

Application for Funding Employment and Skills (Te Ara Mahi)



About this form

This form enables you to make an application for funding from the Provincial Growth Fund (PGF). The form is designed solely for applications relating to employment and skills (Te Ara Mahi), for any funding amount. If your application is for anything else, please use one of the other forms available on the [Provincial Growth Fund website](#)

Purpose of Te Ara Mahi

Te Ara Mahi (TAM) is a portion of the Provincial Growth Fund which has been allocated to focus on regional skills and employment development. TAM funding is aligned with the intent of the Provincial Growth Fund, including its regions of focus, and is administered by the Provincial Development Unit.

To ensure funding under TAM is deployed effectively and complements the existing work of public sector agencies, the following principles will apply to investments made through TAM:

- 1) Focus on supporting local people into local employment opportunities by addressing the specific needs of those who need more help than can be currently provided in order to achieve sustainable employment.
- 2) Ensure additionality by only deploying investments where existing departmental funding for workforce initiatives cannot be used to support proposals.
- 3) Build or strengthen mechanisms for coordination of employers, workers and government that will endure past the lifetime of the PGF.
- 4) Reinforce investment in PGF Tier 2 (Sector Investment) and PGF Tier 3 (Enabling Infrastructure) projects; supporting their workforce requirements specifically.

Completing this form

Please complete all sections fully and accurately. Square brackets and italics indicate guides. Please see the PGF website, or contact your regional relationship manager, for further support.

Submitting your application

All completed forms must be emailed to PGF@mbie.govt.nz with a clear subject included. 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.

Funding Agreement

The template funding agreements can be found on the [Provincial Growth Fund website](#)

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.

Part A: Key Details

17. **Project/activity** Blue Light Youth Driver Navigator Programme
Title:

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

This programme supports disadvantaged youth to get their driver’s licence and is designed for those who don’t have the access to the right support, such as funds, legal vehicle or licenced adult to teach them. Removing barriers that prevent them navigating the Graduated Driver Licensing system to full licence providing access to employment and training increasing productivity and decreasing benefit dependency.

19. **Please provide the details of the lead applicant (organisation/entity) for which funding is being requested:**

[note that if you are applying on behalf of another organisation, then details of that organisation are required.]

| | |
|--|--|
| Legal Name: | Blue Light Ventures Inc |
| Entity Type: | Incorporated Society |
| | If other, please specify (if a trust please provide a list of current trustees with this application): |
| Registered Offices / Place of Business: | 180 Molesworth Street, Wellington |
| Identifying Number(s): | NZBN: 9429042598015 Society number: 258189 Charities Commission: CC21948 |
| Organisation’s Website: | www.bluelight.co.nz |

20. **Please provide the contact details for a person as a key point of contact:**

| | | | |
|-------------------------------|---|-------------------|----------------------------|
| Contact Name and Role: | Wendy Robertson- Programmes & Event Support Manager | | |
| Email Address: | Privacy of natural persons | Telephone: | Privacy of natural persons |

21. **Please describe the principal role or activity of the applicant organisation.**

New Zealand Blue Light is a charity that works in partnership with the Police and the Community to deliver youth programmes and activities free from drugs, alcohol and violence. Blue Light works to empower youth to become contributing members of society and reduce youth crime through prevention programmes.

Bay of Plenty

22. **This project will be based in:**

23. **If multi-region, please outline which regions:** Bay of Plenty, Waikato

24. **Has this project / activity been previously discussed with any part of Government?** Yes: No:

During the initial scoping and development phase of this programme, Blue Light worked in partnership with the ACC who identified the need in certain demographics to assist them through the Graduated Driver Licensing System with the goal of improved road safety and a reduction in serious injuries and deaths on NZ roads.

Commercial Information therefore funding was sourced from community and philanthropic organisations.

In Commercial Information Blue Light had discussions with Commercial in the Auckland region which has resulted in a short-term contract to assist 500 young people from low decile schools in the Commercial Information area to obtain the next stage of their Graduated Driver Licence. All of the young people enrolled in this programme already have their learner’s or restricted licence (over 90% on learner’s)

25. Have you previously received Government funding for this project/activity? Yes: No:

Note: Detailed in Q8 – Funding was received for a one off short-term contract for 500 students in ^{Commercial Inf} to progress to the next stage of their licence through the ^{Commercial Information}, however this is not part of this regional initiative for which we are seeking support.

^{Commercial} Funding amount received: \$ ^{Commercial Informat}
 Date received: ^{Commercial Information}

26. Please set out the current / intended sources of funding for the project/activity:

| Source of Funding: <i>[Please indicate where all other funding is/will be sourced from, noting who the funder is and whether the funding is monetary or in-kind; including funding already received from Government and/or other third parties]</i> | \$ (excluding GST) | Status / Commentary <i>[e.g. received / confirmed / in principle; date funding runs to]</i> |
|--|--|--|
| Provincial Growth Fund Funding (through this application) | \$3,002,968 | |
| ^{Commercial Information} | ^{Commercial Information} (\$) | Not included in total |
| ^{Commercial Information} | ^{Commercial Informatio} (\$) | Confirmed until June 2020 |
| ^{Commercial Information} | ^{Commercial Informatio} (\$) | confirmed |
| Total: | ^{Commercial Information} (\$) | |

27. Does your funding request involve wage subsidies? Yes: No:

28. What is the project/activity start and end date?

| | | | |
|-------------|-----------------------------------|-----------|-----------------------------------|
| Start Date: | ^{Commercial Information} | End Date: | ^{Commercial Information} |
|-------------|-----------------------------------|-----------|-----------------------------------|

29. What time period does the funding applied for cover?

| | | | |
|-------------|-----------------------------------|-----------|-----------------------------------|
| Start Date: | ^{Commercial Information} | End Date: | ^{Commercial Information} |
|-------------|-----------------------------------|-----------|-----------------------------------|

Part B: Project Description

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

31. What is the project/activity for which funding is being sought:

This project 2000 Students in the Bay of Plenty and Waikato district to gain their Full NZ drivers licence.

This programme is designed to help support marginalised and disadvantaged youth aged 16 to 24 years to get their Full NZ drivers' licence. Youth without access to sufficient funds, a suitable legal vehicle or a licensed adult to teach them to drive.

Blue light 100% supports the young people through the GDLS, including ensuring readiness for sitting the Learners Licence test with knowledge, correct paperwork, payment of the fees and transport to the test. This support is continued throughout the whole process including learning to drive, practising, sitting their restricted and full tests.

