



He Poutama Rangatahi

Youth Employment Pathways

Application for Funding

He Poutama Rangatahi (HPR) is a cross agency initiative facilitated by the Ministry of Business, Innovation and Employment (MBIE) which seeks to support communities develop pathways for young people (aged 15-24) not currently in employment, education or training (NEETs), through to sustained employed underpinned by intensive pastoral care. The HPR strategy is focussed on four regions where the need is greatest, namely: Te Taitokerau, Eastern Bay of Plenty, Tairāwhiti and Hawkes Bay.

The NEET rangatahi targeted by HPR are those most at risk of long-term unemployment and who may need more individualised and ongoing support to connect to training and employment than current programmes are able to provide. HPR's approach is to support communities, including through the articulation of local youth employment plans that:

- a) highlight current interventions which could be scaled up or redirected;
- b) identify gaps in the provision of support and particularly pastoral care for both NEET and for employers to connect; and
- c) develop interventions targeted at those gaps.

MBIE uses this information to determine which applications should be funded. It is important you complete all sections fully, but as concisely as you can. If further information is required, officials will contact you but this is likely to add time to your application process.

Alignment with He Poutama Rangatahi

Applications should meet the following criteria:

1. Does the proposal support and coordinate a purposeful and **effective system** that enables sustained employment?
2. Does the proposal provide **effective support** for rangatahi most at risk of long term employment?

Applications should also reflect a focus on the needs of rangatahi and employers and demonstrate how the proposed activity:

- **Is Relevant:** *by being community-led, with goals that address community aspirations and local opportunities by making use of relevant expertise to link rangatahi to employment, and that is responsive to local rangatahi, local employers and the local context.*
- **Is Inclusive/collaborative:** *by creating partnerships between and within communities and government, and those most impacted (employers and youth) who can make a difference.*
- **Is Coherent:** *by making use of local knowledge, relationships, and relevant expertise, utilising existing services, programmes, and infrastructure wherever possible.*
- **Credible/transparent:** *proposals must adopt clear, credible, transparent processes and be evidence based for learning and accountability purposes.*



The Declaration Form on page 10 must be signed by an authorised person on behalf of the organisation to validate the application. The Terms and Conditions for HPR applications can also be found in the associated guidelines. Applications for funding, or requests for further assistance and advice on the application process, should be emailed to: HPR@mbie.govt.nz. Hard copies can also be accepted and should be sent to:

He Poutama Rangatahi
ATT: Kate Riddell
Ministry of Business, Innovation & Employment
PO Box 1473
WELLINGTON 6140

A) SUMMARY

Proposal name	Te Ara Matihiko – Digital pathway	
Contact person and role	Moira McGarva-Ratapu Founder/Director <small>Privacy of natural persons</small> [Redacted] Commercial Information	Commercial Information
Physical address <i>Please include postal address if different</i>	Physical: Flaxmere Community Centre 400 Swansea Road Flaxmere Hastings 4120	
	Postal: <small>Privacy of natural persons</small> [Redacted]	
Contact telephone number	<small>Privacy of natural persons</small> [Redacted]	
Contact email address	<small>Privacy of natural persons</small> [Redacted]	
Legal status (eg. company/charitable trust/local government) - please include supporting documents	Limited Liability Company Pursuit Ltd NZBN # 9429046299185 Please find this attached	
Communities/Districts targeted	Communities in the Hastings and Napier	
Duration of activity	<small>Privacy of natural persons</small> [Redacted]	



