



GUIDELINES AND FORMS FOR ALL FUNDING APPLICATIONS TO MUSIC THERAPY NEW ZEALAND

Music Therapy New Zealand is a Registered Charity and Incorporated Society which means we have obligations under the Charities Act and Incorporated Societies Act for how we allocate any grant money. Grants will be awarded or declined at the discretion of the Project Grants Group (PGG) and the Music Therapy NZ Board.

Music Therapy New Zealand (MThNZ) encourages new and innovative thinking in the development, promotion and provision of music therapy in Aotearoa New Zealand that align with our Charitable Purposes.

We are deeply grateful for the generosity of our principal supporters, Mary and Freddie Lindgren and Sir Roy McKenzie.

Mary Lindgren was the founder of music therapy in New Zealand in 1974, followed soon after by Sir Roy McKenzie, one of the great New Zealand philanthropists. They developed a long association, with significant financial support, that has enabled Music Therapy New Zealand to establish a sound platform to promote the advancement and promotion of music therapy in Aotearoa New Zealand. Over the years other supporters like Judith Clark, Erika Schorss and Ronnie Scott made bequests to MThNZ. Without their support we would not be able to offer grants to our members to continue promoting and developing the power of music therapy in Aotearoa.

Please read all the following information before starting your application.

How do I apply?

1. All enquiries, applications and correspondence will be administered by the MThNZ Executive Officer.
2. An application should be sent by the responsible person or group, and must use the application and budget forms provided at the end of this document.
3. We do not accept budgets or applications submitted using other forms or templates. However, if you need a different format for accessibility please email info@musictherapy.org.nz.
4. All applications and any supporting documents must be received by the Executive Officer by the closing date and time in the table below.
5. Please submit the completed application pages and any supporting documents in PDF format.
6. We do not fund retrospectively. Applications in the April round must be for current projects or projects from April 1 onwards, and applications in the September round must be for current projects or projects from September 1 onwards.
7. Late applications will not be accepted.
8. Sometimes the PGG needs more information from an applicant. The PGG Chair or Executive Officer will request this in writing and will provide the timeline for any response.

Timeline

	Round One	Round Two
Applications open	1 April	1 September
Applications close	5 pm, 1 May	5 pm, 1 October
Project Grants Group meets to consider applications within one month of closing date.	May	October
PGG makes recommendations to the Board at the next Board meeting.	June	November
Letters sent to applicants within two weeks of the Board decision.	July	December
Payment of successful grants.	Once a successful applicant acknowledges their letter, payment will be made by the 20th of that month.	
Applications to the Aotearoa Crisis Intervention (ACI) fund may be received at any time.		

How big are MThNZ grants?

The funding pool available each year for grants varies and is dependent on interest and dividends received from our capital. Generally, there is a relatively small total budget of approximately \$20,000 - \$30,000 per year. For example, if the annual grants budget is \$25,000, the budget for each funding round would be \$12,500.

Where multiple applications are received that are judged to meet the criteria for a grant, available money is split between the successful applicants in proportions determined by the PGG. You can see examples of things we have funded in the past on the website.

Please note: A grant may not cover all the costs listed in an application. Grant funding is not guaranteed.

MThNZ funds:

Projects that support one or more of the eight charitable purposes of MThNZ. Funding must be allocated in line with our Charitable Purposes and may also be directed towards projects which align with MThNZ's current strategic plan or other priorities identified by the Board.

Our Charitable Purposes are:

1. Raise awareness and understanding of music therapy.
 - For example, music therapy promotion, lectures, seminars or similar to expand public, organisation, agency, government, NGO etc. understanding of music therapy. We may support someone presenting about music therapy practice, research or education at a multidisciplinary conference or event, or with external organisations e.g. Secondary Principals Association, Hospice, Aged Care Providers. The event may be organised by the applicant.

2. Advance the provision of music therapy to all who may benefit from these services.
 - For example, music therapy pilot projects. A pilot advances music therapy provision with a new population, where there is a newly identified need or in collaboration with a new service partner or organisation, or in a geographical area that has not had access to music therapy before. The expansion of an existing service may be considered if it involves one of these pilot project criteria.

