

**New Zealand Sign Language Fund Application Form**

**Round Five 2019**

You should read, ‘Guidelines: Applying for a grant from the New Zealand Sign Language Fund’, before completing this form. Please answer in full all questions relevant to your organisation and your New Zealand Sign Language (NZSL) initiative (your NZSL project, event or activity).

Any questions should be emailed to nz\_sign\_language@msd.govt.nz. This is the address for the NZSL Board Secretariat – the team in the Office for Disability Issues which supports the NZSL Board in their work.

**Deadlines:**

**Step One:** Register your interest by submitting an expression of interest (a one-page summary of your project and approximate budget) to nz\_sign\_language@msd.govt.nzby **4.00 pm, on 31 January 2019.**

*The Secretariat can provide feedback, answer questions and seek more information during this pre-application stage to assist you.*

**Step Two:** If your application is to continue, submit your completed application by email to nz\_sign\_language@msd.govt.nz by **4.00 pm,** on **14 February 2019.** Late or incomplete applications will not be accepted.

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

Version: 17 December 2018

Part 1: Information about your organisation

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| --- | --- |
| 1 | **Legal name of organisation** Funding 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, and limited liability companies. Grants cannot be made to an individual person. Individuals can apply but payment must be through an 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. Also complete Parts 4 and 6 of this form if you are using a fund-holder.  |
|  |
| 2 | **Briefly describe the purpose of your organisation** (up to 100 words) |
|  |
| 3 | **Legal status** (e.g. incorporated society, charitable trust, limited liability company) |
|  |
| 4 | **Companies Office registration number** (if applicable) |
|  |
| 56 | **Name and position of contact person**  |  |
| **Email** |  | **Mobile** |  | **Skype** |  |
| **Organisation physical address** | **Postal address** (if different) |
|  |  |

Part 2: NZSL Initiative

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| --- | --- | --- |
| 1 | **What is the name of your initiative?** (NB: Maximum of 50 letters and do not use ‘/’ in the name.) |  |
| 2 | **Where will your initiative take place?** |  |
|  | **Who is your initiative aimed at?** |  |
| 3 | **When will your initiative begin and end?** |  |
| 4 | **If you are submitting two applications for different NZSL initiatives, is this application your first or second priority?**  | Priority 1 Priority 2  |
| 5 | **NZSL Video: Website link to a summary of your initiative in NZSL.** (NB: * Put your Video link here. A summary of sections 6, 7, 8 and 11 is required in NZSL as well as in English. The NZSL version should be no more than 3 minutes long. The guidelines have information on what to include.)
* Is the person in your NZSL video a member of your NZSL initiative team?
 | **Link:****Yes or No** |
| 6 | **Objectives** (What you want to change.)* What is the issue or the need that this application addresses? Explain the need and explain why you see a gap that your project can fill, or improve on. Include any relevant evidence or research you have (e.g. of unmet demand; that your propsoed approach has been effective elsewhere; that the timeframe will work).
* How will the initiative build on existing resources or programmes in New Zealand?
* How does the purpose of the project relate to the current NZSL Fund priorities?

(up to 500 words). |
|  |
| 7 | **Outcomes** (What you want to achieve.)* What will be the immediate outcome of this project? (What will people see, or what will happen by the end of this project?)
* What longer-term or wider benefits do you see from the project?

(up to 500 words) |
|  |
| 8 | **Project Plan details***Actions:* * How will the project be done? Explain the **steps (actions)** and **timeline** for the work.

*People:* * Who will do the work?
* Identify the people with main roles in the project (if they are already known) and how their backgrounds and previous experience will help them acheive the project aims. Ensure no individuals will have lead roles in more than two project applications.
* Who (and how many) other people will participate – and how will you recruit them?
* If you propose collaborating with any other organisation, provide written evidence of their agreement (e.g. an email statement they agree) to collaborate or consult.

*Risks:* * What are possible risks (problems) that may arise in achieving your project aims, and how could you address these?

