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New Zealand High Commission Fund – Cook Islands

**Purpose**

The New Zealand High Commission Fund (**the** **Fund**) supports small scale, short-term community projects that contribute to wider community development and well-being.  Projects must be in line with the New Zealand International Development Cooperation (IDC) (formerly NZAID) Programme’s mission of sustainable development.

**Applications for the 2023/2024 Fund Round**

Applications open: Friday, 1st September 2023

Applications close: 2pm, Wednesday 11th October 2023

**Who can apply**

The Fund is aimed primarily at community groups and non-government organisations but other types of organisations e.g. PTAs, schools, business associations, may apply. The community group, NGO, or organisation must be locally-based in the Cook Islands and implementing their proposed project within the Cook Islands.

The Fund does not support individual businesses.

**Priority theme**

The theme for the 2023/2024 Round is:

* *Turanga Memeitaki / Well-being for all*

Our focus will be on supporting initiatives that contribute to the well-being and vitality of Cook Islands communities, whether through supporting children and youth, women, LGBTQI+, people with disabilities, elderly or other groups or activities that bring a community-wide benefit. Projects for the Pa Enua are strongly encouraged.

**Grant Timeline**

**Budget**

The maximum level of funding per project application is NZ$25,000.

**Project duration**

Approved projects **must be completed within one (1) year** from signing of the Grant Fund Letter. However, all invoices must be submitted with payments disbursed **no later than 15 June 2024**.

**Project Implementation**

Please **plan for expected implementation from early 2024 - mid 2024** and ensure your Implementation Plan clearly illustrates the key stages of your project from start to finish.

In effect, we are requesting a project timeline of key tasks for the project with resources required identified. This timeline and/or the complexity/reach of the project will also determine the frequency of reporting that will be required.

**Project Budget Summary**

Please clearly show what your project costings are for your project.

Please clearly show what costs you would like the Fund to contribute to and which other sources of funding will cover the project costs in your proposal.

**What will not be funded**

* political, religious or evangelical activities

*N.B. faith-based groups are not excluded where the proposed project is consistent with the purpose of the Fund, does not exclude followers of other religions, and the funds are not used to support proselytising*

* site visits
* unsolicited donations
* individual student scholarships
* international airfares/overseas conference attendance

In addition, applications for the following activities will not be considered:

* Office equipment including desktops, laptops, tablets, printers, and mobile phones
* Purchase or hire of vehicles, including tractors, motor cycles/mopeds, and ride-on-mowers
* Salaries or personnel subsidies
* Land preparation, including all machinery/tools related to land preparation and/or clearing (such as grass cutters, chainsaws, mowers, and so forth)
* Attire

**Application Process**

Applicants are encouraged to apply as soon as possible.

Please ensure you read the criteria **thoroughly** before submitting an application.  As resources are limited we will prioritise projects that align with the theme and criteria.

Late and incomplete applications will **not** be considered.

All applicants will be notified by email on the result of their application approximately 8 weeks after the closing date.

**For enquiries and to submit your application**

* Email: NZHC.RRO@mfat.govt.nz

**New Zealand High Commission Fund – Cook Islands**

**Application Form**

## A. INFORMATION ABOUT THE APPLICANT ORGANISATION

|  |  |
| --- | --- |
|  | **This column to be filled in by the applicant.** |
| **Name of organisation:** |  |
| **Village/Town:**  |  |
| **District/Island:** |  |
| **Contact Name(s) for this application:**  |  |
| **Postal Address:**  |  |
| **Telephone Numbers:** |  |
| **E-mail address:**  |  |

## B. INFORMATION ABOUT THE PROJECT

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Starting date of project:** |  |
| **Completion date of project:** |  |
| **Describe the Project.** **(**If your project involves small construction work, please provide a simple project design with material cost calculations for the various components of the whole project on a separate sheet**.)** |  |
| **Who did your group consult with when developing the idea for this project?**  |  |
| **What are the project’s objectives? What do you want to achieve?** |  |
| **Who will benefit from the project and how will they benefit? (include no. of women, men, boys and girls)** |  |
| **Once the activity is completed who will take responsibility for future costs and maintenance?**  |  |
| **How much do you want for this project?** |  |
| **Has your group applied to this Fund previously? If yes, please provide details of the funding request and the year the request was made.**  |  |
| **Have you requested assistance from any other source for this project?** **If yes, please describe:**  |  |
| **Was the funding requested above successful? If not why not?**  |  |
| **What will your group contribute towards the achieving project?** |  |

