

# Kaupapa Māori Budget Planning Template

A practical tool to support whānau and hāpori to forecast the true cost of delivering each adaptation response.

- Guides the rōpū to break each response down into step-by-step components such as labour, materials, coordination, and technical support.
- Encourages gathering quotes from trusted local contractors, tangata whenua providers, and specialists.
- Promoting locally sourced solutions and invests in building tangata whenua capability and capacity.

## A Strategic Budgeting Tool to Support Tangata Whenua-led Climate Adaptation Responses

### Purpose and Function

This template supports tangata whenua to prepare comprehensive, transparent, and funder-ready budgets for each adaptation response identified in your plan. It ensures all costs are realistic, culturally grounded, and fully scoped by:

- Breaking each kaupapa into logical delivery components
- Forecasting true costs (labour, materials, technical, logistics, etc.)
- Promoting procurement from local and tangata whenua suppliers
- Aligning budget decisions with kaupapa Māori values
- Supporting robust funding proposals and pūtea mobilisation

### Section 1: Budget Forecast Table (template)

Adaptation Response      The title of the specific project or action (e.g. "Puna Restoration at Lake Kaiwi")					
Budget Breakdown Table					
Description of Task / Activity	Estimated Quantity or Duration	Cost (\$)	Supplier / Provider Name	Required Attachment (Appendix #)	Notes / Dependencies
Technical assessment and soil testing	2 days	\$600/day	Manaaki Earthworks	Appendix 21-A: Quote from Manaaki Earthworks	Required before design work begins
Planting by rangatahi rōpū over 3 days	3 days x 4 people	\$350/day/person	Kōkiri Taiao Trust	Appendix 21-B: Rōpū Scope + Timesheet Draft	Links to Appendix 8: Project Plan
Purchase of native riparian species	400 plants	\$5 per plant	Te Rito Native Nursery	Appendix 21-C: Supplier Invoice / Quote	Ensure eco-sourced only
Community-based part-time support	1 person, 4 wks @ 10hrs/wk	\$40/hr	Internal	Appendix 21-D: Role Description	Consider long-term coordination
On-site tangata whenua oversight during works	2 days	\$600/day	Te Waiariki Kaitiaki Collective	Appendix 21-E: Kaitiaki Role Description	Aligns with Appendix 16: Atua Risk Observations
Total: \$ _____					
(Ensure GST, inflation margins, contingency, and volunteer/koha contributions are noted where relevant)					

Adaptation Response Name	The title of the specific project or action (e.g. Flood Protection)
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### Budget Breakdown Table

**Key 2: Te Aponga Kaupapa Māori Risk Assessment & Rangahau**  
21: Kaupapa Māori Budget Planning Template



Task / Activity	Detailed Description	Estimated Quantity / Duration	Total Cost (\$)	Supplier / Provider	Notes / Dependencies
Site Assessment and Planning	Initial technical assessment, site mapping, soil testing	3 days	\$1,500	Manaaki Earthworks Ltd	Required before design phase
Engineering Design	Development of technical drawings and specifications	1 plan set	\$2,000	WhenuaSafe Ltd	Includes peer review
Resource Consent Application	Preparation and lodgement of consent with Council	1 application	\$1,200	Local Planning Services	May incur additional Council fees
Labour – Wall Construction	4-person crew for 5 days @ \$400/day/person	20 days	\$8,000	Kōkiri Builders Co-op	Local employment opportunity
Materials – Gabion Baskets, Gravel, Geotextile	Based on design specs	1 bulk order	\$5,500	Kāinga Supplies	Confirm freight charges
Cultural Monitoring	Tangata whenua monitor onsite during earthworks	3 days	\$1,800	Te Rūnanga o Ngati x	Ensure tikanga compliance
Project Coordination	Part-time coordination support over 2 months	40 hrs	\$2,000	Internal rōpū coordinat	Oversees delivery timeline
Post-Project Maintenance	Quarterly site checks and touch-ups	4 visits	\$1,000	TBC	Review 12 months post-completion

