

Applying for funding in Kātoatoa: 'How to' guide for businesses/ groups

Follow these easy steps to apply for funding from the Ministry for Pacific Peoples using Kātoatoa, the Ministry's funding and grants management system.

IMPORTANT: If you have used Kātoatoa before, you just need to log on using your email address and your password. Please check your community group's details are still correct by selecting your business/community group's name on your profile page.

Register

1. Go to <https://katoatoa.mpp.govt.nz/>
2. Click on Register.
3. Complete your *First Name, Last Name, Email* and *Password*.
4. Select *I have read and agreed to the terms and conditions* to review the terms and conditions and select the tick box once done.
5. Click on *Register*.
6. An email will be sent to the email address you entered in Step 3. You will need to open the email and click *Confirm Email* before you can use the system.
7. You will be directed to the login screen to logon the password you used in step 3.

Complete your profile

8. Once you have logged on, you will be taken to your profile page.
 9. Enter your *Phone Number* and select *Business or Group* for *Do you register as an Individual or do you represent a Business or Community Group?*
 10. Click the *Register Business or Group* button. You will need to complete all fields marked with *required* and the click on *Create Business or Group*.
- i** Once you have completed your profile, you will see *Open Funding Rounds* in the top banner. If you don't see this, wait a few moments and refresh your page.

Check you are eligible to apply

11. Go to the *Open Funding Rounds* menu option at the top of the page.
12. Click the fund you want to apply for.
13. Select *+New*.
14. Give your application a name to help you identify it and select *Next*.
15. Complete the eligibility questions then select *Submit Eligibility*. If you answered *No* to any of the questions, you are not eligible for the fund. If you answered *Yes* to all the questions, you will be able to go ahead and complete your application for funding.

Complete and submit your application

16. Work through the application form by selecting each of the pages on the left. Upload any supporting documentation when requested. You can click *Save as Draft* whenever you want to. You must complete the sections marked with *. You will not be able to submit your application if you haven't completed these fields or entered valid answers.
17. At the end of the application, you must agree to a declaration, then you can click *Submit Application*.

You are all done. You will hear from the team if they have any queries or when a decision has been made about your application. If you have any questions about your application, please reach out to the team at fundhelp@mpp.govt.nz.

- i** You can return to your application as many times as you need to, by simply logging on, clicking *My Applications* and then the application you want to work on.
- i** You can use the *Collaborators* section beneath your application to give other people access to your application.
- i** You can view your profile, change your password, or Logout by clicking the button in the top right corner with your name on it.