

## Publications – Archived Web Content

### About the initiative

\$4 million of funds from the Government's \$50 million media support package was targeted at media organisations that had yet to receive significant relief from the fund – in particular magazines and community newspapers.

331 publications received grants of more than \$12,000 each. The [successful applicants are listed here](#).

Funding as part of this initiative will go directly to each magazine or community newspaper rather than the overall business or national masthead.

### Eligibility

Applications for funding of community newspapers or magazines (Publications) were open to New Zealand media organisations who:

- Met the definition of a community newspaper or magazine for the purposes of this initiative (see below).
- Demonstrated the impact of COVID-19 on the magazine or community newspaper, in line with the criteria for the wage subsidy (a 30% decline in actual revenue over the period of a month during Level 4 lockdown period, when compared with the same month last year, and that decline is related to COVID-19).
- Are New Zealand based.

**Definition of a community newspaper:** for the purposes of this initiative, as a standalone periodical publication, published at least monthly and no more than four times weekly, containing primarily original editorial content focussing on a certain community; geographic, ethnic or other special interest.

**Definition of a magazine:** for the purposes of this initiative, as a standalone periodical publication, published at least annually, containing primarily original editorial content on a particular subject or aimed at a particular readership.

Please note: while some publications may meet both the definition of a community newspaper and a magazine, applications must be made under one or other definition not both.

A publication with both a print and digital version may only apply once.

Information on the type of publications that are excluded from this initiative is available in the FAQs below.

### Timeframes

Applications are now closed

The Ministry is working to the following timeframes for release of support:

- Applications opened: Tuesday 22 September 2020
- Applications closed: Friday 9 October 2020, at 5pm
- Assessments completed: Wednesday 28 October
- Applicants advised of the outcome of their application: From Wednesday 4 November 2020
- Funds will be made available to successful applicants from mid November

A list of successful applicants will be published on this webpage in the coming days.

### FAQs

### **What will happen after magazines or community newspapers submit their application?**

The Ministry will acknowledge all applications as they are received and will work directly with applicants to manage questions or outstanding information. Successful applicants will be advised of the funds they are eligible for and the timing of payment, once the Ministry has assessed all applications.

### **Why has the government chosen a grant as the means of relief for magazines and community newspapers?**

The focus of the initiatives within the first package of support for the media sector has been to provide relief on costs and cashflow, in ways that can be implemented reasonably quickly and provide impact in the near term. Allocating the funding as grants enables applications to be assessed efficiently and provides flexibility so successful applicants can decide the way they choose to spend the funds within their business.

### **How much funding will each publication receive?**

The amount of funding each publication receives will depend on a number of factors including the total number of applications. The Ministry will work to ensure publications are notified of the outcome of their application and, if successful, the total funding amount, as soon as possible.

### **Does an entity need to fill out one application form for each publication, if applying for more than one?**

If you are applying for up to three publications, please complete one form for each publication. If you are applying for more than three, please contact [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz) to discuss how we can help you streamline the process.

### **Will publications that have started up since Covid-19 arrived in New Zealand be eligible for this support?**

The media support package has been designed to provide relief to New Zealand media organisations that have been negatively impacted by Covid-19. As such, organisations that have started in a post Covid-19 environment are not eligible for this support.

The Government has developed a range of support to assist businesses through the impact of Covid-19, including relief on tax, ACC levies, loans for R&D and debt hibernation. Magazines or community newspapers that have recently started, may be eligible for this support. Details of these can be found at: [COVID-19: Financial support for business](#)

### **Which publications are not eligible for this initiative?**

The intent of this initiative is to provide relief to New Zealand based organisations that produce publications with primarily journalistic content, that have been negatively impacted by Covid-19 and that have yet to receive significant relief from the media support package.

See here for the following exclusions: [Publications not eligible for initiative](#)

### **What does impacted by COVID-19 mean?**

The publication must demonstrate the impact of COVID-19 on its business, in line with the criteria for the wage subsidy (a 30% decline in actual revenue over the period of a month during Level 4 lockdown period, when compared with the same month last year, and that decline is related to COVID-19).

# Application Form: Media Sector Support Package - Publications Initiative: Magazines

Manatū Taonga Ministry for Culture and Heritage (MCH) is seeking applications from magazines for the publications initiative within the Media Sector Support Package.

## INTENT OF THE PUBLICATIONS INITIATIVE

The intent of this initiative is to provide financial relief to New Zealand based organisations that produce publications with primarily journalistic content, that have been negatively impacted by Covid-19 and that have yet to receive significant relief from the media support package.

