



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

Guidance document

Family Violence and Sexual Violence Accessibility grant funding

Grant funding open: 1 July 2024

Grant funding closing: 5pm, Monday 12 August 2024

MSD Accessibility Fund
accessibilityfund@msd.govt.nz
Ministry of Social Development
Aurora Centre
Wellington

Family Violence and Sexual Violence Accessibility Fund

In 2023, the Ministry of Social Development (MSD) received time-limited funding to improve access to Family Violence and Sexual Violence (FV/SV) services for disabled people/tāngata whaikaha Māori (the Accessibility Fund). This initiative responds to physical, digital, and information-based barriers disabled people experience when accessing family violence and sexual violence support services. There are various workstreams associated with this initiative, which you can find out about via the [Accessibility Fund MSD web page](#), and in the MSD FV/SV newsletter, which you can subscribe to [here](#).

Family Violence and Sexual Violence Accessibility grant funding

As part of the Accessibility Fund, MSD is undertaking a closed, competitive grant funding process, seeking eligible MSD-funded FV/SV providers (the applicant)¹ wishing to improve the physical and/or digital accessibility of their services (the grant).

Eligible applicants can apply for one-off funding of up to \$75,000 to increase disabled people/tāngata whaikaha Māori access to FV/SV services and supports. Funding over \$75,000 may be considered on a case-by-case basis.

What this grant funding can be used for

MSD welcomes grant funding applications (applications) from FV/SV service providers to improve physical and/or digital accessibility of service/s which may include, but are not limited to:

- Physical modifications:
 - Wheelchair ramps
 - Accessible wet rooms
 - Handrails
 - Adjustable kitchen counters.
- Digital enhancements:
 - Employing a digital consultant to review and enhance website materials
 - Building an accessible website.
- Information/alternate format enhancements:
 - Creating Easy Read documents
 - Translating information into braille
 - Designing accessible signage.

¹ Throughout this grant process and associated documentation, 'provider/s' refers to MSD funded FV/SV provider/s; and 'applicant' refers to a provider who is applying to this grant process.

What this grant funding won't cover

Funding which is out of scope for this grant includes:

- General disability training²
- Costs unrelated to accessibility enhancements, such as non-accessible advertising, purely aesthetic enhancements
- Property rental
- Items funded under other MSD contracts.

Pre-conditions

To be eligible for the grant, applicants must meet the following pre-conditions:

1. Must be a current MSD-funded FV or SV provider who delivers direct to client services (at time of application closing date - 12 August 2024).
2. The proposed accessibility enhancements do not duplicate items or services already funded under other MSD contracts.
3. Must have completed the 'Accessibility Self-Assessment' and submitted online via [the Accessibility Self-Assessment Survey Monkey link](#).
4. Pre-conditions if applying for physical modifications to the applicants property: *(these conditions only apply to applicants applying for funding to make physical modifications to their property)*
 - If applying for a grant from the Accessibility Fund to make physical modifications to the applicant's property where the FV/SV services are delivered, the property must be owned by the applicant or have a minimum of two years remaining on the lease term (at time of application closing date – 12 August 2024).
 - For rented properties, applicants must have written permission from the landlord/owner regarding the proposed modification/s. This must be submitted in writing alongside the application.

Accessibility Self-Assessment

MSD has developed an Accessibility Self-Assessment tool available via [the Accessibility Self-Assessment Survey Monkey link](#) to help providers accurately assess the accessibility level of their services and premises. The intention of the self-assessment tool is for providers to better recognise their accessibility needs, informing their funding applications. Accessibility Self-Assessment guidelines and FAQs are available online at the [Accessibility Fund MSD web page](#). Please contact MSD at accessibilityfund@msd.govt.nz if you would like an Accessible Word version of the Self-Assessment.

The Accessibility Self-Assessment is open for all MSD-funded FV/SV providers to complete. Providers who are not participating in the grant are still encouraged to complete the Accessibility Self-Assessment to assess their accessibility level.

