



Status 37 Granted

Programme: Community Development Scheme
Sub Programme: Community Development Scheme

Financial Year:
Submit Date: 18 May 2016

Manager: Marten Schievink
Committee Coordinator: S9 (2) (a)
Advisor: S9 (2) (a)

▼ CROWN PANEL

Assigned Expert Panel & Committee:

Reviewers

Review States: 20 Pending Committee Review
Reviewer Group: Crown Panel
Theme: Committee Reviewer Form

▼ PANEL MEETING

You can only search on the meeting ID to find the correct meeting to link request to.

Meeting

ORGANISATION DETAILS

Organisation: Arohamai Literacy Horowhenua Incorporated
Location: Levin,
Who is the primary contact for this request? Elizabeth Brown
Who could sign the grant agreement if offered? Signature 1 Pirihiro Robinson

Who could sign the grant agreement if offered? Signature 2 Elizabeth Brown

Personal profile ID (internal check for staff):

signature 1 ID: 198998

signature 2 ID: 1214776

▼ REQUEST DETAILS

Request Created on Behalf of Customer:

Funding Benefit Location:

Click on the green button with the white plus sign to add your entry.

Location

Horowhenua District

Does your project meet one of the sector Pacific communities priorities for this year?

Which of the following priority territories South Central are you applying to?

What do you want funding for?

A by Pasifika for Pasifika 'one stop shop'. We would like x2 positions:

Position 1 - Pasifika coordinator/manager, Pasifika Foe

This person would develop, implement, advocate and coordinate programmes within the community which will include the development of a Pasifika model that meets the needs that we have identified and assessed within the Horowhenua Pasifika community.

Position 2 - Pasifika Navigator/ Pasifika Fe'aso'otaiga

This person would be a community worker who would liaise with children, young people their families/aiga and NGO and government agencies. Develop individual plans, and set goals with the aiga to obtain best outcomes.

What community need do you propose to meet?

We have identified the gaps within the Horowhenua Pasifika community. At present there isn't anyone in the Horowhenua Pasifika community who is responding to the social needs of our people in the culturally appropriate manner.

The x2 positions will provide our Pasifika community with the link and support to access social services including health, housing, employment and education. The Horowhenua Pasifika community currently don't have the awareness, knowledge and trust therefore they do not access the services they are entitled to.

We believe our people would benefit from having a x2 local Pasifika people who lives, understands and knows, the Horowhenua community, including the Horowhenua Pasifika communities elderly leaders.

How will you address the need?

We will support the Horowhenua Pasifika community to identify and achieve their identified goals in:

- Career/employment journeys including support with CV's, coverletters, job searching tools, employment contracts and navigation & understanding NZ employment relations
- Understanding the NZ education/scholarships and apprenticeships

Advocacy and advice. navigating and accessing support for our new immigrants, justice, benefit information etc -

Building confidence and cultural competency in our young people and NZ born Pasifika to gain a better understanding regarding aganu'u and language so they may confidently apply these learnings in their cultural settings such as weddings, funerals, fono etc

- Resource development including learning tools and books for our people - Presentations, translations and guidance and advice services.

Project name/title:

Pasifika fa'atili foe mo le a'e

What is the project start date? 1/6/2016
What is the project end date? 30/6/2018

NGĀ HUA/OUTCOMES

What are the expected benefits/outcomes?

We would have a thriving, connected Pasifika community who are meeting their health, social, education and economic needs.

Mahinga/activities: briefly describe your project or planned activities:

We have drafted a work programme that includes:

Position 1 -

- The setting up of a new Pasifika organisation
- Develop model the model in conjunction with the Pasifika Navigator, Pasifika elders and wider Pasifika community - Resources development from a Pasifika perspective and lens again in conjunction with our Pasifika navigator, elders and community
- Relationship development - build and maintaining existing relationships
- Financial (seeking funding for programmes and initiatives as well as operational costs etc), reporting, policy (inc HR) and legislative requirements and documentation
- Support the Pasifika Navigator with meeting the needs in the Pasifika community.

Position 2 -

- Initial meetings to engage with aiga, undertake needs assessment, develop an agreed plan with the aiga, review of plan (6 weekly initially), celebration of completion of plan
- Areas of work identified would be: advocacy, guidance and advice for Pasifika peoples including making appointments, by attending meetings (W&I, Courts, CYFs, Immigration, medical appointments, education etc) -Case management to include monitoring of plans, evaluation and support aiga to completion of their plans (including a 6 weekly follow up).
- Assist Pasifika aiga with support to reaching their full potential
- Ensure aiga are aware after celebrating the completion of their plan that at any time they are welcome to come back in with any new/potential issues as we operate an 'open door' policy

How do you know this is needed?

We consulted with our Pasifika community leaders and elders. They have told us of the gaps and how Pasifika people can best be served.

We know that the Horowhenua Pasifika community is the second fastest growing Pasifika population in NZ.

We also know that our Horowhenua/Otaki Children's Team have the highest referrals from Pasifika children and their aiga (around 60% of their case load). Further we also know that the representation from local social services does not reflect this in their staffing.