The initiative has been designed to deliver financial relief to operations, activity and resources directly related to the magazine title and as such, this application needs to be completed specifically in relation to the magazine title. Organisations that publish more than one magazine title may apply separately for each title and any funds granted must be specifically applied to each title.

Importantly, this initiative is open to both magazines and community newspapers however an application can only be made under one or other of these categories, not both. The definition of a magazine for the purpose of this initiative can be found in the subsequent section of this document. The definition and application form for applying as a community newspaper can be found on the MCH website.

## ELIGIBLE APPLICANTS

Applications for funding of magazines will be open to New Zealand media individuals or organisations that:

- publish a title that meets the definition of a magazine for the purposes of this initiative (see below)
- demonstrate a 30% decline in actual revenue for that magazine title over the period of a month during Level 4 lockdown, when compared with the same month last year, and that decline is related to the impact of COVID-19 (in line with the criteria for the Government wage subsidy)
- are New Zealand based (as defined below).

In this form, individuals or organisations that meet that definition are referred to as **Publishers**.

**Definition of a magazine:** for the purposes of this initiative, a magazine is defined as a standalone periodical publication, published at least annually, containing primarily original content on a particular subject or aimed at a particular readership.

Applications are open for both print and digital publications. A publication with both a print and digital version may only apply once.

Based on the intent of this initiative, certain publication types are not eligible. Please check this list before applying.

**More guidance on the criteria, and the evidence you will need to show that you meet the criteria, is contained in the application form. Please read it carefully.**


You can also contact us on [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz) if you have questions or need clarification regarding the criteria.

## FILLING IN THE APPLICATION FORM

Please note the following when completing the form:

- This initiative has been designed to deliver financial relief to operations, activity and resources directly related to the magazine title and as such, this application needs to be completed specifically in relation to the magazine title.
- Publishers that publish more than one magazine title (or community newspaper) may apply separately for each title. Any funds granted will be specific to each title and must only be applied to costs associated with that publication. Funds must not be shared or rationalised between other titles published by the same organisation (whether they also receive grants or not) nor to more general overheads of the Publisher.
- If a Publisher is completing applications for multiple titles it should contact [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz) to discuss how to streamline the process.

### Personal information and privacy

- Personal information collected as part of the application process will be used for the purposes of administering the funding and any grants made under it and to provide future communications about developments on government support for the media and broadcasting sector. Once it is no longer required it will be securely archived or disposed of, in accordance with the Public Records Act 2005.
- In submitting an application, the applicant acknowledges and agrees that MCH may disclose to, or obtain from, any other government department or agency, private person or organisation, personal or other information for the purposes of making decisions about the funding application and its ongoing administration. For any further explanations of what we do with your information, contact the Privacy Officer [privacy@mch.govt.nz](mailto:privacy@mch.govt.nz).
- Compulsory fields have been flagged with "\*"
- Some fields require supporting evidence and have been marked as follows: 

- If you have any questions about filling out this form or the application process in general, please email [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz)
- Your application must be submitted to [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz) by Friday 09 October 2020, 5pm.

PART ONE: CONTACT DETAILS	
*Title of the magazine	
*Name of contact person for the magazine title	
*Position of contact person for the magazine title	
*Office Address	
*Phone number(s)	
* Email address	
* Legal name of the Publisher (the individual or organisation that publishes the magazine title)	
*Name of contact person at Publisher (if different from contact person from magazine title, see below)	
PART TWO: TAX DETAILS	
Please tick below and complete this section in relation to the Publisher	
*Is the Publisher GST registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Publisher/GST IRD Number if applicable	
*IR Customer Name (if applicable and different from your Publisher name)	
NZ Business Number (NZBN) if applicable	
PART THREE: ELIGIBILITY	

