

# Places

If you are applying for a grant of more than \$20,000 in the Places round, you must also include:

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## Two letters of support, signed, dated and no more than six months old

Provide one letter of support that identifies how this project aligns to local, regional or national strategies, such as: letters from rūnanga/iwi trust board; regional/national organisation; council or government.

Provide a second letter of support from a community organisation that you work with or that has been involved in the development of your project. These letters must confirm what kind of reputation your organisation has beyond the service you provide and the benefits your service/programme delivers.

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## Detailed project/services budget

Provide us with a detailed project budget (including quotes - actual cost, confirmed funds, planned volunteer input). A budget is regarded as a key management tool for planning, monitoring, and controlling the finances of a project or organisation. The budget will need to provide us with details on estimates of income and expenditures for a set period of time for your project or organisation.

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## Strategic/business or development plan

Please provide us with a copy of your strategic plan, business plan, or a copy of your iwi/hapū/whānau development plan.



# Marae documentation

If you are a Marae requesting funds for a new building development or upgrade, the following items must also be included:

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## Resource/building consent

Please provide evidence that resource or building consent has been lodged, or approved.

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## Feasibility study/report

Please provide a copy of your feasibility study, or a report by an architect or suitably qualified professional.

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## Trustees mandate for the project

Please provide a copy of the minutes where your Trustees authorised the project.

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## List of current or potential users

Please provide a list of the current or potential users of the marae.

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## Trustees updated and registered

Please provide confirmation that your trustees are updated and registered at the Māori Land Court (or the Companies/Charities Office, if registered as an incorporated society, or charitable trust and/or Charities Services).

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## Legal entity

Please provide us with confirmation that by an Act of Parliament the marae is registered at the Māori Land Court (or the Companies/Charities Office, if registered as an incorporated society, or charitable trust and/or Charities Services).

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## Land ownership

Please provide evidence that the marae has been set aside as a Māori/Marae

Reservation; and Gazetted in the Māori Land Court, or that you have appropriate land occupation consent (e.g. a lease agreement).



# Community building project documentation

If you are an incorporated society or charitable trust requesting funds for a new building, or building upgrade, the following items must be included:

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## Resource/building consent

Please provide evidence that resource or building consent has been lodged, or approved.

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## Feasibility study/report

Please provide a copy of your feasibility study, or a report by an architect or suitably qualified professional.

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## Trustees' mandate for the project

Please provide us with a copy of the minutes where your board authorised the project.

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## Certificate of title / long term lease agreement

Please provide us with a copy of your certificate of title or copy of long term lease agreement. If your organisation leases the land or building we will also need a letter from the owner indicating their approval of the project.

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## List of current or potential users

Please provide us with a list of your current or potential users of the facility.

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## Detailed project plan

Please provide us with a detailed project plan. This should include a project timeline, how the project will be managed, who the stakeholders you will work with are, how they have been consulted and how they will be involved.



# Heritage documentation

If you are a heritage organisation requesting funds for a heritage restoration project, the following items must also be included:

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## Conservation plan or condition report

Please provide us with a copy of your conservation plan or condition report, prepared by an architect or suitably qualified professional.

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## Heritage New Zealand

Please provide us with a letter of support from Heritage New Zealand.

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## Certificate of title/long term lease agreement

Please provide us with a copy of your certificate of title, or a copy of long-term lease agreement. If your organisation leases the land or building, we will also need a letter from the owner indicating their approval of the project.

# Environment documentation

If you are an environment organisation, you must also provide the following:

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## Project location on public land

Provide documentation that states whether or not your project is located on public land (or covenant land)

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## Council map

Provide a council map showing us the location of your project

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## Threatened species

Provide a threatened species classification list related to your project

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## Management plan

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## Ecological awareness

Evidence that you have considered how to be ecologically friendly and reduce your energy consumption