Applying for funding in Kātoatoa: 'How to' guide

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

Register

1. Go to https://katoatoa.mpp.govt.nz/
2. Click on Register.
3. Complete your *First Name, Last Name, Email* and *Password*. Make sure your password is unique.
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*. An email will be sent to the email address you entered in Step 3. You will need to open the email and select *Confirm Email before you can use the system*. You will be directed to the login screen.

Complete your profile

6. Enter your *User name (Email)* and *password* and select *Log in.* You will be taken to your profile page.
7. Enter your *Phone Number* and select an option for *Do you register as an Individual or Business/Group.*
8. If you are registering as an individual, choose *Individual.* You will need to complete your phone number, address and region, then click on *Submit Profile.*
9. If you are registering as a business or group, select *Register Business or Group.* You will need to complete all fields marked with *required* and click on *Create Business or Group*.

Complete and submit your application

10. Work through the application form by selecting each of the tabs. Upload any supporting documentation when requested. You can select *Save as Draft* whenever you want to.
11. At the end of the application, you must agree to a declaration, then you can select *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 communityfunds@mpp.govt.nz.

ℹ You can return to your application as many times as you need to, by simply logging on, selecting *Applications* and then the application you want to work on.

ℹ On the application form tabs, the numbers in red circles indicate how many mandatory (required) fields remain on each tab you must complete before continuing with your application.

ℹ For any technical issues, you can contact the Kātoatoa support team at katoatoa@mpp.govt.nz.

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