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# Applying for a grant from the New Zealand Sign Language Fund– Round Three

December 2016

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

Available in NZSL:

[www.odi.govt.nz/new-zealand-sign-language-nzsl/new-zealand-sign-language-fund/](http://www.odi.govt.nz/new-zealand-sign-language-nzsl/new-zealand-sign-language-fund/)

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# Background

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The New Zealand Sign Language (NZSL) Fund was established by the Government to support projects that promote and maintain NZSL. The NZSL Board is responsible for oversight of the Fund.

Every year the NZSL Board identifies priorities for the NZSL Fund. This flexibility helps make sure the NZSL Fund is being used on things that are most important to the NZSL and Deaf community.

The NZSL Fund also supports analysis and other projects that help achieve actions in the NZSL Board's Action Plan 2016 – 2018 and the promotion and maintenance of NZSL.

There is approximately \$600,000 available for NZSL Fund Round Three.

You can find more information about other projects that have already been supported by the NZSL Fund in accordance with the NZSL Fund Policies and Criteria here:

[www.odi.govt.nz/new-zealand-sign-language-nzsl/](http://www.odi.govt.nz/new-zealand-sign-language-nzsl/)

## Priorities for NZSL Fund Round Three

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The theme for Round Three is:

- 'Strengthening NZSL in the home and Deaf community.' (Whakapakari te oranga o Te Reo-a-Ringa o Aotearoa kei te hāpori Turi, whānau, marae, hapū me ngā iwi).

The NZSL Board is particularly interested in projects that:

1. work with families, whānau, marae, hapū and iwi, including opportunities for them and Deaf children to connect with other NZSL users;
2. include members of the Deaf community in their delivery, and develop skills and resources within the Deaf community to increase and strengthen people's ability to protect, preserve and share their culture and NZSL;
3. are innovative (they 'think outside the box') and that fill a 'gap' in relation to NZSL;
4. invest in long-term and sustainable outcomes for current and future generations of NZSL users and Deaf people. (Information about long term outcomes for a language is attached as Annex One);
5. increase Deaf Māori engagement with Te Ao Māori through using NZSL within their whānau, marae, hapū and iwi; and,

6. share knowledge and experience with other locations and regions, and that could be replicated as well.

## Eligibility

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Grants can only be made to local or national organisations that are legal entities such as registered charitable trusts or incorporated societies, a Crown entity (for example, a university) or a subsidiary of a Crown entity. Grants cannot be made to an individual person.

If you are not a legal entity, you will need to work with an existing legal entity that can receive and manage the grant. They will be the fund-holder and legally responsible for receiving and accounting for the grant.

## What can you apply for?

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You can apply for a grant of between \$5,000 to \$80,000 (excluding GST) that is for one year only.

The NZSL Fund cannot support projects that include:

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

You can apply for capital items, such as computers, vehicles or equipment, but your application must demonstrate that they are absolutely necessary for the success of the project. Organisations must maintain a capital assets register, and be responsible for on-going maintenance and depreciation costs of any capital items purchased with this funding.

## How to apply

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1. Complete the application form. The form includes some suggestions on what you need to think about when writing your application.
2. Produce a short video summary of your application in NZSL – no more than three minutes. The summary should cover the goals, objectives, effect and outcomes of your project (sections 5, 6, 9 and 10 of your application). Please make it clear in your

application whether the person in the video is a member of the project team or has been brought in specifically to present the video.

3. Email the application and the video (or a website link to the video) to the Office for Disability Issues: [nz\\_sign\\_language@msd.govt.nz](mailto:nz_sign_language@msd.govt.nz).
4. If your organisation is submitting more than one application, please make sure you identify them in order of priority. (Lots of applications are always received for the Fund, so please note that you may not receive funding for more than one project).

The deadline for submitting applications is **26 February 2017**. Late or incomplete applications will not be accepted.

Please do not send in anything other than your application form, NZSL video and any supporting information we asked for in the form; nothing else will be considered.

*We recommend that you get your application in early so that we have time to review it and ask you for any other information that we may need in order for it to be considered.*

If you have any questions about your application, please contact the Office for Disability Issues: [nz\\_sign\\_language@msd.govt.nz](mailto:nz_sign_language@msd.govt.nz). Please note the Office is not able to provide specific guidance on the content of your application.

## What happens next?

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

The NZSL Board will then meet to discuss and agree recommendations for successful projects. Final decisions are made by the Office for Disability Issues based on the Board's recommendations. The NZSL Board does not have legal responsibility for the Fund. It is managed by the Office for Disability Issues, which is legally responsible for allocating and monitoring the grants.

Once final decisions have been made, you will be sent an email from the Office for Disability Issues letting you know the outcome of your application. This is expected to be in April 2017. The Office will then negotiate a grant with those organisations that have been successful.

If your application is successful, you will need to provide a report on your project. The Office for Disability Issues will provide a template for this.

# Assessment of applications for funding

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

## Alignment

- Does the project meet the purpose of the NZSL Fund and the priorities set out above?

## Project objectives and activities

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

## Opportunity or gap

- Is there an NZSL community opportunity that is being explored or a gap that needs to be addressed, and does the project clearly address this?

## Financial information

- How much is required to fund the project?
- Is there shared funding (is funding being provided from another organisation as well)?
- Do the project's estimated cash costs demonstrate value for money?
- Does the funding amount sought from the NZSL Fund appear reasonable?
- If the funding is for an establishment phase, does the project have the ability to become self-sustaining?

## Overall assessment

- Demonstrates long-term outcomes for NZSL aligned with the policies set out in this document. (Long-term outcomes describe the desired 'future state' of NZSL and the Deaf community).
- Contributes to enhancing the strength of NZSL in the home and within the Deaf community.
- Demonstrates strong community involvement.

## **Assessment**

When the Board is considering applications, they will be making recommendations on projects that are consistent with the policies and criteria, as well as the overall mix of proposals recommended for funding.

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

# **Confidentiality**

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## **Privacy**

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.

# Annex One

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## The core components of language promotion and maintenance

The core components necessary for the vitality and health of NZSL are set out below. They help explain the expected impact of projects funded by the NZSL Fund.

### Acquisition

Supporting people to develop proficiency in NZSL through first and second language learning. Children's acquisition of NZSL as a first language is vital to maintenance of a language community. Effective acquisition by second language learners is important in expanding Deaf people's access to society, and especially to the supply of NZSL interpreters.

### Status

Enhancing the position of a language in society - how it is viewed and used, and what rights are given to NZSL users through policy and practice. Status planning actions aim to develop a positive environment in which the language can flourish.

### Documentation

Research and creation of knowledge about NZSL, for purposes such as making learning/teaching resources, and expanding or standardising vocabulary. Examples of documentation activities include making dictionaries, grammars, teaching curricula, archiving language materials, and on-going research about the structure and use of the language.

### Attitudes

Promoting awareness and support of the importance of NZSL to the Deaf community. In the Deaf community this means promoting consciousness of the value of NZSL and knowledge about the language. For parents and educators, it means understanding the implications of language choices for sustaining a language. For wider society, it means changing beliefs about sign language and promoting inclusive attitudes and practices towards NZSL users.

### Access

Promoting social equality for Deaf NZSL users by ensuring access to information, services, and participation in all domains of society - through NZSL interpreting, and by provision of translated information.