

Eligibility Application Form

Before you start filling out this form, please read the Information Sheet for Claimants – Establishing Eligibility for Assistance from the Crown Forestry Rental Trust.

Completing this application is the first step towards applying for assistance from the Trust. If you meet the requirements set out in this application, you will be informed whether you are eligible to apply for assistance from the Trust. This may require you to meet with a facilitator to clarify any uncertainties the Trust may have and to provide additional evidence in support of your application.

Please note that being eligible to apply for Trust assistance does not guarantee that you will receive such 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 either the Waitangi Tribunal or 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 eligibility. Once a decision has been made that you meet the Trust's conditions for eligibility, you will be invited by the Trust to apply for funding assistance.

Section A: Name and Contact Details

A1: Name

A2: Physical Address

Daytime Telephone No. ()

Mobile No.

Fax No.()

Email

A3: Name of group on whose behalf you are applying.

A4. Your position in this group.

A5: Have you or anyone else from this group applied for Trust assistance previously? YES/NO

If 'yes', go to question A6. If 'no', go to question A8.

A6: If your previous application was successful, for what purpose did you receive assistance?

A7: If your previous application was not successful, for what reason was it declined?

A8: Name of Crown licensed forest(s) involved in your claim.

If your application concerns Waitangi Tribunal related activities, please complete Section B. If your application concerns direct negotiations (Office of Treaty Settlements) related activities, or if you have completed the Waitangi Tribunal process and now wish to enter negotiations with the Crown, please complete Section C.

Section B: Eligibility Criteria - Waitangi Tribunal

Please complete this section if you are applying for assistance with the Waitangi Tribunal process.

B1. I/We wish to apply for assistance with the Waitangi Tribunal process.

B2. 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 **Information Sheet** for an explanation of this requirement.*

B3. What is the registered WAI number of the claim?

B4. Briefly describe the nature of the claim (or attach a copy of relevant documentation):

B5. Approximately how many people are represented by this claim?

B6. Do you represent a cluster of claimants? YES/NO *If 'yes', go to question B7.*

- OR -

Is your claim made on behalf of a significant proportion of all potential claimants in your Waitangi Tribunal inquiry district? YES/NO *If 'yes', go*

to question B9.

*If you have answered 'no' to both of the above questions, you are not eligible for assistance from the Trust - please refer to the **Information Sheet** for an explanation of this requirement.*

- B7. If you represent a cluster of claimants, please list the registered Wai numbers of the claims:.....

- B8. If you represent a cluster of claimants, please provide a signed statement from each of the claimants indicating that they support this application. *Go to Section C.*
- B9. If your claim represents a significant proportion of all potential claimants, please supply evidence in support of this (e.g. minutes from hui indicating support).....

Section C: Eligibility Criteria - Direct Negotiations

Please complete this section if you are applying for assistance with the direct negotiations process or if you have been through the Waitangi Tribunal and now wish to enter negotiations with the Crown.

- C1. I/We wish to apply for assistance with the negotiations process.
- C2. 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 **Information Sheet** for an explanation of this requirement.*

Section D: Organisational Characteristics

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

The following documents might be used as supporting evidence for the questions below:

- 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

- D1. Are you applying on behalf of a legally constituted entity? YES/NO
If 'no', please go to question D2. If 'yes', please go to D3.
- D2. If you are not applying on behalf of a legal entity, please describe the system you will use to ensure full and transparent accountability of any funding the Trust might provide to you.
- D3. 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.
- D4. Does the entity have formally constituted rules of governance (including board membership and meeting rules)? YES/NO
If 'yes', please attach a copy of these rules.
- D5. Are the roles and responsibilities of the board members clearly defined? YES/NO
If 'yes', please attach a copy of the relevant supporting document(s).
- D6. Is there a clear policy/process for identifying and managing conflicts of interest, or potential conflicts of interest, including, for example, dual roles of governance and management? YES/NO
If 'yes', please attach a copy of the relevant supporting document(s).

- D7. Does the board carry out strategic planning? YES/NO
If 'yes', please attach a copy of the board's most recent strategic plan.
- D8. Does the board approve and review annual budgets?
If 'yes', please attach a copy of the board's most recent annual budget.
- D9. Does the board approve a communications strategy? YES/NO
If 'yes', please attach a copy of the board's most recent communications strategy.

Management Structure and Processes

- D10. Is there a clearly defined organisational structure with defined lines of decision-making authority? YES/NO
If 'yes', please attach a copy of the relevant supporting document(s), e.g. organisational chart.
- D11. Is there a clearly defined project or work plan for management to follow detailing the objectives of the board? YES/NO
If 'yes', please attach a copy of the project or work plan.
- D12. Are there risk management strategies in place? YES/NO
If 'yes', please attach a copy of the latest risk management strategies and indicate how often these are reviewed and revised.
- D13. Are the roles and responsibilities of staff clearly defined? YES/NO
If 'yes', please attach a copy of the relevant supporting document(s).
- D14. Are there human resources policies? YES/NO
If 'yes', please attach a copy of the human resources policies.
- D15. Is there a dispute resolution process in place? YES/NO
If 'yes', please attach a copy of the dispute resolution process.

Financial Management System

- D16. Are the annual accounts managed and prepared by a chartered accountant or suitably qualified person? YES/NO
If 'yes', please state the name, location, and contact details of the firm responsible.

D17. Is there an annual audit conducted by an independent auditor? YES/NO
If 'yes', please attach a copy of your most recent audit report.

D18. Are budgets and expenditure statements prepared on a monthly basis?
 YES/NO
If 'yes', please attach a copy of the most recent budget and expenditure statement.

D19. Are there clear policies and processes in place regarding expenditure?
 YES/NO
If 'yes', please attach a copy of these policies and processes.

D20. Do you use a computerized accounting package to manage your expenditure? YES/NO
If 'yes', please supply details on which package you are using.

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

Section E: 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:.....

<p>OFFICE USE ONLY: Date application received: ___/___/_____ Relevant supporting documentation attached? Yes/No If no, what is missing? _____ Applicant asked to provide missing documentation? Yes/No Date: . _____</p>
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