

COVID 19 Vaccine and Immunisation Māori Communications Fund

About this form

This form enables eligible Provider and community organisations to make an application for funding to deliver COVID 19 Vaccine and Immunisation Māori Communications. This application form is only to be completed by those authorised staff of or on behalf of your Provider organisation.

This application form covers project-specific questions and will support the selection of initiatives to be funded, at what level and an agreed value. It is important to note that not all applications will be successful.

Completing this form

Please complete all sections fully and accurately. We are looking for up-to-date information, so please provide the most current information possible. Brackets and italics indicate guidance notes.

Before you apply

Applications can only be considered if all of the following criteria is fulfilled:

- You are an Iwi or Māori entity, or Māori Health provider as defined by the [Ministry of Health](#).
- Your proposed initiative must support at least one objective and align with one priority area of the fund.
- No other funding supports your proposed initiative.

Submitting your application

All completed application forms must be submitted in electronic form with a clear subject included, either via e-mail to: vaccinefunding@health.govt.nz or on a USB memory stick posted to the Ministry of Health, PO Box 5013, Wellington 6140.

Next steps

Applications for funding must be submitted **on or before 12pm noon 17 May 2021**. Applications will be assessed for eligibility, as well as how well the initiative meets the evaluation criteria. We will endeavour to assess your application and a decision on funding within **20 working days** of receiving your completed application. We may take longer to assess your application where there is incomplete information or additional information and/or reference checks are required. One of our team will be in contact regarding your application and we will notify you of any delay in assessing your application.

Funding agreement

If your application is successful, the information supplied as part of your application will form the basis of a funding agreement between the parties.

Public disclosure

The information supplied as part of your application constitutes public record and will be retained to the extent required by the Public Records Act 2005. The Ministry of Health (the **Ministry**) may also be required to disclose information supplied as part of your application under the Official Information Act 1982 or to a Parliamentary Select Committee or Parliament in response to a Parliamentary Question. To the extent permitted by law, commercially sensitive and personal information will be redacted. Please identify by highlighting any information in your application that you regard as commercially sensitive or as personal information for the purposes of the Privacy Act 1993.

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Purpose of the funding

The purpose of the Māori Communications Funding (the **Fund**) is to assist groups to provide tailored regional and local Māori communication and support responses for Māori, iwi, whānau, hapū, and hapori as part of the COVID-19 Vaccine and Immunisation programme national rollout.

Background

Equity and Te Tiriti o Waitangi are the overarching principles for the COVID-19 Vaccine and Immunisation programme. To achieve equity for our priority groups (Māori, Pacific, and people with disabilities) and actively protect Te Tiriti rights of Māori, requires specific responses, resources, and activities to be developed and implemented.

A Māori national campaign is being designed and developed by Mahi Tahi. To compliment the national Māori campaign as part of the Māori Vaccination and Immunisation Strategy, grant funding of \$2,000,000.00 has been set aside for tailored Māori Communications to Iwi and Māori organisations, entities and providers.

Objectives of the Fund

The objectives of the Māori Communications Funding are to:

- a. implement effective regional and local Māori communication responses to address any obstacles and barriers for Māori accessing the COVID 19 Vaccine.
- b. contribute towards the awareness and understanding of the COVID 19 Vaccine programme for Māori, prioritising:
 - Rural areas
 - High risk Māori population with comorbidities
 - Sub-population or cohorts such as homeless whānau.
- c. support community action and strengths-based approaches that lead to Māori having greater informed consent.

Priority areas of the Fund

Our priority areas for this funding are for organisations who can reach our whānau Māori and hapori in:

- Rural settings
- High risk Māori population with comorbidities
- Sub-populations or cohorts such as our homeless whānau.

For more information read the [Frequently asked Questions](#).

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Eligibility criteria

This grant funding will be allocated to groups that can show the communications funding is for a regional (iwi rohe) or local response to inform iwi, whānau, hapū or hāpori about the COVID-19 vaccination programme.

Priority will be given to groups who are in rural settings, have a high Māori population who are high risk, focus on sub-population groups such as homeless whānau, and groups who are not currently funded by any other government agency or organisation for COVID-19 vaccine communications.

Inclusion criteria

- Must be an Iwi, Māori organisation, or a Māori provider as defined by the Ministry of Health's Māori health provider definition
- Must be a legal entity.

