

Eligibility and Capability Application Form

Waitangi Tribunal District Inquiry Process



Please complete this form to apply to become a Crown Forestry Rental Trust (the Trust) Approved Client for a specific Waitangi Tribunal District Inquiry process.

Trustees will make a decision on whether or not the Eligibility and Capability Criteria has been met and whether or not to approve an Applicant Group as a Trust Approved Client.

Only Approved Clients may apply for Trust funding.

The Applicant Group is encouraged to meet with Trust staff to ask any questions before completing this application form.

Section A: Name and Contact Details

Name of the Applicant Group

Street Address

Suburb/City

Post Code

Postal Address

Name (person sending the application)

What is your role with the Applicant Group?

Phone Number

E-Mail Address

General location of the Applicant Group or its general area of interest (if known)

If you have a map of the Applicant Group's area of interest, please attach this to your application.

Section B: Eligibility Criteria

An Applicant Group for the Waitangi Tribunal District Inquiry process must meet all the following Eligibility Criteria:

1. Registered CFLL Wai claim

An Applicant Group must have registered a Wai claim with the Waitangi Tribunal, which involves or could involve Crown Forest Licensed Land.

2. Engaged in Waitangi Tribunal District Inquiry process

An Applicant Group must be engaged in a Waitangi Tribunal District Inquiry process and satisfies at least one of the following indicators.

Indicators of engagement by the Applicant Group include:

- (a) Participating in discussions about the District Inquiry Research programme;
- (b) Participating in the District Inquiry Research programme;
- (c) Participating in Judicial Conferences and the Interlocutory phase for the District Inquiry;
- (d) Preparing submissions or memoranda in relation to the Waitangi Tribunal District Inquiry;
- (e) Participating in the Waitangi Tribunal District Inquiry;
- (f) Preparing for the presentation of Wai claims and CFLL Wai claims to the Waitangi Tribunal District Inquiry;
- (g) Tribunal Directions confirming that the Wai claims and CFLL Wai claims are consolidated or aggregated in the Waitangi Tribunal District Inquiry.

3. Cluster of Wai claims OR Single CFLL Wai claim

An Applicant Group must either:

- (a) represent a cluster of Wai claims including at least one CFLL Wai claim, be supported by named Wai claimants and whose claims are not represented by any other Approved Client, and which may have a combination of the following:
 - i. be a natural grouping;
 - ii. have a customary authority structure;
 - iii. have common or similar issues;
 - iv. have shared whakapapa;
 - v. have a shared geography.

OR

- (b) represent a CFLL Wai claim made on behalf of, and supported by, a significant proportion of all potential claimants in a Waitangi Tribunal District Inquiry.
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Mandatory Requirements

Do you have a registered claim(s) with the Waitangi Tribunal?

Yes
No

If yes, please list the Wai claim numbers that the Applicant Group represents.

Of the Wai claims listed above which have a claim to a Crown Forest Licensed Land?

What Waitangi Tribunal District Inquiry is the Applicant Group engaged with?

Do you represent a cluster of claimants with Wai claims in the Waitangi Tribunal District Inquiry above?

Yes
No

OR

Does your Wai claim represent a significant proportion of all claimants in the Waitangi Tribunal District Inquiry identified above and claim interests to a Crown Forest Licensed Land?

Yes
No

If you have answered 'No' to any of the questions in the Mandatory Requirements section, the Applicant Group is not eligible to become a Trust Approved Client.

Documentary evidence to support the Applicant Group's Eligibility Criteria may include:

Tick all documents included as supporting evidence for the Applicant Group's Eligibility

- Copies of the Statements of claims (including any amendments)
- Evidence of engagement in a Waitangi Tribunal District Inquiry
- Copies of signed statements from named claimants who are engaged in the Waitangi Tribunal District Inquiry which confirm support and representation of their Wai claims under the Application Group cluster
- Evidence of support of the Wai claim representing a significant proportion of all claimants in the Waitangi Tribunal District Inquiry (this may include minutes from hui indicating support, census figures, surveys or iwi registration data)
- Other

Have you, or anyone else from the Applicant Group, applied for Trust funding?

Yes
No

If no, go to Section C.

If yes, and application was successful, for what purpose did you receive funding?

If yes, and application was not successful, why was it declined?

Section C: Capability Criteria

An Applicant Group must demonstrate the governance, management and financial capability to manage the work required to prepare and present its claims before the Waitangi Tribunal, and to receive and appropriately manage Trust funding.

Applicant Group capability will be assessed using the following Capability Criteria:

1. Appropriate governance structures, functions and policies that demonstrate accountability;
2. Appropriate management structures, functions and policies that demonstrate reporting;
3. Appropriate financial management and systems to receive and manage Trust funding;
4. Processes that enable regular communications of progress;
5. Processes that enable the appointment, removal and succession of governance representatives;
6. Processes that provide for recording of meetings, decisions, dispute resolution; and
7. Processes that provide for risk management; in particular an annual independent audit of financial management and systems.

Is the Applicant Group applying on behalf of a legal entity?	Yes	If yes, what type of entity?
	No	

Documentary evidence to support the Applicant Group's Governance and Management Capability may include:

Tick all documents included as supporting evidence for the Applicant Group's Governance and Management Capability.

- Constitution or Rules of Entity
- Legal Status Certificate (if a legal entity)
- Delegations Policy and Role Descriptions (including an organisational chart)
- Policy and Procedure Manual (including: Health & Safety, Dispute Resolution, Human Resources and Risk Management policies)
- Strategic / Annual Plan
- Communications Strategy / Plan
- Project / Business Plan
- Annual Report
- Other

Documentary evidence to support the Applicant Group's Financial Management Capability may include:

Tick all documents included as supporting evidence for the Applicant Group's Financial Management Capability.

- Financial Management Policies (including a system to receive and manage Trust funding)
- Annual Budget
- Financial Reports (including recent budget and expenditure statements)
- Audit Report
- Independent Audited Accounts
- Other

Please provide contact details on who will be managing the Applicant Group's financial services.

What accounting package will the Applicant Group be using to manage income and expenditure?

Section D: 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 Approved Client status will be approved by Trustees.

Name

Signature

Date

If you achieve Approved Client Status, you will be eligible to apply for funding from the Trust for the purpose of a Waitangi Tribunal District Inquiry process.

Gaining Approved Client Status with the Trust does not guarantee that you will receive Trust funding.
