

Ara Foundation – guidance for applicants

The Ara Foundation website (www.arafoundation.co.nz) contains information on the opening and closing dates for grant rounds.

Before commencing an application, review the information on <https://arafoundation.co.nz/grants/>.

Length of applications

Applications are made in writing and should aim to be limited to around 600 words in length. Applications can contain appendices if needed.

Submitting an application

Once complete, applications should be sent to office@arafoundation.co.nz in the appropriate grant round timeframe, along with the required letters of support.

Applications may be considered outside of the usual rounds, if urgent. Contact office@arafoundation.co.nz to discuss applying outside the standard timeframes.

Content of applications

At a minimum, applications must include an outline of:

- what the project/proposal is and its purpose
- the project/proposal's planned outcomes
- what the benefits of the project/proposal are to Ara and the individual applicant
- the proposed detailed budget (including any co-funding already secured or being sought elsewhere)
- how the project/proposal will be successfully delivered.

In addition, staff applications must include a letter of support from the CE of Ara Institute of Canterbury, while student applications must include a letter of support from the Faculty Dean.

Applications will be returned to applicants if they do not cover the above.

Student applications

Students must also include information in their application that outlines how their proposal/project meets the Ara Foundation's objectives and responsibilities. These include:

- To promote and support the general educational purposes and activities of the Polytechnic
- To improve the educational facilities of the polytechnic

- To provide financial assistance (including the provision of scholarships and bursaries) to students of the Polytechnic on such conditions (if any) as they deem appropriate
- To support student educational activities of the polytechnic
- To support staff education and development projects of the Polytechnic
- To support innovative educational projects undertaken by staff of the polytechnic
- To support any other educational enterprise.

Applications do not have to meet every aspect listed above, but should strive to meet at least two. If the application does not meet at least two aspects, applicants are likely to either:

- have their application declined outright
- have their application approved with one or more conditions
- receive a further request for information from the Foundation for this information

Staff applications

Staff must also include information on the above, as well as demonstrate how their application meets one or more of the current strategic focus areas of Ara and aligns with Vision 2030.

The Foundation's decision process

The Foundation will consider the above criteria when making a decision on the application.

To help the Foundation adequately consider an application, it should cover the criteria outlined above, and be written clearly and succinctly – avoid jargon, unnecessary detail and technical language, and spell out any acronyms the first time they are used.

Note that the Foundation will not fund any requests for merchandise to support a project – i.e. t-shirts, hats, badges, etc.

In addition, if seeking funding for a recurring initiative, applications must outline a strategy that demonstrates how the initiative will achieve self-sufficiency, develop industry partnerships or sponsorships, and/or secure alternative funding.

In making a decision on an application, the Foundation may:

- decline an application, but note its shortcomings in feedback to the applicant with an invitation to re-submit in the next round
- pause consideration and seek more information from the applicant before making a final decision
- approve the application subject to one or more conditions being met – this could include specific information on some aspects of the application, reporting requirements, clarified timeframes, etc.
- approve aspects of an application rather than the full requested budget/scope if only part of the application meets the criteria above
- approve the application as submitted.

Template

A sample template is provided on the next page as a guide for applicants.

EXAMPLE TEMPLATE – ARA FOUNDATION GRANT APPLICATION

Name of project/proposal: [enter project name]

Name of applicant: [enter applicant name and relevant Ara department]

Project/proposal purpose:

[succinctly outline what the project is, why an application is needed, what the timeframes are, and its objectives]

Project/proposal outcomes:

[clearly describe the outcomes sought by the project – these outcomes must be relevant to the Foundation’s purpose, measurable, and achievable within the project timeframe]

Evidence of ability to deliver:

[The Foundation needs to be confident that the project/proposal can be delivered. Provide information here that illustrates this – this may be past projects of a similar magnitude that you have successfully delivered, or might be covered in the letter(s) of support that are submitted with the application]

Project/proposal benefits:

[clearly describe what the benefits are of the project/proposal, bearing in mind the Foundation’s purpose, to both Ara and the applicant(s) themselves. If the application is part of an industry/community partnership, be sure to note this and how the funding will continue to support this collaboration]

Budget:

[outline here:]

- The exact amount of funding is sought (or as close an estimate as possible)
- What exactly the funding will be used for – i.e. a breakdown of where the money will go
- What efforts have been made to try and gain funding from other channels or avenues – this will show the Foundation that you are serious about the application and have put effort into other ways to find the funding needed
- If part funding has already been received elsewhere, state this.

Description of how application meets the Ara Foundation’s purpose and responsibilities:

[describe succinctly how the application meets at least two of the Foundation’s objectives and responsibilities as outlined above and on the Ara Foundation website. If the application meets more than two, ensure this is referenced. The more it meets, the greater the chances are that the application will be approved].

[for staff applications only, outline how the application meets at least one of Ara’s current areas of focus and aligns with Vision 2030]

Letters of support

[outline who the letters of support that are attached to the application are from]