# Te Tahua o Te Reo Kairangi: application guidance and template 2024 round

*This document details what to include in your proposal for Te Tahua o Te Reo Kairangi (the Fund). Please use this guidance and template to prepare your proposal.*

# How to prepare your proposal

Read and complete all sections of this template. We’ve provided guidance for each section in blue text. For more information you should also read:

* [Te Tahua o Te Reo Kairangi Fund](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/te-tahua-o-te-reo-kairangi-fund)

Include all relevant information in your completed template, not as extra documents.

Make sure your application is no more than eight A4 pages in 11pt font – but how you divide your proposal across the sections is up to you.

This introduction and the blue guidance text in each template section are not included in your eight-page limit. You can delete them before you submit your proposal.

There are three parts to your application:

1. organisation information and declaration
2. outline of your proposed initiative and its benefits
3. deliverables, timeline and budget for your initiative.

Before you apply, please check that you are eligible to apply and that your initiative is eligible to be funded:

* [Eligibility](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/te-tahua-o-te-reo-kairangi-fund/eligibility)
* [Funding](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/te-tahua-o-te-reo-kairangi-fund/funding)

# How to submit your proposal

When you’ve completed this template, upload it to Workspace 2 with the document title **[EDUMIS] – Te Tahua o Te Reo Kairangi 2024 application**.

Then, email [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) with the subject line **[Your EDUMIS] –Te Tahua o Te Reo Kairangi 2024 application** to let us know that you have uploaded your proposal**.**

Upload the template no later than 5:00pm on Friday 29 September 2023.

# How we will assess your proposal

Applications will be considered by an assessment panel. The panel takes a holistic approach, scoring the application as a whole and not by individual sections. The panel uses these criteria:

* the initiative’s relevance and its alignment to supporting:
  + growth and development of te reo Māori proficiency through tertiary education
  + language revitalisation through development and delivery of new or existing programmes that contribute to high levels of language proficiency (Relevance)
* the quality and coherence of the proposed initiative in relation to the issue you are addressing (Quality)
* the growth the initiative will deliver in high proficiency in te reo Māori and how you will measure this (Growth)
* your existing capability and commitment to making this initiative successful (Capability)
* the confidence we have in your plan and your ability to deliver the initiative on time and on budget (Delivery).

We have provided guidance in each section of this template to help you address the criteria.

# More information

For more information, please check the Fund pages on our website:

[Te Tahua o Te Reo Kairangi Fund](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/te-tahua-o-te-reo-kairangi-fund)

For all other questions, please contact [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) with the subject line: **[Your EDUMIS] – Te Tahua o Te Reo Kairangi 2024 enquiry**.

# Part 1: Organisation information and declaration

|  |  |
| --- | --- |
| Organisation details | |
| 1.1 Legal name |  |
| 1.2 EDUMIS number |  |
| 1.3 Trading name *(if applicable)* |  |

|  |  |
| --- | --- |
| Lead contact details  *This is the person we will contact for more information if required. This person will also receive the outcome notification.* | |
| 1.4 Name |  |
| 1.5 Role or position within the organisation |  |
| 1.6 Phone |  |
| 1.7 Mobile |  |
| 1.8 Email |  |
| 1.9 Outcome notification email addresses  *Please list all emails you would like to receive notification of the outcome.* |  |

|  |  |
| --- | --- |
| Declaration | |
| I declare that to the best of my knowledge the information given in this application is true and correct. | |
| Signature |  |
| Name and Position |  |
| Date |  |

# Part 2: The initiative and its benefits

In this part, we want to know what your initiative is and how it aligns to the intent of the Fund. This should include the opportunity or gap your proposed initiative will address, how you will address it, and the benefits this will bring. You need to tell us about how your existing capability and relationships will support your commitment to making this initiative successful.

When we assess this, we will consider the quality, coherence and relevance of the proposed initiative, and how well it addresses the Fund’s intent to grow and develop te reo proficiency. This can be through developing and delivering new programmes, or through expanding and/or improving existing programmes. We will consider the type of growth you propose to achieve and how you will measure this. We will also consider evidence of demand/need for the proposed initiative and how your existing capability and relationships support your commitment to making this initiative successful.

## 2.1 Initiative title

|  |
| --- |
| Please provide a short, meaningful and descriptive title that identifies the nature of the proposed initiative. |
|  |

## 2.2 Initiative funding requested

|  |
| --- |
| Specify the total funding you are requesting for the 2024 round (this should match the total in your budget in Part 3). |
|  |

2.3 Initiative funding years requested

|  |
| --- |
| Please detail how many years of funding you are applying for. We expect most proposals will be for one year. You can request up to three years of funding. If you are applying for multiple years of funding, please describe why you are applying for this and how the proposed initiative would benefit from being funded for multiple years. |
|  |

## 2.3 Initiative brief description

|  |
| --- |
| Please provide a brief description of your proposed initiative and its benefits, in no more than 75 words. |
|  |

## 2.4 Initiative proposal

|  |
| --- |
| Please describe your proposed initiative and how it aligns to the purpose of the Fund. This should include why the funding is needed (what issue or opportunity it addresses), what you propose to do, and how it will grow high proficiency te reo Māori (as demonstrated with reference to Level 4 or higher on the [Whakamātauria Tō Reo Māori framework](https://en.tetaurawhiri.govt.nz/lfe#Framework)). |
|  |

