

# Eligibility and Capability

## APPLICATION FORM

### Waitangi Tribunal Process

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 Waitangi Tribunal related activities, the Trust must be assured that the applicant is viewed as a priority in the Waitangi Tribunal's hearings schedule.**

**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

Claimants must meet the following two basic requirements before the Trust will consider them for assistance with the Waitangi Tribunal process.

1. The applicant must have a claim(s) registered with the Waitangi Tribunal, which involves, or could involve Crown forest licensed land.
2. The applicant must represent a 'cluster' of claimants that represent a significant proportion of all potential claimants in that Waitangi Tribunal inquiry district.

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

- B1.  I/We wish to apply for assistance with the Waitangi Tribunal process.
- B2. Have you, or anyone else from the group that you represent, applied for Trust assistance previously?  
 YES  NO *If 'yes', go to question B3. If 'no', go to question B5.*
- B3. If your previous application was successful, for what purpose did you receive assistance?  
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- B4. If your previous application was not successful, for what reason was it declined?  
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- B5. Do you have a claim(s) registered with the Waitangi Tribunal?  YES  NO  
*If you have answered 'no', you are not eligible for assistance from the Trust – please refer to the Claimant Assistance section of this booklet for an explanation of this requirement.*
- B6. Do you represent a cluster of claimants that represent a significant proportion of the claimants in your Waitangi Tribunal inquiry district?  YES  NO  
*If you have answered 'no' you are not eligible for assistance from the Trust – please refer to the Claimant Assistance section of this booklet for an explanation of this requirement.*
- B7. Please list the registered WAI number(s) of the claims.  
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- B8. 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.*  
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- B9. Briefly describe the nature of the claims (or attach a copy of your statement of claim).  
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- B10. If you represent a cluster of claimants, please provide a signed statement from each of the claimants indicating that they support this application.
- B11. If your claim represents a significant proportion of all potential claimants, please supply evidence in support of this (eg. minutes from hui indicating support, census figures, surveys, or iwi registration data).

## Section C: Organisational Capability

In this section, you are asked to demonstrate that your organisation has the type of governance arrangements, management structure and processes, and financial management systems the Trust requires when providing funding.

The Trust recognises that a claimant group applying for funds for the Waitangi Tribunal process may not be the same group that moves onto settlement negotiations with the Office of Treaty Settlements. For this reason the governance requirements are not as comprehensive as for groups seeking funding for the settlement negotiations. What the Trust is looking for are arrangements put in place by the claimant group that provide for regular meetings of claimants, regular panui of progress; processes that enable the appointment, discharge and succession of committee/board members and the chair; procedures that provide for recording of decisions, dispute resolution, and financial management.

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, focused on Waitangi Tribunal related activities 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 questions 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.

- Audit Report
- Communications Strategy
- Legal Status Certificate (if a legal entity)
- 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 and Management Structure

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.*

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

.....  
*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 and management structure 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 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 including an organisational chart.
  - 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.
  - g. A copy of your disputes resolution procedures.

### **Financial Management System**

- C5. 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 .....