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**2019 Publications Support Grant**

**GENERAL REGULATIONS**

1. **The award is known as the Ngā Pae o te Māramatanga Publications Support Grant** and is administered by Ngā Pae o te Māramatanga.
2. **All outputs, publications and or other creations must appropriately acknowledge** the support and grant assistance from Ngā Pae o te Māramatanga.
3. **Grants/monies shall be for the specified publication(s) only**.
4. **Assessment criteria** for funding decisions is based on the following:

* Quality of the fit to one or more of three key themes, Whai Rawa (Māori Economy), Te Tai Ao (Environment) and Mauri Ora (Human Flourishing). These themes are interwoven with a Te Reo me Ngā Tikanga Māori programme, which invests our Indigeneity strongly into the research space.
* Contribution of the publication to the body of knowledge that is concerned with Māori development and the potential to contribute to the mission and vision of Ngā Pae o te Māramatanga;
* Research record, demonstrated capability and/or research potential of applicant
* Status of publication (such as fact sheets, handbooks, manuals, refereed publications, text books, books arising from theses, etc.);
* Outcomes of previous publication support if applicable;
* Special case, (e.g. early-career researcher; developing new area of research; fostering collaboration; developing initiatives; developing capability);
* Applicant’s publication/creation title and description of the publication/creation;
* Evidence of commitment to publish the publication by a publisher (where applicable).
* Size of the intended target audience which will benefit from the publication (with some indication of the ability or rationale to attract such numbers).

1. **Payments will be associated with outputs/milestones** as reflected in the schedule of payments in the letter of engagement.
   1. **Organisation awards.** Payments may be made on the signing of the contract, second payment made on receipt of a satisfactory progress report, and the final payment made once the final publication/product is provided or as determined by mutual agreement between the parties.
   2. **Individual awards** (not organisation based). Approved publication expenses will be reimbursed on receipt of invoices and proof of payment only associated to the agreed milestone/output. Note quotations are NOT proof of payment. EFTPOS or credit card slips are also NOT proof of payment – rather, it is the associated list of items paid for and their costs, which are the proof of payment. Claims for publication expenses are to be submitted with the fully completed claim form which is attached.
2. **Finances and reporting** - successful applicants will be expected to report closely against the agreed/contracted budget. Therefore please carefully consider your application budget. Only items outlined in your application and subsequently approved by Ngā Pae o te Māramatanga will be accepted and reimbursed. Reasonable costs only, as determined by the Directors of Ngā Pae o te Māramatanga and/or signed agreement will be reimbursed.
3. **Early Termination**

Ngā Pae o te Māramatanga reserves the right to request a full acquittal of funds, including the provision of all supporting documentation (invoices and proof of payment) for funds spent, according to the budget provided and the application submitted.

Ngā Pae o te Māramatanga may suspend or terminate the grant, or require the forfeiture of such proportion of the grant as Ngā Pae o te Māramatanga may determine, if it has reason to believe that the Grant holder is not diligently pursuing the objectives and outputs of the Publications Support Grant, or has failed to comply with any of the terms and conditions on which the Grant was awarded (detailed herewith).

1. **Terms and Conditions**

In accepting a 2019 Publications Support Grant from Ngā Pae o te Māramatanga, the applicant agrees to the following Terms and Conditions:

* 1. To acknowledge Ngā Pae o te Māramatanga in a reasonably prominent position in the publication using the NPM logo acknowledging the support and Publications Support Grant and in any promotional material about the publication. The following standardised acknowledgement should be used: “We gratefully acknowledge and thank Ngā Pae o te Māramatanga for its provision of a Publications Support Grant which supported the publication of this work.”
  2. To permit Ngā Pae o te Māramatanga to:
  3. list your publication/creation as an output of Ngā Pae o te Māramatanga in its Annual Report
  4. publish your name, photograph and iwi/tribal affiliations in regard to this Publications Support Grant if it so decides to do so
  5. refer to your publication/creation in Ngā Pae o te Māramatanga newsletters, other publications, the website and/or electronic media
  6. be actively involved in any launch of the publication/creation where it is available and able to.
  7. To provide Ngā Pae o te Māramatanga with three complimentary copies of the completed publication and a digital copy of the cover.
  8. To provide Ngā Pae o te Māramatanga with 5 high quality digital photos of the launch of the publication, should a launch be held.
  9. To provide Ngā Pae o te Māramatanga with the attached Publications Support Grant checklist form with all the required items attached, by the due date of the project.
  10. To inform Ngā Pae o te Māramatanga of:

1. anything that could materially affect this application
2. any other funding received, or to be received, in relation to this publication/creation as soon as it is known. Ngā Pae o te Māramatanga reserves the right to review with you the amount of the Publications Support Grant it provides, on the basis of this information.