



# Pasifika Suicide Prevention Community Fund

## Application Form Tips

*Courtesy of Pacific Business Trust*

### 1. Background you need to know

**1.1 What is the fund for:** The purpose of this Community Fund is to build the capacity of Pasifika families and communities to prevent suicide within communities and to respond effectively if and when a suicide occurs.

**1.2 Who can apply (Eligibility Criteria):** The organisation or initiative should meet as many of the following criteria as possible:

- The organisation must be “Pasifika led.” In other words, there must be a majority of Pasifika representation across the organisation (at all levels), the initiative must have Pasifika involvement and must be of benefit to the Pasifika community.
- The initiative must address unmet needs of priority groups (this includes but not limited to Men, Youth, Rainbow community, Rural communities, Children / Youth in care or those that have experienced suicidal behaviour).
- The initiative must contribute to the objectives and outcomes of *Every Life Matters – He Tapu te Oranga o ia Tangata*. (We recommend reviewing [Chapter 2 – Pacific Health and Wellbeing](#) and [Chapter 10 – Suicide Prevention](#) in particular).
- The initiative must aim to enhance protective factors for suicide prevention and postvention.
- The initiative must ensure collaboration and coordination.
- The initiative must be innovative and is for an initiative or idea that is not currently funded by other organisations.
- The initiative must be sustainable (continued) once the funding has stopped.
- The organisation must demonstrate access to the capacity (people to deliver), capability (experience and expertise to deliver) and systems (processes and technology) required to manage and report on the initiative outcomes.

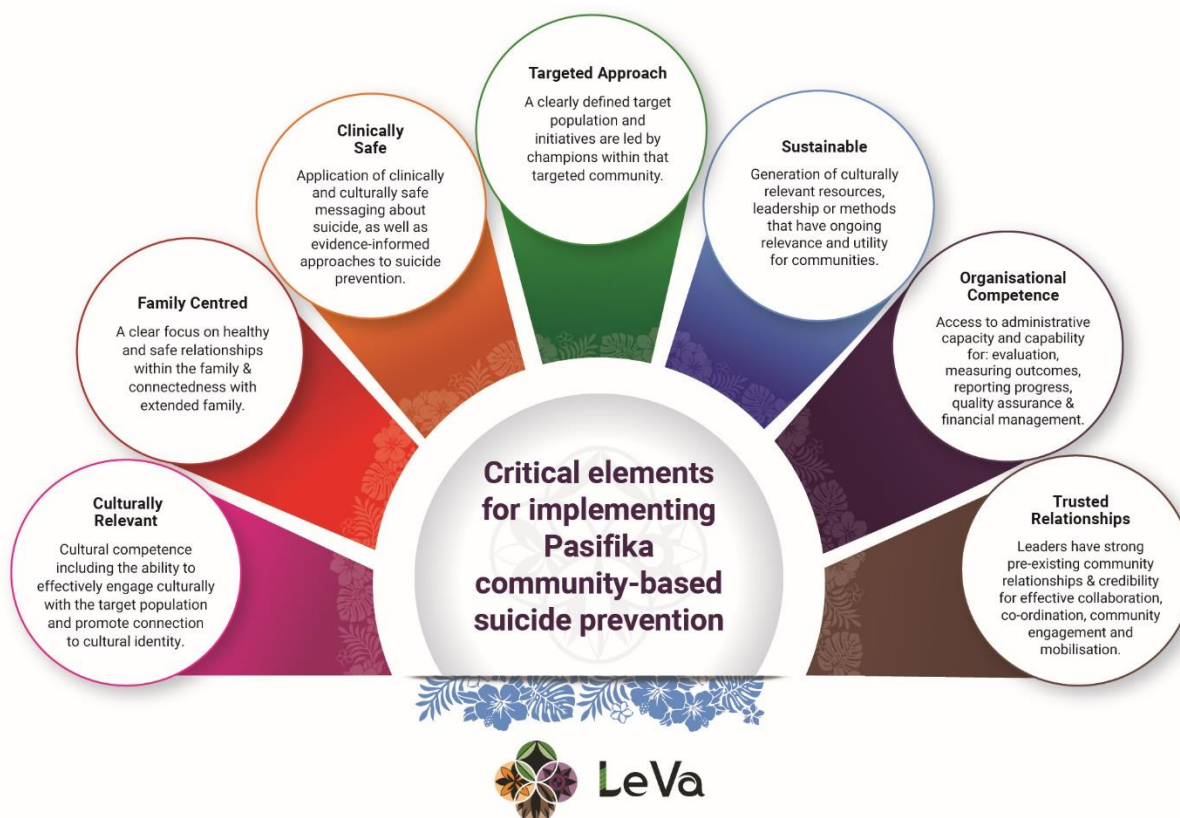
- 1.3 How much can you apply for:** You can apply for amounts between \$10,000 and \$300,000. Please be aware that there are different requirements and criteria based on the amount applied for (e.g. an application for \$300,000 will require more detail and supporting information than an application for \$10,000).
- 1.4 Key dates to know:** Applications close on **30 June 2020**. Successful applicants will be notified **late July / early August**.
- 1.5 How to apply:** Access the [online application form here](#).
- 1.6 Who to contact if you have questions:** Email [suicide.prevention@leva.co.nz](mailto:suicide.prevention@leva.co.nz).
- 1.7 Reporting requirements:** There are specific reporting requirements for all successful applicants and the requirements will depend on the level of funding received. This information will be provided at the contract phase for successful applicants.

