



# TUIA KI TAWHITI COLLABORATIVE FUTURES FUND

Guidelines

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EONZ would like to thank Recreation Aotearoa and Aktive – Auckland Sport and Recreation for their support in the development of the Tuia ki tawhiti | Collaborative Futures Fund resources.

## Introduction

*Whāia te pae tawhiti kia tata, whāia te pae tata, whakamaua kia tina.*  
Seek out the distant horizons, cherish those you attain.

The name of this mahi (Tuia ki tawhiti) has been gifted to Education Outdoors New Zealand (EONZ) by Kuruho Wereta, Te Ati Awa, Ngāti Toa Rangatira and Ngāti Raukawa, Kaihautū Kaupapa Māori for Recreation Aotearoa. In this context it has been interpreted to represent the opportunity for organisations to unite to influence the future and distant horizon.

Critical to this mahi are manaakitanga, rangatiratanga, and kotahitanga.

The purpose of the Tuia ki tawhiti | Collaborative Futures Fund (the fund) is to support outdoor education providers, whose main purpose is to provide outdoor education that involves physical activity, to tamariki and rangatahi. The funding is intended to support the development of innovative, transformational change projects through collaboration, to improve sustainability and effectiveness of delivery long term.

EONZ is seeking expressions of interest to the fund by outdoor education providers that show a collaborative/ partnering approach. Without wanting to limit your thinking here are a few examples of what that could involve:

- Collaboration with a local school or group of schools (or kāhui ako) and ideally mana whenua to develop a best practice model to embed the school's local curriculum within the provider's programmes, creating strong links between the provider, the school and ideally, local hapū/rūnanga.
- Collaboration and co-operation with other outdoor education providers that leads to sharing of resources and/ or long-term partnership.
- Co-construction with Māori, to enhance cultural relevance to place and participant and support mātauranga Māori.

Collaboration and co-operation with other organisations is the key to this fund.

### How much funding is available

The total fund available for distribution is \$260,000.

The maximum amount you can apply for is \$50,000.

Funding is for projects to be completed by 30 November 2023.

You can't apply for retrospective funding.

The assessment panel has discretion to determine the final amount, if any, to be awarded from the fund to each eligible applicant.

### Further information and enquiries

Please read these guidelines and the FAQs carefully before beginning to prepare your expression of interest. The FAQs will be updated for new questions that arise during the expression of interest period.

Queries not already addressed in the FAQ document may be emailed to [office@eonz.org.nz](mailto:office@eonz.org.nz)

## Who can apply

The Fund is open to organisations whose main purpose is to provide outdoor education to tamariki and rangatahi, these could be national, regional, or local and can be not-for-profit (incorporated society, registered charity, charitable trust, or social enterprise), or for profit (must have a NZB number), and iwi providers/trusts.

For the purposes of this Fund, we are defining a national organisation as one that operates across many regions of Aotearoa New Zealand so that it could be considered to have 'national reach' or provides opportunities to participants from across Aotearoa New Zealand. And, for the purposes of the Fund, regional organisations are those that engage with children and young people from across the region.

This fund is intended for organisations that aren't already receiving partnership investment directly from Sport NZ or through the Tū Manawa fund for this project.

## Who can't apply?

The following are not eligible for support from this fund, but can partner with eligible applicants:

- Individuals
- Schools, kura
- Facility managers/owners i.e., property owner or facility owner that isn't otherwise involved in providing the outdoor education
- Organisations with a primary purpose of care and education of tamariki and rangatahi, that sometimes deliver education in an outdoor setting
- Training organisations (We know that outdoor education organisations may also provide training and are eligible to apply. Organisations with primary purpose of training are not eligible).
- Territorial Authorities, regional sports trusts. Organisations that receive partnership investment directly from Sport NZ or the Tū Manawa fund already to support this project.
- Clubs and regional organisations that are affiliated to National Sport Organisations that receive investment from Sport NZ
- Government agencies.