## 2.5 Alignment of initiative to existing capability and relationships

|  |
| --- |
| Please describe how this proposal aligns to your existing capability and/or provision of high proficiency te reo Māori, or your previous delivery of any similar initiatives. Include any relevant partnerships or other stakeholder relationships (eg, with schools/kura or other providers, with whānau, hapū and iwi, or with any other organisations) that will support the initiative’s success or benefit from its success. You should also tell us about any other commitments you are making or would make toward this initiative’s success. |
|  |

## 2.5.1 Summary of existing high proficiency te reo Māori provision

Please provide brief details of any current provision you offer, at Level 5 or higher on the New Zealand Qualifications and Credentials Framework (NZQCF), which develops high levels of te reo Māori proficiency (as demonstrated with reference to Level 4 or higher on the [Whakamātauria Tō Reo Māori framework](https://en.tetaurawhiri.govt.nz/lfe#Framework))

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Course title**  (Please include a website link for the course information online. This will not be assessed; it is for information only.) | **Course code** | **Level on NZQCF** | **Qualification offered** | **Course length (weeks, FT/PT)** | **Delivery mode (please note if any immersion element)** |
|  |  |  |  |  |  |

2.6 Initiative demand/need

|  |
| --- |
| Please provide evidence of the learner demand/need for your initiative, and how the proposal will address this need. You may use qualitative or quantitative information as evidence. |
|  |

## 2.7 Initiative benefits/outcomes and measures of success

|  |
| --- |
| Please describe the benefits of your initiative and how you will measure them. We recognise that these may develop over time (and outside of the funding period), but you should tell us the process you will follow to measure success at the end of the funding period (December 2024). This should show how you define ‘growth’. Examples might include: learner numbers (enrolment or completion), shifts in the level of achievement, shifts in organisational or sector capability, or changes to the scope/content of a course.  We expect to see a combination of objective and subjective measures that are well aligned to the initiative. These will likely include common measures such as Educational Performance Indicators (EPIs). |
|  |

# Part 3: Initiative deliverables, timeline and budget

In this part, we want to know how you will deliver your initiative. Your initiative’s timeline, budget, deliverables and milestones should align to the proposal and benefits you outlined in Part 2.

When we assess this, we will consider your ability to deliver the initiative as described, including the existing capability, provision and commitment to making the initiative a success that you described in Part 2.

The timeline needs to be realistic for the length of the Funding Agreement (January 2024 to December 2024) and the activities you propose to deliver. The budget needs to demonstrate effective prioritisation and use of funds by being well aligned to the nature of the activities and the timeline.

When assessing our confidence in your ability to deliver, we may also draw on evidence that we already hold, including information from monitoring and engagement and your Investment Plan (if applicable).

## 3.1 Initiative activities, deliverables and timeline

|  |
| --- |
| Please provide a high-level timeline for your initiative’s key activities and deliverables. For initiatives funded in 2024 we expect to see a timeline run from January 2024 to December 2024. |
|  |

## 3.1.1 Dependencies and risks

|  |
| --- |
| Please briefly note any dependencies or risks to the delivery of your initiative that may affect successful delivery of the timeline above. For any risks, please list mitigations you would put in place to address each risk. |
|  |

## 3.2 Proposed funding milestones

|  |
| --- |
| You may apply for multiple years of funding. We suggest that no more than three initiative milestones are required per year. Payment would be made on successful completion of each milestone. These should align to your proposed timeline/deliverables, budget and benefits.  Note that contract length (including number of years), milestones and deliverables, due dates and payment amounts may be negotiated and revised as part of the final Funding Agreement for successful initiatives.  If applying for multiple years of funding, please complete one milestone table for each calendar year you are applying for.  The sum of your milestones should equal 50 percent either side of mid-year (January to end of June, July to end of December) each calendar year. |

|  |  |  |  |
| --- | --- | --- | --- |
| 2024 proposed funding milestones | | | |
| Milestone | Deliverable | Due date | Proposed payment |
| #1 | Funding Agreement signed and returned. | 1 January 2024 |  |
| #2 | Progress report submitted, including evidence of the following deliverables:   * # | tbc |  |
| #3 | Final report submitted, including evidence of the following project deliverables and benefits/outcomes:   * # * # * # | 1 December 2024 |  |

## 3.3 Proposed budget

|  |
| --- |
| Please provide details of the budget for your proposed initiative, noting any contributions that you or other partners will make to support the initiative’s success. You may complete or adapt our table below or provide your budget in another format. Activities should show effective prioritisation and use of resources.  Te Tahua o Te Reo Kairangi funding can be used for delivery of provision and/or capital expenditure. The Fund is not intended to subsidise business-as-usual delivery or provision already funded elsewhere by TEC. Rather, it offers additional support for the development and growth of courses and other activities that support high proficiency te reo Māori. For a list of what the Fund can/cannot be used for, visit:   * [Funding – Te Tahua o Te Reo Kairangi | Tertiary Education Commission (tec.govt.nz)](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/te-tahua-o-te-reo-kairangi-fund/funding)   If applying for multiple years of funding, please complete one budget table for each calendar year you are applying for. |

|  |  |  |
| --- | --- | --- |
| **2024 proposed budget** | | |
| **Category** | **Activity or output detail** | **Estimated cost, excluding GST** |
| Personnel | *Example: Coordinator, administration, experts, panel members, external personnel, staff, contractors, …* | 0.00 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| General operating expenses | *Example: Event management, venues, travel, accommodation, equipment, technology, …* | 0.00 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Other expenditure | *Example: Printing, legal fees, …* | 0.00 |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total funding requested** |  | **0.00** |