

Grants Policy

Policy	OTH-GRT: Grants Policy
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1. Introduction

- 1.1. This policy establishes the high level framework by which InternetNZ makes community funding grants.
- 1.2. Community funding grants are made by InternetNZ to further the objects of the Society. In doing so, grant recipients are, through their work, helping to advance our charitable purpose.
- 1.3. This framework is intended to contribute to the community grants project being an effective contributor to achieving the Objects, and to effective management of the risks inherent in any funding programme.
- 1.4. Changes to this policy are made according to the process set out in the Policy Development Policy available at [here](#).

2. Principles for community funding grants

- 2.1. The following overarching principles govern the making of community funding grants:
 - 2.1.1. **Open to all applications:** there is no obstruction against funding of any party except as laid out in the conflict of interest policy and where previous actions or decisions of the applicant require different treatment.
 - 2.1.2. **Criteria driven Decisions:** decisions on funding are made based on the criteria set out for a given funding round.
 - 2.1.3. **Expert input:** where relevant, subject-specific expertise is involved in decision-making (especially in respect of research grants) as laid out in the Grants Committee External Input guidelines in the Community Grants Operations Manual
 - 2.1.4. **Interests are dealt with transparently:** a rigorous conflicts of interest policy is in place and enforced to ensure the probity and public perception of the grants programme.
 - 2.1.5. **Transparency and accountability:** InternetNZ is publicly accountable for its decisions in making community grants, and insists on transparent reporting of grants and the outcomes they deliver.
- 2.2. These overarching principles flow down through all decisions and operational processes associated with the community grants programme.

3. Grants Rounds

- 3.1. There are three standing community funding grants rounds:
 - 3.1.1. **Projects:** to help Internet related community projects be implemented;
 - 3.1.2. **Research:** to help conduct research about or in respect of the Internet;
 - 3.1.3. **Conference attendance:** to help New Zealand Internet community participants attend relevant conferences and events related to the development of the Internet.
- 3.2. The detailed purpose and assessment criteria for each of these standing rounds are detailed in Appendices A, B and C respectively of this policy.
- 3.3. The schedule for the year's Grants Rounds is published as part of the annual Activity Plan.
- 3.4. In addition to the rounds noted in 3.1, there is a capacity to make grants on-demand. On-demand grants can only be made consistent with the purpose and assessment criteria detailed in Appendix D of this policy.

4. Decision-making

- 4.1. Grants applicants follow a two-stage application process for Projects and Research Grants and a one-stage process for Conference Attendance Grants as detailed in the operations manual.
- 4.2. The Grants Committee established by the Council is the primary governing body for the community grants programme. It has responsibility for oversight of the assessment processes for Community Grants funding and makes decisions on these up to a value of \$5k. External assessors and staff may also be involved in assessment in these processes, however recommendations and decisions from assessment processes are the responsibility of the Grants Committee. The committee's powers and responsibilities are set out in the Grants Committee Terms of Reference.
- 4.3. Staff support the committee by screening of applications, through in providing information to the committee, and in working with applicants to assist them in the grant application process. Senior staff may also be involved in assessment of applications, where appropriate and as outlined in the Grants Operations manual, to support the committee and any external assessors in grant application assessments.
- 4.4. The Grants Committee makes decisions on grant funding applications up to a value of \$5k. For amounts over this, the Council is the approval body based on recommendations from the Committee. Staff do not make decisions about funding grants, but are involved as noted in 4.2 and 4.3 above.
- 4.5. InternetNZ will only publish the names and details of applications if those applications for grants are successful. The names of other applicants will remain confidential.
- 4.6. Reports, interviews and blogs related to grants recipients are published on the website. Recipients can make supplementary confidential reports if required.

- 4.7. Staff provide regular reporting to Council on grants status and Council receive updates from staff and the Grant Committee.
- 4.8. Applicants must sign a contract with InternetNZ before being paid granted funds, and the terms of the contract will be enforced without exception by InternetNZ as a matter of policy in a situation of breach.

5. Conflicts of Interest

- 5.1. The Council, the Committee, external assessors and staff involved in assessment of grants applications are bound to disclose and deal appropriately with any conflicts of interest – real or perceived – that arise in the operation of the community funding grants programme according to the general Council Conflicts of Interest policy.
- 5.2. Further context regarding the importance of managing conflicts is set out in the Operations Manual.
- 5.3. To minimise the risk of perceptions of self-dealing, related parties are not normally eligible for community grants funding, including:
 - 5.3.1. members of the Council or of any subsidiary company board
 - 5.3.2. members of staff of InternetNZ or of any subsidiary company
 - 5.3.3. contractors who have a recent and significant contracting relationship with InternetNZ.
 - 5.3.4. strategic partner organisations or applications from individuals representing strategic partner organisations.
- 5.4. On occasion, there is interaction between InternetNZ's operational activities and the grants programme. The Grants Committee and the Council will discount (but not disqualify) an application where the applicant has sought funding from InternetNZ through other paths and where such funding has not been provided.
- 5.5. Grant recipients who have received two community grants over the previous two financial years may be excluded from eligibility for a community grants, by decision of the Grants Committee.

