**Matariki Tu Rākau Grant**

**Stage 1 Application for Funding**

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| This form is your application for funding under the Matariki Tu Rākau Fund. Matariki Tu Rākau is a partnership between Te Uru Rākau New Zealand Forest Service and communities to plant native trees to recognise the Service of New Zealander’s who have made a significant difference in their community or field of work.  All non-Crown organisations can apply, councils, iwi, and non-governmental organisations and community groups in both rural and urban settings.  Te Uru Rākau New Zealand Forest Service will provide funding for trees (preferably native trees) to be planted on suitable land that is accessible to the public, including parks, places of remembrance, and marae. Applications will be considered for a planting area of less than 1 hectare.  For their Matariki Tu Rākau project, local communities decide together:   * what to plant * where to plant * who will prepare and maintain the planting areas * how to celebrate their living memorial as it begins, and in the future * how to get the local community involved.  How to complete this form All applicants must complete all Sections of this form. Need help? Refer to the website or contact us Please refer to our website https://www.teururakau.govt.nz/funding-and-programmes/forestry/planting-one-billion-trees/matariki-tu-rakau  If you have other questions, contact us at [MatarikiTuRakau@mpi.govt.nz](mailto:MatarikiTuRakau@mpi.govt.nz) or call 0800 00 83 33. Submitting your application Email your completed application to [MatarikiTuRakau@mpi.govt.nz](mailto:MatarikiTuRakau@mpi.govt.nz) with the name of your project as the subject heading. If you do not have email, you can post your application to Matariki Tu Rākau, Te Uru Rākau New Zealand Forest Service, 118 Vickerman Street, Nelson 7010. What happens after submitting this form? You will hear from us within a month regarding the outcome of your application, however, we may ask you to provide further information including a more detailed business case. In this instance, we require a month to process your application once all relative information is received. Terms and conditions By submitting your application, you are agreeing to the Terms and Conditions for applying for a Matariki Tu Rākau grant which can be found in Appendix 1. |

**Section 1: Applicant information**

1. **Complete this table:**

|  |  |
| --- | --- |
| **Applicant/organisation name** |  |
| **Briefly describe the main role or activity of the applicant/organisation** |  |
| **Name of primary contact person** |  |
| **Position/role of primary contact** |  |
| **Email** |  |
| **Phone(s)** |  |
| **Postal address** *(for correspondence)* |  |
| **Physical address** *(if different from above)* |  |

**1.2. Are you affiliated with the Ministry for Primary Industries/Te Uru Rākau New Zealand Forest Service or any staff of the Ministry for Primary Industries in any way? If so, please state your connection.**

**1.3 How did you hear about the Matariki Tu Rākau Grant?**

**1.4. Have you received funding for this project from any other government agency as this may affect the outcome of your application?**

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**If yes, provide details of when the funding was received, what it was for, which fund it was from, and the amount received:**

**Section 2: Grants for Trees**

1. **Property details** -*if more than one location is to be planted, then include details for each property below and provide the documentation requested in section 2.2 for each property. Note: applications for Matariki Tu Rākau must be on publically accessible land.*

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| --- | --- |
| **Address of site to be planted** |  |
| **\* Certificate of title number** |  |
| **Legal description of property** *(as in the certificate of title, e.g. Lot 2 DP 304201)* |  |
| **\* Who has signing authority for decisions made about this land** |  |

*\*A certificate of title can be ordered online from Land Information New Zealand (LINZ) at:* [*https://www.linz.govt.nz/land/land-records/order-title*](https://www.linz.govt.nz/land/land-records/order-title)*. You can get in touch with LINZ with any questions by phone on 0800 665 463 or by email at* [*customersupport@linz.govt.nz*](mailto:customersupport@linz.govt.nz)*.*

*\*If you do not own the land you are intending to plant on, you must provide evidence that you have the authority to do so. Confirmation is also required that you have authority to erect a commemorative plaque adjacent to the planting.*

