

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

**Round Five 2019**

**Opening Date 11 January 2019**

**Closing Date: 4pm, 14 February 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**

Version: 17 December 2018

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/>.

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.

**Community-driven initiatives**

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.

**Contestable Funding Round Five**

Funding Round Five opened on 17 December 2018 and closes on 14 February 2019. There is approximately $400,000 available for NZSL Fund Round Five.

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

Assessing applications for Round Five

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

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

The NZSL Board’s Round Five theme is: ‘Creative Connection’*.*

It is interested in initiatives linked to the NZSL Strategy language planning priority 2: Use/Access - enable NZSL to be used in all domains of society [p13, bullet 1].

The Board wants to

* encourage connection and opportunities that bring people together, including
	+ between NZSL users
	+ within whānau and family, and across generations
	+ in homes, the community and Deaf Spaces
	+ and with new NZSL users, including hearing people.
* promote innovation and creative use of sign language
* support the wellbeing of Deaf people, encouraging them to thrive and hold high aspirations.

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

##### Alignment of objectives and activities

* Does the initiative meet the purpose of the NZSL Board; to manitain and promote NZSL?
* Does the initiative meet the NZSL Strategy language learning priorities, particularly priority 2: Use/Access - enable NZSL to be used in all domains of society?
* Does the initiative align with the NZSL Board’s theme, ‘Creative Connection’, and priorities for this funding round? The NZSL Board will prioritise NZSL 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 which are 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 NZSL community opportunity or a gap?
* 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?
* Is funding 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 iniitative. Does the initiative have the ability to become self-sustaining?

##### Overall assessment

Demonstrates long-term outcomes for NZSL aligned with the priorities and principles set out in this document.

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

What can you apply for?

You can apply for a grant of between $5,000 and $80,000 (excluding GST). The initiative and grant must be for one year only.

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

You can apply for capital items (things that you have to buy), 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 capital assets register, 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**

There are two stages to go through. The first step involves sending in a a one-page summary of your project and approximate budget. This expression of interest registers your interest. It lets the NZSL Board Secretariat in the Office for Disability Issues (the Secretariat) check your initiative is in line with the criteria and lets us provide feedback to help you. We can also answer questions about your application – but we need to have these before 31 January. Please note: ODI is not able to provide specific guidance on the content of your application.

**Deadlines:**

**Step One:** Register your interest by submitting an expression of interest to to the Office for Disability Issues (ODI) nz\_sign\_language@msd.govt.nzby **4.00 pm, on 31 January 2019.** You can also email us questions.

*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.

**What to do:**

1. Submit your expression of interest (a one-page summary of your project and approximate budget). All applications are to be made to the Office for Disability Issues (ODI), on behalf of the Board.
2. Complete and submit the application form. The form includes some suggestions on what you need to think about when writing your application. 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’.).
* Submit your application form in Word not PDF.
* Submit only oneemail per application. Do not submit multiple emails.
* Send separate emails for each application you may be making. Some organisations have a second great idea. They must be in a separate application form. 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.)
* Only send the application form. Include all your information, including any letters of support, in the application form. Do not send separate cover letters, appendices or quotes with the form. 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 5 in Part 2 of the form. Do not include the video link in your email or send a separate email with your NZSL video link.

**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 provider 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 product you propose to purchase with the NZSL Fund 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
	+ 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).
	+ If you are not clear on the GST aspect of your budget, please contact ODI for clarification.

**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 to make arrangements for this.

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

Confidentiality

### 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.

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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.

The NZSL Board will then meet to discuss and agree recommendations for successful initiatives. Final decisions are made by ODI on receipt of the Board’s recommendations. The NZSL Board does not have legal responsibility for the Fund. It is managed by ODI, which is legally responsible for allocating and monitoring the grants.

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 March/April 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.
* You will receive up to 90% of the approved funding at the start of your NZSL initiative and be paid the remaining portion when 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 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: A 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)