Ministry for Pacific Peoples
Te Manatū mō ngā Iwi ō te Moana-nui-ā-Kiwa

Kātoatoa User Guide

Pacific Language Community Fund Application Form 2026/27 – Eligibility

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1 Introduction

This user manual is to help you complete the eligibility section for your Pacific Language Community Fund 2026/27 application.

For any assistance beyond the scope of this manual, please email katoatoa@mpp.govt.nz

2 Form summary

Programme/Fund	Pacific Language Community Fund (PLCF)
Form type	Application
Purpose	To check eligibility prior to main fund application

3 Beginning your application

3.1 Registration

To apply for funding, you must be an existing registered member of Kātoatoa.

3.2 Selecting funding round

After logging into the portal, to view the currently open/active funding rounds, select from the top banner:

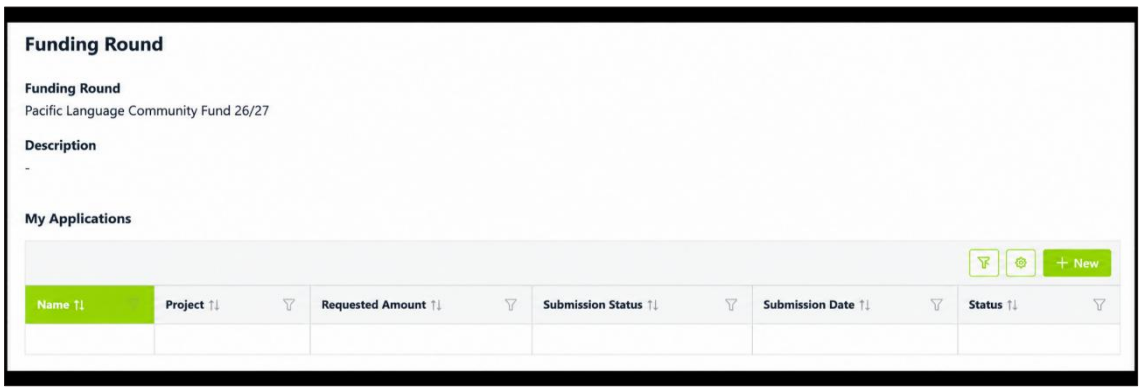


Then select Pacific Languages Community Fund 26/27:



3.3 New application

The following form will appear:



If you have made any previous applications for this fund, including any saved incomplete applications, these will be listed here.

Select  and the following form will appear:

