

# LEADERSHIP INCENTIVE FUND

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## GUIDELINES AND APPLICATION FORM

### Guidelines

The Leadership Incentive Fund (LIF) aims to support the achievement of national judicial development objectives aligned with the Pacific Justice Sector Programme (PJSP) objectives. In doing so, the LIF intends to strengthen local capacity to manage development activities locally.

**How to submit a grant application:** All applications will be reviewed, and applicants notified in writing of the decision. Conditional approval will be provided for applications that meet most of the assessment criteria, but which require some limited refinements. Approval will be final on an email confirmation from the applicant partner court agreeing to the conditions. Email your application to [contact@pjsp.govt.nz](mailto:contact@pjsp.govt.nz). We are happy to work with you in developing your application.

**In assessing applications, the following criteria will be considered:**

1. The proposed activity and its objectives.
2. The court's development needs being addressed by the activity.
3. How the activity will contribute to fairer societies by supporting courts to develop more accessible, just, efficient and responsive court services, reinforcing public trust and confidence in the courts.
4. How the activity will contribute to improving performance of the formal justice systems and improved access to justice for vulnerable groups and people.
5. How the activity will contribute to improvements in human rights, gender equity, and equality.
6. How the activity will strengthen access to justice and improve outcomes for vulnerable and marginalised groups.
7. The current situation and a process for monitoring and measuring changes in knowledge, attitudes, or practice at the completion of the activity.
8. How the outcomes of the activity will be sustained over time.

### Conditions

All successful grant applicants will be required to:

- Ensure the project is overseen by a National Coordinator or court representative.
- Finalise all project activities and expenditure within a maximum 6 months of funding being approved.
- Report on all activities within the agreed timeframe.

## Scope of Leadership Incentive Fund Support

All activities need to align with the partner court's broader development goals, as well as with the goal of the PJSP.

In line with our MFAT obligations, under the Leadership Incentive Fund we **cannot** support:

- Infrastructure (including applications that only cover the cost of new computers for the judiciary).
- Staff salaries or general court operations costs.
- Gifts or alcohol.
- Identical activities that have already been funded by other agencies.



## Application form

ACTIVITY CONTACT DETAILS	
Country	
Court	
Court Representative/National Coordinator email	
Court Representative/National Coordinator phone	
Other contact (e.g. Facebook Messenger, Whatsapp)	
Preferred method of contact	
SUMMARY OF ACTIVITY	
Activity title	
What will you deliver?	
Who will deliver it and who will participate?	
Where will you deliver it?	
When will you do it?	
How long is the activity? e.g. 3-day workshop (if applicable)	
TELL US MORE ABOUT THE ACTIVITY	
What is the goal of your activity?	
What issue(s) / problem(s) will this activity address?	
Proposed activity: (what are you planning to do and how will it address the goal?)	Planned outputs: (what will happen / be produced by the activity?)

<b>How will your activity address gender, human rights and access to justice issues?</b>	
<b>Who will benefit from the activity?</b> (Use numbers if possible)	
<b>What risks will be present and how will these be managed?</b>	
<b>What resources and experts will you use?</b>	
<b>BUDGET</b>	
<b>Is the full itemised budget attached?</b>	Yes / No
<b>APPROVAL</b>	
<b>Approval of the Chief Justice</b> (CJ can approve by separate email/letter if necessary)	Signed: _____ Name: _____ Date: _____
<b>Acknowledgement that you agree to oversee and be accountable / responsible for the activity</b>	Signed: _____ Name: _____ Date: _____

**Example budget template** - Excel version of budget template can be supplied at request

Expense Items / Description <sup>12</sup>	Number <sup>3</sup>	Unit <sup>4</sup>	Unit Cost <sup>5</sup>	Total NZD <sup>6</sup>	
				Court contributions <sup>7</sup>	LIF Grant contributions
Accommodation - In-country		night(s)			
Accommodation - Transit		night(s)			
Bank fees / Transaction charges		quantity			
Catering / Refreshments		day(s)			
Communications (telephone, email, postage)		quantity			
Fees / Salary (non-government funded staff, advisers / experts)		day(s)/month(s)			
Per diem (meals and incidentals allowance) <i>Note: these cannot exceed MFAT rates<sup>8</sup></i>		day(s)			
Stationery (general, photocopying, printing)		quantity			
Travel - International (flights, boats)		trip(s)			
Travel - Local (flights, boats, taxis)		trip(s)			
Travel - Incidentals (medical / travel insurance, departure tax, visas)		trip(s)			
Venue (room hire, equipment rental)		day(s)			
Other expenses (miscellaneous) <i>Please give details</i>					
<b>Total:</b>					
<b>Exchange rate used: NZ\$1.00 =</b>					
<b>Source of exchange rate:</b>					

<sup>2</sup> Each heading can be broken down further if desired

<sup>3</sup> Insert total number of each 'unit', for example the total number of flights, accommodation nights, etc.

<sup>4</sup> The type of 'unit' may vary from project to project.

<sup>5</sup> Insert the cost for each flight, night's accommodation, etc.

<sup>6</sup> The total is calculated by multiplying the 'number' of units by the 'unit cost'.

<sup>7</sup> Court contributions are the elements which your court will contribute. Please give an actual/approximate value of what you are contributing. For example, if you have a workshop venue in your court, your court contribution will be equal to the cost to hire a venue outside the court. Another example of in-kind contribution is people's time that will be put into this project that PJSP will not directly fund, for example the number of hours the National Coordinator will spend overseeing the project.

<sup>8</sup> MFAT per diem rates are found at: [Getting paid | New Zealand Ministry of Foreign Affairs and Trade](#)

### Example activity checklist

Activity / Task	Person responsible	By when / deadline	Completed
1.			<input type="checkbox"/>
2.			<input type="checkbox"/>
3.			<input type="checkbox"/>
4.			<input type="checkbox"/>
5.			<input type="checkbox"/>
6.			<input type="checkbox"/>
7.			<input type="checkbox"/>
8.			<input type="checkbox"/>
9.			<input type="checkbox"/>
10.			<input type="checkbox"/>
11.			<input type="checkbox"/>
12.			<input type="checkbox"/>
13.			<input type="checkbox"/>
14.			<input type="checkbox"/>
15.			<input type="checkbox"/>
16.			<input type="checkbox"/>
17.			<input type="checkbox"/>
18.			<input type="checkbox"/>
19.			<input type="checkbox"/>
20.			<input type="checkbox"/>