* 1. **Planting plan**
* **Please provide a map showing the location of the planned planting (GIS shapefile preferred but we also accept a Google Earth Pro.kml file, a map at scale 1:10,000 or an aerial photo with hand-drawn areas)** *In your boundary map/GIS shapefile, draw/outline each site you are requesting funding for - for each specific type of planting. Number each site and update each number individually in the first column of the table.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Estimated area for planting *(applications should be no greater than 1ha)* | Species you plan to plant including quantity of each species *(Note: Te Uru Rākau New Zealand Forest Service will only supply funding for tree species, not shrubs/grasses)\** | Total number of plants/stems being planted | When will the planting take place? (DD/MM/YY) | Seedling availability *(if planting this season)* Y/N |
|  |  |  |  |  |

**\***Rongoā Species can be approved for specific Rongoā planting at Te Uru Rākau New Zealand Forest Service’s discretion. Please list the Rongoā species you wish to plant and detail your intention for use in Rongoā Practice.

* 1. **Management Plan**

**What year are you planting?**

**Do you have a community planting date set?** If so, please specify the date.

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| **Pre-planting plan** *(e.g. land preparation)* |
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| **Planting Plan –** *who will complete your planting? Describe your planned planting event (date/location/number likely to attend, media involvement etc) and how the community will be involved.* |
|  |
| **Post-planting plan (weed/pest control plan for at least 5 years after planting) – note** *an audit of your planting may be completed any date post planting to check that trees are being cared for* |
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**Section 3: Commemoration and Event Details**

* 1. **Who will you be commemorating by planting trees?** *(Please provide background supporting documentation to show how the person being commemorated has made a difference in their community or field of work and give an indication of their longevity of service. Show how they have demonstrated innovation or entrepreneurship, improved the lives of others, or exemplified selfless voluntary service.  You may list your nominee’s occupation and positions held in organisations, but be specific about the achievements that make them stand out above and beyond their peers).*
  2. **Te Uru Rākau New Zealand Forest Service will supply a plaque to mark your planting. Please supply a postal address for this to be sent to.**

**Section 4: Costs**

**Outline the total costs you are seeking from Te Uru Rākau New Zealand Forest Service in this application:**

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| --- | --- |
| **Total Cost of Trees** |  |
| **Total Event Costs\* (breakdown of costs required)** |  |
| **Any other costs you are seeking for site preparation or tree maintenance\* (breakdown of costs required)** |  |
| **Total Cost (including GST)** |  |

**\***Te Uru Rākau New Zealand Forest Service, can at its discretion, make a contribution to community event costs associated with planting events including site preparation and maintenance. If seeking these costs you will need to make a case for Te Uru Rākau New Zealand Forest Service funding including a breakdown of expected event costs, site preparation/maintenance costs and the contributions expected from Te Uru Rākau New Zealand Forest Service and other parties.

**Attachment checklist – documents to include with your application.**

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| --- | --- |
| **✓** | **Document list** |
|  | 1. **A recent certificate of title for each planting location**   The title should be no older than three months. |
|  | 1. **Supporting letter giving permission to plant on land** |
|  | 1. **Photos of current vegetation on land**  * Attach photos that illustrate the application area intended for planting, as well as showing existing plant cover. |
|  | 1. **Boundary map or GIS shapefile of proposed planting area(s).**   Attach a map showing the area(s) to be planted.  Note: we prefer a GIS shapefile,but will also accept:   * a Google Earth Pro.kml file * a map at scale of 1:10,000 * an aerial photo with hand-drawn areas.   Please note your application may take longer if GIS shapefiles are not provided. |
|  | 1. **Supporting documentation for the person/group being commemorated** |
|  | 1. **Tree Species List**   Include species type and numbers of each species you plan to plant (note: list tree species only) |
|  | 1. **A completed application form** |

**Declaration – Tree Planting Grants**

**If you are applying for a tree planting grant, complete and sign this declaration.**

**For this grant application to be considered, you must tick all of the boxes below to show you agree with the corresponding statements.**

□ I /we have read and agree to the attached terms and conditions for applying for Matariki Tu Rākau funding.