English as a second language can cause barriers to accessing the appropriate help/services. This has been identified by both local organisations and Pasifika aiga.

How will you achieve it?

Our vision is:

For the Pasifika community of the horowhenua to reach their full potential while being aware of, well informed and confident in accessing services that my support us on their journey.

We have a developed a philosophy for the provision of service work.

We will set up an organisation to meet the needs of the Pasifika people in the Horowhenua. Provide the support, advocacy and the services required to meet the needs of our people.

We have developed some programmes including:

-Advocacy and guidance:

Supporting our people to access, have an awareness, understand and navigate through local social services .i.e. W&I, Immigration, Housing, Health and Education.

-Language/Aga nu'u:

For our urban and Pasifika peoples. We have qualified professionals who are able to teach basic language through to the appropriate way to address people (especially those with titles) and the like. We will start with Samoan language and move to Tongan, Tokelauan, Niue etc.

-Customs and Traditions/Va Fealoai

We will look at appropriate behaviors in settings such as wedding, funerals, church - Fa'alavelave. We know cultural identity gives our people belonging, confidence and clears the way for the ability to learn and succeed.

-Safe relationships:

This is in response to Horowhenua's domestic violence statistics however we will be looking at resolutions and strategies from a Pasifika perspective. We will start with girls and look to have a mens group also.

-Womens/mum group:

Traditionally Pasifika peoples have always had 'women groups'. Women are the back bone of our people and the heart of our fanau. We hope within the group to hold educational sharing of knowledge including sewing, cooking etc. This will provide an opportunity for our mums to come together, for new settles to have a people to connect with and for our mums to share and learn from each other. Knowing what is available in the community and acknowledging their skills and strengths.

-Budgeting (with a Pasifika perspective):

This will be delivered differently as it will be from a Pasifika perspective to include what we know are 'essential' expenses for our people for example sending money home to the Islands or fa'alavelave at weddings and especially funerals. We will look at ways aiga can keep themselves out of financial strife while still contributing to fa'alavelave.

-Engagement skills training for our non-Pasifika colleagues:

Educate and guide our non-Pasifika colleagues on how we like to work and be engaged with. This will be done in a strengths based way as we are no longer wanting to work in the deficit rather want to look at solutions that we know work for us.

-Development of resources:

We are starting to develop educational material that we know works for us. From learning tools for our people to models and learning tools for engagement for our non-Pasifika colleagues.

-Translations services:

For our people as well as school materials etc -Transition from Pasifika perspective:

From home to kindy

Kindy to school

School to college

College to further tertiary.

How will you show you have achieved it?

Establish a well functioning organisation that is meeting the needs of the Pasifika community in the Horowhenua. Regularly (quarterly) report and seek feedback from Pasifika elders and community leaders to proper feedback to see that we are still on track, still relevant and for any guidance

Obtain accreditation with organisations such as: CYF, Budgeting service, Strengthening Families facilitation etc Keep case notes and records to show outcomes achieved by children and their aiga.

Continue to monitor the needs of the Horowhenua Pasifika community to ensure the work we are delivering stays relevant.

That our Pasifika aiga are living happy prospers lives which can be evidenced by excellent health, employments, education and social outcomes data.

How do you know the community supports your project?

We have consulted with our elderly Pasifika leaders and the wider Pasifika community and they are very supportive. Our elders have had significant input into the development of our programmes in order to help us to meet the needs of our Pasifika community.

Local NGO's, schools and government agencies seek advice and guidance in Pasifika matters in particularly in engaging and working with Pasifika families.

What community participation/collaboration will be involved?

We will continue to consult and work with our elders and our wider Pasifika community, with ongoing support for any Pasifika (e.g. Fale Pasifika's Jandal Jam) and other community initiatives.

We have planned celebrations that we will deliver in consultation with various churches to celebrate important Pasifika events such as Mothers Day, Fathers Day, Pasifika language weeks .i.e. Samoan language week, Tongan language week etc.

How does your request align with the purpose or priorities of this fund?

With the x2 new Pasifika positions we are supporting our Pasifika community to work together, and work towards becoming more self-reliant and resilient. Further our request shows local solutions to local issues within the Horowhenua Pasifika community by utilizing local Pasifika people to build the capacity and capability of our community.

We have developed in consultation with our Pasifika people including our elders and leaders, new, innovative and sustainable programmes.

FUNDING BENEFIT ETHNICITY

Which ethnic groups or communities will benefit from your activities or project? **Ethnicity**

Pacific Peoples / Other Pacific Peoples (Please Define)

Pacific Peoples / Fijian

Pacific Peoples / Tokelauan

Pacific Peoples / Niuean

Pacific Peoples / Tongan

Pacific Peoples / Cook Island Maori

Pacific Peoples / Samoan

Pacific Peoples

If "(Please Define)" was selected for any ethnicity option, please enter details in "Other Ethnicity"

Other Ethnicity: Kiribati

Is there any conflict of interest for or this project? No within

FINANCIAL INFORMATION

What is the total cost of the project (\$)? \$240,000.00


SUPPORTING DOCUMENTATION

Required documents

1. Project Budget for this request *Required*
2. Workplan *Required*
3. Any other supporting documents


Released under the Official Information Act 1982

SUPPORTING DOCUMENTATION

 Budget Faatili foe mo le ae.docx

Budget (CDS)

Added by S9 (2) (a) at 2:05 PM on 24 February 2017

 Conflict of Interest 01.2017 006.j...