## 2. The Expected Outcomes

- 2.1** Your application must show it contributes to **at least one** of the following expected outcomes for Pasifika families and communities:
- Pasifika families, whānau, and communities are strongly connected, and people are actively involved with their wider community to prevent or cope with distress.
  - Pasifika families, whānau and communities are actively building resilience and reducing the risks of suicide.
  - Pasifika community leaders empower people, foster resilience and bring people and resources together for better mental wellbeing.
  - Pasifika families, whānau and communities have stronger relationships and confidence to be able to talk about their difficulties.
  - Pasifika people are informed about and assisted in accessing support services.
  - Pasifika people grieving from the impact of suicide receive the support they need within their families and whanau.
  - Pasifika young people are connected to their culture and are supported to build a strong cultural identity to enhance mental wellbeing.

### 3. The Evaluation Criteria – Le Va’s Critical Elements

3.1 The evaluation panel will use *Le Va’s Critical Elements for Implementing Pasifika Community-Based Suicide Prevention Initiatives* approach to evaluate or assess your application. Ideally, an applicant would meet as many of the seven critical elements as possible.



3.2 Please contact Le Va if you have any questions regarding the evaluation criteria / critical elements.

### 4. Additional Guidance for completing the Application Form

The following information is intended to answer some frequently asked questions about the five sections in the application form – Your Organisation, Key Contact Details, Governance, Management and Staff Details, Financial Information and Referees/Community Support.

Section A – Your Organisation	
What is your organisation's legal entity?	<p><i>Definitions:</i></p> <ul style="list-style-type: none"> <li><b>Incorporated Society</b> – In Aotearoa, an incorporated society is a group of at least 15 people who have applied for registration</li> </ul>

	<p>under the Incorporated Societies Act 1908. A large number of New Zealand sports clubs and organisations, charitable organisations, and community organisations operate as incorporated societies.</p> <ul style="list-style-type: none"> <li>• <b>Charitable Trust</b> – In Aotearoa, charitable trusts hold assets for charitable purposes and must be registered under the Charitable Trusts Act.</li> <li>• <b>Limited Liability Company</b> – A limited liability company is set up as a separate entity from its shareholders and companies are incorporated under the Companies Act 1993.</li> <li>• <b>No Legal Status</b> – This could include (but not limited to) youth groups, social enterprises, church groups, sole trader or partnership.</li> </ul>
Are you a registered charity? If yes, what is your Charities Commission number?	You can confirm your Charities Commission number on the Charities register – <a href="#">Link</a> .
Are you a limited liability company If yes, what is your company number.	You can confirm your company number on the Companies Office register – <a href="#">Link</a> .
Which District Health Board region do you operate in?	You can confirm which DHB region you operate within on the Ministry of Health website – <a href="#">Link</a> .
Does your organisation currently provide, or plan to provide, activities and initiatives for Pacific families and communities?	Please describe the activities / initiatives provided – including which parts of the Pasifika community are included in your services.
<b>C – Governance, Management &amp; Staff Details</b>	
How many full time equivalent staff does your organisation employ?	Please record the number of paid full time equivalent staff employed. Please feel free to also include the number of volunteers / community members working for your organisation.

<p>Details of your governance and management structure - Please state your position(s), organisation name(s), experience type(s), and years in each position.</p>	<p>Please provide the requested details for trustees/board members (governance level), senior management and executive staff.</p>
<p><b>Section D – Financial Information</b></p>	
<p>Have you applied for, or are currently receiving any other funding for this project or similar project? If yes, please detail.</p>	<p>Please provide the following details for any funding received (or applied for) relating to this project or a similar project (current and historic (over the last 5 years)):</p> <ul style="list-style-type: none"> <li>• Funding organisation name:</li> <li>• Start &amp; end date of funding period:</li> <li>• Amount funded:</li> </ul>
<p>Supporting Financial Information</p>	<ul style="list-style-type: none"> <li>• Under \$25,000 – Please attach your Project budget. Financial information may be required upon request. Your budget, as a minimum, should show – total estimated income (money coming in) and expenses (money going out).</li> <li>• \$25,000 - \$99,999 – Please attach your Project budget and the organisation’s most recent independently reviewed annual accounts, including the review report (or audited accounts/audit report if completed).</li> <li>• Over \$100,000 – Please attach your Project budget and the organisation’s most recent independently audited accounts, including the auditor’s report.</li> </ul> <p>Please contact the Pacific Business Trust on phone: 0800 287 7526 or email: <a href="mailto:info@pacificbusiness.co.nz">info@pacificbusiness.co.nz</a> for support regarding the financial information required (including details of accountants / auditors who may be able to assist you).</p>
<p>Do any conflicts of interest exist between your organisation and Le Va?</p>	<p>Please state the Le Va contact’s name and describe the nature of the relationship (e.g. close family member, friends, previous work colleague etc.).</p> <p><i>This information will be used to identify and manage potential conflict of interests.</i></p>

