



# NEW ZEALAND RED CROSS 2011 EARTHQUAKE COMMISSION VERSION 1. AS AT 30.01.2013

## CHRISTCHURCH SCHOOLCHILDREN'S GRANT: ADDITIONAL INFORMATION FOR SCHOOLS

### 1. Grant background

#### ***Where does the funding for this grant come from?***

This grant is provided through the Red Cross Earthquake Appeal Fund. The Red Cross Earthquake Appeal was established to support people who were significantly affected by the Canterbury earthquakes.

Distribution of the Appeal Fund is managed by New Zealand Red Cross and governed by the Red Cross Earthquake Commission. To date \$82m has been distributed in cash grants.

In disbursing the Appeal Fund, the Red Cross Earthquake Commission considers the fundamental Principles of the New Zealand Red Cross Inc. These Principles reflect the need to protect life and health, alleviate human suffering, and to give priority to the most urgent cases with no discrimination on the basis of race, religion or political view.

The Appeal Fund is to be distributed entirely for the relief of those earthquake-affected.

#### ***What is the purpose of grant?***

Red Cross has developed the Christchurch Schoolchildren's Grant to target earthquake-related vulnerability in greater Christchurch. The grant is not funding to assist schools, but a grant to assist individual children – either through individual assistance or group activities.

#### ***Why is Red Cross providing a grant through schools?***

New Zealand Red Cross recognizes that needs and vulnerability have changed in the post-earthquake environment and that schools are uniquely placed to both identify and respond to the challenges their students are facing, whether these be psychosocial or hardship related.

### 2. Eligibility

#### ***Why can't schools outside of the Waimakariri, Selwyn or Christchurch City Territorial Authorities apply?***

The grant has been targeted at the areas that were most impacted by the earthquakes. The Canterbury Primary and Secondary Principals Associations and the Ministry of Education were consulted in developing the grant criteria.

#### ***Should all schools in the area covered by the grant apply, even if students are experiencing little negative impact through the earthquakes?***

Please only apply for the grant if the students at your school have genuine earthquake-related needs.

#### ***Why can't Early Childhood Education providers apply?***

We recognise the impact the earthquakes have had on pre-school children during a key period of their development. Many of these children are now starting school and we have structured the grant to provide support during this important time of transition.

### 3. Conditions of the grant

#### **Categories for spending**

Grant funds can be spent on activities and resources that fall within the following six categories:

1. Assisting with earthquake-related individual hardship
  - such as: subsidising school camp fees, subsidising Education Outside the Classroom activities, providing funding for uniforms or stationary.
2. Earthquake-related psychosocial supports
  - such as: additional counselling services, support for lower level mental health concerns that do not require specialist mental health services.
3. Encouraging coping and resilience
  - such as: life skills programmes that develop coping strategies and resilience.
4. Supporting new entrants and school leavers
  - such as: parenting programmes to assist young children whose readiness for school has been affected by the quakes and post-quake environment; resources to assist young people with high support needs (resulting from the impacts of the earthquakes and post-quake environment) in planning for tertiary education or finding work.
5. Wellbeing focused events and activities
  - such as: providing access to resources where this has been impacted through the earthquakes – e.g. swimming pools or other recreational facilities; funding on-site or off-site activities or events that are specifically targeted at boosting student morale.
6. Other – as recommended by specialist support staff or agencies
  - This may include recommendations made by pastoral care teams, counsellors or other staff that are working directly with earthquake-affected students.

These categories cover a wide range of activities and resources. Schools do not need to apply for funding under each category. Apply only within those categories where your students require assistance. To be eligible for grant funding, the activities and resources that you stipulate in your application must be directly related to earthquake-related needs.

#### **What can't the grant be spent on?**

The following list outlines the main areas in which the grant cannot be spent. This list is not exclusive; please contact Red Cross if you are unsure whether particular resources are eligible for funding. If a resource or activity is funded by the Ministry of Education you should demonstrate that additional resource is required because of earthquake-related needs.

- The grant cannot be spent on equipping classrooms or on general school materials/equipment – there must be a direct link to earthquake needs.
- The grant cannot be spent on information technology (IT) or other electronic equipment.
- The grant cannot be spent on resources to support and assist school staff, unless a component of teacher training/development is required to implement life skills or other programmes through the grant. The grant must directly assist students.
- The grant cannot be spent on staffing costs, unless this is to pay for additional counselling or other support staff in direct response to needs of students resulting from the earthquake. It cannot be spent on business-as-usual staffing costs or specialist staffing costs resulting from other, non-earthquake related circumstances.
- The grant cannot be spent on administrative costs.
- The grant cannot be spent on fixed costs associated with the operation of a school, capital costs such as school buildings, property maintenance or minor capital works.
- The grant cannot be used on school fees (attendance dues or donations).

#### **Does the grant have to be spent on individual students?**

The grant can be used to provide support both directly to individual students or through group activities or events, e.g:

- Assisting individual students whose access to activities and resources is limited by earthquake-related financial hardship.
- Assisting individuals or groups of students with earthquake-related anxiety, stress or behavioural problems.
- Providing wellbeing focused events and activities to small or large groups of students.

