



# COMMUNITY PARTNERSHIP FUND

## Information Sheet for Expression of Interest

### OBJECTIVE OF THE FUND

The focus of the Digital Strategy Community Partnership Fund (the Fund) is to support projects that work in partnership to realise community aspirations through using Information and Communication Technology (ICT).

The Fund is to assist communities with ICT content, connection and confidence.

### FUNDING LEVELS

Applications can be made for funding for:

- any amount up to \$5,000;
- any amount from \$5,001 and up to \$100,000; or
- \$100,001 and over.

The level of funding will be a contribution to the overall cost of the initiative.

The amount applied for is to be matched or exceeded by contributions from other sources.

There are different requirements for the various levels of funding. These are outlined later in this information sheet.

### ELIGIBILITY CRITERIA

The Fund is directed at ICT-related projects that meet the requirements described below.

#### Community driven initiatives

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

#### A partnership approach

Projects must have partners that will provide financial or in-kind contributions that match or exceed the funding applied for.

#### Capacity building initiatives

The project 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](http://www.digitalstrategy.govt.nz)), the stated objective of the Fund, and the social, cultural and 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 Status

For applications over \$5,000 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 a more robust governance and management structure and process 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

The project 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 accessible.

## Additional requirements

Applications must be received by the specified closing date/s, use the appropriate forms provided, and supply all the details and evidence required.

Successful applicants will be required to complete a funding agreement prior to the disbursement of funds.

## Ineligible projects or applications

Applications for projects that will not be considered include:

- projects that are specifically intended to generate a profit;
- applications aimed at covering debts; and
- applications made for projects that have been completed prior to making an application to the Fund.

## TWO STAGE APPLICATION PROCESS

The application process for the Fund has two stages.

1. Expressions of Interest (EOI) will be called for in the initial application stage. This requires applicants to submit information that indicates their eligibility and enables all EOIs to be ranked. Where applications meet the eligibility criteria and are ranked highly, applicants will be invited to submit a comprehensive application.
2. The comprehensive application requires more detailed information about the project to be submitted. Applications that are successful in the assessment and ranking process will be considered for funding.

This Application Pack applies only to Stage 1- Expressions of Interest

## REQUIREMENTS FOR EXPRESSIONS OF INTEREST FOR EACH FUNDING LEVEL

Applicants are required to provide details that include the information below. EOIs should be submitted on the Digital Strategy Community Partnership Fund Expressions of Interest form included in this Application Pack.

### Applications for up to \$5,000

Applicants seeking funding up to \$5,000 are required to have:

- community support for the project (Note: the comprehensive application stage requires applicants to supply evidence of this community support);
- partnership support for the project (Note: the comprehensive application stage requires applicants to supply evidence of this partnership support);
- a project that links to the Fund objective and supports the other key objectives and goals mentioned on page 1 of this information sheet;
- a sustainable project, as outlined in the Criteria on page 1;
- a bank account for the purpose of receiving funds;
- an organisational structure;
- a basic project plan that shows capacity to undertake the project;
- a project budget that shows that costs are reasonable and realistic;
- other support/grant funding applied for, or received for the project (Note: all support/grant funding for the project will need to be confirmed at the comprehensive application stage);
- a plan for shared learning about the project; and
- a project for ICT that is fit for purpose, appropriate to need and accessible.

## Applications for \$5,001 and up to \$100,000

Applicants seeking funding in this range must meet, in addition to the 'up to \$5,000 criteria', a number of extra eligibility criteria to reflect higher standards of planning, support, management and accountability.

Applicants in this funding bracket are required to have:

- user needs and benefits of the project identified and supported by community stakeholders;
- stakeholders essential for the success of the project, and key stakeholders who will participate as part of the project team (for example, central or local government agencies);
  - a stakeholder is an individual or organisation that may be significantly involved, affected or have an interest in an issue and/or project;
  - key stakeholders may support the project but are not partners unless they share some responsibility for the project;
- a project that links to relevant regional and/or national and/or sectoral development plans;
- verified annual accounts (or better) and a financial audit plan;
- a detailed budget that itemises key expenses;
- evidence of their organisation's legal entity status;
- a work plan linked to the project plan that lists key activities and performance indicators;
- evidence of project management capability greater than that required for projects up to \$5,000 (Note: an in-depth project plan may be required at the comprehensive application stage); and
- a monitoring, reporting and evaluation framework for the project.

## Applications for \$100,001 and over

Applicants seeking funding in this range must meet, in addition to the 'up to \$5,000' and '\$5,001 and up to \$100,000' criteria, a number of extra eligibility

criteria to reflect increased accountability and project sustainability requirements.

These projects are expected to have strong support from community stakeholders and partners and show evidence that the project responds to identified needs.

Applicants in this funding bracket are required to have:

- user needs and benefits of the project identified through research and/or community consultation;
- mandated partnership arrangements for the project (defined through a statement of agreement or memorandum of understanding or similar);
- a plan for the maintenance of outcomes (long term sustainability);
- project objectives that support the achievement of the Fund objective, other key objectives and goals (see 'Integrated approach' on page 1 of this information sheet), regional and/or sectoral development plans;
- audited financial statements supporting a strong financial track record;
- evidence of an effective organisational structure;
- a detailed project plan that includes risk management and contingency plans;
- implementation mechanisms that ensure end user involvement, training and support for their ICT project; and
- a plan for obtaining relevant consents needed to undertake the project.

## RANKING CRITERIA

Applications that meet all eligibility and administrative requirements will be ranked. The ranking will be based on the criteria below.

### 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 contributes more than 50% of the cost of the project will be ranked more favourably.

### **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 \$5,000 or less.

### **Innovation / smart use of proven ICT**

This refers to the innovation evident in a 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 (Note: innovative

projects typically require a more rigorous evaluation and documentation in order to evaluate potential benefits and risks).

### **Other considerations**

Applications that meet all the eligibility requirements will be ranked. Ranking will support the balanced allocation of the Fund across grant amounts, geographical regions and community interests.

## **DECISION MAKING FOR EXPRESSIONS OF INTEREST**

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 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 (Note: the decision to fund is final and not subject to review. Submitting an application form is not a guarantee that funding will be approved).

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

Further information may be requested from the applicant or additional advice and technical assistance may be offered to enable applicants to meet all requirements of the Fund.

## **APPLICANT AGREEMENT**

A signed declaration stating financial viability and agreement to all grant conditions must be signed by two officers of the applicant group at the time of application. This is included in the EOI Application Form.

**Call 0800 824 824 if you have any questions**

**[www.digitalstrategy.govt.nz](http://www.digitalstrategy.govt.nz)**