

CHECKLIST

	WHAT IS NEEDED (ACCEPTABILITY)	TICK ✓
1	Every question MUST BE COMPLETED.	
2	5x copies of the “Application Form” to be supplied ie. <ul style="list-style-type: none"> • Stapled once (top left-hand corner) • A4 size • double sided • black & white 	
3	A signed and dated “Terms of Agreement”	
4	Photocopied proof of “current Legal Status” provided ie. Certificate of Incorporated Trust or Ahuwhenua Trust.	
5	Copies of supplier verified “Quotes” as appropriate	
6	A detailed “Budget Breakdown” provided	
7	Copies of any “Letters of Support” from the wider community provided	
8	Copies of “Other documents” of support provided eg. meeting minutes or testimonials, financial references	
9	“Site Map/Plan or Photos” provided, as appropriate	



BAY OF PLENTY
DISTRICT HEALTH BOARD
HAUORA A TOI



Māori Community Action Projects (MCAP) Funding

Information & Application Form

October 2009

MCAP Funding Information

What is Healthy Eating – Healthy Action (HEHA)?

Eating well and being physically active are two of the most important things people can do for good health and well-being. Healthy Eating, Healthy Action (HEHA) is the Ministry of Health's strategic approach to improving nutrition and increasing physical activity. This is a joint strategy at a National level between the Ministry of Health, Ministry of Education, and Sport and Recreation New Zealand (SPARC).

The goals of the HEHA Strategy are to increase physical activity, improve nutrition and reduce obesity.

There are also some key Health Targets that this DHB is aiming to achieve:

1. increase physical activity
2. increase fruit and vegetable consumption
3. increase the amount of women breastfeeding and the duration they are breastfeeding for

Regionally, the Bay of Plenty District Health Board (BOPDHB) works alongside its health, education, and sport partners to develop a variety of projects to meet these goals. For further HEHA information see:

www.moh.govt.nz/healthyeatinghealthyaction

What is a Community Action Project?

Community action projects focus on one health issue and are able to address this issue as well as the wider socio-economic determinants of health. They should empower communities, and individuals to take opportunities to advance their

health and wellbeing through an approach that is effective and appropriate for them. Importantly, community action projects seek to bring about long term sustainable change in communities. A number of activities can be undertaken under this heading but basically it is about working with communities and using community processes to achieve health and other outcomes. When looking at Māori communities we are looking at Hapū level so that the differences and issues unique to each Hapū can be addressed rather than at a wider Iwi level.

What is the MCAP Fund?

The Māori Community Action Projects (MCAP) Fund is a pool of money that is available to Māori communities (Hapū/whānau level) to support them to increase physical activity, improve nutrition through increasing fruit and vegetable consumption and increasing breastfeeding and the length of time breastfeeding occurs. The Fund is held by the BOPDHB and supported and facilitated by the HEHA Māori Community Coordinator and administered by a Māori Evaluation Panel.

Who can apply?

Any Māori community organisation (hapū, marae, kōhanga reo, kura or hauora) within the BOPDHB area is eligible to apply to the fund so long as they meet all of the above criteria. All funding is required to pass through the accounts of an organisation with an appropriate and current legal status. Proof of legal status is essential (See page 5, How do I apply?).

How are the applications assessed?

The panel will recommend the allocation of funding based on the merits of an application to meet the above criteria.

The panel will be looking for ideas that:

- increase the physical activity environment within Māori communities
- improve the nutrition environment, particularly increasing fruit and vegetable consumption
- have been identified and led by whānau or hapū
- are based on marae or within Māori communities
- demonstrate sustainable change that is based on identified whānau or hapū need
- show robust planning and vision
- are realistically sized initiatives
- demonstrate commitment by the applicant/s in terms of resources
- are examples of innovative activity
- involve the wider community ie. whānau or hapū, hauora, kohanga reo or Kura

How much can I apply for?

As long as you are able to explicitly identify your needs and submit a detailed action plan, the panel is open to a range of funding requests.

How do I apply?

Applicants should fully complete the MCAP Fund Application Form (Page 7) and deliver, courier or post to:

Cynthia Turuwhenua
HEHA Māori Community Coordinator
Bay of Plenty District Health Board
Private Bag 12024
Tauranga 3143
OR
Corner Clarke Street & 20th Avenue
Tauranga 3143

Pre-requisites to Consider Before Submitting an Application

1. Complete the Checklist (Front page) before sending to Coordinator or the application will risk being rejected.
2. All questions (in every section) must be completed. If questions or sections are not completed, the application risks being returned without consideration by the panel.
3. All applications must be received before 5.00pm on the closing date, or it will risk being declined.
4. Email applications will not be accepted.

All queries should be addressed to the Coordinator, Cynthia Turuwhenua on Ph: 07-579 8555.

When do applications close?

Closing Date for Round Five

- Friday 16th October 2009

What follow-up will I need to comply with?

The project must be completed within stated timeframes. You must keep accurate records of the project/initiative and make them available to Bay of Plenty DHB on request/on completion of the project. You need to keep accurate records and receipts for all funding allocated. Reporting milestones will be required during the course of the project.