Additional Supporting Document


Added by S9 (2) (a) at 12:16 PM on 30 January 2017

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 PTF MOU January 2017 005.jpg SUPPORTING DOCUMENTATION


Additional Supporting Document

Added by S9 (2) (a) at 12:15 PM on 30 January 2017

 PTF MOU January 2017 004.jpg


Additional Supporting Document

Added by S9 (2) (a) at 12:15 PM on 30 January 2017

 PTF MOU January 2017 003.jpg


Additional Supporting Document

Added by S9 (2) (a) at 12:15 PM on 30 January 2017

 PTF MOU January 2017 002.jpg

Additional Supporting Document

Added by S9 (2) (a) at 12:15 PM on 30 January 2017

 PTF MOU January 2017 001.jpg

Additional Supporting Document

Added by S9 (2) (a) at 12:15 PM on 30 January 2017

 Pasifika For Tomorrows Budget Year One.docx

Budget (CDS)

Added by S9 (2) (a) at 1:38 PM on 27 October 2016

 Pasifika for Tomorrow Workplan Year One.docx


Workplan (CDS)

Added by S9 (2) (a) at 1:38 PM on 27 October 2016

 Budget1012_001.docx

Budget (CDS)

Added by Linda Allen at 9:06 PM on 18 May 2016

 LTTM Trust Deed.docx

Additional Supporting Document

Added by Linda Allen at 9:06 PM on 18 May 2016

 Work Plan.docx

Workplan (CDS)

Added by Linda Allen at 9:06 PM on 18 May 2016

Released under the Official Information Act 1982



LTTM 2015 Audited Accounts.docx SUPPORTING DOCUMENTATION

Additional Supporting Document

Added by Linda Allen at 9:05 PM on 18 May 2016



LTTM 2014 Audited Accounts.docx

Additional Supporting Document

Added by Linda Allen at 9:05 PM on 18 May 2016

▼ INFORMATION FOR STAFF

Deleting Documents

Customers and Contact Centre staff can delete documents when the request is in state 'draft' Staff can delete documents at any state when they can edit the request form.

Notes:

1. if you delete a mandatory document that is **Required**, you will not able to progress the request to the next step in the workflow until the required document has been uploaded.
2. If you delete a document, it is deleted permanently and cannot be recovered.

▼ DOCUMENT CHECK

Does customer need to be notified due to No incomplete request?

▼ CONFLICT OF INTEREST

Conflict of Interests that show here:

- all conflict of interests that were created from here
- any conflict of interest with the organisation making this request

Recording a Conflict of Interest (COI)

Only add a COI here if the COI is with one of the individuals associated with this request; primary contact, signatory 1 or signatory 2.

-If the COI is with the organisation making this request, add the COI on the organisation card.

-If the COI is with another person linked to the organisation making this request, add the COI on the personal profile card.

To add a Conflict of Interest (COI)

1. click on the green button with the white plus sign
2. enter name of person who has the conflict (staff member or committee member)
3. select 'user' in the COI dropdown
4. select customer name from the list of names in the dropdown
5. add details to the conflict of interest description field

NGĀKAU KŌNATUNATU / CONFLICT OF INTEREST

▼ ASSESSMENT

INTERNAL ASSESSMENT WORKBOOK

ELIGIBILITY AND FUND CRITERIA REQUIREMENTS

Does this request include services or activities for children or young people as defined by the Vulnerable Children Act 2014? : yes

The organisation complies with the requirements of the Vulnerable Children Act 2014: Yes

Date verified: 8/6/2016

Vulnerable Children Act 2014 Verification Comments:

The contact explained that the Trust has policies in place that cover the requirements of this act.

All required eligibility support information has been provided: Yes

The customer meets the eligibility requirements for this fund: Yes

The request meets the eligibility criteria for this fund for this funding round? Yes

The project is retrospective: No

Region (Customer location if other from request region)

Expected grant completion date: 8/6/2017

Comment on eligibility of customer and request:

Project Plan Submitted: Yes

CDS Year: Year 1

CDS priority sectors: Pacific communities

CUSTOMER ENGAGEMENT FOR THIS REQUEST

Observations and report on customer discussion (phone, skype, email, visit)

I have met with this group in Levin. The group has commented that there has been a number of fono held with the local Pasifika community to ascertain what are the needs and aspirations in the community. The main issue that was identified by the community was that there is a lack of access to information, services, support, and advice for the Pasifika community. This group has been operating in a way that walks alongside Pasifika community members to assist with their development needs. It has also been identified that many Pasifika people want to engage in cultural identity programmes where they can learn and participate in important customs and language from their islands.