<p><b>*DEFINITION</b></p> <p>Does the magazine title for this application meet the definition of a magazine for the purposes of this initiative?</p>	<p>Is the magazine title a standalone publication (<i>i.e. not released in conjunction with another publication</i>)?</p>	<input type="checkbox"/> No (Please note you are not eligible to apply) <input type="checkbox"/> Yes
	<p>Is the magazine title published at least annually?</p>	<input type="checkbox"/> No (Please note you are not eligible to apply) <input type="checkbox"/> Yes Provide detail of the frequency with which your magazine title is published.
	<p>Does the magazine title contain primarily original editorial content?</p>	<input type="checkbox"/> No (Please note you are not eligible to apply) <input type="checkbox"/> Yes Provide details on the ratios you work to for various types of content (syndicated or shared, advertising, sponsored, pro bono, original editorial, etc) when producing your magazine title.
	<p>Does the content of the magazine title focus on a particular subject or is it aimed at a particular readership?</p>	<input type="checkbox"/> No (Please note you are not eligible to apply) <input type="checkbox"/> Yes Provide a summary of the subject or audience for the magazine title.
<p><b>*COVID-19 IMPACT &amp; NEW ZEALAND BASED BUSINESS</b></p> <p>Does the magazine title for this application meet the COVID-19 impact definition and local business status?</p>	<p>Did the Publisher receive the Government COVID-19 wage subsidy in relation to the magazine title?</p> <input type="checkbox"/> Yes No further evidence is required.  <input type="checkbox"/> I declare that the funds received from the	<input type="checkbox"/> No Note you must provide the following:  1. Evidence of a 30% decline in actual revenue in relation to the magazine title over the period of a



Government wage subsidy have been paid to staff working on the magazine title for which this application is made.

month during Level 4 lockdown period, when compared with the same month last year, and that the decline is related to COVID-19 *(evidence of the decline should relate specifically to the magazine title not the general overheads of the Publisher. Decline in actual or predicted revenue could be evidenced by bank statements or financial accounts, or a comparison in advertising booked in 2019 compared with 2020, for example).*

2. Evidence the Publisher has a legal presence in NZ, by for example:
  - registration with the Companies Office
  - a physical presence in New Zealand
  - employees legally working in New Zealand.

**PART FOUR: DECLARATION**

Unless you are a sole trader this application must be supported by at least two people. One must be either a Director or Trustee or the Chief Executive of the Publisher.

If any of the information you have provided is confidential or commercially sensitive, please identify the information and clearly explain the reasons why.

By signing below, you confirm and acknowledge that:

1. You have authority to commit \_\_\_\_\_ (legal name of Publisher) to this application and if your application is approved, you agree to the terms of funding set out below.
2. The information you have provided in this application form and in support of this application is true, correct, and complete to the best of your knowledge.
3. Manatū Taonga Ministry for Culture and Heritage (MCH) is subject to the Official Information Act 1982 (OIA) and may receive information requests for material included in this application or subsequently generated in relation to the application or grant. MCH must release or withhold relevant information in accordance with the OIA. Although MCH will make decisions on release at its sole discretion, any information you have provided (see opening declaration statement) will help MCH consider the application of any withholding grounds.
4. MCH reserves the right to contact you and seek more information before determining the application. MCH also reserves the right to check information provided as part of the application, and to consider all available information relating to eligibility, including information in the public

domain. If necessary, the Ministry will defer a decision on the application until all required information has been compiled and reviewed.

5. The making of this application, and the payment of any grant as a result of this application, in no way affects your editorial independence.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

#### PART FIVE: FUNDING TERMS OF AGREEMENT

Her Majesty in right of New Zealand, acting by and through the Chief Executive of the Ministry for Culture and Heritage (MCH), and \_\_\_\_\_ (legal name of individual or organisation the publishes the Magazine) (Publisher), (each a "Party", together "the Parties"), agree that the following terms apply to any approved grant payment under the publications initiative (Grant):

1. MCH will administer Grants on behalf of the Crown.
2. The Grant must only be used by the Publisher to continue publication of the Magazine. The Publisher must allocate the full amount of the Grant directly to the Magazine within five working days of the date the grant is received, for the sole purpose of meeting costs associated with the Magazine.
3. MCH will follow-up with the Publisher to confirm funding has been received and allocated in accordance with clause 2 above.
4. A list of successful Magazines may be published on MCH's website, other government websites, or in communications materials.
5. Should MCH become aware of any breach of these terms of funding, MCH reserves the right to recover the Grant from the Publisher in part or in full.
6. If there is any change of the Publisher's contact person, address, email address or telephone number, the Publisher will notify MCH, by emailing [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz).
7. The Grant will be paid into the bank account of the Publisher as supported by a deposit slip or other evidence.



8. If a dispute arising out of this agreement occurs, then the Parties will, in good faith, try to resolve that dispute including by escalating the dispute to their respective chief executives for resolution. If the Parties cannot resolve their dispute within 20 business days of one Party giving the other notice of a dispute, either Party may by notice to the other refer the dispute to mediation. The mediation will be conducted under the Resolution Institute standard Mediation Agreement (NZ version). The mediator and/or fees will be determined by the chair of Resolution Institute. No Party may commence any proceedings relating to a dispute (except to seek urgent equitable relief) unless the Party has complied with this clause.
9. The Parties may only vary this agreement by agreement in writing.
10. No Party is liable to the other Party for any breach or non-performance of its obligations under these terms, or for losses or damages sustained by the other Party, where such breach or non-performance is caused by Force Majeure.
11. This agreement is governed by New Zealand law.
12. This agreement may not be assigned without the other Party's written consent.
13. Neither Party shall be liable to the other for any loss of profit, loss of business or damage to goodwill, or any indirect, consequential or special loss or damage arising under or in connection with this agreement.

