

Nga Haerenga, the New Zealand Cycle Trail

Maintaining the Quality of Great Rides Fund

Application Form
Version 3.3 September 2018

Maintaining the Quality of Great Rides Fund

Application Form Version 3.3

The Assessment Panel will use the information provided in this form to determine which applications are successful in obtaining funding to maintain the quality of Great Rides as part of Nga Haerenga – the New Zealand Cycle Trail. It is therefore essential that you provide all the information requested as fully and completely as you can. Incomplete proposals cannot be assessed.

**How to complete this form:**

* Type your answer into each answer space in each section. The answer spaces will expand to fit the amount of text you need to answer each question. They are not a guide to the expected size of your answer
* Where the answer space has pre-loaded guidance or instructions, delete this text before you submit the proposal.

**Once you have completed this form:**

* email a copy of the completed proposal to [MGRFund@mbie.govt.nz](https://mako.wd.govt.nz/otcsdav/nodes/48354075/mailto%3AMGRFund%40mbie.govt.nz); and
* post a copy of the completed and signed proposal to:

Maintaining the Quality of Great Rides

Ministry of Business, Innovation and Employment

PO Box 1473

Wellington 6140

* send by the specified closing date and time advertised on the MBIE New Zealand Cycle Trail website (http://www.mbie.govt.nz/info-services/sectors-industries/tourism/nga-haerenga-new-zealand-cycle-trail).

**Questions**

Please visit the Frequently Asked Questions (FAQ) page on the MBIE website. If you have any other questions please email [MGRFund@mbie.govt.nz](https://mako.wd.govt.nz/otcsdav/nodes/48354075/mailto%3AMGRFund%40mbie.govt.nz)

1. **Glossary**

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| *Term* | *Definition* |
| **Applicant/s** | One or more of the governance organisations with delegated responsibility for a Great Ride as part of Nga Haerenga, the New Zealand Cycle Trail (NZCT). |
| **Assessment Panel**  | Comprised of persons with experience in Nga Haerenga, the New Zealand Cycle Trail. The Assessment Panel assesses, and makes decisions about proposals; advises the Chief Executive of MBIE as to which applicants should receive funding to maintain the quality of Great Rides; and, once projects are underway, assists with the monitoring and review of these projects. |
| **Co-funder** | One or more organisations or other parties that have entered into a formal contractual agreement with the applicant to fund project work on a Great Ride. |
| **Extreme Event** | Means a rare extreme occurrence where an event has significant implications that close the trail or section(s) of the trail e.g. extreme storm damage, single-event vandalism, fire, and severe flooding etcApplications for funding to repair damage to a trail caused by an Extreme Event can be submitted at any time |
| **Great Ride** | A cycle trail included in the NZCT network as approved by MBIE or NZCT Inc. and provided with Great Ride status as a full member of NZCT Inc. This includes complying with all NZCT Inc. membership requirements such as payment of membership fees, provision of trail counter data and completion of trail Warrant of Fitness (WOF). |
| **Master Track Builder** | A track builder who is recognised by MBIE and NZCT Inc. as having adequate experience in designing and building cycle trails to NZCT Design Guide standards.  |
| **MBIE** | Abbreviation for the Ministry of Business, Innovation and Employment. MBIE administers the fund for maintaining the quality of Great Rides and provides resource to support the Assessment Panel. The Chief Executive of MBIE makes final decisions as to which projects will receive funding. Provides the first point of contact for enquiries about the funding. Contactable by emailing: [MGRFund@mbie.govt.nz](https://mako.wd.govt.nz/otcsdav/nodes/48354075/mailto%3AMGRFund%40mbie.govt.nz)  |
| **MGR** | Maintaining the Quality of Great Rides Fund |
| **Project** | Encompasses all activities, steps, tasks or elements for which an applicant is seeking funding. |
| **Proposal** | A description of a proposed project developed by an applicant or consortia of applicants for assessment by the Assessment Panel to decide whether it should be funded. |
| **NZCT** | Nga Haerenga, the New Zealand Cycle Trail. |
| **NZCT Design Guide**  | Located at <http://nzcycletrail.com/public-resources/>  |
| **NZCT Inc.** | Incorporated Society formed to take responsibility for the governance and management of Nga Haerenga, the New Zealand Cycle Trail. |
| **MBIE website** | Located at: <http://www.mbie.govt.nz/info-services/sectors-industries/tourism/nga-haerenga-new-zealand-cycle-trail>  |
| **Shovel ready** | A project that is ready for construction and has obtained all the required land access and resource consent permissions. The MGR decision-making process for funding is expected to take approximately 12 weeks from the close of the funding round. Projects are expected to commence following signing of the funding agreement. |

1. **Project Summary**

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| *Name of Great Ride* |  |
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| *Trading name of applicant* |  |
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| *Legal status of applicant* | For example, ‘a unitary local authority’ or a ‘Charitable Trust’.  |
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| *Estimated total cost of project (excl. GST)* | Monetised costs only (Do not include ‘in-kind’ valuations).  |
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| *Amount of funding sought (excl. GST)* | This must be no more than 50 per cent of the estimated total cost of the project.  |
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| *Project time frame* | Please indicate project commencement date and completion date. Please allow for at least a 12 week timeframe from the close of round date to notification of the final decision on funding. |
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| *Are all components of this application ‘shovel ready’?* | Are the project components ready for implementation – i.e. have all land access, resource consent and other permissions been obtained?Is construction ready to begin? |

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|  ***Summary of proposal*** |
| *Provide a brief summary of the proposed project (no more than 250 words).**Where possible and/or applicable please provide:** *Map showing location of works (mandatory)*
* *Photos highlighting issues being resolved by this work*
* *Any plans/sketches of work*
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1. **Project description**
	1. Project rationale

