



## **DISCRETIONARY FUNDING GUIDELINES**

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### **Background**

Coastal People: Southern Skies Centre of Research Excellence (the Centre) primary funding is from the Tertiary Education Commission (TEC). The Centre will allocate its financial resources in a strategic and transparent way, in alignment with its values, in order to meet its strategic goals. These goals, and the methods of measuring progress against them, are defined in the TEC Annual Plan.

A certain amount has been set aside in the budget to provide discretionary funding in the form of a Strategic Fund accessible to all members to support strategic initiatives and or opportunities that arise; a Management Fund to support management activities; and a Well-being Fund which is accessible by all members to support well-being and may be used for broader Centre initiatives relating to well-being.

The **vision** of the Centre is flourishing wellness (mauri ora) of coastal communities.

The **mission** of the Centre is to connect, understand and restore coastal ecosystems of Aotearoa New Zealand and the Pacific through transformative research, local action and by unlocking potential through new pathways to learning.

The **values** of the Centre are central to all that we do and all of our actions are underpinned by these values; our values are based on **KAITIAKITANGA** and **MANA**:

**MEANINGFUL  
AUTHENTIC  
NATURAL  
ACTION**

### **Content**

The discretionary funding may be used for a variety of purposes which will support the strategic and operational needs of the Centre and the well-being of its members.

Procedures for allocation of discretionary funding:

### **Strategic Fund**

1. Members may request support for initiatives from the Strategic Fund at any time.
2. Requests must be made using the Strategic Fund Request Form which should be sent, along with any required supporting information, to



- [cpss@otago.ac.nz](mailto:cpss@otago.ac.nz). The application will be passed onto the Theme Leaders Group for review/approval.
3. The applications will be assessed against the following criteria:
    - Alignment of the proposed strategic initiative/opportunity with the values of the Centre.
    - The fit of the strategic initiative/opportunity within the research programme and aspirations of the Centre.
    - Excellence of the applicant's research/work and community service record (i.e. demonstrated capability to deliver meaningful outcomes).
    - The outcomes of the spending including consideration of the environmental cost(s).
    - Budget availability within the fund.
  4. If approved, the requests will go to the Senior Leadership Team for final approval. The Senior Leadership Team may choose to seek further input from researchers with relevant expertise to inform their decision making.
  5. Strategic Fund recipients are required to submit a report, on the reporting template, to the Senior Leadership Team within four weeks of the agreed project end date.

### **Management Fund**

1. Members of the Senior Leadership Team may request support from the Management Fund to undertake activities relating to the management of the Centre at any time.
2. Any activities where the total cost will not exceed \$1,000 do not need to go through the approval process. The Kaiurungi Programme Manager should be advised of any activities that cost up to \$1,000 via email to ensure that the spending is correctly identified in the financial reporting.
3. Requests must be made at least six weeks prior to the spending (unless otherwise justified) using the Management Fund Request Form which should be sent, along with any required supporting information, to [cpss@otago.ac.nz](mailto:cpss@otago.ac.nz). The application will be passed onto the the Senior Leadership Team for review/approval.
4. The applications will be assessed against the following criteria:
  - Alignment of the proposed spending with the values of the Centre.
  - The contribution of the activity being funded to the management of the Centre.
  - The outcomes of the spending including consideration of the environmental cost(s).
  - Budget availability within the fund.
5. The Management Fund may be used to provide for cost overruns at the end of the fiscal year.



## **Well-being Fund**

1. Members may request support from the Well-being Fund at any time.
2. Requests must be made using the Well-being Fund Request Form which should be submitted to the Kaiurungi Programme Manager for review/approval by any two of the following: the Co-Directors, the Kaiurungi Programme Manager or the Kaitiaki Kaupapa Manager.  
If the applicant has any specific requests regarding confidentiality or who they would like to review their request, they should contact one of the Co-Directors or the Kaiurungi Programme Manager directly to discuss this.
3. The applications will be assessed against the following criteria:
  - The immediate needs of the applicant.
  - Consideration of whether a broader initiative should be considered (to be able to reach more members).
  - The nature of the funding request and the availability of other resources within the applicant's institution.
  - Budget availability within the fund.
4. The Well-being Fund may be used to support initiatives across the Centre at the discretion of the Senior Leadership Team.

## **Reporting**

1. A summary of the Strategic Fund spending will be provided to the Senior Leadership Team each quarter detailing the initiatives funded and the associated budgets.
2. The Kaiurungi Programme Manager will provide an annual summary of all discretionary spending to the Governance Board.

## **Related Documents**

Tertiary Education Commission Annual Plan

Coastal People: Southern Skies Centre of Research Excellence Funding Allocation Policy

Coastal People: Southern Skies Centre of Research Excellence Discretionary Funding Guidelines

## **Contact for further information**

If you have any queries regarding the content of this procedure or need further clarification, contact the Kaiurungi Programme Manager.