

# **Partnership Programme**

## **Guidelines**

### **Overview:**

The Burnett Foundation Aotearoa Partnership Programme provides financial support to individuals and groups, delivering kaupapa within our Rainbow communities.

### **Communities:**

- Takatāpui
- People living with HIV
- Trans and Non-binary
- Gay and Bisexual and other men who have sex with men.
- Broader Rainbow communities (please state)

### **Values:**

This funding programme is underpinned by our organisational values outlined on the final page of this document.

### **Criteria:**

To be considered for Partnership with Burnett Foundation Aotearoa, applications must align with the values of Burnett Foundation Aotearoa and align with at least one of the below:

- Be a kaupapa that engages communities listed above; and
- Have a high level of Rainbow participation; and
- Be led, or in partnership with, Rainbow Communities; and
- Include HIV prevention, testing and HIV stigma messaging; and

### **Delegations:**

In the administration of the funding programme, the Partnerships team at Burnett Foundation Aotearoa will deliberate and make assessments of the funding based on the information provided in the application.

### **Application process:**

All applications must be completed using the relevant “Partner with us” application form, which is available at <https://www.burnettfoundation.org.nz/support-our-mahi/partner-with-us/>

# Burnett Foundation Aotearoa

## Disbursement of funding:

For all applications approved for Partnership, funding will be released upon approval of an application and signing of a funding agreement with an accompanying invoice.

In addition, if outlined in the agreement, applicants who we partner with may be required to:

- Have an appointed contact.
- A budget outlining expected costs.
- Provide imagery or photography of the kaupapa.
- In collaboration with Burnett Foundation Aotearoa, produce relevant content that highlights to alignment between the kaupapa and Burnett Foundation Aotearoa.
- Receipts, documentation, or other evidence outlining expenditure and alignment to the activities indicated would be undertaken.
- An Impact Statement, at the conclusion of the kaupapa, summarising the following:
  - What was the pūtea was spent on?
  - How did the funding support the kaupapa?
  - How were Burnett Foundation Aotearoa messages incorporated into the kaupapa?
  - What were the aspirations when you set out to embark on the kaupapa?
  - How has the kaupapa impacted the intended audience?
  - What have you achieved after the conclusion of the kaupapa?
  - Are there any other learnings that came out of producing the kaupapa?

## Delivery of funding:

For applications approved for under \$5,000, 100% of funding will be released upon approval of the application and signing of a partnership agreement. An impact statement will be required four weeks after the conclusion of kaupapa.

In general, for all other applications approved over \$5000, 80% of funding will be delivered upon signing of a partnership agreement with Burnett Foundation Aotearoa. The final 20% of funding will be delivered upon completion of the kaupapa and receipt of an impact statement.

Burnett Foundation Aotearoa will then assess whether the funding provided to date has been spent in accordance with the signed partnership agreement, and a decision will be made regarding the release of the final payment.

## Monitoring of funding:

The contact point for all matters relating to partnership agreements are the Partnership Team at Burnett Foundation Aotearoa..

These staff members are responsible for:

- Compiling the official file and documents for the application;
- Liaising with the applicant on all matters relating to the application, and the partnership agreement;
- Verifying that all conditions for partnership have been met;
- Carrying out evaluation of Impact Statements.

## Evaluation:

This programme, its guidelines, delivery, and monitoring may be reviewed at times determined by Burnett Foundation Aotearoa.

# Our Values

## **Manukura Leadership**

We have a proud history of being at the forefront of the HIV response in Aotearoa. We act with conviction and inspire change. We are courageous and set audacious goals. We hold ourselves to account.

## **Mātauranga Knowledge**

We have a strong commitment to providing evidence-based programmes and services. We are constantly learning and we adapt and innovate for greater impact. We are committed to sharing information with the communities we serve.

## **Kotahitanga Inclusiveness**

We respect and value each other and our communities. We thrive on our diversity and are committed to equality and equity in the work we do. We build and nurture partnerships because we recognise the value in collective strength.

## **Tika Integrity**

We are committed to doing what is right. We act with integrity and stand up for what we believe in. We recognise our duty of care to the communities we serve.

## **Aroha Compassion**

We are empathetic and nurture the wellbeing of the communities we serve. We are humble and always open to listening. We are trustworthy and caring.