

## 2019 Contestable Fund Grants - Application Guide and Criteria

Each year a portion of the revenue allocated to the Cultural Fund will be made available in a Contestable Fund. Applications are invited for projects that have clearly defined and measurable project outcomes that align with the Cultural Fund's objectives, including projects that:

- 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

Other projects that can demonstrate a positive impact on the New Zealand writing and publishing industry, and that meet the objectives of the Cultural Fund, will also be considered. Details of previous successful recipient projects can be viewed [on our website](#).

### About the CLNZ Cultural Fund

The CLNZ Cultural Fund derives its revenue from a 2% share of domestic licensing income and from overseas revenue that is non-title specific. The Cultural Fund invests in people and projects that meet its objectives to:

- Protect - writers and publishers' ability to earn revenue from their works;
- Support – the creation and production of new works and assist the commercial success of New Zealand works;
- Grow – the number of works created and skills in the industry.

Applications for entries must be made online and are open from 11 September until 9 October 2019. Unsuccessful applicants will be advised via email in November. 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 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.

## 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 positively impact writing and publishing in New Zealand (200 words or less)
- Project start and end date
- 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)*
- Outline of the project plan broken into four stages across a 12-month period. Describe what you will be doing during each stage (100 words or less in each section)

### PAGE THREE – Project costs

- Total project budget
- Amount you are requesting in the application
- Breakdown of costs to further explain how the funds will be used for this project (200 words or less)

### PAGE FOUR – Supporting documentation

Applicants will be required 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, 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.

## 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) produced by the recipient. Specific reference: Recipient of a **2019 Contestable Fund Grant from Copyright Licensing New Zealand**.
4. Recipients are expected to provide a project completion report within 12 months of the grant being awarded. 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](mailto: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](mailto: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 2019, an allocation of \$88,000 is available. The number of successful projects will vary from year-to-year and will depend on the individual merits of the applications received and the recommendations of the CLNZ Contestable Fund Selection Panel. In the event that any portion of the available funding is not allocated, this will be added to the funding pool available for the following years' Contestable Fund.
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 11 September until 9 October 2019. 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 November and published on our website and social media pages. Unsuccessful applicants will be advised via email to the address supplied.