 - For example, resource development to enhance music therapy provision where those resources will become available for others' use. This may include arranging, composing and/or recording music relating to music therapy practice or developing written,

audio, video or online resources for the same purpose.

3. Maintain standards of ethical practice to protect the safety of all clients
 - For example, the promotion of the ethical provision of music therapy. (NZ Registered Music Therapists adhere to the Principles For Ethical Music Therapy Practice in Aotearoa New Zealand. Each application must have a fully registered music therapist involved in either delivery or as advisor to maintain standards of ethical practice to protect the safety of all participants. Funding for music therapy services provided by NZ Registered Therapists and for advocacy relating to their case work, supports the ethical provision of music therapy.)

4. Advance research of music therapy in a range of settings, including but not limited to the health and education sectors.
 - For example, seed funding for PhD research, especially research aligned to MThNZ's strategic plan, seed funding for case studies which will advance or advocate for music therapy.

5. 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.
 - For example, a short targeted study in an area related to MThNZ's strategic plan or area of current need; workshops to promote the provision of music therapy in a variety of areas or needs; activity in music therapy week to promote a particular need.
 - For example, contributions towards course fees or travel for MMusTher students learning via distance or PhD students or for further training, where the completion of the training will meet one or more of MThNZ's Charitable Purposes. Funding for travel must advance a charitable purpose.

6. Develop relationships with relevant stakeholders.
 - For example, collaborating with Iwi to increase access to music therapy in the community or collaborating with an NGO to increase access to music therapy for people with a specific set of needs.

The Purposes shall reflect the cultural diversity of Aotearoa New Zealand and have due regard to te Tiriti o Waitangi.

7. Contribute to the advancement of hauora Māori.
8. Have a commitment to honouring te Tiriti o Waitangi.

MThNZ does not fund:

1. Business as usual costs or ongoing work. This may include income related costs such as salary, wages or other benefits for work, including personal education, business /private practice maintenance or development.
2. Instruments. Instruments count as a benefit to personal business.
3. People to attend, or present at, domestic or international conferences where this is for personal, professional or academic benefit or business advancement. Where attending or presenting at a conference will advance MThNZ's Charitable Purposes and where the person can demonstrate how their learning or presentation will be further shared with the wider community or for public benefit to advance music therapy in Aotearoa New Zealand, an application may be considered. An applicant would need to provide their presentation abstract and preferably the full paper as part of their application.

Who can apply?

1. You must be a current financial member of MThNZ to apply for funding.
2. All projects must have a fully registered music therapist (NZ RMTh) either appointed as adviser or delivering the project.
3. Applications from music therapy students, provisionally registered music therapists or registered music therapists with less than three years' experience must be supported by a fully registered music therapist (NZ RMTh) or music therapy supervisor with five or more years' music therapy experience. They may be the advisor referenced in point two.
4. Collaborative projects and applications are encouraged.
5. If you are not sure of the eligibility of your project you can contact the Executive Officer.

What are MThNZ's expectations around funding and reporting?

1. Applicants are encouraged to seek additional or matched funding from sources outside MThNZ. Possible options for this may include:
 - Local fundraising within the relevant community. This is an acceptable option and can be a very effective form of advocacy for music therapy.
 - Other Charities and Trusts e.g., via [Public Trust-Find a Grant](#).
2. Funds need to be used for the outlined purpose/project within 12 months of payment unless a different time frame has been previously outlined in the application and agreed by MThNZ.
3. If a project is delayed but will still go ahead with a new start date, the applicant must communicate this to the Executive Officer and receive confirmation that this is acceptable.
4. If a project is cancelled, MThNZ needs to be advised immediately (within one week) and all funds repaid unless there are circumstances where agreed funds have been spent.
5. Successful applicants must provide MThNZ with official evidence of the bank account that the grant is to be paid into, including the full account name and number.
6. Successful applicants will need to complete a receipt form once their grant has been deposited into their bank account.
7. Successful applicants must provide the following three reports within one month of the project's completion or within one month of the end of the academic year where grants relate to study or research, or as agreed with MThNZ. Please use the forms provided.
 - A written or video report on the project. A video report must follow the structure of the written report template.
 - A financial report on how the grant was used. Financial reports must include relevant invoices and/or receipts. For large projects, e.g. research, where MThNZ provides part funding, please report on the use of the relevant MThNZ funding.
 - An article for the MThNZ Newsletter, MustT.
 - This should be a brief descriptive summary (500 words max) of the project, submitted within two months of the project's conclusion. Please gain the relevant permissions when including any collaborator's names, participant names or photographs .
8. Any MThNZ funds not used for the project must be returned when the

final report is submitted.