#### PART SIX: APPLICATION CHECKLIST INCLUDING ADDITIONAL ATTACHMENTS NEEDED

Use this checklist to help ensure your application is complete on submission.

- All sections of the application form have been completed
- Evidence is attached where required to show how the magazine title meets the eligibility criteria
- Part Four - The declaration is completed with the legal name of the Publisher and two signatures (one being a Director, Trustee or Chief Executive), and the correct name, position and date. Sole traders only require one signature.
- Part Five – Funding Terms of Agreement are completed with legal name of the individual or organisation the publishes the magazine title.



# Application Form: Media Sector Support Package - Publications Initiative: Community Newspapers

Manatū Taonga Ministry for Culture and Heritage (MCH) is seeking applications from community newspapers for the publications initiative within the Media Sector Support Package.

## INTENT OF THE PUBLICATIONS INITIATIVE

The intent of this initiative is to provide financial relief to New Zealand based organisations that produce publications with primarily journalistic content, that have been negatively impacted by Covid-19 and that have yet to receive significant relief from the media support package.

The initiative has been designed to deliver financial relief to operations, activity and resources directly related to the community newspaper and as such, this application needs to be completed specifically in relation to the community newspaper. Organisations that publish more than one community newspaper may apply separately for each title and any funds granted must be specifically applied to each masthead.

Importantly, this initiative is open to both magazines and community newspapers however an application can only be made under one or other of these categories, not both. The definition of a community newspaper for the purpose of this initiative can be found in the subsequent section of this document. The definition and application form for applying as a magazine can be found on the MCH website.

## ELIGIBLE APPLICANTS

Applications for funding of community newspapers will be open to New Zealand media individuals or organisations that:

- publish a title that meets the definition of a community newspaper for the purposes of this initiative (see below)
- demonstrate a 30% decline in actual revenue for that community newspaper over the period of a month during Level 4 lockdown, when compared with the same month last year, and that decline is related to the impact of COVID-19 (in line with the criteria for the Government wage subsidy)
- are New Zealand based (as defined below).

In this form, individuals or organisations that meet that definition are referred to as **Publishers**.

**Definition of a community newspaper:** for the purposes of this initiative, a community newspaper is defined as a standalone periodical publication, published at least monthly and no more than four times weekly, containing primarily original editorial content focussing on a certain community; geographic, ethnic or other special interest.

Applications are open for both print and digital publications. A publication with both a print and digital version may only apply once.

Based on the intent of this initiative, certain publication types are not eligible. Please check this list before applying.

More guidance on the criteria, and the evidence you will need to show that you meet the criteria, is contained in the application form. Please read it carefully.


You can also contact us on [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz) if you have questions or need clarification regarding the criteria.

#### FILLING IN THE APPLICATION FORM

Please note the following when completing the form:

- This initiative has been designed to deliver financial relief to operations, activity and resources directly related to the community newspaper and as such, this application needs to be completed specifically in relation to the community newspaper.
- Publishers that publish more than one community newspaper (or magazine) may apply separately for each title. Any funds granted will be specific to each title and must only be applied to costs associated with that publication. Funds must not be shared or rationalised between other titles published by the same organisation (whether they also receive grants or not) nor to more general overheads of the Publisher.
- If a Publisher is completing applications for multiple titles it should contact [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz) to discuss how to streamline the process.


#### Personal information and privacy

- Personal information collected as part of the application process will be used for the purposes of administering the funding and any grants made under it and to provide future communications about developments on government support for the media and broadcasting sector. Once it is no longer required it will be securely archived or disposed of, in accordance with the Public Records Act 2005.
- In submitting an application, the applicant acknowledges and agrees that MCH may disclose to, or obtain from, any other government department or agency, private person or organisation, personal or other information for the purposes of making decisions about the funding application and its ongoing administration. For any further explanations of what we do with your information, contact the Privacy Officer [privacy@mch.govt.nz](mailto:privacy@mch.govt.nz).
- Compulsory fields have been flagged with "\*"
- Some fields require supporting evidence and have been marked as follows: 

