



United Nations  
Educational, Scientific and  
Cultural Organization

**New Zealand National  
Commission for UNESCO**

*Te Kōmihana Matua o Aotearoa mō UNESCO*

**New Zealand National Commission for  
United Nations Educational, Scientific, and Cultural Organisation (UNESCO)**  
*Te Kōmihana Matua o Aotearoa mō UNESCO*

**CONTESTABLE FUNDING ROUND 2021/2022**

# APPLICANT INFORMATION PACK

June 2021

**Expressions of Interest deadline: 9 July 2021**

**Final application deadline: 6 August 2021**

**Deepening connections between the people of Aotearoa/New Zealand and UNESCO globally through the sharing of ideas and building capability for a better and more peaceful future.**

**New Zealand National Commission for UNESCO  
CONTESTABLE FUNDING ROUND 2021/2022**

**Tēnā koutou, thank you for your interest in our current funding round.**

The New Zealand National Commission for UNESCO has a contestable funding round to support initiatives that align with its mission and strategic priorities.

This information pack explains the purpose of the funding and the evaluation criteria. It outlines the New Zealand National Commission for UNESCO’s strategic priorities and describes the two-stage application process.

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**HOW TO CONTACT US**

If after reading this, you still have questions, please feel free to get in touch.

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## PART ONE: OVERVIEW

### PURPOSE

The purpose of the UNESCO Contestable Funding (UCAF) round is to identify projects and initiatives that advance the mission of the New Zealand National Commission for UNESCO which is to:

*Deepen connections between the people of Aotearoa/New Zealand and UNESCO globally through the sharing of ideas and building capability for a better and more peaceful future.*

Applications are sought for projects that will contribute in a lasting way to the mission and strategic priorities of the National Commission at a national or regional level.

Applications are being sought for funding between \$10,000 and \$40,000 which will be considered as major projects.

There is a two-stage application process. The first stage involves the submission of an Expression of Interest. Proposals that are assessed as eligible for funding and that align with the evaluation criteria will be short-listed and proposers invited to submit a full proposal. Given the limited funds the short-listing and final decisions will take account of the need for projects that collectively address the 2021-22 priority areas (refer page 7).

### THE NEW ZEALAND NATIONAL COMMISSION FOR UNESCO

The New Zealand National Commission for UNESCO was established by the New Zealand government as part of its responsibilities as a UNESCO Member State. National Commissions ensure the permanent presence of UNESCO in Member States and contribute to the Organisation's efforts to promote international co-operation in the fields of Education, Natural Sciences, Culture, Social and Human Sciences, as well as Communication and Information.

#### Strategic priorities

The work of the National Commission is guided by a Strategic Plan for 2022-2025 which includes the following five strategic priorities:

1. Oceans for the Wellbeing of People and the Planet, in particular the UN Decade of Ocean Science for Sustainable Development (2021-2030)
2. Empowering Communities for Sustainable Futures
3. Indigenous Knowledge, including the UN Decade for Indigenous Languages (2022 – 2032)
4. Freedom of Responsible Expression
5. UNESCO programmes in New Zealand

## 1. WHAT THE NATIONAL COMMISSION IS SEEKING TO FUND:

Applicants may apply for funding up to \$40,000. As UNESCO is an organisation of 'ideas', it encourages innovation and new ways of working.

The National Commission will consider funding innovative ideas, approaches and projects that have the potential to inform policy and practice in its areas of responsibility. These are: natural sciences, education, social sciences, culture, and communication and information.

The activity must

- have an impact beyond the project itself
- be replicable or have potential to be shared
- align with the National Commission's strategic priorities

Examples might include, but are not limited to, the following types of activities:

- fora, conferences, competitions, hui
- initiatives, programmes, innovative research
- collaboration, dialogue, peace-building, expert knowledge-building
- community, regional or national capability building.

Please note that the New Zealand National Commission for UNESCO is not a funding organisation and may choose not to fund any initiatives.

