

**Guidelines: Applying for a grant from the New Zealand Sign Language Fund**

**Round Six 2019**

**Opening Date 5 August 2019**

**Closing Date: 4 pm, 2 September 2019**

**You should read this guidance before completing your application to the NZSL Fund.**

**Available in NZSL: www.odi.govt.nz/nzsl/nzsl-fund/nzsl-funding-round-now-open-creative-connections**

New approach to applying for a grant

**We have a new approach to applying for a grant**

Thank you for applying to Round six of the NZSL Fund. For this round we will be using a new online application tool, Survey Monkey Apply (SMA). This should be easier for you to fill in and easier for us to process.

What is different?

* You will sign in with your own unique user name and password.
* Instructions in NZSL are included in the SMA tool. However, note that you will not have to email your application to ODI anymore. Instead, the SMA will let us see it when we login.
* You can login any time and update your information, respond to correspondence, and receive notifications from the secretariat.
* You fill in the SMA survey form online. It will be easier to understand the overall grant process - from logging in to reporting.
* You will automatically be told if you miss a section, etc. and will be prompted on the next step.
* We can track and manage communications, reports and notifications more easily, and for the whole duration of successful grants.
* You will be able to include a secure video for your summary report for the ODI website.

Please be aware that with this new tool, some of the processes have changed. Note that you will submit your application from within the tool and do not need to email your application to ODI anymore.

We welcome your feedback on the new tool and will use this to report back to the NZSL Board.

Please send any questions to the NZSL Board Secretariat at [nz\_sign\_language@msd.govt.nz](mailto:nz_sign_language@msd.govt.nz)

Background

The New Zealand Sign Language (NZSL) Fund was established by the Government to support initiatives that maintain and promote NZSL. The NZSL Strategy 2018-23 sets out the Board’s current five language learning priorities <https://www.odi.govt.nz/nzsl/nzsl-strategy-2018-2023/>.

**Acquisition:** The learning of a language by children and adults.

**Use/Access:** The ability to use a language in any or all domains of society, including within whānau.

**Attitude:** The beliefs and opinions of language users and others towards that language.

**Documentation:** The systematic recording of language use for research and reference.

**Status:** How a language is regarded by its users and others.

The NZSL Board makes recommendations for deployment of the NZSL Fund to support initiatives which help deliver the outcomes set out in the NZSL Strategy. These recommendations are made to the Office for Disability Issues which is legally responsible for allocating and monitoring the grants.

**Contestable Funding Round Six**

Each year community-driven initiatives are considered through a contestable process. The Board opens funding rounds once or twice each year and these are announced in advance.

The opening time for receipt of applications is generally 1 month long. Applications to the contestable rounds will only be received during the notified times.

You can find more information about other NZSL initiatives[[1]](#footnote-1) that have already been supported by the NZSL Fund in accordance with the NZSL Fund policies here: [www.odi.govt.nz/nzsl](http://www.odi.govt.nz/nzsl)

**On-going and one-off projects**

The NZSL Board also commissions work towards achieving the five strategic priorities set out in the NZSL Strategy. The Board may request proposals for such Board-driven initiatives at any time, including outside of the contestable round periods.

**Legal responsibilities**

The NZSL Board does not have legal responsibility for the NZSL Fund. It is managed by ODI, which is legally responsible for allocating and monitoring the grants.

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| **NZSL video:**  [<https://youtu.be/uMe40E7qkcg>  [3:59 minutes]](https://youtu.be/03Uu6ESRbsg) |

Assessing applications for Round Six

When the Board is considering applications, it will be making recommendations on initiatives that are consistent with the priorities and principles explained below.

The NZSL Board may recommend funding for a lesser amount than applied for or may recommend funding only part of an application.

The NZSL Board will assess eligible applications against the following criteria:

##### Alignment of objectives and activities

* Does the initiative align with the NZSL Strategy (2018 – 2023) language planning priorities? Each priority has aspirational descriptions of what the future for NZSL will look like in 2023, after five years of strategic development. The descriptions provide a clear and shared understanding of what the Strategy is working towards.
* Does the initiative align with the NZSL Board’s theme priorities for this funding round? The NZSL Board will prioritise initiatives that are based on one or more of the following principles:
* Include Deaf community members and support the Deaf community to develop skills and resources to increase and strengthen people’s ability to protect, preserve and share NZSL and their culture.
* Strengthen Māori Deaf engagement with Te Ao Māori through NZSL and develop skills and resources within the Māori Deaf community.
* Invest in long-term and sustainable outcomes for current and future generations of NZSL users and Deaf people.
* Share NZSL knowledge, experience and resources with other locations and regions, and favour those initiatives that will become self-sustaining and/or can be replicated.
* Encourage organisations to work collaboratively.