Total: \$ \_\_\_\_\_

(Ensure GST, inflation margins, contingency, and volunteer/koha contributions are noted where relevant)

Adaptation Response Name

The title of the specific project or action (e.g. Flood Protection)

#### Budget Breakdown Table

Task / Activity	Detailed Description	Estimated Quantity / Duration	Total Cost (\$)	Supplier / Provider	Notes / Dependencies

Subtotal: \$ \_\_\_\_\_

(Ensure GST, inflation margins, contingency, and volunteer/koha contributions are noted where relevant)

#### Instructions for Use

Based on the examples provided in the table below, please complete a separate Budget Forecast Table for each adaptation response identified in your Kaupapa Māori Climate Adaptation Plan (Step 2.4).

For each adaptation response:

- Break the kaupapa into clear, step-by-step tasks or activities.
- Provide detailed descriptions of what each task involves.
- Estimate the quantity, duration, unit cost, and total cost for each component.
- Identify the supplier or provider and indicate whether they are a local or tangata whenua provider.



- Attach supporting documentation such as quotes, scopes of work, or supplier profiles, and reference these as appendices.
- Include any notes, dependencies, or links to other tools (e.g. project plans, role descriptions).

This process ensures all costs are transparent, realistic, and culturally grounded, and that local procurement, whānau employment, and kaupapa Māori delivery are prioritised. Use this as the foundation for funding applications, implementation planning, and Council engagement.

### Section 2: Required Attachments and Appendices

To ensure transparency, clarity, and cultural alignment, please include the following appendices alongside your budget table:

Appendix	Attachment Type	Purpose	Required Content
A	Quote from contractors/suppliers	Verifies actual cost estimates	Dated quote, contact details, GST status
B	Scope of mahi / Role outlines	Clarifies tasks and costs	Deliverables, timeframe, hourly/daily rate
C	Materials lists or product invoices	Validates materials or equipment costs	Quantity breakdown, supplier source, eco-certification (if relevant)
D	Evidence of local provider or whānau-led delivery	Demonstrates commitment to kaupapa Māori procurement	Brief profile, rohe connection, or previous mahi
E	Cultural considerations or tikanga-based roles	Validates inclusion of tangata whenua-specific expertise	Role description, responsibilities, koha or wage
F	Summary of budget assumptions	Clarifies costing rationale	Justification for costs, inflation buffer, contingency margins

### Section 3: Budget Review Checklist

<input checked="" type="checkbox"/>	Budget Quality Indicators
<input type="checkbox"/>	Budget is broken down into clear and achievable stages or tasks
<input type="checkbox"/>	All quotes are from trusted, ideally local or tangata whenua suppliers
<input type="checkbox"/>	Budget reflects tikanga-based roles and cultural monitoring as legitimate project costs
<input type="checkbox"/>	Budget supports whānau, rangatahi, and local economic participation
<input type="checkbox"/>	Budget is linked to the Project Plan (Appendix 8) and aligns with Adaptation Responses (Step 2.4)
<input type="checkbox"/>	Koha, facilitation, hauora support, and admin time are fairly valued
<input type="checkbox"/>	Contingency fund (5–15%) is included for unexpected changes
<input type="checkbox"/>	Appendices are complete, labelled, and professionally presented

### Section 4: Cultural Integrity Notes

To uphold a tika and pono budgeting processes:

- Do **not undervalue** unpaid whānau labour, kaumātua time, or kaupapa-specific roles.
- Ensure **koha** and tikanga-led roles (e.g. kai karanga, kaitiaki, tohunga) are reflected in the pūtea.
- Embed **manaakitanga** (e.g. kai, hauora support, transport) into project costs.
- View budgeting as an extension of kaitiakitanga, caring for the kaupapa and the people.

