# Hardship for Learners Fund – Guidance and Funding Application Form

Tertiary Education Organisations (TEOs) must use this form to apply for Hardship for Learners Fund (HAFL) funding. The HAFL helps TEOs provide temporary financial assistance for currently enrolled tertiary learners who are facing hardship due to the COVID-19 pandemic. This document also provides an overview of the fund application process and guidance on what applicants should consider when completing their application.

## Eligibility

You can apply for funding if you fulfil the following:

* + Prerequisites:
    - meet the [eligibility](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/hardship-fund-for-learners/hafl-2021/eligibility/) criteria for the HAFL fund,
    - have fulfilled the requirements as per the funding conditions of your initial allocation (including reporting and submitting strategies), and
    - have spent more than 80% of your 2021 allocated funding. Note: This is based on your real time HAFL spend and not the most recent HAFL quarterly report.
  + Assessment criteria:
    - can explain how your learners have been impacted by the recent COVID situation, and
    - can explain how you will make sure the funding is accessible to those who need it.
* As there is limited funding available, applications will be prioritised against an assessment framework based on the assessment criteria questions. Please only request the funding that your TEO requires.

## Email your completed application form to the Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

**Subject line:** *[Your Edumis] – Hardship Fund Application*

* Applications are reviewed at the end of each month. They are then assessed by an independent panel over a period of up to two-weeks.
* We will inform you, in writing, of the outcome of your application by the 15th of the month after you have submitted your application. Due to the timing of the Christmas period, applications received by the 8th December may receive their allocation in late December.
* The application for funding is on a rolling basis through to early 2022. In early 2022, the TEC will assess the amount of funds remaining and COVID situation to inform any further steps of the fund.
* If you have any questions about HAFL or completing this application form please contact [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

# Application Guidance

## Application pre-requisites

Each of the pre-requisites must be met in order to progress an application.

* + **meet the** [**eligibility**](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/hardship-fund-for-learners/hafl-2021/eligibility/) **criteria for the HAFL fund**

If you have previously received HAFL funding, it is likely that your TEO meets the eligibility criteria. However, you should still ensure this is the case as your circumstances may have changed. You can view the full eligibility criteria on the TEC HAFL funding web page [here](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/hardship-fund-for-learners/hafl-2021/eligibility/) (including both TEO eligibility and learner eligibility).

* + **have fulfilled the requirements as per the funding conditions of your initial allocation (if applicable), including reporting and submitting strategies**

In accepting HAFL funding TEOs have agreed to funding conditions. Included in these conditions are requirements for submitting strategies for distributing funding, using funds for hardship purposes, and meeting reporting deadlines on HAFL distribution. If at the point of application any funding conditions are not met, then applications cannot be progressed.

* + **have spent more than 80% of your 2021 allocated funding (if applicable)**

This application-based funding is to support TEOs in need of funding to support their learners. If a TEO has not distributed 80% or more of their initial allocation to learners then additional funding should not be required. If since the last reporting date, a TEO has now passed 80% they will need to confirm as part of 1.1 below.

**Section 1 – Prior HAFL Funding Information**

**1.1 Question: What proportion of your HAFL funding (allocated since June 2021) have you used (i.e. distributed to learners)?**

## As stated in the pre-requisites, distributing 80% of the 2021 HAFL allocation is required (if HAFL 2021 funding has been received). Assuming the threshold is met, the proportion of HAFL a TEO has distributed does not influence the outcome of the application. The proportion of use over 80% also does not influence the priority of a TEO receiving HAFL funding. This should be a quantitative response, as a percentage.

## Section 2 – How much HAFL funding do you require?

The TEC will evaluate responses to Section 2 alongside the data on the TEO’s initial allocation, and the most recent HAFL report (where the organisation has previously received HAFL funding since June 2021).

The evaluation will aim to identify any point of concern in the application and if necessary raise those with the applying TEO before progressing the application.

**2.1 Question: How much HAFL funding are you requesting in this application?**

At each application round the TEC has a finite amount of funding available. The TEC retains the right to allocate less than is available. However, a key design principle for HAFL is that we make funding available for learners at the earliest opportunity to allow TEOs to be responsive to their learners; by taking a conservative approach we risk not supporting learners in need, which is the clear policy intent of the HAFL. We know that some TEOs have quickly exhausted their funding illustrating clear learner need across Aotearoa; a more liberal approach to allocation is recommended.