##### Strength of planning

* Does the application clearly describe the objectives of the initiative?
* Does the initiative have a plan to meet its objectives?
* Does the applicant have the capacity and capability to implement the initiative?
* How well will this initiative strengthen NZSL in a way that is of importance to the Deaf community?
* How will the initiative benefit Māori Deaf?

##### Opportunity or gap

* Does the initiative clearly address an identified opportunity or a gap for NZSL?
* Does the initiative use new or innovative thinking in relation to NZSL?

##### Financial information

* Does the budget informaton in the application form provide full, easily understable, detailed and accurate information of all costs required to fund the initiative?
* What funding is being provided/sought from another organisation as well?
* Does the funding amount sought appear reasonable and demonstrate value for money?
* If the funding is for an establishment phase or to maintain an initiative, does the initiative have the ability to become self-sustaining?

##### Overall assessment

Does the initiative demonstrates long-term outcomes for the NZSL Straetgy (2018 – 2023) aligned with the priorities and principles set out in this document?

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| **NZSL video:** <https://youtu.be/crCtgWb7jGc> [6:47 minutes] |

Who can apply?

The Board will only consider applications from Deaf people, Deaf organisations and not-for-profit organisations (although proposals can include for-profit providers).

Funding grants can only be made to local or national organisations that are legal entities. This includes registered charitable trusts or incorporated societies, a Crown entity (for example, a university) or a subsidiary of a Crown entity, and limited liability companies.

Grants cannot be made to an individual person. Individuals can apply, but payment must be through an approved organisation. If you are not a legally registered entity, you will need to nominate one to act as a fund-holder on your behalf. They will receive the grant, be accountable for the grant funds and control your payments.

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| **NZSL video:** <https://youtu.be/DuLiQMbNW14>  [2:36 minutes] |

What can you apply for?

You can apply for initiatives of between $5,000 and $100,000 (excluding GST). The average grant for Rounds 1 to 5 was $60,000. The initiative must be for one year only. Proposals requiring more funding than this, or funding over more than one year should be raised with ODI for separate consideration by the NZSL Board. Projects over $100,000 must go through a full procurement process which can take six months to complete.

Applications to the NZSL Fund must not duplicate or displace NZSL funding, services and resources which are the responsibility of government agencies or organisations, such as the Ministry of Health or the Ministry of Education.

You can apply for equipment (capital items), such as computers, vehicles or equipment if you:

* demonstrate that capital items are absolutely necessary for the success of the initiative
* demonstrate that the capital items are a reasonable percentage of the total budget
* maintain a register of capital assets and are responsible for on-going maintenance and depreciation costs of any capital items purchased with the NZSL funding.

NZSL funding must not be used to purchase or supply alcohol.

The NZSL Fund cannot support initiatives that include:

* operational costs, other than reasonable overheads
* activities or programmes taking place outside of New Zealand
* activities that have already taken place or before the funding agreement has been signed by both parties
* initiatives that duplicate or displace funding already available from government agencies.

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| **NZSL video:** <https://youtu.be/DuLiQMbNW14>  [2:36 minutes] |

How to apply

**Submitting your application**

**What to do:** There are two stages to go through.

***Step One - Expression of Interest*** (recommended but optional)

You are encouraged to register your interest in the first week or two of the opening period. This should be done by completing the Expressions of Interest summary of your project and approximate budget in the Survey Monkey Apply tool. Thispre-application stage lets the Secretariat check your initiative is in line with the NZSL Strategy (2018-2023) and lets us provide feedback,answer questions and seek more information to help you. Please note: ODI is not able to provide specific guidance on the content of your application.

You can email us questions at any time during the opening period.

**Deadline:** Complete your expression of interest by **12.00 pm, on Sunday 18 August 2019.**

***Step Two - Application***

If your application is to continue, complete and submit the online application form in the Survey Monkey Apply tool. The form includes some suggestions on what you need to think about when writing your application. Late or incomplete applications will not be accepted. You must:

* Limit the name of your initiative to 50 letters or less. Do not include a slash ‘/’ in your initiative’s name (e.g. use ‘Deaf ***and*** hearing impaired NZSL users’, NOT ‘Deaf**/**hearing impaired NZSL users’.).
* Complete the survey separately for each application you may be making. Some organisations have a second great idea. They must be submitted separately. Show their priority in Part 2, box 4. (Some large organisations with proven capcity may be able to submit more than two applications. Prior approval is required. Contact the Secretariat at [nz\_sign\_language@msd.govt.nz](mailto:nz_sign_language@msd.govt.nz).)
* Include all your information, including any letters of support. Do not send separate cover letters, appendices or quotes. No other information will be considered
* Include a short video summary of your application in NZSL – no more than three minutes. It should cover the objectives, outcomes, plan and results of your initiative (sections 6, 7, 8 and 11 in Part 2 of the application form). Put your NZSL video link in box provided.

