



P- 010	Policy for management of projects under the REGIONAL HUB PROJECT FUNDING SCHEME	
Responsibility: Director Ako Aotearoa		Effective: May 2009 Review date: June 2010
Related documents	RHPFS-1 Criteria for application for project funding RHPFS-2 Application for project funding RHPFS-3 Project applications – reading between the lines: guidance for applicants RHPFS-4 Project budget calculator RHPFS-5 Guidelines for successful applicants RHPFS-6 Project milestones reporting template RHPFS-7 Project Administration: Final project report template RHPFS-8 Funding agreement RHPFS-9 Project Proposal Approval Form RHPFS-10 Guidelines for Panel	
Policy approved by Ako Aotearoa Board:		

A. Policy

- 010.1** Each regional hub will allocate discretionary funding each year to support small projects designed to enhance and/or research effective teaching and learning. This shall be known as the “Ako Aotearoa Regional Hub Projects Funding Scheme”.
- 010.2** The level of funding for each project will normally be between \$1,000 and \$10,000 (GST exclusive).
- 010.3** Funding will be administered by the regional hubs through the host fund holder with delegated authorities as appropriate.
- 010.4** The Board may from time to time, as advised by the national office and regional hubs, set priorities for funding under this scheme and / or increase the amount of funding available.
- 010.5** A key purpose of this fund is to enhance the capabilities of tertiary education organisations and other service providers. Hubs will encourage applications from across the breadth of the tertiary sector and look to ensure that active support is in place for proposal development and progressing projects where applicants are inexperienced.
- 010.6** Ako Aotearoa will set in place processes to avoid real or perceived conflicts of interest in the allocation of funds. In particular, regional hub staff

involved in supporting applicants in developing specific project proposals will not be involved in the evaluation of that application. Similarly, Hub Advisory Group members involved in supporting applicants in developing specific project proposals will not be involved in the evaluation of that application.

- 010.7 Project proposals must be endorsed by the organisation hosting the project (normally the organisation employing the project leader).
- 010.8 Ako Aotearoa does not undertake to fund any or all projects submitted.
- 010.9 The decision of Ako Aotearoa on whether a project is or is not funded is final. No appeals are allowed.
- 010.10 In the event of a project application being declined, specific feedback will be provided to unsuccessful applicants with a view to assist them in making future applications.
- 010.11 Staff of the regional hubs and the national office will make every effort to ensure consistency of management of the Regional Hub Project Funding Scheme and encourage collaboration across organisations where different proposals might overlap.
- 010.12 Funds will only be released after a formal funding agreement that includes a schedule of payments has been signed by the host organisation.
- 010.13 Any potential ethical issues arising must be covered off by applicants in discussion with the Regional Hubs before final project approval.
- 010.14 An up-to-date register of funded projects will be maintained. Reporting schedules on progress of projects will be agreed with successful applicants and progress against projects will be collated and advised regularly to the Ako Aotearoa Board.
- 010.15 An exception reporting approach will be used during the progress of a project, but final reporting will be comprehensive to allow (a) wide dissemination of results.
- 010.16 Ako Aotearoa may terminate funding of a project if insufficient progress is being made, or there is a significant and irreversible breach of the funding agreement. The final decision is to be made by the Panel which approved the project. Any such decisions will be advised to the Board.