Exclusion criteria

- Received funding from the Ministry of Health or other government agencies or another source for Communications and/or engagement for the COVID-19 Vaccine and Immunisation programme.

Funding allocation

Each successful organisation or applicant will receive up to \$50,000.00 (Excl GST) for their communication work. If a group wishes to collaborate then applications to receive more than \$50,000.00 (Excl GST) will be considered. Ensure your *initiative plan and timeline* clearly shows who or what will be done by the various partners of the collaboration.

Assessment process

A funding panel will be established consisting of Māori communication experts and representatives from the Ministry of Health and Te Puni Kōkiri to assess the applications.

Key dates

Applications open	15 April 2021
Deadline for Questions from suppliers	23 April 2021
Deadline for the Buyer to answer suppliers' questions	28 April 2021
Deadline for applications	12 noon, 17 May 2021
Shortlisting of applicants' week beginning	17 May 2021
Meetings scheduled with shortlisted applicants	24 May 2021 to 4 June 2021
Unsuccessful Respondents notified of outcome	11 June 2021
Contractual negotiations concluded	18 June 2021
Contracts ready for signing	25 June 2021
Expected contract start date	01 07 2021

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Note: all dates and times are dates and times in New Zealand

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Application for funding

1 Your Project Description

Project Address:

Summary of the project:

Click here to enter text (expandable section)

Region/s information:

Click here to enter text (expandable section)

Type of funding request (please tick below):

- Staff
- Venue
- Other – detail below:

Click here to enter text (expandable section)

Funding request: Please describe your funding request, the funding breakdown (Cash, support etc.) required:

Click here to enter text (expandable section)

2 Contact Information

Legal Name of Organisation or Community Organisation:

Click here to enter text.

Date: Click here to enter a date.

Contact Person for this project:

Click here to enter text.

Phone: Click here to enter text.

E-mail: Click here to enter text.

3 Documentation to support your Application

Attached to support your Application (please tick)



Initiative plan and proposed timeline

4 Declaration

By completing the details below, the applicant makes the following declaration about this application for project-specific funding ("the application"):

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- We have read, understood and agree to the Terms and Conditions below;
- We confirm that the statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made;
- We have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
- We warrant that we have no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application or entering into an agreement with the Ministry;
- We understand that the falsification of information, supply of misleading information, or the suppression of material information in the application, may result in the application being eliminated from the assessment process and may be grounds for termination of any agreement awarded as a result of this application process; and
- We consent to the Ministry undertaking due diligence including any third-party checks as may be required to fully assess the application.

Full Name:

Title / Position:

Signature:

Date:

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Terms and Conditions of this Application

General

This contains the terms and conditions which apply to all funding applications.

The terms and conditions are non-negotiable and do not require a response. Each applicant that submits an application for project-specific funding has confirmed by their signature on the application that they accept these terms and conditions without reservation or variation.

In preparing and submitting an application for funding you must:

- Consider all risks, contingencies and other circumstances relating to the delivery of the project and include adequate provision in your application to manage such risks and contingencies;
- Document in your application all assumptions and qualifications made about the delivery of the project;
- If appropriate, obtain independent advice before submitting your application; and
- Satisfy yourself as to the correctness and sufficiency of your application, including the requested funding and the sustainability of the pricing.

Reliance by Ministry of Health

The Ministry may rely upon all statements made and information provided by you in an application and in correspondence or negotiations with the Ministry or its representatives (e.g. your application and follow-up correspondence and discussions). If your application is approved for funding, any such statements and information may be included in the Funding Agreement with the Ministry.

You must ensure all information provided to the Ministry is true, accurate and complete. The Ministry is under no obligation to check your application for errors, omissions, or inaccuracies. You will notify the Ministry promptly upon becoming aware of any errors, omissions, or inaccuracies in your application or in any additional information provided by you.

Ownership and intellectual property

Ownership of the intellectual property rights in your application does not pass to the Ministry. However, in submitting your application, you grant the Ministry a non-exclusive, transferable, perpetual licence to use and disclose your application for the purpose of assessing and decision-making related to the funding application process.

Applying for funding you warrant that the provision of the information to the Ministry, and the use of it by the Ministry for the evaluation of the application and for any resulting negotiation, will not breach any third-party intellectual property rights.