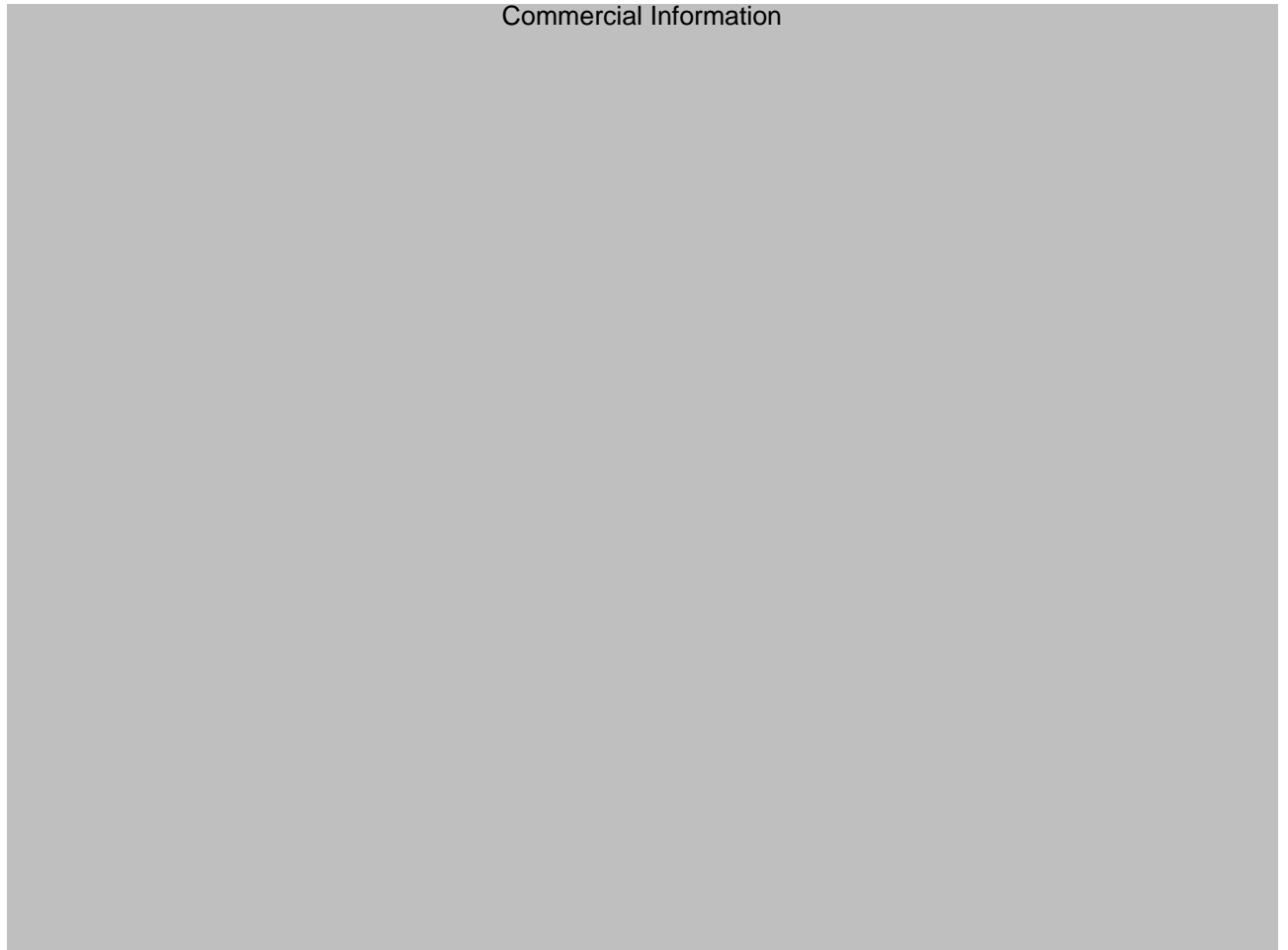
It pairs them with community mentors to teach them to drive and participants are supported by Blue Light both financially and morally to gain their licence through every stage of the Graduated Driver Licensing System (GDLS) from learners' licence to Full Licence.

Youth from low income or disadvantaged families are less likely to have a driving licence than others, but many still drive without a licence and the practice and tuition from an experienced adult, making them more likely to crash putting everyone in the community at risk. There are stiff penalties also for unlicensed motorists whose lives can spiral out of control once fines start to mount and is often their introduction to the court system.

This programme aims to overcome the barriers to youth gaining not just part of their licence but their full licence so that they can become contributing members of our community. Our association and support of these young people does not end, until they return from their Full licence practical examination with a pass.

For students who meet the 'need' criteria all costs relating to gaining a full drivers licence are met including the supply and use of a late model warranted and registered vehicle for lessons and testing.

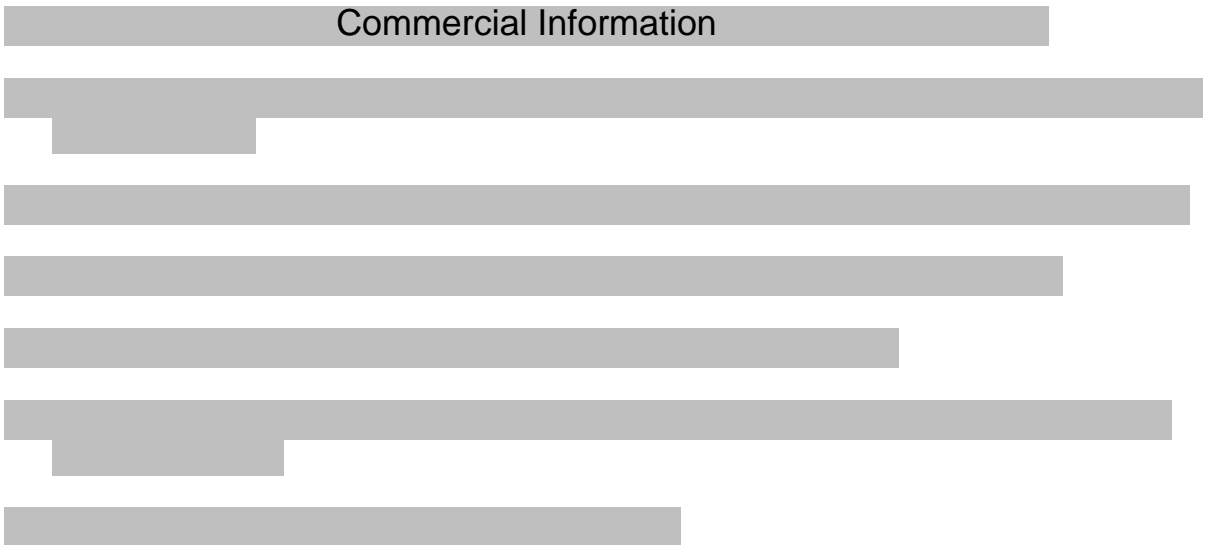
Commercial Information



BLDYN Coordinator

The role of the coordinator is key to the success of this programme. Their job is to:

Commercial Information



21. Who does the project/activity target?

This project's key demographic are young people aged between 16 and 24 years of age who have been identified as being from a level of disadvantage for a number of reasons which would result in difficulty in progressing through the GDLS. This disadvantage could be from one or all of the factors below;

- Lack of financial support within the whanau for the costs of each stage of the GDLS.
- Lack of access to an adult with a full license who can support their driver learning journey.
- Disadvantage of geographical location and distance to driver training / test sitting.
- No access to a vehicle with a registration and or warrant of fitness.
- A learning disorder which has stopped them succeeding in the past, such as Dyslexia, ADHD or Fetal Alcohol Syndrome.
- Lack of a positive adult to reassure them and support them through what is a very stressful and multi-year process.

It is noted that whilst this is not a NEETS based referral programme, many of our community partners are working with NEETS young people refer their clients to our service as part of their wrap around support of the young person rather than trying to do a driver programme themselves. (we currently do not charge for this)

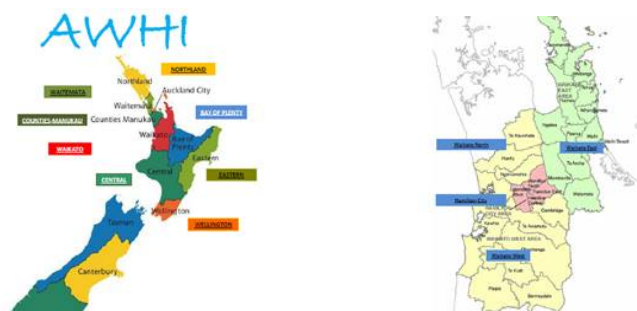
Referrals will be accepted through three sources;

- Schools (concentrating on low decile only)
- NEETS student referrals (for those not working with other agencies only)
- Police AWHI programme referrals

Police AWHI Programme

The AWHI programme is a new police initiative designed is an alternative way to address drivers of behaviour. It is a referral process by a Police Officer, made at the time, with the person's consent, to an AWHI Partner who is ready to address underlying problems identified by the person and / or the officer. It gives youth stopped for minor offenses the opportunity to right the wrong within a given time frame and avoid conviction. (eg: driving with no licence – they are given time to obtain through Blue Light)

Successfully piloted in the Bay of Plenty district this programme has recently been launched in the Waikato and a number of other areas around New Zealand as per the maps below.



Geographically this project will be based in the Bay of Plenty region and cover the following provincial areas of Western Bay of Plenty, Eastern Bay of Plenty, Rotorua and Waikato District.

Western Bay of Plenty

Despite Tauranga having the perception of being a wealthy and thriving developing area, there are areas in the Western BOP that have a higher than average rate of unemployment and low household incomes. Area's that will be targeted are:

- [Redacted] Commercial Information [Redacted]
- [Redacted]
- [Redacted]

Eastern Bay of Plenty

The Eastern Bay of Plenty District has long had an issue with one of the country's highest rate of youth driving infringements in the country. Blue Light will deliver this programme in the area's that do not currently have dedicated school driving programmes. This includes;

- [Redacted] Commercial Information [Redacted]
- [Redacted]

Rotorua District

- [Redacted] Commercial Information [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Waikato District

The Blue Light Youth Driver Navigator programme is not currently operating in the Waikato District, however we have support from the District Council and Te Wananga o Aotearoa to commence delivery in selected areas of need from the [Redacted] Commercial Information [Redacted].

Areas that will be targeted will include;

- [Redacted] Commercial Information [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

All these area are recognised as being in high need of licencing support to ensure that their youth are able to leave school equipped with driver licences to enable them to access further training or employment. All referrals will be taken through the schools and other educational institutes and the students will be supported from the start until completion of the full Graduated Driver Licensing process, even if during that time the student leaves the school from which referred them.

22. Why is the project/activity required?

Youth from low income or disadvantaged families are less likely to have a driving licence than others, but many still drive without a licence and the practice and tuition from an experienced adult, making them more likely to crash putting everyone in the community at risk.

There are stiff penalties for unlicensed motorists whose lives can spiral out of control once fines start to mount and is often their introduction to the court system.

Youth with licences have better access to employment and training and become more positive role models around the importance and benefits of achieving full licence status as well as safe driving practices.

This project's demographic are young people aged 16 to 24 years of age who have demonstrated a level of disadvantage in progressing through the GDLS. This could be due to lack of income, licenced adult, suitable vehicle, health issue.

Benefits to our youth and the community are:

- Increased opportunities for employment and training
- Increased access to training for youth
- Balancing of inequities of opportunity for disadvantaged youth
- Safer drivers and reduced road trauma costs
- Safer driving habits modelled to family and peers
- Reduction in offences for breaches of license conditions
- Reduction in youths introduced to the judicial system and custodial sentences and associated costs

There is significant need for this programme in our community with the cost of licensing not in the household budget for many struggling families.

Recent studies carried out by both NZIER¹ and The Auckland Co-Design both back the need for the sizable minority of youth who struggle to access the licensing system who either stop part way through the process (at learners or restricted) or fail to start in the first place.

The Auckland Co-Design Lab² report rightly states that this barrier to licensing "Is not just a Road Safety Problem, but impacts right across government – not only on transport and road safety, but also employment and skills, policing and corrections, income support, education, citizenship and social wellbeing. The wider impacts and costs of these issues are felt not only by individuals and families – they are borne by New Zealand as a whole".

These studies show that 48% of the young people on a Jobseeker -Work Ready Benefit, do not hold any licence and just 10% have a full licence. As they estimate that up to 70% of jobs require employees to hold a drivers licence, equipping young people with a licence before they leave school will therefore ensure that they are more employable.