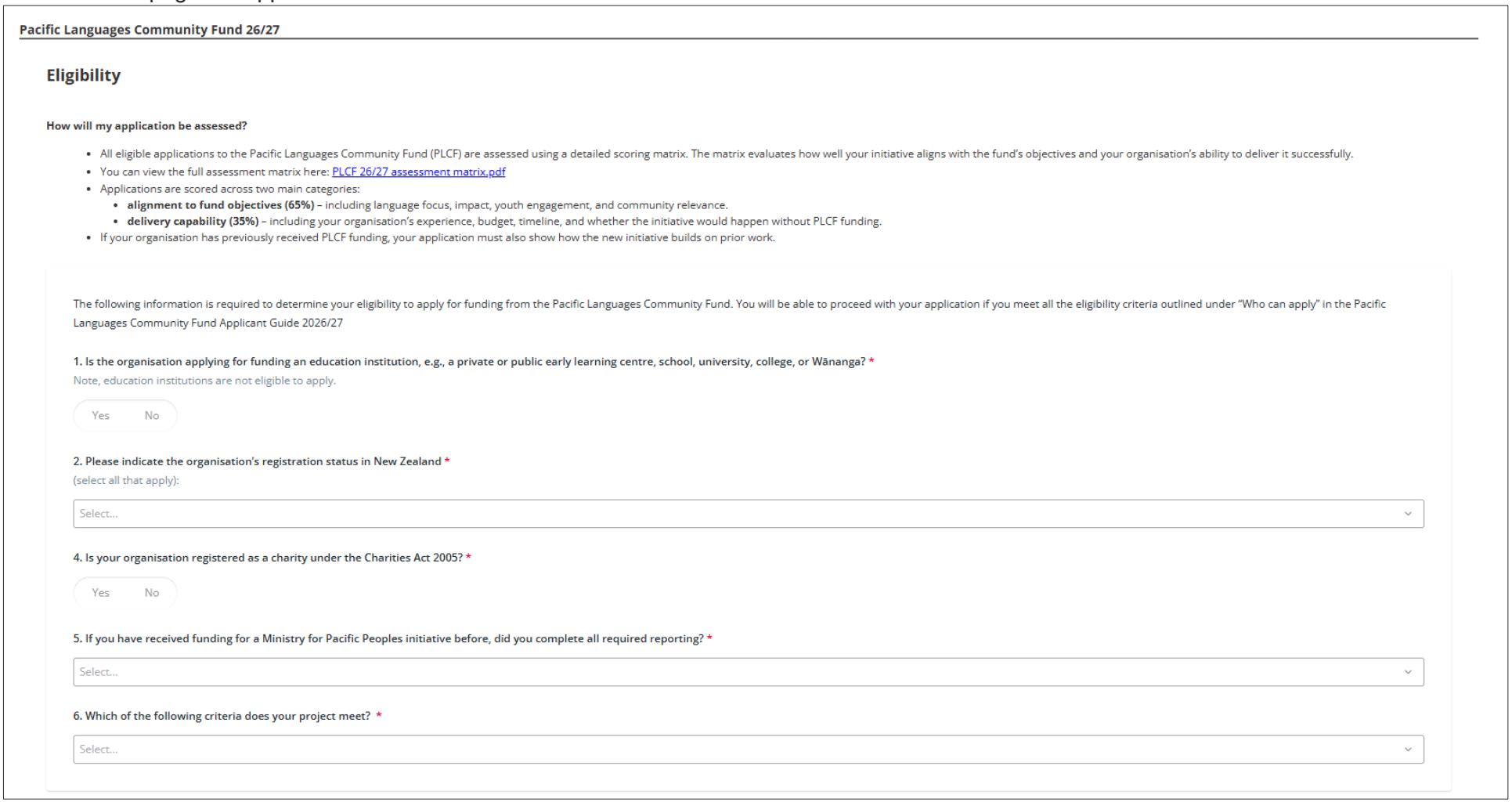


ID	Field	User info	Business rules	Mandatory
1	Initiative or Student Name	Effectively this is an identifier (eg, name, reference) to enable you to easily locate your application in the future		Yes

Select  to begin application.

4 Eligibility

The next form page will appear as follows:



Pacific Languages Community Fund 26/27

Eligibility

How will my application be assessed?

- All eligible applications to the Pacific Languages Community Fund (PLCF) are assessed using a detailed scoring matrix. The matrix evaluates how well your initiative aligns with the fund's objectives and your organisation's ability to deliver it successfully.
- You can view the full assessment matrix here: PLCF 26/27 assessment matrix.pdf
- Applications are scored across two main categories:
  - **alignment to fund objectives (65%)** – including language focus, impact, youth engagement, and community relevance.
  - **delivery capability (35%)** – including your organisation's experience, budget, timeline, and whether the initiative would happen without PLCF funding.
- If your organisation has previously received PLCF funding, your application must also show how the new initiative builds on prior work.

The following information is required to determine your eligibility to apply for funding from the Pacific Languages Community Fund. You will be able to proceed with your application if you meet all the eligibility criteria outlined under "Who can apply" in the Pacific Languages Community Fund Applicant Guide 2026/27

1. Is the organisation applying for funding an education institution, e.g., a private or public early learning centre, school, university, college, or Wānanga? *

Note, education institutions are not eligible to apply.

Yes No

2. Please indicate the organisation's registration status in New Zealand *

(select all that apply):

Select...

4. Is your organisation registered as a charity under the Charities Act 2005? *

Yes No

5. If you have received funding for a Ministry for Pacific Peoples initiative before, did you complete all required reporting? *

Select...

6. Which of the following criteria does your project meet? *

Select...

4.1 Eligibility form navigation button and icon guide

Below is a description of the various form controls you will encounter while completing your application.

4.1.1 Mandatory fields

Any field that contains a red asterisk is mandatory – for example:



4.1.2 Save as draft

At any point during the application, including after eligibility checks, you can save any information already entered, for later update and/or referral.



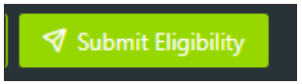
4.1.3 Check eligibility

This button calculates your eligibility based on answers provided. If clicked before the required fields have been completed, the form will default to ‘ineligible’.



4.1.4 Submit eligibility

This button should not be clicked until eligibility checks have been undertaken or all application questions have been answered.



