

Te Tahua Whakamarohi i te Rāngai Ahurea | Cultural
Sector Regeneration Fund

Te Tahua Whakakaha | Cultural Sector Capability Fund

Application guide – Round one

Round one opens: **Saturday 12 December 2020**

Round one closes: **5:00pm Tuesday 9 February 2021**



Contents

What is the Capability Fund?.....	3
Key dates	3
Eligibility	5
About your organisation	5
About your project	7
What we will fund.....	8
What we will not fund.....	9
Budget	9
What we will prioritise	9
Application evaluation process	10
What happens if I am successful?	10
What happens if I am unsuccessful?	10
How to apply.....	10
Need help?	11
Protecting your information.....	11

What is the Capability Fund?

The Capability Fund supports the cultural sector in Aotearoa New Zealand to adapt to the COVID-19 environment by funding activities that build skills and knowledge, and provide access to advice, services, tools and resources.

The Capability Fund includes \$12 million in contestable funding to be delivered by Manatū Taonga by 30 June 2022.

In round one, **cultural sector leadership organisations** can apply for:

- up to \$20,000 of **seed funding** to develop an idea into an application for project funding
- OR**
- up to \$750,000 of **project funding** to deliver a capability project. Projects must be completed within 18 months.

The application forms for seed funding and project funding are different, make sure you select the right one.

Seed funding supports you to develop a proposal for a capability project, including by providing resources for you to engage with your community to understand their needs.



Recipients of seed funding will be expected to submit an application for project funding within **three** or **six** months of payment. Please factor this timing into your planning and specify in your application which timeframe you will meet.

Exact dates for future rounds will be confirmed after round one closes. If you receive seed funding and it looks like you will be unable to submit an application for project funding, please contact us as soon as possible to discuss next steps.

Project funding enables you to get started on a project that you can provide a detailed proposal for now.

Eligible applicants can apply once in each round. If your proposal has multiple projects, please include these in one application.

Key dates

Applications open: Saturday 12 December 2020

Applications close: 5:00pm Tuesday 9 February 2021

We will not be able to consider ineligible, incomplete or late applications. Please contact support@culture@mch.govt.nz if you have any questions.

We expect to communicate decisions to applicants in April 2021 and make payments in May 2021. We'll keep applicants updated with any changes to timing.



[Sign up to our e-newsletter](#) to keep up-to-date with announcements for future rounds.

Self-assessment tool

Check that you are eligible for Te Tahua Whakakaha | Cultural Sector Capability Fund – You must answer yes to these questions to be eligible.

We are a cultural sector leadership organisation that has legal status

Yes

The project has NOT received funding from any of the following:

- Creative New Zealand's Capability Fund 2020 or Adaptation Fund 2020
- New Zealand Film Commission's Screen Sector Capability Fund
- New Zealand On Air's Industry Development Fund
- an upcoming New Zealand Music Commission fund related to capability.

Yes

The project does at least one of the following:

- builds skills and knowledge
- provides access to external advice or services
- provides access to tools and resources.

Yes

The project contributes to at least one of the Capability Fund outcomes.

- Cultural sector practitioners, organisations and/or businesses are better able to:
- plan and safely deliver activities to New Zealand audiences and customers during COVID-19 alert levels
 - plan and safely deliver activities to international audiences and customers during border restrictions
 - remain financially sustainable in a COVID-19 and post-COVID-19 environment
 - adapt and continue practice of ngā toi Māori and tiaki taonga in a COVID-19 and post-COVID-19 environment.

You are seeking funding to develop a proposal

Complete the seed funding application form

You are seeking funding to deliver a project

Complete the project funding application form

If you are not eligible to apply, sign up for our e-newsletter on the Manatū Taonga website to stay up to date with future funding opportunities

Eligibility

This information is provided to help you understand if your organisation can apply for funding in round one of the Capability Fund. Eligibility may differ for other funding initiatives and/or future Capability Fund rounds.

About your organisation

Round one is open to established cultural sector leadership organisations that want to lead projects that build the capability of cultural sector practitioners, organisations and/or businesses.

What is meant by the “cultural sector” for the purposes of this funding round?

All **artforms** including, but not limited to:

- ngā toi Māori
- visual arts
- music
- dance
- interdisciplinary
- social practice
- Pacific arts
- theatre
- literature
- screen
- multi-disciplinary
- community arts

Heritage initiatives including, but not limited to, organisations that care for:

- taonga
- heritage collections
- historic places.

Organisations that support access and venues used primarily for arts, culture and heritage-related events, and other important **cultural infrastructure**.

Note: organisations in related creative industries such as architecture, commercial photography, game development, commercial design, fashion, news media and journalism are not eligible to apply.

Is my organisation a leadership organisation?

