



**TE ĀTIAWA**  
*O TE WAKA-A-MĀUI*

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# Education Policy

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**E titia nei e Te Ātiawa, i te iti, i te rahi, te katoa**

To shine as Te Ātiawa, the few, the many, all of us

Vision

**Te Ātiawa prosperity and wellbeing**

Mission

**To inspire and support Te Ātiawa achievement**

**May 2017**

Ratified by the Board of Trustees, 27 May 2017

Review date: May 2018



## Purpose

1. Te Ātiawa o Te Waka-a-Māui Trust (the Trust) is committed to providing opportunities and access to quality mātauranga, education and training<sup>1</sup> that contributes to the prosperity and wellbeing of our members, in accordance with section 3 of the Deed of Trust<sup>2</sup>.
2. This policy outlines the parameters and procedures that ensure transparent, fair and consistent administration, decision-making and distribution of grants and sponsorships.

## Scope

3. The scope of this policy includes:
  - a. Identifying parameters (in the form of policy statements)
  - b. Establishing annual fund priorities
  - c. Eligibility
  - d. Application procedures
  - e. Decision-making criteria
  - f. Administrative management and distribution of funds
4. The Trust Chair, Deputy Chair and General Manager have responsibility for ensuring adherence to this policy and the procedures outlined for its implementation.

## Policy statements

5. For the purposes of this policy, and to provide clarity - the following definitions are provided for convenience:

**Cultural** – any activity that supports artistic, physical or sporting development and/or enhances Te Ātiawatanga and/or the social, cultural, spiritual or physical prosperity and wellbeing of Te Ātiawa o Te Waka-a-Māui people. This includes wānanga, kapa haka, arts development or sporting pursuits.

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<sup>1</sup> Te Ātiawa o Te Waka-a-Māui Trust Strategic and Annual Plan

<sup>2</sup> Clauses 3.1(a) and 3.1 (c) of the Te Ātiawa o Te Waka-a-Māui Deed of Trust

**Educational** – any activity that enhances the mātauranga and academic prosperity and wellbeing of Te Ātiawa o Te Waka-a-Māui people. This includes secondary and tertiary level study, training and/or development.

**Grants** – a one off payment made to successful applicants in accordance with this policy.

**Sponsorships** – a one off annual payment of fees made to support one successful applicant each year on either the Outward Bound Classic Course, or Aoraki Bound Course (i.e. one placement per year on each of the two courses).

6. Each year the Trust will make available funds to support educational and culture, arts and sporting pursuits for registered members of Te Ātiawa o Te Waka-a-Māui to inspire and support Te Ātiawa o Te Waka-a-Māui achievement.
7. The funds are divided in to **Education Grants; Culture, Arts & Sports Grants;** and **Outward Bound & Aoraki Bound Sponsorships** designed to complement already available cultural and educational support mechanisms. These grants and sponsorships are not intended to duplicate or supplement support from other sources.
8. To ensure the effective and efficient management of the funds in accordance with the aspirations of Te Ātiawa o Te Waka-a-Māui whānau, the Trust will:
  - a. Identify, advertise and regularly review clear priorities for the provision of such funds that reflects the current and future cultural and educational needs and aspirations of Te Ātiawa o Te Waka-a-Māui.
  - b. Take every opportunity to celebrate and acknowledge the strengths and successes of Te Ātiawa o Te Waka-a-Māui including through cultural and educational achievement.
  - c. Establish and maintain positive relationships with government agencies, providers and advisors that will support and enhance cultural and educational outcomes for Te Ātiawa o Te Waka-a-Māui whānau.
  - d. Advertise, manage and administer clear, transparent, fair and consistent procedures for the allocation of funds.
  - e. Seek independent assistance and guidance in making decisions on the allocation of funds.
  - f. Identify specific non-financial methods of support for successful recipients of grants or sponsorships to maximise investment value (e.g. mentoring, holiday work placements, wānanga etc.).
  - g. Monitor the contribution the funds and their allocation have on enabling and enhancing Te Ātiawa prosperity and wellbeing in accordance with the vision and mission of this policy.
9. The application process will at all times be accessible to all registered members of Te Ātiawa o Te Waka-a-Māui regardless of their location or circumstances.

10. Any applications received will be judged on their merits regardless of age, gender or sexual orientation.
11. The funds will strictly be allocated in accordance with this policy.
12. All decisions on funding and/or other means of support are made by the Trust, are final, and will not be subject to correspondence entered into regarding decisions made.
13. Trustees may also identify non-financial mechanisms to support applicants who are participating in an activity, course or event that is of benefit to Te Ātiawa o Te Waka-a-Māui, but is not provided for in the established fund priorities. Any such consideration is made at the full discretion of the Trustees and in accordance with their functions as outlined in the Deed of Trust.