² As part of the Accessibility Fund, providers can apply to attend a disability awareness training. Therefore, general disability training is considered out of scope for this grant. However, specialised training may be considered on a case-by-case scenario. If providers are interested in participating in a disability awareness training, please complete the registration of interest on the [Accessibility Fund MSD web page](#)

As part of the FV/SV Accessibility grant pre-conditions, applicants must complete the Accessibility Self-Assessment by the FV/SV Accessibility grant closing date - 12 August 2024. Applicants' self-assessments will not be used to determine whether their application is successful, or in any panel decision-making. Rather, the self-assessment is a tool to assist providers to identify their accessibility needs, and for data purposes.

Those applying for an FV/SV Accessibility grant must have completed and submitted the Accessibility Self-Assessment by the grant closing date of 12 August 2024.

If you are an umbrella, federation or collective group of FV/SV providers, a minimum of one FV/SV service delivery provider must submit the Accessibility self-assessment. However, MSD encourages all network partners to complete the Accessibility self-assessment to determine their accessibility level.

Grant funding applications

This opportunity to apply for one-off grant funding is open from 1 July – 12 August 2024. Eligible applications will be evaluated by a dedicated evaluation panel. Funding will be allocated based on applicants' responses to the weighted Evaluation Criteria outlined in the FV/SV Accessibility grant application form (the application).

Please note, MSD may use the information provided in this application for the purposes of the current state analysis MSD will undertake, and which MSD may make available to the public.

The analysis intends to provide a fuller understanding of the accessibility gaps in the FV/SV sector, and the existing barriers for disabled people. When we use the information provided for this purpose, we will remove personal information like names and addresses; will group data in a way in which it cannot reasonably be expected to identify individuals or applicants; and MSD will treat any information provided in the application as confidential. This means that we will not use or disclose the information you provide to any person or organisation other than:

- to the extent that use or disclosure is necessary for the purposes outlined above;
- to the extent you give your prior written approval to the use or disclosure;
- if the use or disclosure is required by law (including under the Official Information Act 1982);
- if the information has already become public, other than through a breach of confidentiality by MSD.

To the extent that the information you submit in the application is personal information, we will abide by our obligations under the Privacy Act 2020.

Successful applicants

Successful applicants will receive a grant contract for a one-off upfront payment and must use the funding for the purpose proposed in their application. Successful applicants will be strongly encouraged to utilise the majority of the allocated funds within 12 months of contracting.

Grant funding reporting

Successful applicants will be required to undertake the following reporting:

- Attend a virtual hui to provide a progress update
- Submit a narrative report summarising the enhancements and/or modifications funded through the grant
- Attend a second virtual hui to report on the outcomes
- Complete a questionnaire to provide insights into the impact of the enhancements and/or modifications.

Key Information

MSD Point of contact

Contact MSD via email at accessibilityfund@msd.govt.nz

All enquiries must be directed via email.

All applications must be completed using the Word template downloadable from the MSD website, and submitted via email by the deadline outlined in the timeline below.

Grant timeline

The table below outlines the anticipated timeline for this grant:

Item	Timeline
MSD Accessibility Self-Assessment tool available online at the Accessibility Fund MSD web page	1 July 2024
Applications open	1 July 2024
Deadline for applications (5pm)	12 August 2024
Notification of application outcome	End October – Early November

Developing and applying, including accompanying resources

The grant is only available to MSD-funded FV/SV providers, which have a contract at the time of application closing – 12 August 2024.

Take time to read, understand, and submit the material:

Item	Action
FV/SV Accessibility grant Guidance document (this document)	Read and understand
FV/SV Accessibility grant FAQs	Read and understand Review after Thursday, 1 August for any updates
FV/SV Accessibility grant application	Complete and return application via email to accessibilityfund@msd.govt.nz
Accessibility Self-Assessment If applicants would like an accessible Word version of the Self-Assessment, please contact MSD.	Complete and submitted online via the Accessibility Self-Assessment Survey Monkey link

Take time to understand how applications will be evaluated. See the Evaluation Criteria below.

Please see the FV/SV Accessibility grant FAQs. If applicants still have questions, ask the MSD Point of Contact (see section above). Please note, if MSD considers the question information to be significant for other applicants, MSD may modify the question and answers to provide to other applicants. In these circumstances, MSD will summarise the question and not disclose the applicants identity or commercially sensitive information.