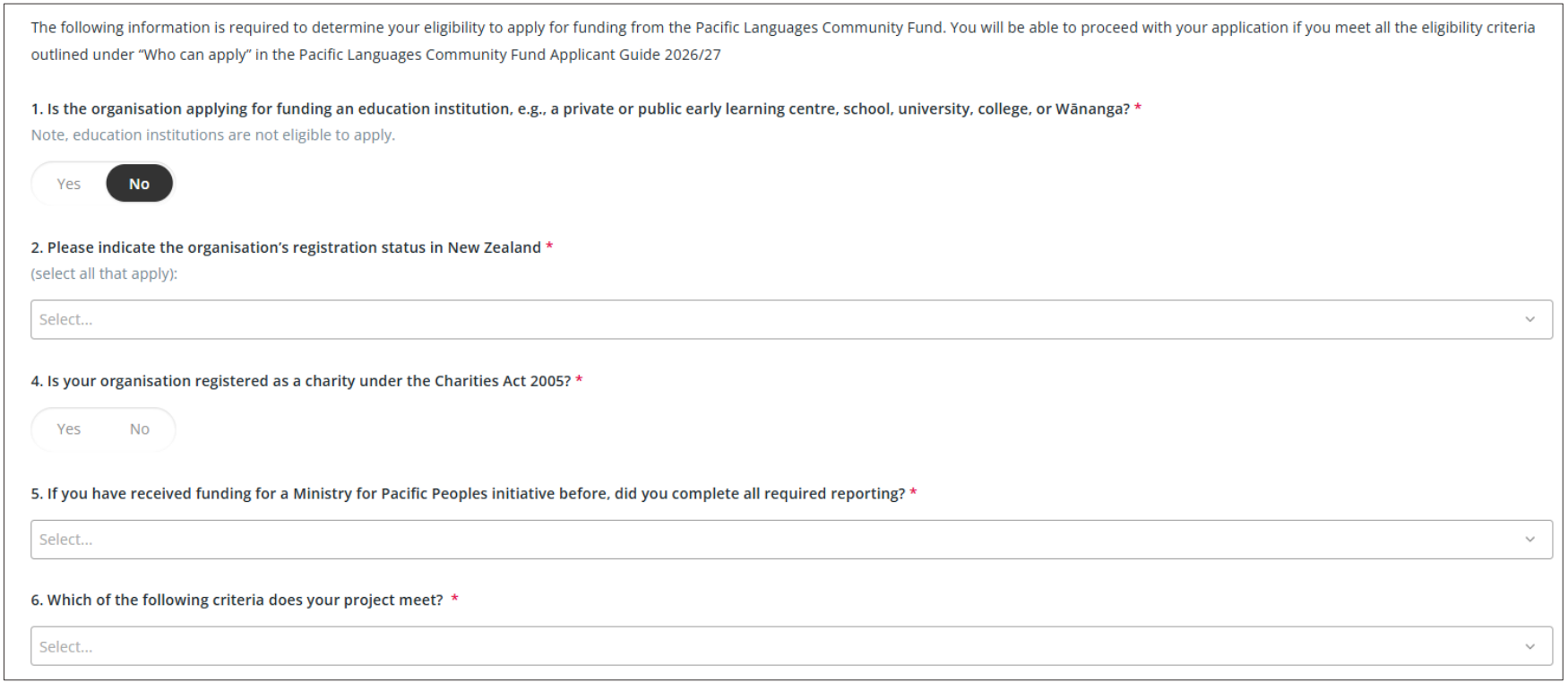
4.2 Eligibility documents

You are required to read the eligibility document, as shown, and confirm that you have done so.

ID	Field	User info	Business rules	Mandatory
2	Confirmation	Confirm that you have read the Applicant Guide and eligibility criteria before continuing.	You must confirm that you have read the detailed eligibility criteria before continuing. Once selected, the main eligibility questions will be displayed.	Yes

4.3 Eligibility criteria questions

The form will then appear as follows:

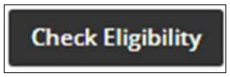


The following information is required to determine your eligibility to apply for funding from the Pacific Languages Community Fund. All questions are mandatory.

Question	Answer	User Info
1. Is the organisation applying for funding an education institution (eg, a private or public early learning centre, school, university, college, or wānanga)?	Select yes/no *If yes, applicant is ineligible.*	Select 'yes' if your organisation is an education institution, otherwise select 'no'.
2. Please indicate the organisation's registration status in New Zealand.	*Select all that apply.* ☐ Registered at the Companies Office as a company ☐ Registered at the Companies Office as a charitable trust ☐ Registered at the Companies Office as an incorporated society ☐ Registered at the Companies Office as a limited partnership ☐ Registered at the Companies Office as an unincorporated organisation *If any of the above are selected, go to question 3.* **OR** ☐ None of the above *If this option is selected, go to question 4.*	Choose the registration status that matches your organisation's New Zealand registration.
3. Please provide the organisation's registration number (NZBN) with the New Zealand Companies Office	Enter registration number (NZBN) **OR** ☐ The organisation is not registered with the New Zealand Companies Office	Enter your organisation's NZBN, or select the option stating it is not registered with the New Zealand Companies Office.