“Leadership” can be broadly defined, and provided in many different ways, but for the purposes of this funding round, we are seeking applications from established cultural sector leadership organisations that collectively represent and support practitioners or organisations within an artform or industry, cultural or community, or specific region. This includes:

- guilds, societies, associations, and other organisations that collectively represent and support practitioners, businesses and organisations within an industry or artform
- organisations that collectively represent and support Māori arts, culture, and heritage practitioners, businesses, groups and organisations; or another cultural/community group within the sector. This includes iwi, hapū and marae organisations.
- organisations that collectively represent and support arts, culture and heritage practitioners, organisations, and businesses from a region or locality.

We expect leadership organisations to **represent and support** practitioners, businesses and organisations in the cultural sector. The following are other characteristics to guide you – you may:

- have members
- run events, conferences or workshops or provide other development opportunities for your members and/or others within the cultural sector
- have experience advocating for your members and/or others within the cultural sector.

Legal status

Your organisation must have legal status, for example:

- Charitable trusts (but not private trusts)
- Limited liability companies
- Incorporated societies
- Limited partnerships
- Co-operative companies
- Māori land trusts
- Industrial or provident societies.

If your organisation may have relevant committees which use a subsidiary (e.g. limited liability company) for their operations or large projects, please explain the structure or related legal entity your organisation will use in the application form.

What is meant by “established” leadership organisation?

We expect you will have a track record of representing and supporting practitioners, businesses and organisations in the cultural sector.

As part of your application you must provide references from external individuals or organisations that demonstrate you have support from your community to produce the project and that you have the capability to deliver the project.

Round one applications must be submitted by an established cultural sector leadership organisation. However, other organisations may be involved in developing and delivering the project.



Please note central and local government agencies are **not eligible** to apply to this fund. Council-owned organisations are eligible if they otherwise meet the definition of a cultural sector leadership organisation.

About your project

Your project must contribute to at least one of the Capability Fund outcomes

Cultural sector practitioners, businesses, and organisations are better able to:

- plan and safely deliver activities to New Zealand audiences and customers during COVID-19 alert levels
- plan and safely deliver activities to international audiences and customers during border restrictions
- remain financially sustainable in a COVID-19 and post-COVID-19 environment
- adapt and continue practice of ngā toi Māori* and tiaki taonga** in a COVID-19 and post-COVID-19 environment.

***Ngā toi Māori** (Māori arts) include, but are not limited to, Māori heritage arts practice such as: taonga puoro, tārai waka, kaupapa waka, whakairo, rāranga, tāniko, kākahu, tukutuku, kōwhaiwhai, tā moko, kapa haka, mōteatea, waiata ā-ringa, waiata tawhito, poi, waiata haka, pao, mau rākau, whaikōrero, karanga, whakapapa recitation, te reo me onā tikanga, whakairo, kōrero paki, pakiwaitara, karetao, whare tapere and whakaraka. It also includes the work of Māori artists across all forms of contemporary arts practice.

****Tiaki taonga** is the care, preservation, protection and management of iwi taonga.

Your project must be in scope

We will only fund activities that do **at least one** of the following:

- build skills and knowledge
- provide access to external advice or services
- provide access to tools and resources.



To be eligible you must demonstrate your project contributes to at least one of the fund outcomes and that the activities you are seeking funding for are within scope.

Your project must not already be funded by the following sources

If your project receives or has ever received funding from any of the following sources **it will not be eligible**:

- [Creative New Zealand's Capability Fund 2020](#) or [Adaptation Fund 2020](#)
- [New Zealand Film Commission's Screen Sector Capability Fund](#)
- [New Zealand On Air's Industry Development Fund](#)
- An upcoming New Zealand Music Commission fund related to capability.

What we will fund

This funding will support established cultural sector leadership organisations to lead projects that build the capability of practitioners, businesses and delivery organisations within the cultural sector.

We will only fund activities that do at least one of the following:

- **build skills and knowledge**
This could include investing in training, upskilling and professional development
- **provide access to external advice or services**
This could include purchasing legal advice, financial services or use of consultants
- **provide access to tools and resources**
This could include purchasing software, platform licences, equipment or information.

The following are some examples of what this fund will cover. This is not an exhaustive list and does not cover everything that you might seek funding for.

Expansion/extension of existing projects

We will accept applications seeking to expand or extend existing projects, where the application can demonstrate that the funding will clearly deliver impact or reach beyond the original project. For example, if you have already delivered a capability building project that has benefitted 30 individuals, you could apply for funding to extend the project to benefit a further 300 individuals.

Research

Research may be particularly helpful for an organisation applying for seed funding so that they can understand the needs of their community.

Including research as a component of a project application is acceptable if the information that will be gained by the research delivers enhanced capability in line with the fund outcomes.

You may also want to include a research phase in your project proposal if research is required to support effective delivery. For example, you may have a project that is ready to deliver, but you need to consider how to include practitioners with barriers to access.

