



GUIDELINES FOR ALL FUNDING APPLICATIONS TO MThNZ COUNCIL

Music Therapy New Zealand (MThNZ) encourages new and innovative thinking in the development and promotion of music therapy. MThNZ Council recognises such innovative projects can create further employment and research prospects for individuals.

PROCEDURES FOR ALL APPLICANTS AND MThNZ COUNCIL

1. All enquiries and applications will be facilitated by the MThNZ Executive Officer. .
2. A formal application should be sent by the responsible person or group, using the application and budget template forms provided on the website musictherapy.org.nz or from the Executive Officer. If you are not sure of the eligibility of your project you can first write to the Executive Officer with a general enquiry outlining the type and purpose of the project and give an estimate of cost. A formal application can follow after a response to this initial enquiry is received.
3. Please refer to the information for each fund to ascertain which fund is the most suitable for your application.
4. Please note that you must be a member of MThNZ to apply for funding. To join anytime, visit [music therapy.org.nz/support](http://musictherapy.org.nz/support).
5. Guidelines set out are flexible and new ideas or directions are welcome. In some cases the enquiry may be directed to other funding sources within MThNZ, or the applicant may be advised of more appropriate external funding options.
6. Collaborative projects and applications are welcome. Collaborative projects and applications are welcome and applicants may be encouraged to seek additional funding sources particularly for ongoing projects. This may involve for example securing matching funding.
7. All projects must have a registered music therapist appointed as adviser, and fit within the rules, policies and financial parameters of MThNZ. The adviser can be a member of the application group. See Planning Sheet for further information.
8. Applications from registered music therapists with less than three years' experience must be supported by a music therapist supervisor or mentor. See Planning Sheet for further information.
9. All applications must be received by the 1st May or 1st October deadlines and must be sent to the Executive Officer at: info@musictherapy.org.nz (Please refer to the timeline on the website <https://www.musictherapy.org.nz/grants/>)

10. Applications will be assessed by the Project Grants Group within one month of the closing date. The PGG will report their decision to the council at the next council meeting for final approval.
11. Projects may be funded in stages. A contract, between involved parties, setting out the stages and timing, with progress payments disbursed on receipt of invoices, would apply.
12. MThNZ must receive recognition for all projects funded.
13. Applications for retrospective funding will only be considered when the application is for a longterm, ongoing project.
14. Exclusions: No funding applications will be accepted for regular salaries associated with projects. Pilot schemes, however, especially where music therapy job creation is involved, may include an initial salary component.
15. Reporting Guidelines – all successful applicants will be required to submit a report as outlined in the document MThNZ Project Grants Reporting Guidelines.

INFORMATION ABOUT FUNDS

LINDGREN PROJECT FUND

Set up by Mary and Freddie Lindgren in the early days of the Society as the Mary Lindgren Award, the original purposes for which the monies were gifted match the criteria established by MThNZ for all three categories of Project Funding.

Projects are likely to fall into three main categories, although other options may arise.

CATEGORIES AND EXAMPLES OF PROJECTS

1. Category One: Music Therapy Information or Promotion
e.g.
 - Introduction to Music Therapy lecture(s), workshop(s) to expand community understanding of music therapy.
 - Specialist Music Therapist lectures(s), workshops(s), seminar(s) to explore specific area of practice, client population or setting.
 - Seeding funding to support events that disseminate information and promote the ethical provision of music therapy services.
2. Category Two: Music Therapy Resource Provision
e.g.
 - ● Arranging or composing music relating to music therapy practice.
 - ● Preparation of resource material (written, audio, video, film, song/music notation) relating to clinical work.
 - ● Provision of instruments or equipment for registered music therapist use in study, private practice or music therapy facility.
3. Category Three: Travel, study, research, documentary film / audio-visual project
Applications to this category will be assessed relative to current MThNZ policy and priorities.

MCKENZIE MUSIC THERAPY HOSPICE FUND

The McKenzie Hospice Fund was established in 1995 from a donation by Sir Roy McKenzie to promote the use of music therapy in palliative care in New Zealand.

Currently 25% of the annual income generated by the grant is designated for use by Te Omanga Hospice, Lower Hutt, provided satisfactory programmes or initiatives are agreed upon with Music Therapy New Zealand.

Some examples of projects funded:

- community-based interactive music therapy services that include home-based care and support for families.
- music therapy programmes and/or services at a hospice.
- music therapy programmes relating to wellness and quality of life in palliative and hospice care.
- music therapy research at a hospice leading to publication and/or presentation at a conference or symposium.
- job creation in the palliative and hospice fields, especially where there is matching funding, leading to a permanent role.
- music therapy study outside New Zealand, with a recognised music therapist at a hospice or palliative care facility.
- presentations by overseas music therapy experts/specialists in palliative and hospice care.
- provision of resources within a hospice or for use in a community-based palliative care programme.