Question	Answer	User Info
4. Is your organisation registered as a charity under the Charities Act 2005?	Select yes/no *If yes, go to question 4.1.* *If no, go to question 5.*	Select 'yes' if your organisation is registered as a charity under the Charities Act 2005, otherwise select 'no'.
4.1. Please provide the organisation's number in the New Zealand Charities Register | Te Rēhita Kaupapa Atawhai.	Enter charity number **OR** ☐ The organisation is not registered with the New Zealand Companies Office	If applicable, enter your organisation's registration number from the New Zealand Charities Register.
5. If you have received funding for a Ministry for Pacific Peoples initiative before, did you complete all required reporting?	Select one option *If no, applicant is not eligible.*	Indicate whether you completed all required reporting for previous Ministry funding, or have not received funding before.
6. Which of the following criteria does your project meet?	☐ It helps to revitalise or maintain vagahau Niue, te gagana Tokelau and/or te reo Māori Kuki Airani. ☐ It is being delivered in a region outside Auckland or Wellington regions. ☐ It will increase the learning and/or use of Pacific languages across different generations of people (eg, elders with parents, parents with children, elders and grandparents with children). *At least one criterion must be selected, or applicant is not eligible.*	Indicate which listed criteria apply to your project's languages, delivery region or intergenerational learning.

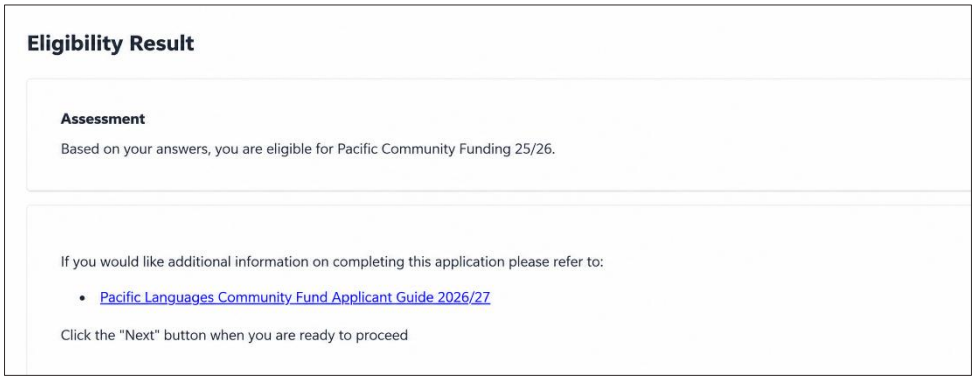
4.4 Eligibility result

Select 

The form will calculate your eligibility based on the answers you have provided.

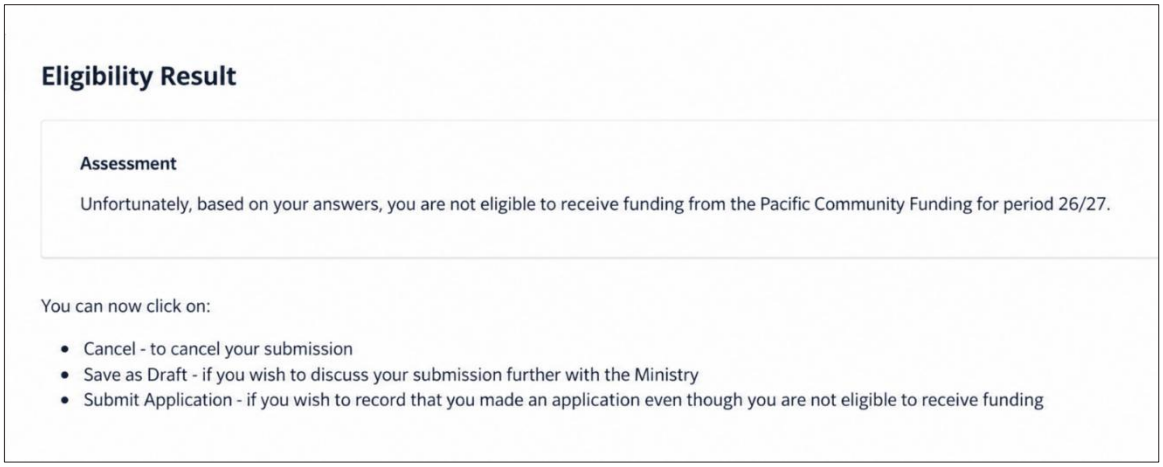
4.4.1 Eligible

If you are eligible, the following will appear:



4.4.2 Ineligible

If you are ineligible, the following will appear.



4.5 Ineligibility options

4.5.1 Cancel

The application process is discontinued and you are returned to the form shown in section 3.2.

4.5.2 Save as draft

You can save your answers provided for follow-up with the Ministry if required. Note the form will re-display all data you have already entered, so you will need to select cancel or simply close the web browser page. Your information will be stored either way.

4.5.3 Submit application

If you submit your application at this stage, the system will record your application and answers, and the reason why you were ineligible.