

August 2022

INZ 1238



Approved Community Organisation Application

Community Organisation Refugee Sponsorship Category

Information for Community Organisations

The objective of the Community Organisation Refugee Sponsorship (CORS) category pilot is to:

- provide an opportunity for Community Organisations to actively engage in supporting successful refugee settlement and to build local communities that welcome refugees; and
- enable sponsored refugees, with the support of Community Organisations, to quickly become independent and self-sufficient so that they are able to enter the labour market, navigate their communities and access mainstream services without requiring additional support; and
- provide an alternative form of admission for refugees to complement New Zealand's refugee quota and, in doing so, demonstrate New Zealand's response to the scale of refugee movement and commitment to international responsibility sharing.

What is an Approved Community Organisation?

An Approved Community Organisation will provide settlement support to refugees during their first two years in New Zealand, providing connections and practical advice to those building new lives here. Approved Community Organisations will help refugees secure rental housing, enrol in education and health services, find jobs and connect with their new community.

Applications to become an Approved Community Organisation

Before completing this application, Community Organisations are recommended to get in touch with Host Aotearoa New Zealand. The purpose of Host Aotearoa New Zealand is to guide Community Organisations through the application process and provide ongoing support should your application be successful. They can also provide accurate information to interested Community Organisations about CORS, the support commitment and responsibilities.

Host Aotearoa New Zealand can be contacted at:

sponsor@hostinternational.org.nz or **www.refugeesponsorship.org.nz**

Applications to become an Approved Community Organisation must be made on this form. Completed applications should be scanned and sent to: **CORS@mbie.govt.nz**. All emails should include "Approved Community Organisation application" in the subject line of the email.

Approved Community Organisation criteria

To become an Approved Community Organisation, INZ must be satisfied that the Community Organisation:

- is a legal entity (such as incorporated society, registered company, charitable trust or religious organisation)
- has the financial resources to provide settlement services to sponsored refugees for two years
- has experience working successfully with refugees or other vulnerable people
- has capability and capacity to secure suitable accommodation, and support mandated refugees to enter the labour market and secure meaningful and sustainable employment

- is able to demonstrate community outreach and connections within the broader community.
- can enter into a Deed of Agreement for Services with INZ for the provision of settlement services
- has ensured all personnel in their organisation who will be working with the refugee/refugee family are fully vetted by the NZ Police (to support working with children and vulnerable adults and that they are suitable and of good character)
- has ensured all personnel in the organisation have completed an eLearning course entitled 'Fundamentals of Child Protection' administered by Safeguarding Children
- has developed a Child Protection Statement (these are policies and procedures for managing risk).

Evidence of meeting the above criteria must be submitted with this application.

Approved Community Organisation assessment

Approval in principle

Your application will be considered and if it meets the criteria above, you will be notified of your in principle approval.

However, before Approved Community Organisation status can be granted, enabling your organisation to nominate or be matched with potential applicant refugees, you will need to enter into a Deed of Agreement for Services with INZ for the provision of settlement services within the required timeframe. If that does not happen, your application will be declined.

Duration of approved status

Community Organisation status will be granted for the duration of the pilot. The Community Organisation must submit a settlement plan for each refugee/refugee family it wishes to support.

Approval status may be refused or rescinded

A Community Organisation's application for approval status will be declined if a Community Organisation does not meet the criteria for approval status, or if INZ considers that approving that Community Organisation would create unacceptable risks to the integrity of New Zealand's immigration laws or policies.

Approval status may be rescinded if INZ considers a Community Organisation's conduct has created an unacceptable risk to the integrity of New Zealand's immigration laws or policies.

Applications for reconsideration

There is no statutory right of appeal against a decision by INZ to decline an application to become a Community Organisation, however INZ will reconsider a decline decision if the Community Organisation provides new information and does so promptly. Any application for reconsideration must be made in writing. INZ's decision on a reconsideration is final.

Immigration Advisers Licensing Act 2007

Under the Immigration Advisers Licensing Act 2007 it is an offence to provide immigration advice without being licensed or exempt. If your immigration adviser is not licensed when they should be, Immigration New Zealand will return your application.

For more information and to view the register of licensed advisers, go to the Immigration Advisers Authority website www.iaa.govt.nz or email info@iaa.govt.nz.

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Section A Community Organisation's details

This form must be completed and signed by a person who has authority to make representations and enter into agreements on the Community Organisation's behalf. Please answer all questions. If any question does not apply please answer "N/A" for "not applicable".

A1 Community Organisation's name

A2 Community Organisation's legal status
(eg incorporated society, company, registered charitable trust)

A3 What evidence of your organisation's legal status have you included with this application?

