

Guide to Completing the Early Childhood Education Service and ngā Kōhanga Reo Joint Funding Application

Guide to completing your Community of Learning | Kāhui Ako early childhood education service and ngā kōhanga reo (services) joint funding application

1. Provide the details of your Community of Learning | Kāhui Ako

- This is the name and ID number of the Community of Learning your service belongs to. If you don't know the name and ID number check the Kāhui Ako profile on [Education Counts](#).
- If the Community of Learning Leader has yet to be appointed, please provide the name of the person you have been working with.

2. Provide the details of the nominated point of contact for this application

- This is a person from one of the services who is nominated by the applicants to act as the contact for the application on their behalf.
- If the nominated point of contact changes you need to contact your Kāhui Ako Lead Advisor in your local Ministry of Education office and ask them to update the details.

3. Provide a brief outline of how you propose to use the funding to support services participation and engagement within the Community of Learning to strengthen learning opportunities for children

- This should be a brief outline of how the applicants have agreed to use the funding to support their participation and collaboration in their Community of Learning to strengthen learning opportunities for children.
- Examples of how the funding may be used include, but are not limited to:
 - activities to build coherent learner pathways that strengthen transitions
 - activities to build the quality of teaching practice at services and schools
 - provide resourcing to enable release time for service teachers to attend and participate in Community of Learning meetings and activities
 - support participation in the development of their Community of Learning achievement challenges.
- You can attach a separate document with the brief outline if you prefer – please limit this to 1 page.

4. Provide the details of the nominated fund-holder service who will administer the funding on behalf of the parties or attach a bank deposit slip

- The nominated fund-holder is the service that has been nominated by the applicants to receive and administer the funding on their behalf.
- As part of the application process you will need to agree how the funding will be administered, and who is best placed to do this.
- The nominated fund-holder service responsible for administering this funding must not:
 - be on a provisional, probationary or suspended licence,
 - be under investigation following a complaint, or
 - owe a debt to the Ministry.
- The nominated fund-holder must be an early childhood education service or ngā kōhanga reo.

- The bank account cannot be a personal bank account.
- If you have two or more bank account signatories both names are required.
- If the nominated fund-holder changes staff in the local Ministry of Education office can help you update the application.

4a. Only required if the service fund-holder account contact is different to the nominated point of contact

5. Participating services

- This is the list of member services who are party to the funding application.
- If you have more member services than you are able to list of the funding application form, you can continue the list on a separate page and send it in with your application.

6. Signatures

- The signatures on the application form are to show that the proposal is collaborative and aligns with the priorities of the Community of Learning.
- There are two lines for the fund-holder signature as most businesses require two signatories.
- The Community of Learning Leader signature is to endorse the application and demonstrate alignment between the Community of Learning priorities and the proposed use of the funding.
- If no Community of Learning Leader has been appointed then the person you have been working with from the Community of Learning should sign instead.