¹ <https://static1.squarespace.com/static/55ac5ee5e4b08d4c25220f4b/t/5716dbe9c6fc0828c62ae2a9/1461115914944/Economic+report>

² <https://static1.squarespace.com/static/55ac5ee5e4b08d4c25220f4b/t/5716d992e707ebc3b5306c10/1461115435871/FinalDLCaseforChangeApril2016.pdf>

23. What outcomes are expected to be delivered as a result of the project/activity?

[This section should describe, with specifics, what outcomes are expected to be achieved by the project/activity and when, please include, where applicable:

- how many people will be expected to receive the service e.g. programme numbers and,
- how many people are expected to receive work following participation in the project/activity

Please outline outcomes and associated timeframes in the table below, or one similar]

| Delivery timeframe – where possible, align this with funding timeframes e.g. financial years | Target/Outcome – add columns in as required where multiple outcomes are expected to be achieved |
|--|---|
| Commercial Information | Support the registration of up to 1230 students across the Bay of Plenty/Waikato area to participate in the programme. Gain consents and identification. Breakdown as follows (up to): Western Bay of Plenty – 250 Whakatane District - 170 Rotorua - 200 Waikato District - 610 |
| Commercial Information | Youth receive Road Tuition and support to ensure they pass their Learners licenses |
| Commercial Information | Working toward 900 Youth to have attaining Learners licence and be booked for driving assessments and lessons. The remainder will continue practicing to reach testing standard Navigators to be recruited and trained across the 4 areas, this training has the positive outcome of refreshing adult drivers skills, improving road safety and ensuring sufficient assistance for the youth |
| Commercial Information | Up to 1000 young people matched with navigators and working toward improving their driving skills to Restricted test level at the end of their 6-month period. |
| Commercial Information | Second intake of up to 1230 students to be registered for the programme and start the process as per year 1 |
| Commercial Information | First intake of students sit restricted licence with 80% to pass by the end of this period. These students pass restricted and will now have an increase in employability and decrease in breach of licence conditions and associated costs. From a well being point they will also have an increase in confidence. The second lot of students will have sat their Learner licence and will be ready to match with the navigators whose students have graduated to the restricted phase of their licensing |
| Commercial Information | Up to 600 students from first intake to participate in Defensive Driving Courses in preparation for Full licence |
| Commercial Information | Working towards 500 graduates through the GDLS with a full drivers licence. Resulting in increase in employability, decrease in road trauma and traffic offending, reduction in police and justice costs, increase in connectivity and wellbeing for the participant. |
| Note: | Students are continued to be taken into the programme as per year once. Recognizing from our pilot programme that we had a 23% drop out rate through the process more than 2000 students (approx. 2460) will commence the programme with Blue Light with an end target of 2000 students will a Full NZ Licence after the <small>Commercial Info</small> period. |
| | 70% of those gaining a full license will receive work within 6 months of graduating, (Auckland Chamber of Commerce 2016) however this could be a lot higher dependent on availability and options for work. |
| | It is noted that some young people will need support to achieve their fill license past the contract date. NZ Blue Light is committed to achieving this with them post the |

Part C: Link with fund and government outcomes – delivers benefit to communities

PROACTIVELY RELEASED

19. How will the project/activity lift productivity potential in the regions?

[This section should clearly and succinctly describe how the project/activity meets the primary objective of the fund which is “to lift productivity potential in the regions”. Please provide a description of this through the following outcomes]

| PGF Outcome | ✓ | How will the project positively or negatively impact this outcome in the region(s) identified? |
|--|---|---|
| 1. Increase economic output | ✓ | Households and the local economy would benefit from the transition to employment as the minimum wage is about three times higher than the unemployment benefit. Once in work, individuals have the opportunity to develop skills and knowledge that only comes from work experience. This development will enhance their potential income and expand their opportunities. |
| 2. Increase productivity and growth | ✓ | By building a workforce in the regions that are not only licenced which is recognised as critical, but also are able to travel to upskill or train to bringing those skills back to the regions. So rather than a brain drain out of the regions young talent stay which empowers employers current or future to build and expand their businesses, therefore growing the productivity of the region. |
| 3. Increase local employment and wages (in general and for Maori) | ✓ | Research in NZ has shown that over 70% of job adverts demand that the applicant has a full licence. Therefore, many young people cannot apply for jobs that would suit them or that they could build a career in. Additionally, as regions lack significant public transport systems unlicensed young people are forced to move out to larger cities to train or seek work, however we know that some stay and drive unlicensed and this bringing them to the attention of the justice system. Currently our pilot programme has 70% of participants who identify as Maori. |
| 4. Increase local employment, education and/or training opportunities for youth (in general and for Māori) | ✓ | Our programme provides young people most at risk of not achieving their full licence the support networks, guidance and persistency required to successfully navigate through the graduated licence system. Providing young people who are geographically isolated with licences to travel distances to train, get further education and or get to work, reduces significantly benefit dependency and will lift employment and the productivity in the regions. Our pilot programme findings show currently 70% of participants identify as Maori. |
| 5. Enhance wellbeing, within and/or between regions | ✓ | It is recognised that to get a driver licence requires young people to be supported through the process of getting identification such as birth certificates which are also required to open bank accounts critical to getting employment. Additionally, the compulsory eye testing uncovers a range of undiagnosed eyesight problems which can be then be resolved critical to training and employment. There is a significant lift in a person’s self-esteem when they graduate with their |

| | |
|--|---|
| | <p>full licence and sense of real tangible achievement. Family well-beings are enhanced with positive role modelling of driving legally. Significantly increased family incomes through finding employment or improved employment is linked directly to better health and living outcomes.</p> <p>Importantly for Maori young men in-particular is addressing the terrible statistics around the large numbers whose road to imprisonment starts with driving offending and its associated effects on themselves and their whanau's well-being.</p> <p>This programme enhances wellbeing by providing participants the required skills and qualifications get themselves and their whanau to where they want to go, when they need to, day or night, safely and legally with reduced risks of accidents and / or anxiety of being stopped by the police. It helps participants to stay connected with others and it reduces social isolation. It allows them to seek out social care, health care, education and cultural support more readily both within their region and across regions as required.</p> |
|--|---|

If you have any other comments, please provide them here:

“Obtaining a driver’s licence can be a protective factor for desistance from crime, and a gateway to employment and other opportunities”. ~ Principal Youth Court Judge – Andrew Becroft 2015

It is acknowledged that a number of other organisations are currently delivering driver licensing programmes, particularly in the Eastern Bay of Plenty (Whakatane District) and Rotorua area. However the Blue Light Youth Driver Navigator programme has a number of points of difference as follows:

1. Many other providers only assist participants to gain their Learners, or Learners and Restricted Licence
2. Many other providers provide the tuition so students have the knowledge of what is required and how to do it, but do not attend as a support person and/or do not fund the cost of the licence fees
3. Few other provider match students with a mentor for a six month period to take for weekly driving sessions in a provided vehicle and have a coordinator who monitor their progress and needs during the process from start to Graduation
4. BLDYN targets youth age 16 to 24 with the aim of ensuring they obtain their licence before they become unemployed through lack of licence or before they gain a police record through breach of licence condition or driving without a licence.

