



**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*

**‘MINOR FUNDING’ (under \$5,000) 2018/2019**

# **APPLICANT INFORMATION PACK**

**Toitū te māramatanga, Toitū te ora, Toitū te whenua**

**Connecting Aotearoa-New Zealand to UNESCO and the world  
by the fostering and sharing of ideas; and  
Contributing to building the knowledge and capabilities  
needed to ensure a better future for all.**

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

# New Zealand National Commission for UNESCO CONTESTABLE FUNDING ROUND 2018/2019

**Tēnā koutou, 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 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 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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<b>Facebook</b>	<a href="http://www.facebook.com/unesconz">www.facebook.com/unesconz</a>
<b>Physical Address (for couriers)</b>	NZ National Commission for UNESCO ATTN: Secretariat Mātauranga House, Upper Basement, 33 Bowen Street, Wellington 6011
<b>Postal Address</b>	NZ National Commission for UNESCO PO Box 1666 Wellington 6140

## 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:

*Connect Aotearoa-New Zealand to UNESCO and the world by the fostering and sharing of ideas; and  
Contribute to building the knowledge and capabilities needed to ensure a better future for all.*

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 Organisation'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 2018-2021 which includes the following five strategic priorities:

1. Providing a catalyst for New Zealanders to engage in life-long learning and to be innovative and responsible global citizens
2. Protecting and celebrating New Zealand's taonga past, present and future by connecting our unique indigenous culture, natural heritage and communities with the national and international communities
3. Nurturing and connecting diverse forms of knowledge based on scientific evidence, traditional knowledge and intercultural dialogue to enhance decision making and foster mutual understanding
4. Promoting access to information and knowledge that contributes to building respect for justice, law, human rights and fundamental freedoms
5. Furthering and enhancing the scope of UNESCO's work by strengthening relationships and engaging with UNESCO at the national, regional and international level through its work programme and by collaboration with stakeholders.

## 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:

- the organisation of or travel to 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 2017/2018 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 NGOs, 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
- address the areas identified for 2018-19 (see page 8)
- 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

- 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 UNESCO Contestable Activity Fund.

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

Applications must meet these criteria:

- the maximum you can apply for is \$5,000
- the project or travel must be completed within the 2018/19 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 8.

**PRIORITY AREAS 2018-2019:**

To be considered for funding, projects must align with the New Zealand National Commission for UNESCO’s strategic priorities, listed on page 3. In particular, this year the National Commission is inviting projects that address the following three areas and associated evaluation criteria.

(Please note: a project may address one or more of these 2018-19 priority areas.)

Priority Areas	Evaluation Criteria
<p>Providing a catalyst for New Zealanders to be innovative and responsible global citizens at all ages</p>	<p>The project provides or demonstrates:</p> <ul style="list-style-type: none"> <li>○ a contribution to a significant issue/s at a local, national or regional level</li> <li>○ the way knowledge will be built and shared</li> <li>○ opportunities for people to be actively involved in an issue of significance</li> <li>○ innovation; that is how the project plans to do something new – such as a new practice or approach – to achieve its goal/s</li> <li>○ the potential for impact beyond the project itself</li> </ul>
<p>Developing innovative approaches to intercultural dialogue, the sharing of knowledge and the fostering of mutual understanding</p>	<p>The project provides or demonstrates:</p> <ul style="list-style-type: none"> <li>○ a contribution to the fostering of mutual understanding</li> <li>○ the way knowledge will be built and shared</li> <li>○ opportunities for people to be actively involved in sharing and exchanging knowledge and ideas</li> <li>○ innovation; that is how the project plans to do something new – such as a new practice or approach – to achieve its goal/s</li> <li>○ the potential for impact beyond the project itself</li> </ul>
<p>Enrich our understanding of the world by drawing on the use of diverse forms of knowledge including scientific evidence and traditional knowledge</p>	<p>The project provides or demonstrates:</p> <ul style="list-style-type: none"> <li>○ a contribution to the increased understanding of the use of diverse forms of knowledge</li> <li>○ the way knowledge will be built and shared</li> <li>○ opportunities for people to be actively involved in sharing and exchanging knowledge and ideas</li> <li>○ innovation; that is how the project plans to do something new – such as a new practice or approach – to achieve its goal/s</li> <li>○ the potential for impact beyond the project itself</li> </ul>

<p>Building our understanding of the role oceans play in terms of the well-being of people and the planet, particularly in the context of the Pacific</p>	<p>The project provides or demonstrates:</p> <ul style="list-style-type: none"> <li>○ a contribution to the increased understanding of the role oceans play in terms of the well-being of people and the planet</li> <li>○ opportunities for people to be actively involved in sharing and exchanging knowledge and ideas.</li> <li>○ innovation; that is how the project plans to do something new – such as a new practice or approach – to achieve its goal/s</li> <li>○ the potential for impact beyond the project itself</li> </ul>
<p>Promoting the importance of social justice, human rights and freedom of speech through access to trusted information and knowledge</p>	<p>The project provides or demonstrates:</p> <ul style="list-style-type: none"> <li>○ promotion of the importance of social justice, human rights and freedom of speech through access to trusted information and knowledge</li> <li>○ opportunities for people to be actively involved in this issue</li> <li>○ innovation; that is how the project plans to do something new – such as a new practice or approach – to achieve its goal/s</li> <li>○ the potential for impact beyond the project itself</li> </ul>

**In addition:**

- 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 2019**. 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, your application will not be considered.
- Matching these criteria is no guarantee of funding.

## PART THREE: THE FUNDING APPLICATION PROCESS

To apply for funding, download and complete the funding form, including all requested information and submit it to the New Zealand National Commission for UNESCO by email **and** in hard copy.

Hard copies can be submitted via post, courier or by hand. See our contact details on page 2.

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

- Names of two referees (specific to the relevant initiative) who 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 signature by the applicant (who will also need to sign any funding agreement).
- 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 on the application form for the Contestable Activity Fund 2018/2019 and include all the information requested on the form. They should be typed wherever possible.
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 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 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 a pre-printed deposit slip as 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. The balance of approved funding will be paid upon receipt of a satisfactory report and accounts as outlined below, before the agreed due date.

#### **Reporting/Communications**

23. Successful applicants must provide an interim report on their project by mid-February 2019 and a full report on the project within four weeks of completion of the project.
24. 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.

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 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.