Cover note

Paper title:	Te Urungi: Innovating Aotearoa - Te Whanganui-a-Tara and online project funding recommendations for approval
Reference:	Contestable Funds Support Package
Meeting:	1 July 2021
Author:	Mike Frew, Principal Adviser, Investment & Outcomes

Purpose

1. This paper seeks your approval of the funding recommendations for project proposals and seed proposals from the Te Urungi: Innovating Aotearoa events that occurred in Te Whanganui-a-Tara Wellington (project) and online (project and seed).

Recommendations

2. It is recommended that you:

    2.1 **Note** that the panel assessed 73 proposals requesting funding of $84,554,946 million from the Te Whanganui-a-Tara and online Te Urungi: Innovating Aotearoa events. The proposals were:

    - 8 seed funding proposals received from the online event.
    - 65 project funding proposals received from both events.

    2.2 **Approve** the recommendation that 12 project funding proposals from Te Urungi events are funded, totalling $6,520,975.

    2.3 **Approve** the recommendation that three seed funding proposals from the online event are funded, totalling $60,000.

    2.4 **Approve** the recommendation that one further seed funding proposal from the online event, totalling $20,000, is funded subject to policy team confirmation of the eligibility status of gaming proposals.

    2.5 **Approve** the recommendation that five project funding proposals from the events are declined project funding and offered seed funding instead, totalling $100,000.

    2.6 **Approve** the recommendation that 53 applications are not funded, with approximate application amounts of $63.3 million.

    2.7 **Note** that in May you approved funding for 11 of 17 Te Whanganui-a-Tara seed funding proposals [SSGC paper dated 18 May 2021].

2.8 **Note** the next steps to be taken following your approval of the funding recommendations.

Background

3. The first Te Urungi: Innovating Aotearoa event was held in Te Whanganui-a-Tara Wellington at Pātaka Museum in Porirua, concluding early May, and the second was held online in mid-May. Ninety teams presented a proposal to the evaluation panel over the two events.

4. The total funding to be allocated through the Innovation Fund is $54 million across three years. A further $6 million supports Manatū Taonga to administer the Fund (including providing support to participants).

5. Te Urungi events have been scheduled from May through December 2021. We have apportioned indicative available funding across the events, based broadly on population. Seed funding is apportioned on an average-per-event basis. Final distribution may differ because it is important that we:

   • Can maintain a consistent funding approach across the country – in line with KPMG probity guidance
   • Support projects with the most potential to achieve the Fund outcomes as those projects emerge.

6. Indicative event funding apportioning is shown in Table One.

   Table one: indicative funding apportioning per event

Event location	Funding available	
	Seed funding [1]	Project funding [2]
Wellington	$200,000	
Online	$200,000	$5,130,638
Christchurch	$200,000	
Dunedin	$200,000	
Invercargill	$200,000	$5,613,301
Hokitika	$200,000	
New Plymouth	$200,000	
Kerikeri	$200,000	$1,988,056
Auckland	$200,000	
Hamilton	$200,000	
Rotorua	$200,000	$14,358,055

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[1] *Seed funding proposals are evaluated after each event*

[2] *Project proposals from two or three events are consolidated into each evaluation round. This allows for more effective moderation across events. Project funding allocation reflects this consolidated evaluation process*

Event location	Funding available	
	Seed funding [1]	Project funding [2]
Gisborne	$200,000	
Napier	$200,000	
Palmerston North	$200,000	$2,749,539
Nelson	$200,000	
Online	$200,000	$2,960,411
Total	**$3,200,000**	**$32,800,000**

7. Design will occur later in 2021 for allocation of the remaining $18 million of innovation funding available after the Te Urungi events.

Summary of proposals received

8. Participants submitted funding proposals by:

- Sharing their project with the evaluation panel at each event (video and audio recordings are available for review later in the evaluation process)
- submitting a plan-on-a-page document, if they were seeking seed funding,
- submitting a project plan in the week following the event, if they were seeking project funding

9. Seventy-three proposals were assessed that led to the recommendations in this paper. Overall, the panel has assessed 90 proposals as a result of these two events. This activity is summarised in Table two.

Table two: summary of all proposals received, and total funding requested

Funding option	Number of proposals	Total funding requested
Seed funding online	8	$180,000
Project funding Te Whanganui-a-Tara and online	65	$84,374,946
Totals	**73**	**$84,554,946**
Seed funding proposals received previously	*17*	*$340,000*
Project funding proposals received previously	*0*	*$0*
All proposals received to date	***90***	***$84,894,946***

Evaluation of proposals

10. The evaluation panel comprises three external voting members with cultural sector (Elise Sterback), innovation (Savannah Petero) and kaupapa Māori (Garry Nicholas) expertise, and the non-voting Manatū Taonga panel chairperson.

11. The evaluation panel reviewed application material commencing mid-May and met in person over 5 days during 3-14 June to complete the assessment and moderation process. Evaluation sessions were attended by all panel members as well as secretariat and panel support provided by the Investment and Outcomes team (I&O).

12. The proposals were assessed by the panel on a consensus basis against the fund purpose, outcomes and evaluation criteria:

Table three: evaluation considerations

Fund outcomes	Proposal evaluation criteria
Sector sustainability and resilience is improved There are more commercial opportunities available for the cultural sector Access and participation is improved Support for the preservation, retention, and transmission of mātauranga Māori.	Context and purpose: why, and for who, is the proposal being developed (30% weighting) Innovation: how the proposal demonstrates new ways of working and/or approaches (30%) Implementation: clarity of how the proposed project will be delivered (30%) Potential: what are the future prospects for transformational change resulting from the project (10%).

13. The evaluation process followed the probity guidance provided by KPMG and was supported by KPMG staff being present for the evaluation. Feedback from KPMG has indicated they are in support of the approach taken.