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| *Problem definition and proposed solution* |
| Outline the rationale for this project using the following headings:Alignment of your trail with NZCT Design Guide criteria:Has this project(s) been identified in a Trail ‘WOF’ and/or Trail Performance Plan: (Please provide additional comment)Target Market:(Who is the target market for your trail and how will this work enhance their experience and/or attract more users)Problem/issue being addressed: Proposed solution:How you will measure success: |

* 1. Importance of project work

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| *Priority of project in respect to other potential work on the Great Ride* |
| The Assessment Panel will be considering how important this work is in relation to other work that could be done to improve the quality of the Great Ride. Please list other improvements/repairs/maintenance that are planned for the trail. How important is the work in this application in relation to other improvements, repairs and/or maintenance that could be implemented on the trail.  |

* 1. Project Management

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| *Planning and permissions* |
| Please provide the following details in relation to the project:Capability to deliver: *(The Assessment Panel will be looking for an indication that you have the financial, technical and operational ability to deliver. Please provide an overview for each of these aspects of the project.)*Trail DesignHas the applicant engaged a Master Track Builder to approve the completed works?[ ]  *(MBIE will require that completed projects are signed off by a Master Track Builder before releasing any funding. You may consider obtaining input from a Master Track Builder during the project design stage.)*Land access: *(Has all necessary land access been attained for this project? If not please provide an overview of what will be required and expected timeframes.)*[ ]  Resource consents: *(Have all necessary resource consents been obtained? If not please provide an overview of what will be required and expected timeframes.)*[ ] Risks that could stop delivery: *(For example: operating risks, financial risks, land access, resource consent, project management, health and safety)*Health and Safety:How does the applicant/Great Ride manage Health and Safety on the trail? Please provide details. |

* 1. Project breakdown

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| *Project funding* |  |
| Please indicate the level of funding sought for each component of the project.*Note: Funding will be paid in arrears, on production of receipts.* *\* Please allow for a 12 week timeframe from the close of the funding round until the final decision on funding is confirmed*(Add additional rows if necessary). |
| *Project Milestone* | *Description of project component**(including NZCT Design Guideline Trail Grade that works will meet)* | *Status* | *Completion date\** | *Total estimated costs (excl. GST* | *Funding sought from MGR (excl. GST)* | *Total applicant/s’ co-funding – including other sources[[1]](#footnote-1) (excl. GST)* | *Is any co-funding from other central government sources?* *If so - how much?* |
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| Total |  |  |  |  |  |  |  |

* 1. Other avenues of funding have been explored

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| *Other funding avenues* |
| One of the criteria of the fund to maintain the quality of Great Rides is that applicants have taken reasonable steps to access all other avenues of funding. Please demonstrate what steps that have been taken to access other avenues of funding for this project. |

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| *Other active MGR contracts with MBIE* |
| Please list any other active MGR contracts with MBIE and provide an update on the anticipated completion date:*
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1. **Applicant information**

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| *Applicant information*  |
| Contact person |  |
| Great Ride name |  |
| Title |  |
| Phone |  |
| Contact email |  |
| Postal address | Organisation or Building (if required) |  |
| Street, Bag, or Box |  |
| Suburb |  |
| Town, Postcode |  |
| Legal name of organisation funding contract will be with, if application is successful |
| Name |  |
| NZCT Inc. Membership requirements |
| [ ]  | Is the Great Ride a financial member of NZCT Inc.? |
| [ ]  | Does the Great Ride meet the minimum requirement of 100 user surveys returned per annum |
| [ ]  | Has the Great Ride completed and submitted a NZCT Trail Warrant of Fitness (WOF) to NZCT Inc. within the past 12 months? |
| [ ]  | Does the Great Ride have a Trail Performance Plan in place? |

1. Declaration

I declare on behalf of the applicant(s):

* that I have read this form, and the Guidelines for Applicants, and fully understand the procedures, terms, conditions and criteria.
* that this application form and the Guidelines for Applicants together outline the basis on which this proposal is made and the procedures, terms, conditions and criteria for the fund to maintain the quality of the Great Rides
* that I have read and understand MBIE’s standard form funding agreement including the attached terms and conditions, a copy of which is attached as Schedule 1 in the Guidelines for Applicants
* that the statements in this application are true and the information provided is complete and correct and there have been no misleading statements, omission of any relevant facts nor any misrepresentation made.
* that MBIE and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the applicant or project for the purposes of gaining or providing information related to the processing and assessment of this application.
* that the applicant will, if requested by MBIE, the Assessment Panel or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel.
* that I consent to the public release, including publishing on the Internet, of the name of the applicant, the amount of grant sought, contact details of the applicant and a general statement of the nature of the activity/project, and undertake to cooperate with MBIE on communications relating to this application.
* that I understand MBIE’s obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this application, the provisions of this Act apply to all of the information provided in this application.
* the application involves an activity/project that is a lawful activity that will be carried out lawfully.
* the applicant is not in receivership or liquidation nor will the project be managed by an undischarged bankrupt or someone prohibited from managing a business.
* where external providers are being employed as part of the project/activity, the relevant providers are not employees or directors of the applicant, and nor do they have any other direct or indirect interest in the applicant, whether financial or personal unless specifically stated in the application.
* that MBIE has sole discretion to determine which proposals (if any) will receive funding to maintain the quality of the Great Rides and that I understand that there is no agreement for MBIE to provide funding until both parties have signed a contract.
* I am authorised to make this application on behalf of the applicant/s identified in section4.

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| ***The Applicant to sign and complete details below*** |
| Name of Authorised Signatory: |  | Signature: |  |
| Title: |  | Date: |  |
| Organisation: |  |

1. Please include in-kind funding such volunteer hours and donated materials and/or equipment [↑](#footnote-ref-1)