

Funding Terms and Conditions

With effect from February 2024

The following terms and conditions apply to Asia New Zealand Foundation Te Whītau Tūhono (the Foundation) funding recipients. This includes individual and organisational funding recipients across the Foundation's programmes; Business, Education, Arts, Sports, Track II, Media, Leadership, Entrepreneurship, and Research. For the purposes of this document, funding recipients are referred to as "grantees".

These terms and conditions do not relate to partnerships or arrangements with institutions or commercial operators under a sponsorship agreement.

All grantees must be either a New Zealand citizen or permanent resident.

Information on funding opportunities including eligibility, selection criteria, and application dates are available on the Foundation's website.

GRANTEE RESPONSIBILITIES

Accountability

By signing an Agreement to Provide Funding, the grantee agrees to commit to these terms and conditions. If a grantee does not meet the requirements of the agreement, the Foundation will request that the funding is returned.

The project shall only be undertaken by the grantee named in the Agreement to Provide Funding, with the project limited to what is set out in the agreement. Any changes in the project or in its timing should be agreed in writing with the Foundation.

If any information provided by the grantee in the application is found to be false, the Foundation will request the funding be returned. Similarly, if in the Foundation's opinion, the grantee has not applied the funding for the purpose it was granted, or has not complied with conditions in the agreement, then the Foundation will request the funding to be returned. In these cases, the grantee must return the full amount of the funding immediately upon receiving such a request.

If the grantee withdraws from any programme that is subject to the agreement, that results in the Foundation requiring to be compensated for financial loss, the grantee will be expected to reimburse the full amount of the funding immediately upon receipt of such a request.

Code of Integrity and Conduct - Annex 1

As the grantee will be seen to represent the Foundation while carrying out their project, the Foundation's Code of Integrity and Conduct will apply. Failure to comply may result in immediate termination of the grantee's project and an expectation to return the funds in full.

Photos and videos

Grantees should capture high resolution photos (landscape format, 1000 pixels wide or greater) to illustrate their funded project or experience (video is also useful if available).

Grantees agree that photos taken of them during their funded experience or while attending a Foundation event may be used by the Foundation in presentations and publications and on its media channels.

Keeping in touch

For longer term projects, particularly those offshore, the grantee should keep in touch with the Foundation on a regular basis. This could include regular emails to the Foundation, sharing project updates, and social-media-appropriate photos. Grantees residing offshore will be included in the Foundation's pastoral care cycle.

Sharing your experience

While the project is happening, it's important to share your experiences to demonstrate the work of the Foundation. The grantee is expected to:

- Follow the Foundation on social media (X, Instagram, Facebook, LinkedIn) and tag the Foundation in social media posts.
- Keep the Foundation informed about the progress of the project and provide images and links to websites or social media relating to it.
- If applicable, provide press releases, information about events, invitations to events, reviews, and links to websites, blogs etc.

Engagement with the Foundation and its stakeholders

Agreements to Provide Funding are awarded with the expectation the grantee will participate in Foundation activities and remain engaged with the Foundation. The Foundation asks the grantee to:

- be available for public speaking engagements about the project (to be arranged by the grantee, with contacts in the relevant sector or with the Foundation).
- seek opportunities to share the experience in the form of exhibitions, presentations, conference speeches, publications, and media features.
- contact relevant stakeholders, especially New Zealand diplomatic missions and Leadership Network members (the Foundation can provide introductions).
- apply to the Foundation's Leadership Network if applicable.

Acknowledging Asia New Zealand Foundation support

The Foundation should be acknowledged in any marketing, promotional activities, and published material that is an outcome of or directly associated with the project. For example: advertisements, brochures, and media releases.

Foundation support should also be acknowledged at public events connected with the funding.

The Foundation logo and brand guidelines are available upon request. Promotional material must be submitted to the Foundation for review before printing or publishing, including publishing online. Allow three working days for this.

The Foundation reserves the right to publicise its support. This includes, but is not restricted to, publishing information and photos on the Foundation website, social media, and in print.

INTERNATIONAL TRAVEL

Insurance

Travel insurance is mandatory for Foundation-funded international travel. At a minimum, your travel insurance should be 'comprehensive', providing cover against personal accident, death, medical expenses, emergency repatriation, and personal liability.

If the Foundation is the primary funder of your travel, a copy of the Certificate of Insurance is to be provided to the Foundation before departure.

The Foundation is not responsible or liable to the grantee for any loss, damage, or injury to property or person during the period of travel. Nor is the Foundation responsible for paying medical expenses incurred after the grantee returns to New Zealand.

Safe Travel

Grantees should register travel details at www.safetravel.govt.nz and be aware of relevant travel advice from the New Zealand Ministry of Foreign Affairs and Trade.

Vaccinations

Grantees should ensure they have all the recommended vaccinations for the places of travel. If taking prescribed medications, ensure enough supply for the whole time away, with a letter from a doctor for immigration and customs as necessary.

Visas and passport

It is the grantee's responsibility to secure the appropriate type of visa for travel. Grantees can work with the Foundation on getting the right paperwork needed for visas, e.g. letters of support, but it is not in the Foundation's authority to secure visas. Grantees should ensure a minimum of six months of validity on passports from the time of entry into another country and confirm that a visa will cover the whole period of stay. The Foundation is not responsible for penalties incurred for overstaying visas.

Airfares

Foundation-supported travel covers economy class return airfares between New Zealand and destinations as set out in the Agreement to Provide Funding. If grantees book their own travel, they will be expected to provide copies of receipts.

Scope of Foundation funding

The Foundation will only cover what is outlined in the Agreement to Provide Funding or what was set out in the application for the opportunity.

The Foundation will not cover:

- personal spending and purchase of souvenirs or gifts
- purchase of equipment such as laptops, cameras, mobile phones, etc
- payment to sub-contractors to deliver on the project without prior agreement with the Foundation
- postage or freight of materials and property
- excess baggage
- sightseeing or other leisure activities outside the agreed programme
- phone calls, mobile data, and Wi-fi
- hotel minibar and other additional charges
- private hosting or socialising costs
- accommodation, transport, and other costs outside the Agreement to Provide Funding

Private travel during offshore programmes should be agreed with the Foundation before departure.

Requirement to return to New Zealand

The Foundation reserves the right to postpone or terminate overseas travel opportunities at any time if in its opinion:

- there are significant issues with a programme that have not been resolved
- there is non-compliance with the Agreement to Provide Funding
- health, safety, or wellbeing of the grantee is or may be at risk
- or any other reasons where the Foundation considers postponement or termination to be appropriate.

At all times, the Foundation will maintain clear communication with the grantee should any of these circumstances occur.

PRIVACY

The Foundation collects personal information to use for health and safety purposes and to assess applications. The information collected may be shared with relevant Foundation staff and third parties, such as healthcare providers and New Zealand overseas representative offices to ensure your wellbeing.

Personal information may be sent to third parties in offshore jurisdictions that do not have privacy legislation comparable to that in New Zealand and may not be required to protect the information in a

way that, overall, provides comparable safeguards to the New Zealand Privacy Act. The Foundation will take every effort to keep information secure and only share it for the purposes it was provided.