14. Several substantial proposals addressed the fund outcomes but have not been recommended for funding because either:

- the standard of innovation or fit with the Fund outcomes was low relative to other applications,
- the cost of the project was high relative to potential benefits for the sector, or
- there was not enough funding available to support the project.

Several recommendations to decline come with some reputational risk

15. Some of the significant cultural sector organisations whose proposals were unsuccessful include 9(2)(ba)(i) ███████████████████████ ██ ████████████████████████████████████ who combined requested total funding totalling $27.2 million.

16. Also of note was a proposal for 9(2)(ba)(i) ████████████████████ The project leaders have engaged the Ministry on several occasions and were seeking $200,000 through this Fund. Their proposal did not frame the project as an innovation initiative, so the panel has not recommended it for funding.

17. The I&O team will manage engagement with these entities – including respectfully informing them of the results of their funding proposal.

Summary of funding recommendations

18. Twenty-one projects are recommended for either seed or project funding with a total funding recommendation of $6,700,975.

Table four: summary of funding recommendations

Funding option	Proposals declined	Proposals recommended	Total funding recommended
Seed funding online	4	3	$60,000
Seed funding approved subject to policy confirmation	n/a	1	$20,000
Seed funding resulting from project funding applications	n/a	5	$100,000
Project funding	48	12	$6,520,975
Total recommendations	**52**	**21**	**$6,700,975**
Previous seed funding approvals	*5*	*11*	*$220,000*
Previous project funding approvals	*0*	*0*	*$0*
All recommendations to date	***57***	***32***	***$6,920,975***

19. Adding the 11 seed funding projects approved by SSGC on 18 May brings the total funding recommended across 33 projects for the two events to $6,920,975.

20. Total funding recommendations for Te Whanganui-a-Tara and online exceed the indicative allocation for these locations (see para. 6) by approximately $1.4 million. This is appropriate given the geographic catchment represented through the online event.

Two project funding recommendations exceed $1 million

21. Ten of the twelve projects recommended for funding are for amounts under $600,000. The other two exceed $1 million.

22. The panel recommends that Aotearoa Live Music Recovery Project is offered $2.110 million. The project entails a subsidy for 30 live music venues to develop artist and audience diversity. The panel saw this as a programme of national significance with the ability to make lasting positive changes to live music in Aotearoa - giving them comfort to recommend a significant grant

23. The panel recommends that Taki Rua receive $1.323 million. Their proposal is for large scale contemporary Māori immersive performance experiences to be presented at major festivals. The panel recommended this level of support because the innovation is Māori lead Mātauranga expressed as theatrical experience for mainstream and diverse audiences. It has national scale with international potential.

A proposal for a new gaming genre has tested the fund policy

24. The Steamcore proposal has been recommended for seed funding subject to policy team confirmation that it meets the sector definition being used for the innovation fund, which is 'arts, culture and heritage in any medium'.

25. Steamcore proposes a new gaming genre launched through a "Battle Royale" last-man-standing game. Approval to fund this project will likely set a precedent for Manatū Taonga – opening the door to other gaming proposals and setting a precedent of the Ministry taking an interest in the gaming sector.

Review of Te Urungi processes

26. After the recent Waitaha Canterbury event, the team undertook an internal review of Te Urungi processes and event design. The purpose was to identify easily implemented refinements to improve participant experience, panel member experience or process improvement.

27. The most significant reflection was the need to address the speed at which the panel can reach recommendations. The 90 applications considered to date have required 12 days of panel and I&O time (per person) to complete post-event evaluation and moderation. Reducing this time will speed up the notification process and lower delivery cost. We are considering process improvements and will seek SSGC/Te Kāhui Mataaho approval if significant change is required.

Next steps

28. On your agreement to the funding recommendations, I&O will develop an Aide-memoire to inform the Minister for Arts Culture and Heritage (the Minister) of the outcomes and the approach for progressing funding agreements and payment.

29. Applicants will then be notified of the outcome of their proposals - including funding offers being made to successful participants.

30. The public announcement of the funding outcomes will happen once we have confirmation of acceptance (or decline) of our funding offers. We will share funding outcomes on the Manatū Taonga website and work with the Minister's Office on options for the Minister to make a public announcement.

