

Frequently Asked Questions

Capability Fund

Here are answers to some questions we've been asked or anticipate about the Capability Fund. Full details about the [Capability Fund](#) are on our website.

Have a read through and, if you have a question that isn't answered here, on our website or in our funding guidelines, email us at capability@creativenz.govt.nz

You'll find answers to questions about the full 12-month investment programme in these [Frequently Asked Questions](#), also on our website.

1. What is the maximum amount we can apply for via the Capability Fund? Is it the same amount if we're making a joint application?

- You can apply for up to \$30,000 plus GST towards a project for the Capability Fund, regardless of whether you are applying as an individual eligible organisation or as a joint applicant with another eligible organisation.

2. How often can I apply to the Capability Fund?

- You can only apply once, including if you are part of a joint application with another eligible organisation. You can submit this application any time **before 1pm on 16 October 2020**. Submitted applications will be processed in three batches, as follows:

Application submitted by:	Result notified by:
1pm on 18 September 2020	9 October 2020
1pm on 2 October 2020	23 October 2020
1pm on 16 October 2020	13 November 2020

3. Can you offer us advice about specialists or experts who could help us deliver our project?

- Yes. We can suggest consultants who have experience and expertise in specific areas. We will consult with our colleagues to try to identify the best options to suit your organisation and project. We also encourage you to do your own research and note that the final decision regarding the selection of providers is your responsibility. Email us for more information at capability@creativenz.govt.nz
- You can nominate any provider but your application must include proposals or quotes if you are using external consultants or providers in your project (refer 'Support Material for People' section of your application).
- You'll find a list of Government-approved consultancy service providers on the Government's [Procurement website](#)

4. Can we undertake aspects of the project internally (for example, re-deploy staff or extend an existing contract)?

- For this to be considered, you'll need to show us that this is the most effective way to achieve the change you are looking for and the best long-term outcome. Please note that business as usual activities, an extension of activities already being delivered by your organisation or the hiring of new permanent staff are not eligible costs.
- You must also provide information about yourself and other key people involved in your project under the 'Who: the people' section of your application.

5. Do we need our governing Board to support for our project?

- Yes. You must provide a letter or email from your organisation's Board supporting your capability project(s) (refer Support Material for Idea section of your application).

6. How do I report on my grant for the Capability Fund?

- Successful organisations are required to submit a project completion report 12 weeks after the completion of their project.

7. What is the difference between the Adaptation and Capability funds? How do I know which I should apply for? (updated 21 September)

- The Capability Fund supports organisations to address immediate organisational needs and to help stabilise and increase the sustainability of their businesses in response to the impacts of the COVID-19 environment. It's available to organisations in both the Toi Tōtara Haemata and Toi Uru Kahikatea programmes as well as organisations who submitted an Expression of Interest to the suspended Te Puāwaitanga programme.
- The Adaptation Fund is designed to support transformation or significant development to an organisation's business model and/or artistic practice and is available to organisations in the Toi Tōtara Haemata and Toi Uru Kahikatea programmes as well as organisations who submitted an 'expression of interest' to the suspended Te Puāwaitanga programme.
- We encourage you to discuss your proposal with the Capability team before submitting your application. Please contact capability@creativenz.govt.nz

8. Can I apply to both the Adaptation and Capability Funds? (updated 21 September)

- Yes, if you are an organisation in the Toi Tōtara Haemata or Toi Uru Kahikatea programmes, or an organisation who submitted an 'expression of interest' to the suspended Te Puāwaitanga programme. You can apply to both the Adaptation and the Capability Funds providing it is not for the same project or part of the project. If you apply to both funds for different projects we will consider whether your organisation has the capacity to successfully deliver both as part of the decision-making process.

9. Can we collaborate on a project with other organisations?

- Yes. Under the 'Idea' section of your application, you need to outline the impact of COVID-19 on each organisation, as well as the relevance and benefit of the partnership approach to both or all parties.

- Only organisations in the Toi Tōtara Haemata or Toi Uru Kahikatea programmes, and organisations who submitted an Expression of Interest to the suspended Te Puāwaitanga programme, are eligible to **apply** (but your application might include an organisation that is not eligible to apply).
- Only one application can be submitted by an eligible organisation. If you are partnering with another eligible organisation, the application will qualify as the only application either of you can make.

10. Will my lead adviser provide advice on my application?

- The Capability team will be your first point of contact. If you are an organisation in the Toi Tōtara Haemata and Toi Uru Kahikatea programmes they will update your lead adviser and include them in any meetings to discuss potential projects to ensure we are offering joined up advice. The Capability team is also available to discuss proposals and meet with organisations who submitted an Expression of Interest to the suspended Te Puāwaitanga programme.

11. We have multiple projects that we would like to apply for. Are we able to apply for all of these within one Capability Fund application, if it is within the \$30,000? (updated 21 September)

- We're asking applicants to focus on **one project** via the Capability Fund to ensure the focus is on a specific area of need. You can also consider applying to the Adaptation Fund, as it can include capability support, if that capability support is an aspect of, or directly supports the wider Adaptation project.

12. The Capability Fund has three closing dates. Is the funding distributed on a first-come, first-served basis? Would we be disadvantaged to come into the second or third round? (added 7 September)

- No, all applications will be treated consistently regardless of which round you apply to and will have an equal chance. If you think you need more time to develop your project we suggest you submit an application by the second or third closing date.

13. Is the Capability Fund a one-off, or is it going to be offered again next year? (added 7 September)

We don't have any current plans for further rounds, but we'll let you know if that changes.

14. Regarding fixed-term/contract roles or project-based consultancy roles, we don't know who will be in those roles but we know what expertise we want. Should we include a job description in our application? (added 21 September)

- If you don't yet have confirmed contractors in place then you should include an outline of the roles or expertise you wish to contract as support material – you don't need to include a full job description. Please identify the people internally who will be leading this project and include that information in the 'Who: the people' section of your application.