



# Asia New Zealand Foundation

## Terms and conditions for Asia New Zealand Foundation funding recipients

The terms and conditions in this document apply to all Asia New Zealand Foundation (the Foundation) grant recipients, interns, artists in residence, and participants on visiting programmes. For the purposes of this document, all funding recipients are referred to as “grantees”.

By signing the grant contract, you agree to commit to these terms, where applicable.

If Asia New Zealand Foundation finds that the grantee has not met the requirements, the Foundation may request that the grant is returned; this may jeopardise any future funding application by the grantee.

### Responsibilities of Asia New Zealand Foundation grantees

- a. **Insurance** – Things can go wrong while travelling abroad, so travel insurance is mandatory for any Foundation sponsored travel. It is your responsibility to ensure that appropriate insurance coverage has been arranged for any travel or event and for medical cover. Please provide your grant administrator with a copy of your insurance policy before you depart.
- b. **Vaccinations** – We don’t want you getting sick while overseas, so please ensure you have all the recommended vaccinations for the country/ies you are travelling to. Your grant money can be used to cover this. If you are taking prescribed medications, please ensure that you have enough for the whole time you are away, with a letter from your doctor for immigration if necessary.
- c. **Visa and passport** - It is your responsibility to secure the appropriate type of visa(s) for your travel(s). The Asia New Zealand Foundation cannot provide visa advice. If you need a letter of invitation for your visa, this should be provided by your host organisation in Asia. Please ensure that you have a **minimum of six months on your passport** from time of entry into Asia and that your visa will cover you for the whole time you are there. Note that most tourist visas are for ninety days, not three calendar months. The Foundation will not be responsible for penalties incurred for overstaying visas, and these cannot be paid for with your grant funds. Please register your travel details at [www.safetravel.govt.nz](http://www.safetravel.govt.nz) and familiarise yourself with the relevant travel advisories from New Zealand’s Ministry of Foreign Affairs and Trade.
- d. **Airfares** - Foundation sponsored travel covers one economy class return airfare between New Zealand and Asia only. If you have booked your own travel, you will be expected to show receipts.

- e. The Foundation is not responsible or liable to the participant for any loss, damage, or injury to property or person during the period of the grantee's travel.
- f. Withdrawals from the programme for any reason may result in the Foundation requiring compensation for any financial loss related to cancellation of airfares, accommodation, or other costs.
- g. The Asia New Zealand Foundation is not responsible for any payment or reimbursement of medical expenses incurred during or after the grantee returns home, or in respect of any medical care pertaining to pre-existing conditions.
- h. **Funding expenditure** - Funding will cover what is outlined in the attached budget, the call for applications, or grant guidelines. The Foundation funding is **not** intended to cover:
  - personal spending and purchases of souvenirs or gifts
  - purchase of equipment such as laptops, cameras, cell-phones, etc.
  - payment to other artists, venues, manufacturers, fabricators etc., without prior discussion with the Foundation
  - postage or freight
  - freight of artworks
  - excess baggage or extra bags/freight of artworks
  - sightseeing or other leisure activities outside the programme
  - phone calls, mobile data, and Wi-Fi
  - hotel minibar use
  - costs incurred by relatives and friends if they stay, visit, or socialise with the grantee while on the programme
  - accommodation, transport, and other costs associated with travel outside the programme.

### Expectations of Asia New Zealand Foundation grantees while offshore

- a. You are expected to act in a professional manner at all times and to participate fully in your programme. You are expected to have sufficient health and fitness to be able to participate fully.
- b. You are expected to work full time at the residency or internship. You may not take holidays while offshore other than short trips for weekends or public holidays. If travel is required for your project, this must be approved by the Asia New Zealand Foundation and your host before your departure.
- c. When travelling to Asia, you are expected to conduct yourself with respectable behaviour in accordance with local customs and culture, including wearing appropriate clothing. You are expected to undertake any research required to facilitate this before you leave New Zealand.

- d. Shared accommodation is to be treated with respect, kept clean and tidy and returned to the condition it was found in. Grantees will pay for any repair of damage incurred.
- e. Engaging in illegal activity, including using illegal drugs, while on Foundation travel will result in immediate termination of your participation and you will be expected to return the funds in full.

## Accountability

- a. The project shall not be undertaken by anyone other than «Grantee\_\_\_Main\_Contact\_Full\_Name» without prior approval of the Asia New Zealand Foundation. The money forming the grant shall be used only for carrying out the project as outlined in your application. No other major changes in the project, or in its timing, will be made without prior approval of the Foundation.
- b. If any information provided by the recipient in the grant application is found to be false, the Foundation may request the grant funding be returned and the grantee agrees to return the full amount of the grant to the Asia New Zealand Foundation immediately upon receipt of such a request.
- c. The Foundation reserves the right to terminate the project at any time if in its opinion the project is not being carried out competently or the grantee has not complied with the conditions in this agreement.
- d. **Progress reports** – To keep the Foundation abreast of how your experience is going, artists in residence and business and media interns are expected to file fortnightly progress reports. This should be in the form of a brief email with an update on activities, and should include photos suitable for sharing on social media.
- e. **Reporting back on your grant** – The Foundation needs to be able to prove that we're spending our money wisely, so the following requirements must be completed within one month of the grant finish date and prior to any future grant application being considered.

