

# Collaborate Pacific Contestable Fund GUIDELINES

**Collaborate Pacific is not currently accepting applications for support. We apologise for any inconvenience this may cause.**

Collaborate Pacific is a contestable fund managed by the New Zealand Aid Programme. These guidelines provide a transparent and consistent basis for preparing, submitting and appraising requests for funding.

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## Objective

Collaborate Pacific aims to support effective regional cooperation, governance, leadership, and sustainable development in the Pacific. Collaborate Pacific does this through supporting one-off, small scale, short-term activities that tackle issues that matter to the region.

Collaborate Pacific recognises that partnership, collaboration, empowering Pacific voices, capacity building, people-to-people links, and knowledge-sharing are critical to ownership of development processes.

Applications are accepted on a rolling basis. Activities must be eligible for Official Development Assistance.

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## Who can apply?

**Organisations** Applications will be accepted from registered organisations only (i.e. not individuals), including government departments and agencies.

Organisations must be legally incorporated bodies. The Ministry of Foreign Affairs and Trade (MFAT) reserves the right to request copies of an organisation's certificate of incorporation, constitution and latest annual financial statements during its appraisal of an application.

**Eligible participants** Applications can be received on behalf of Pacific Island citizens.

Applications on behalf of citizens of other countries may be considered depending on the initiative's alignment with the objectives of the fund.

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## Eligible activities

**Activities** Eligible activities must be consistent with the Pacific's development priorities and the priorities of New Zealand's aid programme, i.e.:

- Agriculture
- Children

- Climate Change and disaster risk
- Disability
- Economic Development
- Education
- Environment
- Gender equality and women's empowerment
- Governance
- Health
- Humanitarian response
- Human Rights
- Information and communications technology
- Labour mobility
- LGBTQI+
- Oceans and fisheries
- Pacific Arts, Culture & Heritage
- Renewable energy
- Tourism
- Trade
- Youth

Eligible activities include those that are small-scale and applications that are one-off in nature, and contribute to one or more of the following **objectives** of Collaborate Pacific:

- Support more effective governance and leadership in the region
- Support more effective regional cooperation
- Contribute to the sustainable development of the Pacific in issues that matter to the region
- Enhance ownership of the development process
- Empower Pacific voice and representation

#### Non-eligible activities

As a general rule, funding is not available for:

- Capital expenditure
- Commercial or profit-making activities
- Faith-based or non-secular activities
- Recurring applications by organisations on behalf of previously-funded individuals or events
- Organisational support costs/overheads
- Activities that are part of the core work programme of organisations, e.g. recurrent key platforms.

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## What Collaborate Pacific covers

### Actual costs reimbursed

**Collaborate Pacific is a 'reimbursable' fund.**

***Generally, funds cannot be provided before an event. If this may pose a challenge for your application, please contact the Collaborate Pacific team to discuss.***

**Payments are made after the event, based on actual amounts spent (up to the amount agreed) and supported by an invoice and receipts.**

### What can be funded?

Funding can contribute to some or all costs of an activity. Eligible costs include:

- Costs that support the delivery of and attendance to online workshops, courses and meetings. For example, this could include attendance and speaker fees, costs for subscriptions and apps, equipment hire or purchase, and internet connectivity.
- Costs associated with hosting and travelling to/from domestic events, where in-country travel restrictions permit it. For example, this could include domestic flights, room hire, and catering.
- Costs associated with participation in online courses and trainings.

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## Accommodation & Meal Allowances

Provision can be made for the costs of accommodation and meals in the application budget when **domestic travel** is required. In general, a daily meal allowance is paid in full, while accommodation costs are reimbursed on an actual basis.

The total amount requested for these categories should be adjusted to exclude any meals provided to participants during the event or included as part of the accommodation costs.

For allowances, please refer to the New Zealand aid programme [per diems](#).