(up to 1000 words) |
|  |
| 9 | **Budget** * Explain your budget items here. You may like to use the table below to get you started. (For example: If you will need 4 flights, say what the travel is for. If you include ‘participant registration’, say if the activity will be provided for free or what participants will pay for registration. If the budget says ‘overheads’, list each categories and cost.)
* Say which items could you could reduce or seek other funding for if you were asked to trim the budget for this project.
* For intiatives for over $20,000, please provide a copy of your organisation’s most recent annual finanicial statement.
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| Item | What is needed? Why is it needed? What standards are required (e.g. experienced Tutors, Registered Interpreters)? |
| Office hire |  |
| Internet data |  |
| Printing |  |
| Software application |  |
| Flights |  |
| Accommodation |  |
| Venue hire |  |
| Catering |  |
| NZSL Tutors |  |
| NZSL Interpreters |  |
| Other |  |
|  |  |

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| 10 | **Possible on-going funding** If your NZSL initiative will be on-going, how and when will you obtain funding to make it self-sustaining? (up to 300 words) |
|  |  |
| 11 | **Results** (Evaluation)What will show your initiative is making a difference? How will you measure it? (up to 200 words) |
|  |
|  |  |

Part 3: Initiative budget

All amounts are to be in New Zealand dollars. If your organisation GST registered the amounts shown below should exclude GST.

|  |  |  |
| --- | --- | --- |
|  | **My organisation is registered for GST (tick one)** | **Yes / No (circle one)** |

Show the total amount requested here.

|  |  |  |
| --- | --- | --- |
|  | **Total amount of NZSL Fund requested**  | **$** |
|  | **If you have secured other funding for this initiative, how much and where from?** | ***(Source)***  | $ |
|  | **Total cost of initiative** | $ |

List the cost of each budget item here. Explain what the itmes are for in the previous section.

|  |  |  |  |
| --- | --- | --- | --- |
| **Budget Item** | **Number / Volume****e.g. people, hours, days** | **Rate** **e.g. $per hour** | **Cost $****excl / incl GST** |
| Office hire |  |  |  |
| Internet data |  |  |  |
| Printing |  |  |  |
| Software application |  |  |  |
| Flights |  |  |  |
| Accommodation |  |  |  |
| Venue hire |  |  |  |
| Catering |  |  |  |
| NZSL Tutors |  |  |  |
| NZSL Interpreters |  |  |  |
| Other |  |  |  |

Part 4: Fund-holder details

(Complete this section if you will need to have a fund-holder arrangement.)

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| --- | --- |
| 1 | **Legal name of fund-holder organisation** |
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| 2 | **Legal status of fund-holder organisationExamples: incorporated society, charitable trust, limited liability company** |
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| 3 | **Companies Office registration number of fund-holder organisation *(if applicable)*** |
|  |
| 4 | **Name of fund-holder contact person and their position** |  |
| **Email** |  |
| **Mobile number** |  |
| **Skype** |  |
| **Fund-holder organisation physical address** | **Postal address (if different)** |
|   |  |

Part 5: Applicant declaration

We acknowledge that:

* The details given in this application, or supplied by us in support of our application, are true and correct to the best of our knowledge.
* Our organisation has the necessary skills and experience to manage this initiative and the signatory below has the authority to commit our organisation to this application.
* Prior to the granting of any funds, the Ministry of Social Development may disclose to, or obtain from, any other government department or agency, private person or organisation, any information about our organisation and the initiative for which we are seeking funding.

|  |  |
| --- | --- |
| **Full name** |  |
| **Position** |  |
| **Signature** |  |
| **Date** |  |

Part 6: Fund-holder declaration
(only complete this section if the Fund-holder is different from the organisation applying for funding)

We acknowledge that:

* if funding is approved for this application, we agree to receive and manage the funds awarded to the applicant organisation listed in Part 1 of this application form.
* our organisation has an agreement with the applicant organisation to receive and manage the finances for this initiative on their behalf
* our organisation has the necessary skills and experience to manage the funding that may be received, and we have the authority to commit our organisation to this application
* prior to the granting of any funds, the Ministry of Social Development may disclose to, or obtain from, any other government department or agency, private person or organisation, any information about our organisation and the initiative for which we are seeking funding.

|  |  |
| --- | --- |
| **Full name** |  |
| **Position** |  |
| **Signature** |  |
| **Date** |  |

Part 7: Letters of Support
Copy and paste PDF copies of Letters of Support here.

Provide at least one Letter of Support from a person or organisation that is NOT directly involved in the project and will not have an active or paid role in the project work.

Letters of Support from organisations should be from their CEO or Board Chair.

You may include additional Letters of Support if you wish.