



# 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](mailto: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.

## Section 1: Key Details

1. Initiative title:

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

*Tangata Māhi Oranga (TMO) is a personal development programme designed to liberate individuals from addictions, unleash personal potential, build personal resilience against use of methamphetamine and other debilitating intoxicants, and have them ready for education, training, or employment (Tino Rangatiratanga). TMO is Hawke's Bay based. The NZ Police wastewater monitoring report identified that on a population basis Hawke's Bay has the second-highest prevalence of methamphetamine in Aotearoa. TMO is a demand-reduction initiative. Methamphetamine use is viral in its ability to corrupt and debilitate a community. TMO provides a protective layer, a circuit breaking intervention that protects other people already contributing to the productive workforce and helps them avoid infection. The aim of TMO is to engage, and then enrol, methamphetamine users and those on the fringe who may be dabbling with methamphetamine, alcohol, and other drugs. Once help-seekers are engaged in the belief that they can enjoy a better future for themselves and their whanau they will be enrolled in the programme. TMO is a "community treatment" programme drawing on "peer to peer" support from those with "lived experience" as envisaged in the Mental Health and Addictions Inquiry. Abstinence is not a pre-requisite for programme entry. We will take all comers. At enrolment, all participants will be assessed and deployed accordingly.*

*Where a help-seeker's methamphetamine (or other drug use) use is clearly problematic and, where individuals require immediate clinical treatment, whilst still being part of TMO, they will be triaged and referred to partner organisations who provide clinical services and will be supported through their respective treatment programmes. This is an output of its own. A help-seeker can re-join TMO on graduation from the clinical treatment and supported to improve their readiness for education, training, or employment. Through programme inputs sober help-seekers will be assisted to explore and identify their own potential. They will be equipped with the personal tools and social skills to liberate themselves from their self-defeating habits, anti-social behaviours, and unhelpful affiliations and be readied to undertake training, education or go straight into employment. The programme has a strong 'pastoral care' component. It is bespoke to the degree that it will be tailored to the needs of each intake group. Participants will be picked up from their abode each morning. They will be taken to the programme base, have a simple breakfast, and be allocated to their programme tasks and duties. They will be exposed to fresh ideas, encouraged, and inspired by visiting speakers and uplifting experiences. Generally at day's end they will be taken home. Where needs must, for instance a community event, the day will be structured to meet the circumstances.*

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

*[If you are applying on behalf of another organisation, then please provide details of that organisation]*

<b>Legal Name:</b>	Waiohiki Community Charitable Trust
<b>Entity Type:</b>	Registered Charitable Trust
<b>Registered Offices / Place of Business:</b>	1184 Korokipo Road, Napier 4141
<b>Identifying Number(s):</b>	<input type="text" value=""/>
<b>Organisation's Website:</b>	<a href="http://www.waiohikiartsvillage.com">www.waiohikiartsvillage.com</a>

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

<b>Contact Name and Role:</b>	<input type="text" value="Privacy of natural persons"/>		
<b>Email Address:</b>	<input type="text" value="Privacy of natural persons"/>	<b>Telephone:</b>	<input type="text" value="Privacy of natural persons"/>

5. This initiative will be based in:

6. If multi-region, please outline which regions:

7. What type of funding would you be applying for:

8. Please provide a high level outline of the funding needs for the initiative:

<b>Source of Funding:</b> <i>[Please indicate where all other funding has/will be sourced from, including from Government agencies]</i>	<b>\$ (excluding GST)</b>	<b>Status / Commentary</b> <i>[e.g. received / confirmed / in principle; end dates]</i>
Provincial Growth Fund Funding (through this application)	\$ <small>Commercial Information</small>	<small>Commercial In</small> funding
Other sources: <i>[add rows below if applicable]</i>	\$	
Total Funding:	\$960,000	

## 9. Please provide details of the application's link to wider projects:

Is this project related to any other application which has sought, is seeking or has approved PGF funding? If yes, please provide the name (s) of the project	No	
Is yes to the above question, then please provide 1) the <b>name</b> (s) of the wider project/application (s) 2) the <b>status</b> of the wider project/application e.g. approved, in progress, declined <i>Add rows as required</i>	Wider project/application name (s):	Status

10. If this is a joint application<sup>1</sup>, briefly describe the nature of the arrangement between the organisations involved e.g. partnership, joint venture, Memorandum of Agreement/Understanding, no formal agreement.

