



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI



NZ Industrial Relations Foundation (Inc) 2023 Grants

Please read the terms and conditions of application before completing the application form.



**NEW ZEALAND INDUSTRIAL RELATIONS FOUNDATION (INC.) GRANT
APPLICATION FORM**

DECLARATION

I, _____, hereby apply to the New Zealand Industrial Relations Foundation Trust (Inc.) for the 2023 round of grants. In doing so, I agree to abide by all the terms and conditions of the 2023 round of grants as determined by the Foundation and as attached to this application.

Signature	
Date	

APPLICANT INFORMATION

Full Name	
Organisation	
Occupation	
Mailing address	
Phone number	
Email address	



GRANT INFORMATION REQUESTED

All grant requests must include the following information. Please confirm that you have included the following information in your request which should be attached separately to the application form.

Information Required	Provided
Purpose of proposal	
Outline of proposal	
Details as to how the proposed research addresses a significant question or challenge and fills a gap in knowledge on a priority topic	
Applicant's credentials, qualifications and experience	
Brief description of proposed report on activities	
Brief description of communication and engagement strategies by which the research/project will be disseminated	
Amount sought including a detailed estimate and breakdown of the total cost and finances required. Include staff costs, travel, fieldwork or overheads	



REFEREES

Please provide the details of two referees who will testify to the value of the proposed work to New Zealand industrial relations and the qualifications and experience of the speakers or researchers

Referee 1

Name	
Occupation	
Phone number	
Email address	

Referee 2

Name	
Occupation	
Phone number	
Email address	

Please include all relevant information in your supporting documentation and return your completed application by **8 July 2023** by email to

IRF@mbie.govt.nz or post to:

Secretary, New Zealand Industrial Relations Foundation,
c/- Employment Services, Ministry of Business, Innovation and Employment, PO
Box 3705, Wellington 6140



TERMS AND CONDITIONS OF APPLICATION

- Each applicant must complete the application form in full and return it and all other required material to the Foundation.
- Each applicant must provide a detailed programme outlining the activities they plan to undertake with funding from the Foundation.
- Each applicant must demonstrate how they intend to disseminate the results of the activities undertaken with funding from the Foundation.
- In addition to the programme of activities, each application is recommended to include supporting information, which demonstrates the—
 - worth of the proposed programme; and
 - suitability and qualifications of the proposed speaker.
- Each applicant must provide a detailed estimate and breakdown of the total cost and finances required for their proposed programme.
- Each applicant must provide information on any financial assistance being provided by their organisation or any other organisation.
- Applicants are expected to stipulate the timeframe for their programme.
- Applicants may be required to make a short presentation on their proposed programme to the Trustees.
- Each applicant shall provide information to the Foundation that is, to the best of their knowledge and belief, complete and correct.
- It is an express and paramount condition of application that each applicant shall accept these terms and conditions and any and all other terms and conditions as determined by the Foundation.
- It is an express and paramount condition of application that each applicant shall abide by the decisions of the Foundation as final and binding whether in relation to matters covered by these terms and conditions or otherwise.



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- Each successful candidate must acknowledge the assistance received from the Foundation:
 - in any promotional material that relates to the activities covered by the grant;
 - at the event(s) covered by the grant; and
 - in the published material that arises from the funded programme of activities, whether this is published during the period of the funded programme of activities, or subsequent to it.
 - The Foundation shall not be liable for any accident, illness, damage, loss or injury to and in respect of any successful applicant or to that person's property or belongings howsoever and wheresoever caused.
 - Nothing contained or implied in these terms and conditions shall be deemed to create an employer/employee relationship between the Foundation and the successful applicant.
 - Each successful applicant must commence the activities that the grant relates to within the timeframe agreed to with the Foundation.
 - Any activity may be terminated by the Foundation if it considers a successful applicant is not complying with the conditions of the grant.
 - Within two months of completion of the activity undertaken with their grant, each successful applicant must provide the Trustees with a report on the outcomes of the activity involved in their grant, including a reconciliation of expenditure to the grant for audit purposes. The final payment will be made on receipt of a satisfactory report.
 - Successful applicants may be required to make a presentation of their research findings.
 - Scholarship monies shall be retained by the Foundation as funds available for expenditure in any financial year and shall not be added to the capital of the trust fund unless any scholarship is not taken up within 24 months from the date of the Foundation's resolution.
 - The Foundation's Trustees will select the successful applicants.