## What we'll fund

The Tuia ki tawhiti | Collaborative Futures Fund is available to enable outdoor education providers to work collaboratively and co-operatively with other organisations, be they other outdoor education providers, or Māori organisations or schools that will lead to sustainability and long-term partnerships. Because we are looking for innovative approaches, we appreciate that your project may be more about the planning and design than the implementation. So, we have recognised that in what costs we are prepared to fund. This could include the costs of:

- Project manager
- Feasibility / discovery
- Governance set up
- Legal documentation
- Facilitator/independent advisor
- Professional development of those to be involved in the project
- Back fill of salaries and wages for staff to be freed up to lead this thinking
- Case study development

## What we won't fund

- Existing offerings/ programmes (unless there is clear evidence these are being adapted to meet the collaborative model and have the curriculum embedded in them)
- General overheads (including phones, power, rent, rates)
- Equipment hire / purchase
- Wages and annual salaries for business-as-usual staff / staff doing existing work
- Fleet or vehicle costs (leases and on-road costs)
- Audit fees
- Costs already funded from other funding sources

## How to Apply

We want to make this process simple, which is why we are asking for expressions of interest in the first instance. This should give you more time to formulate your ideas and start meaningful conversations with potential partners rather than spending a lot of time filling in an application that may or may not be successful. All expressions of interest must be submitted to us by **21 October 2022**. Your expression of interest can be in written or spoken form, so long as it provides us with all the information we are seeking to assist us to develop a short list of applicants. You are welcome to provide any documents, videos, or photos that you think will support your expression of interest.

We will contact those organisations who have made the short list to set up an on-line interview with you. You are encouraged to invite others you intend to work with to attend this interview with the assessment panel.

All unsuccessful applicants will be notified once the assessment panel has determined the successful applicants.

For those successful applicants we will require additional information from you before payment of the funding is made. We will provide you with a form to complete once you have been notified.

### **Conditions of expression of interest**

The following conditions must be accepted for your expression of interest to be considered:

- I confirm that I am authorised to submit this expression of interest on behalf of the organisation, and that our directors and/or trustees and/or treasurer are aware of and support this submission.
- I have read the Tuia ki tawhiti | Collaborative Futures Fund Guidelines.
- I authorise my contact details to be added to EONZ and Sport NZ's contact lists.
- I confirm I have read and will comply with the requirements set out in the "Protecting your information" section of these guidelines.
- I confirm that information in this expression of interest and any information subsequently provided to support this expression of interest is correct, and that any amount we receive as a result of this expression of interest and subsequent interview will be used for purposes specified in the Tuia ki tawhiti | Collaborative Futures Fund Guidelines.
- I acknowledge that EONZ has the right to audit the information provided in this expression of interest and any information subsequently provided to support this expression of interest and the use of any funds granted. I will provide full cooperation in the event of such an audit being undertaken.
- I authorise EONZ to make such enquires as it deems fit in considering the expression of interest and application (including banking details) and I accept and agree that details of any amounts awarded from the Fund may be made public.
- I agree to provide a report/ case study to EONZ regarding the project when sought and in the form prescribed.

### **Information provided by successful applicants may be audited**

The money paid to successful applicants comes from the New Zealand Government. EONZ is responsible for ensuring that it achieves its intended purpose. This is addressed through the assessment process and through subsequent reviews by auditors, if undertaken.

The assessment process relies on information provided in the expression of interest in response to criteria set out in this document and questions asked in the subsequent interview process.

By submitting an expression of interest, the applicant accepts that EONZ may subsequently require evidence of the accuracy of the information in the expression of interest, subsequent on-line interview and supporting documentation, and evidence of how awarded funds were spent. Funds not applied for the intended purpose are to be refunded to Sport NZ.

## Reporting

As with any Government funding, there is an expectation that successful applicants will report to EONZ on how the funding has been used. As this is a one-off Fund to support innovative approaches, EONZ is keen to share learnings with others and will be looking to successful applicants to share their processes and learnings under the following headings:

- What you have done
- How you did it
- What you have learned
- What impact you have had

The timing and form of the reporting will be advised to successful applicants at a later date. This reporting will likely involve a mid-project report and budget update as well as an end of project report, including spending against your budget.

## Questions

Please read the FAQ.

