2024 Project Grants Application Questions

☝ All text in orange indicates hints and/or indicates if something has changed from last year's form

🖉 Indicates a question to be answered

* Represents required fields

Saving your Application

Please save your application regularly to prevent the form timing out! This form will NOT save automatically.

To save your form, click on the 'Save my progress and resume later' box at the top or bottom of the application form screen. If you close the form without saving, your data will be lost.

Page: 1 2 3 4 5 6 7 8 9

☐ Save my progress and resume later | Resume a previously saved form

Page 1 – School/Organisation Details

☝ Page 1 questions will self-populate with the information you have already provided us with previously and only need to be updated if something has changed.

🖉 Project Facilitator Name: *

🖉 Project Facilitator Email: *

🖉 Principal Name*

🖉 Principal Email*

Please enter/check your bank account number against your bank deposit slip

🖉 Bank Account Name: *

🖉 Bank ID (2 digits) *

🖉 Bank Branch (4 digits) *

🖉 Account Number (7 digits) *

🖉 Bank Account Suffix (3 digits - note add a leading 0 if your suffix is only two digits long) *

🖉 School Vision and Mission Statement: *

🖉 History of School: *

Page 2 - Organisational Structure

🖉 What is your school roll? (Numbers only) *

🖉 What is your Māori roll? (Numbers only) *

🖉 What is your Ngati Whakaue roll? (Numbers only) *

🖉 What is the Project Title? *

🖉 A BRIEF description of the Project: **(limited to 300 words max)** *

🖉 Who are your Target Learner Groups? *

🖉 Total number of learners in the Target Group: (numbers only) *

🖉 Number of Ngati Whakaue Learners in the Target Group: (numbers only) *

🖉 What are the key expected outcomes? *

Page 3 - Project Details

🖉 Organisational structure - relevant to the project: *

🖉 Goals - Relevant to the project: *

🖉 What is the Project Status? *
      (New Project OR Ongoing Development)

🖉 Project Implementation Plan: What do you intend to do? **(Limited to 300 words max)** *

🖉 Project Evaluation (how will the outcomes and project be evaluated): *

🖉 How will this project be financed beyond the current grant application year? *

Page 4 – Literacy Focus

☝Literacy Focus questions are new questions this year.

Which Sector or Sectors does you Project belong to? (Please select ALL sectors that apply to your project) *

🖊 Primary Sector

🖊 Intermediate Sector

🖊 Secondary Sector

Primary Sector

🖊 If you selected Primary Sector above, please state and briefly describe how **Structured Literacy &/or Process Writing** will be implemented in your project. *

Enter N/A against this question if it does not apply to you.

Intermediate Sector

🖊 If you selected Intermediate Sector above, please state and briefly describe how **Structured Literacy &/or Process Writing** will be implemented in your project. *

Enter N/A against this question if it does not apply to you.

Secondary Sector

🖊 If you selected Secondary Sector above, please state and briefly describe how **Write That Essay &/or Process Writing** will be implemented in your project. *

Enter N/A against this question if it does not apply to you.

Page 5 – Indigenous Valued Literacy

☝Indigenous Valued Literacy questions are new questions this year.

Te Reo Māori

🖊 A - Please briefly describe the intentional use of Te Reo Māori in and around the school *

🖊 B - Please briefly describe the inclusion of Te Reo Māori in your school curriculum - numbers of students?*

Kapa Haka

🖊 Please describe the current prevalence of and commitment to Kapa Haka in your school. *

Ngati Whakaue/Whakauetanga

🖊 Please briefly describe the current prevalence of Ngati Whakaue/Whakauetanga in your school. *

Cultural Responsiveness for Relational Pedagogy (CR and RP) and NELPs - and similar:

🖊 Please briefly describe the current approach in your school. (You can include your latest Rongohia Te Hau data where available or a description of your learnings and proposed actions from this.)*

Page 6 – BUDGET - Costs

☝Uploading a project budget is a new requirement this year.
NOTE: You will be asked to upload a copy of your project budget on Page 9

Project Resources – Items & Cost
✎ Please enter your list of resources required for this project - excluding staff salaries (if none, enter 'not applicable') *

NOTE: The figure added below will calculate towards your final budget total

Project Resource Amount - enter the **Total Amount** of Resource Costs (numbers only – enter 0 if no resources required) *

