

Application for Funding

Express Applications



About this form

This form enables you to make an express application for funding from the Provincial Growth Fund. The form is designed solely for applications under \$100,000 relating to planning, feasibility studies, business cases, or training / capability. If your application is for anything else, please use one of the other forms available on the [Provincial Growth Fund website](#)

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 with "PGF Express" in the subject line.

Public disclosure

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.

Part 1: Key Details

1. Proposal Title:

Bay of Connections Portfolio Review (including regional growth programme sectors)

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

To carry out a review of the Bay of Connections (BOC) portfolio, including the Regional Growth Programme (RGS) and supporting Action Plan. This review was initiated by the regional development governance group – Bay of Connections Governance Group.

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

Legal Name:	Bay of Plenty Regional Council
Entity Type:	Local Authority
Registered Offices / Place of Business:	PO Box 364, Whakatane
Identifying Number:	52-123-895
Organisation's Website:	https://www.boprc.govt.nz

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

Contact Name:	Privacy of natural persons		
Email Address:	Privacy of natural persons	Telephone:	0800 884 881 8146

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

For the purposes of this application: The Bay of Plenty Regional Council manages and facilitates the implementation of the Bay of Connections (BOC) portfolio. This includes oversight of all sector groups, PGF matters where relevant to the portfolio, and leads the relationship between the region and central government for regional development matters.

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

Bay of Plenty

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

Start Date:	Commercial Information	Completion Date:	Commercial Information
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8. The total value of this application's activity is set out below (Provincial Growth Fund funding requests must be under

\$100,000 for an Express Application):

Source of Funding:	\$ (excluding GST)
Provincial Growth Fund Funding (through this application)	\$60,000
Bay of Plenty Regional Council (\$ <small>Commercial Information</small>)	\$ <small>Commercial Information</small>
Total:	\$ <small>Commercial Information</small>

Part B: Project Description

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

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

11. Please explain the project / activity for which funding is being sought:

[Note: please describe what the funding is for, why it is required, what the project will do and how it links to other projects or activities. A description of the benefits is asked elsewhere.]

The Bay of Connections is seeking to undertake a review, after Commercial Information years, of the current economic development framework we have in the Bay of Plenty. The context and environment has changed with the new government's regional development approach and changes in some industry conditions and opportunities. The review will help refine our activities and further set the Bay of Plenty up to work together on critical priorities to advance the wellbeing of the people of the Bay of Plenty.

To assist with communication of the BOC portfolio, and to organise our thinking around the review, the portfolio description has been structured into two layers – the strategic and the delivery/tactical.

Strategic

- A review of how the Bay of Connections engages and what it is engaging on, allowing for future changes in how the Bay of Connections operates, its purpose, objectives and goals – at the strategic level
- What does success look like - Is it clear (specific indicators) and how will BOC get there?
- How can BOC maintain, and in some cases regain, its sector and industry led identity?

Delivery

- A review of the RGS Action Plan including its areas and actions of focus
- A review of the BOC sectors, recognising that it may be necessary to streamline or expand the BOC portfolio given the overlap we currently have with some sectors, as well as the need to ensure a seamless fit between the BOC and RGS work. This review will determine the priority areas for the next Commercial Information years, the top sector priorities, resource requirements and how best to deliver on those priorities.

One of the key outcomes of the review is to ensure that the Bay of Connections and its supporting strategies and action plans are aligned with central government's priorities and that the value proposition of the Bay of Connections and its strategies are enhanced.

This review will be carried out in a timely manner, and will be based on direct input and feedback from regional stakeholders.

12. How does the project align with the objectives of the Provincial Growth Fund, and what benefits will be delivered:

[Explain and describe how the project will lift productivity in the region, using the headings below. For more information, please see the criteria for the Fund at Appendix 2]

Link with fund and government outcomes

The BOC is intrinsically linked with the PGF and Central Government's regional economic development objectives. BOC has been in partnership with Central Government through the development and implementation of the Regional Growth Programme, and now the PGF. The key driver for BOC is to help lift the productivity potential of the region, with an overall goal of increased jobs. The overall vision of BOC is a *prosperous region driven by sustainable sectors*.

The Bay of Plenty is also one of the 'surge' regions for the purposes of the PGF fund.

Additionality

This application does not cover activities already funded in the region. The review will ensure the BOC portfolio remains relevant to the region and its key sectors, and maintains its industry-led focus. It will act as a catalyst to unlock the region's productivity potential by ensuring key stakeholders remain connected and working together for the benefit of the region.

Having a refreshed and updated BOC portfolio will ensure industry and community relevance and ongoing effectiveness as we move into the next ^{Comm} years. The BOC Portfolio is strongly linked with central government, key stakeholders and industry sectors across the region.