***Please see our website ([www.unesco.org.nz](http://www.unesco.org.nz)) for examples of projects awarded funding in the 2020/2021 financial year.***

## PART TWO: APPLICATION CRITERIA

**Applicants and applications must fulfil all of the following criteria:**

### General eligibility criteria

To be eligible to apply for major funding from the New Zealand National Commission for UNESCO, you must be a group or organisation (including NGOs, charities, iwi, businesses, social enterprises, trusts etc) that has legal status and is based in New Zealand. (Note: the applicant must be the legal entity with whom the National Commission contracts for the funding and to whom the funding will be paid.)

### The proposed activity **MUST**:

- be a new initiative or an existing initiative that would be further enhanced by funding from the NZ National Commission
- take place within New Zealand or the Pacific
- be made by an applicant who has a record of experience and success in the subject area of the project
- be supported by other funding; either from the applicant themselves and/or through funding from other sources in addition to the National Commission funding applied for.

### Your project must also:

- align with the New Zealand National Commission's strategic priorities
- address the areas identified for 2021-22 (see page 7)
- be located within UNESCO's programme areas: natural science, social sciences, culture, education, and information and communication.

### The National Commission will **NOT** accept applications:

- for service provision
- from individuals seeking personal study or research grants
- from start-ups seeking to establish or grow their organisation
- for projects seeking to promote political or religious objectives
- from government departments or government-funded agencies for which the proposed activity is core business. (The National Commission acknowledges that many projects can only be funded in partnership with central or local government – in this case exceptions may be made where the case is sound.)

- for the purchase of capital items
- for the purchase or renovation of buildings
- for completed projects or recurrent projects (with some exceptions)
- for or towards an organisation's ongoing operational costs including salaries and honoraria (these may be funded if they are an essential component of the funded project).

### **Can we apply for funding?**

If you have checked that you are eligible under the general eligibility criteria, please read the specific requirements relating to applying for the UNESCO Contestable Activity Fund.

#### **UNESCO Contestable Activity Fund criteria**

Applications must meet these criteria:

- the maximum you can apply for is \$40,000
- the project must be completed within the 2021/22 financial year, however in some instances there may be possible support for an extension. Please contact the Secretariat to discuss your situation.
- the project must align to the priority areas and criteria outlined on page 7.

**THE PRIORITY AREAS 2021-2022:**

To be considered for funding, projects must align with the New Zealand National Commission for UNESCO’s strategic priorities, listed on page 4.

(Please note: a project may address one or more of these 2021-22 priority areas.)

Priority Areas	Evaluation Criteria
<p><b>Oceans for the Wellbeing of People and the Planet, in particular the UN Decade of Ocean Science for Sustainable Development (2021-2030)</b></p>	<p>The project provides or demonstrates:</p> <ul style="list-style-type: none"> <li>• ways oceans are nurtured and valued for their resilience, providing wellbeing for all people</li> <li>• acknowledgement that the challenges our oceans face are complex and require multidisciplinary solutions to address them.</li> </ul>
<p><b>Indigenous Knowledge, including the UN Decade of Indigenous Languages (2022 – 2032)</b></p>	<p>The project provides or demonstrates:</p> <ul style="list-style-type: none"> <li>• indigenous knowledges and practises including Mātauranga as a taonga-past, present and future.</li> <li>• promoting the links between language, culture (both tangible and intangible), people and place.</li> </ul>
<p><b>Freedom of Responsible Expression</b></p>	<p>The project provides or demonstrates:</p> <ul style="list-style-type: none"> <li>• ways to enhance an appreciation of diversity, intersectionality and social inclusion in Aotearoa/ New Zealand.</li> <li>• the value of collaborative action to create an improved understanding of human rights and a more inclusive society for all.</li> </ul>
<p><b>Empowering Communities for Sustainable Futures</b></p>	<p>The project provides or demonstrates:</p> <ul style="list-style-type: none"> <li>• opportunities for communities to address an issue of sustainability as it affects their futures</li> <li>• ways to enable young people in taking action to resolve a sustainable issue in their community.</li> </ul>

