



COMMUNITY-LED PROJECT GUIDELINES

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. Community-led projects require approval from the Strategic Advisory/Governance Board.

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

Procedures for funding allocation to community-led projects that are not Theme/Tumu platform projects:

Community-led Projects

1. Project Leader(s) of community-led projects must be members of the Centre.
2. The Senior Leadership Team will request project proposals from communities who have a (good) relationship with the Centre and identify projects to be further developed.
3. The community-led projects selected for further development will be co-developed by the community-based Project Leader(s) and the Community Project Committee. The Community Project Committee membership is: the Kaitaki Kaupapa Manager, the Pou Tuarā with support as required from the Kairuruku Tuarua and Outreach Manager. The Committee will seek input from the Theme Leaders/other CPSS members as required. The project plan, in the Community-led Project Plan Template, and the proposed budget will



be forwarded to the Senior Leadership Team by the Community Project Committee when it is completed.

4. The Senior Leadership Team will consider the project plan and budget alongside the research, strategic purpose of the Centre (e.g. excellence, training, collaboration) and its values of kaitiakitanga and MANA and, if applicable, provide feedback on the research project to the project team via the Community Project Committee. Once the project contains the information required by the Senior Leadership Team, they will make a recommendation to the Strategic Advisory/Governance Board in relation to the proposed project and budget.

The Community Project Committee members are members of the Senior Leadership Team and therefore may be conflicted during the discussion of the project plan. The Directors may choose to co-opt up to two additional members to the Senior Leadership Team (this provides an opportunity to get a community representative on the team for the discussion of the plan) for the review and discussion of the community-led project plan(s).

5. The Community project leaders will present their project to the Strategic Advisory/Governance Board allowing the Strategic Advisory/Governance Board the opportunity to ask questions and seek any clarifications. The Strategic Advisory/Governance Board will consider the project plan and budget alongside the recommendation from the Senior Leadership Team and make a decision on whether to fund the project. The outcome of the decision will be communicated by the Directors to the Project Team.
6. The Research and Enterprise Office of the host institution (University of Otago) will prepare documentation for the approved project. The (community) Project Leader will be required to report in line with the reporting schedule outlined in the documentation and contribute to the reporting to the funder.
7. The community-led projects will be required to report on their spending in line with the funder's financial reporting requirements using the template that will be provided.
8. Any changes (variations) to the leadership, budget or milestones of the Community-led projects will require Strategic Advisory/Governance Board approval.

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 Funding Allocation Guidelines

Coastal People: Southern Skies Centre of Research Excellence Co-Funding Policy

Contact for further information



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