- If you have any questions about filling out this form or the application process in general, please email [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz)
- Your application must be submitted to [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz) by **Friday 09 October 2020, 5pm.**

PART ONE: CONTACT DETAILS	
*Title of the community newspaper	
*Name of contact person for the community newspaper	
*Position of contact person for the community newspaper	
*Office Address	
*Phone number(s)	
* Email address	
* Legal name of the Publisher (the individual or organisation that publishes the community newspaper)	
*Name of contact person at Publisher (if different from contact person from community newspaper, see below)	
PART TWO: TAX DETAILS	
Please tick below and complete this section in relation to the Publisher	
*Is the Publisher GST registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Publisher/GST IRD Number if applicable	
*IR Customer Name (if applicable and different from your Publisher name)	

NZ Business Number (NZBN) if applicable		
<b>PART THREE: ELIGIBILITY</b>		
<p><b>*DEFINITION</b></p> <p>Does the community newspaper for this application meet the definition of a community newspaper for the purposes of this initiative?</p>	<p>Is the community newspaper a standalone publication (<i>ie not released in conjunction with another publication</i>)?</p>	<p><input type="checkbox"/> No (Please note you are not eligible to apply)</p> <p><input type="checkbox"/> Yes</p>
	<p>Is the community newspaper published at least monthly and no more than four times weekly?</p>	<p><input type="checkbox"/> No (Please note you are not eligible to apply)</p> <p><input type="checkbox"/> Yes</p> <p>Provide detail of the frequency with which your community newspaper is published.</p>
	<p>Does the community newspaper contain primarily original editorial content?</p>	<p><input type="checkbox"/> No (Please note you are not eligible to apply)</p> <p><input type="checkbox"/> Yes</p> <p>Provide details on the ratios you work to for various types of content (syndicated or shared, advertising, sponsored, pro bono, original editorial, etc) when producing your community newspaper.</p>
	<p>Does the content of the community newspaper focus on a certain community; geographic, ethnic or other special interest?</p>	<p><input type="checkbox"/> No (Please note you are not eligible to apply)</p> <p><input type="checkbox"/> Yes</p> <p>Provide a summary of the newspaper's audience (geographic, ethnic or other special interest).</p>

<p><b>*COVID-19 IMPACT &amp; NEW ZEALAND BASED BUSINESS</b></p> <p>Does the community newspaper for this application meet the COVID-19 impact definition and local business status?</p> 	<p>Did the Publisher receive the Government COVID-19 wage subsidy in relation to the community newspaper?</p>	
	<p><input type="checkbox"/> Yes No further evidence is required.</p> <p><input type="checkbox"/> I declare that the funds received from the Government wage subsidy have been paid to staff working on the community newspaper for which this application is made.</p>	<p><input type="checkbox"/> No Note you must provide the following:</p> <ol style="list-style-type: none"> <li>1. Evidence of a 30% decline in actual revenue in relation to the community newspaper over the period of a month during Level 4 lockdown period, when compared with the same month last year, and that the decline is related to COVID-19 (<i>evidence of the decline should relate specifically to the community newspaper not the general overheads of the Publisher. Decline in actual or predicted revenue could be evidenced by bank statements or financial accounts, or a comparison in advertising booked in 2019 compared with 2020, for example</i>).</li> <li>2. Evidence the Publisher has a legal presence in NZ, by for example: <ul style="list-style-type: none"> <li>▪ registration with the Companies Office</li> <li>▪ a physical presence in New Zealand</li> <li>▪ employees legally working in New Zealand.</li> </ul> </li> </ol>

**PART FOUR: DECLARATION**

Unless you are a sole trader this application must be supported by at least two people. One must be either a Director or Trustee or the Chief Executive of the Publisher.

If any of the information you have provided is confidential or commercially sensitive, please identify the information and clearly explain the reasons why.

By signing below, you confirm and acknowledge that:

1. You have authority to commit \_\_\_\_\_ (legal name of Publisher) to this application and if your application is approved, you agree to the terms of funding set out below.
2. The information you have provided in this application form and in support of this application is true, correct, and complete to the best of your knowledge.

3. Manatū Taonga Ministry for Culture and Heritage (MCH) is subject to the Official Information Act 1982 (OIA) and may receive information requests for material included in this application or subsequently generated in relation to the application or grant. MCH must release or withhold relevant information in accordance with the OIA. Although MCH will make decisions on release at its sole discretion, any information you have provided (see opening declaration statement) will help MCH consider the application of any withholding grounds.
4. MCH reserves the right to contact you and seek more information before determining the application. MCH also reserves the right to check information provided as part of the application, and to consider all available information relating to eligibility, including information in the public domain. If necessary, the Ministry will defer a decision on the application until all required information has been compiled and reviewed.
5. The making of this application, and the payment of any grant as a result of this application, in no way affects your editorial independence.