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## Section 2: Target Group

## 11. Please outline the characteristics of group you are targeting within the following table:

Characteristic	Target	Examples
Age	All working age people (18 and over)	<ul style="list-style-type: none"> <li>All working age people</li> </ul>
Gender	Any gender or non-gender identification	<ul style="list-style-type: none"> <li>Wāhine</li> <li>Any gender identification</li> </ul>
Ethnicity	Primarily Māori/Pasifika but we would turn on one away because of race or ethnic identification	<ul style="list-style-type: none"> <li>Māori</li> <li>Any ethnic identification</li> </ul>
Location	Hawkes Bay – Primarily Napier and Hastings but anywhere in Hawke's Bay as practicable	<ul style="list-style-type: none"> <li>Wairoa</li> <li>North of Whangarei</li> <li>Region wide</li> </ul>
Education, training and/or employment status	Not in education, employment or training	<ul style="list-style-type: none"> <li>Not in education, employment or training</li> <li>Currently employed and looking to upskill</li> <li>No qualifications</li> </ul>

<sup>1</sup> A joint application is one where two or more New Zealand based organisations are planning to partner, either formally or informally, to deliver an initiative through the PGF

Other distinguishing characteristics	Participants have issues with drug or substance abuse, regularly coming to the attention of the Police, and social service providers. They tend to find it difficult to hold down employment for any period	<ul style="list-style-type: none"> <li>• <i>Have shown an interest in carving</i></li> <li>• <i>Iwi affiliation</i></li> </ul>
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12. Please outline how you have identified that this group is unemployed/underemployed and therefore requires additional support to upskill, train and find and keep employment. Use evidence or data where possible e.g. learnings from earlier activities and how these have informed this initiative, target group demand analysis.

The need is self-evident. People who cannot pass a drug test are unlikely to obtain a job in the first place. This programme draws on Hawke’s Bay meth-user research, experience gleaned through a decade of meth use awareness raising, and the successful Tangata Mahi Pai pilot Withheld in Full Due to Commercial Sensi. The NZ Police wastewater monitoring report identified that on a population basis Hawke’s Bay has the second-highest prevalence of methamphetamine in Aotearoa. Tangata Māhi Oranga is a demand-reduction initiative. The aim of Tangata Māhi Oranga (TMO) is to engage, and then enrol, methamphetamine users and those on the fringe who may be dabbling with methamphetamine, alcohol, and other drugs. Once help-seekers are engaged in the belief that they can enjoy a better future for themselves and their whanau they will be enrolled in the programme. We are besieged by calls for help from whanau and from community groups. A new need has emerged from the post-Covid19 transitional housing policy to cluster vulnerable whanau into motel blocks. We believe that there are sufficient clinical treatment resources available locally, and that there are sufficient training and education channels. What is missing is the initial engagement with help-seekers and the support for them to move from the contemplation to change through to their purposeful decision to change and enjoy personal tino rangatiranga. TMO provides this ingredient.

13. Please outline how the target group will be identified and engaged with to participate in the initiative:

We are inundated with calls for help. Here’s a txt received 11 July 2020 from a community leader who heard that we were planning a methamphetamine action initiative: **Free and frank opinions**  
 [Redacted]  
 [Redacted] We aim to address this initial issue, the determination to change, or as we are putting it to “liberate oneself” and enjoy tino rangatiratanga. We will recruit in multiple ways, through referrals, through promotions, through community initiatives.

14. Please outline who else will benefit from this initiative? This will include which employers/sectors are being targeted as part of the initiative and why; name specific employers where possible

Hawke’s Bay is short on membership of a seasonal workforce. The Covid19 complications further restrain labour supply. Further, the new mental health and addictions initiatives and investments seek a new Maori health workforce including peer to peer workers, and particularly workers with “lived experience”. Besides trade training and courses preparing individuals for apprenticeships the EIT offers NZ Certificate in Health and Wellbeing (Social and Community Services) [Level 4]; NZ Diploma in Health and Wellbeing (Applied Practice) [Level 5]; NZ Diploma in Addiction Studies (Applied) [Level 6]. Te Taiwhenua o Heretaunga and other providers offer vocational training courses. And, local mainstream employers such as **Commercial Information** seek drug-free work ready job seekers.

