

# Application for Funding Express Applications



## **Completing this form**

Please complete all sections. Square brackets and italics indicate guides. Please see the PGF website for further support.

## **Submitting your application**

All completed forms must be emailed to [PGF@mbie.govt.nz](mailto:PGF@mbie.govt.nz) with "PGF Express" in the subject line. If you are a Trust (or applying on behalf of a Trust), then you must provide a copy of your Trust Deed.

## **Next Steps**

Applications will be assessed for eligibility, as well as how well they will deliver on the aims of the Provincial Growth Fund. One of our team will be in contact regarding your application.

## **Public disclosure**

The Provincial Development Unit is responsible for leading the Provincial Growth Fund's design, administration and monitoring its operation in consultation with other government agencies. In the interests of public transparency, successful applications may be published by the Provincial Development Unit. Commercially sensitive and personal information will be redacted by reference to the provisions of the Official Information Act 1982. Please identify by highlighting any information in your application that you regard as commercially sensitive or as personal information for the purposes of the Privacy Act 1993.

PROACTIVELY RELEASED

## Part A: Key Details

1. Proposal Title:

2. Please provide a very brief description of the project/activity:

Established in 2007, Apex Engineering has quickly become the leading supplier of engineering services in North Otago. Locally owned with a team of skilled staff who are highly regarded for their knowledge and experience, Apex Engineering are specialists in Structural and Sheet Metal as well as being Machine and Mechanical Engineers.

Our company extends its support into the community with secondary school students being involved in work experience with us throughout the year. We are active in community sponsorship, supporting local schools, non profit organisations and sporting events in North Otago over the years. We have many long-standing relationships with customers who rely on Apex Engineering for excellent service for all their machining, structural, precision and general engineering requirements.

An example of the work we do; provide engineering support at **Commercial Information** to enable continued production by attending breakdowns which can happen at any time. We also facilitate safety and production enhancements which could include improved guarding, machine servicing and additional equipment.

This application seeks the financial support for three pieces of equipment to help remove blockages within our business, while also allowing us to meet the customer demand we have been experiencing by reducing lead times and bringing more of the process in-house. The pieces of equipment we require include:

1. CNC Lathe
2. Milling Machine Centre
3. Brake Press

a. Please provide the details of the applicant organisation/entity for which funding is being requested:

<b>Legal Name:</b>	Apex Engineering Limited		
<b>Entity Type:</b>	Company		
<b>Registered Offices / Place of Business:</b>	3 Kororoa Road, Oamaru		
<b>Identifying Number:</b>	Company Number – 1971163		
<b>Organisation's Website:</b>	<a href="https://www.apexengineering.co.nz/">https://www.apexengineering.co.nz/</a>		

b. Please provide the contact details for a person as a key point of contact):

<b>Contact Name:</b>	Mark Hay		
<b>Email Address:</b>	Privacy of natural persons	<b>Telephone:</b>	Privacy of natural persons

c. Please describe the principal role or activity of the applicant organisation.

d. This project will be based in the region of:

e. What is the activity / funding start and end date?

<b>Start Date:</b>	<small>Commercial Information</small>	<b>Completion Date:</b>	<small>Commercial Information</small>
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f. Has this project / activity been previously discussed with any part of Government? Yes:  No:

- If Yes, please describe which part of government, and what the outcome of the discussions were.

Recently we discussed our project with Mark Patterson, Senior Regional Advisor for Southland and Paul Swallow from the Provincial Development Unit as well as show Mark and Paul the facility, and what equipment is required to help grow the business to meet current demands and remove the blockage at one point in our process.

g. Have you previously received Government funding for this Project? Yes:  No:

- If Yes, please list which part of the Government, when the funding was received, and how much under Q11.

h. Are you an overseas investor for the purposes of the Overseas Investment Act? Yes:  No:   
 To find out if you are an overseas investor, and find support, please visit the Overseas Investment Office [website](#).

i. Please set out the proposed sources of funding for the Project:

Source of Funding:	\$ (excluding GST)
Provincial Growth Fund Funding (through this application)	\$147,000
Apex Engineering Limited	\$ <small>Commercial Inform</small>
Total:	\$ <small>Commercial Inform</small>

**Part B: Project Description**

j. This application is: "a stand-alone activity"  or "in support of a wider project"

k. If successful, is there likely to be a follow on application? Yes:  No:

l. Please provide a detailed description of this project for which funding is being applied, including the benefits arising from the project:

PGF funding is required to allow us to purchase equipment which will enable us to increase our productivity and meet the customer demands in a more-timely manner. There are a number of areas of our business where our efficiencies could be increased with the new machinery, particularly the Brake press which will replace an older model we currently use.

The three pieces of equipment we require are:

- CNC Lathe  
Commercial Information  
 This machine will open a new avenue for this business and enable a more efficient way of producing parts we currently tie up skilled staff with. The benefits will be that a lower skilled operator will be able to operate the machine and open a pathway into engineering via apprenticeship training. The skilled tradesman will be freed up to assist with training but also to fulfil our constant demand for higher skilled staff on projects we have underway
- Milling Machine Centre  
Commercial Information  
 We have missed opportunities to price work requiring a high degree of accuracy and repeatability due to not having a high-quality milling machine with digital readout. This machine will allow us to tender for work our existing clients have enquired about but have had to source alternative suppliers or to defer the work. We have included a space for it in the new workshop but have had to delay the purchase due to the cost of relocating the business.
- Brake Press  
Commercial Information  
 This machine will allow us to accurately produce a wider range of folded panels to a higher degree of accuracy including the parts for the truck body components we produce for Commercial Information. In addition, we will be able to diversify the products to include bespoke architectural designs which we are often asked to do but are limited in what we can produce. This machine will be ideal for the continued growth of the new factory.

**Job Numbers**

Provide the <b>current number</b> of jobs in your business	<small>Comm</small> Fulltime, <small>Com</small> part time
Provide the <b>expected number of new sustainable jobs created</b> through this project	<small>Com</small>

Provide the expected number of jobs during construction/installation of equipment into your business	Com
<b>TOTAL</b>	Com full time, Com part time

**Job Quality**

Provide a profile of expected jobs, the level of skills and wages.

Role	High-Skilled	Low-Skilled	Apprentice	Annual Wage
CNC Lathe		Co		\$ Commercial Info
Milling Machine Centre	Com			\$ Commercial Info
Brake Press	Com			\$ Commercial Info

**Export opportunities**

As an Engineering firm, we do not currently export however an opportunity to price to supply parts to a Melbourne Company was missed due to the lack of a good milling machine. Commercial Information

**Competitors**

Our nearest competitor based in Oamaru is Commercial Information. While they are competitors, our relationship with them is healthy and client loyalties tend to ensure that clients stick to their preferred supplier. This enhances the quality of the services offered by both companies however the manufacturing work we do Commercial Information

m. How does this project demonstrate additionality within the region?

**Why the project is not already underway.**

The opportunity to acquire new equipment through this application is timely as we have been under increasing demand for our products and services. [REDACTED] Commercial Information [REDACTED]

[REDACTED] With PGF

investment we will be able to purchase this equipment now rather than wait until we had built up the capital necessary which is likely to be a few years down the track.

**How the project provides a new asset and is not seeking maintenance funding.**

These will be three new pieces of equipment. Any ongoing maintenance on the machinery we will cover and depreciate for over time.

**The benefit of Central Government funding (i.e. over alternative sources).**

The benefits we see are that the Government is supporting companies like us that are spending a lot of money to provide staff/families with secure futures. We have been a business in operation for over 12 years, and are a mature, well established business. [REDACTED] Commercial Information [REDACTED]

[REDACTED] PGF investment will provide us the ability to accelerate the purchase of the equipment well before when we would have been able to.