List the key personnel associated with the project (you can enter up to **six** personnel on the form, only 1 is compulsory)
✎ Key Personnel 1 Name: *
✎ Key Personnel 1 Job Title: *
✎ Key Personnel 1 Employment status: (Full Time or Part Time) *

✎ Key Personnel 2 Name:
✎ Key Personnel 2 Job Title:
✎ Key Personnel 2 Employment status: (Full Time or Part Time)

✎ Key Personnel 3 Name:
✎ Key Personnel 3 Job Title:
✎ Key Personnel 3 Employment status: (Full Time or Part Time)

✎ Key Personnel 4 Name:
✎ Key Personnel 4 Job Title:
✎ Key Personnel 4 Employment status: (Full Time or Part Time)

✎ Key Personnel 5 Name:
✎ Key Personnel 5 Job Title:
✎ Key Personnel 5 Employment status: (Full Time or Part Time)

✎ Key Personnel 6 Name:
✎ Key Personnel 6 Job Title:
✎ Key Personnel 6 Employment status: (Full Time or Part Time)

☝The figures for individual salaries are combined into one amount relative to the project

NOTE: The figure added below will calculate towards your final budget total

✎ Total Estimated Salaries (portion/s applicable to this project) (numbers only) *

Page 7 – BUDGET – Income (Applicant Contribution & Other Funding Sources)

Applicant Contribution
The Board expects a reasonable and fair contribution from applicants to their project, noting that excessive amounts of funding sought will not be considered favourably.

🖉 Applicant contribution source (e.g.: your school BOT Contribution): *

NOTE: The figure added below will calculate towards your final budget total

🖉 Applicant Contribution Amount: (numbers only) *

Do you have additional funding external to your school/organisation and NWEETB?
Yes or No

☝The two questions below display/are required if you answer YES to the above question.
If yes, then:

If you are receiving any other sources of funding for this project - *other than your contribution and the NWEE grant being applied for* - please specify:

🖉 Enter details of other sources of funding (external to your school/organisation and NWEETB) *

NOTE: The figure added below will calculate towards your final budget total

🖉 Enter Total amount of other sources of funding: (numbers only) *

Page 8 - BUDGET - Summary

NOTE: The below section self-calculates from your figures entered on previous pages. To change any of these figures, refer to the field on a previous page of this form.

Project Expenses
Total Amount of Resource Costs:

Total Estimated Salaries (portion/s applicable to this project):

Total Project Expenses:

Applicant Contribution Amount:

Other Source of Funding Amount: (if selected and entered on previous page)

Total Contribution and Other Funding:

TOTAL BUDGET SUMMARY

Total Project Expenses:
LESS Total Contribution and Other Funding:

Total Grant Being Applied For:
(Total Project Expenses Less Total Contribution & Other Funding)

Page 9 - Document Upload Section

☝This year schools DO need to upload their 3 Year Strategic Plan.

NOTE: you are now required to upload supporting documents as follows:
We advise that before you start your application you have the following ready for upload.

Note the following:

1. **Upload PDF, JPG or PNG files only**
   Google Docs are NOT accepted
2. Please make sure all files are correctly named before uploading
3. The size of each file you upload must not exceed 25MB

Please upload the following documents relevant to your school/organisation:

Required for all applicants*

- Bank Account Verification (this is where any approved grants will be paid into).
- Detailed Project Budget

☝You **will not** see the below text and upload box if you are an organisation other than a school or a school that does not need to upload a strategic plan.

Required by schools only*

- 3 Year Strategic Plan - including policies, plans or targets for improving the achievement of Māori students.

☝You **will not** see the below text or upload box if you are a school.

Required from Organisations other than schools* **(schools are not required to provide)**

- Most recent audited financial statements
- current PTE Certificate

Other Supporting Documentation
- Other Documentation
Additional documentation to support your application (optional)

NOTE: To complete your Project Grant Application you must click SUBMIT.

When you click the SUBMIT button your application will not be editable - please ensure you have checked your details fully. You can do this by using the page numbers at the top of the form to navigate your way around, alternatively the previous and next buttons at the bottom.

The page may take time to process as it will be uploading your documents. Please be patient, DO NOT click refresh or use the back button on your browser.

Once your application is complete, you will receive an email notification with your submitted application attached as a PDF.