



COMMUNITY PARTNERSHIP FUND

1 Information Sheet

OBJECTIVE OF THE FUND

The Community Partnership Fund (the Fund) is part of the Government's Digital Strategy. The Digital Strategy is an initiative for all New Zealanders to have the opportunity to acquire the necessary Information and Communication Technology (ICT) connections, skills and knowledge to participate fully in an information-empowered society.

The Fund's objective is 'to support local, regional and national projects, through partnerships, to develop and achieve confidence, relevant content, and connection to realise community aspirations through ICT'.

The Fund aligns with the Digital Strategy goals to assist community ICT projects which aim to:

- increase confidence and security in the use of ICT;
- increase the availability and access to information and content that is important to people's daily lives, organisational or business activities, or cultural identity; and/or
- develop or improve connection between individuals, organisations, and communities through the use of ICT.

PURPOSE OF THE FUND

This contestable fund supports community projects that work:

- to realise community aspirations through using ICT;
- on ICT content, connection and confidence; and
- in partnership with others.

TWO STAGE APPLICATION PROCESS

The application process for the Fund has two stages:

- The Expression of Interest (EOI) stage requires applicants to submit information that indicates their eligibility and enables their EOI to be ranked and assessed against the Fund ranking criteria. Where EOIs meet the eligibility criteria and are ranked favourably, applicants will be invited to submit a Comprehensive Application; and

- The Comprehensive Application stage requires detailed information about the project and supporting information to be submitted. Applications that are successful in the assessment and ranking process will be considered for funding.

This application pack applies only to the EOI stage.

FUNDING LEVELS

Applications can be made for funding for:

- up to \$5000;
- from \$5001 up to \$100,000; or
- \$100,001 and over.

There are different requirements for the various levels of funding.

TIMELINE FOR 2006/07 FUNDING ROUND

Expressions of Interest (EOI)

Open 1 November 2006

Close 19 December 2006

EOI applicants will be notified by the end of February 2007, and successful applicants will be invited to submit a Comprehensive Application.

Comprehensive Application

Open February 2007

Close April 2007

Final dates will be advised to successful EOI applicants.

Applicants will be notified of final decisions by the end of June 2007.

AMOUNT AVAILABLE FOR DISTRIBUTION

The Fund has a total of \$17.4 million (excluding GST), allocated over four years to 2009.

ELIGIBILITY CRITERIA FOR THE FUND

The Fund is aimed at ICT-related projects that meet the requirements described below. A more detailed level of

project information will be required at the Comprehensive Application stage.

Community driven initiatives

Applications must be for ICT-related not-for-profit projects that come from new and existing grassroots/flaxroots community organisations, enterprises, or agencies.

A partnership approach

Projects must have ‘partner(s)’ that will provide financial and/or ‘in-kind’ contributions. Total contributions must match or exceed the funding applied for. Partner(s) take an ‘active’ role in the project and will be involved in the planning, decision-making and/or implementation of the project.

Capacity building initiatives

Projects must build the capacity of communities to use ICT to achieve their aspirations and contribute to overall community capability.

Integrated approach

Projects must be aligned with, and contribute to, the Digital Strategy goals (see www.digitalstrategy.govt.nz), the stated objective of the Fund, and the social, cultural, or economic aspirations of the communities in which they occur.

Sustainability

Applications for ongoing projects must have a plan for how the project will be sustained in normal operations and/or be integrated into the community after Community Partnership funding ceases.

Legal entity status

For applications over \$5000 the applicant organisation must have legal entity status.

Governance arrangements

The applicant organisation must have appropriate governance and management structures and processes in place.

The governance requirements will vary according to the size of the project. For example, large, complex projects will be required to have more robust governance and management structures and processes than a less complex project.

Capacity to deliver

The applicant organisation and its partner(s) must have the capability to successfully achieve the project outcomes. This should include project and risk management plans and audit and accountability arrangements appropriate to the size and complexity of the project.

Evaluation and shared learning

Projects must have a plan for evaluation and for sharing knowledge gained and lessons learned from the project.

Fit for purpose

Projects must use ICT that is fit for purpose, appropriate to need, and is accessible.

RANKING CRITERIA FOR THE FUND

Applications that meet all eligibility criteria will be ranked. The ranking will be based on the criteria below. A more detailed level of project information will be required at the Comprehensive Application stage.

Capability and ability to implement

This refers to the applicant organisation’s project management skills and ability to carry out the project appropriate to the scale of funds requested.

The quality of the applicant’s work plan, risk management capabilities, use of proven models, audit and accountability arrangements will also be assessed.

