidence to warrant revising this section, and if so, why.
8.	APPENDIX 3: Review Framework	Provide prompts to guide the policy review.	<ul style="list-style-type: none"> a) How useful are the prompts as a starting point for gathering data and information to inform the policy's review? b) To what extent does the evidence gathered provide a useful basis for improving the policy? b) Is there sufficient evidence to warrant revising the review prompts, and if so, why.