Connected to regional stakeholders and frameworks

BOC is the regional economic development framework for the wider Bay of Plenty region. This review was instigated by our regional development governance group – the Bay of Connections Governance Group (BOCGG). BOCGG members want to ensure we are in a good position to support the objectives and goals of the region, as we work towards creating more jobs together. BOCGG also wants to ensure we remain closely aligned to central government and industry as we navigate regional development over the next ^{Comm} years.

The review will utilise existing governance arrangements, and existing regional groups and frameworks. The review will assess all the key sector areas we work with, including Maori Economic Development. The review will also engage all key sector groups, and regional groups, such as the ^{Commercial Information} (a collection of enterprise development agencies such as ^{Commercial Information}); and ^{Commercial Information} (a local and central government forum).

Following the key 3 August Annual Forum (where Minister Jones and Mahuta will be speaking), Anne Patillo will carry out a range of interviews, phone calls, and meetings across the region. She will also connect into existing sector group meeting dates where these have been pre-set.

Governance, risk management, and project execution

The review will be overseen by the Bay of Connections Governance Group – comprising representatives from Maori Business (2), business (3), economic development agencies (4), local and central government (3). The review documentation will be considered and discussed at Governance Group meetings.

Risk management and implementation will be carried out by the Bay of Connections Management Group – comprising the region's four EDAs, central government representatives from TPK, MBIE, and MPI, and Bay of Plenty Regional Council.

Project execution will be carried out by a small *project group* comprising several BOC Management Group members and the two BOC co-chairs.

Part C: Delivery of this Activity

[Please note – this section refers to the actual activity associated with this application.]

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

[Please use the following table where appropriate, consider what deliverables will be provided, when, and whether there are any payments associated with them. If it is a single deliverable with single payment, just use one line]

#	Deliverable	Due Date	Associated Payment (ex-GST)
1	Delivery of a draft review	Commercial Information	\$ Commercial Info
4	Delivery of final report to the Ministry	Commercial Information	\$ Commercial Info

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

[Note that figures in this table must align with other figures provided]

Cost Description:	\$ (excluding GST)
Consultancy costs for reviewer	\$ Commercial Info
Annual Forum – for regional consultation	\$ Commercial Info
Sub-Regional meetings	\$ Commercial Info
Design of review collateral – to last for 3-5years	\$ Commercial Info
Print	\$ Commercial Info
Strategic advice and support	\$ Commercial Info
Total	\$ Commercial Inform

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

- How will the activity be managed within your organisation? Project management by Privacy of natural persons, Assistant Bay of Connections Portfolio Manager. Overseen by Bay of Connections Portfolio Manager, Privacy of natural persons.
- What involvement is required from the Provincial Development Unit? BAU time for their involvement in Bay of Connections groups, plus time at 3 August Regional Forum, relevant sub-regional meetings, and time allowance for review of draft document.
- What procurement process has been undertaken (i.e. a selection of a provider), or will be, and how will that be managed? Direct procurement of preferred supplier – Privacy of natural persons.
- What project management practices will be in place? Regular review of the timeline and check in with Privacy of na on progress. Working closely with Commercial Information to support Privacy of na in the delivery of the BOC Review. Project Team monitor targets for time, costs, quality, scope and any risks that may arise regarding the delivery of this activity. Project Team reports direct to BOC Management and Governance Groups.
- The oversight / governance arrangements which are, or will be, put in place? Development of review document will be overseen by BOC Management Group, and any sign off will occur at BOC governance group level. The day-to-day operation of this project will be overseen by the Project Team (sub group of the BOC Management Group).
- Who the key personnel are? Privacy of natural persons

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

#	Risk	Mitigation approach	Rating
1	Stakeholders do not engage in the process	- Ensure good lead in time for regional consultation, with credible facilitator. Have socialised the upcoming Review for several months, Negotiations	L

		Negotiations	
2	Time line slippage	- Strong project management and team work required to complete by end <small>Commercial Information</small> .	L

Part D: Declarations

- 17. Has this activity ever been declined Crown Funding in the past? Yes: No:
- 18. Is the applicant or the contracting entity insolvent or subject to any insolvency action, administration or other legal proceedings? Yes: No:
- 19. Is any individual involved in the application, the proposed contracting entity or the project, an undischarged bankrupt? Yes: No:
- 20. Is any individual under investigation for, or has any individual been convicted of, any offence that has a bearing on the operation of the project? Yes: No:
- 21. 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. Yes: No:

"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 of the above, please provide a description below:

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

- A. I have read, understand and agree to the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- B. 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;
- C. I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
- D. I consent to this application being publically released if funding is approved. I have identified the commercially sensitive and personal information.
- E. 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@mbie.govt.nz; and
- F. 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.

Full name: Privacy of natural persons

General Manager Strategy & Science

Signature:

Date:

Privacy of natural persons

Appendix 1 – Terms and Conditions of applying to the Provincial Growth Fund

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 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.

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, which will include carrying out due diligence.

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 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.

Appendix 2 - Proposed 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)