## Establishing annual fund priorities

14. Each year in preparing its Annual Plan, the Trust will:
  - a. Review its strategic and annual goals and objectives as they relate to supporting the cultural and educational achievement of Te Ātiawa o Te Waka-a-Māui members.
  - b. Identify the short, medium and long term cultural and educational needs of Te Ātiawa o Te Waka-a-Māui.
  - c. Decide a fixed annual budget for allocation to the funds.
  - d. Determine the relative proportions to be allocated to the various grants and sponsorships:
    - i. Education Grants
      - Secondary school grants (NCEA levels 1, 2 and 3)
      - Tertiary Study grants (undergraduate and postgraduate)
    - ii. Culture, Arts & Sports Grants
      - Individuals competing or participating at regional or national level
      - Individuals competing or participating at international level
  - e. Determine 3-6 strategic disciplines, areas or sectors of cultural and educational priority for the funding year (e.g. Whakairo, te reo Māori, Business Management, Fisheries Management, Resource Management, Medicine etc).
  - f. Advertise such priorities on the Trust website and when releasing its annual call for grant applications.
  - g. Identify any non-financial support mechanisms that the Trust could offer applicants or others targeted for development.
15. These priorities will underpin decisions made on grant applications, and applicants will be asked in the application form to explain how their proposed activity aligns with one or more of the priorities.

## Eligibility

### General eligibility

16. The following eligibility requirements apply to all grant and sponsorship applications:

- a. To be eligible to receive any grant, sponsorship or scholarship from the Trust, applicants must be registered members of Te Ātiawa o Te Waka-a-Māui (and/or Te Ātiawa Manawhenua Ki Te Tau Ihu Trust).
- b. If applicants are not registered members at the time of applying for a grant or sponsorship, but are eligible to be registered members, they can apply for registration at the same time. However, if their registration is not confirmed prior to the date of decision making on the grant – the grant application will be ineligible.
- c. Application forms must be completed in full with all requested information included. Incomplete forms will not be considered.
- d. Applications must be received on any specified due date or be post-dated with the due date to be eligible for consideration. Late applications will not be accepted.
- e. Successful applicants may be required to report on the use of any grant or sponsorship received. Such a report may include one or more of the following:
  - i. Provision of copies of end of course / activity results (e.g. course scores, sporting event placements etc).
  - ii. Provision of information or a brief report (with photos where possible) to inform articles on the Trust website, in the Trust newsletter or for inclusion in the Trust Annual Report.
  - iii. Attendance at any hui held to enable recipients to present or share learnings from their course or activity in accordance with the tikanga of tau-utuutu or reciprocity.
  - iv. Any other feedback mechanism identified by the Trust.

### Education Grant eligibility

17. The following requirements apply to Education Grant applications, and are additional to the general eligibility requirements outlined above (section 16).

- a. Only one application per person, per year will be granted.
- b. Grants will not be awarded for participation in non-fee paying courses, attendance at seminars, conferences or personal development courses.

- c. Applicants must be enrolled in full time study at reputable tertiary institutions. Full time study is defined as a minimum of 6 papers in a university academic year, or a minimum of 12 weeks continuous study at a polytechnic.
- d. The grant is for reimbursement of fees and expenses (books, stationery etc) – so funds will only be transferred on provision of evidence of acceptance to the course in the applicants chosen field of study, and receipts confirming payment of course fees or other evidence of payment.

18. In addition to demonstrating that the chosen field of study aligns to the Trusts annual priorities, preference will be shown to applicants who are:

- i. tertiary students nearing their final year(s) of study toward degree / diploma / certification status
- ii. able to demonstrate excellent academic achievement in prior years (evidence required)
- iii. secondary students in Years 11, 12, 13
- iv. secondary students of any age who are subject to financial hardship (information to be provided in the application form)
- v. studying te reo Maori as a component of their course.

19. Unless otherwise advised at the time of advertising availability of the Education Grant fund, applications can only be made between 1 July and 31 July each year.

### **Culture, Arts & Sports Grant eligibility**

20. The following requirements apply to Culture, Arts & Sports Grant applications, and are additional to the general eligibility requirements outlined above (section 16).

- a. Only one application per person, per financial year will be granted.
- b. Applicants must be either an individual (or individual in a team) participating or competing in a competition or event (i.e. not an official or supporter).

21. Applications must be for expenses to attend a planned and confirmed event in the future (retrospective applications will not be considered) and meet the following requirements:

- a. provide a letter of support from an official of the cultural, arts or sports organisation hosting the competition or event
- b. provide evidence of any relevant prior success in the chosen activity (results of previous competitions, titles / awards won, positive publicity etc.)
- c. provide a copy of a pānui or flyer that provides information about the event
- d. provide evidence of acceptance to participate in the event

- e. provide evidence of potential costs involved (travel, entry, fees etc.)
- f. advise if the grant is to be paid to the applicant, or to the team / club / school / cultural or arts group or association.

22. As well as meeting the requirements above, preference will be shown to applicants who are:

- a. participating / competing at a regional or national competition or event
- b. representing Aotearoa at an international level
- c. participating in planned tertiary event or activity either in New Zealand or overseas with a cultural component or outcome.