**Why this project will unlock the potential within the region.**

Otago and Southland are well known for being the regions delivering excellence in the engineering and manufacturing sector. With PGF investment we will be able to upgrade essential infrastructure required to undertake the heavy engineering projects we take on, the flow on effects for such large work in the community is substantive, and will continue to enable a thriving engineering sector in the lower south, while ensuring the companies we service will continue to have confidence in the work we do. Oamaru has a flourishing new business park with room to expand and a stable workforce. There continues to be a demand for additional services to support the ever-expanding irrigation schemes in the region and the range of services required of us are ever increasing.

n. How is the project connected to regional (and sector) stakeholders and frameworks?

**The Southland and Otago Regional Engineering Collective (SOREC)**

SOREC is the incubator for building the capability and capacity of the Southland and Otago manufacturing engineering firms. SOREC will grow the region by increasing collaboration to successfully compete for new work, adopt new technologies/methodologies, and increase the calibre and number of regional apprentices. Through SOREC, the aim is to:

1. Increase cooperation across the regional firms for stronger competitiveness globally
  - Collaborate in bidding and securing work.
2. Transform local businesses to compete successfully in the rapidly changing industry
  - Share learnings
  - Adoption of new techniques and methodologies
  - Increase revenue and volume of work.
3. Shape 'fit for purpose' apprentices by enriching the national resources with regional solutions
  - Provide tailored apprenticeship schemes

We align to SOREC through our efforts to increase revenue and volume of work by investing in new machinery to help us grow. Leading technological advancement in the engineering sector in this way will help to create high value roles and increase output. In addition, our new equipment will enable the apprentices we train to learn and develop on the most modern equipment. We would like to link in with other engineering firms when looking to tender for larger programmes of work, so we see SOREC as a great opportunity to greater compete as a collective.

o. How will your project lift productivity potential in the regions?

PGF Outcome	✓	How will the project positively or negatively impact this outcome in the region(s) identified?
1. Increase economic output	<input checked="" type="checkbox"/>	With the addition of the new machinery within our company, we will be able to increase the volume of work. We service many large firms in the Otago region, this new machinery will ensure that we can continue to undertake the work in a more timely manner.
2. Enhance utilisation of and/or returns for Māori assets	<input type="checkbox"/>	NA
3. Increase productivity and growth	<input checked="" type="checkbox"/>	With the purchase of the new equipment through this application, we will be able to increase productivity as we will have the equipment we need to accelerate the production and output needed to meet the demands of our customers.
4. Increase local employment and wages (in general and for Māori)	<input checked="" type="checkbox"/>	We will need to increase the number of jobs with the investment made into the new equipment. We envisage an increase in employment numbers from the existing <sup>Comm</sup> staff to <sup>Comme</sup>
5. Increase local employment, education and/or training opportunities for youth (in general and for Māori)	<input checked="" type="checkbox"/>	Another way we ensure we collective work with other companies in the area is by employing workers <sup>Commercial Informa</sup> during its off season. This for us allows a short increase in capacity and ability to take on more work.
6. Improve digital communications, within and/or between regions	<input type="checkbox"/>	NA
7. Improve resilience and sustainability of transport infrastructure, within and/or between regions	<input checked="" type="checkbox"/>	<b>Commercial Information</b> This machinery will enable us to produce the parts more competitively and ensure continuity of a local supplier.
8. Contribute to mitigating or adapting to climate change	<input type="checkbox"/>	NA
9. Increase the sustainable use of and benefit from natural assets	<input type="checkbox"/>	NA
10. Enhance wellbeing, within and/or between regions	<input checked="" type="checkbox"/>	We have a role to play in the sustainability of engineering and manufacturing in the Otago and Southland region. While we have a links with many local firms in the region, we would be encouraged to be involved with collaborating more when the outsourcing of work is required and the future collective tendering of work is available.
Total number of outcomes project contributes to	6/10	

## Part C: Project Delivery

p. Governance: Please explain how you will deliver and manage the activity:

**How will the activity be managed within your organisation?**  
The current department managers will oversee the introduction of the new plant and subsequent training.

**What procurement process has been undertaken (i.e. a selection of a provider), or will be, and how will that be managed?**  
We have carried out extensive enquires into both the specified machinery and the support history of the supplying companies. Further independent enquiries of experienced industry sources known to us have refined our view that the plant specified provides the best balance of value, reliability and, critically, after sales service.