Support costs

You can apply for financial support for costs related to your application. Administrative costs and a contribution to salaries for staff working on developing or delivering a project are eligible for funding. Please make sure you are realistic about the percentage of existing administration costs that will be required for your project. Costs of external contractors can be included.

We encourage you to consider paying practitioners who are participating in activities and who are unwaged or not attending in an employed capacity.

We will fund event costs such as venue hire, catering, travel and accommodation. We encourage you to find venues that are no, or low, cost and to consider low-cost approaches to meeting and collaboration. Promotion-related costs, such as design, can be funded.

Specialist services

Purchasing services on behalf of practitioners or organisations that you represent and support is also in scope, for example, bulk-buying legal advice hours, quality assurance or translation services.

What we will not fund

We will not support applications for funding:

- that will not benefit practitioners, organisations and/or businesses in the cultural sector
- to create education and training pathways for people to enter the sector
- towards development of art projects or performances
- towards lost revenue or debt repayment
- towards operational costs (e.g. rent, salaries/wages) except where these costs are directly related to the delivery of the project
- to appoint permanent staff members or establish ongoing activity that the applicant will be unable to maintain beyond the period of funding
- for major capital works (e.g. new building projects or significant building works. Minor capital works will be considered on a case by case basis).

We are unable to provide retrospective funding for projects that have already started and/or are complete. The funding is intended to support new capability building activity that otherwise would not have been able to occur.

Budget

You must use the budget template provided on the Manatū Taonga website at www.mch.govt.nz/capability-fund. This ensures applications can be consistently evaluated.

Ensure you consider all costs associated with the project to be sure that no important costs are overlooked in your budget.

Let us know in your project budget if you have received, or expect to receive, funding from any other source.

Remember to provide GST exclusive costs in the budget if you are GST registered and to include GST in the budget if you are not GST registered.

What we will prioritise

We will give priority to applications that demonstrate one or more of the following:

- collaboration and/or collective benefit
- benefit to regions and communities outside of the main centres
- benefit to independent artists and practitioners
- benefit to Māori – we want to see projects that are linked to tūturu (real, authentic) Māori outcomes, for example work that is Māori-owned, Māori-led.

The evaluation panel will also take into consideration:

- the proportionality of funding requested in relation to the size of the community that will benefit
- the readiness of your organisation to deliver the proposed activity
- the capability of your organisation to deliver the proposed activity.

Application evaluation process

Eligible applications will be evaluated by a panel, administered by Manatū Taonga and including members with sector knowledge and expertise.

The panel will consider applications against the fund outcomes and priorities and may make a recommendation to award a different level of funding than the amount applied for.

We will not be able to consider ineligible, incomplete or late applications. Please contact support.culture@mch.govt.nz if you have any questions.

Based on panel recommendations, decisions on the allocation of funding will be made by Manatū Taonga.

We will communicate decisions to applicants in April 2021.

What happens if I am successful?

We will contact you to discuss a funding agreement for your project. An example funding agreement is available for you to read on the Manatū Taonga website at <http://www.mch.govt.nz/capability-fund>. This sets out the terms and conditions for successful applicants.

Once funding agreements are finalised, we may publish the following on the Manatū Taonga website:

- organisation name
- project name
- project summary
- amount awarded.

What happens if I am unsuccessful?

You will be notified of the outcome of your application in April 2021. We'll keep applicants updated with any changes to timing.

How to apply

Complete the correct application form and send to:

Email: support.culture@mch.govt.nz

Post: ATTN: Capability Fund – Round one

Ministry for Culture and Heritage

PO Box 5364

Wellington 6140



Emailed applications must be received by **5:00pm Tuesday 9 February 2021**.

Posted applications must be postmarked on or before **Tuesday 9 February 2021**.

Need help?

If you have further questions, please refer to the **Q&A section** on the Manatū Taonga website at <https://mch.govt.nz/capability-fund-questions-and-answers>. We'll be updating this with answers to commonly asked questions throughout the application period.

Need to contact us?

Email: support.culture@mch.govt.nz

Please include your contact number in case we need call you about your query.

Protecting your information

The following information outlines what we will do with the information you provide. If you have any concerns about personal information we hold, please contact the Manatū Taonga Privacy Officer at privacy@mch.govt.nz.

- Manatū Taonga will only use personal information collected as part of the application process for the purposes of administering the Cultural Sector Regeneration Fund and any grants made under it.
- By submitting an application, the applicant authorises Manatū Taonga to disclose information to, or obtain information from, any other government department or agency, private person, or organisation, for these purposes.
- Manatū Taonga will hold all personal information securely and will only disclose it on request if it is legally obliged to do so. Once it is no longer required, information will be securely archived or destroyed, in accordance with the Public Records Act 2005.