6. Related policies and documents

- 6.1. Grant Committee Terms of Reference is a public document and is available [here](#).
- 6.2. InternetNZ [Council Conflicts of Interest policy](#)
- 6.3. The operation of the community grants funding system is detailed in an Operations Manual. The Manual is a public document and is available [here](#).

- 6.4. Weighting and thresholds for assessment criteria will be determined by the Grants Committee, and are described in the Grants Operations Manual.
- 6.5. The Grants Committee External Input guidelines, related to where relevant, subject-specific expertise is involved in decision-making (especially in respect of research grants) are available in the Operations Manual.
- 6.6. There is also a Grants Conflict of Interest guidelines in the Operations Manual which outlines examples and approaches to implementation.

Appendix A: Community Projects Grant

Purpose

The purpose of the Community Projects Grants are to provide financial support for community-led projects which will extend the availability, use and benefit of the Internet and its associated technologies and applications in New Zealand including:

- Projects which support more widely available access to the Internet.
- Projects which deliver greater and/or better use of the Internet.

Decision Criteria

Applications which are complete and align to InternetNZ objects are then assessed against the Assessment Criteria:

a. Alignment with Purpose

This criterion relates to the extent to which the project is aligned with the Project Grants purpose and related community goals and objectives. Applicants are asked to:

- Explain how the project matches the InternetNZ purpose for the community grants round.
- Identify any engagement within the community relevant to this project and explain how this project can help address community goals and objectives.

b. Potential Benefit

With this criterion, the committee is assessing the outcomes and potential benefit of the projects, including value for money. Applicants are asked to:

- Give an indication of the expected project outcomes and the impact of those outcomes.
- Identify any potential benefits to communities, disadvantaged groups or segments of the population (government, business, users, etc).
- Identify how and to what extent this is addressing community needs and how those have been clearly identified.
- Identify the project's relationship to any other related projects.
- Describe what makes this project different or innovative.
- Identify the project's ongoing commitment and viability, if any.

c. Likelihood of Success

With this criterion, the committee is trying to understand the likelihood of the project being successfully completed, towards delivering the outcomes and benefits intended. Applicants are asked to:

- Show clearly how this project will be implemented.
- Outline your approach and management of any ethical considerations.
- Provide evidence of the commitment of others, especially involved or affected groups or communities, including any co-funding or in-kind backing from others and what commitment exists.
- Where possible, describe the experience of the people applying, i.e. a successful track record of implementing projects of this kind.
- State what qualifications the applicants have that are relevant to the requirements of the project.

Frequency

Annual, timed to coincide with NetHui or other community engagement event, where possible.

Other matters

There is no amount limit for applications but value for money is considered in the criteria. InternetNZ reserves the right to offer partial funding and/or where an amount over \$25,000 is being applied for, applicants may be required to provide additional information and meet with InternetNZ during the assessment process.

The Assessment Committee reserves the right to take into account any concentration of proposals as part of its final recommendations to the InternetNZ Council. The committee may decide to adjust the ranking list among comparably scored proposals to achieve this balance. A clear decision trail will be visible on any occasion where this proves necessary.

Appendix B:

Internet Research Grants

Purpose

The purpose of Internet Research Grants are to help fund individuals or organisations conducting research projects focused on Internet topics and issues. The Internet Research Community Grant Round purpose seeks to support community research which:

- Can inform the development of the Internet in New Zealand and/or the availability, use and benefit of the Internet for New Zealanders.
- Can support the development of the Internet research community in New Zealand and researchers working on New Zealand Internet topics and issues.

Decision Criteria

Applications which are complete and align to InternetNZ objects are then assessed against the Assessment Criteria:

a. Alignment with Purpose

This criterion relates to the extent to which the research project is aligned with the InternetNZ Internet Research Community Grant purpose and related community goals and objectives. Applicants are asked to:

- Explain how this research project matches the InternetNZ purpose for the community grants round.
- Identify any engagement within the community relevant to this research, including the research community, and where applicable give an indication how this research can help address community goals and objectives.

b. Potential Benefit

With this criterion, the committee is assessing the outcomes and potential benefit of the research projects, including value for money. Applicants are asked to:

- Give an indication of the expected research outcomes and the impact/use of those outcomes.
- Identify any potential benefits to communities, disadvantaged groups or segments of the population, including to the research community and/or broader Internet community (government, business, users, etc).
- Identify how and to what extent this is addressing research needs that have been clearly identified.
- Identify the research project's relationship to other existing research projects in New Zealand or internationally.
- Describe what makes this research project different or innovative.

