

# Wikipedian at Large request for proposals 2024-2025

*August 2024*

## Using this document

Read this document if you're interested in making a proposal to run a Wikipedian at Large project, and seek funding from Wikimedia Aotearoa New Zealand (WANZ). It tells you everything you need to know about outlining your plan, creating a proposal, and submitting it for consideration.

WANZ is interested in getting proposals from anyone who cares about getting more people editing and more of Aotearoa New Zealand's stories told through the Wikiverse. If you have any questions or would like advice on putting together your proposal, email [info@wikimedia.nz](mailto:info@wikimedia.nz).

Like we Wiki editors say, [Be Bold!](#) WANZ will consider all proposals received.

## Timeline

Request for proposals opened	19 August 2024
Funding Q+A meeting date announced	by 31 August 2024
Funding Q+A meeting held	Mid September 2024
Submissions closed	30 September 2024
Expected date of decision	By 15 October 2024
Latest project start	1 March 2025
Latest project completion	6 to 12 months from start date
Final report submitted	Two weeks post completion



## What's a Wikipedian at Large?

The Wikipedian at Large role is a roving advocate for Wikimedia platforms and content projects for groups and organisations around a region or even the whole country - a helping hand with outreach and development, supported by WANZ. Like a Wikipedian in Residence, they can work inside an institution to share content, train staff, and run outreach events.

The role moves quickly, doing shorter projects than a traditional Wikipedian in Residence, with the flexibility to involve different groups in different ways. They mainly work under their own steam, with some administrative support from WANZ.

WANZ funds the Wikipedian at Large with a grant, which is officially detailed in a grant agreement between WANZ and the successful applicant.

**Note:** The grant covers things like compensation for your time, travel and accommodation costs, event costs, and koha. See **Budget** under **What should I put in my proposal** below.

## Am I eligible to submit a proposal?

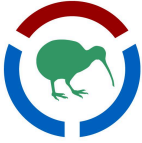
Any member of WANZ can submit a proposal. If you're not a member, you can submit your proposal and membership application at the same time, with membership confirmed before the grant agreement can be signed. WANZ will discuss and clarify this with you.

## What kind of plan can I propose?

What do you think will get more people editing? What will open up or create more resources for the community? Who will you work with?

Previous plans have involved a string of projects like:

- Working with a gallery to openly license and load collection images
- Running training workshops with school librarians
- Going bush with students to take photos of native species
- Recording accurate te reo Māori pronunciations
- Organising edit-a-thons at museums and art galleries



You don't have to have every detail worked out, but your plan should show what you hope to achieve, and the kind of projects you will pursue and how you will make them happen.

Keep in mind as well that the Wikipedian at Large is a public advocate for the Wikiverse, and should take opportunities to give talks, pitch to the media, and develop future partnerships. Consider what time and resourcing these will need.

## How will WANZ support my project if I'm successful?

While the Wikipedian at Large is mainly responsible for managing their project and should be able to work autonomously, WANZ can provide various kinds of support.

### Improve your skills

The Wikipedian at Large has to handle a lot of different tasks and situations. If you feel like you need to build your skillset before starting the project, you can put that into your proposal and WANZ may be able to fund it.

Some of the kinds of training WANZ may be able to fund:

- Working with media
- Project management
- Workshop development

If you want to get more experience with a particular Wikimedia platform, we can try and put you in touch with a Wikipedian in your area to help get you up to speed.

**Note:** Is there a Wiki meetup group in your area? Joining that will help you build up your own contacts who may be able to help!



## Administrative support

During the project WANZ will also provide administrative help, like setting up meetings, communications support, and arranging venue bookings.

## What should I put in my proposal?

- An overall summary
- A statement of your experience and skills
- An initial project plan, including overall length
- How you will measure progress towards the project's goals
- A proposed budget
- What services you expect to need from WANZ

## Summary

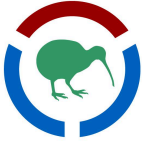
What's the elevator pitch? Tell us about the focus of your proposal and what you think makes it a particularly good idea.

## Preliminary outline

Tell us what you're planning to do - as well as where, when, with who, and how? How long do you reckon your plan will go for?

If you've already had discussions with organisations or groups about possible events or projects, include those details.

We know that plans will change, but giving us a sense of the scope and timeline you envision will help us assess the feasibility of your proposal.



