



**New Zealand National Commission for United Nations Educational, Scientific, and  
Cultural Organisation (UNESCO)**

*Te Kōmihana Matua o Aotearoa mō UNESCO*

**ACTIVITY GRANT FUNDING 2024/2025**

# **APPLICANT INFORMATION PACK**

**July 2024**

Deepening connections between the people of Aotearoa New Zealand and UNESCO globally through the sharing of ideas and building capability for a sustainable, healthy and more peaceful future.

We will be accepting applications throughout the year; however, you must leave at least 6 weeks between your application and your activity.

# New Zealand National Commission for UNESCO CONTESTABLE FUNDING ROUND 2024/2025

**Tēnā koutou and thank you for your interest in our funding.**

The New Zealand National Commission for UNESCO has allocated a limited amount of funding to support initiatives that align with our 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 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 (which may include travel) that advance the mission of the New Zealand National Commission for New Zealand which is to:

*“Deepening connections between the people of Aotearoa New Zealand and UNESCO globally through the sharing of ideas and building capability for a sustainable, healthy 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 below \$5,000. Applications are accepted throughout the year, but applicants should leave at least six weeks between submission and the start of the activity or travel.

### 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 UNESCO’s efforts to promote international co-operation in the fields of Education, Natural Sciences, Culture, Social and Human Sciences and 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. Sustainable, Resilient and Regenerative Communities.
3. Indigenous Knowledge, including the UN Decade for Indigenous Languages (2022–2032)
4. Freedom of Expression
5. UNESCO programmes in New Zealand

## WHAT THE NATIONAL COMMISSION IS SEEKING TO FUND:

Applicants may apply for funding up to \$5,000. As UNESCO is an organisation of 'ideas', it encourages innovation and new ways of working.

The National Commission will also consider funding travel for individuals to participate in international events related to these areas. Where a request is for travel, priority is given to UNESCO organised events.

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 award any funding.

***Please see our website ([www.unesco.org.nz](http://www.unesco.org.nz)) for examples of projects awarded funding in the 2023/2024 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 an individual or a group or organisation (including NGO's, charities, Iwi, businesses, social enterprises, trusts etc) that has legal status and is based in New Zealand. (Note: the applicant must be the individual or 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 (with the exception of travel funding).
- 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 by having secured funding from other sources in addition to the funding applied for.

### Your project must also

- align with the New Zealand National Commission's strategic priorities for 2024-25 (see page 7)
- be located within the National Commission's areas of responsibility: 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 (fees 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 Activity Grant.

#### **Activity Grant criteria**

Applications must meet these criteria:

- the maximum you can apply for is \$5,000.
- the project or travel must be completed within the 2024/25 financial year, however in some instances there may be possible support for an extension. Please contact the Secretariat to discuss your situation.

### THE PRIORITY AREAS 2024-2025:

To be considered for funding, projects must align with the New Zealand National Commission for UNESCO's strategic priorities, listed on page 3.

(Please note: a project may address one or more of these 2024-25 priority areas.)

Priority Areas	Evaluation Criteria
<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>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>
<b>Indigenous Knowledge, including the UN Decade of Indigenous Languages (2022 – 2032)</b>	<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>
<b>Freedom of Expression</b>	<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>
<b>Sustainable, Resilient and Regenerative Communities</b>	<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>
<b>UNESCO Programmes</b>	<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>

**Please take note:**

- Applicants 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 cost.
- The applicant will bear all other expenses for carrying out the proposed activity.
- Projects must be completed by **30 June 2025**. 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 application 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, your application will not be considered.
- Matching these criteria is no guarantee of funding.

## **PART THREE: THE FUNDING APPLICATION PROCESS**

To apply for funding, complete the on-line funding form, including all requested information and submit it to the New Zealand National Commission for UNESCO online.

**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. The New Zealand National Commission for UNESCO may choose to seek additional testimonials. Include their full name, role, affiliation and full contact details.
- A full detailed project budget.
- A declaration of any potential conflicts of interest.



## 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 through the application form for the 2024/2025 Activity Grant 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 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 an integral 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, the approved funding will be paid in advance directly into an approved bank account.

### **Reporting/Communications**

22. Successful applicants must provide a full report on the project within four weeks of completion of the project.
23. In addition, a 300 word summary suitable for publication by the National Commission must be provided. This should include photos, media releases or other relevant publicity.

24. 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.
25. It should be noted that the National Commission is liable to inspection 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.