

2020 Special Round of Contestable Fund Grants Application Guide and Criteria

Copyright Licensing New Zealand is running a Special Round of its Contestable Fund¹ in order to support short-term projects that have arisen or been developed to respond to the changed environment in the New Zealand writing and publishing sector during COVID-19. The annual Contestable Fund process supports a very wide range of projects, and this Special Round will do the same.

Applications are invited for projects that have clearly defined and measurable project outcomes, including projects that:

- Respond to the opportunities and challenges presented by the pandemic
- Develop the professional skills of writers, including those who write for an education audience
- Seek to grow export markets for New Zealand published content
- Demonstrate innovation in the creation and distribution of NZ published content
- Use online platforms to enhance the profile of New Zealand publishing and/or published content, including to international/export markets
- Are able to be completed by 30 September 2020

Details of previous successful recipient projects can be viewed [on our website](#). Funding will only be provided for projects that can be delivered within the limits of the circumstances of the pandemic. Therefore, applications involving international travel, physical gathering and/or participation or other activities that do not comply with the New Zealand government's guidelines on COVID-19 at the time of decision-making, can not be considered. Costs that have already been incurred and/or paid, can not be applied for.

Entries

Applications for entries must be made online and are open from 15 April 2020 until 29 April 2020. Unsuccessful applicants will be advised via email in mid-May. Successful recipients will be contacted directly, and we will also publish the announcement on our website and social media pages.

Section 1. How to enter

1. All applicants must read, understand and accept this Application Criteria of the CLNZ Special Round Contestable Fund Grants before proceeding with an application and to be eligible for a grant. Applicants are encouraged to print or download this document and to refer back to it throughout the application process.
2. The application process can take some time to work through. Applicants will have an opportunity to save their work and come back to it by selecting SAVE and storing the unique link provided. Before starting your application, please read Section 2 of this document to learn what information will be required, and ensure all supporting documentation required to be uploaded is in pdf format. Please also take note of the file size and word limits when submitting and uploading information.
3. Before submitting their application, applicants will have an opportunity to review and edit their application by clicking on the BACK button and scrolling back. Once submitted, the application cannot be edited further. A copy of the application will be provided to the applicant.

¹ The annual Contestable Fund (\$75,000) will run later in the year. This Special Fund is additional investment.

Section 2. What information will you need to provide?

Applicants will be asked to provide the following:

PAGE ONE – Applicant details

- Full name
- Organisation (if applicable)
- Postal address
- Email address
- Phone number
- Responses to some general YES/NO questions

PAGE TWO – Project details

- Name of project
- Activity of project
- Project Summary (100 words or less)
- Objectives and desired outcome of project (200 words or less)
- How will this project respond to the changed environment for writing and publishing in New Zealand as a result of COVID-19? (200 words or less)
- Project start and end date (must be prior to 30 September 2020)
- Do you intend to apply, have you already applied, or have you received any other grants/awards in connection with this project? *(if yes, you will be required to supply further details)*
- Project Plan - an outline of what you will be doing and who will be involved and anything else about the project that will be important in assessing the project for funding (300 words or less)

PAGE THREE – Project costs

- Total project budget (costs already incurred and/or paid can not be funded)
- Amount you are requesting in the application (note the total funding available is \$120,000)
- Breakdown of costs to further explain how the funds will be used for this project (200 words or less – if the project involves paying writers or other contributors, please ensure that a minimum payment of \$25 per hour is factored into your budget)

PAGE FOUR – Supporting documentation

Applicants are invited to upload supporting documentation during the application process (Maximum of three files in pdf format, 5MB per file upload).

Documentation to support your application – this could be a CV with a list of main published works, sample of work, your marketing plan, project budget, letter of support or other supporting information (maximum of three files). For writing projects, one of your uploads SHOULD be a sample of work.

If you have provided all of the details of your project in the sections above, you do not have to upload additional information.

Section 3. Acceptance of grant

If successful, applicants acknowledge and agree to the following:

1. The grant will be used for the purpose/project for which it was awarded.
2. The recipient will participate in any media exposure reasonably requested by CLNZ.
3. Acknowledgement will be made in the resulting publication(s) or other materials produced by the recipient. Specific reference: Recipient of a **2020 Contestable Fund Grant from Copyright Licensing New Zealand**.
4. Recipients are expected to provide a project completion report at the earlier of 3 months after the project completion, or 31 December 2020. This report should be between one to two, A4 pages and detail the outcomes achieved from the grant, in line with what was applied for and/or an explanation of variations from the original project plan. This report can be emailed to awards@copyright.co.nz
5. The recipient acknowledges that CLNZ reserves the right to modify or withhold any payments to be made under this grant or to require a refund of all or part of the grant funds, if it, in CLNZ's sole discretion, deems that:
 - The recipient has not fully complied with the conditions of this grant;
 - The recipient's actions, whether intentional or accidental, have or may, bring CLNZ and/or the Contestable Fund Grants into disrepute.
6. Any taxes (including any income tax, GST and any others) that may be due in relation to receipt of the Contestable Fund Grant is the responsibility of the recipient.

Section 4. Eligibility and conditions of entry

1. The applicant is solely responsible for ensuring that their entry meets the Application Criteria outlined here. Any queries regarding eligibility including interpretation of eligibility, conditions of entry and judging criteria should be directed to Copyright Licensing New Zealand (CLNZ) via email to awards@copyright.co.nz
2. Applicants must be a New Zealand citizen or permanent resident, or New Zealand based organisations.
3. Applications for projects that involve several organisations or individuals are welcome. When making a collaborative application, applicants are asked to name one party as a lead applicant.
4. Applicants may make more than one application and may apply for more than one project.
5. In this Special Round, an allocation of \$120,000 is available. The number of successful projects is not predetermined and will depend on the individual merits of the applications received and the recommendations of the CLNZ Contestable Fund Selection Panel.
6. Applicants are asked to set out the funding requirements of their project in their application. All successful applicants will have demonstrated a clear case for the amount of funding sought in their application, including a project budget. The funding requested should be appropriate for the scale and reach of the project and take into account contributions from any partners or other funders.

7. Submissions for entries must be made online and are open from 15 April to 29 April 2020. Once your entry has been submitted, your application cannot be edited.
8. The selection panel's decision is final and no correspondence will be entered into. Any attempt to contact members of the selection panel will render the application ineligible. It is not possible to provide individual feedback to applicants.
9. Successful recipients will be contacted directly, announced in mid-May and published on our website and social media pages. Unsuccessful applicants will be advised via email to the address supplied.