

HIKI WAIRUA FUND

ORANGA KAIMAHI FUND



HE WHAKAMĀRAMA

He pūtea tautoko tēnei kua whakaritea hei taunaki i a tatou Kura. He pūtea tautoko mō ngā kura te hiki i te wairua me te oranga o ngā kaimahi.

This funding is available for our Kura to support the wellbeing of all kaimahi. Kura can make application for each funding stream once per year. One application for the **Hiki Wairua Fund** and one application for the **Oranga Kaimahi Fund**.

2022 Goal	2022 Key Actions and Success Indicators	NKAI Proposed Budget	Considerations
Hiki Wairua Fund for NKAI Kaimahi available to Kura	Kura can apply to NKAI for funding to support an initiative that uplifts the wairua of kaimahi of the kura eg: BBQ for staff and their families at the beach, recreational activity for staff, a joyful activity for staff etc.	\$75K	Approx \$75 per kaimahi
Oranga Kaimahi Fund available to Kura	Kura can apply to NKAI for funding to support a wellbeing kaupapa, programme, event that focuses on the wellbeing of kaimahi. eg: guest speakers share with staff, mirimiri workshop, self awareness wananga, Maori nutrition wananga etc	\$75k	Approx \$75 per kaimahi

All applications must have the support and approval of the Tumuaki.

When should applications be submitted?

We can receive applications throughout the year. Applications will be considered weekly, and we expect to have a response to you within a 7-14 day timeframe.

No applications will be accepted after Friday 9th December 2022. We ask that you submit your application at least four weeks before you need to use any funds as we can't reimburse you for money you've already spent.

Who considers your application?

Pou Arataki will make a recommendation to the Pou Kōkiri regarding all applications for this Fund. The Pou Kōkiri considers all applications from the Pou Arataki and will respond accordingly. If further discussion is required the Pou Kōkiri will table at the next Ringa Raupā hui.

How long will it take for a decision?

Applications will be considered weekly, and we expect to have a response to you within a 7-14 day timeframe. However, we ask that you take into consideration that should we require additional or missing information and should we have a number of other applications ahead of yours in the queue, then there may be extra time required. If your application is likely to be time sensitive, make sure you apply at least four weeks ahead of when you would need a decision.

Things we cannot fund

Retrospective events We cannot fund any retrospective activities or transactions already incurred. e.g. deposits made prior to approval of the funding. No exceptions. All funding must be applied to specific and future based purposes, and we generally only fund events or projects that will take place during the next six months.

Alcohol, International Travel

This fund does not cover alcohol or overseas trips.

How is payment made?

Approved grants will be paid by direct credit to your Kura's nominated bank account as per the invoice details that you are required to attach in the [application form](#). These funding streams have a 75% and 25% pay out. This means 75% of the approved funding amount will be paid to kura upon approval (and receipt of an invoice), and the final 25% will be paid post event upon receipt of a short report.

TUKANGA TONO – Application Process

STEP ONE:

Complete an application form "[Pepa Tono Hiki Wairua / Oranga Kaimahi Putea](#)."

STEP TWO:

Upon completion of your application form, you will receive an automated email confirming receipt of your form.

NKAI will then check through the form and ensure that all areas of the form have been completed.

NKAI will send you an email to approve/decline your application.

STEP THREE:

If successful you will be provided with 75% of the funding prior to the event.

The final 25% will be paid at the completion of the event, upon receipt of a brief report. This report can be in the form of a short video, or photos and feedback on event, or a letter of thanks.

Should you have any further questions regarding a tono please email:

tewharearataki@kuraaiwi.nz and enter "hiki wairua / oranga kaimahi" in the subject line.

APPLICATION STATUS :	Open
APPLICABLE TO :	NKAI Kura
TENURE :	Two applications (One hiki wairua, one oranga kaimahi)
FOR:	Support and wellbeing initiatives for Kura
NUMBER ON OFFER:	One application Hiki Wairua, One application Oranga Kaimahi
OFFER RATE:	Annually
VALUE:	To the value of \$75 pp Hiki Wairua & \$75 pp Oranga Kaimahi