If you need further guidance in the expression of interest process or experience technical difficulties submitting your expression of interest before the closing date, you can contact us via [office@eonz.org.nz](mailto:office@eonz.org.nz)

## Assessment of expressions of interest

All expressions of interest will be assessed to determine their eligibility and identify a short list of organisations to be invited to attend an on-line interview with our assessment panel. Decisions about how much to award each successful applicant will be made once all the interviews have been completed.

An overview of the process is as follows:

1. EONZ will review the eligibility of all expressions of interest. Those that do not meet eligibility criteria will not be assessed any further.
2. EONZ may contact the applicant to seek further information or clarification.
3. EONZ will assess eligible expressions of interest against assessment criteria to identify a short list of applicants to progress to an on-line interview with the assessment panel. This will be done after the expression of interest closing date has passed.
4. Those organisations on the short list will be invited to attend an online interview with the assessment panel to discuss their plan in more detail. Those invited organisations will be encouraged to invite representatives from any of the schools or other organisations that they intend to collaborate/ partner with to attend those interviews to both support and contribute to the discussion about their projects. These interviews are intended to give applicants an opportunity to explain their projects in further detail and to enable their proposed partners an opportunity to explain what involvement they hope to have in the project and what outcomes all parties are hoping to achieve through their project.
5. After all interviews have been completed, EONZ will advise all applicants by email of the result of their application – either successful and the amount that will be paid, or not successful.
6. Successful applicants will then be asked to provide the organisational information set out on page 12 of these guidelines. Payment will not be made to successful applicants until this information has been received and verified by EONZ.
7. EONZ and Sport NZ will publish a list of all successful applicants and the amounts paid to each after the fund is closed and all decisions have been made.

## Protecting your information

Before preparing your expression of interest, please read the following information about obligations in relation to the information you will provide with your expression of interest and any subsequent interview and/or request for data. You should only proceed if you are happy to comply with these requirements.

### Official Information Act 1982

As it is money from the government's Sport Recovery Package that is being distributed from this fund, your application may be subject to the Official Information Act 1982 (OIA).

### Privacy Act 2020

The Privacy Act 2020 covers how EONZ stores personal information, including personal information provided with expressions of interest/ applications for funding, and what procedures are required to protect the security of that information. It also covers how long we can keep personal information, what the personal information can be used for and when it can be disclosed.



We might use personal information provided by you to conduct appropriate identity checks.

### **Accuracy of your information**

It is the responsibility of the applicant to ensure that all information contained in the expression of interest, any subsequent interview and data supplied to EONZ is accurate. If you provide false or inaccurate information in your application or at any point in the process, and fraud is identified, we will provide details to fraud prevention agencies. You must undertake to inform all directors, trustees, and committee members of this notice.

## General information to be provided with your expression of interest

### A. Administrative data about your organisation

- Organisation Name
- Postal address
- Organisation's physical/registered address if different from postal address
- Name of Person submitting the expression of interest application for this organisation
- That person's role in the Organisation
- Email Address
- Phone Number
- Website URL for the organisation
- What type of organisation are you - Charitable Trust, Incorporated Society, Company that is registered with the Charities Commission, Social Enterprise
- If relevant, what is your Incorporated Society Number, Charities Number or New Zealand Business Number (NZBN) <https://www.nzbn.govt.nz/>

### B. Financial information

We need to know how much you are applying for, keeping in mind that the maximum you can apply for is \$50,000.

We don't expect a detailed budget at the expression of interest stage, although you are welcome to attach one in the template provided. If you are selected for an online interview, we will want you to provide a detailed budget (in the template provided) at least 3 working days before the online interview.

By submitting the expression of interest, the applicant accepts that EONZ may require evidence of the accuracy of any information subsequently provided in any budgets, and evidence of how awarded funds were spent. Funds not applied for the intended purpose are to be refunded to Sport NZ.

### C. Additional information

Letters of support from any organisations you are intending to work with. If they already know what their role will be in the project, it would be helpful for them to explain that in their letter of support. If you are in the very early stages of planning with them, a simple letter of support will be sufficient.

Letters of endorsement from your parent body if you are associated with a larger organisation.