SECTOR SUPPORT
GOVERNANCE COMMITTEE

Manatū
Taonga
Ministry
for Culture
& Heritage

Appendix One: Funding recommendations by proposal

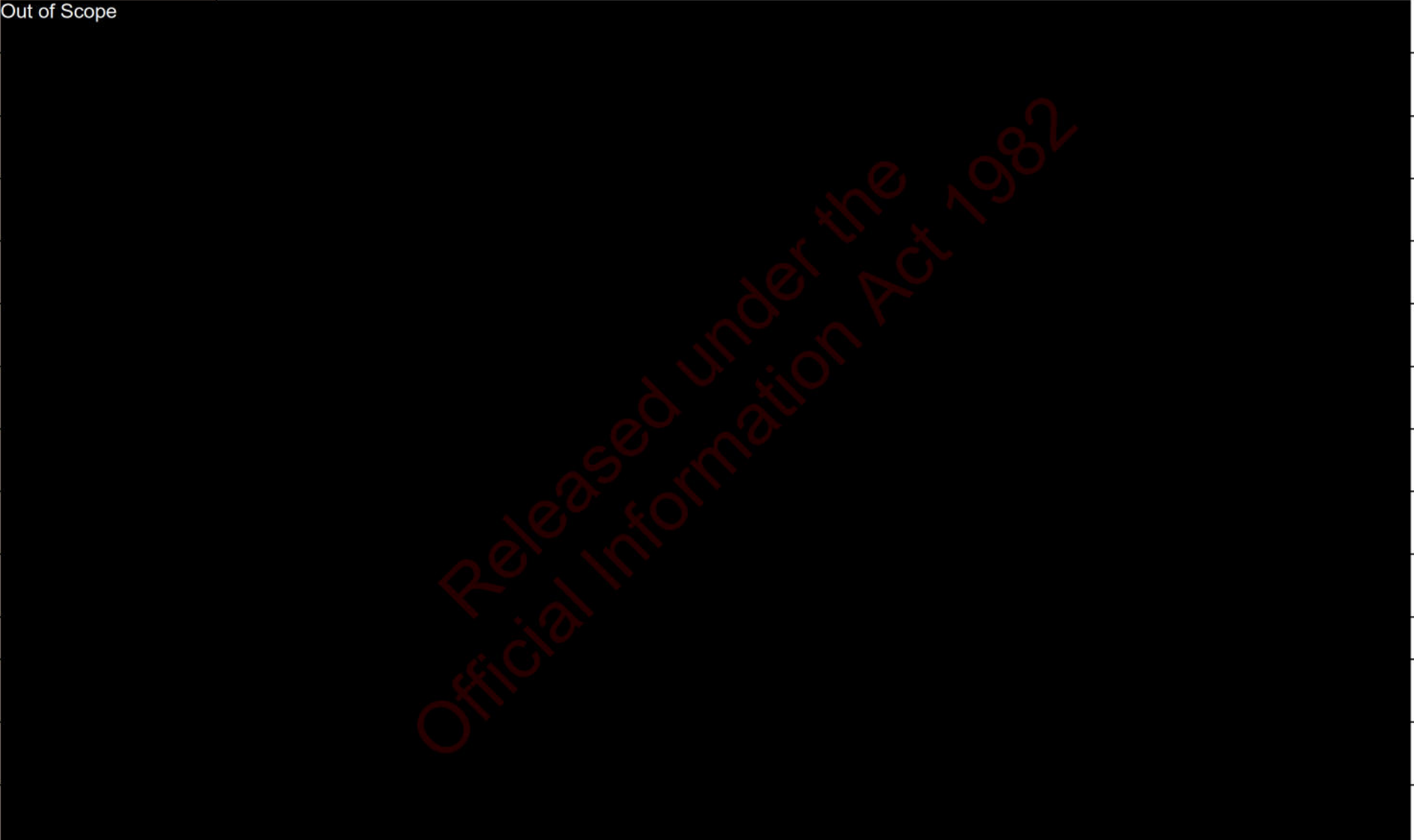*Table 1 – Proposals recommended for funding*

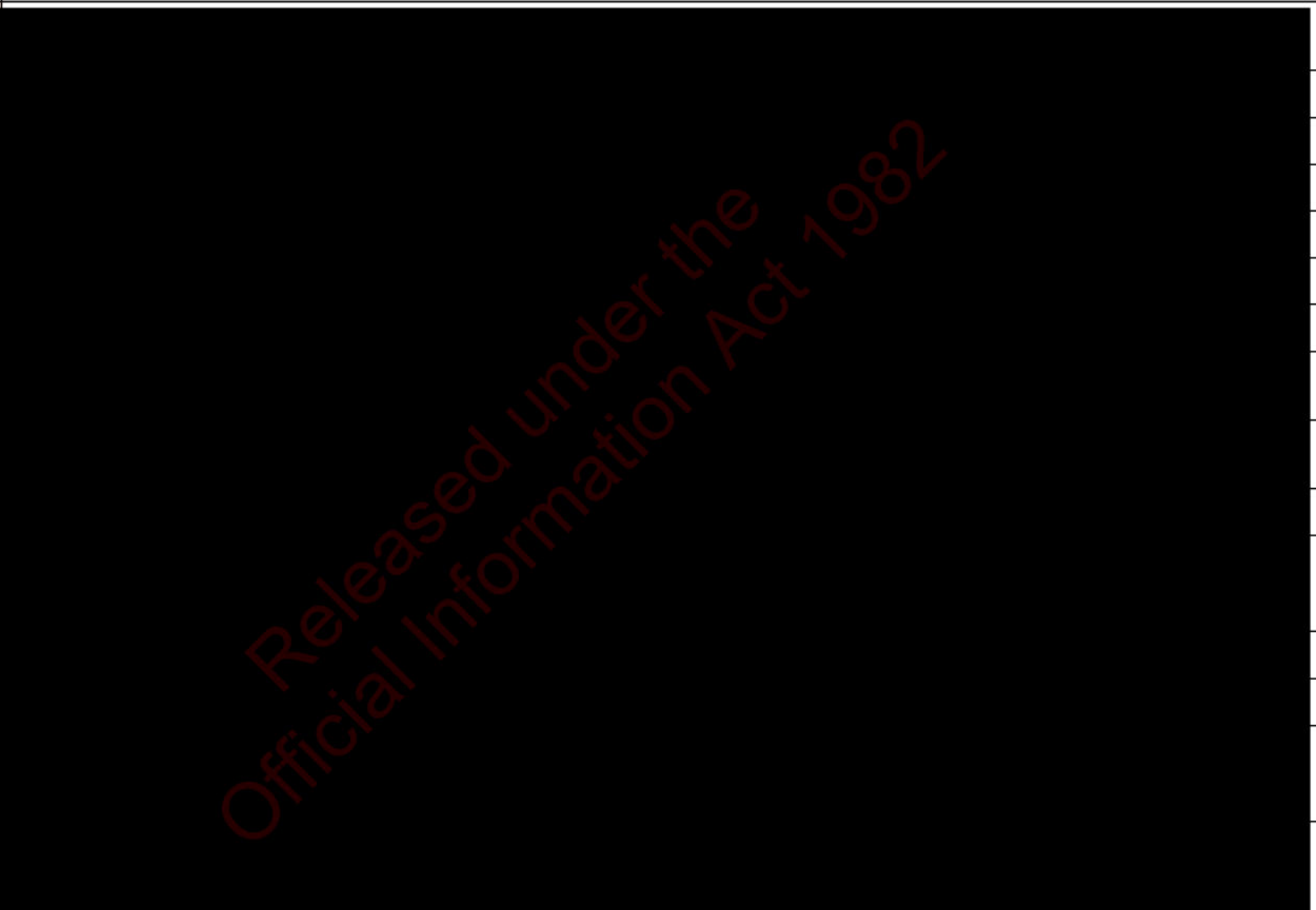| Applicant	Brief description of proposal (adapted from proposal material)	Funding recommended
Seed funding proposals recommended (online only)		
The Village Otepoti	A creative workforce plan lead by Dunedin City Council, that empowers community driven leadership and agency.	$20,000
Steamcore **(subject to policy clarification)**	Genre-launching interactive social gaming experience meant to democratize content creation and esports **(subject to policy clarification)**	$20,000 **(subject to policy clarification)**
Te Ringa Maitai The Hand of Steel	An innovative collaboration between renowned Māori and Pacific Island artists, and Heavy Metal (a Māori owned commercial art foundry) to design and manufacture Māori architectural products for urban designers and architects to incorporate into public and private spaces	$20,000
CCAT	Aotearoa Music Showcase. Focus on Maori/Pacifika, Indie/AH, World/Folk genres. A festival incorporating a musician development programme and national and international markets.	$20,000
Project funding proposals (requesting significantly greater funding) that are recommended for seed funding only (Porirua and online)		
Spiral	Ko Mana Wahine Te Putake - to create new film-making paradigms and practices within a globally oriented, sustainable, unionised and whanau friendly infrastructure. Developing a feature animation of Keri Hulme's The Bone People as a pilot project.	$20,000
Te Wharetoi o Ngati Toa	For the establishment of an iwi based Te Whare Toi ō Ngāti Toa Creative Hub in Porirua.	$20,000
The Grid	Establishment of an immersive digital arts space in Wellington focused on presenting and cultivating digital art in Aotearoa	$20,000
NZMS	Mass digitisation of historical 2 million pages from Aotearoa community newspapers.	$20,000