<p>Describe in detail how your project will address each of the critical elements for implementing community-based suicide prevention initiatives in Pasifika communities.</p>	<p>Definitions and examples for each critical element required to implement community-based suicide prevention initiatives within Pasifika communities are listed below:</p> <p><b>Culturally Relevant</b></p> <p>The cultural relevance of initiatives is critical. This requires a level of cultural competence, including the ability to effectively engage with the Pasifika community, and promote connection to cultural identity.</p> <p>This element reflects the traditional Pasifika holistic approach to wellbeing, which is inclusive of the physical, emotional, mental and spiritual domains of wellbeing. Ensuring suicide prevention initiatives are culturally relevant also reflects Pan-Pacific cultural values such as love, respect, reciprocity, spirituality, service, and family (Kingi-Uluave et al., 2016).</p> <p><b>Family-Centred</b></p> <p>A successful initiative would include a clear focus on healthy and safe relationships within the family and connectedness with extended family. This does not mean that an initiative would need to focus on family as a target population, but that the way you consider your target population was informed by a family-centred approach.</p> <p>Anyone working with Pasifika youth, elderly, or all ages, should be cognisant that the individual exists in context of family, family history, and extended family.</p> <p><b>Clinically Safe</b></p> <p>The application of clinically and culturally safe messaging about suicide, as well as evidence-informed approaches to suicide prevention, is critical to implementing successful community-based suicide prevention initiatives.</p> <p>This element can be described in two ways: 1) that the implementation of the community-based initiative was informed with safe messaging that would ensure no harm was done, and 2) that the initiative itself had a clear focus on early detection and response to distress or suicidal distress– not only promoting wellbeing.</p> <p><b>Targeted approaches</b></p> <p>Initiatives have clearly defined target populations, and champions that lead the initiatives within that targeted community. Targeted approaches are highly specific and tailored to deliver targeted support to meet the needs of the group (in this case, Pasifika).</p> <p><b>Sustainable</b></p> <p>The critical element of sustainability is defined as initiatives that generate culturally relevant resources, leadership or methods that have <b>ongoing</b> relevance with the Pasifika community.</p>
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	<p><b>Organisational Competence</b></p> <p>Initiatives have access to organisational or administrative capacity (systems and processes) and capability (people). This includes evaluation, measuring outcomes, reporting progress, quality assurance and financial management.</p> <p><b>Trusted Relationships</b></p> <p>Trusted relationships are essential for any community-based engagement. This fosters effective collaboration, coordination, community activation and mobilisation.</p> <p>Initiatives with existing supportive community relationships (i.e. with other organisations, community groups, leaders etc.) may be more effective in engaging with the target audience (the Pasifika community).</p>
Supporting Project Information	<ul style="list-style-type: none"> <li>• Under \$25,000 – Please attach your project plan for the proposed activity.</li> <li>• \$25,000 - \$99,999 – Please attach your detailed project plan with costings.</li> <li>• Over \$100,000 – Please attach your detailed project plan with costings.</li> </ul> <p>Your plan should include as a minimum – your objectives (what you aim to achieve), your target audience (who will you serve), an implementation plan (how will you carry out the project) and a timetable with milestones (when will you carry out the activities in your plan).</p> <p>Please contact the Pacific Business Trust phone: 0800 287 7526 or email: <a href="mailto:info@pacificbusiness.co.nz">info@pacificbusiness.co.nz</a> if you require assistance with drafting your project outline / project plan / costings.</p>
Complete Proposed Budget Table	<p>Please contact the Pacific Business Trust phone: 0800 287 7526 or email: <a href="mailto:info@pacificbusiness.co.nz">info@pacificbusiness.co.nz</a> if you require assistance with completing the budget table.</p>

### About the Pacific Business Trust

The Pacific Business Trust (PBT) service is free, confidential and personalised for Pasifika community organisations, businesses and sole traders. Our business advisors and team listen carefully and work closely with you to make recommendations that you can use to support your funding application.

PBT has a revitalised vision to contribute to the success and growth of our Pacific communities. Our support services have been expanded to include Pacific organisations in the health and social sectors recognising their critical role in delivering positive health and wellbeing outcomes for the benefit our Pacific people, families and communities.