This programme is designed to be a Preventative measure in the wellbeing and progress of the youth and community rather than an “ambulance at the bottom of the cliff” and therefore students will be largely referred with secondary schools.

Savings to other Government departments (NZIER Report for MBIE April 2016)**Police**

Police report that there were 42,421 cases of unlicensed drivers stopped by police between 2010 and 2014 throughout New Zealand for drivers aged from 15 to 24 years. There are two quantifiable costs associated with getting caught driving unlicensed. The opportunity cost of police time and the cost of fines. There are also social costs that cannot be estimated without in-depth primary research such as the impacts of fines on household welfare and the social costs of a court appearance for unpaid fines. The fine for driving unlicensed is \$400 which given the number of cases puts an upper bound of the cost of fines for driving unlicensed at \$17 million over the five years or an annual average of \$3.4 million. A 20% reduction in young driver infringements is equivalent to a cost saving of \$680,000 per year.

Justice

Traffic and vehicle regulatory offences are the most common offence among people aged from 17 to 24 years old. There were over 58,000 convictions for the traffic and vehicle regulatory offences over the 2010-2014 period. Figures show that the traffic and vehicle regulatory offences accounted for 39% of all convicted offences (reported on a most serious offence basis) for that age group for the five-year period from 2010/11 to 2014/15.

Reducing the number of traffic and vehicle regulatory offences would reduce overall case load pressure on the justice system. For example, reducing the number of traffic and vehicle regulatory offences by 20% (a reduction of 12,000 convicted offences) would reduce the overall number of offences by 8%. Because the Courts system typically has a backlog in cases waiting to be heard the main potential benefit of this level of case load reduction would be a potential reduction in the time spent waiting for cases to come before the courts.

Reducing the barriers to completing the GDLS has the potential to reduce the quantum of these convictions which benefit the individuals; other road users the Police and the Justice system. A conviction for a driving offence may disadvantage the individual when competing for employment opportunities either by excluding the individual from a role that requires a clean driving record or making the individual less attractive than other job seekers. A conviction for unlicensed driving can be avoided by overcoming the barriers to gaining a licence and proceeding through GDLS. Reducing the number of unlicensed drivers would improve overall road safety.

Part D: Additionality – adds value by building on what is already there**20. How does this project/activity demonstrate additionality within the region?**

This programme demonstrates additionality within this region by uniquely enabling local communities to assist young drivers to successfully navigate the driver licensing system right through to full licence. It differs to other driver licensing programmes (most just learner license programmes as they are classroom based) available by partnering community volunteers with young people to support them throughout the up to 2 years it takes to gain a full licence and with the provision of vehicles.

Additionality is also evidenced by removing any financial or logistical barriers or hurdles. These navigators /mentors work alongside the young person to give them the support, guidance and self-confidence to gain their licence and to overcome the inevitable setbacks to get them to the end. Blue Light provides all of the essential resource's learners require to gain a licence including assistance to gain correct identification, such as birth certificates and providing eye examinations if required.

- The project is near completion as a successful pilot, however pilot funding is drawing to an end despite an ever-growing demand for this service and positive outcomes. We seek to start this initiative as an ongoing project that will make a significant and permanent difference in the lives of Bay of Plenty Youth and the safety of this community.
- The benefit of Central Government funding to this project is that it is consistent and sustainable over a long period of time something that is vital when we are engaging youth in a programme that takes up to 2 years for each participant to complete. Most community funding is only available for one year and therefore there is a risk that those on the programme fail to reach their conclusion (obtaining a Full Licence) if funding is withdrawn.
- This programme will be delivered in towns in the Bay of Plenty and Waikato towns that are considered traditionally marginalised, have limited public transport, and youth can be compelled to drive without a licence. Consequences can be financial through fines which often escalate to an introduction to the judicial system when these go unpaid or worse still, through inexperience the consequences can be fatal. Participation in the Youth Driver Navigator Programme means through gaining their licences, young people gain enhanced training and employment opportunities as they are now able to travel legally and safely outside of their hometowns to access them.

21. Why is Government funding required to deliver this project?

The current Bay Of Plenty funding sources which have supported the pilot received from the local supporters/funders were for a 3-year term.

We are coming to the end of the three-year project and currently starting the end of pilot reporting and the process and ongoing funding.

Discussions are being held with the funders involved in this and they have indicated as was signalled when the initial trial funds were allocated, that it was their expectation that they would fund the pilot and on proving the success and the need for this service, we would secure funding from an alternate source(s) going forward.

They have also indicated that any funds granted in October/November would be at a reduced amount and would be for the purpose of supporting those students registered during the 3 year pilot to complete the Graduated Driver Licensing system through to full licence and not to engage any new students.

With this in mind, we are currently not able to bring any new young people into the process as we have to ensure we can support those already working with through the next and final stage(s) of the Graduated Driver Licence process. Hence funding we receive from current sources going forward would be for those already working with not for any new participants.

We also see a real need through feedback from schools and council in the Waikato District to extend this service into the Waikato.

The Provincial Growth Funding this would allow us to take on over the ^{Commercial Info} period 2000 more young people and work with them through the GDLS Process to obtain their full licence, even though the funding applied for is for ^{Commercial Information} our commitment and with the funds applied for would mean supporting young people for up to ^{Commercial Information} allowing for those that came into the programme in year ^{Commercial In} would need the ^{Commercial Information} to complete their full licence.

Value to Government

An estimated 9,000 to 10,000 young people nationally aged from 18 to 24 years had were unlicensed (either never licensed or non-current licence) and receiving Jobseeker Support - Work Ready unemployment benefit as at December 2015. If 20% of unlicensed young people gain employment as a result of obtaining a licence then the payoff for them in terms of the increased incremental financial benefit in the first year would be between \$30 million and \$34 million (based on earning the minimum wage). The one-off saving for the Ministry of Social Development would be between \$16 million and \$18 million and the increase in PAYE and ACC levies would be between \$7 million and \$8 million.

Households and the local economy would benefit from the transition to employment as the minimum wage is about three times higher than the unemployment benefit. Once in work, individuals have the opportunity to develop skills and knowledge that only comes from work experience. This development will enhance their potential income and expand their opportunities.

Part D: Connected to regional stakeholders and frameworks

22. How is the project/activity connected to regional (and sector) stakeholders and frameworks?

This programme was developed through collaboration and consultation with members of NZTA, the NZ Police Road policing units, local driving instructors, senior managers in ACC, feedback from young people and local council road safety coordinators. There was also research into other successful driver licensing programmes including Vic Roads in Australia completed by NZ Blue Light.