MCAP Funding Application Form

SECTION A: Applicant details

a. Hapū/Whānau Name: _____

b. Contact Person (Full Name & Role): _____

c. Address: _____

d. Phone: _____

e. Email: _____

f. Fax: _____

g. How much funding are you applying for?

\$ _____

(Also refer to Section E. ie. must reflect the Total of budget breakdown).

h. What is the legal entity through which you are applying for funding?

(Please tick ✓ where appropriate. Refer to Page 3. Who can apply?)

Marae

Hauora

Kura

Other (Specify)

SECTION B: Project proposal

a. Name of Project (eg. what will you call this project)

b. Project Goal (eg. what do you want to achieve, keep it simple)

c. Rationale (eg. what is the motivation for this initiative)

d. Objectives (eg. where are you going with this project)

	Actions (eg. how will this get done - be clear)	Timeline (eg. when will this be done - be clear)	Responsibility (eg. who will do it - be clear)	Resources (eg. what do you need to do it all - be clear)
<p>Objective 1 (succinctly describe an aim)</p> <hr/> <hr/>				
<p>Objective 2 (succinctly describe an aim)</p> <hr/> <hr/>				
<p>Objective 3 (succinctly describe an aim)</p> <hr/> <hr/>				
<p>Objective 4 (succinctly describe an aim)</p> <hr/> <hr/>				

e. Project Description (eg. what are you actually going to be doing)

f. How was the need for this project identified? ie. Strategic Plan for Iwi or Hapū (marae) (eg. why are you doing this work and where did the idea come from)

g. What consultation was completed for this project? (eg. who else are you talking to about this project)

- **Describe the processes undertaken to consult with Hapū ie. meetings, reports, survey.**

h. What are some potential barriers that you see ahead? (eg. what is around the corner & how will you cope)

What is the Barrier	What is the Solution

Section C: Community involvement

a. How are others getting involved in the project? (eg. what other parts of the community are working with you and what will they be doing)

Group	Involved? (Please tick)		If yes, what will they be doing?
	YES	NO	
Hauora	YES	NO	
Marae committee	YES	NO	
Kohanga Reo	YES	NO	
Kura Kaupapa	YES	NO	
Other	YES	NO	

b. Who is leading the project?

- **Please give their personal details** (eg. name the actual project leaders & their roles)

c. Who is driving the project or the Work Group?

- **Please give details, including the structure of the work group?** (eg. name the actual project drivers or work group, & their roles)

SECTION D: Evaluation and Sustainability

a. Long Term Objectives (eg. where are you going in the long-term)

	How will you know this has been achieved (eg. what's the measurable outcome – be clear)	What evidence will you gather? (eg. what data or record of progress – be clear)	When will this be done? (eg. in phases or cycles or seasons – be clear)	Who will be responsible? (eg. what role or function will take charge – be clear)
L-T Objective 1 (describe a long-term aim) <hr/> <hr/>				
L-T Objective 2 (describe a long-term aim) <hr/> <hr/>				
L-T Objective 3 (describe a long-term aim) <hr/> <hr/>				

- b. How will you “reflect” on what has happened?**
- **What could have been improved or changed**
 - **What lessons have been learned through this project?**
(Describe your process for evaluating the processes and work)

- c. How would you ensure “sustainability” of your project?**
(Describe any ideas for long-term viability)

- d. How would you celebrate and share the success of your project?**
(Describe any methods of sharing information & knowledge or communicating your successes)

SECTION E: Funding (Continued from Section A g.)

a. Have you sought funding from any other sources?

- **Please give details** (List your other sources of funding, the purpose and the time period involved)

b. Please attach a full Budget Breakdown (with Quotes where appropriate)

- **Use clear headings** (eg. Equipment & Materials, Training/Wananga, Plants, Hire)

SECTION F: Reporting

a. A narrative report is due periodically.

- **Provide a list of the measurables from your Objectives to use as “reporting milestones”** (eg. Preparation of Garden, Community Participation, Training & Development, Research & Evaluation)

PLEASE NOTE:

All sections must be completed.

If they are not, the application will risk being returned without consideration by the panel.

IMPORTANT:

You must sign and date the “Terms of Agreement” on following page.

Terms of Agreement

You will use funding under this agreement exclusively for the delivery of the above stated project and will not knowingly use funding under this agreement to fund other projects.

You must keep accurate records of the project and make them available to Bay of Plenty DHB if requested and on completion of the project.

You will provide regular reports on the project outcomes, as agreed with the HEHA Māori Community Coordinator.

You will be expected to keep accurate records and receipts for all funding spent and may be subject to an external audit.

If due to unforeseen circumstances the project does not go ahead or is not completed the HEHA Māori Community Coordinator, Bay of Plenty DHB should be contacted immediately. Repayment of monies will be expected.

Name:

Name:

Signature:

Signature:

Date:

Date:

Please deliver, courier or post your completed application form to:

**Cynthia Turuwhenua
HEHA Māori Community Coordinator
Bay of Plenty District Health Board
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