ERIKA SCHORSS PUBLICATIONS FUND

This fund was established from a bequest by Erika Schorss received in 1999. There are two parts to this fund which aims to enable high quality publications relevant to MThNZ:

a) Internal publications: To provide additional funds to ensure high quality production of existing publications, specifically NZJMT and MusT. It is anticipated that the fund will cover the honorariums to the editor and assistant editor.

b) External publications: To provide grants for scholarly publications relevant to music therapy practice and research. Applications are welcome from MThNZ members and should be accompanied by a full proposal and outline of the intended publication.

THE JUDITH CLARK FUND

This fund was established from a bequest by Judith Clark received in 2015. The fund is to support registered music therapists to attend and/or present about music therapy at national conferences, hui, and events. Applications for attending and/or presenting about music therapy at international conferences, hui or events will be considered.

Emerging practitioners are encouraged to apply to this fund.

RONNIE'S FUND (Regional Projects)

Ronnie's Fund was established in 2017 by Peta Wellstead, a friend member of MThNZ, in honour of her mother, Ronnie. The fund was established to provide seed funding for regional music therapy projects throughout Aotearoa New Zealand that are sustainable and have a 'give back' component (rather than 'one-off' projects) to the provision and/or promotion of music therapy. It is hoped that this fund will at some point provide a scholarship for the training of a potential practitioner from the South Island Region. All MThNZ members are welcome to apply, and those from the Nelson region are encouraged to apply.

FUNDING APPLICATION PLANNING SHEET

The objectives of MThNZ are to: raise awareness and understanding of music therapy; advance the provision of music therapy to all who will benefit from these services; maintain standards of ethical practice to protect the safety of all clients; advance research of music therapy in a range of settings, including the health and education sectors; provide funding for study, research and activities that aim to advance the provision of music therapy in specific areas where there is an identified need; and develop relationships with relevant stakeholders. The objects shall reflect the cultural diversity of New Zealand and have due regard to the Treaty of Waitangi.

There are three major aspects that are considered in all applications for funding:

- a clear link between the project and the objects of MThNZ;
- a clear link between an established need and the project; and
- a clear link between the project and how the identified need may be met.

Overview of Project

This preliminary thinking will assist greatly in preparing a clear, concise statement of purpose and the expected outcome for the Application Form.

1. Clarify the purpose of your project and what you intend it to achieve.
2. Think through what professional support will be especially useful from the required registered music therapist adviser.
3. Discuss the implementation of your project in detail, particularly looking at requirements for personnel, a suitable venue, and associated costs.
4. Complete a detailed budget using the MThNZ Project Funding Budget Template.
5. If the project is longterm, think through carefully the stages of the project, the timing of each stage and the different support needs whilst the project is being developed and actioned.

Music Therapy Adviser

1. Your project must be planned with the advice of a registered music therapist. This planning can be done in person, by phone/fax/email or a combination of these communication channels.
2. There may be a registered music therapist in your region, you may yourself be a registered music therapist, or you may have to invite a registered music therapist to help.

MThNZ can help with suggestions of a suitable music therapist, in respect both of geographic location and of experience and speciality relevant to your project. Email the Executive Officer in the first instance at info@musictherapy.org.nz

3. The role of the music therapist is to provide professional advice relating to music therapy practice and principles. He or she need not be involved with detailed implementation or budgetary matters, nor with advice about MThNZ rules, policy or financial parameters.
4. Applications from registered music therapists with less than three years' experience must be supported by a music therapist supervisor or mentor.

MThNZ PROJECT GRANTS REPORTING GUIDELINES

To ensure all project grants are accounted for, you are required to submit the following:

1. A full report about your project using the template provided.
2. A brief summary of your project for publication in the MThNZ Newsletter, MusT.

All grants and awards made by MThNZ are done so with a view to achieving the objectives as set out in the strategic plan. These are included below. Please include reference in your report to the relevant objective/s and how this is/they are addressed by the project.

MThNZ Project Grants Report Template

Please use the form/sections below for your report.



PGG GRANTS REPORT TEMPLATE

If you need support to write your report, complete the sections below. If you complete your report without this template, please ensure all relevant information is included.

Please complete the consent form on page three.

Title and outline of project for which grant was awarded.

Grant recipient contact details (Name, address, email).

Total amount applied for.

Total amount awarded.

How was this spent, including receipts/proof of purchase if required.

Please specify: INTERIM REPORT

☐

or FINAL REPORT

☐

Summary of project including interventions and client group (as appropriate).

Outcomes of project, including evaluation results if appropriate.

Future aspirations following completion of project

FINAL REPORTS ONLY – Brief summary for publication in MThNZ magazine Must (no more than 500 words).

Ensure reports are returned to the MThNZ Executive Officer by the following deadlines:

- For smaller grants (up to \$850), report to be submitted on completion of the project and no later than 12 months following the date of award.
- For larger grants (more than \$851), interim report to be submitted at six months and final report to be submitted on completion of project and no later than 12 months following date of award or by negotiation

Please complete the Consent for Publication below.

I understand that the summary report for MusT will be distributed to MThNZ members, as per condition of funding, and will include my name and location of the project.

I understand Music Therapy New Zealand will publish the following information about this grant funding on the MThNZ website: Name of grant fund, amount funded, year funded, population group/community supported by this funding.

Signed: _____

Name: _____

Date: _____