A4 Name of person completing this application to become an Approved Community Organisation
Family/last name Given/first name(s)

A5 Position or title

A6 List all of the other people in your group who will play a regular or significant role in the delivery of settlement support. Include a summary of any relevant skills or experience.

Name	Proposed role and type of support being provided	Relevant skills and experience	Police vetting and child protection training completed
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

A7 Community Organisation's contact details.

Name of contact person if different from that given at **A4**

Community Organisation's physical and postal addresses

Telephone (daytime) Telephone (evening)

Fax Email

Website

A8 Name and address for communication about this application

Same as address at **A7** or Other *Give details below*

Name of contact person

Organisation name (if applicable) and address

New Zealand Business Number (if applicable) *For help search: www.nzbn.govt.nz*

Telephone (daytime) Telephone (evening)

Fax Email

A9 Do you authorise the person stated at **A8** to act on your behalf? Yes No

A10 Have you received immigration advice on this application?

Yes *Please make sure that your immigration adviser completes Sections F and G: Immigration adviser's details.*

No

i You can find a definition of immigration advice at www.immigration.govt.nz/advice

Section B Community Organisation's intentions

B1 If successful, who does your organisation propose to support? Indicate both if applicable.

Mandated refugees nominated by your organisation

Mandated refugees identified by the UNHCR

B2 Has your organisation engaged with Host Aotearoa New Zealand?

Yes

No

B3 Is your organisation able to enter into a Deed of Agreement for Services with Immigration New Zealand for the provision of settlement services?

Yes

No

Section C Community Organisation's details

C1 How many years has the Community Organisation been operating?

C2 When was the Community Organisation established?

C3 Please provide details of your organisation's connections to the wider community in your region and any steps you will take to build community networks to support the settlement process

C4 Please give brief details of your Community Organisation such as the purpose of your organisation, any previous involvement your organisation has had with refugees, has your organisation provided support services (*if further details are given in a separate document please state this*)?

Section D Financial Resources

D1 What evidence can you provide of your organisation's financial position? (Where possible, information supplied should cover at least two financial years. For example, sets of accounts certified by an accountant, statements of financial position. The more evidence you can enclose, the sooner INZ will be able to complete its assessment of your application.)

D2 How will you cover the costs associated with delivering settlement support? (i.e. do you plan on using existing funds, reallocating funds, or raising additional funds) Please provide details of any fundraising plan if relevant.

Section E Working with children and vulnerable adults

E1 Have you included evidence that all personnel in your organisation who will be supporting applicant refugees are fully vetted by the New Zealand Police to support working with children?

- Yes
 No

E2 Have you included evidence that all personnel in your organisation who will be supporting applicant refugees have completed an eLearning course entitled 'Fundamentals of Child Protection' administered by Safeguarding Children?

- Yes
 No

E3 Have you included evidence that your organisation has developed a Child Protection Statement and appointed a person in your organisation to oversee obligations under Child Policy Legislation.

Yes

No

Section F Declaration by Community Organisation

This section must be read and signed by a person who has authority to make representations and enter into agreements on the Community Organisation's behalf.

I understand the notes and questions in this form and I declare that the information given about my organisation is true and correct.

I understand that if I make any false statements, or provide any false or misleading information, or have changed or altered this form in any way, this application as a Community Organisation may be declined, and that I may also be committing an offence under sections 342 and 348 of the Immigration Act 2009 and may be liable to prosecution.

I understand that I am required to inform Immigration New Zealand about any relevant changes to the circumstances of my Community Organisation that occur after I lodge this application.

I understand that if I have received immigration advice from an immigration adviser and if that immigration adviser is not licensed under the Immigration Advisers Licensing Act 2007 when they should be, Immigration New Zealand will return my application.

I authorise Immigration New Zealand to make any enquiries it deems necessary in respect of the documents or information provided in respect of this application, and to share information provided about me or my Community Organisation with other government agencies (including overseas agencies) to the extent necessary to make decisions about whether I qualify as a Community Organisation under the Community Organisation Refugee Sponsorship Category.

Signature of Community Organisation Date

Job title or position

Section G Immigration adviser's details

This section must be completed by the Community Organisation's immigration adviser. If the Community Organisation does not have an immigration adviser, this section does not have to be completed.

G1 Tick the one option that applies to you.

I am a licensed immigration adviser under the New Zealand Immigration Advisers Licensing Act 2007. Go to **G2**

I am exempt from licensing under the New Zealand Immigration Advisers Licensing Act 2007. Go to **G3**

If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client's application. It is an offence to provide immigration advice without holding a licence, unless you are exempt.

G2 Licensed advisers. Provide your licence details.

Licence type

full provisional limited. List conditions specified in the register.

