NEW ZEALAND EMBASSY BEIJING

HEAD OF MISSION FUND (HOMF) CHINA GUIDELINES

The Head of Mission Fund (HOMF) is a small discretionary grants scheme managed by the New Zealand Embassy in Beijing. The HOMF is a component of the New Zealand Aid Programme, the New Zealand Government's international aid and development programme managed by the Ministry of Foreign Affairs and Trade (MFAT),

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. In line with this goal, the purpose of the HOMF is to **flexibly support activities which manifestly and directly meet development needs in China**, consistent with New Zealand's diplomacy objectives. The HOMF is primarily aimed at supporting small-scale development projects and activities. Recipients will normally be community groups engaged in development activities on a not-for-profit basis.

Proposed activities are assessed on their individual merit consistent with the overall objectives for HOMF. Funds are limited and only the best proposals will receive assistance. Decisions on successful applicants are made by the New Zealand Embassy Beijing. Applications will be considered in assessment rounds. Applications received between rounds will be considered in exceptional circumstances only. Please contact the New Zealand Embassy for details of current year deadlines.

Eligible activities or projects

Priority will be given to projects:

- that enhance gender equality and increase the equitable participation of women in development;
- that target assistance to the disadvantaged which may include people with disabilities, ethnic minorities, young people and communities in remote areas who have not otherwise received assistance;
- in poverty affected areas in China;
- that involve the New Zealand community;
- where the applicants are making a significant contribution themselves in labour, transport, materials, and/or cash;
- that encourage and facilitate self-help through active participation of beneficiaries in the identification, design and implementation of the project;
- have clearly stated objectives, a sound implementation plan and budget;

- that foster the participation of civil society and non-governmental organisations in development;
- that employ sound environmental and ecological practices; and
- that have high development impacts in proportion to costs.

Activities or items that will not be supported include:

- research;
- scholarships;
- salaries;
- payments to consultants or advisors;
- capital purchases including motor vehicles, televisions, international travel, animals or other goods/services commonly subject to theft, misuse, conversion, disease or damage;
- multiyear activities or rolling funding
- unsolicited donations to charities, orphanages or other forms of welfare;
- donations to for-profit business enterprises under the control of individuals;
- cultural or sporting activities unless the community involved is particularly disadvantaged; and
- political or religious activities.

The funding limit for HOMF projects is NZ$12,000.

Projects will normally involve a one-off payment that recipients are required to acquit in writing. Funds can be paid directly to suppliers of goods or services. Grants will not be paid to individuals.

Application process

All applications should be:

- clearly written on the Head of Mission Fund application form. A separate implementation plan, budget and additional information can be attached;
- supported by invoices/purchase orders from suppliers of goods and services to the activity where relevant;
- signed by a responsible member of the applying organisation; and
- sent to: New Zealand Aid Programme Officer
  New Zealand Embassy
  No. 1 Sanlitun Dongsanjie
  Chaoyang District
  Beijing 100600
  People's Republic of China

Telephone: (86) 10-8531 2700
Facsimile: (86) 10-6532 4317
E-mail: beijing.enquiries@mft.net.nz

Applications for assistance will be assessed and a written reply sent to all applicants. Successful applicants will be required to confirm that the funds were received and were used for the purposes outlined in the application. Any unused funds, or funds not used for the purposes agreed, must be returned to the New Zealand Embassy. All activities supported may be subject to monitoring visits by New Zealand Aid Programme representatives. Full cooperation and access to project locations must be provided for monitoring visits.

All successful applicants will need to submit a report on completion of the project. A project report form is available from the New Zealand Embassy. Should the project last over a year; a six monthly progress report is also required.