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

Pacific Languages Community Fund

Help for writing your Tier 1 application

Purpose of this document

This document has made-up examples of good long answers to questions in the Pacific Languages Community Fund Tier 1 application form. Each model answer includes prompts to help you fill in each question with the right level of detail. There are also example answers about money to help you provide your project costs in your application. This document should be used as a guide only.

Section A3 - Project details

Question	Prompt	Model answer
Question 4: Provide a brief description of your project.	*Tell us what you will do, what activities you will deliver, who will be involved and who will benefit.*	Our Trust will deliver 40 weekly, youth-led language classes in te gagana Tokelau in [Location] from February to November 2027. The classes will include everyday conversation, songs, storytelling, and cultural learning. Young people will learn alongside fluent speakers in a welcoming space where they can practise without fear of making mistakes. All generations will be involved.
Question 10: How will your project support Pacific languages?	*In your answer, clearly explain the following:* ○ *What the goal of your project is.* ○ *How your project will help revitalise your specific language.* ○ *What opportunities it will create.* ○ *How it will strengthen the connection between language, culture and identity.* *Ideally your answer should include a sentence on each of these four points.*	Our project will help revitalise te gagana Tokelau by creating more opportunities for our young people to hear, speak, and use their language with confidence. We want to move beyond simply learning words and phrases to making te gagana Tokelau a natural part of everyday life. By strengthening the connection between language, culture, and identity, we hope to inspire our youth to take pride in their Tokelauan heritage and become confident speakers who will carry the language forward. Our goal is to help build a new generation of language speakers who feel a strong sense of belonging and are motivated to keep their language alive within their families and wider community.
Question 11: How will your project meet the needs of your community?	*Tell us what need in your community this project will address and how you know it is needed.*	This project responds to a need for culturally authentic, engaging, and youth-centred ways for young Tokelauans to learn and use their heritage language.

	Include any feedback, experiences or evidence that has helped you identify this need. *Tell us how your wider community has been involved in the planning and design of your project. This may include churches, families and villages.*	When we ran a short series of classes in 2025, young people loved them. They told us the classes strengthened their language skills, identity, and connections to their families. They asked for more. Therefore, we're applying for funding to create regular, welcoming classes that build confidence step by step. Elders, parents, and young people will help shape the topics so the language is relevant to everyday life.
Question 12: How will your project support ongoing language learning or use once delivery is complete?	*How will the benefits of your project continue after it finishes?* *Tell us how people will keep learning, using or sharing the language in their daily lives.*	Our aim is for language learning to continue beyond the classroom. Each session will include words, phrases, and simple activities that learners can practise at home with parents, grandparents, siblings, and friends. Participants will keep their learning materials and a collection of class activities to use after the classes end. We will encourage learners to form practice groups and meet with fluent speakers at community gatherings. By building relationships between youth and elders, the project creates a culturally grounded pathway for ongoing language use, confidence, and belonging.
Question 13: Describe whether/how your project will involve youth engagement or multiple generations.	*Tell us how your project will actively involve young people in the design and delivery and/or create opportunities for intergenerational learning.* *How will different generations learn from, support or work with each other to contribute to the success of the project?*	Our approach supports youth leadership while recognising elders as essential knowledge holders. • Our youth will help plan and lead the classes, choose topics that matter to them, and give feedback throughout the programme. • Two youth facilitators will work alongside fluent Tokelauan elders, who will share language, stories, and cultural knowledge, and ensure cultural integrity. • Parents and grandparents will be invited to some sessions so young people can practise across generations.

Section A4 – Capability to deliver your project

Question	Prompts	Model answer
Question 1: Describe who will be involved in delivering the project and their relevant experience.	*Tell us who will deliver the project and what skills, experience, knowledge or community connections they bring.* *Include any language, cultural leadership or project management experience that will help make the project successful.*	The Trust will manage the venue, scheduling, participant communications, learning materials, catering, and reporting for the weekly classes. Project administrator [Name] will coordinate bookings, attendance, and feedback. [Name] and [Name], two respected elders, will share fluent gagana Tokelau and cultural knowledge. Cultural adviser and high-school teacher, [Name], will oversee the learning plan and support two youth facilitators, [Name] and [Name]. Despite being young, they have already facilitated groups for our Trust before. They will lead sessions and encourage learners to practise.
Question 2: Describe previous experience you or your team may have had delivering a project for the Ministry or another organisation and whether this project builds on previous ones.	*Include funding information, what you achieved and whether this proposed project builds on lessons learned, community feedback, or previous success.*	Our team has worked together before. We used funding from the local district council to run a series of 6 classes in 2025 to celebrate Tokelau Language Week. Those classes were very well received. It's because those classes were so popular that we're seeking this funding.

Examples of answers about money

Use this example table below as a guide to help you give good answers about your project costs:

Item	Detail	Amount
Language programme management and cultural advice	Planning, tutor support and cultural oversight for 40 classes	$10,000
Two youth facilitators	40 sessions × 2 facilitators × $150, including preparation and delivery	$12,000
Two elder cultural guides	Two elders × $3,000 for class participation, preparation, and mentoring	$6,000

Administration and participant support	Enrolments, attendance, communications, coordination and reporting	$4,000
Learning materials	40 class activity packs and shared reading and teaching resources	$3,500
Venue hire	40 weekly sessions × $100, including use of community facilities	$4,000
Kai for weekly classes	40 sessions × 20 people × $15 per person	$12,000
Community outreach	Accessible promotion, printing, and invitations to families	$2,000
Evaluation and final reporting	Starting and final language confidence checks, feedback, and reporting	$2,500

Total project costs $56,000

Use this example table below as a guide to help you give good answers about your project income:

Item	Detail	Amount
Attendance koha	$100 koha per person, assuming we get around 25 learners. We will not ask for this koha until late February 2027.	$2,500
		Total income $2,500
		Costs less income $53,500
		Amount requested from the Ministry for Pacific Peoples $53,500

Use this example table below as a guide to help you give good answers about other funding sources:

Date	Who to	Amount	Confirmed
October 2026	Local district council, for a Creative Communities grant.	$2,500	No

Use this example table below as a guide to help you give good answers about timeframes:

Key milestones	Timing
Confirm cultural adviser, facilitators, venue and class plan	January – February 2027
Invite participants and complete starting confidence checks	February 2027
Deliver 40 weekly gagana Tokelau classes with elder support	February – November 2027
Invite families to intergenerational practice sessions	May – October 2027
Collect final language checks, attendance and participant feedback	November 2027
Reconcile budget and send final project report	November – December 2027