*Signature* \_\_\_\_\_

*Name* \_\_\_\_\_

*Position* \_\_\_\_\_

*Date* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Name* \_\_\_\_\_

*Position* \_\_\_\_\_

*Date* \_\_\_\_\_

**PART FIVE: FUNDING TERMS OF AGREEMENT**

Her Majesty in right of New Zealand, acting by and through the Chief Executive of the Ministry for Culture and Heritage (MCH), and \_\_\_\_\_ (legal name of individual or organisation the publishes the Community Newspaper) (Publisher), (each a "Party", together "the Parties"), agree that the following terms apply to any approved grant payment under the publications initiative (Grant):

1. MCH will administer Grants on behalf of the Crown.
2. The Grant must only be used by the Publisher to continue publication of the Community Newspaper. The Publisher must allocate the full amount of the Grant directly to the Community Newspaper within five working days of the date the grant is received, for the sole purpose of meeting costs associated with the Community Newspaper.
3. MCH will follow-up with the Publisher to confirm funding has been received and allocated in accordance with clause 2 above.



4. A list of successful Community Newspapers may be published on MCH's website, other government websites, or in communications materials.
5. Should MCH become aware of any breach of these terms of funding, MCH reserves the right to recover the Grant from the Publisher in part or in full.
6. If there is any change of the Publisher's contact person, address, email address or telephone number, the Publisher will notify MCH, by emailing [publications.initiative@mch.govt.nz](mailto:publications.initiative@mch.govt.nz).
7. The Grant will be paid into the bank account of the Publisher as supported by a deposit slip or other evidence.
8. If a dispute arising out of this agreement occurs, then the Parties will, in good faith, try to resolve that dispute including by escalating the dispute to their respective chief executives for resolution. If the Parties cannot resolve their dispute within 20 business days of one Party giving the other notice of a dispute, either Party may by notice to the other refer the dispute to mediation. The mediation will be conducted under the Resolution Institute standard Mediation Agreement (NZ version). The mediator and/or fees will be determined by the chair of Resolution Institute. No Party may commence any proceedings relating to a dispute (except to seek urgent equitable relief) unless the Party has complied with this clause.
9. The Parties may only vary this agreement by agreement in writing.
10. No Party is liable to the other Party for any breach or non-performance of its obligations under these terms, or for losses or damages sustained by the other Party, where such breach or non-performance is caused by Force Majeure.
11. This agreement is governed by New Zealand law.
12. This agreement may not be assigned without the other Party's written consent.
13. Neither Party shall be liable to the other for any loss of profit, loss of business or damage to goodwill, or any indirect, consequential or special loss or damage arising under or in connection with this agreement.

#### PART SIX: APPLICATION CHECKLIST INCLUDING ADDITIONAL ATTACHMENTS NEEDED

Use this checklist to help ensure your application is complete on submission.

- All sections of the application form have been completed
- Evidence is attached where required to show how the community newspaper meets the eligibility criteria
- Part Four - The declaration is completed with the legal name of the Publisher and two signatures (one being a Director, Trustee or Chief Executive), and the correct name, position and date. Sole traders only require one signature.
- Part Five – Funding Terms of Agreement are completed with legal name of the individual or organisation the publishes the Community Newspaper.