Total budget	\$454,400 (Commercial Information)
<p>Proposal Summary</p> <p><i>This section should explain clearly what this Proposal will deliver and achieve. This summary should outline the essence of the concept you are proposing (i.e. what is the issue, what is the proposed solution, how will this be implemented).</i></p>	
<p>Introduction of Pursuit</p> <p>Pursuit Ltd was established in October 2017. Pursuit prepares job seekers for employment. We are an established service in Hastings. We provide 3 key services which are;</p> <ol style="list-style-type: none"> 1. Dressings – Professional attire for job interviews 2. CVs – Professional CVs to apply for employment 3. Confidence workshops <p>This is already working well at Pursuit but we would love the opportunity to add a Digital Programme for youth to our organisation. Below are Pursuit transformation photos that we have already completed.</p> <p style="text-align: center;">Privacy of natural persons</p> <div style="background-color: #cccccc; height: 300px; width: 100%;"></div>	
<p>Background</p> <p><u>Issue</u></p> <p>Youth aged between 16 – 24 struggle to find meaningful and sustainable employment. According to Statistics New Zealand (2018), Maori and Pacific Island youth have a higher rate of under employment and unemployment than other age groups. Within this age range there are vulnerable populations such as females, or those who have a disability or mental health issue. The participation rate is as low as 25% for those who are youth age with a disability or disorder. Overall, 79.7% of youth aged between 15 to 24 years have never worked before. The average income of those who have never worked is \$255 per week on a benefit (Household Labour Force Survey [HLFS], 2016).</p> <p>It is also important to note that 43.3% of Youth are not engaged in education or employment (Statistics NZ, 2018). The 2013 New Zealand Consensus highlights that the Hawkes bay population is 151, 179</p>	



which has increased 2.3% since 2006. Our Maori population is 34, 662. We have more females than males. Lawrence Yule (2018) supports the notion that youth aged 15-24 years old need extra social support to engage in education and employment.

Solution

Pursuit proposes to start Te Ara Matihiko programme. The worldwide demand for skilled people in an increasingly digital economy far outstrips the skills supply. We in New Zealand/Hawkes Bay region require more skilled workers in the digital market. New Zealand's technology industry partners tell us there are significant opportunities to better compete in global marketplace. The following are statistics found in research with 170 small to medium business owners:

1. 100% of small businesses need help with digital options.
2. 50% of small businesses do not have the time, resources, expertise or confidence to play in this space.
3. 75% of small businesses need stronger regional networks of support in the digital space so they know where to go for help.
4. 42% of small businesses do not use social media.

What does this mean? Ultimately, once youth have been through our digital training they will become have a higher chance of becoming employed. There is a high demand in the digital sector. If small businesses choose to work with our trainees they will increase their referral base and also inform the community of the great work that they are doing. We highlight some of the pros for small businesses and youth further on in this application.

Implementation

Pursuit will work with ^{Comm} youth over a ^{Commercial Information} period. Each youth will participate in an intense 3 month course. Our youth stay with us up to ^{Commercial Information}. During this time each trainee will create and design websites and develop a social media presence for small businesses free of charge with the hope that they will be employed in the future. Once they have completed their course they will have ongoing help from our Digital support team at Pursuit. Each youth will complete the EIT Level 2 New Zealand Certificate in Computing with ongoing support from Pursuit.

Qualification gained: NZ Certificate in Computing

Facilitators: ^{Commercial Information}

Guest Facilitator/Support: ^{Commercial Information}

Please see attached the Curriculum Vitae of ^{Privacy of natural persons}.

CV's withheld - Privacy of natural persons

Our curriculum provides an opportunity to:

- Help every student develop the skills and capabilities to design and develop new digital tools.
- Inspire students to engage in the multi-faceted world of digital skills and become not just users, but designers and creators of digital technologies.
- Learn how to communicate confidently face to face and online.
- Learn kaupapa Maori concepts.
- Learn how to negotiate with small businesses to design digital tools that they desire.



A day in the life of a digital trainee

Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12pm DIGITAL course	9am – 12pm DIGITAL course	9am – 12pm DIGITAL course	9-10am Tikanga 10-12pm Pre employment skills	9am -1pm Work placement
LUNCH TIME				
1-3pm EIT Online computing course		1-3pm EIT Online computing course		

Digital course: Please view the attached document called Te Ara Matihiko programme.

Withheld - Commercial Information

Our Proposal Summary

- Digital Trainees** – Resources, laptops and office equipment (Please view budget for more details).
Withheld - Commercial Information
- Digital Support team** – Head Facilitator/Support Facilitator.
- Social support/ Employment support** - Pastoral care for youth/Workplace coordinator.
- Administrator/Finance Clerk** – Streamline all administration/financial duties.
- Support a mobile service** – Accessing our service will no longer be a barrier for youth in Hastings and Napier.