**What project management practices will be in place?**  
The project will managed by our own experienced managers. We have recently overseen the successful design, build and relocation of our entire operation to new premises. Budgeting of the project will be monitored throughout the process.

**The oversight / governance arrangements which are, or will be, put in place?**  
Governance includes bi-monthly board meetings which are an integral part of any successful business. With over 12 years operating a successful startup company, we have good insight into the necessary business management essentials. Commercial Information

**Who the key personnel are?**  
Mark Hay, Ewen McGregor, Brent McCone who are all owner, manager, directors of the company.

q. What are the proposed deliverables if funding is approved?

#	Deliverable	Due Date	Associated Payment (ex-GST)
1	Funding Agreement executed and any pre-conditions are met or waived	Commercial Information	\$ <span style="background-color: #cccccc;">Commercial Info</span>
2	CNC Lathe installed	Commercial Information	\$ <span style="background-color: #cccccc;">Commercial Inf</span>
3	CNC Lathe operational	Commercial Information	\$ <span style="background-color: #cccccc;">Com</span>
4	Milling Machine Centre installed	Commercial Information	\$ <span style="background-color: #cccccc;">Commercial Inf</span>
5	Milling Machine Centre operational	Commercial Information	\$ <span style="background-color: #cccccc;">Com</span>
6	Brake Press installed	Commercial Information	\$ <span style="background-color: #cccccc;">Commercial Inf</span>
7	Brake Press operational	Commercial Information	\$ <span style="background-color: #cccccc;">Com</span>
8	Quarterly report 1 of 4 submitted	Commercial Information	\$ <span style="background-color: #cccccc;">Com</span>
9	Quarterly report 2 of 4 submitted	Commercial Information	\$ <span style="background-color: #cccccc;">Com</span>
10	Quarterly report 3 of 4 submitted	Commercial Information	\$ <span style="background-color: #cccccc;">Com</span>
11	Quarterly report 4 of 4 submitted	Commercial Information	\$ <span style="background-color: #cccccc;">Com</span>
12	Final Report submitted	Commercial Information	\$ <span style="background-color: #cccccc;">Com</span>
<b>Total</b>			<b>\$147,000</b>

r. Please provide a breakdown of the costs of the project:

Cost Description:	\$ (excluding GST)
CNC Lathe	\$ <span style="background-color: #cccccc;">Commercial Info</span>
Milling Machine Centre	\$ <span style="background-color: #cccccc;">Commercial Info</span>
Brake Press	\$ <span style="background-color: #cccccc;">Commercial Inform</span>
<b>Total</b>	\$ <span style="background-color: #cccccc;">Commercial Inform</span>

s. What risks are associated with the delivery of this activity?

#	Risk	Mitigation approach	Rating
1	We lose current contracts with our main partners	- We do not specialize with any one client. <span style="background-color: #cccccc;">Commercial In</span>	<span style="background-color: #cccccc;">Commercial Informa</span>



		Commercial Information	
2	Long lead times to buy new equipment ends up delaying the creation of new roles, and increase in productivity are not achieved.	<ul style="list-style-type: none"> <li>- We will be able to utilize our existing equipment and suppliers to mitigate this, production won't stop. We will ensure that we have clarity from the supplier on the timeframes for delivery of the equipment.</li> </ul>	Commercial
3	There is a lack of engineering expertise to take up the roles required to operate the new crane.	<ul style="list-style-type: none"> <li>- A role of the SOREC is to help support companies who have such difficulties in employing staff. In addition, we have an ongoing apprenticeship training programme which includes identifying senior school students with the potential to work in engineering. We utilise mature seasonal workers to assist us in their off season and where feasible, offer them the opportunity to train as an apprentice. We are motivated to further the skills of young people even when we may not benefit directly, we see this as a community responsibility.</li> </ul>	Commercial Information
4	Demand for our services decrease.	<ul style="list-style-type: none"> <li>- We have a well diversified business. We do not see a decrease in demand for our services occurring. If anything, the demand for our services is continually increasing and is being further stretched via recognition of our new premises</li> </ul>	Commercial

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**Part D: Declarations**

Commercial Information

- t. The contracting entity is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to health and safety and employment practices
  
- u. Has this activity ever been declined Crown Funding in the past?
  
