# Hardship Fund Strategy (HFS)

This template is for you to use to report how you will prioritise Hardship Fund for Learners funding to support learners facing the greatest hardship due to the COVID-19 pandemic.

* This is not an application form. You must fill in this document if you accept funding from the Hardship Fund for Learners (HAFL).
* A completed Hardship Fund Strategy template must be returned to us within 15 working days of you receiving your HAFL funding.
* Although we require a Hardship Fund Strategy from your organisation, our priority is to assist leaners as quickly as possible. With that in mind, you may start using your funding from the Hardship Fund for Learners as soon as you receive it – you do not need to wait for us to approve your Hardship Fund Strategy.
* The purpose of the Hardship Fund Strategy is to help us to understand how you intend to spend your Hardship Fund for Learners allocation, and ensure that assistance is provided to learners that need it most.
* We will review your Hardship Fund Strategy and will only contact you if we have questions or identify opportunities.

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| Ref. | Questions | Your response |
| HFS1 | How are you identifying/will you identify learners that are facing hardship due to the COVID-19 pandemic and need assistance? | Suggested limit: 150 words |
| HFS2 | How are you prioritising assistance to learners who are facing the greatest hardship?  *Hardship means those learners facing suffering, deprivation or financial challenge.* | Suggested limit: 300 words |
| HFS3 | How does your organisation plan to use the funding from the Hardship Fund for Learners?   * What do you plan to purchase? * How do you plan to purchase it? * How will you ensure efficient and effective use of the funding?   *Please provide information relating to the estimated mix of direct cash payments and resource purchases. For resource purchases provide information on what will likely be purchased and whether those items will be purchased for groups of learners or individual learners (or a description of both).* | Suggested limit: 300 words |
| HFS4 | How will you ensure funding is ring-fenced for Hardship Fund for Learners purposes?  How will you keep track of costs incurred?  How will you ensure funding is used in compliance with the funding conditions? | Suggested limit: 150 words |
| HFS5 | Do you require your full funding allocation to execute your strategy? | Suggested limit: 150 words  Where you indicate that you may not be able to use your full allocation we may contact you to determine whether funding recovery is necessary. This is so that funding can be re-distributed to learners that are in need of support. |
| HFS6 | Additional information – please add anything else you would like to tell us about. |  |

**Completed forms to:** [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

**Subject line: [Your Provider#] – Hardship Fund Strategy**