Return to the Asia New Zealand Foundation:

- A concise narrative report detailing how the project went, what its successes were, and what difficulties you may have encountered in carrying it out. Please note: Your report must show how your project met one or more of the Foundation's objectives of the programme area pertinent to your grant.
- A document showing actual income and expenditure. Include invoices and receipts showing how grant funds were spent. This should be for the items specified in your contract. Variations in funding spend should be approved by the Foundation prior to the project taking place. Unused funds must be returned to the Foundation.
- Any other support material pertinent to your project and your Asia New Zealand Foundation support such as photos, media coverage, reviews etc.

- You must also comply with any other reporting requirements specific to your project that are included with this document.

If the above requirements are not met within the specified time, or if, in the Foundation's opinion, the grantee has not applied the funding for the purpose in which it was granted, then the Foundation may request the grant funding be returned and the grantee must return the full amount of the grant to the Foundation immediately upon receipt of such a request. Please be aware of these accountability requirements as you carry out your project.

### **Acknowledging Asia New Zealand Foundation sponsorship**

- To acknowledge the support of the Asia New Zealand Foundation and to promote the organisation's work, Foundation sponsorship must be present in any marketing, promotional activities and published material which is an outcome of, or directly associated with, your project. Such material may include (but is not restricted to) advertisements, programmes, brochures, flyers, media releases, books, magazines, film credits, catalogues. You will receive our logo and brand guidelines from the grant administrator. Promotional material must be submitted to the Foundation for review before printing, publishing, or uploading online. Please allow three working days for this.
- Foundation sponsorship must also be acknowledged at public events connected with an Asia New Zealand Foundation supported project, including festivals, openings, book launches, awards ceremonies, tours and performances.
- The Foundation reserves the right to publicise this award. This includes but is not restricted to information and photos on the Foundation website, social media, and in print and television media.

- Providing information for Asia New Zealand Foundation website and social media**

Sharing your experience with others is an important part of the residency/internship/grant programme as it demonstrates the work of the Foundation and enlightens others to what is happening in your field. To ensure your story gets told, we ask that you undertake the following:

- Engage with Asia New Zealand Foundation on social media by following the Foundation on Facebook and Twitter before you leave.
- Keep us informed about the progress of your project – provide images and links to websites/social media – your own or those of organisations you are working with.
- Provide press releases, information about events, invitations to events, reviews, links to websites, and link to your blog etc.
- While offshore or within two weeks of your return to New Zealand please provide a brief article of about 600 words for the website. Include things like what you enjoyed most about the project, some interesting things that happened or people you met, and what you'll take away from the experience. Do not get too hung up on getting the wording just right – the Foundation's content editor can clean up the copy and may contact you for further

information. Please include 5-10 high-resolution photos to illustrate your experience. Video is also useful if you have it. If you do not provide an article while end this information no later than three weeks after the completion of the project, otherwise it is past its relevance for the website.

- We often run features with video interviews on our website. You may be contacted by our web manager for an interview.
- The grantee agrees that photos taken of themselves during Foundation programme events and activities may be used in the Foundation's promotional and publicity materials.

*Note: Information is selected and edited by Asia New Zealand Foundation's content editor. Promotion of activities has to be balanced across all our programmes so there is no guarantee that your project will be included.*

### **Engagement with Asia New Zealand Foundation and its stakeholders**

- a. Grants are awarded on the condition that recipients will participate in Foundation activities and remain engaged with the Foundation beyond the specific project for which the grant has been awarded.
- b. Artists in residence and interns may be expected to give at least one **public talk** upon your return to New Zealand, to be arranged by yourself or Foundation staff. You may also be expected to present to Asia New Zealand Foundation staff, at a time to be arranged with the Foundation.
- c. Grantees must seek opportunities to share their experience on their return to New Zealand – in the form of exhibitions, presentations, artist talks, publication/media features etc.
- d. Grantees who are eligible are encouraged to apply for the Foundation's Leadership Network.
- e. Grantees are expected to make contact with the New Zealand Embassy and members of the Foundation's Leadership Network in the country they are visiting before or shortly after arrival. (The Asia New Zealand Foundation will provide contact details.) Ensure that Embassy staff and Leadership Network members are invited to any events you are associated with such as open studios, exhibition openings etc.