### ***What is the term of the grant? What happens if a school does not spend all the grant funds within the two-year grant period?***

The grant must be spent within two years. Funds that are unspent or not spent according to the terms and conditions of the grant will be required to be returned to New Zealand Red Cross. Schools will enter into a contractual agreement with Red Cross if the grant application is approved and your school wishes to proceed with the grant.

### ***Reporting requirements for the grant***

Schools will provide progress reports to Red Cross on what the grant is being spent on so that Red Cross can account for how the Red Cross Earthquake Appeal Fund is being distributed and pass this information on to our donors. The reporting process is outlined in section 5 below.

## **4. Funding amount**

### ***What is the purpose of the tiers, why use decile?***

This is not a universal grant; we have used a tiered approach to direct funding towards those children who are less likely to have the resources available to them to address earthquake-related hardship and challenges. We expect schools to target the grant towards those children who are at most need. The grant has not been developed to enable schools to provide resources to all students.

Decile has been used as a way of distributing funding across schools according to the overall resources available to the students that attend the school. We recognise that hardship and vulnerability may have changed since the earthquakes, and may not be reflected in pre-existing decile ratings. The grant therefore incorporates a special circumstances mechanism to channel additional funding to schools that have experienced a high degree of roll change since the earthquakes due to household relocation (and families are struggling financially as result of the earthquakes), or schools who have significant populations of children with very high earthquake-related needs.

### ***Should we make a standard or a special circumstances application?***

If your students are struggling with a high level of earthquake-related impacts and the standard grant (and school and parental resources) are insufficient to address these needs, the school may apply for additional funding for the cost of required resources through a special circumstances grant.

To be considered for a special circumstances grant your school must provide information that demonstrates some or all of the following:

- Students are struggling with a high level of earthquake-related issues
- The amount the school is eligible for is inadequate to meet the actual needs of students.
- The school is unable to meet these extraordinary needs, for reasons such as:
  - High proportion of earthquake-affected children/households and demonstrated need for resources beyond available funding
  - Roll change – a significant number of earthquake-affected children have moved to your school
  - Very small roll size and demonstrated need for resources beyond available funding
  - Families do not have the resources to meet the extraordinary needs.

## **5. Payment and reporting**

Schools can choose a two year, one year or six month term over which to spend the grant.

With a two year term, grant funds will be provided to schools in three instalments:

1. 50% of total grant amount upon approval of grant application
2. 25% of total grant amount following receipt and acceptance of the first progress report from school (Report One due by 31 December 2013); and
3. 25% of total grant amount following receipt and acceptance of the second progress report from school (Report Two due by 30 September 2014).

If your school chooses to spend the funds over a one year or six month grant term, the grant will be provided in two installments with a requirement of two progress reports – one approximately halfway through the grant term and one final report. The second payment will not be made until Red Cross has received and accepted Report One from your school.

The reporting and payment dates for one year and six month grant terms will be set by Red Cross when we have received and reviewed your grant application.

### ***What needs to be included in the reports?***

Red Cross will provide a progress report template to schools when you are sent a Letter of Agreement to sign. The reporting template will cover:

- The progress and delivery of each activity and impact upon students.
- The number of participating students in each activity.
- The provider of each activity.
- The cost of each activity for that period and comment on significant variances.
- Any risk management issues and how these were managed.
- General comment and any other relevant information.

An auditing committee from within the Red Cross Earthquake Commission will audit the reporting provided by schools to ensure the grant is being spent as intended.

## **6. The application process**

You have until the 26th of April 2013 to send in your school's application. Please take time to consider the needs of your students and the resources that they require through the grant, as your school must indicate how much it is applying for under each of the funding categories.

Red Cross will endeavor to process your application in a timely manner. However, if we receive a lot of applications at one time there may be a delay before your first grant payment is made (if approved). To speed up the process, please ensure you have provided all the information required.

Please be aware that special circumstances applications will be assessed after applications have closed. Payment for all special circumstances grants will therefore not be made until Term Two.

Apply for funding based on your total school roll Year 1 to Year 15. If your school also has an early childhood centre based within it or on school grounds, do not include these students within your application. Early childhood centres are not eligible for this grant.

The application form needs to be signed by both the school principal AND the chairperson of the school board of trustees as the representative of the school's governing body.

### ***Making your application***

Take care over the activities and resources your school requests funding for. You are not able to reappropriate the spending within funding categories after the grant has been approved. Spending of the grant will be checked through the auditing and reporting processes. New Zealand Red Cross reserves the right to request the return of misspent funds and may withhold any remaining grant payments if your school has not spent the funding according to its application.

New Zealand Red Cross has convened a reference group with representatives from the education and community health sectors to assist with grant development and oversight. The reference group may review the spending categories during the grant term and will advise schools of any changes.

### ***Further help with the application form and process***

If you need assistance with the application form or with the process of determining the best use of funding for your school, Red Cross staff may be able to help. Please contact the Grant Manager in the Red Cross Recovery Team – [cscgrant@redcross.org.nz](mailto:cscgrant@redcross.org.nz) or phone 0800 754 726. Other people who may be useful to consult with include pastoral care teams, Partnership Health community workers and Education Wellbeing Response staff.