□ I/we consent to information contained in this application being used to inform New Zealand’s national and international reporting and accounting under the United Nations Framework Convention on Climate Change and relevant international agreements.

□ I/we agree that Te Uru Rākau New Zealand Forest Service may collect and share information about this application from other parties, and may liaise with local and national organisations about this application (though where information is disclosed to third parties, redactions may be made in accordance with the Official Information Act 1982 and Privacy Act 1993).

**By ticking the boxes below you hereby declare that the following statements are true:**

□ I have the authority, and have secured all appropriate authorisations, to submit this application, to make these statements and provide the information in this application.

□ No part of the area subject to this application has been registered for the Afforestation Grant Scheme, Erosion Control Funding Programme, the Permanent Forest Sink Initiative, or the Emissions Trading Scheme, and neither does the area have funding assistance for afforestation from the Hill Country Erosion Scheme.

□ No species included in this application poses a wilding risk, as identified by a Wilding Tree Risk Assessment score of 12 or less and neither does it propose to plant a pest or tree weed species identified in my regional council’s pest management plan or on the unwanted organisms register.

□ The above statements and particulars are correct and complete, the information provided contains no misleading statements, misrepresentations or omissions of any relevant facts, and the information supplied by me/us shall form the basis of a decision on a Matariki Tu Rākau Funding Agreement.

□ No part of the application area is registered with the Heritage New Zealand Pouhere Taonga as a historic place or area.

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| **Signature of applicant/s** | **Print name** | **Title/Position** | **Date** |
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**Appendix 1: – Terms and Conditions of Application**

**General**

These terms and conditions are non-negotiable and do not require a response. By submitting a Matariki Tu Rākau Application for Funding (each applicant confirms that these terms and conditions are accepted without reservation.

The One Billion Trees Fund is a government initiative which is administered by Te Uru Rākau New Zealand Forest Service, a unit within the Ministry for Primary Industries. Any reference to Te Uru Rākau New Zealand Forest Service in these terms and conditions, is a reference to MPI on behalf of the Crown.

**Reliance by Te Uru Rākau New Zealand Forest Service**

Te Uru Rākau New Zealand Forest Service may rely upon all statements made by any applicant within a Matariki Tu Rākau application and in correspondence or negotiations with Te Uru Rākau New Zealand Forest Service or its representatives.

Each applicant must ensure all information provided to Te Uru Rākau New Zealand Forest Service is accurate. Te Uru Rākau New Zealand Forest Service is under no obligation to check any Matariki Tu Rākau application for errors, omissions, or inaccuracies. Each applicant will notify Te Uru Rākau New Zealand Forest Service promptly upon becoming aware of any errors, omissions, or inaccuracies within their Matariki Tu Rākau application or in any additional information provided by the applicant.

**Confidentiality and Consent**

Each applicant consents to the use of the information contained within their Matariki Tu Rākau application by Te Uru Rākau New Zealand Forest Service for the purposes of assessing that Application. Each applicant acknowledges that any hard copy Application or documentation supplied to Te Uru Rākau New Zealand Forest Service may not be returned.

Te Uru Rākau New Zealand Forest Service is bound by the Official Information Act 1982 (“OIA”), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law. While Te Uru Rākau New Zealand Forest Service intends to treat information in Stage 1 Applications as confidential to ensure fairness for applicants during the assessment and decision making process, the information can be requested by third parties and Te Uru Rākau New Zealand Forest Service must provide that information if required by law. If Te Uru Rākau New Zealand Forest Service receives an OIA request that relates to information in this Matariki Tu Rākau Application, where possible, Te Uru Rākau New Zealand Forest Service will consult with you and may ask you to confirm whether the information is considered by you to be confidential or still commercially sensitive, and if so, to explain why.