Videos, photos, or documents that you think will enhance your expression of interest.

### D. Declarations

1. I confirm that I am authorised to submit this expression of interest on behalf of the

organisation, and that our directors and/or trustees and/or treasurer are aware of and support this submission.

2. I have read the Tuia ki tawhiti | Collaborative Futures Fund Guidelines and agree to follow them.
3. I authorise my contact details to be added to EONZ and Sport NZ's contact lists.
4. I will comply with the requirements set out in the "Protecting your information" section of the Tuia ki tawhiti | Collaborative Futures Fund Guidelines and have advised my organisation's Directors, Trustees and/or committee members of the information in that section.
5. I confirm that information in this expression of interest and any information subsequently provided to support this expression of interest is correct, and that any amount we receive as a result of this expression of interest and subsequent interview will be used solely for the purposes specified in the Tuia ki tawhiti | Collaborative Futures Fund Guidelines.
6. I acknowledge that EONZ has the right to audit the information provided in this expression of interest and any information subsequently provided to support this expression of interest and the use of any funds granted. I will provide full cooperation in the event of such an audit being undertaken.
7. I authorise EONZ to make such enquires as it deems fit in considering the expression of interest and application (including banking details) and I accept and agree that details of any amounts awarded from the Fund may be made public.
8. I agree to provide a report and case study to EONZ regarding the project when sought and in the form prescribed.

## Information to be provided with your expression of interest for assessment

### A. Organisation purpose and opportunities provided

The Fund is intended to support organisations whose main purpose is to provide outdoor education to tamariki and rangatahi. We want you to tell us about what your organisation:

- What the mission and purpose of your organisation is and what your organisation does.
- How long you have been delivering outdoor education opportunities.
- What age groups you work with (tamariki or rangatahi).
- Approximately how many young people you deliver outdoor education opportunities to each year.
- What other organisations you have existing relationships with and the nature of those relationships.

### B. What your plan is for the funding

The Fund is intended to support outdoor education providers to develop and /or implement innovative ways to improve sustainability and effectiveness of delivery long

term to tamariki and rangatahi. This needs to be done through collaboration and co-operation with other organisations such as schools, kura, Māori organisations/groups such as hapū/rūnanga or other outdoor education providers.

We need to know:

- What your innovative plan is and what improvements/ outcomes you want to achieve.
- What the proposed dates of your project are (projects must be completed by 30 November 2023).
- What stage of your plan you are at.
- How much funding you are seeking (maximum of \$50,000 available per application) and what it will be used for (we don't need a detailed budget at this stage).
- Who you will be collaborating/ co-operating with and what role they will play in your plan.
- If you intend to embed the curriculum into your programmes, what knowledge and experience do you have with the curriculum

We appreciate that as we are seeking innovative approaches, you may only have a germ of an idea of how to do this and will need time and money to further formulate your plan. That is ok, you just need to give us confidence that with the help of this fund you will be able to achieve your goals. Examples of ways you have been innovative in the past is one way to do this.

Please review this document carefully and make sure you have all the information you need before you begin.

You will be able to save the form and come back to it later if you like.

When you have finished entering all your information, click 'Send'. You will not be able to make changes after you have sent your completed expression of interest.

## Information to be provided by those organisations invited to attend online interview

For those organisations that are invited to attend an online interview with our assessment panel, we will be looking for more detail from you and those you will be working with:

- About your plan and what you want to achieve.
- The role of other organisations in your plan
- How you think your plan will achieve your goals
- What steps you will take to ensure sustainability of your plan/project beyond this funding
- How you will measure success
- Exactly what you will be using the funding for (itemised budget in a template that you will be provided with)

- How far you think the funding will take you through your plan
- Whether you have, or will be seeking funds from other sources to support your project:
  - How much you have, or will be seeking
  - Who that funding is from or will be sought from.

## **Information to be provided by successful applicants before payment of funds**

### **Organisation's GST and bank account details**

- Advice as to whether your organisation is registered for GST
- If so, your GST number
- Your organisation's bank account name
- Your organisation's bank account number
- A photo or screenshot of your latest bank statement, with the date, bank account name and number clearly shown.