23. Unless otherwise advised at the time of advertising availability of the Culture, Arts & Sports Grant fund, grants are decided and allocated as they arrive and applications can be made at any time from 1 July through to 30 June each year. However there is a fixed budget for this Grant fund, so once it is all allocated for the year, no further grants will be available until the following year.

24. Applications are considered at Trust Board meetings held in the third week of each month, so completed forms must be with the Trust office at least one month prior to a Trust Board meeting.

## Application procedures

25. The Trust will advertise availability of grants and sponsorships at least two months prior to any relevant closing date for applications. This advertising will include notices on the Trust website, in the Trust newsletter and in local newspapers if deemed appropriate.

26. Trust staff will respond to queries or requests for application forms and information as appropriate.

27. Applications must be delivered to the Trust office either by email [register@teatiawatrust.co.nz](mailto:register@teatiawatrust.co.nz), or can be hand delivered, couriered or posted to:

Te Ātiawa o Te Waka-a-Māui Trust

Beach Road, Waikawa Marina, Waikawa (for hand delivery and courier)

PO Box 340, Picton 7250 (for postal delivery)

28. On receiving applications Trust staff will:

- a. Vett applications to ensure eligibility criteria are met and forms are complete and any required additional information is provided.
- b. Notify applicants of application receipt and if applicable, request further information.
- c. Separate applications into the appropriate funding categories.
- d. Check that applications align with the purpose and vision of the Education Policy, and any established priorities for the relevant grants and sponsorships.

29. Trust staff may send applications to independent reviewers agreed by the Trust Board to assess applications for educational or other rigour, eligibility and suitability and investment value.
30. The results of Trust staff assessment or independent reviewer assessment will be prepared for the Trust Board in the form of recommendations to approve or decline applications.
31. The Trust Board will make such decisions in accordance with any established priorities identified, any relevant criteria or preferential indicators provided and any other requirements of this policy.
32. Trust Board decisions must be clearly noted in the minutes of relevant meetings, and must include justification against decision making criteria.
33. Applicants will be notified in writing of approval or decline as soon as is practicable after the closing date for Education Grants, or within three weeks of a decision on a Culture, Arts & Sports Grant or sponsorship being made.
34. All information provided by the applicant is held by the Trust and may be used for statistical purposes.

## Decision making criteria

35. Each application will be judged on its merits in accordance with the vision and provisions of this policy.
36. The following criteria should inform any decisions made on applications for grants or sponsorship:
  - a. Applications will be given preference where applicants can demonstrate:
    - i. a clear alignment to any established priorities of the Trust, as advertised annually
    - ii. their involvement with iwi and/or marae activities, and their commitment to iwi development
    - iii. an outstanding record of achievement, leadership or success to date
    - iv. how receipt of a grant or other support will contribute to improving the long term prosperity and well-being of Te Ātiawa o Te Waka-a-Māui and its people.
  - b. Where an applicant is successful in receiving a grant or sponsorship in any one year, the applicant should not assume preference in any following year. The fund is not to be used for long term students (i.e. 'perennial' students or students who have been in study for longer than would normally be expected to achieve a tertiary qualification).
  - c. Applications for international study, activities or events may be considered where clear alignment to established priorities and contribution to iwi development is demonstrated.
37. A guiding decision making framework is attached (appendix 1).
38. In making decisions on grant or sponsorship applications, Trustees must adhere to the provisions in the Trust's Conflict of Interest Policy.



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## Administrative management and distribution of funds

39. Grant and sponsorship monies:

- a. Can only be distributed following minuted approval by a quorum of Trust Board members at a regular or specially convened meeting.
- b. Must be distributed in accordance with any criteria prescribed for the relevant fund. For example, Education Grant funds are paid to the successful applicant in reimbursement of costs, whilst Culture, Arts & Sports Grants are paid in advance.
- c. Must on all occasions be used for the purpose for which they were applied. Failure to do so could result in the Trust requesting that the grant monies be returned.

## Monitoring and review

40. The General Manager is responsible for maintaining the policy, and it will be regularly monitored and reviewed by the Trust to confirm that it remains relevant to the Trust's requirements and approach.

41. Recommended next review date: May 2018.

## Policy approval

42. This policy was approved at the Trustees meeting of 21 May 2016.

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Glenice Paine

Chair

Te Ātiawa o Te Waka-ā-Maui Trust

## References

This policy should be read in the context of the following:

- 'Mahere Mātauranga' Te Ātiawa o Te Waka-ā-Maui Education Plan Report
- Te Ātiawa o Te Waka-ā-Maui Trust Deed
- Conflicts of Interest Policy

**May 2017**

Ratified by the Board of Trustees, 27 May 2017

Review date: May 2018

## Appendices

The following appendices are attached:

1. Decision making framework
2. Applicant Guidance – Education Grant
3. Application Form – Education Grant
4. Applicant Guidance – Culture, Arts & Sports Grant
5. Application Form – Culture, Arts & Sports Grant
6. Applicant Guidance – Outward Bound Sponsorship
7. Application Guidance – Aoraki Bound Sponsorship



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