

# LIFT



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## 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 Leadership Incentive Fund) enables local solutions to local issues through funding, technical advice and support. The Lift no longer has deadlines so courts and other justice sector partners 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 you don'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](mailto:contact@pjsp.govt.nz).

### Conditions

All successful grant applicants will be required to:

- Ensure the project is overseen by a National Coordinator, court representative or someone in an equivalent senior role.
- 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	
<b>Country</b>	Click or tap here to enter text.
<b>Court or organisation</b>	Click or tap here to enter text.
<b>Court Representative/National Coordinator (or equivalent role) email</b>	Click or tap here to enter text.
<b>Court Representative/National Coordinator (or equivalent role) phone</b>	Click or tap here to enter text.
<b>Other contact</b> (e.g. Facebook Messenger, Whatsapp)	Click or tap here to enter text.
<b>Preferred method of contact</b>	Click or tap here to enter text.
SUMMARY OF ACTIVITY	
<b>Activity title</b>	Click or tap here to enter text.
<b>What will you deliver?</b>	Click or tap here to enter text.
<b>Who will deliver it?</b>	Click or tap here to enter text.
<b>What resources and experts will you use?</b>	Click or tap here to enter text.
<b>Where will you deliver it?</b>	Click or tap here to enter text.
<b>When will you do it?</b>	Click or tap here to enter text.
<b>How long is the activity?</b>	Click or tap here to enter text.
<b>How many people will participate?</b>	Click or tap here to enter text.
TELL US MORE ABOUT THE ACTIVITY	

<b>What is the goal of your activity?</b>	Click or tap here to enter text.
<b>What issue(s) / problem(s) will this activity address?</b>	Click or tap here to enter text.
<b>How will your activity address gender, human rights and access to justice issues?</b>	Click or tap here to enter text.
<b>Who will benefit from the activity? (Use numbers if possible)</b>	Click or tap here to enter text.
<b>What risks will be present and how will these be managed?</b>	Click or tap here to enter text.
<b>BUDGET</b>	
<b>Is the full itemised budget attached?</b>	Yes / No
<b>APPROVAL</b>	
<b>Approval of the Chief Justice OR Law Society President OR National Training Coordinator for Courts (or equivalent senior role/position)</b> (Approving signatory can approve by separate email/letter if necessary)	Signed: Click or tap here to enter text. Name: Click or tap here to enter text. Date: Click or tap here to enter text.

<b>Acknowledgement that you agree to oversee and be accountable / responsible for the activity</b>	Signed: Click or tap here to enter text. Name: Click or tap here to enter text. Date: Click or tap here to enter text.
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The below budget table may not suit all activities, if required please provide additional information here:

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Please identify the local currency used, for example PNG = Kina [Click or tap here to enter text.](#)

Expense Items/Description	Unit Cost <sup>1</sup>	Number of Units	Total (in local currency)	
			Court <sup>2</sup> Contributions	PJSP Contributions
<b>Accommodation — In-country</b>	Click or tap here to enter text. per night	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Accommodation — Transit</b>	Click or tap here to enter text. per night	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Travel — International</b> (flights, boats)	Click or tap here to enter text. per trip(s)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Travel — Local</b> (flights, boats, taxis)	Click or tap here to enter text. per trip(s)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Travel — Incidentals</b> (medical/ travel insurance, departure tax, visas)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Per diem (meals and incidentals allowance)</b> NZ\$80 per person less the cost of meals included in accommodation or workshop costs	Click or tap here to enter text. per day(s)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Fees / Salary</b> (non-government funded staff, advisers / experts)	Click or tap here to enter text. day(s)/month(s)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Venue</b> (room hire, equipment rental)	Click or tap here to enter text. day(s)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Bank fees/Transaction charges</b>	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Catering/refreshments</b> (workshops)	Click or tap here to enter text.	Click or tap here to enter text. x Click or tap here to enter text.days	Click or tap here to enter text.	Click or tap here to enter text.
<b>Communications</b> (telephone, data, email, postage)	Click or tap here to	Click or tap here to	Click or tap here	Click or tap here

<sup>1</sup> For example, cost per person, per night, per ticket and so on.

<sup>2</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.

	enter text.	enter text.	to enter text.	to enter text.
<b>Stationery</b> (general, photocopying, printing)	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Other expenses</b> (miscellaneous) Please give details	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>Total local currency:</b>	Click or tap here to enter text.			Click or tap here to enter text.
<b>To be completed by PJSP</b> <i>Exchange rate used: NZ\$1.00 _____</i> <i>Source of exchange rate: _____</i>	Click or tap here to enter text.			
<b>TOTAL NZD</b>	Click or tap here to enter text.			\$Click or tap here to enter text.