B) RATIONALE

What will be the additional impact/value achieved through HPR's involvement in this proposed activity? Briefly describe how this proposal is in addition to your existing work programmes (i.e. is not business as usual). How does this proposal relate to other initiatives?

This section should clearly and succinctly describe the need or opportunity that the proposal will address. Use evidence or data, where available, such as key learnings from earlier activities. How will the learnings contribute to achieve the expected results of this proposal? How was this need or opportunity identified?

Additional value

The Te Ara Matihiko programme is one of a kind in the Hawkes Bay Region. Pursuit will be the only service who offers a digital experience for youth that has potential to translate into sustainable employment. Our target group is 18 – 24 year olds within Hastings/Napier who are not engaged in education or employment. By running a digital traineeship we are introducing a new pathway as follows;

Pros for small businesses

- Youth seen as an asset to the team - small businesses do not have time to do this work.
- Digital projects are free – most small businesses cannot afford the set up costs (Pursuit will cover the set up costs, except internet costs).
- No stress for the businesses – Pursuit will provide full training and ongoing digital support for trainees.
- Increase referrals for small businesses – social media can be the fastest way to market or



advertise to increase referrals.

5. Small businesses can show case what they do best on social media.

Pros for Youth

1. Digital space is familiar territory – they will be more likely to excel if they enjoy their work.
2. Youth will get digital training and ongoing support from Pursuit.
3. Youth will get social support to deal with any social issues at home.
4. Youth will gain pre-employment skills to work in a team environment.
5. Digital and social skills are transferrable for any job.
6. Become a high commodity for employers looking for digital intelligence.
7. Youth will be more confident using digital technology through different tools.
8. If youth want to pursue further education in IT, our team will assist with this.
9. All youth will be supported to complete the EIT Certificate in Computing Level 2 free of charge.

The following information outlines Pursuit's current relationship with other HPR services.

1. **Commercial Information** have given an **Commercial Information** of \$ **Commercial Inform** to help pay for our lease. They will also refer their NEET clients to us for the traineeship and will accept our clients to be on their licence course. We have a well-established relationship.
2. **Commercial Information** – refer their clients to us for confidence workshops and dressings. **Commercial** have granted Pursuit \$ **Commercial Inform** worth of contracts to do workshops with Youth. We have a well-established relationship.
3. **Commercial** – refer clients to us for dressings and will accept a digital trainee once trained. We have an established relationship.
4. **Commercial Information** – have referred clients to be dressed for job interviews. We have a good relationship.
5. **Commercial Information** – have donated clothing to Pursuit to dress our job seekers.

Four out of five **Commercial** services have utilised our dressing service to help youth prepare for employment. While this has proven to be successful and useful this service is paid for by the Ministry of Social Development as a fee for service. The fee for service only applies to youth on a Job Seeker, Sole Parent, Youth Payment, Young Parent Payment benefit. Clients have said that their confidence and self-esteem has increased because of the resources, positive support, and knowledge shared from Pursuit.

C) PURPOSE AND DESCRIPTION

This section should clearly and succinctly describe what the proposal will deliver

C.1 Goal

What is the overall aspirational goal of this proposal?

Our Mission: To increase the quality of life through employment

Our goal for our youth in the Hastings/Napier region is to increase in:

- Greater education in digital platforms
- Community participation
- Self confidence
- Independence
- Resilience
- **Comm** % will become employed

We have helped **Comm** job seekers find employment and now we want to help more youth be successful.

Free and frank opinions



Free and frank opinions

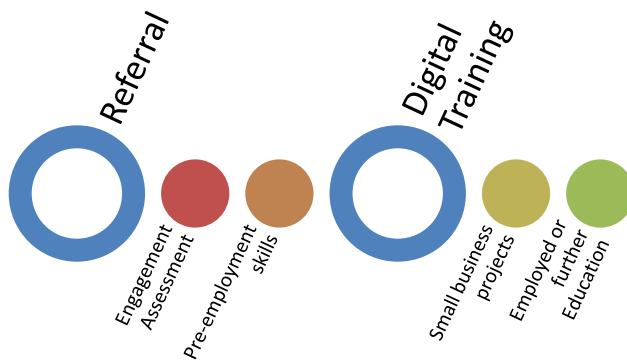
We want to maintain a ^{Comm} % success rate, but assist more youth between the ages of 18 to 24 years of age in all areas of Hawkes Bay.