### Section 3: Outcomes

15. Please outline in the table below the specific skills, training and/or employment outcomes that will be achieved through the initiative

Outcome category	Description	Number	Timeframe
	Please describe the outcomes that the initiative will result in for the target group, for each outcome category	Please provide the number of target group expected to attain these outcomes, for each outcome category	Please outline the time frames for delivery of support for the target group, for each outcome category (must be within a 12-18 month timeframe)
Skills	The ability to reflect on one's life circumstance The ability to articulate and specify an optimal future The ability to plan a way forward to achieve future life goals The capacity or resilience to reject offers of methamphetamine	Comm	Commercial Informa
Training	Project planning Event Management Participative Action Research (PAR) Peer to peer support	Comm	Commercial Informatio
Employment attainment	Sobriety Readiness to train Readiness to learn Readiness and desire to work and to gain employment	Comm	Commercial Informatio
Sustained employment of at least 6 months	This should include entry to clinical treatment, entry to tertiary education, entry to vocational training, entry to the workforce	Comm	Commercial Informatio
Wider Social/Public Benefits	Reduction of the demand for methamphetamine Increase in the community resilience against methamphetamine Increase in the intolerance of methamphetamine dealers	Commercial	Commercial Inf

## Section 4: Service delivery

16. Please outline how the skills, training and/or employment outcomes will be delivered, including a description of the specific supports for the target group

<p>A simple daily schedule is:</p> <p>8.00am Pickup</p> <p>8.30am Karakia/Meditation/Yoga/ Kai o Te Ata</p> <p>9.15am Korero – Set plans and goals for the day (week). Allocate tasks</p> <p>9.30am Structured activity commences, individuals deployed to referrals, group work (mahi ora) commences</p> <p>12.30 Kai</p> <p>1.00pm Structured activity recommences</p> <p>3.00pm Pack up</p> <p>3.15pm Fitness and cultural activities. Karakia</p> <p>4.30Pm Drop off</p> <p><b>NB:</b> The daily programme will be tailored to the needs of each intake group, their social circumstances and the local educational, training and employment calendar</p>
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17. Please provide a delivery timeframe for how the outcomes above will be successfully achieved within a 12-18 month timeframe

Activity	Components	Timeframe
<b>Skills</b>	<p>The ability to reflect on one's life circumstance</p> <p>The ability to articulate and specify an optimal future</p> <p>The ability to plan a way forward to achieve future life goals</p> <p>The capacity or resilience to reject offers of methamphetamine</p>	Commercial Information
<b>Training</b>	<p>Project planning</p> <p>Event Management (Kai &amp; Korero)</p> <p>Participative Action Research (PAR)</p> <p>Peer to peer support</p>	Commercial Information
<b>Employment attainment</b>	<p>Sobriety</p> <p>Readiness to train</p> <p>Readiness to learn</p> <p>Readiness and desire to work and to gain employment</p>	Commercial Information
<b>Action to sustain employment of at least 6 months</b>	<p>Enrolment in clinical treatment if required</p> <p>Enrolment and entry into tertiary education</p> <p>Enrolment and commencement of vocational training</p> <p>Application for employment and/or entry to the workforce</p>	Commercial Information

## Section 5: Link with broader PGF outcomes government outcomes

This section will enable detail to be provided about how the initiative meets the primary objective of the fund which is “to lift productivity potential in the regions”.

18. Using the table below, please outline how the initiative will contribute to the following PGF outcomes which seek to unlock the productivity potential in the regions:

PGF Outcome	✓	How will the project positively or negatively impact this outcome in the region(s) identified?
1. Increase economic output	<input type="checkbox"/>	The ‘nefs on the couch’ phenomenon creates a fiscal drag and disincentives those who otherwise would willingly participate in the labour market.
2. Increase productivity and growth	<input type="checkbox"/>	Orchardists, viticulturalists, horticulturalists and others in primary production are constrained by lack of labour supply. Similarly the construction industry is also constrained by lack of labour supply. This project seeks to break what can quickly become an intergenerational cycle of dysfunction, removes drag and increases productivity. Similarly the enrolment of individuals into the Maori health workforce removes drag and liberates potential
3. Increase local employment and wages (in general and for Maori)	<input type="checkbox"/>	Participants are likely to be on some form of benefit. Joining the workforce at whatever level will increase household income and thus unleash an economic multiplier
4. Increase local employment, education and/or training opportunities for youth (in general and for Māori)	<input type="checkbox"/>	Addressing and resolving addiction to illicit substances removes barriers to education, training, and employment
5. Enhance wellbeing, within and/or between regions	<input type="checkbox"/>	Addressing the demand for methamphetamine, building community resilience against use of methamphetamine, and helping individuals liberate themselves from their addictions

19. Please outline any other benefits expected to result from this project/activity

This initiative is replicable and could contribute significantly to solving our nation’s methamphetamine problematic
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## Section 6: Funding breakdown