Applicant	Brief description of proposal (adapted from proposal material)	Funding recommended
Jamn2020 Ltd	To establish a network of whakapapa experts to support young people in the welfare and penal system.	$20,000
Project funding proposals recommended (Porirua and online)		
DOTDOT	An experience builder enabling artists, arts venues, arts organisations and cultural institutions to create their own hybrid and virtual events, allowing them to reach new audiences and drive new revenue streams for their work	$206,965
Aotearoa Live Music Recovery Project	Supporting 30 small to medium music venues with funding to manage artist and audience development that increases diversity in the live music sector. The project will establish an ongoing advocacy function and incentivise both venues and musicians	$2,110,000
Taki Rua Productions	Large-scale contemporary Māori immersive performing arts experiences to be presented at major festivals	$1,323,000
Joel Baxendale - In World	InWorld, a tool that lets anyone, at any level of professionalism, apply app-technology in an interactive context. The platform is a flexible and dynamic creative tool for a wide variety of purposes from arts to educational projects	$227,605
Metia Interactive	Culturally inclusive game technology to explore Matauranga Maori traditions and new cultural concepts. Published as interactive fiction in partnership with education experts, the project entails adapting to VR with spatial reasoning.	$290,000
Wellbeing Unlocked	A suite of tools that helps arts & culture organisations measure understand, increase and articulate their wellbeing impact in order to unlock the value of culture and their assets	$150,000
Rascality	Bringing entertaining, interactive reading experiences to mobile devices for children aged 3-7 years. Giving audiences access to animated stories from Aotearoa writers – where writers are paid and animations are developed for their stories	$300,000
TPW - Māori Pokemon	Pūrākau is a story telling ambition that helps to embed Te Ao Māori content into the environment around us using mixed reality technology inspired by Pokemon Go	$328,405
Atuatanga	A virtual reality experience of connection to Atua, the environment and personal connection. The player has a mission to enter the worlds of the atua, receive their wisdom and learn what needs to be done to restore the natural world	$585,000
Narrative Muse	Digital platform to help Aotearoa audiences find books, movies and TV that reflect intersectionality and gender diversity. To help content producers understand how to serve these underrepresented audiences	$500,000

Applicant	Brief description of proposal (adapted from proposal material)	Funding recommended
NZ Festival of the Arts	A new values-driven ticketing platform, empowering audiences to choose their own ticket price. Enabling those with the means to pay more, and those who can't pay full price to enter at an amount they can afford	$200,000
Public Art Heritage Aotearoa NZ	Database for documenting, protecting, and communicating the value of Aotearoa's remaining 20th Century public art heritage. Forming a national public art forum to connect and support people involved in the public art sector	$300,000

Table 2: Proposals not recommended for funding

Applicant	Brief description of proposal (proposal from application material)
Seed funding proposals not recommended (online only)	
Out of Scope	
Project funding proposals not recommended (Porirua and online)	
Out of Scope	

Applicant	Brief description of proposal (proposal from application material)
Out of Scope	

Applicant	Brief description of proposal (proposal from application material)
Out of Scope	

Applicant	Brief description of proposal (proposal from application material)
Out of Scope	

Document 5

Hon Carmel Sepuloni

Minister for Arts, Culture and Heritage

AIDE MEMOIRE: CULTURAL SECTOR REGENERATION FUND, TE URUNGI: INNOVATING AOTEAROA – APPROVED PROJECT FUNDING FROM PORIRUA AND ONLINE EVENTS

Date:	14 July 2021	**Priority:**	Medium
Security classification:	In Confidence	**Reference:**	AM2021/401
Contact	Jeff Gibson, Programme Director, 9(2)(a)		

Purpose

1   This aide memoire summarises recent funding decisions made by Manatū Taonga related to Te Urungi: Innovating Aotearoa events held in Porirua and online. We informed you of the decision to fund 11 Porirua seed proposals through AM2021/304 in late May 2021. Funding decisions noted in this paper relate to project funding from both events and seed funding from the online event.