In 2019, ^{Commercial Information} granted Pursuit \$ ^{Commercial Inform} to conduct workshops for women (Wahine Purotu) to help with confidence through tikanga Maori and employment skills. The outcome was astounding ^{Commerci} % of women said that our workshop had a positive impact on them. Wahine Purotu had made a positive impact in the following ways; they received more confidence, greater knowledge and self-awareness, new skills of communication and are better at dealing with people.

Pursuit has already demonstrated that we are capable to boost self-esteem, confidence and we can help our youth gain great life skills while on Te Ara Matikhiko. It will be pivotal to us that our young people gain interpersonal skills alongside digital skills.

C.2 Description of activities and why He Poutama Rangatahi funding is needed

Describe your proposed activities, what you propose they will achieve and how they lead to sustained employment (include a timeline).



Referral – (24 hour contact) Each young person [YP] will be referred to Pursuit or will refer themselves.

Engagement – (First appointment within 7 days) Each young person will become part of the Pursuit family. Our staff will build professional relationships with each individual and create trusting relationships.

Assessment – (within 7 days) Each young person will be assessed using Te Whare Tapa Wha and strength based practice, so that we can help the young person highlight strengths, barriers and then set goals for them to get into sustainable employment.

Pre-employment skills – (within 60 days) Each YP will receive the skills and resources necessary to become work ready as mentioned earlier which includes CVs, clothing, and knowledge of appropriate behaviour for the workplace, building confidence and resilience, learn how to work in a team and gain leadership skills, working conflict and how to overcome stressful situations.

Digital Traineeship – (First 3 months) Each YP will be trained for 3 months intensively by a digital facilitator. They will learn how to create and maintain digital tools for small businesses.

Small business projects – (within 3 months) Our Workplace Coordinator will ensure each young person



has an opportunity to gain work experience by designing digital tools for a small business in Hawkes Bay.

Employed/Further Education - (Commercial Information) We will maintain a % success rate in getting our Young People employed. Youth will also complete the EIT Certificate in Computing Level 2 while on the Te Ara Matikhiko programme.

C.3 Target Groups

Rangatahi

Which grouping/s of rangatahi (e.g. age, ethnicity, young parents, disability etc) is your proposal targeting, and what makes them 'most at risk of long term unemployment'? Please indicate how many women will be targeted.

Age: 18 – 24 years old

Ethnicity: Maori and Pacific Island (not exclusive)

Sex: Male and Female who experience at least one of the following:

1. Low literacy/numeracy
2. Low confidence
3. Lack of resources (no transport, money, clothing)
4. Unsupported families/homes

These are some of the barriers that stop our youth from getting employed. We are looking at working with youth in total over .

Employers

Which employers (eg sectors) are you targeting, and why are you targeting them?

Digital Technology is growing throughout New Zealand. We need to prepare our Youth to head in this direction. As mentioned above our target employers are small business owners in Hawkes Bay. We sent out a survey via Survey Monkey and the consensus is that businesses need Digital Trainees and will request one with the right training.

We are strengthening the Iwi connection by working with Maori businesses in our region and complementing our digital content with kaupapa Maori concepts. Te Ara Matihiko programme will be build relationship with Maori businesses in Ngati Kahungunu by placing digital trainees in Maori businesses and organisations (not exclusive). Te Ara Matihiko will implement Te Reo Maori me ona tikanga to strengthen identity of each digital trainee.

Potential Employers are; Commercial Information

This demonstrates that our Youth will have many options once trained throughout the employment sector in Hawkes Bay (For more details please view Te Ara Matihiko attachment).

If employment is not the right outcome then we will help Youth look into further education.