- v. Has the applicant or the contracting entity ever been insolvent or subject to an insolvency action, administration or other legal proceedings?
  
- w. Has any individual in the Project Team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been insolvent or subject to an insolvency action, administration or other legal proceedings, or actively involved in any organisation which has?
  
- x. Has any individual in the Project Team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been adjudged bankrupt or is an undischarged bankrupt?
  
- y. Has any individual in the Project Team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been under investigation for, or been convicted of, any criminal offence?
  
- z. Are there any actual, potential or perceived conflicts of interest that the applicant or any of the key personnel have in relation to this project.

"In a small country like ours, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong, and it need not cause problems. It just needs to be identified and managed carefully..." <https://www.oag.govt.nz/2007/conflicts-public-entities>

If you answered "Yes" to any question from u to z, please provide a description below:

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By completing the details below, the applicant makes the following declarations about its application for Provincial Growth Fund funding for the project ("application"):

- I have read, understand and agree to the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- The statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made;
- I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
- I have obtained the permission of each member of the Project Team to provide the information contained in this application and those individuals are aware of, and agree to, the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- I consent to this application being publically released if funding is approved. I have identified the commercially sensitive and personal information.
- The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application, or entering into a contract to carry out the project. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to the Provincial Development Unit by emailing [PGF@mbje.govt.nz](mailto:PGF@mbje.govt.nz) and
- I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any contract awarded as a result of this application process.
- The applicant consents to the Provincial Growth Fund undertaking due diligence including any third party checks as may be required to fully assess the application.

Mark Francis Hay

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**Full name:**

**Manager/Director**

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**Title / position:**

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**Signature / eSignature:**

**Date:**

**9 October 2019**

## **Appendix 1 – Terms and Conditions of this Application**

### **General**

The terms and conditions are non-negotiable and do not require a response. Each applicant that submits a request for Provincial Growth Fund (“PGF”) funding (each an “application”) has confirmed by their signature (or e-signature) on the application that these terms and conditions are accepted without reservation or variation.

The Provincial Growth Fund is a government initiative which is administered by the Provincial Development Unit, a unit within the Ministry of Business, Innovation and Employment. Any reference to the Provincial Development Unit in these terms and conditions, is a reference to MBIE on behalf of the Crown.

### **Reliance by Provincial Development Unit**

The Provincial Development Unit may rely upon all statements made by any applicant in an application and in correspondence or negotiations with the Provincial Development Unit or its representatives. If an application is approved for funding, any such statements may be included in the contract.

Each applicant must ensure all information provided to the Provincial Development Unit is complete and accurate. The Provincial Development Unit is under no obligation to check any application for errors, omissions, or inaccuracies. Each applicant will notify the Provincial Development Unit promptly upon becoming aware of any errors, omissions, or inaccuracies in its application or in any additional information provided by the applicant.

### **Ownership and intellectual property**

Ownership of the intellectual property rights in an application does not pass to the Provincial Development Unit. However, in submitting an application, each applicant grants the Provincial Development Unit a non-exclusive, transferable, perpetual licence to use and disclose its application for the purpose of assessing and decision making related to the PGF application process. Any hard copy application or documentation supplied by you to the Provincial Development Unit may not be returned to you.

By submitting an application, each applicant warrants that the provision of that information to the Provincial Development Unit, and the use of it by the Provincial Development Unit for the evaluation of the application and for any resulting negotiation, will not breach any third-party intellectual property rights.

### **Confidentiality**

The Provincial Development Unit is bound by the Official Information Act 1982 (“OIA”), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law. While the Provincial Development Unit intends to treat information in applications as confidential to ensure fairness for applicants during the assessment and decision making process, the information can be requested by third parties and the Provincial Development Unit must provide that information if required by law. If the Provincial Development Unit receives an OIA request that relates to information in this application, where possible, the Provincial Development Unit will consult with you and may ask you to confirm whether the information is considered by you to be confidential or still commercially sensitive, and if so, to explain why.