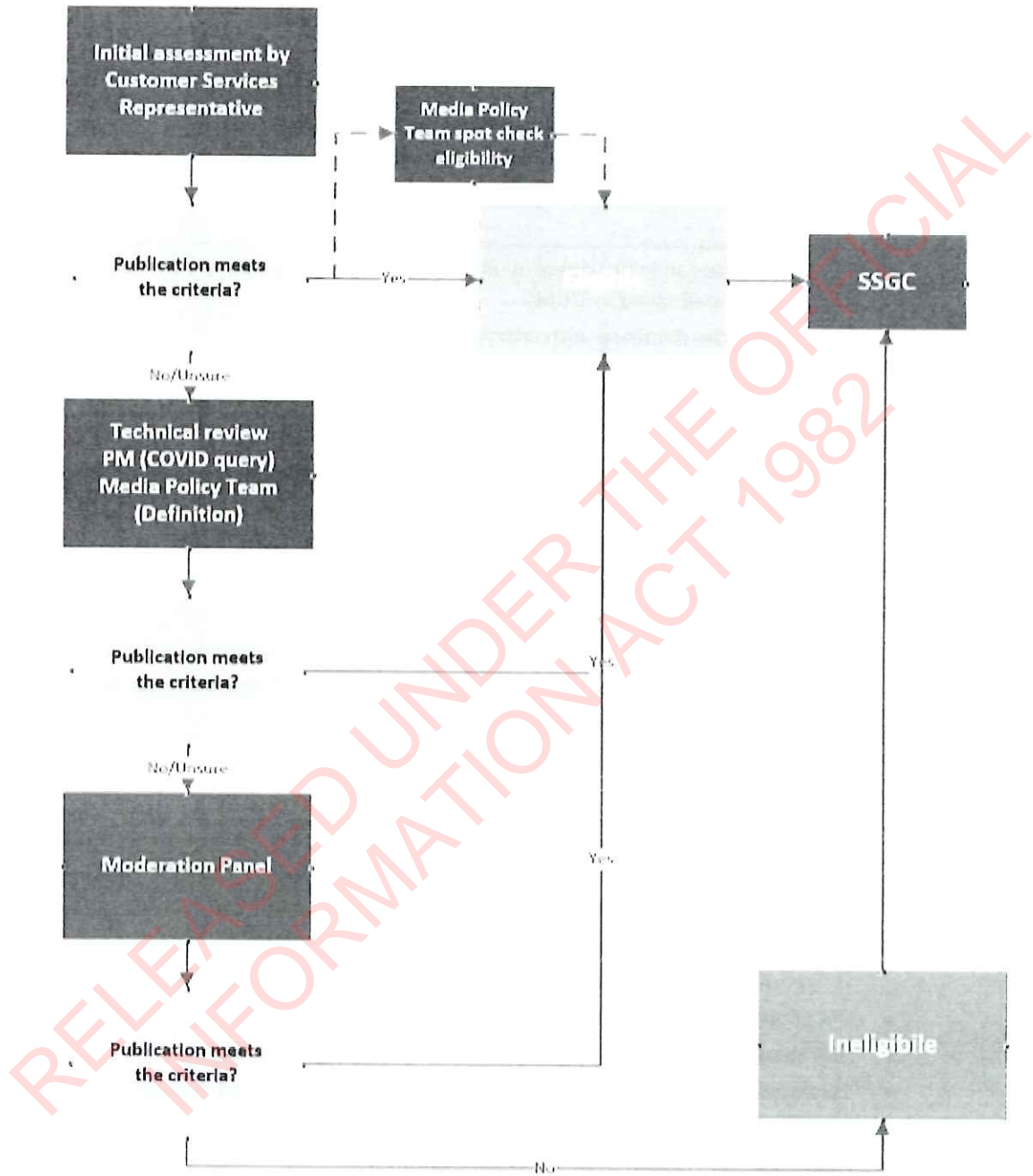


# Useful information and guidance for Publications Initiative

## Roles and Responsibilities

Stage	
<b>Receive</b>	<ul style="list-style-type: none"> <li>• Applicant emails application</li> <li>• Auto response email to applicant</li> <li>• CSR pre-checks that all the parts of the application are complete</li> <li>• CSR records information in the database (which creates a CASE ID)</li> <li>• CSR creates a TRIM folder and saves application</li> <li>• CSR emails the applicant with CASE ID and request missing information if necessary</li> </ul>
<b>Initial Assessment</b>	<ul style="list-style-type: none"> <li>• CSR checks does an initial check of all 5 criteria and emails applicant if clarification is required (email saved in TRIM)</li> <li>• CSR updates the database with criteria</li> <li>• CSR emails Policy in any of the following cases:               <ul style="list-style-type: none"> <li>○ From the initial assessment it isn't clear if the publication meets the definition</li> <li>○ The CSR is concerned the publication may be excluded (based on the exclusion list)</li> <li>○ The CSR has any concerns about the publication's eligibility</li> <li>○ Every 1 title (CASE ID) in 10 for an audit, spot check</li> </ul> </li> </ul>
<b>Technical Assessment</b>	<ul style="list-style-type: none"> <li>• Policy receives the email and checks               <ul style="list-style-type: none"> <li>○ Does the publication meet the definition for the purposes of the initiative?</li> <li>○ Is there any reason the publication would be excluded from the initiative?</li> </ul> </li> <li>• Policy emails CSR with response</li> <li>• CSR records the results in the database and saves the email in TRIM</li> </ul>
<b>Moderation</b>	<ul style="list-style-type: none"> <li>• PM provides moderation team with a report from the database.</li> <li>• Moderation team reviews:               <ul style="list-style-type: none"> <li>○ All those recorded as not eligible</li> <li>○ Queries from CSR about any that do not appear to meet criteria 1,2 and 3</li> <li>○ Queries from Policy about any that do not appear to meet criteria 4 and 5</li> <li>○ Appeals from declines</li> </ul> </li> <li>• PM provides CSR with moderation teams outcomes</li> <li>• CSR records outcomes in database and saves the email in TRIM</li> <li>• <b>Escalation:</b> Any applications that the moderation team are still not clear on are escalated to Programme Manager</li> </ul>
<b>Approval</b>	<ul style="list-style-type: none"> <li>• Final approval – SSGC</li> <li>• Email notification for all approved, requesting invoice</li> <li>• CSR sends declined applicants the outcome letter in email and save it in TRIM</li> </ul>
<b>Payment</b>	<ul style="list-style-type: none"> <li>• Invoice sent by applicant</li> <li>• CSR checks invoice and proof of bank</li> <li>• Information recorded in Excel spreadsheet (peer reviewed)</li> <li>• Bulk payment approval by DCE and forwarded to finance for payment</li> <li>• Finance notify inbox of payment</li> <li>• Applicant sent payment made email and email saved to TRIM</li> </ul>