20. Please provide a breakdown of the components and associated costs for the funding requested

Component (insert new rows where required)	Cost (ex GST)
Staffing: <input type="text"/> FTE @ \$ <input type="text"/> Commercial Info Per annum	Commercial Info
Programme expenses: activities, venue hire, equipment hire, materials, kai, general expenses	\$ <input type="text"/> Commercial Info
Governance oversight and programme management (Staff supervision, contract monitoring, reporting, stakeholder relationships, client relations, accountability, secretariat, office, accounting, legal)	\$ <input type="text"/> Commercial Info
Evaluation. Formulative evaluation, Entry interview and status, Exit interview and status, Mixed methods research, Report	\$ <input type="text"/> Commercial Info
Doctor’s fees, dentistry, clinical costs and assessments as required @ up to \$ <input type="text"/> Commercial Info per participant	\$ <input type="text"/> Commercial Info

<b>Total</b>	\$ Commercial Inform
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21. Please outline why Government funding is required to deliver this project as opposed to alternative sources e.g. banks, investors, self-funding:

This project simply redeploys where Government already invests by dint of policing, mental health and addictions treatment, benefits, and the cost of domestic violence and crime. The now endemic use of methamphetamine in Aotearoa New Zealand has defeated NZ Government initiatives for two decades. This proposal is to do different to get different. It contributes to social capital, cultural capital, and the economy

### Section 7: Additionality

*These questions will allow detail to be provided about how the initiative meets the Te Ara Mahi principle of 'additionality' which requires that investments under Te Ara Mahi are only made if there is evidence that existing funding across government cannot be used to support proposals*

22. Please outline evidence that the needs of the target group are unable to be met through existing channels e.g. through the Ministry of Social Development (Work and Income), Ministry of Education and the Tertiary Education Commission. This will include any research that has been done to identify other initiatives that address the same or similar need, and how the initiative for which funding is being sought fills a gap in service provision.

Again, this is self-evident. We know we have a significant problem with use of methamphetamine. We know that whilst we have shortages in some sectors of the workforce. We simultaneously have higher than necessary levels of unemployment.

23. Please outline previous Government involvement with this initiative:

a) Has previous Government funding been received for this initiative?	Choose an item.			
b) If yes a) above, please outline: 1) which part of Government, 2) when the funding was received, 3) how much was received and, 4) why the funding was discontinued	Agency which funding was received from	How much funding was received	When funding was received	Why it was discontinued
c) If no a) above, has this initiative previously been discussed with any part of Government?	Choose an item.			
d) If yes c) above, please describe which part of government, and any outcomes of those discussions				

### Section 8: Regional engagement

24. Please outline what regional engagement has occurred relating to this initiative. *Evidence of this, including evidence of regional (and sector) stakeholder support, should be provided in the 'supporting evidence' section of this document.*



This project emerged from initial discussions with Privacy of natural persons **Free and frank opinions**  
**Commercial Information**

25. Please outline in the table below the regional readiness for implementation of the initiative if funded. This will include the nature of current relationships with key stakeholder groups.

Stakeholder group	Description of relationship	Readiness for supporting this initiative
Employers	<b>Commercial Information</b>	Previous meetings with <small>Privacy of n</small> indicated strong support to mobilise a local seasonal workforce
Community groups	<b>Commercial Information</b>	All groups are grappling with the deleterious consequences of methamphetamine usage
Education providers	<b>Commercial Information</b>	The <small>Privacy of natural persons</small> has expressed strong support
Training providers	<b>Commercial Information</b>	<small>Privacy of natural persons</small> has suggested at <small>Commercial Information</small> 's programmes as a launch pad for younger graduates
Other relevant stakeholders	<b>Commercial Information</b>	Clear supporters for innovative solutions

**Section 9: Ability to deliver the service and intended outcomes**

26. Using the questions in the table below, please outline how the initiative will be governed and managed:

Question	Response
How will the initiative be governed?  WCT has a strong and highly qualified board	<small>Privacy of natural persons</small> <b>Privacy of natural persons</b> [Redacted response text]

Privacy of natural persons

Privacy of natural persons

[Redacted text block]

Privacy of natural persons

Privacy of natural persons

[Redacted text block]

Privacy of natural persons

Privacy of natural persons

[Redacted text block]



What other parties are required for successful delivery of the initiative e.g. contractors and other agencies?

