



GUIDELINES AND APPLICATION FORM

(if you have this form open in PDF, you can complete it on screen, save and return)

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.

Timing:

A period of 6-8 weeks is required for PJSP to consider this request and then seek approval from the funders, the Ministry of Trade & Affairs.

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

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?	
What resources and experts will you use?	
Where will you deliver it?	
When will you do it?	
How long is the activity?	
How many people will participate?	

TELL US MORE ABOUT THE ACTIVITY	
What is the goal of your activity?	
What issue(s) / problem(s) will this activity address?	
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?	
BUDGET	
Is the full itemised budget attached?	Yes / No

APPROVAL

Approval of the Chief Justice

(CJ can approve by separate email/letter if necessary)

Signed: _____

Name: _____

Date: _____

Acknowledgement that you agree to oversee and be accountable / responsible for the activity

Signed: _____

Name: _____

Date: _____

The below budget table may not suit all activities, if required please provide additional information here:

Please identify the local currency used, for example PNG = Kina

Expense Items/Description	Unit Cost ¹	Number of Units	Total (in local currency)	
			Court ² Contributions	PJSP Contributions
Accommodation In-country	\$ per night		\$	\$
Accommodation Transit	\$ per night		\$	\$
Travel International (flights)	\$ per trip(s)		\$	\$
Travel Local (flights, boats, taxis)	\$ per trip(s)		\$	\$
Travel Incidentals (medical/ travel insurance, departure tax, visas)	\$		\$	\$
Per diem (meals and incidentals allowance) *NZ\$120 per person less the cost of meals included in accommodation or workshop costs	\$120*/per day		\$	\$
Fees / Salary (non-government funded staff, advisers / experts)	\$ day/month (please select 1)			
Venue (number of days) (room hire, equipment rental)	day(s)			
Bank fees/Transaction charges	\$	\$	\$	\$
Catering/refreshments (workshops) Per head/per day	\$	days	\$	\$
Communications (est. total) (telephone, data, email, postage)	\$	\$	\$	\$
Stationery (general, photocopying, printing)	\$	\$	\$	\$
Other expenses (miscellaneous) Please give details	\$	\$	\$	\$
Total local currency:				
To be completed by PJSP <i>Exchange rate used: NZ\$1.00 _____</i> <i>Source of exchange rate:</i>				
TOTAL NZD				\$

1. For example, cost per person, per night, per ticket and so on.
2. 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.