

## Lottery Minister's Discretionary Fund

The Lottery Minister's Discretionary Fund is a contestable fund which may support overseas travel for the purpose of conference attendance. Eligible costs include:

- airfares
- accommodation
- travel costs
- conference registration

The priority is to bring back international knowledge for the benefit of the New Zealand community. This means that individuals or organisations who wish to apply for travel costs need to show:

- how they will share the information gained from their attendance, and
- how attending the conference will benefit the New Zealand community or a significant sector of the New Zealand community.

While the Lottery Minister's Discretionary Fund has no opening or closing dates, requests are generally considered by the Minister in batches. Any applications received between now and **February 8<sup>th</sup>**, will be presented to the Minister in Feb/March, with a mid-March notification date anticipated. Requests are considered by the Minister each month. The cut-off date for applications to be considered in March is 15 March, with an outcome in the week beginning 17 April. The cut-off date for applications to be considered in April is 12 April, with an outcome in the week beginning 15 May.

It should be noted that Lottery Minister's Discretionary Fund (MDF) is a limited funding pool and requests which show the strongest alignment with the purpose of the fund will be prioritised above others. For more information check out the Community Matters website: <https://www.communitymatters.govt.nz/lottery-ministers-discretionary-fund/>

You can get in touch with the DIA team directly with any questions about your application and context on [MDF@dia.govt.nz](mailto:MDF@dia.govt.nz)

---

### Some quick responses to questions we asked in our online kōrero with the DIA team:

- **Should you apply as an organisation or an individual?** Generally speaking, if you're working for/contracting to an organisation, it's probably more advantageous to apply through the organisation.
- **Can your application cover costs for more than 1 person?** Yes, you can apply for more than 1 person from your team to attend but there's no guarantee both will be funded. If you're applying to support more than one person, in your application you need to prioritise who should receive funding (indicate 1, 2 etc).
- **Is there a funding cap?** While there is no funding cap for MDF applications, for a conference like this around \$5k may be a reasonable expectation. Don't put in a budget that's really expensive as it's not likely to be funded. Not all requests are always fully funded, and part funding of your request can also occur. Where possible, also indicate

contributing support from yourself, your organisation or other funders.

- **Accommodation costs** - While there is a range of accommodation available, Denise indicated that because it's high season in Darwin, accommodation is expensive in June. You can include a night's accommodation either side of conference dates in your travel costs budget.
- **Travel costs** - note most flights in and out of Darwin are around 1am! Transfers to and from your accommodation can be part of your budget. You can indicate an estimated cost of flights in your budget but you don't have to include actual quotes from a travel agent.
- **How do retrospective cost policies apply for those wanting to make bookings to get best prices etc?** Lottery Grant Board (LGB) grants cannot be used for projects or activities completed (retrospective funding) or items bought before the request. That is, it's fine to book hotels/flights after you've put your application in and claim costs if your application is successful, these are not viewed as retrospective costs. While conference costs incurred ahead of your MDF application eg. early bird registrations and or flights, are outside LGB policy you can show these costs in your budget for consideration. However, please note that if you were to receive a grant it is unlikely any costs incurred prior to the submission of the request would be included in the grant funding.
- **Application priorities** – Rather than promoting NZ on the international stage, the focus of this fund is bringing back ideas and learning from overseas to NZ and disseminating them. Describing the benefits of your conference attendance in your application is key – eg. post conference activities could be webinars, newsletter stories, speaking to other groups, FB lives etc. If your focus is local dissemination (rather than regional or national) this is fine too.
  - **Note 1:** the conference programme is not yet up on the website and may not be by Feb 8<sup>th</sup> deadline – with around 150 conference presenters it's been a juggle bringing everything together! Given this, Denise will craft a programme overview on IACD letter head about the programme that can be included as an application attachment. This will be sent to everyone next week.
  - **Note 2:** IC is planning to focus its July webinar on global themes emerging from the conference and include attendees as panellists. IC to also keen to co-host conversations with NZ conference attendees in coming months and to support collective ideas for conference learning dissemination from the wider group eg. video report backs from Darwin, blogs, pre/post group online hui and discussion groups, think pieces/articles, follow on webinars etc....let's see what people have energy for and want to contribute to.
- **Can you apply for an MDF grant if you already hold another Lottery grant this year?** Yes, you can. Operational funds you might have already received or have applied for are treated quite separately to an MDF travel application.
- **What kind of report/provision of expense receipts related to the Conference travel etc do you need to provide back to DIA post Conference?** All grantees need to submit a results report (on our online grants system) and provide a statement of income and expenditure showing how the grant was spent. No receipts or any other documentation is needed.