

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 any information in your application that you regard as commercially sensitive.

Part 1: Key Details

1. Proposal Title:

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

Legal Name:	Canterbury Regional Council (Environment Canterbury) on behalf of Canterbury Mayoral Forum
Entity Type:	Local Authority
Registered Offices / Place of Business:	200 Tuam Street, Christchurch; PO Box 345, Christchurch 8140
Identifying Number:	[e.g. Company Number, NZBN, trust / society number, etc. if applicable]
Organisation's Website:	https://www.ecan.govt.nz/ http://canterburymayors.org.nz/

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

Contact Name:	9(2)(a)		
Email Address:	9(2)(a)	Telephone:	9(2)(a)

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

Environment Canterbury hosts the regional forums secretariat at the request of the Canterbury Mayoral Forum and its member councils ([Canterbury Local Authorities' Triennial Agreement 2017-19](#)).

The Mayoral Forum is the primary mechanism to give effect to the Triennial Agreement by:

- identifying and prioritising issues of mutual concern, and fostering co-operation, co-ordination and collaboration to address them
- advancing regional economic and social development through leadership, facilitation and advocacy
- speaking with a strong regional voice on issues of common interest to members
- working together, and with central government and other key sector leaders in Canterbury, to meet the needs and expectations of our communities.

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

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

Start Date:	1/04/2019	Completion Date:	31/03/2020
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7. 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)	\$100,000 (up to)
Overheads (including travel) and any additional salary requirement to secure the appointment – contributed by Environment Canterbury	9(2)(b)
Total:	9(2)(b)(ii)

Part B: Project Description

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

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

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

- The Mayoral Forum developed the Canterbury Regional Economic Development Strategy (CREDS) in 2015.
- In May 2016, central government partnered with the Mayoral Forum through the regional economic development programme.
- In June 2017, the Forum launched a refreshed strategy and work programme for the 2017–19 local government term. Central government invested co-funding of up to \$2.185m in 11 'accelerator projects' from the Regional Growth Programme. One project has been 'CREDS project management' – supported by a grant of \$150,000 over 15 months, with Environment Canterbury providing overheads and management support to a value of \$97,500 over 15 months.
- From 8 January 2018, 9(2)(b)(ii) has been employed on a fixed-term basis (to 31 March 2019). 9(2)(b)(ii) is overseeing 11 projects co-funded by central government and Canterbury councils. Five of these projects are scheduled to continue past 31 March 2019, including two multi-year projects (improving productivity, and high-value manufacturing) contracted to ChristchurchNZ and the University of Canterbury).
- Since the announcement of the Provincial Growth Fund (PGF), 9(2)(a) role has expanded to supporting the Provincial Development Unit (PDU) with initial evaluation of applications from Canterbury to the PGF.
- We have identified a need for additional support to Canterbury local authorities when preparing applications to the PGF.
- In June 2018, the Mayoral Forum approached South Island Mayors and Chairs about working together to develop a South Island tourism destination management plan. The proposal has been welcomed by all South Island regions and has received an offer of all-of-government support brokered by MBIE on behalf of MBIE, the Department of Conservation, NZTA and Tourism NZ. This is a major project, for which project management support is required.
- Co-funding is therefore sought to extend the appointment of the CREDS Project Manager to 31 March 2020.
- In 2018, Environment Canterbury sought and obtained funding through its Long-term Plan 2018–28 to convert a regional transport fixed-term position co-funded by the Regional Growth Programme to a permanent position. Similarly, Environment Canterbury will consider seeking funding through its Annual Plan 2019/20 to fund a CREDS Project Manager on an ongoing basis from 1 Apr 2020 if a continuing need for this role is agreed by the Mayoral Forum.

