



GUIDELINES AND APPLICATION FORM

Guidelines

The Lift programme (formerly the Leadership Incentive Fund) enables local solutions to local issues through funding, technical advice and support. The Lift no longer has deadlines so courts can apply for funding for locally-run development activities at any time. It does, however, have an annual budget so early applications are encouraged so your court doesn't miss out.

How to apply: We are happy to work with you in developing your application. Send us an email outlining your idea and we can discuss the proposal directly with you prior to filling out this form. All applications will be reviewed, and applicants notified in writing of the decision. Conditional approval will be granted for applications that meet most of the assessment criteria, but which require some limited refinements. Approval will be final on an email confirmation. Email your application to contact@pjsp.govt.nz.

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.

The scope of Lift 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 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.

Lift 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?)

How will your activity address gender, human rights and access to justice issues?	
Who will benefit from the activity? (Use numbers if possible)	
What risks will be present and how will these be managed?	
What resources and experts will you use?	

BUDGET

Is the full itemised budget attached?	Yes / No
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APPROVAL

Approval of the Chief Justice (CJ can approve by separate email/letter if necessary)	Signed: _____ Name: _____ Date: _____
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Acknowledgement that you agree to oversee and be accountable / responsible for the activity	Signed: _____ Name: _____ Date: _____
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Example budget template - Excel version of budget template can be supplied at request

Expense Items / Description ¹²	Number ³	Unit ⁴	Unit Cost ⁵	Total NZD ⁶	
				Court contributions ⁷	LIFT 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 rates⁸</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>					
Total:					
Exchange rate used: NZ\$1.00 =					
Source of exchange rate:					

² Each heading can be broken down further if desired

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

⁴ The type of 'unit' may vary from project to project.

⁵ Insert the cost for each flight, night's accommodation, etc.

⁶ The total is calculated by multiplying the 'number' of units by the 'unit cost'.

⁷ 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.

⁸ 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"/>