### **Use and disclosure of information**

The Provincial Development Unit will require you to provide certain information, including personal information, on application forms if you wish to apply for funding. If you do not provide all of the information that is required on an application form, the Provincial Development Unit may be unable to process or otherwise progress your application.

MBIE will generally only use personal information provided in the application process for the purpose of administering the PGF which includes assessing an application you have submitted, contracting, monitoring compliance and reporting.

We may use personal information provided to us through the application for other reasons permitted under the Privacy Act (e.g. with your consent, for a directly related purpose, or where the law permits or requires it).

The Provincial Development Unit may disclose any application and any related documents or information provided by the applicant, to any person who is directly involved in the PGF application and assessment process on its behalf including the Independent Advisory Panel (“IAP”), officers, employees, consultants, contractors and professional advisors of the Provincial Development Unit or of any government agency. The disclosed information will only be used for the purpose of participating in the PGF application and assessment process, including assessment and ongoing monitoring, which will include carrying out due diligence. Due diligence may involve MBIE disclosing information to another MBIE business unit or relevant agency in order to assess the application and verify the information contained in the application and accompanying documents.

MBIE will generally not otherwise disclose personal information provided or collected through this application unless required or otherwise permitted by law. For example, we may seek your consent to undertake additional due diligence checks and request information from other relevant third parties. If an application is approved for funding, information provided in the application and any related documents may be used for the purpose of contracting.

In the interests of public transparency, if an application is approved for funding, the application (and any related documents) may be published by the Provincial Development Unit. Commercially sensitive and personal information will be redacted by reference to the provisions of the Official Information Act 1982.

#### **Limitation of Advice**

Any advice given by the Provincial Development Unit, any other government agency, their officers, employees, advisers, other representatives, or the IAP about the content of your application does not commit the decision maker (it may be Senior Regional Officials, Ministers or Cabinet depending on the level of funding requested and the nature of the project) to make a decision about your application.

This limitation includes individual members of the IAP. The IAP's recommendations and advice are made by the IAP in its formal sessions and any views expressed by individual members of the IAP outside of these do not commit the IAP to make any recommendation.

#### **No contractual obligations created**

No contract or other legal obligations arise between the Provincial Development Unit and any applicant out of, or in relation to, the application and assessment process, until a formal written contract (if any) is signed by both the Provincial Development Unit and a successful applicant.

#### **No process contract**

The PGF application and assessment process does not legally oblige or otherwise commit the Provincial Development Unit to proceed with that process or to assess any particular applicant's application or enter into any negotiations or contractual arrangements with any applicant. For the avoidance of doubt, this application and assessment process does not give rise to a process contract.

#### **Costs and expenses**

The Provincial Development Unit is not responsible for any costs or expenses incurred by you in the preparation of an application.

#### **Exclusion of liability**

Neither the Provincial Development Unit or any other government agency, nor their officers, employees, advisers or other representatives, nor the IAP or its members will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by any applicant, its affiliates or other person in connection with this application and assessment process, including without limitation:

- a) the assessment process
- b) the preparation of any application
- c) any investigations of or by any applicant
- d) concluding any contract
- e) the acceptance or rejection of any application, or
- f) any information given or not given to any applicant(s).

By participating in this application and assessment process, each applicant waives any rights that it may have to make any claim against the Provincial Development Unit. To the extent that legal relations between the Provincial Development Unit and any applicant cannot be excluded as a matter of law, the liability of the Provincial Development Unit is limited to \$1.

Nothing contained or implied in or arising out of the PGF documentation or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

#### **Inducements**

You must not directly or indirectly provide any form of inducement or reward to any IAP member, officer, employee, advisor, or other representative of the Provincial Development Unit or any other government agency in connection with this application and assessment process.

#### **Governing law and jurisdiction**

The PGF application and assessment process will be construed according to, and governed by, New Zealand law and you agree to  
PGF Express Application Form

submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning your application.