20 of 73 funding proposals have been approved

Background

2   Te Tahua Āki Auahatanga, Cultural Sector Innovation Fund provides $54 million in contestable funding over three years to support innovative projects that improve the sustainability and resilience of the sector. Round one is being delivered through a nationwide events series, Te Urungi: Innovating Aotearoa.

3   Te Urungi are facilitated, collaborative, workshop style events designed to harness participants creative energy and innovative spirit. They are aimed at developing bold ideas that enable arts, culture, and heritage to adapt and thrive. Participants at the events can apply for seed funding up to $20,000 to develop an idea or, project funding to implement a proposal.

4   The Porirua and online Te Urungi events were the first of 16 occurring across Aotearoa from May to December 2021. The Porirua event concluded on 2 May 2021 and the online event concluded on 26 May 2021.

Assessment and evaluation

5   Participants presented orally to the evaluation panel. A benefit of the presentation approach was panel members being able to provide immediate feedback to participants. Presentations were recorded and participants also submitted a 'project on a page' for seed funding or a project proposal/business case for project funding.

6   Project proposals from the two events were evaluated together to maintain funding consistency and give consideration to their collective impacts across the country. We will now group project proposals for evaluation after three events.

7   The evaluation panel comprised three external voting members with cultural sector, innovation and kaupapa Māori expertise. We also have a non-voting Manatū Taonga panel chairperson. The proposals were evaluated by the panel on a consensus basis against the fund purpose, outcomes and evaluation criteria:

Table one: evaluation considerations

Fund outcomes	Proposal evaluation criteria
• Sector sustainability and resilience is improved • There are more commercial opportunities available for the cultural sector • Access and participation is improved • Support for the preservation, retention, and transmission of mātauranga Māori.	• **Context and purpose:** why, and for who, is the proposal being developed (30% weighting) • **Innovation:** how the proposal demonstrates new ways of working and/or approaches (30%) • **Implementation:** clarity of how the proposed project will be delivered (30%) • **Potential:** what are the future prospects for transformational change resulting from the project (10%).

8   No conflicts of interest were declared, and the assessment process followed the probity guidance developed with the support of KPMG.

9   The panel considered material from all proposals at moderation meetings in early June. The proposals were evaluated against the assessment criteria and consensus scoring was derived. The panel recommended 20 of the 73 proposals for funding.

10   Of the 73 proposals evaluated, 65 were for project funding from the Porirua and online events, and eight were for seed funding from the online event. The total

funding sought across the 73 proposals was almost $85 million, as summarised in table two.

Table two: summary of all proposals received, and total funding requested

Funding option	Number of proposals	Total funding requested
Seed funding online	8	$160,000
Project funding Porirua and online	65	$84,374,946
Totals	**73**	**$84,534,946**

Recommendations and approvals

11   The panels funding recommendations were approved by Ministry's Sector Support Governance Committee on 6 July 2021. A summary of the funding decisions is provided in table 3.

Table three: summary of funding decisions

Funding option	Proposals declined	Proposals approved	Total funding approved
Seed funding online	4	3[1]	$60,000
Seed funding resulting from project funding proposals	n/a	5	$100,000
Project funding	48	12	$6,520,975
Total	**52**	**20[1]**	**$6,680,975**
Earlier seed funding awarded	6	11	$220,000
All decisions to date	58	31	$6,900,975
Funding available at commencement			$54,000,000
Funding remaining			$47,099,025

12   Five project proposers will be offered seed funding rather than the full project funding which they applied for. Te Urungi participants are made aware that this as a funding option. The panel makes such recommendations for projects that meet the fund objectives but require further development to help ensure success.

13   Detail about each of the proposals that will receive funding is provided in Appendix 1.

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[1] One seed funding proposal is still under consideration

Next steps

14   The Ministry will complete due diligence activities and contact all applicants informing them of the outcomes of their applications by end July 2021.

15   The Ministry will work with your office to explore announcement opportunities related to the outcomes of the Innovation Fund.

Jeff Gibson
Programme Director

Appendix 1: Successful proposals from Te Urungi: Innovating Aotearoa events held in Porirua and online

Table 1 – Proposals approved for funding

Proposal	Brief description of proposal	Funding approved
Seed funding approved (online only, see AM2021/304 for Porirua seed funding)		
The Village Otepoti	A creative workforce plan lead by Dunedin City Council, that empowers community driven leadership and agency.	$20,000
Te Ringa Maitai The Hand of Steel	An innovative collaboration between renowned Māori and Pacific Island artists, and Heavy Metal (a Māori owned commercial art foundry) to design and manufacture Māori architectural products for urban designers and architects to incorporate into public and private spaces	$20,000
CCAT	Aotearoa Music Showcase. Focus on Maori/Pacifika, Indie/AH, World/Folk genres. A festival incorporating a musician development programme and national and international markets.	$20,000
Seed funding resulting from project funding proposals (Porirua and online)		
Spiral	Ko Mana Wahine Te Putake - to create new film-making paradigms and practices within a globally oriented, sustainable, unionised and whanau friendly infrastructure. Developing a feature animation of Keri Hulme's The Bone People as a pilot project.	$20,000
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NZMS	Mass digitisation of historical 2 million pages from Aotearoa community newspapers.	$20,000
Jamn2020 Ltd	To establish a network of whakapapa experts to support young people in the welfare and penal system.	$20,000
Project funding approved (Porirua and online)		
DOTDOT	An experience builder enabling artists, arts venues, arts organisations and cultural institutions to create their own hybrid and virtual events, allowing them to reach new audiences and drive new revenue streams for their work	$206,965
Aotearoa Live Music Recovery Project	Supporting 30 small to medium sized music venues with funding to manage artist and audience development that increases diversity in the live music sector. The project will establish an ongoing advocacy function and incentivise both venues and musicians	$2,110,000
Taki Rua Productions	Large-scale contemporary Māori immersive performing arts experiences to be presented at major festivals	$1,323,000
Joel Baxendale - In World	InWorld, a tool that lets anyone, at any level of professionalism, apply app-technology in an interactive context. The platform is a flexible and dynamic creative tool for a wide variety of purposes from arts to educational projects	$227,605