Te Uru Rākau New Zealand Forest Service may disclose any Matariki Tu Rākau Application and any related documents or information provided by the applicant, to any person who is directly involved in the assessment process including the Independent Advisory Panel (“IAP”), officers, employees, consultants, contractors and professional advisors of Te Uru Rākau New Zealand Forest Service or of any government agency. The disclosed information will only be used for the purpose of participating in the Matariki Tu Rākau Application and assessment process, which may include carrying out due diligence.

In the interests of public transparency, if a Matariki Tu Rākau Application (or subsequent application) is approved for funding, the Application (and any related documents) may be published by Te Uru Rākau New Zealand Forest Service. Commercially sensitive and personal information may be redacted by reference to the provisions of the Official Information Act 1982.

**Limitation of Advice**

Any advice given by Te Uru Rākau New Zealand Forest Service, any other government agency, their officers, employees, advisers, other representatives, or the IAP about the content of your Matariki Tu Rākau Application does not commit the decision maker (it may be senior officials, Ministers or Cabinet depending on the level of funding requested and the nature of the project) to make a decision about your Matariki Tu Rākau Application.

This limitation includes individual members of the IAP. The IAP’s recommendations and advice are made by the IAP in its formal sessions and any views expressed by individual members of the IAP outside of these do not commit the IAP to make any recommendation.

**No contractual obligations created**

No contract or other legal obligations arise between Te Uru Rākau New Zealand Forest Service and any applicant out of, or in relation to, the Matariki Tu Rākau Application and assessment process.

**No process contract**

The Matariki Tu Rākau Application and assessment process does not legally oblige or otherwise commit Te Uru Rākau New Zealand Forest Service to proceed with that process or to assess any particular applicant’s Application, or enter into any negotiations or contractual arrangements with any applicant. For the avoidance of doubt, this Matariki Tu Rākau Application and assessment process does not give rise to a process contract.

**Costs and expenses**

Te Uru Rākau New Zealand Forest Service is not responsible for any costs or expenses incurred by you in the preparation of a Matariki Tu Rākau Application or subsequent application.

**Exclusion of liability**

Neither Te Uru Rākau New Zealand Forest Service or any other government agency, nor their officers, employees, advisers or other representatives, nor the IAP or its members will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by any applicant, its affiliates or other person in connection with this Stage 1 Application and assessment process, including without limitation:

1. the assessment process
2. the preparation of any Matariki Tu Rākau Application or application
3. any investigations of or by any applicant
4. concluding any contract
5. the acceptance or rejection of any Matariki Tu Rākau Application, or
6. any information given or not given to any applicant(s).

By participating in this Matariki Tu Rākau Application and assessment process, each applicant waives any rights that it may have to make any claim against Te Uru Rākau New Zealand Forest Service. To the extent that legal relations between Te Uru Rākau New Zealand Forest Service and any applicant cannot be excluded as a matter of law, the liability of Te Uru Rākau New Zealand Forest Service is limited to $1.

Nothing contained or implied in or arising out of the Matariki Tu Rākau Application documentation or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

**Inducements**

You must not directly or indirectly provide any form of inducement or reward to any IAP member, officer, employee, advisor, or other representative of Te Uru Rākau New Zealand Forest Service or any other government agency in connection with this Matariki Tu Rākau Application and assessment process.

**Governing law and jurisdiction**

The Matariki Tu Rākau Application and assessment process will be construed according to, and governed by, New Zealand law and you agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning your Matariki Tu Rākau Application.

Te Uru Rākau New Zealand Forest Service asks applicants not to release any media statement or other information relating to the submission or approval of any Matariki Tu Rākau Application to any public medium without prior agreement of Te Uru Rākau New Zealand Forest Service.