



Funding Terms and Conditions February 2022

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 the purpose 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:

- i. 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.
- ii. Be available to speak to Foundation team meetings about the project.
- iii. Seek opportunities to share experience in the form of exhibitions, presentations, conference speeches, publication and media features.
- iv. Apply to the Foundation's Leadership Network if this is relevant to the grantee.
- v. 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.

Offshore travel funding

Insurance – things can go wrong when travelling offshore, so travel insurance is mandatory for Foundation-funded travel. To cover privacy of personal issues, it is the grantee's responsibility to ensure appropriate insurance coverage has been arranged for travel and medical cover. A copy of the insurance policy is to be provided to the Foundation before departure. The Foundation is not responsible or liable to the grantee for any loss, damage, or injury to property or person during the period of travel. Nor is the Foundation responsible for payment of medical expenses incurred after the grantee returns to New Zealand.

Safetravel – grantees should register travel details at www.safetravel.govt.nz and be aware of relevant travel advisories from the New Zealand Ministry of Foreign Affairs and Trade.

Vaccinations – grantees to ensure they have all the recommended vaccinations for the places of travel. If taking prescribed medications, ensure enough supply for the whole time away with a letter from a doctor for immigration and customs as necessary.

Visas and passport – it is the grantee’s responsibility to secure the appropriate type of visa for travel. Grantees can work with the Foundation on getting the right paperwork needed for visas, eg letters of support, but it is not in the Foundation’s authority to ensure visas. Grantees should ensure a minimum of six months of validity on passports from the time of entry into another country and that a visa will cover the whole period of stay. The Foundation is not responsible for penalties incurred for overstaying visas, and charges of this sort will be personal to the grantee.

Airfares – Foundation supported travel covers economy class return airfares between New Zealand and destinations as set out in the Agreement to Provide Funding. If grantees book their own travel, they will be expected to provide copies of receipts.

Scope of Foundation funding

The Foundation will only cover what is outlined in the Agreement to Provide Funding or what was set out in the application for the opportunity.

The Foundation will not cover:

- Personal spending and purchase of souvenirs or gifts
- Purchase of equipment such as laptops, cameras, mobile phones etc
- Payment to sub-contractors to deliver on the project without prior agreement with the Foundation
- Postage or freight of materials and property
- Excess baggage
- Sightseeing or other leisure activities
- Phone calls, mobile data and Wi-fi
- Hotel minibar and other additional charges
- Private hosting or socialising costs
- Accommodation, transport and other costs outside the Agreement to Provide Funding

Private travel during offshore programmes should be agreed with the Foundation before departure.

Requirement to return to New Zealand

The Foundation reserves the right to postpone or terminate overseas travel opportunities at any time if in its opinion: there are significant issues with a programme that have not been resolved; there is non-compliance with the Agreement to Provide Funding; health, safety or wellbeing of the grantee is or may be at risk; or any other reasons where the Foundation considers postponement or termination to be appropriate. At all times the Foundation will endeavour to consult with the grantee.

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.