**Implementation Plan (Show key tasks)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Start Date** | **End Date** | **Task** | **Inputs required** |
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**MANAGEMENT of the PROJECT**

**Who will manage the project (e.g. Project Coordinator) and provide financial report on expenditure?**

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| --- | --- |
| **Name:** |  |
| **Qualification/Skills of the Project Coordinator** |  |
| **Experience of the Project Coordinator** |  |

**Who else will be involved in the delivery of the project?**

|  |  |  |
| --- | --- | --- |
| **Name**  | **Role** | **Experience in relation to delivering the project** |
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**PROJECT BUDGET SUMMARY**

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| --- | --- | --- | --- | --- |
|  | **NZHC Fund Contributions\*** | **Your Organisation’s Contribution** | **Other Contributors** | **Total Cost** |
| **Labour Costs** |  |  |  |  |
| Wages  |  |  |  |  |
| Travel |  |  |  |  |
| Training |  |  |  |  |
| **Material & Equipment** |  |  |  |  |
| Tools/Equipment |  |  |  |  |
| Machinery |  |  |  |  |
| Freight |  |  |  |  |
| Consumables (fuel, fertiliser, chemicals) |  |  |  |  |
| Materials |  |  |  |  |
| Other |  |  |  |  |
| **Overheads** |  |  |  |  |
| Communications |  |  |  |  |
| Transport |  |  |  |  |
| Insurance |  |  |  |  |
| Other |  |  |  |  |
| **TOTAL** |  |  |  | $ |

**\* Attach invoices/purchase orders from suppliers for all items requested. You should include shipping costs as part of the invoice/purchase order if possible.**

**Risk Management**

List the risks associated with delivery of the project, i.e. what might get in the way?

Please also detail how your group will manage the risk to ensure that the project will be delivered.

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| --- | --- |
| **Risk**  | **How will the risk be managed?**  |
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**Health and Safety**

1. Are there any potential health and safety risks to workers or others during the **implementation phase** of this project?

Circle one:              **Yes                         No**

If **Yes** – complete the following table. An example is provided in blue.

|  |  |  |
| --- | --- | --- |
| What tasks will be done to complete this project? | What tasks could cause an injury? | What will be done so that the injury does not occur? |
| *Providing & installing solar panels by project workers* | * *Risk of falling from working at heights*

* *Risk of injury when using tools and machinery*
 | * *Personal protective equipment is provided to workers including safety harnesses and [list equipment]*
* *Installers are trained or qualified to carry out the work [list training or qualifications]*
 |
| *Providing training on the ongoing maintenance of solar panels to local community (trainees)* | * *Risk of falling from working at heights*

* *Risk of injury when using tools and machinery*
 | * *Personal protective equipment is worn by trainees including safety harnesses and [list equipment]*
* *Trainees are supervised by trained or qualified staff*
* *Trainees are assessed after training to test their understanding of the training and ability to carry out the maintenance work*
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1. Will the **outcome** of this project be used by the general public? I.e. community projects or public buildings/services.

Circle one:              **Yes                         No**

If **Yes** complete the following table. An example is provided in blue.

|  |  |
| --- | --- |
| What actions must be completed to ensure the safety of users or the general public? | Who will ensure that the correct standards are met or that the correct permits or endorsements have been obtained?i.e. engineer, site manager, project coordinator, local authority etc  |
| *Training of local community to maintain solar panels (trainees)* | * *The Project Coordinator will train the local community trainees and assess their ability to carry out the maintenance work*
 |
| *Installation certified to [insert standard]**Or**[insert Permit or endorsement] is granted* | * *Site manager / contract manager/ project coordinator*

*Or** *Local government or authority*
 |
| *Follow up & monitoring of local community trainees*  | * *The project coordinator will help the local community trainees for three months after the project is completed*
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**CHECKLIST**

**Have you:**

* + Completed all sections of the form?
	+ Enclosed quotations/invoices/purchase orders for the materials or equipment you seek?
	+ Attached lists of names of those implementing the project?
	+ Signed below?

**Application submitted by:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Title :**  |  |
| **Signature :**  |  |
| **Date :** |  |

Submit your application and supporting documents

* Via Email: NZHC.RRO@mfat.govt.nz
* In office: between 10am to 2pm
* Via JetEx:

New Zealand High Commission, Rarotonga

Avarua

Rarotonga

COOK ISLANDS