

NEW ZEALAND EMBASSY, BEIJING

DEVELOPMENT PROJECT FUND

GUIDELINES

Background

The New Zealand Aid Programme is the New Zealand Government's international aid and development programme managed by the Ministry of Foreign Affairs and Trade.

The New Zealand Aid Programme supports sustainable development in developing countries in order to reduce poverty and contribute to a more secure, equitable and prosperous world.

The New Zealand Aid Programme work in China places particular emphasis on rural development, poverty reduction, capacity and institutional building, trade policy and human resource development training in targeted western provinces.

Introduction to the Development Project Fund

The New Zealand Aid Programme has allocated funding for projects in nine of China's western provinces and autonomous regions through the Development Project Fund (DPF). These provinces and autonomous regions are:

- Guizhou
- Yunnan
- Guangxi
- Sichuan
- Gansu
- Xinjiang
- Tibet
- Qinghai
- Ningxia

The DPF aims to work with the Chinese authorities and non-governmental organisations (NGOs) to support sustainable development, reduce poverty and promote the empowerment of local communities in targeted areas. It specifically aims to work with the provincial Departments of Commerce (DOFCOMS) and recognised local and international NGOs in the nine target provinces. The grant is managed by the New Zealand Embassy in Beijing.

Objectives of the DPF

- To strengthen the capacity of local communities and local organisations, including local NGOs, in addressing locally identified problems and issues.

- To empower local communities, particularly disadvantaged communities, to participate in the policy-making process through targeted capacity-building training programmes.
- To support and facilitate opportunities for sustainable income generation at community and household levels.
- To address advocacy and gender issues particularly in disadvantaged communities (particularly ethnic groups) at all levels.

Scope of the DPF

The Development Project Fund encompasses the following areas:

- ***Community development***

The DPF will support social and community development activities aimed at poverty reduction and community empowerment. This could involve income generation activities and activities contributing to community well-being and building the skills and capacities of targeted beneficiaries. Activities of this kind may include community organisation, advocacy, natural resource management programmes, vocational and non-formal education, including environmental education, to name a few.

- ***Capacity building***

The DPF aims to support focused and sustainable capacity-building training programmes aimed at empowering targeted communities in participatory approaches and decision making processes. The fund can also support focused capacity-building aimed at enhancing programme quality and organisational effectiveness.

- ***Gender***

The DPF also aims to address gender-biased disadvantage experienced by women. Through empowering women, the fund aims to not only improve the economic and social status of individuals but also their households and wider communities. The emphasis on women aims to ensure that they have access to decision-making processes and control over their income-generating activities.

- ***Advocacy***

Advocacy activities may be supported where they relate to the goal and objectives of the DPF: access to development opportunities for poor and disadvantaged communities. Advocacy activities most likely to be approved are those that address issues at county, township and village levels rather than at national level.

- ***Geographic focus***

The geographic focus of the DPF is the nine western provinces: Guizhou, Yunnan, Guangxi, Tibet, Sichuan, Gansu, Xinjiang, Qinghai and Ningxia.

Funding limit

Applicants can apply for up to NZD100,000 per year for any one project under the DPF. Smaller projects of less than NZD100,000 are encouraged.

Funding criteria

- ***Pre-conditions***

To ensure ownership and sustainability, beneficiaries are expected to meet certain pre-conditions. These are:

- Provision of local contribution through the supply of cash, labour, local materials.
- Endorsement of local county/provincial government to ensure the proposal is consistent with China's development plans and objectives.
- Allowance for ongoing maintenance costs in budgets for any project equipment.

- ***Proposals considered***

The proposal should be developed jointly with the beneficiaries. We encourage applicants to use participatory processes to discuss proposed projects with the beneficiaries. The project must have a detailed and clear implementation plan, with relevant personnel identified in the work schedule and a detailed budget.

- ***Who can apply***

Government agencies, village community groups; local NGOs; locally-based international NGOs; sector associations and village/community level business groups.

- ***Target beneficiaries***

The poor, the disadvantaged, ethnic minorities and certain age/gender groups, including:

- Women and youth
- Tribal/ethnic groups
- Slum dwellers or rural poor
- Disabled people
- Communities lacking basic human rights, such as literacy or health.

- ***Time span***

Projects should be of a one-year duration.

- ***Eligible activities***

Projects and activities supported should have a primary development focus. Activities could include:

- Food security
- Capacity building and institution strengthening
- Environment (e.g. biogas, water and sanitation)
- Basic education (literacy, library and school materials)
- Primary health care (maternal and child or community health interventions, health awareness raising, water, sanitation and environmental health)
- Small scale economic activities or sustainable livelihoods activities (e.g. agriculture, trading, aquaculture)
- Small scale infrastructure (markets, health and education facilities)
- Workshops, seminars and training programmes within China

- ***Recurrent costs***

Recurrent or core costs, like salaries, utilities, maintenance of building and equipment, and fuel are critical for the ongoing operation of all community organisations. The applicant should provide a clear picture of how these recurrent costs will be managed once the project is completed.

- ***Exclusions - projects or activities that cannot be funded***
 - Religious or political activities, social gatherings or festivals
 - Welfare or charitable activities
 - Vehicles and other large-scale, expensive equipment
 - Consumables that will be recurrent costs (fertilisers, fuel, agricultural chemicals)
 - Major infrastructure such as roads
 - School fees or compensation payments
 - Retrospective funding for projects already completed
 - Scholarships
 - Academic research
 - Overseas study tours

Application procedures

Applications can be completed in either Chinese or English.

All applications should be submitted to the Ministry of Commerce (MOFCOM) through the relevant Department of Commerce (DOFCOM).

Department of International Trade and Economic Affairs
Ministry of Commerce
2 Dong Chang An Street
Beijing, 100731
Ph: 8509 3122
Fax: 6519 7211

International NGOs may apply directly to the Embassy:

New Zealand Embassy, Beijing
3 Sanlitun Dongsanjie
Chaoyang District,
Beijing, 100600
Ph: 8531 2700
Fax: 6532 4317

New Zealand Embassy

- At the start of the New Zealand financial year in July, the New Zealand Embassy in Beijing will advise MOFCOM that it is seeking applications for funding under the Development Project Fund and ask that this information be shared with relevant DOFCOMs. The Embassy's covering letter to MOFCOM will also include a deadline for finalising the assessment process:
- The Embassy's covering letter will attach the following documents:

- Guidelines for the DPF
- Application forms for the DPF

MOFCOM

- MOFCOM will forward the DPF documents listed above to the nine DOFCOMS eligible for DPF funding.
- MOFCOM will advise DOFCOMS to distribute the guidelines and application forms to interested government organisations, local NGOs and locally-based international NGOs.
- MOFCOM will pass applications submitted by DOFCOMS to the New Zealand Embassy.
- MOFCOM will note any recommendations for funding to the New Zealand Embassy, which will then assess all applications based on the DPF funding criteria and provide recommendations for funding

DOFCOMS

- DOFCOMS are to distribute the application forms to interested government agencies and NGOs.
- DOFCOMS should set a deadline for receiving the completed application forms and the attachments.
- DOFCOMS must check application forms to ensure they are within the agreed DPF criteria.
- DOFCOMS are to sign the endorsement in the application form before forwarding on to MOFCOM by the due date.

NGOs

- Local NGOs may also apply directly to the Embassy.
- International NGO's may apply directly to the Embassy.

Funding

- Once a project is approved the applicants and relevant DOFCOMS (if involved) must sign a grant funding arrangement (GFA), which includes payment and reporting schedules.

For further information please contact:

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