Confidentiality

The Ministry is bound by the Official Information Act 1982 ("OIA"), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law. While the Ministry intends to treat information in your application as confidential to ensure fairness during the assessment and decision-making process, the information can be requested by third parties and the Ministry must provide that information if required by law. If the Ministry receives an OIA request that relates to information in your application, where possible, the Ministry will consult with you and may ask you to confirm whether the information is considered by you to be confidential or still commercially sensitive, and if so, to explain why.

Use and disclosure of information

the Ministry will require you to provide certain information, including personal information, on application forms if you wish to apply for funding. If you do not provide all of the information that is required on an application form, the Ministry may be unable to process or otherwise progress your application.

The Ministry will generally only use personal information provided in the application process for the purposes of administering the funding which includes assessing an application you have submitted, contracting, monitoring compliance and reporting.

The Ministry may use personal information provided by you through the application process for other reasons permitted under the Privacy Act 1993 (e.g. with your consent, for a directly related purpose, or where the law permits or requires it).

The Ministry may disclose your application and any related documents or information provided by you, to any person who is directly involved in the funding application and assessment process on its behalf including any officers, employees, consultants, contractors and professional advisors of the Ministry or of any government agency. The disclosed information will only be used for the purpose of participating in the funding application and assessment process, including assessment and ongoing monitoring, which will include carrying out due diligence. Due diligence

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may involve the Ministry disclosing information to another relevant agency in order to assess the application and verify the information contained in the application and accompanying documents.

The Ministry will generally not otherwise disclose personal information provided or collected through this application unless required or otherwise permitted by law. For example, we may seek your consent to undertake additional due diligence checks and request information from other relevant third parties. If your application is approved for funding, information provided in the application and any related documents may be used for the purpose of preparing any relevant Funding Agreement(s) with the Ministry.

Limitation of advice

Any advice given by the Ministry, any other government agency, their officers, employees, advisors, or other representatives about the content of your application does not commit the decision-maker to make a decision about your application.

No binding legal relations

No contract or other legal obligations arise between the Ministry and any applicant out of, or in relation to, the application and assessment process, until a formal written contract (if any) is signed by both the Ministry and a successful applicant/s.

No process contracts

The funding application and assessment process does not legally oblige or otherwise commit the Ministry to proceed with that process or to assess any particular applicant's application or enter into any negotiations or contractual arrangements with any applicant. For the avoidance of doubt, this application and assessment process does not give rise to a process contract.

The Ministry's rights

The Ministry may on giving notice to you:

- amend, suspend, or cancel your application for funding;
- make any material change to the funding application process (including any change to the timeframes, requirements and evaluation approach) provided you are given a reasonable time within which to respond to the change.

The Ministry may:

- accept or reject any application, and waive irregularities or requirements in this application process where it considers it appropriate and reasonable to do so;
- decide not to enter into a Funding Agreement with you in respect of this application.

In particular, the Ministry reserves the right not to proceed with any application if that is considered by the Ministry (in its sole discretion) to be unaffordable to the Ministry.

Costs and expenses

The Ministry is not responsible for any costs or expenses incurred by any applicant in the preparation of this application and any follow-up correspondence and discussions.

Exclusion of liability

Neither the Ministry or any other government agency, nor their officers, employees, advisors, or other representatives will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by any applicant, its affiliates or other person in connection with this application and assessment process, including without limitation:

- The assessment process;
- The participation of any application;
- Any investigations of or by any applicant;
- Concluding any contract;
- The acceptance or rejection of any application; or
- Any information given or not given to any applicant(s).

By participating in this application and assessment process, each applicant waives any rights that it may have to make any claim against the Ministry. To the extent that legal relations between the Ministry and any applicant cannot be excluded as a matter of law, the liability of the Ministry is limited to \$1.

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Nothing contained or implied in or arising out of the Ministry documentation or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

Inducements

You must not directly or indirectly provide any form of inducement or reward to any officer, employee, advisor, or other representative of the Ministry or any other government agency in connection with this application and assessment process.

Governing law and jurisdiction

The funding application and assessment process will be construed according to, and governed by, New Zealand law and you agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning your application.

Public statements

The Ministry and any other government agency, or any relevant Minister, may make public in whole or in part this application form including the following information:

- The name of the applicant(s);
 - A high-level description of the proposed project;
 - The total amount of funding and the period of time for which the funding has been approved; and
 - The region to which the project relates.
- Applicants not to release any media statement or other information relating to the submission or approval of any application to any public medium without prior agreement of the Ministry.