Proposal	Brief description of proposal	Funding approved
Metia Interactive	Culturally inclusive game technology to explore Matauranga Maori traditions and new cultural concepts. Published as interactive fiction in partnership with education experts, the project entails adapting to VR with spatial reasoning.	$290,000
Wellbeing Unlocked	A suite of tools that helps arts & culture organisations measure understand, increase and articulate their wellbeing impact in order to unlock the value of culture and their assets	$150,000
Rascality	Bringing entertaining, interactive reading experiences to mobile devices for children aged 3-7 years. Giving audiences access to animated stories from Aotearoa writers – where writers are paid and animations are developed for their stories	$300,000
TPW - Māori Pokemon	Pūrākau is a story telling ambition that helps to embed Te Ao Māori content into the environment around us using mixed reality technology inspired by Pokemon Go	$328,405
Atuatanga	A virtual reality experience of connection to Atua, the environment and personal connection. The player has a mission to enter the worlds of the atua, receive their wisdom and learn what needs to be done to restore the natural world	$585,000
Narrative Muse	Digital platform to help Aotearoa audiences find books, movies and TV that reflect intersectionality and gender diversity. To help content producers understand how to serve these underrepresented audiences	$500,000
NZ Festival of the Arts	A new values-driven ticketing platform, empowering audiences to choose their own ticket price. Enabling those with the means to pay more, and those who can't pay full price to enter at an amount they can afford	$200,000
Public Art Heritage Aotearoa NZ	Database for documenting, protecting, and communicating the value of Aotearoa's remaining 20th Century public art heritage. Forming a national public art forum to connect and support people involved in the public art sector	$300,000

Cultural Sector Regeneration Fund

TE TAHUA ĀKI AUAHATANGA | INNOVATION FUND

FUNDING AGREEMENT

(the Agreement)

between

MANATŪ TAONGA

MINISTRY FOR CULTURE AND HERITAGE

and

«TableStart:role_delivery_agent»«client_account_name»«TableEnd:role_delivery_agent»

PARTIES TO THE AGREEMENT

This Agreement is made between:

The Sovereign in right of New Zealand acting by and through the Chief Executive of Manatū Taonga Ministry for Culture and Heritage (the Ministry)

And

«TableStart:role_delivery_agent»«client_account_name», «address_display»«TableEnd:role_delivery_agent» (the Recipient)

BACKGROUND

A.   The Ministry administers the Cultural Sector Regeneration Fund (the Fund). The Fund's aim is to provide support for the cultural sector to create new employment and skill development opportunities, promote innovation and enhance New Zealanders' access to inspiring cultural experiences.

B.   The Ministry has agreed to fund activity agreed between the Parties in Schedule 1 (Agreement Summary). The Ministry will pay the Recipient the amounts recorded in Schedule 2 (Payment Schedule). These payments are the Grant and are the Ministry's contribution towards the Recipient's funded activity.

1.   The Recipient must:

a.   apply the Grant only to delivery of the funded activity set out in Schedule 1 (Agreement Summary)

b.   be accountable for the use of the Grant to the Recipient's members, to any collaborators, and to people or organisations the Recipient represents

c.   advise the Ministry immediately of any changes that could impact on the Recipient's ability to deliver the funded activity - changes will only take effect if the Ministry agrees in writing

d.   set up safeguards for administering the Grant and keep financial records so that the Recipient can show how the Grant was spent

e.   alert the Police and the Ministry immediately if any portion of the Grant is stolen

f.   be honest when applying for funding from any other source for the funded activity – additional funding must not be sought for the same costs to which the Ministry is contributing funding

g.   tell the Ministry immediately if, for any reason, delivery of the funded activity or compliance with this Agreement becomes unviable

h.   meet all requirements set out in this Agreement to the satisfaction of the Ministry and be able to provide full financial and outcomes information about the Grant, and the delivery of the funded activity to the Ministry on request

i.   acknowledge the Ministry in any statement or communication about the funded activity and use the Ministry logo on any promotional material.

2. The Ministry must:

a.   make each payment of the Grant as set out in Schedule 2 (Payment Schedule), providing the Recipient continues to comply with this Agreement

b.   consider any changes the Recipient requests to the Agreement promptly and in good faith - changes will only take effect if the Ministry agrees in writing

c.   keep the Recipient's information secure, in particular, personal or commercial information included in the application – the Ministry must only release it if it is legally required to do so or with the Recipient's written authorisation.

3. Ending this Agreement

a.   This Agreement begins when both Parties have signed it and will continue until the Agreement End Date set out in Schedule 1, unless terminated in accordance with this clause.

b.   This Agreement terminates if:

   i.   the Parties agree in writing, or

   ii.   the Recipient breaches or intends to breach the terms of this Agreement and the matter cannot be resolved to the Ministry's satisfaction

   iii.   the Recipient advises that delivery of the funded activity or compliance with this Agreement has become unviable

   iv.   the Recipient commits fraud or some other criminal offence in relation to the Ministry or the Agreement, including dishonesty in relation to the original application, or has done or does, some other thing that brings the Ministry into disrepute.

c.   If this Agreement terminates, the Ministry may require the Recipient to refund any amount of the Grant that has not yet been spent or has been spent on costs that are not related to the funded activity.

d.   The Ministry's obligations under clause 2c survive the end or termination of this Agreement.

