

Community Internship Programme

Te Hōtaka Whakangungu Tauria nō te Hapori

Guidelines for Applicants 2010

The HOST is the applicant and is responsible for ensuring that the application is complete. The host is an established non-profit community organisation, with an identified capacity building or development need that, if addressed, will enable it to become more effective.

The INTERN is a person who temporarily leaves their position with their employer to work for a host community organisation for a limited time. At the end of the internship, the intern will return to their home organisation, where the experiences gained from working with a community and voluntary sector organisation will have contributed to their professional development and/or will inform the work of their employer, the home organisation, over time.

The HOME organisation is the regular place of work for the intern before and after the internship. The employer/home organisation may be seeking to strengthen its relationship or understanding of a community stakeholder; or to build knowledge, profile and networks within a specific community of interest; or to enable an employee to pursue a professional development opportunity in a community context.

All applications to the Community Internship Programme must be made jointly by the host organisation, the intern and the home organisation.

SECTION A: CONTACT DETAILS

A1. The host is an established non-profit community organisation, that will be working towards the well-being of its communities through, for example, social services provision, economic development, environmental work, cultural development and/or community services.

Please identify the registered name of the organisation and the trading name or the name the host organisation prefers to be known by, if this is different from the registered name.

If successful, the Management and Governance contact people identified will also be the contact people listed in the grant agreement.

MANAGEMENT CONTACT PERSON: This person must be a member of management and will be able to respond to questions about financial, operational and staff management of the host organisation, including the fit of the proposed community internship with day-to-day operations. They will have signing authority on behalf of the host organisation and will be able to answer questions on the details of this application.

GOVERNANCE CONTACT PERSON: This may be the chairperson of the host organisation, or an experienced trustee, board member or equivalent, at the governance level of the organisation. They should not be an employee of the host organisation. This person will be able to clarify any questions about the strategic direction and policies for the host organisation, and how it works with its members, beneficiaries and/or the wider community.

A2. An intern is an experienced and skilled professional, who is prepared to go on secondment or temporarily leave their position within a public, private, community or voluntary sector organisation to work for the host for a limited period of time as a community intern. Consultants, contractors or self employed people are not eligible for internships.

The intern must have skills and experience that match the needs identified by the host organisation. If the application is successful, the intern will be a party to the CIP grant agreement. Note: the proposed intern must sign the application to show their agreement and attach an up-to-date copy of their curriculum vitae.

A3. The home organisation could be a private business, an iwi authority, a government department, a local authority, a corporation, or a community organisation.

If the application is successful, the home organisation will be a party to the CIP grant agreement. The contact person for the home organisation should be up-to-date with the details of this application and will have authority to commit the organisation to the proposed internship. This person must not be the proposed intern.

SECTION B: HOST ORGANISATION INFORMATION

B1. Please select the appropriate legal entity of the host organisation from the options listed.

For INCORPORATED SOCIETIES, registered under the Incorporated Societies Act 1908, ensure that you have attached:

- a copy of the current constitution, including any amendments
- a copy of the Certificate of Incorporation, refer www.societies.govt.nz

For CHARITABLE TRUSTS, registered under the Charitable Trusts Act 1957, ensure that you have attached:

- a copy of the Deed of Trust and any amendments
- a copy of the Certificate of Incorporation, refer www.companies.govt.nz

In some circumstances, applications from legal entities other than those listed above will be considered. If the legal entity of your organisation is NOT one of those listed above, please contact the Department of Internal Affairs on freephone 0800 824 824.

B2. Applicants to the CIP are required to be GST registered as per IRD requirements.

B3. Audited accounts, including the Auditor's report, provide an independent review of the way an applicant organisation manages its finances and conducts its business. Having access to **two** sets of the most recent audited accounts provides information on the recent financial background and practices of the applicant. The provision of **two** sets of the most recent audited accounts is a requirement of CIP.

If the audited accounts presented are more than nine months old at the time of applying, you must provide:

- the most recent monthly Treasurer's or finance report, recording revenue and expenditure since the last audited accounts;
- a statement of current financial position i.e. current assets and liabilities; and
- a declaration, signed by two officers of your organisation, attesting to the accuracy of the financial update presented.

CURRENT ASSETS means money in the bank, accounts receivable, any GST refunds due and saleable stock (not fixed assets such as buildings). CURRENT LIABILITIES means bills to be paid (accounts payable), any GST payments currently due, loans or portions of loans payable in the current year.

B4. Briefly describe the financial systems and controls proposed for this grant, including identifying how the grant will be reported in the accounts and tracked in the management of your organisation's finances.

B6. Applicants to the CIP are not required to be registered with the Charities Commission. If you are registered, we would like to know your registration number. To find out more about the Charities Commission, please call 0508 CHARITIES (0508 242 748) or visit www.charities.govt.nz.

- B7. i) You will need to include a diagram that shows the governance and management structure of your organisation, including the internship position and the person the intern reports to.
- ii) Please ensure that you identify any trustees or members of your governance structure who are also employed as staff within your organisation, including the positions they hold.
- iii) If the internship you are proposing involves close family members, relations or other close associates of your organisation, please ensure that you have provided details of who they are and the positions they hold/may hold in relation to the internship. You will need to attach copies of the Conflict of Interest policies and procedures for people at the governance, management and employee levels of your organisation. If you do not have established policies and/or procedures for conflict of interest situations, please describe how you manage any conflicts of interest arising.

SECTION C: INTERNSHIP PROPOSAL

C1. Please provide a brief description of your organisation, how long it has been operating, what it does and what communities it serves.

C2. Identify the main capacity building, development outcomes, relationship building and other benefits you want to achieve for your organisation through the proposed internship.