C.4 Outcomes

What outcomes are expected to be delivered to rangatahi, employers and the broader community after 6 months, 12 months and 18 months and beyond. *Outcomes are the short, medium, and long-term changes or effects that are intended as a result of this proposal?*

	Rangatahi	Employers	Community
Commercial Informa	<p>Digital Traineeship – 3 months intense training</p> <p>Work place project – choose a small business to work with</p> <p>Pre-employment skills – They will gain confidence in the employment system and understand how processes work. Be confident to apply for Jobs.</p> <p>Measure: All ^{Comme} youth (6months) to be work ready and have completed Digital training and have had completed at least small business project.</p>	<p>Need at least ^{Comm} possible placements for Youth.</p> <p>Have at least one project up and running and make it easy to use and staff training to use it e.g. website, social media marketing tools.</p> <p>Measure: Minimum of ^{Comm} (6months) new employers to be enrolled with us for Digital Traineeships</p>	<p>Create greater awareness and collaboration on Youth issues/highlights using social media e.g suicide, or outstanding talents.</p> <p>Measure: 4 Annual community events.</p>
Commercial Informatio	<p>Pursuit on wheels - Mobile service to be working and reaching Youth in Hastings and Napier.</p> <p>Measure: ^{Comme} Youth to have completed the Digital training and work ready or looking at further studies ^{Comm} % of our youth to be employed.</p>	<p>Maintain a positive relationship between Youth and small businesses. To ensure that we have enough placements for ^{Comm} students.</p> <p>Measure: Minimum of ^{Comm} employers to be enrolled with us for Digital Traineeships</p>	<p>Maintain a high standard of service for our youth in the Digital space so that small businesses will know that Pursuit is the Digital service to access Digital intelligence.</p> <p>Measure: Have a graduation for all the Youth and invite families, organisations, small businesses and partners to be a part of their success. Showcase what the youth have done or learnt.</p>
+ months	<p>Support our Youth to stay employed. Start a new cohort every 3 months. Offer social support to all our youth placements. Help</p>	<p>Continue to add value for small businesses that the cadets work for. Work on the transition for businesses. Review and evaluate what</p>	<p>Review and evaluate what went well and how we can improve. Continue with the Digital workshops.</p>



	<p>more youth to be employed. Continue our relationship with MBIE. Review, adjust and implement.</p> <p>Measure: ^{Comm} % Retention rate and maintain a ^{Comm} % success rate of youth in employment. ^{Comm} Youth completed the Te Ara Matihiko programme.</p>	<p>went well and how we can improve. Continue with the Digital workshops.</p> <p>Measure: Min of ^{Comm} businesses enrolled with us. Collect data and analyse data, share statistics with MBIE. Renew contract.</p>	<p>Measure: Collect data and analyse data, share statistics with MBIE. Renew contract.</p>
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C.5 Outputs

<p>What outputs does the proposal expect to achieve (<i>outputs are the products, goods and services that will be delivered to achieved the outcomes</i>).</p>
<p>Expected outputs</p> <p>Pre-employment support</p> <p>Pastoral care</p> <p>Digital Technology Programme – work experience, work reference, skills and knowledge.</p> <p>Refer to ^{Comm} Commercial Information for a licence course.</p> <p>Pursuit staff will support each young person achieve an NZ Certificate in Computing Level 2.</p>

C.6 Expected Results

<p>What are the expected measures of success for your proposal (to the extent that these can be predicted)?</p>
<p>Ultimately, our end result will be to maintain a ^{Comm} % success rate of youth being employed with a small business who requires some digital intelligence, but serving more young people with better resources, a better education and an intensive pastoral care programme for each young person.</p>

Expected indicators for rangatahi and employers

Numbers of Rangatahi	^{Comm} Commercial Information	^{Comm} Commercial Information
Enrolled in the programme and committed to the kaupapa	^{Comm}	^{Comm}