Currently the pilot programme has key relationships with our referral organisations including;

- NZ Police
- Employ NZ
- Corrections
- Oranga Tamariki
- Bay of Plenty Secondary Schools
- Salvation Army
- Sport BOP
- Te Wananga Aotearoa
- Te Kura -The Correspondence School

It is noted that a number of the referrers have or can provide pre-learner courses to participants but do not have the facilities, people, equipment, risk management systems to provide any 'in vehicle training'

Other key stakeholders and supporters of our project are the BOP Regional Council and the WBOP Travel Safe Committee who full endorse and support our programme as it fits all the criteria for NZTA Best Practice Youth Driver Education programmes.

We have the support of the AA and local driving instructors who provide advice and lessons where required.

We have the endorsement and support of the Mayors Taskforce for jobs, (refer attached letter).
Letter withheld - Commercial Information

We have been supported by a number of local and regional funders for the pilot who have a strategic focus on youth, employment and social well-being within which this project has ticked all their boxes, (note: they don't see themselves as long-term funders, rather initiators or supporting funders).

Part E: Governance, risk management and frameworks

23. Project Management: Please explain how the project/activity will be delivered and managed

The programme will be managed through the Blue Light National office. We are an experienced NGO (35 years) with a strong governance board and an experienced senior management team.

The Driver Navigator programme will be delivered by an experienced team of driver instructors, programme co-ordinators, community youth workers, alongside robust administration and logistical support in-house.

- What procurement process has been undertaken (i.e. a selection of a provider), or will be, and how will that be managed?

No procurement process is required as this programme will be run and maintained by our own staff enabling us to be able to manage the quality of the programme delivered and the outcomes being achieved.

- What project management practices will be in place?

Recognised principals of project management will be used. This includes an agreed project scope both in terms of the cohort of participants, geographical location, project timeframes and licence outcomes. Project budgeting has been robust and financial controls over the project will be in keeping with current accounting practices that are audited annually. Skilled, experienced and qualified staff will be employed to deliver the programme backed up by a robust administration service. Communication with all stakeholders will be open, appropriate, consistent and meaningful. Risk will be managed through our current risk management framework as well as using tools such as Auditz and E-road. Deliverables and compliance will be via regular reporting through to the Governance Board and then to funders or other stakeholders in the appropriate fashion and within agreed timeframes.

- The oversight / governance arrangements which are, or will be, put in place?

Oversight will be via the Chief Executive Officer- Privacy of natural persons. Reporting directly to the Governance Board, key project delivery milestones and licence outcomes will be set and then reviewed at monthly Board meetings ensuring targets are met and any additional resources required allocated or identified issues mitigated in an appropriate and timely fashion.

- Who the key personnel are?

Project Lead- Privacy of natural persons

Privacy of natural persons the National Driver Programme Coordinator and his National Operations Manager. Privacy of natural persons

Privacy of natural persons They will lead a team of localised coordinators as well as the community volunteers.

Privacy of natural persons - Blue Light NZ Maori Advisor. Privacy of natural persons

Privacy of natural persons

. Responsible for facilitating the design of the programme to ensure that it both engages and supports Maori youth. The pilot programme findings revealed young Maori are one of the key target audience groups for this programme and so role is critical to its continued success.

- Any other relevant information relating to the delivery of this activity

There is the opportunity with this programme to also help lead change in the way licensing is delivered to our communities. This includes developing mobile testing facilities, taking learning to Marae or wananga, taking learning to community centres or sports clubs, being youth centric rather than system centric.

- What other parties are required for successful delivery of the project/activity?

Other parties required for the success of this project are our highly trained staff, the referrers, the community volunteer driver mentors, the young people themselves and their whanau. Our pilot has evidenced that we have an excellent engagement model across all of these stakeholders and by multiplying this and using the same processes / systems we can successfully deliver the programme across the Bay of Plenty.

- What involvement is required from the Provincial Development Unit?

We see the role of the PDU as not only a funder but would like to engage the Provincial Development Unit to ensure outcomes and data collected are in line with those required by the PDU.

Please find attached a copy of the health and safety policy that will apply for this project.

24. Please provide an overview of the relevant skills and experience you/the applicant organisation has in delivering projects/activities of this nature

Blue Light New Zealand has 35 years' experience in youth development and project delivery to young people and communities. With a national presence of 68 branches reaching from the top of the North Island to the bottom of the South Island we deliver programmes that are effective and efficient at both a local and national level. These include education, crime prevention, social inclusion, cultural, sporting, leadership and life-skills.

This Project:

Since we began our 3 year, pilot programme funded through community sponsorship and grants we have built a robust programme including a triage system, referral process, vetting, substantial vehicle fleet as well as management and booking systems, mentor training, risk management and pastoral care provisions (refer to supporting documentation). We have a number of staff and volunteers who are qualified driving instructors. This greatly reduces the costs of implementation and the speed in which we can implement the programme.

Our successes are as follows:

| | |
|-------------------------------------|------|
| Total Students Enrolled Nationwide: | 1335 |
| EBOP Total | 377 |
| WBOP Total | 278 |
| Rotorua Total | 167 |
| Taupo Total | 128 |
| Hauraki Total | 72 |

| | |
|----------------------|-----|
| South Auckland Total | 313 |
|----------------------|-----|

Licensing Results are as follows:

| | |
|---|-----|
| Students achieving Learning Licence only | 338 |
| Students achieving Learners & Restricted | 131 |
| Students achieving Restricted only (joined with learners) | 85 |
| Students achieving Restricted & Full (joined with learners) | 24 |
| Students achieving Learners, Restricted & Full | 8 |
| Students achieving Full only (joined on Restricted) | 22 |
| South Auckland Total | 313 |

This gives us a total of 608 unique licence results.

This leaves 727 students include 300 students who have been withdrawn from the programme for various reasons including moving out of the area and failure to attend licence appointments. The remaining 427 are currently at different stages of the Graduated Driver Licence process – working toward the next stage which could be learners, restricted or full licence dependant on their level when referred to us.