The figure requested in this section by TEOs will not impact the probability of receiving funding. The figure should be exclusive of GST.

**2.2 Question: Provide an estimate of the number of learners you believe this funding can support.**

The TEC will not be comparing and reconciling this figure to subsequent reports submitted but using it to help the evaluation process as described above, including the nature and extent of impact across learners. The reasonableness of spend and outcomes will be considered from previous HAFL fund reports.

**2.3 Question: Outline the types of support you will provide to learners in hardship.**

The TEC will not be comparing and reconciling this figure to subsequent reports submitted but using it help the evaluation process as described above, including the nature and extent of impact across learners.

## Section 3 – Information to support your application

The TEC will evaluate responses to Section 3 alongside the information in the TEO’s HAFL Strategy and any previously supplied reports for previous HAFL funding. This section is assessed with a weighting score from the panel and may impact the amount of funds allocated.

**3.2 Question: Explain how your learners have been impacted by the recent COVID situation (e.g. location within Alert Level areas, impacts on income, and impacts on personal life)**

This section of the application is aimed to provide a check that TEOs have learners that are impacted by the recent COVID situation (e.g. location within Alert Level areas, impacts on income, and impacts on personal life). Any concerns raised by the evaluation team may be queried with the applying TEO before progressing the application. Assessors will consider the nature and extent of the COVID situation impact to learners.

**3.2 Question: Explain how you have ensured your HAFL funding is accessible to learners that need it most, including engagement with student representatives**

This section of the application is aimed to provide a check that TEOs are ensuring the funding is available and accessible to the learners that need it most. Any concerns raised by the evaluation team may be queried with the applying TEO before progressing the application. Assessors will consider the reasonableness of method outlined to identify the learners most in need, the engagement the applicant has had with student representatives, and how effective the proposed method would be in the context of the applicant’s organisation.

# Funding Application Form

## Section 1 – Prior HAFL Funding Information

We collect reports on HAFL distribution periodically but there may be changes since the last reporting date, this section provides us an update. We may seek further information about your distribution ahead of an application decision.

|  |  |  |
| --- | --- | --- |
| Ref. | Question | Response |
| 1.1 | What proportion of your HAFL funding (allocated since June 2021) have you used (i.e. distributed to learners)?  Note, this is based on your real time HAFL spend and not the most recent HAFL quarterly report. Note, this should be exclusive of GST.  *Please respond with “not applicable” if you have not received HAFL 2021 funding since June 2021* | Percent used [%]: |

## Section 2 – HAFL funding required

Use this table to indicate HAFL funding you require to support learners experiencing hardship and need, an estimate number of learners you intend to support, and the types of support your intend to provide.

All learners counted here must be eligible to receive HAFL (see Learner Eligibility on the TEC HAFL Funding web page [here](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/hardship-fund-for-learners/hafl-2021/eligibility/)). This information is a guide for the TEC and we do not require TEOs’ subsequent reporting to be an exact match.

|  |  |  |
| --- | --- | --- |
| Ref. | Question | Response |
| 2.1 | How much HAFL funding are you requesting in this application?  Note, this should be exclusive of GST. | NZD amount requested [$]: |
| 2.2 | Provide an estimate of the number of learners you believe this funding can support.  This may be an estimate only, and a range is acceptable. | Number of learners [#]: |
| 2.3 | Outline the types of support you will provide to learners in hardship.  *Note: TEOs that receive funding from the Industry Training Fund may receive funding for the Hardship Technology Access Purpose only (which includes hardware support, internet access/connectivity, software, set up/support)* | *Delete as appropriate:*  Stationary and study support materials  Internet access/connections  Utilities  Setup/Support  Food  Transport  Hardware support  Housing  Software  Other |

## Section 3 – Information to support your application

Help us to understand how you intend to spend your HAFL allocation, and ensure that assistance is provided to learners that need it most.

|  |  |
| --- | --- |
| Ref. | Question |
| 3.1 | Explain how your learners have been impacted by the recent COVID situation (e.g. location within Alert Level areas, impacts on income, and impacts on personal life) |
| Response | |
|  | |
| 3.2 | Explain how you will ensure your HAFL funding is accessible to learners that need it most, including:   * the method used to identify the learners most in need, * the type of assistance that is anticipated to be provided, and * engagement with student representatives. |
| Response | |
|  | |