#### **Public statements**

The Provincial Development Unit and any other government agency, or any relevant Minister, may make public in whole or in part this application form including the following information:

- the name of the applicant(s)
- the application title
- a high-level description of the proposed project/activity
- the total amount of funding and the period of time for which funding has been approved
- the region and/or sector to which the project relates

The Provincial Development Unit asks applicants not to release any media statement or other information relating to the submission or approval of any application to any public medium without prior agreement of the Provincial Development Unit.

#### **Electronic signature**

You can only file documents and information with us using an electronic signature if you're the signatory, or have authority to act on behalf of the signatory, and are using software that complies with our standards, in particular keeping records of transactions where an electronic signature has been used. Once a document with your electronic signature has been filed with us, we consider the information:

- has been provided with your full knowledge and agreement
- is authentic and accurate
- wasn't amended after your electronic signature was added to the document, unless a change has been clearly marked on the document.

You're responsible for:

- safeguarding how and when your electronic signature and credentials are used on documents and information
- managing who has authority to use your electronic signature on your behalf, for example, a chartered accountant.

If your electronic signature on a document or information is filed with us, you won't be able to dispute having signed and approved the document or information. If we question the authenticity of an electronic signature or online transaction, you must be able to demonstrate on request the validity of the software used to apply your electronic signature to the document.

You must use electronic signature software that captures authentication, time and source details for any online transaction where a document with your electronic signature has been filed. These details must be held within the software itself, in the form of a file that:

- is maintained in its original form with no amendments, and
- can be provided to us, if requested, within a specified time.

The file must be treated as a record, as defined by the Companies Act 1993, and a business record as defined by the Evidence Act 2006.

## Appendix 2 - Operational criteria for all tiers of the Fund

### Link to Fund and government outcomes

- Demonstrate the ways in which the project will contribute to lifting the productivity potential of the region
- Demonstrate how the project contributes to the Fund's objectives of:
  - more permanent jobs
  - benefits to the community and different groups in the community
  - increased utilisation and returns for Māori from their asset base (where applicable)
  - sustainability of natural assets (e.g. water, soil integrity, the health and ecological functioning of natural habitats)
  - mitigating or adapting to climate change effects, including transitioning to a low emissions economy
- Clear evidence of public benefits (i.e. benefits other than increased profitability for the applicant)
- Are in a Government priority region or sector

### Additionality

- Project is not already underway, does not involve maintenance of core infrastructure or assets (except for rail and transport resilience initiatives), and does not cover activities the applicant is already funded for (funding could be considered to increase the scale of existing projects or re-start stalled projects)
- Demonstrated benefit of central Government investment or support
- Detail of any supporting third party funding (and any funding sought unsuccessfully)
- Acts as a catalyst to unlock a region's productivity potential
- Demonstrated links to other tiers of the Fund and related projects, to maximise value of Government investment

### Connected to regional stakeholders and frameworks

- Evidence of relevant regional and local support, either through existing regional development mechanisms, or through another relevant body such as a council, iwi or other representative group (or reasons for any lack of local support)
- Has been raised and discussed with the region's economic development governance group
- Alignment with, or support for the outcomes of, any relevant regional development plan, Māori development strategy or similar document (whether regional or national)
- Demonstrated improvement in regional connectedness (within and between regions)
- Leverage credible local and community input, funding, commercial and non-commercial partners
- Utilise existing local, regional or iwi/Māori governance mechanisms

### Governance, risk management and project execution

- Evidence of robust project governance, risk identification/management and decision-making systems and an implementation plan appropriate to the size, scale and nature of the project
- Future ownership options for capital projects, including responsibility for maintenance, further development, and other relevant matters
- Benefits and risks clearly identified and quantified, depending on the scale of the initiative
- Evidence of potential exit gates and stop/go points, and a clear exit strategy
- Clearly identifies whole of life costs (capital and operating)
- Dependencies with other related projects are identified
- Evidence of sustainability after conclusion of PGF funding
- Adequacy of asset management capability (for capital projects)
- Compliance with international obligations (where relevant)