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

Link with fund and government outcomes

Key CREDS projects that continue beyond 31 March 2019 are focused on lifting productivity and supporting the transition to a high-skills, high-value economy:

- working with central government, lines companies, telcos and WISPs to plug prioritised gaps in fast broadband and mobile coverage in rural Canterbury
- investigate new value-add market opportunities for export
- connect industry needs to research and accelerate knowledge translation to high-value production and manufacturing for export
- working with the NZ Agricultural Show to showcase and encourage uptake of agritech for sustainable, value-added production.

Additionality

The CREDS Project Manager has been providing valued assistance to the PDU with the evaluation of PGF proposals from Canterbury. A pipeline report is provided to the PDU bi-monthly, and to Canterbury Mayors and Chief Executives quarterly, to support co-ordination of proposals.

We have recently identified a need/opportunity to add value, by supporting small TAs in Canterbury to develop high quality applications to the PGF.

Connected to regional stakeholders and frameworks

This is a project of the Canterbury Mayoral Forum and relates directly to implementation of the *Canterbury Regional Economic Development Strategy* and to the development of a South Island tourism destination management plan.

Governance, risk management, and project execution

Governance is provided by the Mayoral Forum.

Management oversight of the implementation of CREDS projects is provided by the Chief Executives Forum.

Overheads and day-to-day management support of the regional forums secretariat is provided by Environment Canterbury, which hosts the secretariat at the request of the Mayoral Forum and funds this from the regional general rate.

Part C: Delivery of this Activity

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

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

#	Deliverable	Due Date	Associated Payment (ex-GST)
1	Secure continuance of present appointee or recruit a suitable replacement	9(2)(b)(ii)	\$—
2	Fixed-term employment commences for period 1 Apr 2019 to 31 Mar 2020 – two equal instalments		\$100,000 (up to)
3	Report at least bi-monthly to PDU and quarterly to the Mayoral Forum and Chief Executives Forum on implementation of projects funded by the Regional Growth Programme or PGF, and Canterbury applications to the PGF		\$—

13. 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)
Salary	\$100,000 (up to)
Overheads (including travel) and any additional salary requirement to secure the position	9(2)(b)
Total	9(2)(b)(ii)

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

The employer will be the Chief Executive, Environment Canterbury (Bill Bayfield).
 The CREDS Project Manager works within the Regional Forums Secretariat, with the Principal Advisor 9(2)(a)) and Senior Advisor (9(2)(a))
 Management support to the Regional Forums Secretariat is provided by the Team Leader, Strategic Policy 9(2)) and Programme Manager, Regional Leadership (David Perenara-O’Connell, within the Strategy and Planning directorate of Environment Canterbury (Director, Katherine Trought).
 Governance oversight is provided by the Chief Executives Forum (chair Jim Palmer), reporting to the Canterbury Mayoral Forum (chair Lianne Dalziel).
 Governance oversight of the South Island destination management plan project will be provided by an inter-regional steering group chaired by Mayor Sam Broughton, Selwyn District Council, reporting to the Canterbury Mayoral Forum and other South Island Mayors and Chairs.

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

#	Risk	Mitigation approach	Rating
1	Significant change in membership and direction of the Mayoral Forum post-local body elections in October 2019	- Canterbury has an established practice whereby the Mayoral Forum, supported by the CEs Forum and the secretariat, prepares a briefing to incoming Mayors, a draft Triennial Agreement and a draft 3-year work programme to implement this	[L]
2	CREDS Project Manager does not wish to extend current fixed-term appointment	- We are seeking funding for the position, not a person, and our project timeframes allow for recruitment if necessary - We are in discussion with the current Project Manager	[L]

Part D: Declarations

- 16. Has this activity ever been declined Crown Funding in the past? Yes: No:
- 17. Is the applicant or the contracting entity insolvent or subject to any insolvency action, administration or other legal proceedings? Yes: No:
- 18. Is any individual involved in the application, the proposed contracting entity or the project, an undischarged bankrupt? Yes: No:
- 19. 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:
- 20. 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: Katherine Trought

Title / position: Director, Strategy & Planning, Canterbury Regional Council (Environment Canterbury)

Signature:



Date:

4 September 2018

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)