9. MThNZ must receive recognition for all projects funded and the plan for this must be outlined in the application. Please contact the Executive Officer for advice on use of and access to the MThNZ logo or for more information.

What if I have concerns about how an application is processed or determined?

Contact the Executive Officer info@musictherapy.org.nz outlining your concerns. They will advise you of any appropriate next steps.

GRANT APPLICATION FORM - PLEASE COMPLETE ALL SECTIONS

You may find it helpful to fill in the relevant sections in the report as you complete your application.

Is this an Aotearoa Crisis Intervention (ACI) fund application for a national or localised crisis.	Yes	No
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SECTION ONE – WHO IS INVOLVED?

Contact person for this application.	
Full postal address	
Phone number	
Email address	
Person responsible for running the project and their role. Please include background and experience (maximum 150 words).	

<p>Other people and/or organisation/s involved and their role in the project.</p> <p>Please provide any supporting documents, letters of support, plans etc in PDF format.</p>	
<p>From the people involved in the project, who is a member of Music Therapy New Zealand?</p>	<p>Name:</p>
	<p>Individual member (Includes all NZ RMTh, Student and New Graduate memberships)</p>
	<p>Corporate member</p>
<p>Name and contact details of NZ RMTh or advisor for this project, if not named above.</p>	<p>Friend member</p>

SECTION TWO – WHAT IS INVOLVED?

<p>Project name.</p>	
<p>Projected start date and length of project.</p>	
<p>Project location.</p>	
<p>Purpose of the project.</p>	

<p>What is the need for the project?</p> <p>Please state the key points and include any relevant literature or other references.</p> <p>Please do not supply an extensive list of articles or links for PGG to read as we do not have time to read these.</p> <p>You do not need to justify the general use of music therapy as a discipline.</p>	
<p>Does this project involve a 'cutting edge' area of music therapy practice? And/Or Does it involve sensitive areas of practice or collaborators requiring special considerations around promotion or reporting?</p> <p>Please provide details.</p>	<p>Yes</p> <p>No</p>
<p>What are the expected outcomes of the project?</p>	
<p>How will the project be evaluated and by whom?</p>	

<p>Which of MThNZ's Charitable Purposes does this project support?</p> <p>Please tick the relevant options.</p>		Raise awareness and understanding of music therapy.
		Advance the provision of music therapy to all who may benefit from these services.
		Maintain standards of ethical practice to protect the safety of all clients.
		Advance research in music therapy in a range of settings, including but not limited to 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.
		Develop relationships with relevant stakeholders.
		Contribute to the advancement of hauora Māori;
		Have a commitment to honouring te Tiriti o Waitangi.
Please state how your project supports the Charitable Purpose/s.		
You will need to acknowledge MThNZ's grant. How will you do this?		

SECTION THREE – HOW WILL IT BE FUNDED?

<p>Have you received funding from MThNZ before?</p> <p>If yes, please state the year you received it and what this was for.</p>	<p>Yes</p> <p>No</p>
<p>Have you applied for funding for this project outside of MThNZ?</p> <p>If yes, who have you applied to?</p> <p>How much have you requested?</p> <p>How much have you received to date?</p>	<p>Yes</p> <p>No</p>
<p>What plans have you made to fundraise locally for this project?</p> <p>When will this happen?</p>	
<p>Are there any other financial or planning implications for this project that should be mentioned?</p> <p>If yes, what are they?</p>	<p>Yes</p> <p>No</p>
<p>If you are not successful with this application, what is your Plan B, including other options for funding?</p>	

<p>If your grant is for a project you hope will be ongoing, how will it become sustainable?</p>	
<p>If this project is part of a larger project, what is the estimated total cost of the full project?</p>	
<p>Total amount applied for in this application.</p>	

SECTION FOUR - HOW MUCH MONEY IS NEEDED?