4. **General terms:**

   a. The entire Agreement between the Parties is:

      i. these terms and conditions

      ii. **Schedule 1** (Agreement Summary)

      iii. **Schedule 2** (Payment Schedule)

      iv. **Schedule 3** (Monitoring by the Ministry)

      v. **Schedule 4** (Reporting by the Recipient)

      vi. **Appendix A** (Reporting Requirements)

      vii. **Appendix B** (Copy of the original application)

   b. Where the summary of funded activity in Schedule 1 (Agreement Summary) differs from the application in Appendix B the Summary in Schedule 1 takes precedence.

   c. Rights and obligations under this Agreement cannot be assigned to any other party.

   d. The Ministry is making a conditional Grant to the Recipient. It is not purchasing services. The Recipient is independent and is not a consultant, contractor, or employee of the Ministry. Neither of the Parties is an agent for the other.

   e. Any notice to be given under this Agreement must be in writing and sent to the relevant party's address as set out Schedule 1 (Agreement Summary).

   f. The Recipient retains any intellectual property it held before signing the Agreement, and the Ministry does not own any new intellectual property that is created by the funded activity. If the Ministry asks for permission to reproduce content, images or work from the funded activity for publicity or reporting purposes the Recipient must consider the request in good faith and confirm that it is legally able to give permission.

   g. If there is any dispute about the operation or interpretation of this Agreement, the Parties must discuss it in good faith before taking any other steps.

   h. No party to this Agreement is liable to the other for any breach of its obligations where the breach is caused by an Uncontrollable Event. An Uncontrollable Event is one that the party in breach could not have foreseen and cannot control. For avoidance of doubt, disruption caused by the COVID-19 pandemic is deemed to be an Uncontrollable Event and impacted timeframes must be renegotiated by the Parties in good faith.

i.   Neither Party has any liability to the other, including for breach of this Agreement, other than payment or repayment of the Grant.

j.   This Agreement is governed by New Zealand law.

k.   This Agreement may only be varied with the written agreement of the Ministry and the Recipient.

l.   Nothing in this Agreement confers a benefit on any person who is not a Party and nothing in this Agreement is enforceable by any person who is not a Party.

SIGNATURES

for and on behalf of **MANATŪ TAONGA MINISTRY FOR CULTURE AND HERITAGE**

Name: Paula Dixon

Role: Manager, Investment & Outcomes

Date:

for and on behalf of
«TABLESTART:ROLE_DELIVERY_AGENT»«CLIENT_ACCOUNT_NAME»«TABLEEND:ROLE_DELIVERY_AGENT»

Name:

Role:

Date:

Schedule 1 - Agreement Summary

Agreement details:	
Agreement number:	«project_record_id»
Title:	«project_name»
Funding type:	«udf_type_of_funding_requested»
Description of funded activity (summary of the project):	«project_description»
Delivery location(s):	«TableStart:udc_te_wtaka_kaupapa__project»«udf_district__city» «TableEnd:udc_te_wtaka_kaupapa__project_s»
Agreement start date:	The Agreement commences on the date the Ministry signs this Agreement.
Agreement end date:	«end_date»
Agreement value (GST Excl.):	$«approved_amount»
Fund outcome(s)	To be auto populated from 'new' list in system
Focus discipline(s):	«TableStart:udc_te_wtaka_kaupapa__project»«udf_project_type» «TableEnd:udc_te_wtaka_kaupapa__project_s»
Focus area(s):	To be auto populated from 'new' list in system

Agreement Milestone(s)		
Milestone	**Milestone Description**	**Due date**
«TableStart:task»«task_name»	«task_description»	«contracted_due_date»«TableEnd:task»

Contact Information for Notices		
	The Ministry's Details (Agreement Manager):	**Recipient's Details:**
Contact person:	«udf_contract_manager_name»	«udf_project_key_contact__first_name» «udf_project_key_contact__last_name»

Contact Information for Notices		
	The Ministry's Details (Agreement Manager):	**Recipient's Details:**
Contact phone:	«udf_contract_manager_contact_phone»	«udf_project_key_contact__phone»
Contact email:	«udf_contract_manager_contact_email»	«udf_project_key_contact__email»
Postal address:	Ministry for Culture and Heritage PO Box 5364 Wellington 6140	«key_contact_address_display»

Schedule 2 – Payment Schedule

The Ministry will make payments to the Recipient as outlined in the table below:

Type of payment	Payment conditions	Payment due date	Payment amount (excluding GST)
«TableStart:task_2»«task_name_2»	«task_description_2»	«contracted_due_date_2»	$«contracted_amount» «TableEnd:task_2»

Schedule 3 – Monitoring by the Ministry

The Parties will undertake the following activities to monitor progress against this Agreement:

Identify the required monitoring. Delete any non-relevant monitoring types. **Delete this note.**

Monitoring activity	Purpose	Time and frequency
Progress meeting	Discussion on the progress of the Recipient. Will include discussion of any recent reporting provided by the Recipient, to Manatū Taonga.	As outlined in the Agreement Milestones in Schedule 1
Observing events	Attendance at events or activities by your Ministry Relationship Manager.	As agreed by the Recipient and the Ministry
Relationship meetings	To discuss progress, relationship building, identification of opportunities and risks	As outlined in the Agreement Milestones in Schedule 1
Ad hoc engagement	To facilitate on-going support and risk mitigation.	As requested by the Ministry and/or the Recipient

Schedule 4 – Reporting by the Recipient

As per the indicative templates provided in Appendix A (Reporting requirements), the Recipient will provide the following reports to track progress against this Agreement.

Reports will be distributed to Recipients via the online portal near the due date, with reports to be submitted to the Ministry via the online portal on or before the due date.