<p><b>UNESCO Programmes</b></p>	<p>The project provides an opportunity to:</p> <ul style="list-style-type: none"> <li>• strengthen relationships at a national, regional or international level with UNESCO</li> <li>• support priority UNESCO programmes in NZ such as Global Geoparks, Creative Cities, Memory of the World, UNESCO Chairs and UNITWIN.</li> </ul>

**In addition:**

- Organisations are only eligible for funding once in a 12 month period.
- As a general rule the New Zealand National Commission for UNESCO will only fund up to 50% of the total project cost.
- The applicant will bear all other expenses for carrying out the proposed activity.
- Projects must be completed by **30 June 2022**. Exceptions may be sought where a large project would be constrained by such a deadline. These applicants should make this request as part of their EOI stating an alternative completion date with appropriate milestones. Such major projects may apply for further funding in subsequent years.
- Funding can only be used to cover costs identified at the time of application.
- If an application is incomplete, illegible, or mandatory documentation has not been included, it will not be considered.
- Matching these criteria is no guarantee of funding.

## PART THREE: THE FUNDING APPLICATION PROCESS

### SUMMARY

1. Write an Expression of Interest (EOI) and submit this to the NZ National Commission (by 9 July 2021)
2. Receive feedback on your EOI as to whether a formal application is invited
3. Submit formal application (by 6 August 2021)
4. Successful and unsuccessful applicants informed (by end September 2021)
5. Completed funding contract must be returned in a timely manner
6. Contracting, payment and projects commence (no later than end of October 2021)
7. Interim project report sent to the National Commission (before mid-February 2022)
8. Project activity delivered (before 30 June 2022)
9. Recipients complete reporting, legal and contractual obligations (by 31 May 2022 or one month after completion of the project, whichever is sooner)

### 1 EXPRESSION OF INTEREST

Expressions of Interest (EOIs) are invited by **9 July 2021**.

Please submit using the online form on our website (<https://unesco.org.nz/awards-and-grants/major-grants/>), introducing your organisation, explaining how you fulfil the criteria set out in page 7 and 8 and briefly outlining your proposal, the way/s in which it reflects UNESCO's mandate and aims, the budget, the amount of funding you are seeking and any other key information such as partners you may work with.

The EOI is an opportunity for the New Zealand National Commission for UNESCO to assess your project against the evaluation criteria. If you are invited to submit a full application, further information is below.

### 2 FORMAL APPLICATION

If you are invited to submit a full application, complete the online funding form, including all requested information and submit it to the New Zealand National Commission for UNESCO by **5pm, 9 July 2021**.

#### The application **MUST** include:

- Names of two referees (specific to the relevant initiative) who are based in New Zealand and have no financial interest in the project. For example, these referees may have provided you or your organisation with funding in the past and can outline the benefits your service or activity delivered. Include their full name, role, affiliation and full contact

details. The New Zealand National Commission for UNESCO may choose to seek additional testimonials.

- A full detailed project budget.
- A signature by the most senior authorised person within the organisation (they need to sign the application form and any funding agreement).
- Documents confirming the existence of the applicant organisation– trust deed, certificate of incorporation etc.
- A declaration of any potential conflicts of interest.

**NOTE: Late applications will not be accepted under any circumstances.**

### 3 APPLICANTS INFORMED (end September 2021)

Applications will be considered by the National Commission in August and September 2021. It is anticipated that decisions will be communicated by the end of September 2021.

Successful applicants must sign and return the funding agreement and relevant documentation by the end of October 2021.

### 4 CONTRACTING, PAYMENT AND PROJECTS COMMENCE (from late September 2021)

### 5 PROJECT ACTIVITY DELIVERED (by 30 June 2022)

### 6 RECIPIENTS COMPLETE ALL OBLIGATIONS (by 31 May 2022)

} Successful applicants will  
} receive detailed information  
} relating to their obligations,  
} legal and otherwise - in due  
} course.