Partnership strength and leverage

This refers to the partnership support for the project and the level of partnership participation and financial commitment. Projects where the partner(s) contributes more than 50% of the cost of the project will be ranked more favourably in this aspect.

Community benefits and outcomes

This refers to the community support and intended community benefits and outcomes of the project, and the degree to which the project supports the Fund objective and Digital Strategy goals. The assessment will also consider the degree to which a project addresses gaps and builds community capacity and capability.

Sustainability/ scalability/ replicability

This refers to the long-term sustainability of the project.

It also refers to the long-term benefit to be achieved by each project, how key lessons can be shared across New

Zealand, and the ability of the project to be scaled or replicated.

Scalability refers to using the same approach but on smaller or larger projects. Replicability refers to using the same approach but in different situations or contexts. These criteria will not be applied in the case of applications for \$5000 or less.

Innovation/ smart use of proven ICT

This refers to the innovation evident in the project. The assessment will consider the way the project is using, or plans to use, proven ICT to encourage new ways of working with, learning about and interacting with ICT.

It will also consider whether a project is using ICT that is fit for the purpose described.

PLEASE NOTE: Innovative projects typically require a more rigorous evaluation and documentation in order to evaluate potential benefits and risks.

Other considerations

Ranking may support the balanced allocation of the Fund across grant amounts, geographical regions, and community interests.

Applications where the evidence of financial and/or community support or outcome achievement is inaccurate, or deemed insufficient compared with what might reasonably be expected for such evidence, or with other like applications, will not be ranked favourably.

INELIGIBILITY

An application will be deemed ineligible if:

- it does not meet the eligibility criteria;
- the project is a for-profit venture;
- the project has been completed before the final decisions are made;
- the funding will be used to pay a debt;
- the funding will be used for ongoing organisational operating costs (the day-to-day running expenses normally incurred by an organisation); or
- it does not include the signed Applicant Declaration.

Late or incomplete applications

Applications will not be considered if they:

- arrive after the closing date;

- are incomplete; or
- are not completed on the 2006/07 forms.

HOW OFTEN WILL FUNDING DECISIONS BE MADE?

Funding decisions are made in an annual funding round. This ensures all applications are considered at one time, and will assist decision-makers to gauge the level of demand and areas of priority for future funding rounds. This is also less costly than having many funding rounds.

The first funding round was completed in June 2006. The second funding round opens on 1 November 2006 and will be completed in June 2007.

THE DEPARTMENT OF INTERNAL AFFAIRS' ROLE

The Fund is administered by the Department of Internal Affairs.

The Department of Internal Affairs will notify applicants and will manage, administer, and monitor the funds.

ASSESSMENT AND DECISION MAKING

The Department of Internal Affairs will assess each application to ensure all necessary information has been provided and meets the eligibility requirements.

The Digital Strategy Steering Group will rank the eligible applications and determine which EOI applicants will be invited to submit a Comprehensive Application.

Comprehensive Applications will go through the same process of assessment and ranking. The Digital Strategy Steering Group will then consider the applications to be funded.

PLEASE NOTE: Submitting an application is not a guarantee that funding will be approved.

REVIEW OF DECISION

Decisions are final and are not subject to review.

2005/06 GRANT RECIPIENTS

In the first year of the Fund, 56 applicants were awarded a total of over \$7.5 million. For more information on the grant recipients please visit www.digitalstrategy.govt.nz.

OFFICIAL INFORMATION ACT 1982

Information provided by applicants is subject to the Official Information Act 1982. In line with the policy of the Act, the Department of Internal Affairs may be required to

release information relating to any application to the public unless there is good reason to withhold the information.

PUBLICATION

The names of applicants to the Fund and details about each application may be published on the Digital Strategy website (www.digitalstrategy.govt.nz) once funding decisions have been made.

INFORMATION REQUIRED AT THE COMPREHENSIVE APPLICATION STAGE

If you are successful at the EOI stage, you will be invited to submit a Comprehensive Application (CA). The CA requirements include:

- for funding requests over \$5000 - audited accounts for the two most recent financial years and the auditor's report or a verified financial statement, and

any other financial documents to demonstrate your ability to manage a grant;

- a copy of the constitution or rules of your organisation;
- evidence of any consents required for the project such as a building permit, licensing agreement, etc;
- evidence of confirmed community support;
- established and evidenced community need;
- confirmed partner(s) and signed partner(s) declaration;
- a partner agreement (for requests over \$100,000);
- confirmed contributions of at least 50% of the total project cost;
- confirmed project costs with supporting quotes (including costs for project evaluation for applications over \$5000); and
- a detailed project plan, including project management details, risk management, and evaluation plans.