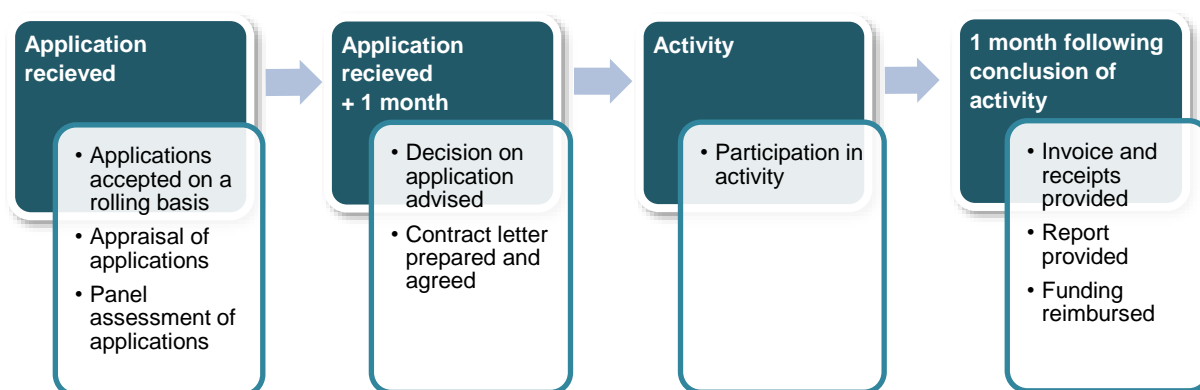
If the location of your activity is not listed, please get in contact with the Collaborate Pacific team.

## Application and selection

### Application process

Applications are accepted on a rolling basis. Applications must be for activities occurring **at least 6 weeks after the application is submitted**, to allow time for the appraisal, approval, and contracting processes. Applicants will be advised of the outcome of their application approximately 4 weeks after submitting their application.

The application process takes place as follows:



### Submitting applications

Completed Collaborate Pacific application forms and budget templates should be submitted in accordance with the deadlines above.

Email to [CollaboratePacific@mfat.govt.nz](mailto:CollaboratePacific@mfat.govt.nz)

Mail to Collaborate Pacific Fund Manager  
New Zealand Aid Programme  
Ministry of Foreign Affairs and Trade  
Private Bag 18-901  
Wellington 5045  
New Zealand

Appraising applications	<p>Applications will be appraised within three weeks of submission, which may include consultation with subject matter experts in MFAT and other organisations as required.</p> <p>The Assessment Panel will then review the applications and the accompanying appraisals. A decision should be advised within a month of submission.</p>
Selection criteria	<p>Applicants should consider the following before submitting proposals:</p> <ul style="list-style-type: none"> <li>• <b>Location</b> – events held in Pacific Island countries and territories will take priority. Events held in New Zealand and other countries which seek funding for virtual participation by Pacific citizens are also eligible.</li> <li>• <b>Purpose and Subject</b> - activities should have well-defined objectives. The subject matter must fit with the objectives and criteria of Collaborate Pacific.</li> <li>• <b>Participants</b> - participants must have relevant background and experience in the issues under discussion.</li> <li>• <b>Dissemination</b> - a key element in the selection of proposals is the capacity of the participant to share what they have gained across the organisation, country and the region.</li> <li>• <b>Country representation</b> – for applications seeking funding to support participation by individuals from multiple countries, a fair geographical spread is preferred and generally no more than two people per country.</li> <li>• <b>Frequency</b> - in general, repeated applications by organisations for recurrent events will not be considered favourably.</li> </ul>
Approved applications	<p>If approved, a Contribution Towards Expenses letter (the contract) will be prepared. No financial commitment should be made until the terms of the letter are agreed and it has been received by the applicant.</p> <p>The letter will require the applicant to submit, within 1 month of the event:</p> <ul style="list-style-type: none"> <li>• a <b>report</b> outlining the benefits the participant has gained from attending the event, and</li> <li>• an <b>invoice</b> for the expenses incurred, up to the amount approved, together with supporting receipts.</li> </ul> <p>The Collaborate Pacific team also encourages photos of the event or activity that can be used on MFAT's social media to promote the fund. Receipt of these photos will be understood to constitute permission to share, unless otherwise stated.</p>
Making payment	<p>Payment will be made on receipt of a satisfactory report and invoice.</p>

The application form and budget template are available on the [Collaborate Pacific website](#).

If you have any questions, get in touch with the Collaborate Pacific team at [CollaboratePacific@mfat.govt.nz](mailto:CollaboratePacific@mfat.govt.nz)