

Eligibility and Capability

APPLICATION FORM

Settlement Negotiations

Before you start filling out this form, please read the Claimant Assistance and Research Services sections of this booklet.

Completing this application is the first step towards applying for funding assistance from the Crown Forestry Rental Trust (the Trust). You should arrange to meet with a Trust relationship manager to clarify any questions that you or Trust staff may have and to provide additional evidence in support of your application.

Gaining Approved Client status with the Trust does not guarantee that you will receive funding assistance. As well as being satisfied that the applicant has the capability to carry out the business plan, and that the business plan meets the necessary standards, the Trust must be assured that the applicant is viewed as a priority by the Office of Treaty Settlements.

The Trust will examine your organisational capability as part of its assessment of your eligibility and then make a decision on your overall Approved Client status.

If you meet the requirements set out in this application, you will be eligible to apply for assistance from the Trust.

Section A: Name and Contact Details

A1. Name

A2. Physical Address

Telephone No (daytime)

Mobile No

Fax No

Email

A3. Name of group on whose behalf you are applying

A4. Your position in this group

Section B: Eligibility Criteria

Please complete this section if you are applying for assistance with the settlement negotiations process or if you have been through the Waitangi Tribunal and now wish to enter negotiations with the Crown. Your intended negotiations must relate to a claim that involves Crown forest licensed land.

If you need to expand your answers to questions in Section B and C, please attach them to your application.

The Trust looks for an indication of both the Crown's readiness to negotiate with the group, as well as the group's commitment to going through the process. The applicant group must meet the following criteria. They must:

Either

possess a Crown-recognised mandate to negotiate on behalf of the claimants.

Or

have a comprehensive, realistic and achievable plan for carrying out the mandating process which is supported by the Office of Treaty Settlements.

B1. We wish to apply for assistance with the settlement negotiations process.

B2. Name of Crown licensed forest(s) involved in your claim.

The locations and names of Crown licensed forests can be found on page 16 of this booklet.

B3. Have you, or anyone else from the group that you represent, applied for Trust assistance previously?

YES

NO

If 'yes', go to question B4. If 'no', go to question B5.

B4. If your previous application was successful, for what purpose did you receive assistance?

B5. If your previous application was not successful, for what reason was it declined?

B6. Do you hold a Crown-recognised mandate to negotiate a settlement? YES NO

If you have answered 'yes', you will need to supply us with a verified copy of the signed Deed of Mandate.

– OR –

Has the Office of Treaty Settlements indicated support for your plan to achieve mandate?

YES

NO

If you have answered 'yes', you will need to supply us with a copy of this information.

If you have answered 'no' to both of the above questions, you are not eligible for assistance from the Trust – please refer to the Claimant Assistance section of this booklet.

Section C: Organisational Capability

In this section, you are asked to demonstrate that your organisation has the ability to undertake the demanding requirements of settlement negotiations. In this regard the Trust will be looking at the type of governance arrangements, management structure and processes, and financial management systems that you have in place before it will consider providing funding to you.

Once the Trust has assessed the applicant as having sufficient internal governance, management and financial capability, Trust staff will look at the funding requirements of the claimant group. To do this Trust staff will require the claimant group to prepare a business plan setting out its intended work as well as a detailed budget. This means a sound, robust business case, based on the settlement negotiation milestones, and which sets out the eligible activities and costs that the applicant is seeking funding for from the Trust. The Trust's relationship managers are available to assist and advise the applicant on the types of activities that are eligible for funding and the costs that the Trust will fund.

The Applicant may use the following documents as supporting evidence for the organisation's capability listed below. Documents must be clearly referenced when they are used as evidence to support the applicant's statements about aspects of the governance, management or financial capability of the claimant group in undertaking the work and managing the funds.

- Business Plan
- Audit Report
- Communications Strategy
- Legal Status Certificate
- Annual Reports
- Payment, monitoring and tracking systems
- Policy and Procedure Manual
- Organisational Chart
- Project Plans
- Financial Policies and Practices
- Financial Reports
- Independently Audited Accounts

Governance

C1. Are you applying on behalf of a legally constituted entity? YES NO
If 'no', please go to question C3. If 'yes', please go to C2.

C2. If you are applying on behalf of a legal entity, what type of entity is this.

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Please attach a copy of the appropriate legal document to support this.

C3. If you are not applying on behalf of a legal entity, please describe the decision-making process and management arrangements you will use to ensure full and transparent accountability of any funding the Trust might provide to you.

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- C4. Please provide details on the following aspects of the governance arrangements of the entity that your claimant group will be using when undertaking the proposed work. All supporting documents must be clearly referenced when used as evidence of the attributes sought below.
- a. A copy of the constituted rules of decision-making (including membership and meeting rules).
 - b. A copy of the roles and responsibilities of the decision-making body and the management team.
 - c. Policies and processes for identifying and managing conflicts of interest, or potential conflicts of interest, including, for example, dual roles of governance and management.
 - d. A copy of your most recent strategic plan.
 - e. A copy of your most recent annual budget.
 - f. A copy of your communications strategy/plan.

Management Structure and Processes

- C5. Please provide details on the following aspects of the management structure and processes of the entity that your claimant group will be using when undertaking the proposed work. All supporting documents must be clearly referenced when used as evidence of the characteristics sought below.
- a. A copy of your organisational structure with lines of delegated decision-making authority including your organisational chart.
 - b. A copy of your project or work plan which sets out the aims and objectives of the governance entity and the activities that management will be undertaking to achieve these aims and objectives.
 - c. A copy of the roles and responsibilities of staff that you are employing to undertake the work defined in your work plan in (b) above.
 - d. A copy of your latest risk management strategy and mitigation plans.
 - e. A copy of your human resources policies.
 - f. A copy of your disputes resolution procedures.

Financial Management System

- C6. Please provide details on the following aspects of the financial management arrangements that your claimant group will be using when undertaking the proposed work. All supporting documents must be clearly referenced when used as evidence of the characteristics sought below.
- a. The name and contact details of the chartered accountant or other suitably qualified person you employ to manage your annual accounts and other financial matters.
 - b. A copy of your most recent audit report.
 - c. A copy of your most recent monthly (or two monthly) budget and expenditure statements.
 - d. A copy of the policies and procedures for managing income and expenditure.
 - e. Name the accounting package that you use (or you have access to through your financial advisor) to manage your income and expenditure.

Please read and sign the declaration below and then return the completed form and all necessary documentation to the Trust.

Section D: Declaration

The details I/we have given in this application are true and correct to the best of my/our knowledge. I/we understand that there is no guarantee that assistance will be provided by the Trust.

Name

Signature

Date