*Identify the required reporting. Delete any non-relevant reporting types***. Delete this note.**

Report name	Report purpose	Frequency and Due Date(s)
Progress report	The purpose of this report is to provide an update on the progress of Recipient. As per the template provided in Appendix A.	As outlined in the Agreement Milestones in Schedule 1
Milestone report	The purpose of this report is to provide an update on the progress of the Recipient against the Agreement milestones. As per the template provided in Appendix A.	As outlined in the Agreement Milestones in Schedule 1
Results report	The purpose of this report is to summarise the impact of funded activity and demonstrate their contribution towards achieving the intended funding outcomes. As per the template provided in Appendix A.	As outlined in the Agreement Milestones in Schedule 1
Summary of expenditure	To provide insights of how the funds distributed through this Agreement have been spent. As per the template provided in Appendix A.	As outlined in the Agreement Milestones in Schedule 1
Case study.	To understand the activities undertaken with the distributed funding, celebrate success and evidence the impact on communities and individuals. As per the template provided in Appendix A	As outlined in the Agreement Milestones in Schedule 1

Results reporting – reporting measures

The Recipient will provide the Ministry with results reporting against the measures shown below.

Application Type	Definition
Seed	Has the problem or opportunity been confirmed? Y/N
Seed	Will you be progressing your idea further? Y/N

Appendix A – Reporting Requirements

All reporting will be submitted by the Recipient, via the online portal. The information provided below is indicative of the information requirements and Ministry expectations of the different types of reports, required by this Agreement.

If there are any questions about completing any of these reports, contact your Agreement Manager.

*==Identify the required reporting requirements based on the required reporting outlined in Schedule 4. Delete any non-relevant reporting templates==**==. Delete this note.==***

PROGRESS REPORT – SEED	
The progress report requires the Recipient to upload a progress report to the online portal.	
Progress Report:	
Uploading (to the online portal) the progress report which provides a summary of how well your funded activities went.	
CONTEXT AND PURPOSE (why)	- List any changes to project focus, any changes in people that will benefit from what you agreed with us? - Has the problem or opportunity been confirmed or has this changed? - Any changes to the possible outcomes? - Please provide one impact story, for example the kind of transformation an artist could go through when engaging with your project.
INNOVATION (what)	What will you build and how will it benefit your community in the context of the fund outcomes?
IMPLEMENTATION (how)	What did you do and how did you do it?
POTENTIAL	Has the potential changed?
Document Upload	
Please note that there will be a 50MB limit per document for uploading into the online portal and document titles with special characters, such as macrons or the & symbol) cannot be uploaded.	

PROGRESS REPORT - PROJECT
The progress report requires the Recipient to upload a progress report to the online portal.
Progress Report:

Uploading (to the online portal) the progress report which provides a summary of how well your funded activities went.	
CONTEXT AND PURPOSE (why)	• Who has benefited or who will benefit? • Has the problem or opportunity been confirmed or has this changed? • Any changes to the possible outcomes? • Please provide one impact story, for example the kind of transformation an artist could go through when engaging with your project.
INNOVATION (what)	• Did you build what was intended or did your idea change? • What did you build and how did it benefit your community in the context of the outcomes? • If your project failed, what did you learn?
IMPLEMENTATION (how)	• What did you do and how did you it?
POTENTIAL	• Have you realised any potential? • Have you discovered any new possibilities?

Document Upload

Please note that there will be a 50MB limit per document for uploading into the online portal and document titles with special characters, such as macrons or the & symbol) cannot be uploaded.

RESULTS REPORT		
Result measure		R**ecipient results**
SEED	Has the problem or opportunity been confirmed?	Y/N
SEED	Will you be progressing your idea further?	Y/N

CASE STUDY

The case study will require the Recipient to upload a case study to the online portal.

The case study is to support your Agreement Manager to understand the activities undertaken with the Ministry funding, celebrate success and evidence the impact on communities and individuals.

In building a case study, you may consider describing:

- Your funded activity, or the activity you are spotlighting with this case study
- the challenges and/ or opportunities and/or what success looks like and why
- the impacts on communities or individuals
- your ideas and approach to problem solving and achieving success
- the planning and considerations used achieve the desired results
- key achievements and success
- insights and lessons learnt.

Document Upload

Please note that there will be a 50MB limit per document for uploading into the online portal and document titles with special characters, such as macrons or the & symbol) cannot be uploaded.

MILESTONE REPORT

Milestone:	*(as per Agreement Milestone table in Schedule 1)*

The Milestone report requires the Recipient to document progress against the milestones contained in this funding agreement - updating the status of milestones which are due to be achieved, providing a brief update on the progress towards completing the milestone, and/or confirming if it has been completed

Milestone Progress

When documenting the status of milestones please consider the following details:

If achieved:

- Highlight the progress of the funded activity.
- Highlight any specific lessons learned.
- Summarise key issues and challenges address, if any.

If not achieved:

- Discuss why the Milestone has not been achieved.
- Indicate potential new timeframe for completion.
- Summarise key issues and challenges address addressed, if any. Include any adaptation made to the scope, timeframe, budget.

Document Upload [Available but not required]

Please note that there will be a 50MB limit per document for uploading into the online portal and document titles with special characters, such as macrons or the & symbol) cannot be uploaded.

SUMMARY OF EXPENDITURE REPORT

The Summary of Expenditure Report requires the Recipient to provide an update on their expenditure, against their agreed budget.

This report will support the Agreement Manager to understand the costs of delivering the funded activities and how expenditure is aligned with the budget.

Validation against budget

Via the online portal the Recipient will review and edit each of the budget and provide details on actual expenditure. Where there has been a variance, the Recipient should provide a brief explanation of the reason for the variance.

Document Upload [Available but not required]

The Recipient may attach any receipts or additional budget documents that will provide the Agreement Manager to evidence expenditure and understand any variances.

Please note that there will be a 50MB limit per document for uploading into the online portal and document titles with special characters, such as macrons or the & symbol) cannot be uploaded.

Appendix B – Copy of the application documentation