Visit/customer engagement date: 8/6/2016

Visit or customer engagement by: S9 (2) (a)

Note: Any additional assessment documents provided during customer engagement should be uploaded in "Community Operations Internal Documents"

REPORT COMMENT - Request eligibility and alignment with fund criteria:

The customer and request meet the eligibility requirements. The proposed project aligns with the fund criteria.

The request focuses on funding two positions a Pasifika Coordinator/Manager and a Pacific Navigator. A plan has been provided that sets out initiatives and activities for the first year that will enable progress towards meeting the long term outcomes.

The request is eligible, however it appears to have a mix of service delivery and community development.

COMMUNITY OUTCOMES

Will contribute to the community achieving its outcomes or aspirations:

There is a growing population of Pasifika in the Horowhenua community. The Pasifika community see access to information, advice and services as a main issue. By having two community workers in place they could walk alongside Pasifika to establish a connection point with existing services, agencies and programmes. These navigators could translate, advocate and provide support so that the Pasifika community can gain access to existing services and connect with agencies and programmes that will provide connection and positive cultural development for Pasifika communities.

Community need (including assessment on identification of community need and the community support for the project)

Many of the Pasifika communities are beginning to rise up to have a voice about what their needs are and having a navigator to support and walk alongside them would help connect Pasifika to the support that they need. There are limited Pasifika advisors within existing services so having a connector would allow Pasifika to gain access to the services and support they need in the Horowhenua community. The community worker would act as a bridge between agencies, schools, community organisations, service providers and the Pasifika community. Life to the Max is an established service provider in the community that has managed a large number of contracts and grants. They have the infrastructure in place to work with the Pasifika navigators to make this a success. The local Council is supportive of the project.

Evidence of community Collaboration:

A number of fono have been held that have brought the Pasifika community together and it has emerged that a number of the Islands are prepared to work together to progress community development. Samoan, Tongan, Kiribati, Tuvaluan, Papua New Guinea community members, church leaders, Council, schools and employment places are working together so that Pasifika can realise their dreams and come up with solutions to their own issues.

REPORT COMMENT - Intended community benefits of project (including assessment of the benefits that will be realised)

There is a growing population of Pasifika in the Horowhenua community as families migrate from Auckland for cheaper living costs and employment opportunities at the market gardens and the meat works. A number of negative issues arose in the community such as domestic violence and teen pregnancy a Pan-Pasifika fono was held. It was identified by the Pasifika community the need for relationship building, to gain access to information, and to support and strengthen cultural identity. Although Life to the Max Horowhenua is a social service provider, for this project, they would be operating as a fund holder as they have good grant management, infrastructure, and employment policies in place. The two Pasifika community development workers would not be an extended service of Life to the Max programmes they would be community development workers for the Pasifika community. By having two community development workers in place they would walk alongside Pasifika to establish: 1) a connection point with existing services by building relationships within Pacific Island groups, agencies and other community programmes, and 2) a focus on working with families and the wider Pasifika groups to strengthen and develop cultural identity.

By building relationships, having access to existing services and cultural identity programmes this will ensure that Pasifika can be more intergrated in the community and can also showcase their own culture to share with the wider Horowhenua community.

ALIGNMENT WITH FUND PURPOSE AND OUTCOMES

Tātai Pūtea Funding Scheme Outcomes :

REPORT COMMENT - Alignment with fund purpose and outcomes:

There are components of this project that aligns with proposed project fund purpose and outcomes.

This includes Pacific communities working together to become self reliant and resilient, seeking solutions to issues within communities and building capacity and capability. There are other parts of the project that focus more on one on one support for individuals

EVIDENCE THAT REQUEST MEETS FUNDER'S PRIORITIES

Priorities: projects which enable strong communities/hapū/iwi to be resilient and resourceful , projects which enable strong communities/hapū/iwi to provide people with a sense of belonging and purpose, shared vision and common values , Projects in priority population communities, i.e. Māori, youth at risk, pacific people or other ethnic groups in urban, provincial or rural areas and/or communities facing social or geographic isolation, low household incomes & problems accessing internet

REPORT COMMENT - Comment on request alignment with funder's priorities:

The proposed project aligns with the funder's priorities.

The project focuses on working with families, young people and children within the Horowhenua Pasifika community. The aim of the project is to strengthening families by developing individual plans and operating a range of services and programmes .

Prior to submitting this request the applicant consulted with the Pasifika community in Horowhenua with the view of identifying what service were needed to support pacific families and young people. This request reflects the need that was expressed by the community

ASSESSMENT OF ABILITY TO DELIVER

First time applicant: Yes

Comment on previous grants history from legacy systems and any watchlist issues identified:

Current issues identified:

Having reviewed the customer's grants history, is the level of funds requested here uncharacteristic? No

Is the budget and proposed expenditure Yes appropriate?

