

22 March 2021

9(2)(a)

Parliament Buildings
Wellington 6760

Email – 9(2)(a)

Tēnā koe 9(2)(a)

OFFICIAL INFORMATION ACT REQUEST

I refer to your official information request of 25 February 2021 for:

- a copy of the reporting guidance provided to recipients of funding from the COVID-19 Community Fund; and
- copies of reports received from recipients of funding from the COVID-19 Community Fund

The first part of your request, the information you have requested is enclosed. This is a copy of the reporting guidance template for recipients of funding from the COVID-19 Community Fund.

For the second part of your request, requesting copies of reports received from recipients of funding from the COVID-19 Community Fund, these reports are being withheld under these sections of the Official Information Act 1982:

- section 9(2)(a) – to protect the privacy of natural persons; and
- section 9(2)(ba)(i) – to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied.

Community Fund reports contain private information from fund recipients and, in some cases, information that may identify individuals in the communities they serve. The reporting template includes a Declaration in which we advised recipient organisations that we would treat all information in reports as confidential. The Declaration stipulates that:

- *The personal information provided will be used solely for the purpose of administering and evaluating the report.*

We received 152 reports from community organisations. You can view the recipients of the fund on www.women.govt.nz. The Ministry will also be publishing a report to the Minister for Women that summarises outcomes from the COVID-19 Community Fund. This summary report will be available on the Ministry's website by the end of March 2021.

Official Information Act responses

Please note that this response, with your personal details redacted, may be published on the Ministry's website. If you have any concerns or comments related to this, please let us know by emailing ministerialservicing@women.govt.nz, within two weeks of the date of this letter.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or freephone 0800 802 602.

Nāku noa, nā



Renee Graham
Secretary for Women

COVID-19 Community Fund Reporting Template

As a condition of receiving a grant from the COVID-19 Community Fund (the Fund) you agreed to report on how you used the funding allocated to you. Please send your report to communityfund@women.govt.nz by **20 December 2020**.

Your report should include:

- a financial statement for your organisation. This could be a profit and loss statement or any other form of accounting your organisation uses to keep track of finances;
- copies of invoices or receipts as appropriate;
- answers to the three questions below (no word limit).

The letter we sent you to say that your organisation's application was successful advised you how the funding could be used. If your actual spending varies significantly from those approved purposes please contact us as soon as possible to discuss. Please also contact us if you have leftover funds that you no longer need.

In addition to this report you are welcome to provide extra information such as pictures, videos or web links highlighting your achievements.

Please provide the following information:

Name of organisation

Main contact name

Main contact person's position

Email address

Amount of grant allocated

\$

1. How did you spend the grant (please itemise how the money was spent)?
2. What outcomes was your organisation able to achieve due to the funding allocated to you?
3. Is there anything else you would like to share about your organisation, the work that you do and how the COVID-19 Community Fund assisted you?

Declaration

I certify that the grant was used for the approved purpose(s) and declare that this project completion report is true to the best of my knowledge. I understand that subject to its statutory obligations, Ministry for Women treats all information in reports as confidential. The personal information provided is used solely for the purpose of administering and evaluating the report. Ministry for Women is subject to the Official Information Act 1982 and we may have to release information under that Act to third parties if requested. Ministry for Women is also subject to the requirements of the Public Records Act 2005;

Name/Signature:

Date:

Submit your report to communityfund@women.govt.nz by **20 December 2020**.

Thank you for taking the time to complete this report.