25. Project Management: Please provide a project plan

[Please use the following table to describe the milestones/activities of the project, if preferred, a schedule can be provided]

| # | Project Activity | Responsible party: | Date / Period: |
|---|---|--------------------|------------------------|
| 1 | Delivery of a project delivery plan to funder | NZ Blue Light | Commercial Information |
| 2 | Location based stakeholder engagement | NZ Blue Light | Commercial Information |
| 3 | Training, systems rollout, vehicle purchases, referrals | NZ Blue Light | Commercial Information |
| 4 | Programme delivery | NZ Blue Light | Commercial Information |
| 5 | Quarterly reporting to funder | NZ Blue Light | Commercial Information |

26. Please describe the regional readiness for implementation of the project/activity

Statistics show that there is a major problem with youth driving statistics in the Waikato and Bay of Plenty. These millions of dollars of fines are collected in Wellington and therefore removed annually from being able to be spent within the economy of the region.

- Police statistics for a One-year period, 2014 / 15 for the Bay of Plenty for young people 16-24 years of age show they breached their graduated licence conditions with enforcement proceedings by police of 18,995 offences.
- Of the offences, driving unaccompanied on a learner's licence accounted for 9,180 of the offences.
- The second highest offence at 3,239 were for restricted drivers carrying passengers.

Through our work in the community over the past 35 years and through the BLDYN pilot, we have established a multitude of community referrers working directly with or supporting our target cohort in their own communities including but not limited to the police, secondary schools, corrections, iwi groups, work and income, alternate education providers and direct referrals from whanau.

Blue Light as part of this programme if successful could expand to include referrals from employers who have young people employed or on a temporary basis, but they can't progress due to their lack of full licence (as long as they met the criteria for support).

Community/education provider readiness to support the project/activity in the new regions.

In our pilot programme we receive referrals from a wide number of educational providers including secondary schools, Te Wananga o Aotearoa and alternate education. These all have the ability to provide support for learner licences but all require the support of an experienced and well equipped organisation like Blue Light who have the appropriate vehicles, trained staff and volunteer base, risk management procedures in place, funding for license sitting costs and so forth. Utilising these existing connections when we expand into further provincial towns to receive and grow referrals within these regions will be key.

27. Governance: Please explain how the project/activity will be overseen

- The oversight / governance arrangements which are, or will be, put in place?

Oversight will be via the Chief Executive Officer- Privacy of natural persons. Reporting directly to the Blue Light Governance Board, key project delivery milestones and licence outcomes will be set and then reviewed at monthly Board meetings ensuring targets are met and any additional resources required allocated or identified issues mitigated, in an appropriate and timely fashion.

Robust reporting / compliance back to the funder will be carried out on a regular basis which will ensure how well the project is tracking against agreed key delivery milestones. As the project is based around the GLDS the figures produced i.e. number of licences achieved at each level over time and in what location, this is robust way to evidence how the programme is tracking.

Blue Light will also, alongside the PGU seek to identify key provincial economic and social cost indicators that can be used to measure the impact of this project to the regions.

Additionally to this Blue Light will survey young people and referrer's at the end of each successful driver license step and seek feedback on has this has increased their ability to seek training or employment with the results over time fed back to the funder to prove value from an employment perspective.

28. Describe any key assumptions that have been made relating to the project /activity

The key assumption is that with the roll out of the programme in the Bay of Plenty and Waikato regions we will be able to identify and engage successfully with:

- Community stakeholders including, recruiting and sustaining a strong pool of volunteer navigators
- Iwi groups and educational providers, including the ability / agility to continue to further develop through the iterative process a programme that engages, retains and successfully achieves its high goal of fully licensed youth.
- A wide family of locally based and locally connected referrers.
- Disadvantaged young people and their whanau.

29. What are the key risks associated with delivery of this project/activity and how will you manage these risks?

(Please update and advise the PDU of any new risks as they emerge).

[Where applicable, please provide an explanation of/reference to any documents or methods used to determine and assess risks, e.g. feasibility studies, economic/risk evaluations.]

| Risk | Responsible party | Risk treatment / Mitigation | Rating [High/Medium/Low] |
|------------------------|-------------------|---|-----------------------------|
| Under delivery | NZ Blue Light | Robust project management planning and implementation with key milestone reporting back to the funder. Good governance oversight. Realistic timeframes. Specific measurements and achievable numbers. | Low |
| Client welfare | NZ Blue Light | Robust vetting processes for all staff and volunteers. Pastoral care processes in place. Strong triage and follow up processes. | Low |
| Cost over-runs | NZ Blue Light | Strong financial planning and oversight. Ability still to source funding locally from sponsors / philanthropic. | Low |
| Oversubscribed service | NZ Blue Light | The Pilot has identified whole whanau who need support, such as single mothers, long-term unemployed and released prisoners. Therefore, robust vigor on selection criteria is required as well as sourcing other community providers that these people can be referred on to. | Medium |

30. How will the success of the project/activity be measured?

As demonstrated above Blue Light maintains a robust customer records management system which allows us to accurately track each client within our service. This provides information licensing data (hard data) relevant to report back on the project’s successes on a quarterly basis to funders. We also survey young people at each successful stage of their journey therefore collecting more ‘soft’ data about the success and additional well beings that our support has provided them. All of this would be reported back to the funder.

Blue Light NZ has a long record of providing services and associated reporting to Government via contracts for service. These include Commercial Information

31. Do you understand that the PDU will have reporting expectations of you if funding for this project/activity is approved? Yes: No:

Part F: Funding details

32. Please identify the cost/benefit breakdown for the project/activity across the requested funding period.

[Please break down the funding request into relevant areas of spending; please use as many lines as it takes in each table to provide the appropriate detail. If more suitable, please attach a budget spreadsheet to this application]

32.A Total funding request

| | Commercial Information FY | Commercial Information FY | Commercial Information FY (if applicable) | TOTAL |
|-----------------------|---------------------------|---------------------------|--|---------------------------|
| Total funding request | \$ Commercial Information | \$ Commercial Information | \$ Commercial Information | \$ Commercial Information |

32.B Funding breakdown

[Please breakdown the funding request provided in 28.A above]

| <i>[example funding breakdown]</i> | Commercial Information FY | Commercial Information FY | Commercial Information FY (if applicable) | TOTAL |
|------------------------------------|---------------------------|---------------------------|--|---------------------------|
| Administrative costs | \$ Commercial Information | \$ Commercial Information | \$ Commercial Information | \$ Commercial Information |
| HR costs | \$ Commercial Information | \$ Commercial Information | \$ Commercial Information | \$ Commercial Information |
| Programme costs | \$ Commercial Information | \$ Commercial Information | \$ Commercial Information | \$ Commercial Information |
| Capital expenditure | \$ Commercial Information | 0 | 0 | \$ Commercial Information |
| Vehicle costs | \$ Commercial Information | \$ Commercial Information | \$ Commercial Information | \$ Commercial Information |