If additional questions which could be beneficial to other applicants are added to the FAQs, this will be updated on the MSD Accessibility webpage on Thursday, 1 August. Therefore, MSD suggests interested applicants review the FAQs at this time.

Use the application only to submit applications.

Complete and sign the declaration at the end of the application.

Check all the necessary information is provided in the correct format and order. Please do not edit the document format.

Make sure all attachments, quotes/estimates, and other supporting reference material are included.

Submit applications electronically using the Word template downloadable from the MSD website, via the email address provided.

MSD will not accept applications sent by post or delivered to a MSD office.

Submit your application before the deadline via email to accessibilityfund@msd.govt.nz.

Application Terms

By submitting a proposal, the applicant agrees to the FV/SV Accessibility grant application Terms (Application Terms) described below.

Remember, if an applicant commits a non-trivial breach of the application Terms, MSD may exclude them from further participation in the application process.

Evaluation criteria

Having met all the pre-conditions, eligible applications will be evaluated on their merits using the following evaluation criteria and weightings:

Evaluation criteria		Weighting
Current State		
1.	Outline the MSD FV/SV services the applicant delivers and how disabled people/tāngata whaikaha Māori are currently limited in accessing these services.	Not weighted
Proposed increase in access to FV/SV services		
2.	<p>Explain how the applicant proposes to improve access to the applicants MSD FV/SV services for disabled people/tāngata whaikaha Māori. Please include:</p> <ul style="list-style-type: none"> how the proposed accessibility enhancement/s (digital, accessible information, physical and/or any other modifications) are anticipated to increase access for disabled people/tāngata whaikaha Māori to the applicants FV/SV services. the order of priority, if multiple accessibility enhancements are being proposed. any other initiatives/projects/modifications being undertaken [outside of this funding] which may enhance disabled peoples' access to the applicants FV/SV services. anything outside of the proposed accessibility enhancement/s which could pose a risk to enhancing access services e.g., internal organisational changes or disruption, structural building work etc. 	40%

Relationships and commitments		
3.	<p>To demonstrate the applicants relationships and commitment to supporting disabled people/tāngata whaikaha Māori, please provide a high-level overview of your organisation’s existing:</p> <ul style="list-style-type: none"> • relationships with Māori, Pacifica, and ethnic groups. • relationships with the disability sector/disabled people/tāngata whaikaha Māori. • disability action plan and/or strategy and/or disability policy, and how this attempts to improve disabled people/tāngata whaikaha Māori’s access to the applicants FV/SV service/s. <i>If the applicant does not currently have a disability action plan and/or strategy and/or disability policy, describe how the applicant is committed to meeting the accessibility needs of disabled people/tāngata whaikaha Māori.</i> 	30%
Implementation plan		
4.	<p>Complete the implementation table, and describe how the proposed accessibility enhancement/s will be implemented, including:</p> <ul style="list-style-type: none"> • the applicants capability to implement the proposed changes/s. • any work or supporting documents required to fully implement the proposed improvement/s. • any challenges the applicant foresees related to implementation of enhancements, and how the applicant proposes to overcome these challenges. • rationale if the applicant anticipates the proposed enhancement will not be delivered within 12 months of contracting. Funding will be allocated for the financial year ending 30 June 2025 (F2025), and providers will be strongly encouraged to utilise the majority of the allocated funds within this timeframe. 	30%
Budget		
5.	<p>Provide written quote(s)/price estimate(s) for the proposed accessibility enhancements within the \$75,000 cap (<i>digital, accessible information, physical and/or any other modifications</i>).</p> <p>To ensure the proposed accessibility enhancement(s) can be fully implemented, please outline how the additional costs will be met and provide organisational agreement to cover costs:</p> <ul style="list-style-type: none"> • if the written quote is over the \$75,000 cap, and/or • related to any unforeseen costs that arise during the proposed enhancements, for example additional work costs and asbestos discovery 	Not weighted

	<ul style="list-style-type: none"> any ongoing costs related to the proposed accessibility enhancement. 	
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FV/SV Accessibility grant application Terms

Preparing and submitting an application

1.1 Preparing an application

- a. The applicant must:
 - i. read the application and any additional information provided
 - ii. respond using the application provided and include all information requested
 - iii. consider the risks and contingencies relating to the application requirements and outline how the applicant will manage those risks and contingencies
 - iv. include any cost assumptions and dependencies, including anything that may limit obligations or increase quoted pricing or cost estimates
 - v. obtain independent advice before submitting an application (if necessary)
 - vi. make sure the application is correct and the pricing is sustainable, e.g., covers the full cost of the proposed enhancement. If there are price increases or a change of scope at a later date, MSD will not be liable to fund any money beyond the application amount approved.
- b. Process acceptance
By submitting an application, the applicant accepts the FV/SV Accessibility grant application Terms.
- c. No obligation
Applicants are not obliged to submit an application.