## PART FOUR: THE FINE PRINT

The following are general terms and conditions under the New Zealand National Commission for UNESCO funding arrangements. A full and detailed contract will be issued to successful applicants:

1. Applications must be made on the application form for the Contestable Activity Fund 2021/2022 and include all the information requested on the form.
2. The persons signing an application form and funding agreement must be duly authorised to do so.
3. Applications **must** include the names of two referees who are based in New Zealand, with no financial interest in the project who if possible have provided you or your organisation with funding in the past. The National Commission reserves the right to ask for additional referees if required.
4. Funding will not be provided to projects that have concluded before the applicant is advised of the outcome of their application by the New Zealand National Commission for UNESCO.
5. Applicants are required to declare any potential conflicts of interest at the time of submitting their application to the New Zealand National Commission for UNESCO.
6. The applicant must be the legal entity with whom the National Commission contracts for the funding and to whom the funding will be paid<sup>1</sup>.
7. The National Commission may undertake the following due diligence in relation to applicants for funding. The findings will be taken into account in the evaluation process:
  - reference check the applying organisation and named personnel
  - other checks against the applicant e.g. Companies Office
  - inspect audited accounts for the last three financial years.

### On approval of funding:

8. Unless otherwise provided for in the letter of approval of funding, the applicant shall bear all other expenses for carrying out the proposed activity.
9. Funding can only be used to cover costs identified at the time of application.
10. Any funding unexpended for the purpose for which it was approved must be returned to the Ministry of Education on behalf of the New Zealand National Commission for UNESCO.
11. The National Commission reserves the right to withdraw support for any initiative at any time. Prior approval must be sought from the National Commission in the event of a significant change in the activity for which funding has been approved.
12. The applicant is not to be considered as an agent or member of the National Commission.

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<sup>1</sup> Please note that the funding is administered by the Secretariat within the Ministry of Education, International Division on behalf of the New Zealand National Commission for UNESCO.

13. The applicant shall not be entitled to any privileges, immunities, compensation or reimbursement, nor is the applicant authorised to commit the National Commission to any expenditure or other obligations.
14. The applicant undertakes full responsibility for the purchase of any insurance that may be necessary in respect of any loss, injury or damage which might occur during the execution of the activity.

#### **Acknowledgement of the National Commission**

15. The applicant is to include the New Zealand National Commission for UNESCO logo on any promotional material related to their project and acknowledge the support of the New Zealand National Commission for UNESCO in any media statements released.
16. The contribution from the National Commission should be acknowledged in any publications, speeches and media releases relating to the project or activity, and identified as a component of the National Commission's work programme.
17. The Chair and members of the New Zealand National Commission for UNESCO and its Secretariat would expect to be invited to any event associated with the project. While it may not always be possible for a representative to attend, they would hope to do so if they can.

#### **Payment of funds**

18. On advice from the National Commission that the application has been successful, the applicant will receive a letter of offer which will outline the conditions of the funding and the milestones / deadline for receipt of the final report.
19. The applicant's counter-signing of the letter constitutes a formal agreement between the applicant and the Ministry of Education on behalf of the National Commission.
20. The applicant will be asked to provide bank account details which must be in the name of the recipient organisation as shown in the application, and provide proof of your bank account details. Please note that the bank account must be a New Zealand bank account. Funding will not be paid to overseas bank accounts.
21. Upon receipt of an invoice, 90% of the approved funding will be paid in advance directly into an approved bank account.
22. Upon receipt of the final (second) invoice in the sum equal to the balance of 10% of the grant awarded, (using Ministry of Education template and accompanied by the final project report), payment will be made by the Ministry of Education into an approved bank account six weeks from date of receipt, in accordance with Ministry of Education payment Terms and Conditions.

#### **Reporting/Communications**

23. Successful applicants must provide an interim report on their project by mid-February 2022 and a full report on the project by 31 May 2022 or within four weeks of completion of the project, whichever is sooner.

24. A 300 word summary suitable for publication by the National Commission must be provided. This should include photos, media releases or other relevant publicity.
25. A completed accountability form together with a financial statement detailing all expenditure of grant funds must be provided with the report within four weeks of completion of the project.
26. It should be noted that the National Commission could be inspected by the Office of the Auditor General. Therefore, all successful applicants will be required to account for the spending of funds received. The National Commission will require the funds to be returned if their use cannot be adequately accounted for.