Is the planning provided appropriate to the scale and complexity of the proposal? Yes

Are there appropriate resources available to undertake and complete this initiative? Yes

Is the organisation experienced in delivering activities of similar scope, scale and complexity? Yes

REPORT COMMENT - Ability to deliver: summary comment on governance, management, and financial performance, and previous experience of initiatives of similar scope:

No issues were identified with the organisations ability to deliver on this project.

Governance & Management.

The Trust has policies in place covering all aspects of governance i.e employment, finance, conflict of interest etc. There is a separation of governance and management roles within the organisation.

The overall responsibility for the project will be with Trustees.

The Trust has been operating for the past 8 years. The Trust currently employs 22 staff.

Grant History

The Trust has been a regular recipient of Lottery funding since 2007 and and COGS funding since 2011. All accountability requirements have been met.
The Trust operates services for high risk youth and includes a truancy service, alternative education facility and youth programmes. The Trust currently has contracts with Ministry of Social Development and Ministry of Education.

Financial Performance.

The information below summarises the audited financial statements dated 30 June 2015.

Income \$1,135,193.00
Expenditure \$1,421,857.00
Deficit \$286,664.00
Current Assets \$672,384.00
Current Liabilities \$266,321.00 (includes \$97,733.00 income in advance)
Working capital \$406,063.00
No issues were raised in the auditors report.

The contact for the request stated that all financial transactions require 2 authorised signatories.
If a CDS grant was approved the Trust would set up an account ledger so that all income and expenditure was identified separately.

ASSESSMENT OF RISK

Likelihood on non compliance

Failing to Supply Results Report OnTime 1 (1 = not likely; 5 = very likely)

Failing to supply Results Report at all (1 = not likely; 5 = very likely) :

Advisor's opinion of request risk (1=low 1 risk; 5=high risk)

Provide comment on why you identified this level of risk:

There was no indication that a higher risk level was warranted.

REPORT COMMENT - Organisation's capacity, maturity, and capability in relation to the amount of funding requested and complexity of what is proposed:

A financial analysis has been completed and no risks have been identified.

No issues have been raised over the governance.

In the past the group has managed their grants and contracts well.

There is no indication of issues with the group's capacity, maturity and capability

From previous fono, a collection of Pacific Island communities have supported this community development scheme as a way to participate in the wider community and access much needed services. It also highlights that Pasifika communities which to celebrate and retain their own cultural practices. It is an inclusive, community driven approach to Pasifika in the Horowhenua community.

Further mitigation required if grant is recommended: No

Which other fund could assist the applicant?

▼ MONITORING VISITS

Recommendation for monitoring visits during life of the grant:

MRS' approval for advisor to visit:

▼ RECOMMENDATION

REPORT COMMENT - Reason for recommendation to committee:

Recommendation : Fund
Total grant recommended: \$80,000.00
Recommended excluded costs or expenditure (fund specific)

Recommended pre-payment conditions:

A revised budget and workplan

Recommended Ara poutama/milestone 1 reporting and/or payment conditions:

Recommended Ara poutama/milestone 2 reporting and/or payment conditions:

Recommended additional terms and conditions to manage risks:

If a grant is recommended for this request, the:

agreement start date would be: 1/9/2016

agreement end date would be: 31/8/2017

Recommendation reason: the Panel considered that your request aligns well with the priorities of the Fund.

▼ OUTCOMES

Common investment type : Community Projects

Pūtake Pūtea Funding Source Outcomes: Well informed communities

▼ DECISION

Decision : Fund
Decision Date: 8/9/2016

Grant Awarded: \$80,000.00

Percentage of requested amount % 33.33333333

Decision

Reason:

your request aligns with the fund priorities and criteria, and the project has the ability to meet the fund purpose and outcome. Please note the funding is for a community development worker to assist the Pasifika community to develop and implement a model of Pasifika community development in Horowhenua. An advisor from Internal Affairs will support you to develop a workplan and budget which meets this outcome. The funding is not to support a community navigator as this role is considered service delivery.

Include Excluded Costs or Expenditure: No

Include pre-payment conditions: Yes

Decision Pre-payment conditions: a revised workplan and budget.

Include Ara poutama/milestone 1 No reporting and/or payment conditions:

Include Ara poutama/milestone 2 No reporting and/or payment conditions:

Include additional terms and conditions: No

NOTIFICATION OF DECISION

Decision information that displays to customer **Decision:**
Fund

Grant Awarded: \$80,000.00

Decision Reason: It was noted that your request aligns with the fund priorities and criteria, and the project has the ability to meet the fund purpose and outcome. Please note the funding is for a community development worker to assist the Pasifika community to develop and implement a model of Pasifika community development in Horowhenua. An advisor from Internal Affairs will support you to develop a workplan and budget which meets this outcome. The funding is not to support a community navigator as this role is considered service delivery. **Date notified:** 15 September 2016

COMMITMENT

Funding Sources

Amount: \$80,000.00
Source: Community Development Scheme 16/17
Initiatives: Community Development Scheme, Community Development Scheme
Fiscal Year: 2017

