# 2021 Hardship Fund Strategy (HFS)

This template is for you to help us understand how you prioritise funding to support learners facing the greatest hardship due to the ongoing impact of COVID-19 pandemic.

* If your organisation have completed a Hardship Fund Strategy (HFS) last year, you do not need to submit a new Strategy this year unless you are making significant changes to your strategic approach.
* If you have not completed a HFS last year or if you wish to make significant changes to your approach, you must **submit it to us within 15 working days** of you receiving your first payment.
* Although we require a HFS from your organisation, our priority is to assist leaners as quickly as possible. With that in mind, you may start using your funding from the Hardship Fund for Learners as soon as you receive it – you do not need to wait for us to approve your HFS.
* We will review your HFS and will only contact you if we have questions or identify opportunities.

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| Ref. | Questions | Your response |
| HFS1 | How are you identifying/will you identify learners that are facing hardship due to the ongoing COVID-19 pandemic? | Suggested limit: 150 words |
| HFS2 | Who are the learners you identified as facing the greatest hardship from your last HAFL funding and what kind of hardships do you see that they will continue to face?  How are you prioritising those learners?  *Hardship means those learners facing suffering, deprivation or financial challenge.* | Suggested limit: 300 words |
| HFS3 | How does your organisation plan to use the funding from the Hardship Fund for Learners to benefit learners?   * What do you plan to purchase? * How do you plan to purchase it? * How will you ensure efficient and effective use of the funding?   *For resource purchases, provide information on what will likely be purchased and whether those items will be purchased for groups of learners or individual learners (or a description of both).* | Suggested limit: 300 words |
| HFS4 | How will you keep track of costs incurred?  How will you ensure funding is used in compliance with the funding conditions? | Suggested limit: 300 words |
| HFS5 | Additional information – please add anything else you would like to tell us about. |  |

**Completed forms to:** [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

**Subject line: [EDUMIS] – Hardship Fund Strategy 2021**