

## Form for requesting alternate formats

This form is for commissioning translations into alternate formats – New Zealand Sign Language, Braille, Audio, Large Print, and Easy Read.

Before completing this form, please read the [Guide to requesting a translation into Alternate Formats](#).

If you have any questions, email us at [accessibility@msd.govt.nz](mailto:accessibility@msd.govt.nz) or phone 029 902 4372.

Please complete all form fields. Do not leave any fields blank. If the field does not apply to your request, this needs to be indicated.

### Job details

Job name / topic	Creative New Zealand EasyRead funding agreement
Agency or organisation	Creative New Zealand
Contact person name	Chelsea Wong
Contact person phone	§9(2)(a)
Contact person email	Chelsea.Wong@creativenz.govt.nz
Cost centre or purchase order for invoicing	
Invoicing contact name	Aroha Rangi
Invoicing contact phone	§9(2)(a)
Invoicing contact email	Aroha.Rangi@creativenz.govt.nz

Postal address of agency or organisation	PO Box 3806, Wellington 6140
Physical address of agency or organisation	Level 2, 2 -12 Allen Street, Wellington 6011
Date of request	23 May 2023
Date quote needed	As soon as possible
Date final translations needed	20 June or as soon as possible

**Notes:** Quotes may take 10 working days to be completed. Once you have accepted the quotes, we will confirm the timeframes for translation.

If there are changes to the final material submitted, there will generally be changes to the costs, and the changes may also impact on timeframes.

## Content details

### About the content

<p>Please tell us about what you need translated.</p> <p>Also tell us:</p> <ul style="list-style-type: none"> <li>• the full names of all documents for translation</li> <li>• who is the main audience?</li> <li>• what the audience is required to do (e.g. do they need to engage with the material in a specific</li> </ul>	<p>We are seeking an EasyRead translation of our funding agreement. The translation is for a specific individual who has requested an EasyRead version of the funding agreement.</p> <p>This is a specific situation we are responding to, as opposed to a request for translating our existing funding agreement into all accessible formats.</p>
---	--

way? If they need to contact you, what are the ways they can do this?)

For surveys and other feedback processes, provide a weblink, email address, free-call number, Txt for Deaf and Hard of Hearing, and NZ Relay. **All** of these contact options are required for the process to be accessible.

**Note:** We generally translate summary documents of up to five to ten pages, rather than full reports.

Given the complexity of the original legal document, we have already translated our original funding agreement into a plain language agreement which has been reviewed by a plain language editor. The plain language version has been designed to respond to the specific needs of this individual, as we are not in a position to develop our legal agreement into all accessible formats yet.

We have attached the plain language version of the funding agreement for translation into EasyRead (title: '**Creative New Zealand Grant Agreement - Te Kirimana mō te Putea Tautoko a Toi Aotearoa**')

You will see that there are a few tables in the agreement which act as a form to be filled in. Some of this information is for Creative New Zealand to fill out internally. Other parts are for the Agreement recipient to fill out.

Please could you advise if this is possible to do in EasyRead format? If not, please could you suggest the best way to communicate this information so that the reader can provide the requested information.

## Context

<p>Provide any additional background information to give context for the work for the translators and list any documents attached.</p> <p>For example, if an executive summary is being translated, also provide the full document the summary relates to.</p>	<p>See above</p>
--	------------------

### Location

<p>Where will the content be housed?</p> <p>If there is an existing website, provide the link.</p>	<p>The agreement will be private between the individual and Creative New Zealand.</p>
--	---

### Logos

<p>List any logos that will be used, including logos of other agencies mentioned in the material.</p> <p>Also ensure:</p> <ul style="list-style-type: none"> <li>• you attach the logos in EPS or PNG formats</li> <li>• all agencies have provided consent to use their logos.</li> </ul>	<p><b>Primary Logos:</b> (ie main branding logos to be used on the material)</p> <p>Copies of our logo in JPEG, EPS and PNG format can be downloaded from our website if they are required for the EasyRead document:</p> <p><a href="https://www.creativenz.govt.nz/About-Creative-NZ/Logos">https://www.creativenz.govt.nz/About-Creative-NZ/Logos</a></p>
--	--

<p><b>Note:</b> All logos that will be used <b>must</b> accompany this completed request form, even if provided previously for other translations.</p>	<p>We haven't designated any use of logos in the document but understand the logo might be helpful when you are describing Creative NZ.</p> <p><b>Additional Logos:</b> (ie any other agencies mentioned in the document but not needed for branding)</p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
--	---

## Branding

<p>List any specific branding guidelines that need to be met, including colour and typeface.</p>	<p>N/A</p>
--	------------

## Other information

<p>List and describe any links in the document, such as those to other information or resources.</p> <p>When a hotlink is provided, the equivalent full URL is also needed.</p>	<p>Under section 3.2 we provide a link to Creative New Zealand's Portal User guide for more information:  <a href="https://portalhelp.creativenz.govt.nz/help/report">https://portalhelp.creativenz.govt.nz/help/report</a>.</p> <p>Under section 3.4 we provide a link to our webpage with more information on how to use our logos: <a href="http://www.creativenz.govt.nz/about-creative-new-zealand/logos">www.creativenz.govt.nz/about-creative-new-zealand/logos</a>.</p>
---	---

<p><b>Note:</b> We need to know if all links are currently active or not.</p>	<p>Under section 5.1 we provide a link to the Adobe website to download Adobe Acrobat Reader in case the reader requires this:  <a href="https://get.adobe.com/reader">https://get.adobe.com/reader</a>.</p> <p>All links are currently active.</p>
---	---

### Other media or design elements

<p>Describe any media or design elements needed.</p> <p>Attach any relevant files.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• visual diagrams</li> <li>• photos of people who are quoted (ensure you have their consent to use the image)</li> <li>• headings to be used as signposts in the video</li> <li>• design elements</li> <li>• a still image for when the video cannot be viewed</li> <li>• descriptions of information that is not text – e.g., images, diagrams, photos</li> </ul>	<p>N/A</p>
--	------------

### Submitting the form



Please email the completed form and the final content in a **Word document** to [accessibility@msd.govt.nz](mailto:accessibility@msd.govt.nz).

This form aligns with the process outlined in the Accessibility Guide:  
<https://www.msd.govt.nz/accessibility-guide>

RELEASED UNDER THE  
OFFICIAL INFORMATION ACT