\$80,000.00 Total Funding
\$80,000.00 Grant Amount
\$0.00 Difference

Amount Paid to Date: \$80,000.00

Pending Payment: \$0.00

REPORTS SCHEDULE

Reports

Name: Pre-Payment Report
Due: 14/10/2016
Status: Report Assessed

Name: Otinga Kōrero Final Results Report
Due: 22/9/2017
Status: Report Pending

PAYMENT SCHEDULE

add a refund

The refund that is added here should be the amount refunded exclusive of any GST (ie calculate the GST exclusive amount)

Payments

Amount: \$80,000.00
Due:
Status: Canceled

Report Dependencies: No dependencies

Amount: \$80,000.00
Due:
Status: Paid

Report Dependencies: No dependencies

Total Payments: \$80,000.00

GENERATE GRANT AGREEMENT

Create Agreement Template: Yes

Agreement organisation name would be: Arohamai Literacy Horowhenua Incorporated

grant agreement start date: 1/9/2016 **grant**

agreement end date: 31/8/2017

AGREEMENT DETAILS

Grant Offer Accepted & Approved on: 3/2/2017

Grant Offered On: 16/9/2016

GRANT AGREEMENT

INTERNAL AFFAIRS

Te Tari Taiwhenua

The Sovereign, in right of New Zealand, acting by and through the Secretary for Internal Affairs, has agreed to contribute a Community Development Scheme grant of **\$80,000.00** to Arohamai Literacy Horowhenua Incorporated to support you to achieve the outcomes described in your request.

Each party warrants it has the authority to enter into this agreement and that all the information provided is true, complete and accurate.

Each party warrants it will fulfil its obligations as set out in this agreement.

Each party warrants it will attempt to resolve any dispute or difference amicably and in good faith, through dialogue in the first instance, or another form of dispute resolution.

The term of this agreement is from **1 September 2016 to 31 August 2017**

The Department of Internal Affairs will pay the grant as set out in the payment schedule to this agreement.

1. We confirm that the grant is still required and that the grant will be used for the agreed purpose.
2. We agree to keep financial records that demonstrate how the grant was spent for seven years after the end of the agreement term.
3. We agree to participate in a timely manner in any monitoring activities the Department of Internal Affairs may undertake related to this grant, its purpose and its outcomes.
4. We agree to provide results reports by the dates specified in the report schedule to this agreement, including reporting on how the grant was spent in relation to the budget presented in our request.
5. We understand that the Department of Internal Affairs is subject to the Official Information Act and may be required to release information unless there is good reason to withhold the information.
6. We understand that we may request a variation to the purpose, term or conditions of this agreement, and the Department of Internal Affairs may approve a variation agreement.
7. If the grant is not used for the agreed purpose, the Department of Internal Affairs will recover the grant in part or in full on behalf of the Crown, and may advise other government agencies and funders of this issue.
8. We understand and agree that the Department of Internal Affairs may terminate this agreement immediately if we:
 - a. fail to fulfil any obligations set out in this agreement or its schedules, and fail to respond to, address or remedy any issues identified by the Department of Internal Affairs within 30 days of electronic notice being sent, or
 - b. provide or have provided misleading or inaccurate information for this agreement or the request, or
 - c. become insolvent, bankrupt or subject to any form of insolvency action or administration.
9. We understand and agree that if this agreement expires or is terminated, Arohamai Literacy Horowhenua Incorporated must continue to fulfil its obligations and comply with any reporting or audit requirements.
10. We agree that the Department of Internal Affairs has our approval to publish that the grant has been made to, Arohamai Literacy Horowhenua Incorporated for this purpose.

Reporting and Payments

We agree to provide the following reports:

REPORTING SCHEDULE	Report Type
Report Due By	Pre-Payment Report
14/10/2016	Otinga Kōrero Final Results Report
22/9/2017	

Pre-Payment Conditions

We agree to a revised workplan and budget. This report is due on or before the date listed in the reporting schedule above.

Released under the Official Information Act 1982

- The Department of Internal Affairs will pay the grant as set out in the following payment table, within 15 working days of satisfactory completion of this agreement or any reporting requirements listed above.

PAYMENTS SCHEDULE	
Scheduled Date	Payment
	\$80,000.00

- Payment of any grant instalments will not be made until any associated reporting requirements are met in full, unless a variation to this requirement is negotiated and specified in an online variation to this agreement by both parties.

OTINGA KŌRERO/RESULTS REPORT SAMPLE

At the end of the term of this agreement, you will need to complete a results report that includes the following questions and requirements.

What happened?	
Who participated or benefited?	
What was achieved?	
What other community benefits or outcomes were achieved?	
Is there anything else you would like to tell us?	
Please upload an income and expenditure statement which reports what happened against the budget presented with your request. The Community Development Scheme grant and any other grants or income should be clearly stated in the summary, along with all the expenses incurred.	
How did you use the grant?	
Did you use the entire grant?	
How much is your refund?	
Is there anything else we need to know about the financial statement in relation to the budget?	

SIGNED AGREEMENT

I, Pirihiro Robinson, confirm that we understand and accept the terms and conditions for this grant agreement.