1.2 Submitting an application

- a. The applicant must ensure the application is received at the correct email address on or before the deadline for applications.
- b. After receipt of applications, the applicant will receive an acknowledgement email confirming receipt.
- c. The applicant must ensure that all information they provide in their application:
 - i. is true, accurate, and complete
 - ii. is not misleading in any material respect
 - iii. does not contain material that infringes a third party's intellectual property rights

- d. MSD relies on applications and all information provided by the applicant during the application process (e.g., correspondence and negotiations).
- e. The applicant agrees that MSD may use the information provided in this application for the purposes of the current state analysis MSD will undertake, and which MSD may make available to the public. The analysis intends to provide a fuller understanding of the accessibility gaps in the family and sexual violence sector, and the existing barriers for disabled people. When we use the information provided for this purpose, we will remove personal information like names and addresses, and will group data in a way in which it cannot reasonably be expected to identify individuals or applicants; and MSD will treat any information you provide in the application as confidential. This means that we will not use or disclose the information you provide to any person or organisation other than:
 - iv. to the extent that use or disclosure is necessary for the purposes outlined above;
 - v. to the extent you give your prior written approval to the use or disclosure;
 - vi. if the use or disclosure is required by law (including under the Official Information Act 1982);
 - vii. if the information has already become public, other than through a breach of confidentiality by MSD.

To the extent that the information you submit in the application is personal information, we will abide by our obligations under the Privacy Act 2020.

Assessing applications

1.3 Evaluation panel

- a. Applications will be evaluated by a dedicated evaluation panel.

1.4 Third party information

- a. MSD may request information from a third party where MSD considers the information may be relevant to the application process.
- b. If this occurs, the applicant:
 - i. authorises MSD to collect that information from the relevant third party, and authorises the third party to release it to MSD
 - ii. agrees MSD may use that information in its evaluation of the application.

1.5 Clarification of applications

- a. MSD may ask the applicant for more information or clarification on the application at any time during the application process.
- b. MSD need not ask all applicants for the same clarification.
- c. The applicant agrees to provide the information or clarification as soon as possible, in the format requested by MSD.
- d. If the applicant does not provide adequate information or clarification within a reasonable time (as determined by MSD), MSD may remove the application from its evaluation process.

1.6 Issues and complaints

- a. The applicant may, in good faith, raise with MSD any issue or complaint about the application or application process at any time.
- b. When this occurs:
 - i. MSD will consider and respond promptly and impartially to the applicant's issue or complaint
 - ii. both the applicant and MSD must do their best to resolve the issue or complaint
 - iii. MSD must not allow the issue or complaint to prejudice the applicant's participation in the application process, or limit or affect the applicants future procurement opportunities.

Standard application conditions

1.7 Buyer's Point of Contact

- a. The applicant must direct all application enquiries to MSD's Point of Contact in Section 1 of the application.
- b. The applicant must not approach any other employee or other representative of MSD, directly or indirectly, for information on any aspect of the application.
- c. Only the Point of Contact, or a person authorised by MSD, may communicate with the applicant on any aspect of the application. MSD will not be bound by any statement made by any other person.
- d. MSD may change its Point of Contact at any time.
- e. If the applicant has an existing contract with MSD, the applicant must not use its business-as-usual communications to contact MSD regarding the application.

1.8 Conflict of Interest

- a. The applicant must complete the Conflict-of-Interest declaration in the application.

- b. If a Conflict of Interest arises during the application process, the applicant must inform MSD immediately.
- c. MSD may exclude an applicant from the application process if a material Conflict of Interest arises.