32.C Funding rationale

[Please provide the rationale for the funding breakdown provided in 28.B above]

| | |
|-----------------------------|--|
| <i>Administrative costs</i> | <p>Administration costs cover the costs of office space for coordinators in each of the 4 areas, the employment of a centralized Administrator to “triage” all referrals and applications and vetting of volunteers and booking of licenses and training events. This ensures that our coordinators are free to concentrate on supporting the youth and their navigators to achieve the goal of obtaining their full licence as quickly as possible.</p> <p>Cost also includes the overall management and monitoring of the programme, the cost of office expenses such as phone, stationery, power and rent.</p> |
| <i>HR costs</i> | <p>HR costs relates to the employment of the coordinators for each area, whose key responsibilities are to ensure youth correctly learn the Road Code, transport and support when sitting all tests, recruit, train and support our volunteer navigators, arrange test bookings and defensive driving course with administrator. Much time is also spent liaising between students and volunteers to ensure weekly lesson appointments are meet and the Blue Light Vehicles are available and fit for purpose for these lessons.</p> <p>They are also the main point of support and monitoring for the student throughout the process.</p> <p>Coordinators will be employed for Commercial Information including Commercial Information additional part time staff for the Waikato region to cover Taupo and Hauraki parts of Waikato due to the size of this region.</p> <p>Commercial Information x Fulltime Coordinators & Commercial Information x Part time Coordinators in total</p> |

| | |
|--|---|
| <p><i>Programme costs (if this involves provider milestone payments, please detail each milestone with its associated payment)</i></p> | <p>Programme costs includes the license fees for all stages of the GDLS process, lessons and driving assessments, defensive driving course which are carried out by our staff for less than half of the market rates and all other course material. It also includes an allocation of \$^{Comm} per student for support costs. These are for items such as birth certificates, optometrist fees and glasses where required.</p> |
| <p><i>Capital expenditure</i></p> | <p>^{Com} additional vehicles are required to cover all areas, with ^{Com} for the Waikato region.</p> |
| <p><i>Vehicle Expenses</i></p> | <p>The cost of running the driver vehicles for student lessons and use when sitting tests. This includes petrol, maintenance, insurance, GPS, WOF and registration.</p> |

32.D Average cost per outcome e.g. average cost per person supported into employment:

\$^{Commercial Informa}

33. Is additional funding likely to be applied for prior to the 2020/2021 financial year i.e. within the life of the PGF (the PGF expires on 30 June 2021)? Yes: No:

If Yes, please describe at a high level, what this may include, when this is likely to be applied for and why it isn't being applied for now:

Not applicable

34. Is funding required beyond the 2020/2021 financial year i.e. beyond the life of the PGF? Yes: No:

If Yes, please describe how the project will be funded beyond the life of the PGF (the PGF expires on 30 June 2021)?

The problem being resolved by this programme will not in and of itself cease to exist as more young people come of age to be able to progress through the GDLS and whilst there is a lack of support for disadvantaged young people both locally and nationally, this is part of a wider conversation around sustainable funding for the long-term. However, in the interim this programme will assist positively both in the short-term and long-term the employment and training journey for those young people involved within the Bay of Plenty, and Waikato District.

It is our intention to continue to lobby government and philanthropic funders so that this assistance can be provided to our low income and disadvantaged youth through a mix of government and community.

35. What is the future intent (at this stage) of the project/activity?

The future aspirational intent of this project is to (through demonstration of success - including robust cost benefit analysis) expand across New Zealand (potentially partnering with other youth development providers) with a long-term sustainable funding mix including local and central government as well as philanthropy to ensure that an effective and efficient programme of support is available to all disadvantaged young drivers regardless of their geographical location.

36. If this is a joint application, briefly describe the nature of the arrangement between the organisations

involved (e.g. partnership, joint venture, Memorandum of Agreement/Understanding, no formal agreement).

[A joint application is where two or more New Zealand based organisations are planning to partner, either formally or informally, to deliver an activity through PGF]

Not applicable

Part G: Services to children

37. Will you be delivering service to children and young people under the age of 18? Yes: No:

Provide a copy of your child protection policies (please note your application will be shared with other government agencies).

Child protection policies must be, at a minimum:

- *Written*
- *Contain provisions on the identification and reporting of child abuse and neglect.*

38. Have all staff involved in the delivery of services to children been vetted? Yes: No:

Part H: Supporting documentation

[Attach any supporting documents. This could include evidence of endorsement by the regional lead or regional governance body, letters of support from employers, governance documents, designs/concept developments, feasibility studies, registration with the Police Licensing and Vetting Service, Staff codes of

behavior, child protection policies economic or risk evaluations or any document which supports assumptions, measurements or judgements made in the business case. Please list these in order below, and reference each document]

| | Document (title) | Purpose |
|-----|---|--|
| 1. | The-driver-licensing-challenge-NZIER (Link) | NZIER report to the Ministry of Business, Innovation and Employment April 2016 |
| 2. | Co-design Lab (Link) | Case for change ACDL / MBIE research |
| 3. | Code of Conduct BLV.pdf | Staff Code of Conduct policy |
| 4. | Letters of Support.pdf | A selection of our latest letters of support Withheld - Commercial Information |
| 5. | Health and Safety policy National.pdf | Health & Safety Policy |
| 6. | Schools & Agencies.docx | List of Schools & Agencies currently working with Withheld - Commercial Information |
| 7. | Survey results WBOP 2018.pdf | Results of WBOP student survey/evaluation Withheld - Commercial Information |
| 8. | Vulnerable Children's policy.pdf | Vulnerable Children's Policy |
| 9. | Police Vetting Letter 2019.pdf | Registration with Police Licensing & Vetting Service |
| 10. | MTFJ LOS.pdf | Letter of Support from Mayors Task Force for Jobs Withheld - Commercial Information |

Part I: Declarations

1. Has this activity ever been declined Crown Funding in the past?
2. Is the applicant or the contracting entity insolvent or subject to any insolvency action, administration or other legal proceedings?
3. 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
4. Is any individual involved in the application, the proposed contracting entity or the project, an undischarged bankrupt?
5. 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?
6. 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>
7. Has the applicant / any individual involved in the application been subject to any enforceable undertaking or infringement notices?

Commercial Information

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"):

- 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 consent to this application being publicly 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@mbie.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.

| | |
|-------------------|---------------------------------------|
| Full name: | Privacy of natural persons |
| Title / | Privacy of natural persons <i>CEO</i> |
| Signature | Date: <i>5/11/2019</i> |

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 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. 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 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 - 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)