I, Elizabeth Brown, confirm that we understand and accept the terms and conditions for this grant agreement.

I Marten Schievink confirm these terms and conditions on behalf of the Department of Internal Affairs.

MONITOR AND CLOSE

Common Investment Type:
Pūtake Pūtea Funding Source Outcomes:

Tātai Pūtea Funding Scheme Outcomes:

Priorities:

RELATED INFORMATION AND DOCUMENTATION



Monitoring Visits

Adhoc Emails

From: **CDSFUNDING@dia.govt.nz**
To: S9 (2) (a)
Cc: **CommunityAdviceandGrants@dia.govt.nz**
Subject: Notification of funding decision Date:
16/9/2016

From: **CDSFUNDING@dia.govt.nz**
To: S9 (2) (a)
Cc: **CommunityAdviceandGrants@dia.govt.nz**
Subject: Notification of funding decision Date:
16/9/2016

From: S9 (2) (a)
To: **CDSFUNDING@dia.govt.nz**
Cc: **CommunityAdviceandGrants@dia.govt.nz**
Subject: Re: Notification of funding decision
Date: 19/9/2016

Projects

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Relationships

COMMUNITY OPERATIONS INTERNAL DOCUMENTS

ALERT COMMUNICATIONS

NOTES

Added new budget on request - Kia ora ^{S9(2)(a)} recruitment has taken place for Pasifika for tomorrow and Out of Scope . th
ey are wanting to be change the budget ...

[View Full Note..](#)

By S9 (2) (a) Added at 2:06 PM on 24 February 2017

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19/01/17: MOU signed between the two roganisation and a statement of Conflict of Interest signed to manage the CDS grant.

By S9 (2) (a) Added at 11:42 AM on 8 February 2017

18/01/17: Process to address Conflict of Interest

Talofa lava Liz, and Piri

Happy New Year!

I hope you and your aiga had an awesome break!

I just want to extend my gratitude to you and y...

[View Full Note..](#)

By S9 (2) (a) Added at 11:41 AM on 8 February 2017

18/01/17: Hi ^{S9(2)(a)}

Is this going in the MOU or just a comment from them?

So what they are saying: PFT will employ the CD Worker and manage the employment relationship. ALH will manage the p...

[View Full Note..](#)

By S9 (2) (a) Added at 11:40 AM on 8 February 2017

16/01/17: Kia ora ^{S9(2)(a)}

Thanks for the quick response.

Can I clarify one point? You say that it is not possible for ALH to act in an agent role. ALH does not want to act as an agent genera...

[View Full Note..](#)

By S9 (2) (a) Added at 11:38 AM on 8 February 2017

20/12/16: Pasifika for tomorrow have confirmed in writing that they will be exploring a relationship with Aroha mai Literacy Horowhenua to umbrella them for the CDS.

By S9 (2) (a) Added at 11:37 AM on 8 February 2017

36 Promote to Grant → 37 Granted

By Marten Schievink Added at 3:34 PM on 3 February 2017

30 Pending Agreement Acceptance → 36 Promote to Grant

By S9 (2) (a) Added at 1:08 PM on 2 February 2017

29 Issue Grant Agreement → 30 Pending Agreement Acceptance

By Marten Schievink Added at 2:28 PM on 30 January 2017

28 Generate Grant Agreement → 29 Issue Grant Agreement

By S9 (2) (a) Added at 2:22 PM on 30 January 2017

33 Update with Amendment Changes → 28 Generate Grant Agreement

By Marten Schievink Added at 2:12 PM on 30 January 2017

32 Review Amendment Recommendation → 33 Update with Amendment Changes

By Marten Schievink Added at 1:59 PM on 30 January 2017

31 Review Amendment Request → 32 Review Amendment Recommendation

Change fund holder and grant agreement dates

By S9 (2) (a) Added at 1:39 PM on 30 January 2017

30 Pending Agreement Acceptance → 31 Review Amendment Request

By S9 (2) (a) Added at 1:38 PM on 30 January 2017

31 Review Amendment Request → 30 Pending Agreement Acceptance

By S9 (2) (a) Added at 12:09 PM on 30 January 2017

30 Pending Agreement Acceptance → 31 Review Amendment Request

By S9 (2) (a) Added at 12:08 PM on 30 January 2017

I have had a meeting with LTTM Horowhenua manager and PASifika for Tomorrow. LTTM has decided that they are no longer in a position to host and umbrella the Pasifika programme. They wish to focus ...

[View Full Note..](#)

By S9 (2) (a) Added at 9:49 AM on 1 December 2016

Afternoon Terisa and Brendan

This email has two main purposes:

1. To set out my understanding of, and response to, DIA's expectations of LTTM, in regard to this position,
2. To seek your v...

[View Full Note..](#)

By S9 (2) (a) Added at 8:42 AM on 9 November 2016

Talofa lava,
Out of Scope

Please feel free to contact me on S9 (2) (a) or...

