

Application to move funding between tasks in the same milestone

Use this form to apply for funding to be transferred between tasks in the same milestone under the Takutai Moana financial assistance scheme. Please read the notes on the back before completing this form. Remember to sign the authorisation.

Your details

1. Name
2. Te Arawhiti application number (if related to Crown engagement funding)
*This number will start with **MAC**-or **NHNP**-*
- AND/OR*
3. High Court file number (if related to High Court funding)
*This number will start with **CIV**-*

Transfer request (refer to the funding matrices [here](#))

4. Relevant funding matrix
5. Relevant milestone

- | | | |
|--|---|-----------------------------------|
| 6. Task(s) funding is to be moved from | 
Sum (\$) | Task(s) funding is to be moved to |
|--|---|-----------------------------------|

	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	
	\$ _____	

7. Total amount of funding to be moved \$

Your authorisation

I authorise Te Arawhiti to move funds between tasks within the same milestone as set out above. I understand that this means there will be less funding available for the task(s) the funds are moved from. I confirm that I have planned for this reduction in funding for those task(s).

Signed

Dated

Notes

Purpose

You can use this form to bring forward unspent funding from a milestone to your current milestone.

Funding matrix:

Unspent funding from a milestone can be brought forward to your current milestone.

Milestones

Tasks:

When you can use this form

You can use this form to bring forward funding from a milestone if:

- You have completed a milestone with funds remaining; and
- You progress to another milestone where you would like to use those previously unspent funds.

You can do this as soon as you progress into another milestone, or you can wait to bring forward unspent funds in case you require the funds at a later milestone.

You can bring forward the entire amount of the unspent funding, or a portion of it.

If you have unspent funds in several completed milestones you can bring forward any or all of these underspends to your current milestone.

To avoid doubt, you cannot move funding from future milestones. This is to ensure that as your application progresses you still have funding available for ongoing work.

Send

Once completed, please e-mail the form to us at: fundingtakutai@tearawhiti.govt.nz.

After you send us your form

On receipt of your completed form, we will process the application to bring forward unspent funds.

If approved, we will update your funding records to show the movement of funds and will send you a copy. This will show you the funds available for your usual reimbursement requests.

The moved funds will be accessible for any actual and reasonable costs incurred in that milestone and will not be specifically allocated to any particular task.

Before declining any application, we will contact you first to discuss the reasons why we haven't approved the application. We may request further information and may work with you to see if there are other options available.

More information

For more information you can:

- Email any questions to fundingtakutai@tearawhiti.govt.nz
- Phone **0800 866 222 option 1**
- Visit www.tearawhiti.govt.nz