- Identify the research project's ongoing commitment and viability, if any.

c. Likelihood of Success

With this criterion, the committee is trying to understand the likelihood of the research project being successfully completed, towards delivering the outcomes and benefits intended. Applicants are asked to:

- Show clearly how this research will be implemented.
- Outline your approach and management of ethical considerations.
- Provide evidence of the commitment of others, especially involved or affected groups or communities, including any co-funding or in-kind backing from others and what commitment exists.
- Where possible, describe the experience of the people applying, i.e. a successful track record of implementing research projects of this kind.
- State what qualifications the applicants have that is relevant to the requirements of the research project.

Frequency

Annual. Timed to coincide with a New Zealand Internet Research Forum event or other Internet research related event, where possible.

Other matters

There is no amount limit for applications but value for money is considered in the criteria. InternetNZ reserves the right to offer partial funding and/or where an amount over \$25,000 is being applied for, applicants may be required to provide additional information and meet with InternetNZ during the assessment process.

The Assessment Committee reserves the right to take into account any concentration of proposals as part of its final recommendations to the InternetNZ Council. The committee may decide to adjust the ranking list among comparably scored proposals to achieve this balance. A clear decision trail will be visible on any occasion where this proves necessary.

Appendix C:

Conference Attendance Grants

Purpose

The purpose of the Conference Attendance Community Grants is to help the New Zealand Internet community participate in relevant conferences and events related to the development of the Internet. The grants are intended to assist the successful applicants to:

- Engage in the shaping of the future of the Internet for New Zealand, both domestically and internationally.
- Gain expertise and experience which will benefit the New Zealand Internet Community and the development of the Internet in New Zealand.

Decision Criteria

a. Alignment with Purpose

This criterion relates to the extent to which the conference attendance is aligned with the Community Grant purpose and related community goals and objectives. Applicants are asked to:

- Explain how this conference or event and your proposed attendance matches the InternetNZ purpose for the conference attendance round as described above.
- The conference subject matter must be demonstrated to be of relevance to InternetNZ in terms of achieving its Objects noting that InternetNZ will from time to time establish priorities to ensure it maintains an appropriate spread of focus.
- Identify any engagement within the community relevant to this conference attendance, and where applicable give an indication how this attendance can help address community goals and objectives.

b. Potential Benefit

With this criterion, the committee is assessing the outcomes and potential benefit of the conference attendance, including value for money. Applicants are asked to:

- Give an indication of the expected outcomes of attendance and the benefits of these outcomes. Specificity as to the proposed outcomes and benefit of your attendance at the conference (for example, being a confirmed speaker at conference, opportunity to enhance research, publication of articles, proposed follow-up engagement in New Zealand etc) is valued – for example saying your attendance will help develop and maintain relationships internationally may well not score highly relative to others.
- Identify any potential benefits to communities, disadvantaged groups or segments of the population, including to the Internet community or specific sectors (government, business, users, etc).

c. Likelihood of Success

With this criterion, the committee is trying to understand the likelihood of the conference attendance successfully delivering the outcomes and benefits intended. Applicants are asked to:

- Provide evidence of the commitment of others, especially involved or affected groups or communities, including any co-funding or in-kind backing from others and what commitment exists.
- Outline the experience of the people applying and how it will contribute to the benefits described from the conference attendance proposed.
- State what qualifications the applicants have relevant to the conference attendance proposed.
- Note: It is preferred that the attendee have appropriate expertise in the area concerned but the opportunity will also be taken to grow and develop both the level of expertise and the number of people with that expertise in NZ.

Frequency

Twice a year. Timed to coincide with the projects and research grant rounds, where possible.

Other matters

There is no limit for applications but value for money is considered in the criteria and InternetNZ reserves the right to offer partial funding.

Appendix D: On-demand Grants

Purpose

To provide exceptional support of up to \$5k to the Internet community in a community projects, Internet research or conference attendance grant, which due to issues of timing cannot be assessed through the community grants rounds.

Decision Criteria

In order to apply for an on-demand grant, applicants must contact InternetNZ staff directly and their enquiry is assessed to see if the timing of their application cannot be assessed as part of the planned grants rounds.

If staff are satisfied that there is a reason outside of the applicants control which means the application cannot be considered as part of a grants round, then the appropriate application form for the type of grant is given to the applicant to complete.

Criteria for the type of grant sought (project, research or conference attendance) is then used, with applications assessed and then compared to the most recent round of that type of grant as information to support the Grants Committee in a decision.

Frequency

As required.