[View Full Note..](#)

By S9 (2) (a) Added at 8:40 AM on 9 November 2016

Kia Ora Terisa,

Sorry I haven't been in touch for a while, Out of Scope

I have read through the MOU that you have with Life to the Max...

[View Full Note..](#)

By S9 (2) (a) Added at 8:40 AM on 9 November 2016

S9(2)(a) thanks very much for that clarification. This is consistent with the notes I wrote from our meeting but different from what I had been told.

So, I'll sort.

Eve

Eve Fone

Life to the ...

[View Full Note..](#)

By S9 (2) (a) Added at 8:37 AM on 9 November 2016

Hullo S9(2)(a)

Yes, it was lovely to meet up again - you never know when these treats will happen. Thank you for sending me the budgets. It is helpful for me to have some idea.

Now, along those...

View Full Note..

By S9 (2) (a) Added at 8:36 AM on 9 November 2016

The initial General Manager of Life to the Max has left and has been replaced by a CYFS Manager who is on secondment till December. There has been a breakdown between the umbrella group and Pasifi...

View Full Note..

By S9 (2) (a) Added at 8:35 AM on 9 November 2016

Needing to change signatory - ^{S9(2)(a)} working on it.

By S9 (2) (a) Added at 2:30 PM on 27 October 2016

29 Issue Grant Agreement → 30 Pending Agreement Acceptance

By Marten Schievink Added at 12:17 PM on 21 September 2016

28 Generate Grant Agreement → 29 Issue Grant Agreement

By S9 (2) (a) Added at 11:58 AM on 16 September 2016

Approval Notification → 28 Generate Grant Agreement

By S9 (2) (a) Added at 11:13 AM on 16 September 2016

28 Generate Grant Agreement → Approval Notification

By S9 (2) (a) Added at 11:07 AM on 16 September 2016

23 Decision → 28 Generate Grant Agreement

By Ona de Rooy Added at 9:41 AM on 15 September 2016

21 Decision Meeting → 23 Decision

By S9 (2) (a) Added at 8:46 AM on 13 September 2016

20 Pending Committee Review → 21 Decision Meeting

By S9 (2) (a) Added at 8:09 AM on 8 September 2016

18 Assign Committee Reviewers → 20 Pending Committee Review

By S9 (2) (a) Added at 4:10 PM on 26 July 2016

10 Assessment → 18 Assign Committee Reviewers

By S9 (2) (a) Added at 4:09 PM on 26 July 2016

9 Allocation → 10 Assessment

By S9 (2) (a) Added at 4:13 PM on 24 May 2016

6 Document Check → 9 Allocation

By S9 (2) (a) Added at 2:35 PM on 19 May 2016

1 Draft → 6 Document Check

Please note we were unable to electronically input on the templates hence we have hand written our budget and work plan. Please find these both attached to this application. If you require any fur...

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View Full Note..

NOTES

By Linda Allen Added at 9:26 PM on 18 May 2016

HISTORY

Show History

▼ INFORMATION FOR STAFF: WORKFLOW

The workflow fork can be used to assign a request to a particular staff member as an additional workflow step. When that staff member has finished the request will return to the next step in the standard workflow **Workflow Forks**

No Workflow Forks available

▼ Workflow Dates

Created Date:	18/5/2016
submit date:	18/5/2016
notification date:	15/9/2016

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Pre-Payment Report For: CDS-2016-37442

For: Community Development Scheme

Report ID: 12930 Due at: 14/10/2016

Arohamai Literacy Horowhenua Incorporated

As part of your assessment of this report you must update the watchlist information on the organisation card.

Status	Report Assessed
Advisor Assigned to:	S9 (2) (a)
Due On:	14/10/2016
Revised Due Date:	
Received On:	26/10/2016
Assessed On:	26/10/2016



PRE-PAYMENT REPORT

We agreed to complete the following: a revised workplan and budget.

Report here:

See below

Please upload any supporting documentation or evidence that prepayment conditions have been met, using the green "Plus" button.

SUPPORTING DOCUMENTS OR EVIDENCE
 Pasifika for Tomorrow Workplan Year One.docx prepayment conditions documentation Added by S9 (2) (a) at 11:54 AM on 27 October 2016
 Pasifika For Tomorrows Budget Year One.docx prepayment conditions documentation Added by S9 (2) (a) at 11:49 AM on 27 October 2016

CONFIRMATION

this report is true and correct for this Yes grant:

▼ INTERNAL ASSESSMENT

Conditions met? Met

Comment on prepayment conditions report:

https://communityadviceandgrants.dia.govt.nz/request_reports/12915?printable=1

1/2 3/7/2017

Community Advice and Grants

Ad Hoc Emails

No Emails

COMMUNITY OPERATIONS INTERNAL REPORT DOCUMENTS
NOTES
Report Received → Report Assessed By S9 (2) (a) Added at 11:56 AM on 27 October 2016
Report Pending → Report Received By S9 (2) (a) Added at 11:55 AM on 27 October 2016
Report Pending → Report Received By S9 (2) (a) Added at 11:55 AM on 27 October 2016
HISTORY
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