What will be funded

Applications that:

- show a benefit to the host, the home organisation, the intern and the community sector
- supports an ongoing relationship between all parties after the internship has finished

- have evidence that there are strong systems in place for the host organisation to manage an internship for a three to six month period
- have a clear and suitable approach to meeting the internship outcomes
- have identified a clear need for the internship
- are for the salary cost (salary + PAYE only) equivalent to the current salary of the intern.

What will not be funded

The CIP does not fund

- a permanent position within the organisation, using the internship as a start-up wage or for a permanent position
- interns from outside New Zealand
- consultants, contractors or self employed people
- project costs and/or disbursements
- internships for people currently working in volunteer roles (with the home organisation).

C3. Outline the way all partners in the internship will work together to achieve the planned outcomes. You will also need to include an Internship Work Plan which is attached to these guidelines. This should provide a realistic work programme outline for the proposed internship. It should identify the tasks and priorities for the intern in relation to the objectives identified in your answer to C2. The host organisation, intern and home organisation must sign the agreed Internship Work Plan.

- C4. i) Host organisations need to establish that they have the appropriate experience, resources, policy base and operational systems to appropriately support the community internship and the intern. This includes acting as a good employer for the proposed intern as a temporary employee. Some useful resources are:
- www.dia.govt.nz** – Resources: Community Development Resource Kit – Sections C and D
 - www.community.net.nz** – How-to Guide on Governance and Management
 - www.tpk.govt.nz** – Te Puni Kōkiri Resources: Effective Governance
 - www.ers.govt.nz** – Employment Relations Service
- ii) Identify the measures you will take to ensure that the intern is supported during the internship. This will include a list of employment-related policies and procedures in your organisation, an outline of the induction process for the intern and the name of a senior governance or management person in your organisation who has been identified as the intern's support person.

C5. State your proposed start and end dates for the internship, the number of months this internship will cover and the amount of the grant required to cover the cost of the intern's current salary during the internship. Applications can be made for three month to six month full-time internships. Part-time internships will be considered, but full-time internships are the priority. Your proposed start date should not be before **4 June 2010 or later than 29 June 2010**.

SECTION D: PARTNERSHIP

D1. The CIP encourages partnerships which benefit all three parties. Applicants are asked to identify the benefits from the internship for each of the partners.

D2. One of the outcomes of the CIP internship is to ensure a greater understanding and an ongoing relationship between the different sectors. Please identify the ways in which you will ensure that ongoing links are established during the internship between the host and the home organisations (including the intern's usual work team), and maintained after the internship.

D3. At the end of the internship, the intern will return to their home organisation. To assist the intern to settle quickly back in their home organisation, a Returning to the Workplace Plan template needs to be agreed and attached as part of this application. An example is attached on page 5. Some of the activities will involve sharing their new learning with workmates and others will include maintaining the links between the home and host organisations. The intern and the home organisation manager must agree on this plan.

SECTION E: DECLARATION

This declaration must be signed by two people from the host organisation who are 18 years of age or older, with authority to sign on behalf of the organisation. Signatories cannot be an un-discharged bankrupt, be immediately related or partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.

Please read and ensure that the Declaration on behalf of your organisation is signed by people with the designated authority to commit your organisation to an application for grant funding from the CIP. The Declaration must be signed by two people for your application to be eligible.

NOTES

Please ensure that all documents have been signed by the appropriate people.

Applications close Tuesday 6 April 2010 at 4.00pm.

Post Community Internship Programme
 Crown Funding and Trusts
 The Department of Internal Affairs
 PO Box 805
 Wellington 6140

Courier Community Internship Programme
 Crown Funding and Trusts
 The Department of Internal Affairs
 Level 9
 46 Waring Taylor Street
 Wellington 6011

Refer to www.dia.govt.nz or freephone 0800 824 824 for more information.

Please note:

Faxed, emailed, incomplete or late applications will not be considered. All applications must be received by the closing date in Wellington. Do not deliver or send your application to a Department of Internal Affairs Regional Office.

The Department of Internal Affairs reserves the right to assign experts to assess any information provided with an application.

In submitting this application form you and/or the organisation you represent acknowledge and agree that the Department may disclose to, or obtain from, any other government department or agency, private person, or organisation, any information about the applicant.

Privacy

To view any personal information held by us, or if you have any concerns about personal information that we hold, please write to: The Privacy Officer, The Department of Internal Affairs, PO Box 805, Wellington 6140.

Returning to the Workplace Plan

Example

The Returning to the Workplace Plan is developed by the intern with the agreement of the home organisation. It outlines how the knowledge and skills learned during the internship will be used and passed on to the intern's colleagues on returning to their home organisation. It also shows how links between the intern, the host and the home organisations can be continued after the internship ends.

It is important that the Returning to the Workplace Plan is implemented on return of the intern to their home organisation.

Action 1 Completion date 30/10/10	Work team presentation At the first team meeting after I return, I will make a presentation to my colleagues about the time I spent with The Development Group and share my experience and learning.
Action 2 Completion date 15/11/10	Discussion forum I will invite key personnel from The Development Group to a discussion forum at my workplace so they can meet my colleagues and exchange ideas.
Action 3 Completion date 20/11/10	Intranet report I will write a report on the internship which will be published on our intranet. It will include my learning from the internship and identify ways that we can work more closely with The Development Group.
Action 4 Completion date 30/10/10	Quarterly meetings I will set up quarterly meetings with The Development Group to check on progress with their policy development, provide advice and exchange ideas.

Signed: _____ Date: _____
(Intern)

Signed: _____ Date: _____
(Manager, Home Organisation)