Progress towards enabling sustained employment	Comme [redacted]	Comm [redacted]
Placed in jobs	Commercial (Comme % success rate) [redacted]	Commercial (Comme % success rate) [redacted]
Numbers of Employers	Commercial Information [redacted]	Commercial Information [redacted]
Enrolled in the programme and committed to the kaupapa	Comme [redacted]	Commercial Info (business may take more than one cadet) [redacted]
Received job placement	Comme [redacted]	Commercial Inform [redacted]
Retain rangatahi in employment	C mme (C mme % of Commer [redacted]	Commercial Info (Comme % of Commercial Informa [redacted]

D) ROLES AND RESPONSIBILITIES

This section should outline who will be involved in the design and implementation of this proposal and why

Name of organisation	Pursuit Ltd
Roles and responsibilities	<p>Director – To oversee the organisation, network and collaborate with other services and ensure that all contractual obligations have been met.</p> <p>Digital Tutor/Assistant – Responsible for teaching the youth. Creating content for the course, engage with youth to make the learning experience enjoyable. Ensure that youth are competent in Digital Technology.</p> <p>Mobile Service Manager – A caravan will be our mobile service and will be able to travel throughout Napier and Hastings City when needed to ensure that YP can access our service.</p> <p>Pre-employment staff/Volunteers – To carry on business as usual to ensure all young people are engaging and has completed all necessary steps to become work ready to be placed in a small business to create digital tools.</p> <p>Work place coordinator/ Social Support – This is a ^{Com} ^{er} ^{cia} role to offer pastoral care and work placements for trainees. To build positive relationships with small businesses and youth to ensure strong connections and experiences. This person will make sure that all placements are correct for the young person/small business.</p> <p>Administrator and Finance Clerk – All administrator duties, report writing, wages, PAYE, Kiwi saver, invoicing, ACC Levies and banking will be completed by this person.</p>
Skills and resources	Moira McGarva-Ratapu (Director) – Privacy of natural persons [redacted]



	<p>Privacy of natural persons ^{Commercial Inform} gave Pursuit an ^{Commercial Inform} donation of \$ ^{Commercial Inform} paid in monthly instalments to help pay for the lease, once we moved to the Flaxmere Community Centre.</p> <p>Privacy of natural persons</p> <p>Privacy of natural persons</p> <p>Privacy of natural persons</p> <p>Privacy of natural persons</p> <p>Privacy of natural persons</p> <p>We will need to advertise and employ ^{Commercial Inform} positions but we do have enough skills within our team to manage some of the roles. We also have ^{Com} other volunteers ^{Privacy of natural persons} who do an outstanding job dressing youth and create professional CVs and help out with workshops.</p>
<p>Capacity and experience in providing this type of service</p>	<p>Pursuit has ^{Com} staff members. ^{Com} volunteers and ^{Com} full time staff members with ^{Com} contracted facilitators to run workshops. All staff has experience in customer service.</p> <p>As mentioned above:</p> <p>Privacy of natural persons</p> <p>Privacy of natural persons</p> <p>Privacy of natural persons</p> <p>Privacy of natural persons</p>



<p>Current activities in other sectors (e.g. other business, sporting, community activities which are not the subject of this application)</p>	<p>Privacy of natural persons facilitates work ready workshops in the Hawkes Bay Regional Prison for men to reintegrate back into the community.</p>
<p>Governance Structure (include organisational chart if available)</p>	<p>We are a business under a company structure. We are a flat business structure. Please view the attachment of our business structure. I have an advisory team of ^{Commercial} Privacy of natural persons mentors who are;</p>
<p>Conflicts of Interest Please include any actual, potential or perceived conflict of interest that the Applicant(s) or any key personnel have in relation to this proposal ¹</p>	<p>No conflicts at this stage.</p>
<p>Additional value the organisation will add to this activity</p>	<p>Pursuit has welcomed the use of social media. We generate more referrals from Facebook than the radio. Our audience has grown and now we have started a Pursuit HB Job Notice Board to advertise new employment opportunities.</p>
<p>Joint applications: 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). <i>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 HPR.</i></p>	
<p>This is not a joint application. Pursuit has the right skills and expertise to complete this contract alone. As mentioned earlier a large group of businesses have formally stated that they will have one of our Digital Trainees.</p>	

