



## **Funding Terms and Conditions December 2020**

The following terms and conditions apply to Asia New Zealand Foundation Te Whītau Tūhono (the Foundation) funding recipients. This includes individual and organisational funding recipients across programmes, business interns, community and school sports groups, artists-in-residence and arts tour participants, media travel grant recipients, Foundation Leadership Network travel grant recipients and post-graduate research grants. For the purposes of this document funding recipients are referred to as “grantees”.

These terms and conditions do not relate to partnerships or arrangements with institutions or commercial operators under a sponsorship agreement.

Information on funding opportunities including eligibility, selection criteria and application dates are available on the Foundation’s website.

### **GRANTEE RESPONSIBILITIES**

#### **Accountability**

By signing an Agreement to Provide Funding the grantee agrees to commit to these terms and conditions as they apply to the funding opportunity. If a grantee does not meet the requirements of the Agreement to Provide Funding the Foundation will request that the funding is returned.

The project shall only be undertaken by the grantee named in the Agreement to Provide Funding with the project limited to what is set out in the agreement. Any changes in the project or in its timing are to be agreed in writing with the Foundation.

If any information provided by the grantee in the application is found to be false, the Foundation will request the funding be returned. Similarly, if in the Foundation’s opinion, the grantee has not applied the funding for purpose in which it was granted or has not complied with conditions in the Agreement to Provide Funding, then the Foundation will request the funding to be returned. In these cases, the grantee must return the full amount of the funding immediately upon receipt of such a request.

If the grantee withdraws from any programme that is subject to the Agreement to Provide funding that results in the Foundation requiring to be compensated for financial loss, the grantee will be expected to reimburse the full amount of the funding immediately upon receipt of such a request.

#### **Code of Conduct**

As the grantee will be seen to represent the Foundation while carrying out their project, the Foundation’s Code of Conduct will apply. This is included below. Failure to comply with the Code of Conduct may result in immediate termination of the grantee’s project and an expectation to return the funds in full.

## Reporting back

The Foundation needs to be able to show it is spending money wisely, so the following requirements should be completed within one month of the Agreement to Provide Funding finish date and prior to future applications being considered.

Return to the Foundation a complete Report Form (see template that follows for guidance) which will include:

- I. Concise narrative report detailing how the project went, its successes and what difficulty you may have encountered. You should report back on how your project met the Foundation's objectives noted in the Agreement to Provide Funding.
- II. A 600-800 word story for our website (be prepared to work with the Communications team with the generation of a suitable article for public consumption).
- III. Financial summary (comprising actual income and expenditure including copies of receipts showing how the funding was spent on what was set out in the Agreement to Provide Funding).

## Photos and videos

During the course of the project or with the final report grantees should provide 5-8 high resolution photos (landscape format, 300kb or greater) to illustrate their project and experience (video is also useful if available).

Any other **support material** relating to the project such as media coverage, reviews etc.

## Keeping in touch

For longer term projects or where residing offshore is involved, the grantee should keep in touch with the Foundation on a regular basis. This can be in the form of emails with updates and include photos suitable for sharing on social media. Grantees residing offshore will be incorporated into the Foundation's pastoral care cycle.

## Sharing your experience

While the project is happening it's important to share with others to demonstrate the work of the Foundation and share what is happening in the grantee's field. The Foundation asks the grantee to:

- Follow the Foundation on social media (Twitter, Instagram, Facebook, LinkedIn) and tag it on social media posts.
- Keep the Foundation informed about the progress of the project and provide images and links to websites or social media relating to it.
- If applicable, provide press releases, information about events, invitations to events, reviews and links to websites, blogs etc.

## **Engagement with the Foundation and its stakeholders**

Agreements to Provide Funding are awarded with the expectation the grantee will participate in Foundation activities and remain engaged with it beyond the project specific to the grant. The Foundation asks the grantee to:

- Be available or take opportunities for public speaking engagements about the project, to be arranged by the grantee, with contacts in the relevant sector or with the Foundation.
- Be available to speak to Foundation team meetings about the project.
- Seek opportunities to share experience in the form of exhibitions, presentations, conference speeches, publication and media features.
- Apply to the Foundation's Leadership Network if this is relevant to the grantee.
- Through the Foundation make contact with its stakeholders relevant to the project, especially with New Zealand diplomatic missions and Leadership Network members if residing in Asia as part of the project

## **Acknowledging Asia New Zealand Foundation support**

To acknowledge support of the Foundation and to promote its work and that of the grantee, Foundation funding should be acknowledged in any marketing, promotional activities and published material which is an outcome of or directly associated with the project. Such material may include, but is not restricted to, advertisements, programmes, brochures, flyers, media releases, books, magazines, film credits and catalogues. Foundation support should also be acknowledged at public events connected with the funding including festivals, openings, book launches, award ceremonies, tours and performances.

The grantee will receive the Foundation logo and brand guidelines from the Foundation upon request. Promotional material must be submitted to the Foundation for review before printing or publishing, including online. Allow three working days for this.

The Foundation reserves the right to publicise its support. This includes but is not restricted to information and photos on the Foundation website, social media, and in print and television media.

Grantees agree that photos taken of them and their work during Foundation programme events and activities may be used for promotional and publicity materials. Inclusion of the project on the Foundation's online platforms or publications is at decision of the communications team.

## **PRIVACY**

The Foundation collects personal information to use for health and safety purposes and to assess applications. The information collected may be shared with relevant Foundation staff and third parties such as healthcare providers and New Zealand overseas representative offices in order to ensure your wellbeing.

Personal information may be sent to third parties in offshore jurisdictions that do not have privacy legislation comparable to that in New Zealand and may not be required to protect the information in a way that, overall, provides comparable safeguards to the New Zealand Privacy Act. The Foundation will take every effort to keep information secure and only share it for the purposes it was provided.