**Ethnic Communities Covid-19 Vaccination Uptake Fund
Guide to Apply**

This guide is here to assist you with your application. The application form is online and can be found at [Community Advice and Grants](https://communityadviceandgrants.dia.govt.nz/user_sessions/new).

For more information on Ethnic Communities COVID-19 Vaccine Uptake Fund, please visit the Ministry for Ethnic Communities website: [Ethnic Communities COVID-19 Vaccine Uptake Fund](https://www.ethniccommunities.govt.nz/our-programmes/ethnic-communities-covid-19-vaccine-uptake-fund/) or see our [FAQ’s](https://www.ethniccommunities.govt.nz/our-programmes/ethnic-communities-covid-19-vaccine-uptake-fund/questions-about-the-fund/frequently-asked-questions/)

Below we have set out the various steps in the application process. We have also listed all the information you will need to provide so you can have everything ready before you apply.

**Step 1: Logging in**

**Login with RealMe**

Log in to [Community Advice and Grants](https://communityadviceandgrants.dia.govt.nz/user_sessions/new) using your RealMe account. If you don’t have a RealMe account, you can register [here](https://www.realme.govt.nz/).

**Step 2: Creating your Application**

**Create Application**

Click on “Create a Request”.

**Choose whether you are applying as an individual or on behalf of a Community Group/Organisation**

You will see two lists. Select “Ethnic Communities Covid-19 Vaccination Uptake Fund” under the relevant list.

If you are applying as a Community Group/Organisation and the fund doesn’t appear in that list it means your Community Group/Organisation is not yet registered. To register click on the link provided.

**Step 3: Filling in the form**

There are a number of sections to fill in. This guidance sets out what is needed at each stage.

**Confirm Applicant Details**If you are applying on behalf of a Community Group/Organisation you will see your organisation email address, bank account number and GST status. If the details are correct confirm them. If something needs changing you can edit them.

If you are applying as an individual, you will need to provide proof of bank account by uploading a bank statement/bank slip.

**Request Details**

**What ethnic community/communities will benefit from this project?**(Select African, Asian, Continental European, Latin American, Middle Eastern)

**Specific ethnic community:**(Enter specific ethnic community) **Number of people you expect will help/volunteer in your event/project?** (Select less than 5, 5-10, more than 10) **Support Required***Upload any supplementary information about your event/project in the Supporting Documentation section below*

**Event/Project Name:** (Enter the name of your event/project)

**Event/Project Region:** (Enter the region of your event/project)

**Event/Project Location:** (Enter the location of your event/project)

**Event/Project Start Date:** (Select the date of your event or the start date of your project)

**Summary Description:** (Tell us about your event/project)

**Number of people expected to participate in your event/project?** (Select less than 50, 50 to 100, 101-200, more than 200)

**How many people do you expect to vaccinate?** (Enter number)

**Delivery Timeline:** (Provide specific dates for your event/events)

*Project to be completed from six weeks of when the application is approved*

**This project will include:** (Select vaccination clinic (i.e. the District Health Board/nurses will be on site to vaccinate people), vaccination educational event, vaccination campaign or other. If “other” is selected a box will appear so details can be added)

**Funding Requested**

In this section please give a detailed cost breakdown of venue, catering, transport, interpreter/translation, wellbeing support and koha. Please note applications will not be submitted for panel evaluation unless detailed information is provided. There is a $20,000 limit per application.

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| Venue *for vaccination and community hui to address vaccine hesitancy* **Venue Brief Description:** (Enter the venue name and give a brief description)**Venue Costs:** (Enter total venue cost) |
| *Catering Such as providing snacks, light meals and non-alcoholic beverages* **Catering Brief Description:** (Enter details on the catering)**Catering Costs:** (Enter total catering cost) |
| *Transport Costs to cover costs such as hiring a vehicle to get rural or isolated ethnic community members to vaccination centres* **Transport Brief Description:** (Enter details of transport you plan to provide)**Transport Costs:** (Enter total transport costs) |
| *Interpreter Services/Translation of Official Information Interpreters to assist with community language barriers and/or translations of hard copy or e-copy material of official information***Interpreter / Translation Brief Description:** (Enter details of interpreters/translation)**Interpreter / Translation Costs:** (Enter total interpreter/translation costs) |
| *Wellbeing Support To help with those who are psychologically afraid of needles* **Wellbeing Support Brief Description:** (Enter details of wellbeing support)**Wellbeing Support Costs:** (Enter total wellbeing support cost) |
| *Koha/Other Koha is a modest contribution for volunteers or operational support, appreciating their commitment and effort to make the event a success. For example, a mobile phone top up voucher or petrol voucher for transportation etc.***Koha / Other Brief Description:** (Enter details of Koha)**Koha / Other Costs:** (Enter total Koha cost) |
| **Total funding requested:** (This field will automatically populate)*Give a detailed cost breakdown of you event***Detailed cost breakdown:** (Enter a detailed cost breakdown of your event/project including venue, catering, transport, interpreter / translation, wellbeing support and koha) |

**Amount Requested**

**What is the total amount you are requesting?** (Enter total funding request – please note there is a $20,000 limit per application)

**Supporting Documentation**

*Upload any supplementary information about your event / project, and any additional information that may support your application Upload bank account verification documentation to your organisation profile*

**Terms and Conditions / Declaration and Consent**

For the purpose of processing this application and assessing our group's eligibility, I, on behalf of our group, authorise the Ministry for Ethnic Communities to:

* collect information about this application and our group from, and disclose information to, third parties; and
* collect, retain, use and disclose personal information about individuals who are noted in this application.

I, on behalf of our group confirm I have consented to authorise this.

If this application is successful I, on behalf of our group agree to:

* complete the project as outlined in this application (or request permission in writing from the Fund Lead for any significant change to the project)
* complete the project from six weeks of the application being approved, unless stated otherwise
* complete report within two weeks of project completion
* return any unspent funds
* keep receipts and a record of all expenditure for seven years

I confirm that I have read the privacy policy (the privacy policy will be linked here)

I, on behalf of, declare that all the above are true and correct.

**Declaration and Consent** (select I accept, press save and exit)