Licence number Go to Section J: Declaration by person assisting the applicant.

G3 Exempt from licensing. Tick one box below to show why you are exempt from licensing.

I provided immigration advice in an informal or family context only, and I did not provide the advice systematically or for a fee.

I am a New Zealand member of Parliament or member of their staff and I provided immigration advice as part of my employment agreement.

I am a foreign diplomat or consular staff.

- I am an employee of the New Zealand public service and I provided immigration advice within the scope of my employment agreement.
- I am a lawyer and I hold a current practising certificate as a barrister or as a barrister and solicitor of the High Court of New Zealand.
- I am employed by, or I am working as a volunteer for, a New Zealand community law centre where at least one lawyer is on the employing body of the community law centre or is employed by or working as a volunteer for the community law centre in a supervisory capacity.
- I am employed by, or I am working as a volunteer for, a New Zealand citizens advice bureau.

Go to Section H: Declaration by person assisting the applicant.

Section H Declaration by person helping the Community Organisation

This section must be completed and signed by the Community Organisation’s immigration adviser, or by any person who has assisted the Community Organisation by providing immigration advice, explaining, translating, or filling in the form. If the Community Organisation does not have an immigration adviser, and no one helped the Community Organisation to fill in this form, this section does not have to be completed.

If you are unlicensed when you should be licensed under the Immigration Advisers Licensing Act 2007, Immigration New Zealand will return your client’s application. It is an offence to provide immigration advice without holding a licence.

For more information, go to the Immigration Advisers Authority website www.iaa.govt.nz, or email info@iaa.govt.nz or write to them at PO Box 6222, Wellesley Street, Auckland 1141, New Zealand.

Name and address of person assisting the Community Organisation.

- Same as name and address given at A7, or as below.

Family/last name	Given/first name(s)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Organisation name (if applicable) and address

New Zealand Business Number (if applicable) For help search: www.nzbn.govt.nz

Telephone (daytime) Telephone (evening)

Fax Email

I understand that after the Community Organisation has signed this form it is an offence for me to change or add further information, change any documents attached to the form, or attach any further documents to the form. However, if changes are needed, the person making the changes must state on the form what information or documents have been changed or attached and give reasons for the changes or attachments.

I note that the maximum penalty for this offence is a fine of up to NZ\$100,000 and/or a term of imprisonment of up to seven years.

I certify that the employer asked me to help them complete this form and any additional forms. I certify that the employer agreed that the information provided was correct before signing the declaration.

- I have assisted the Community Organisation as an interpreter/translator.
- I have assisted the Community Organisation with recording information on the form.
- I have assisted the Community Organisation in another way.

Please specify

- I have provided immigration advice (as defined in the Immigration Advisers Licensing Act 2007) and my details in Section G: Immigration adviser’s details are correct.

Signature of person assisting Date

Application checklist

OFFICE USE ONLY	Information and documents you must supply	CHECK LIST
<input type="checkbox"/>	I have read the declaration, and signed and dated the application form.	<input type="checkbox"/>
<input type="checkbox"/>	Completed Settlement Plan	<input type="checkbox"/>
<input type="checkbox"/>	Completed child protection statement	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of completed eLearning module	<input type="checkbox"/>
<input type="checkbox"/>	Evidence of completed New Zealand Police Vetting	<input type="checkbox"/>
<input type="checkbox"/>	I have checked that all supporting documents required by this form or indicated by me as being attached, are either attached or enclosed for submission with the application.	<input type="checkbox"/>

Send your completed application to:

Immigration New Zealand
CORS@mbie.govt.nz

You must have 'Approved Community Organisation' in the subject line.

About the information you provide

Deciding whether you are eligible to become an Approved Community Organisation

Immigration New Zealand collects the information about you on this form to decide whether you are eligible to be an Approved Community Organisation. We may also use the information to contact you for research purposes or to advise you on immigration matters.

The address of Immigration New Zealand is PO Box 1473, Wellington 6140, New Zealand. **Do not send your application to this address.**

Collecting the information is authorised by the Immigration Act 2009 and the Immigration Regulations made under that Act. You do not have to provide the information, but if you do not we are likely to decline your application.

Immigration New Zealand may also share the information you have provided with other government agencies that are entitled to it by law, or with other agencies (as you have agreed in the declaration).

You have the right to access the information we hold about you and have any of it corrected if you think it is necessary.

For more information

If you have questions about completing this form:

- see our website **www.immigration.govt.nz**
- telephone our call centre on 0508 558 855 (within New Zealand)
- contact one of Immigration New Zealand's offices.

Our New Zealand offices are located in Auckland, Henderson, Manukau, Hamilton, Palmerston North, Wellington and Christchurch.