**COMMUNITY:**

**Commercial Information**

[Redacted text block]

**Clinical Service Partners are/will be:**

As we are a non-clinical service we will refer help-seekers to the appropriate treatment provider. The clinicians will then refer on to psychiatric or residential care. Our value-add is to get a help seeker "help-ready"

**Commercial Information**

[Redacted text block]

**General Practice Networks including Commercial Information**

[Redacted text block]

**Addiction and Mental Health Service Providers**

**Commercial Information**

[Redacted text block]

**Community support services include:**

**Commercial Information**

[Redacted text block]

	Commercial Information [Redacted]
What procurement process has been/will be undertaken for the initiative (i.e. a selection of a provider(s)), and how will it be managed?	This will be client specific.

27. Please provide an overview of the relevant skills and experience you/the applicant organisation has in delivering initiatives of this nature. If you/applicant organisation does not have experience please indicate how this risk will be managed:

<https://www.nzedge.com/magazine/nga-kupu-aroha-words-of-love/> These are over 90 essays tracking our collective efforts in this sector since 2004. Arguably members of our team have been pioneers in this field for 16 or so years and are nationally and internationally recognised for their expertise.

28. Please complete the table below to outline the key risks and associated mitigations relating to this initiative

Risk	Responsible party	Risk treatment / Mitigation	Rating [High/Medium/Low]
Undersubscribed	Initiative team	Figure out a way to get cut through	Low
Oversubscribed	“ “	Be agile. Reformat to accommodate	Medium

29. Please describe any key assumptions that have been made relating to the project /activity. Include any assumptions relating to the development of the expected outcomes, project implementation and assessment of ‘additionality’ for the initiative:

Free and frank opinions  
[Redacted]

30. Please outline your/the applicant organisation’s ability to meet reporting requirements:

Do you understand that the PDU will have reporting expectations if funding for this initiative is approved?	Yes
Please outline your/the applicant organisations ability/experience in meeting reporting requirements:	Since 1989 we have provided services to Ministry of Youth Affairs and MSD. We are a Level 4 supplier and have met all requirements to funders to date.

## Section 10: Future intent of initiative

31. What are the future funding needs or the initiative?

a) Is additional funding likely to be applied for prior to the 2020/2021 financial year i.e. <b><i>within the life of the PGF</i></b> (the PGF expires on 30 June 2021)?	No
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b) If yes to a) above, when this is likely to be applied for and why it isn't being applied for now:	
c) Is funding required beyond the 2020/2021 financial year i.e. <b><i>beyond the life of the PGF?</i></b>	Yes
d) If yes to c) above, please describe how the project will be funded beyond the life of the PGF (the PGF expires on 30 June 2021)?	Free and frank opinions [Redacted]

## Section 11: Supporting documentation

- Please attach any supporting documents and outline their purpose in the table below. Supporting documents could include:
  - Child protections policies – these are required if you are providing services to people under the age of 18 and must be at a minimum, written and contain provisions on the identification and reporting of child abuse and neglect.
  - Evidence of endorsement by the regional lead or regional governance body.
  - Letters of support from employers and other key regional stakeholders.
  - Governance documents.
  - Designs/concept developments.
  - Feasibility studies.
  - Evidence of staff vetting.
  - Health and safety policies.

	Document (title)	Purpose
1	Support Letters	Commercial Information [Redacted]
2		
3		
4		
5		

## Section 12: Declarations

2. Has this activity ever been declined Crown Funding in the past? Yes:  No:
3. Is the applicant or the contracting entity insolvent or subject to any insolvency action, administration or other legal proceedings? Yes:  No:
4. 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 Yes:  No:
5. Is any individual involved in the application, the proposed contracting entity or the project, an undischarged bankrupt? Yes:  No:
6. 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:
7. 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>
8. Has the applicant / any individual involved in the application been subject to any enforceable undertaking or infringement notices. Yes:  No:

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 publically released if funding is approved. I have identified the commercially sensitive and personal information.
- The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application, or entering into a contract to carry out the project. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to the Provincial Development Unit by emailing [PGF@mbie.govt.nz](mailto: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 / position:**

Manager

**Signature:**

**Date:**

13th July 2020





## 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 initiative
- 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)

**TANGATA MAHI PAI PILOT** Remainder of Study Withheld Due to Commercial Information

### Introduction:

This report records the seminal steps in a pilot community action project "*Tangata Mahi Pai*" which was designed to counter anomie amongst often marginalised community members and halt their downward spiral into mindless intoxication. It arose from a need to build community resilience against methamphetamine and other intoxicants identified through a regional survey (Hawke's Bay) undertaken by the Department of Internal Affairs regional community advisors.

### Commercial Information