**Deadline:** Complete your application by **4.00 pm,** **on Monday 2 September 2019.**

**Financial information**

* If you are including the use of NZSL interpreters and/or NZSL teachers in your initiative, your costings for these services should be no higher than the national providers or association hourly rates for these. In your budget, you should clearly state the hourly rate that you are paying for these services.
* Get at least two quotes for any services or products you propose to purchase with the NZSL Fund grant and use this information to assist with developing your budget in the application form (Part 3). Do not provide copies of the quotes in your application but be prepared to provide copies to ODI if requested.
* Goods and Services Tax information is required to ensure all Inland Revenue obligations are met. Government agencies always work with GST exclusive figures. However, if you pay GST then you can include it when you invoice us. If you do not pay GST, then you can’t invoice for it. For clarity:
  + If you are applying for funding and you are not GST registered, then you cannot charge GST in your application for your work.
  + If you **are not** GST registered, and your GST contractors are GST registered, then their quote in your overall budget needs to include GST.
  + If you **are** GST registered and your contractors are GST registered then your budget needs to be GST exclusive. If they have provided a quote that is GST inclusive, deduct the GST component from the work[[2]](#footnote-2). [You will include GST when you invoice us.]
  + If you are not clear on the GST aspect of your budget, please contact ODI for clarification.
* For applications over $20,000, audited financial statements are required.

**Residual funds** (money you find you didn’t need)

Funding can only be spent on what was agreed. Any unspent funding must be returned to the Office for Disability Issues within one month of the end of the grant period. If this applies, please contact ODI: [nz\_sign\_language@msd.govt.nz](mailto:nz_sign_language@msd.govt.nz) to make arrangements for this.

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| **NZSL video:** <https://youtu.be/NjQ3uH3pBGo>  [9:40 minutes] |

Confidentiality

### Privacy

Do not include any personal information for any clients you may work with, including in your reports to the NZSL Board.

Members of the NZSL Board have obligations under the Privacy Act 1993 to keep confidential certain information provided by grant applicants. The records of deliberations by the NZSL Board are regarded as strictly confidential.

NZSL Board members must ensure the safe keeping of all applications and related confidential documents. The intellectual property relating to the ideas and hypotheses put forward in the applications will be treated by the NZSL Board members in strict confidence.

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| **NZSL video:** <https://youtu.be/UzHW6qLAcvo> [1:21 minutes] |

What happens next?

Once you have submitted your application, ODI may contact you or any other government department or agency, private person or organisation to ask questions about your initiative. This will help make sure all the information is easy to understand and correct.

1. ODI will conduct a shortlisting process and report to the NZSL Board on recommendations for their consideration.
2. The NZSL Board will then meet to discuss and agree recommendations for successful initiatives. Final recommendations for funding and to the Minister are made by ODI on receipt of the Board’s recommendations.
3. Once final decisions have been made, you will be sent an email from ODI letting you know the outcome of your application. This is expected to be in October 2019. The Office will then negotiate a grant with those organisations that have been successful.

If your application is successful:

* You will receive a ‘Letter of Grant’ which provides you with all the information about the funding you will receive and your rights and responsibilities.
* For larger grants, part of the approved funding may be paid at the commencement of your initiative, with the remainder being in instalments as the required reports (see the next point) are submitted and approved.
* You are required to report in NZSL and in written English at the end of your initiative. You will receive a copy of the report templates with your Letter of Grant.

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| **NZSL video:** <https://youtu.be/eoAA13midSU>  [2:24 minutes] |

1. NZSL “Initiative” definition: An NZSL project, event or activity. [↑](#footnote-ref-1)
2. To add GST to a price, multiply the GST-exclusive price by 15% or 0.15. Add this amount to the GST-exclusive price. To remove GST from a price, multiply the GST-inclusive price by 3 then divide by 23. Subtract this amount from the GST-inclusive price. *[Inland Revenue website]* [↑](#footnote-ref-2)