## How your proposal meets WANZ's objectives

Tell us about the value of your proposal - how does it help WANZ with its objectives?

Our objectives are to:

- promote effective use and uptake of Wikimedia Foundation projects in New Zealand (Wikipedia, Wikimedia Commons, Wikidata, Wikisource...)
- recruit and support new editors, particularly in regions where there are relatively few active editors per capita, and encourage self-sustaining regular editor events and meetups
- address significant gaps in existing Wikimedia content in topic areas of high importance to New Zealand by working with volunteers and relevant institutions
- increase engagement with under-represented or disadvantaged groups in New Zealand.

Your proposal must be in line with WANZ's charitable purposes:

- To advance education by supporting and encouraging the development of educational content under a free license or in the public domain and disseminating it effectively and globally
- We will act as an umbrella research group in the education, training and research sectors.

## Your skills and experience

Tell us about yourself. How long have you been editing, and on what Wikimedia projects? Have you run events or promoted Wikipedia in talks or media? Have you supported other editors and in what ways?

A Wikipedian at Large needs:

- Experience editing Wikimedia platforms including at least one of Wikipedia, Wikidata, Wikimedia Commons or Wikisource
- Experience in training others, giving presentations, and writing reports
- Desire to develop their leadership, including proactively liaising with institutions and diverse community groups
- An interest in engaging with media to promote the Wikiverse and their activities

Also tell us where you would like support to build your skills. We can assist and link you up with other editors for training with specific sites, and potentially provide funding for workshops on other topics.



## Proposed budget

- Compensation
- Travel and accommodation
- Conference attendance
- Koha
- Event costs including catering and venue hire
- Training costs
- Other agreed costs

## Further support you want from WANZ

If you know of workshops you would like to attend to build your skills, add them to your budget. You can also include this as a general budget item if you don't have a specific course in mind, and we will help find something suitable.

## How WANZ selects the Wikipedian at Large

Each proposal is reviewed by the [WANZ Committee](#), who will consider:

- Your experience and capability
- How well your proposal matches our objectives
- The scope, time and cost of your plan

No member of the Committee will participate in assessment, deliberation, or decision-making for proposals where they have a [Conflict of Interest](#).

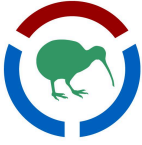
The Committee will exercise due diligence to confirm your identity, and assure that:

- Funds will be spent in accordance with our charitable purposes
- Funds *won't* be used for other purposes
- Your views and activities are not contrary to our tikanga.

Once made, the Committee's decision is final. We will notify our chosen applicant and when they have confirmed they want to continue, we will notify all other applicants.

The chosen applicant will be provided a grant agreement to sign, at which point funding will be provided.

If none of the submitted proposals are considered to be suitable for the Wikipedian at Large role, the grant won't be awarded. WANZ may invite you to make a request for partial funding to cover part of your plan.



## The legal stuff

### Privacy

Personal information about you or other people mentioned in your application will be kept safe within secured platforms that can only be accessed by WANZ committee members. This information will only be used to communicate with you and assess your proposal. Applications will be kept for 1 year after our decision is made and then securely deleted.

You can request a copy of any personal information we hold about you and ask for it to be corrected, as outlined in our privacy policy.

### The funding agreement

The successful applicant will need to sign a grant agreement before we provide the grant payment. The conditions of the grant agreement will be based on the specifics of the proposal, but are likely to include:

- Agreement that the grant funding is for a self-directed project and is not a contract for services
- Requirement that the recipient is, or becomes, a member of WANZ
- Confirmation of the timeline for the project, and the reporting requirements
- Arrangements for payment of the grant, likely to be in instalments that are paid in advance
- Arrangements for expenses that are in addition to compensation
- How GST will be treated. (The grant for compensation is zero-rated for GST. For applicants who are not GST registered, the payments for expenses will include GST.)
- The services that WANZ agrees to provide to support the project
- Agreement that WANZ may publish notice of the award of the grant
- A requirement that the recipient publicly acknowledges WANZ as the funding provider in activities that are part of the project
- The right of WANZ to cancel the funding agreement if progress is unsatisfactory or there are non-compliances with our charitable purposes
- Agreement to carry out all work in-line with the Wikimedia Foundation safe space guidelines
- Agreement to honour Te Tiriti o Waitangi during the project, noting that the Wikipedian at Large can consult with WANZ on any issues that arise.