# Assessment Process



## Initial Assessment

ELIGIBILITY CRITERIA	TEST/EVIDENCE
1. NZ business	a) Wage subsidy b) NZBN c) Companies Office d) Check evidence provided
2. COVID Impact	a) Wage subsidy b) Check evidence provided
3. Not funded under Subscriptions Initiative	Check Subscriptions list
4. Not an excluded publication	Check Exclusion criteria list
5. Meet the definition of MAG or CNP	Check Definition

### Subscription magazines

- Content Limited t/a BusinessDesk
- Doban Media Limited Trans Tasman
- Fourth Estate Holdings (2012) Limited t/a National Business Review
- Front Page Limited / www.politik.co.nz
- Hex Work Limited / The Spinoff
- Kowhai Media Limited, t/a New Zealand Geographic
- Newsroom NZ Limited
- Select Committee News Limited
- Scoop Publishing Limited / Scoop Media

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

## Technical Assessment

ELIGIBILITY CRITERIA	TEST/EVIDENCE
4. Not an excluded publication	Check Exclusion criteria list
5. Meet the definition of MAG or CNP	Check Definition

### Exclusion criteria

- Blogs and social media platforms
- Periodicals produced by or for an organisation that primarily reports on the activities or promotes the interests of the organisation
- Periodicals produced by or for an organisation providing goods or services in which the main goal of the periodical is to promote the sales of the goods or services
- Periodicals produced by or for an organization that promotes the organisation's main business, when it is not periodical publishing
- Professional association periodicals
- Academic publications
- Periodicals produced by or for a government, a Crown Entity, or a government agency
- Periodicals whose editorial content is primarily reproduced or repeated from current or previous issues of the same periodical or other publications
- Loose-leaf periodicals
- Periodicals contained within another publication
- Periodicals with editorial content that is made up of more than 50% of the following, singly or in combination: listings, catalogues, magalogues, directories, guides, financial reports, schedules, calendars, timetables, comic books, cartoons, puzzles, games and horoscopes.

### Definition of a magazine:

- A standalone periodical publication
- Published at least annually
- Containing primarily original content
- Content on a particular subject or aimed at a particular readership.

### Definition of a community newspaper:

- A standalone periodical publication
- Published at least monthly and no more than four times weekly
- Containing primarily original content
- Content focussing on a certain community; geographic, ethnic or other special interest.

Media Package 1 – Publications Initiative

Moderation – Coversheet

Title of the publication		
Type of publication	Community Newspaper / Magazine	
Reason for moderation		
Which eligibility criteria are relevant to this review/discussion? 1. COVID IMPACT 2. NZ BUSINESS STATUS 3. DEFINITION 4. EXCLUSION		
Link to publication online (or screenshot/PDF to be attached) and any other relevant evidence		
Pre-moderation reviewer name		
Pre-moderation reviewer comments	Date of edition	
	Standalone?	
	Frequency	
	Community / Audience	
	Examples of original editorial content	
	Recommendation	
Moderation Outcome <i>(If the outcome is "ineligible" – write this section in a way that can be used when replying to the publication to explain why they are ineligible.)</i>		
Names of moderators and date of moderation panel		

