

# New Zealand Sign Language Fund Application Form: Round Six, 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](mailto:nz_sign_language@msd.govt.nz). This is the address for the NZSL Board Secretariat – the team in the Office for Disability Issues (ODI) which supports the NZSL Board in their work.

**Deadlines:**

**Step One** (Optional)**:** Submit your expression of interest (a one-page summary of your project and approximate budget) to [nz\_sign\_language@msd.govt.nz](mailto:nz_sign_language@msd.govt.nz)by **12.00 pm, on Sunday 18 August 2019.**

**Step Two:** Email your completed application form to [nz\_sign\_language@msd.govt.nz](mailto:nz_sign_language@msd.govt.nz) by **4.00 pm,** **on Monday** **2 September 2019.** Late or incomplete applications will not be accepted.

TRANSLATION IN NZSL WILL BE AVAILABLE SOON

## Expression of Interest

This section is encouraged but optional. It lets you outline what you propose so ODI can offer you any suggestions they may have to help you meet the NZSL Board’s expectations. We can answer questions and seek more information to help you, but please note that ODI is not able to provide specific guidance on the content of your application. If you want to do this step, it must be done by **12.00 pm, on Sunday 18 August 2019** so we have time to get back to you.

(Up to one page in all)

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| 1. Tell us about what you are thinking of proposing. |
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| 1. Tell us about what you think this may cost and why. |
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| 1. Are there any other questions we can help with? |
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## Part 1: Information about your organisation

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| 1. **Legal name of organisation**   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. Also complete Parts 4 and 6 of this form if you are using a fund-holder. | | | | | | | | | |
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| 1. **Briefly describe the purpose of your organisation** (up to 100 words) | | | | | | | | | |
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| 1. **In what ways is your organisation Deaf- and/or Māori Deaf-led?** (up to 100 words) | | | | | | | | | |
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| 1. **Legal status** (e.g. incorporated society, charitable trust, limited liability company) | | | | | | | | | |
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| 1. **Companies Office registration number** (if applicable) | | | | | | | | | |
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| 1. **Contacts**   **Name and position of contact person** | | |  | | | | | | |
|  | | | | | | | | | |
| **Email** | |  | | **Mobile** |  | | **Skype** |  | |
|  | | | | | | | | | |
| **Organisation’s physical address** | | | | |  | | | | |
|  | | | | | | | | | |
| **Postal address** (if different) | | | | |  | | | | |
| 1. **List here all previous applications** | | | | | | | | | |
| **Round** | **Title** | | | | | **Amount** (if grant awarded) | | | **Reporting date** (if grant awarded) |
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## 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.) |  | |
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| 1. **Where will your initiative take place?** |  | |
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| 1. **Who is your initiative aimed at?** |  | |
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| 1. **When will your initiative begin and end?** |  | |
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| 1. **If you are submitting two applications for different NZSL initiatives, is this application your first or second priority?** | Priority 1 Priority 2  [circle or delete one] | |
|  | |
| 1. **NZSL Video: Website link to a summary of your initiative in NZSL.**  * A summary of sections 6, 7, 8 and 11 is required in NZSL. Captions are not required as the application form is in English. It 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? | Put your Video link here.  **Link:**  **Yes or No** | |
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| 1. **NZSL Strategy 2018-23:** How does the purpose of the project contribute to one or more of the current NZSL Strategy priorities, and what success will look like in five years time? | | |
| **Acquisition** | | |
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| **Use/Access** | | |
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| **Attitude** | | |
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| **Documentation** | | |
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| **Status** | | |
| 1. **Objectives** (What do you want to change?) (up to 500 words)  * 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 proposed approach has been effective elsewhere; that the timeframe will work). | | |
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| 1. How will the initiative build on existing resources or programmes in New Zealand? | | |
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| 1. **Outcomes** (What do you want to achieve?) (up to 500 words)  * 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 this project? | | |
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| 1. **What’s new?** (Explain how your proposal differs from previous proposals.) | | |
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| 1. **Actions** (How will the project be done and who will do the work?)   Explain the **steps, actions** and **timeline** for the work. | | |
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| 1. **People**   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 (e.g. an email statement that they agree) of their agreement to collaborate with, consult with or support you. | | |
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| 1. **Risks** (up to 1000 words)   What are possible risks (problems) that may arise in achieving your project aims, and how could you address these? | | |
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| 1. **Possible on-going funding** (up to 300 words)If your NZSL initiative will be on-going, how and when will you obtain funding to make it self-sustaining? [A grant can only be for one year. Proposals requiring funding over more than one year should be raised with ODI for separate consideration by the NZLS Board.] | | |
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| 1. **Results** (Evaluation) (up to 200 words)What will show your initiative is making a difference? How will you measure it? | | |
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## Part 3: Initiative budget

Explain your budget here. Sample budget items have been provided to get you started. Explain why each item is needed (e.g. If you 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 each participant will pay. If the budget says ‘overheads’, list each category and cost.)

For intiatives for over $20,000, please provide a copy of your organisation’s most recent annual finanicial statement.

All amounts are to be in New Zealand dollars. If your organisation is GST registered the amounts shown below should **exclude** GST. [You will include GST when you invoice us.]

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

Show here the total amount requested. [You can apply for a grant of between $5,000 and $80,000 (excluding GST).]

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

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|  | **Total cost of initiative** |  | $ |

List the cost of each budget item here.

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| **Budget Item**  [What is needed? E.g.] | Why is it needed? What standards are required (e.g. experience, registration)? |  | **Number/Volume**  **e.g. people, hours, days** |  | **Rate e.g. $per hour** |  | **Cost $**  **excl / incl GST** |
| Office hire |  |  |  |  |  |  |  |
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| Internet data |  |  |  |  |  |  |  |
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| Printing |  |  |  |  |  |  |  |
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| Software application |  |  |  |  |  |  |  |
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| Flights |  |  |  |  |  |  |  |
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| Accommo-dation |  |  |  |  |  |  |  |
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| Venue hire |  |  |  |  |  |  |  |
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| Catering |  |  |  |  |  |  |  |
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| NZSL Tutors |  |  |  |  |  |  |  |
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| NZSL Interpreters |  |  |  |  |  |  |  |
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| Other |  |  |  |  |  |  |  |
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| **Cost reduction if required** Which items could you could reduce or seek other funding for if you were asked to trim the budget for this project? |
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## Part 4: 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.

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

## Part 5: Fund-holder details

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

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| **Legal name of fund-holder organisation** | | |  | | |
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| **Legal status of fund-holder organisation** [Examples: charitable trust, incorporated society, limited liability company] | | |  | | |
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| **Companies Office registration number of fund-holder *(if applicable)*** | | |  | | |
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| **Name of fund-holder contact person and their position** | | |  | | |
|  | | | | | |
| **Email** |  | **Mobile** |  | **Skype** |  |
|  | | | | | |
| **Fund-holder organisation’s physical address** | | |  | | |
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| **Postal address** (if different) | | |  | | |
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## Part 6: Fund-holder declaration

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

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 the funding is sought.

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

## Part 7: Letters of Support

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.

Copy and paste PDF copies of Letters of Support here.

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