1.9 Ethics

- a. The applicant must not attempt to influence, reward, or benefit any representative of MSD, nor offer any form of personal inducement, in relation to the application or the application process.
- b. The applicant must comply with the Supplier Code of Conduct issued by the Procurement Functional Leader, and any other relevant codes of conduct listed in the application.
- c. To maintain a fair and ethical application process, MSD may require additional declarations or other evidence from the applicant, or any other person, at any time.

1.10 Costs of participating in the application process

- a. Except as otherwise stated in the application, the applicant must meet their own costs associated with the preparation of the application.

1.11 Ownership of documents

- a. The grant application and its contents remain the property of MSD. All Intellectual Property rights in the application remain the property of MSD or its licensors.
- b. MSD may request the immediate return or destruction of any application documents and any copies, in which case the applicant must comply in a timely manner.
- c. All documents forming part of the application will, once they are delivered to MSD, become the property of MSD. The application will not be returned to the applicant.
- d. Intellectual Property rights in the application remain the property of the applicant or its licensors.

1.12 Exclusion from the application process

- a. MSD may exclude the applicant from the application process if the applicant:
 - i. has not provided requested information in the correct format
 - ii. has breached the application Terms and MSD considers the impact of the breach is more than trivial (this applies whether or not the provision in question is itself legally binding on the applicant)

- iii. included a material error, omission or inaccuracy in the application
 - iv. is in bankruptcy, receivership or liquidation
 - v. has made a false declaration
 - vi. has a conviction for a serious crime or offence
 - vii. has failed to pay taxes, duties or other levies
 - viii. represents a threat to national security or to confidentiality of government information, and/or
- b. MSD may exclude the applicant from the application process if:
- i. there was a serious performance issue in a previous, or current, contract delivered by the applicant
 - ii. MSD considers the integrity of the applicant is in doubt due to the applicant's professional misconduct or an act or omission contrary to the Supplier Code of Conduct, and/or
 - iii. MSD becomes aware of any other matter that materially diminishes MSD's trust in the applicant.

1.13 MSD's additional rights

a. Changes to the application

- i. MSD may amend, suspend, cancel or re-issue the application, or any part of it, so long as it notifies the applicant.
- ii. MSD may change material aspects of the application, such as the timeline, Requirements or Evaluation Approach, provided it gives the applicant time to respond to update its application in relation to the changes.

b. Timeline

- i. MSD may accept a late application if it is MSD's fault it is late.

c. The application

- i. MSD may accept or reject any application, or part of an application. This includes any non-compliant, non-conforming or alternative application.

d. Application Process

- i. MSD may liaise or negotiate with any applicant without informing, or doing the same, with any other applicant.
- ii. MSD may provide applicants with information arising from questions about the application.
- iii. MSD may withhold information arising from questions about the application. This may be the case if the information is unnecessary, is commercially sensitive, is inappropriate to supply at the time of the request or cannot be released for legal reasons.

- iv. MSD may waive requirements or irregularities around the application process if MSD considers it appropriate or reasonable to do so.

1.14 New Zealand law

- a. The laws of New Zealand govern the application. Each applicant agrees New Zealand courts have non-exclusive jurisdiction to rule in any dispute concerning the application or the application process. The applicant agrees that it cannot bring any claim in relation to the application except in a New Zealand court.

1.15 Disclaimer

- a. Nothing contained or implied in the application, or application process, or any other communication by MSD to the applicant is to be construed as legal, financial or other advice.
- b. MSD will endeavour to provide accurate information in any communication, but the applicant accepts this information is not independently verified and may not be up-to-date.
- c. MSD will not be liable in contract, tort, equity, or in any other way for any direct or indirect damage, loss or cost incurred by the applicant or any other person in respect of the application process, whether as a result of MSD exercising its rights, MSD's negligence or breach of these application Terms.

1.16 Precedence

- a. Any conflict or inconsistency in the application shall be resolved by giving precedence in the following descending order:
 - i. Section 1 of the application
 - ii. these application Terms
 - iii. all other sections of the application document
 - iv. any additional information or document provided by MSD to the applicant through MSD's Point of Contact or email.
- b. If there is any conflict or inconsistency between information or documents having the same level of precedence the more recent information or document will prevail.