Please complete all relevant sections and provide all totals.

Please add more rows if necessary.

<p>Project expenses directly related to the project as described in this application. Expense examples:</p> <ul style="list-style-type: none"> ● conference or event registration, venue costs, promotional costs, travel. ● fees to provide pilot service (seed funding), venue costs, publicity, resource development, costs related to collaborating with service partners or developing relationships with relevant stakeholders. ● seed funding to deliver research, study fees, other research or activity related costs, travel. 			
Projected Expenses	Details	Amount	Quote or invoice included
		\$	
		\$	
		\$	
		\$	
Total expenses		\$	

Projected Income		
Participant Fees	\$	
Donations, other grants	\$	
Fundraising events	\$	
Other Funding	\$	
Total Income	\$	
Total net cost of project (Expenses minus Income)	\$	
Total amount applied for in this application	\$	

SECTION FIVE - APPLICATION CHECKLIST AND DECLARATION

I have read the guidelines.	
I have read the grants timeline.	
I have completed Section One	
I have completed Section Two	
I have completed Section Three	
I have completed Section Four (Budget)	
I have included supporting document/s (where relevant). Please list document names here.	
The total amount applied for in Sections Three and Four matches.	
All submitted documents files are in PDF format.	
I have signed the declaration.	

DECLARATION AND SIGNATURE

I understand that the information provided in this application is true and correct. I understand that if this application is successful, the ensuing grant is to be used for the purposes outlined in this application and any funds not spent will be returned to Music Therapy New Zealand.

I also accept as a condition of any funding, that I will complete all the reporting requirements set out in this document.

Name: _____ Date: _____

Signed: _____

GRANT REPORT FORM

Please complete all sections. You may provide a written report or a video report.

For video reports, please include who was involved and then talk about all parts of SECTION TWO. For both types of report, please send the written financial report to the Executive Officer.

SECTION ONE – WHO WAS INVOLVED?

Contact person for this project.	
Full postal address	
Phone number	
Email address	
Others involved in delivering the project.	

SECTION TWO – WHAT HAPPENED?

Project name.	
Project start date and end date.	
Project location.	
Purpose of the project and project goals.	

What were the outcomes of this project?		
<p>How many people directly benefited from this project?</p> <p>Did the project meet its expected goals?</p> <p>How did the project support the Charitable Purposes?</p>		
Which of MThNZ's Charitable Purposes did this project support?		Raise awareness and understanding of music therapy.
		Advance the provision of music therapy to all who may benefit from these services.
		Maintain standards of ethical practice to protect the safety of all clients.
		Advance research in music therapy in a range of settings, including but not limited to 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.
		Develop relationships with relevant stakeholders.

		Contribute to the advancement of hauora Māori.
		Have a commitment to honouring te Tiriti o Waitangi.
What are the next steps for the project?		

SECTION THREE - FINANCIAL REPORT

Please complete relevant sections. Please report on all the expenses included in your original application and any additional expenses relevant to **this grant**. Please add more rows as needed.

Final Expenses	Details	\$	Receipt included
		\$	Yes / No
		\$	Yes / No
		\$	Yes / No
		\$	Yes / No
Total expenses		\$	
Final Income			
Participant Fees		\$	
Donations, other grants		\$	

Fundraising events	\$	
Other Funding	\$	
Total Income	\$	
Net cost of project (Expenses minus income)	\$	
Amount received from MThNZ	\$	
Unused MThNZ funds (if applicable).	\$	

SECTION FOUR - MusT ARTICLE

Please provide a brief summary of your project for publication in MThNZ's magazine MusT. Please write a maximum of 500 words and send this to the Executive Officer with your reports or within two months of completing your project. Consented photographs are welcome and will only be used for publication in MusT, unless permission is gained.

Insert report here.

I have attached photos. Yes / No

How many? _____

Please include any relevant captions here.

DECLARATION AND SIGNATURE

I understand that the summary article and/or photographs provided for MusT may need to be edited for publication. I understand that MusT is a public document and will be distributed via MthNZ's usual channels.

I understand that MThNZ will include details of my grant in their annual report and may include details about the amount funded, year funded and the population supported or need addressed by this funding, on their website.

Signed: _____

Name: _____

Date: _____