E) ASSUMPTIONS AND RISKS

E.1 Assumptions

<p>Describe any key assumptions you have made when developing the expected outcomes (e.g.; what are the context or delivery assumptions you have made that success depends on).</p>
<p>Based on the data that we have collected from small businesses Digital Technology will be a profit for the Hawkes bay economy because we will generate new employment opportunities for youth, they will gain confidence in DT and the workplace and be valued for the work that they do. Therefore, making our Digital Trainees highly employable. If this works well in Hawkes Bay we would love to see this go further to become a National service and licence our programme to other areas in New Zealand.</p>

E.2 Risks

¹ Note: Conflict of interest does not necessarily mean that someone has done something wrong...it just needs to be identified and managed carefully. Go to <https://www.oag.govt.nz/2007/conflicts-public-entities> for more information



What are the key risks you perceive and how will you manage these risks? (Please update and advise MBIE of any new risks as they emerge).

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
No referrals	Pursuit	<p>Low Risk: Youth may not get referred to our services/other competition.</p> <p>Mitigation: We will advertise and promote our services. We already have a great brand name in the community. We are starting with youth in Commercial Information which should be achievable with a good Communications plan.</p>
Youth not engaging in our services	Pursuit	<p>Low Risk: If youth decide to disengage or not show up or be involved.</p> <p>Mitigation: Pursuit will ensure that our content is targeted for youth age and make learning fun, interactive and productive. Youth will also have a choice of what business they want to do small project for.</p>
Excessive number of referrals	Pursuit	<p>Medium Risk: Not having enough staff to manage all the referrals or work that needs to be done.</p> <p>Mitigation: We will hire more staff in future if it is required and if we are over our capacity we will keep a wait list of youth for the next intake.</p>
Unsupportive employers	Pursuit/Employers	<p>Medium Risk: Pursuit will need to screen Employers/Youth to ensure that each youth employment placement is suitable and will be a positive experience for all involved.</p> <p>Mitigation: Pursuit will work intensively with all traineeships and employers to give them support. This will be completed by the Social Support/Workplace coordinator.</p>

F) FUNDING

Please identify your cost/benefit breakdown across the requested funding period you are applying for.

F.1) Total funding request



	Commercial Information	Commercial Information	Commercial Information (if applicable)	TOTAL
Total funding request	\$ Commercial Information	\$ Commercial Information	Commercial Information	\$454,400

F.2) Funding breakdown

Please break down your funding request above into relevant areas of spending

	Commercial Information	Commercial Information	Commercial Information (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	\$ Commercial Information	\$ Commercial Information	\$ Commercial Information
Other costs	NA	NA	TBA	NA

F.3 Funding rationale

Please break down your funding request above

Administrative costs	\$ Commercial Information (Commercial Information) Report writing, engaging with youth and their families and all administration duties to get the Digital Trainees enrolled and set up.		
HR costs	\$ Commercial Information (Commercial Information) We will hire Co staff to complete this contract successfully. Commercial Information Commercial Information Commercial Information Commercial Information Each staff member will need to be interviewed, vetted, police checks, set up and processed.		
Programme costs	\$ Commercial Information (Commercial Information) Training \$ Commercial Information OPEC costs \$ Commercial Information Transport (petrol, parking) \$ Commercial Information IT accessories and internet set up \$ Commercial Information		



	Stationary	\$ <small>Commercial Info</small>
	Events/Graduation	\$ <small>Commercial Info</small>
Capital expenditure	\$ <small>Commercial Inform</small> (First <small>Commercial Information</small>)	
	Furniture (desks, chairs, storage for youth/staff)	\$ <small>Commercial Informa</small>
	Laptops and accessories (Digital course)	\$ <small>Commercial Informa</small>
	Cell phones (creative content, to be kept by Pursuit)	\$ <small>Commercial Info</small>
	Lease of Vehicle (Van for youth)	\$ <small>Commercial Inform</small>
Other costs	Nil	

Are you currently funded for any parts of this work? If so, why do you need HPR funding?

Yes, Ministry of Social Development [MSD] are already providing financial support to have their clients get work ready through dressings and CVs only. At the moment MSD are providing a fee for service, they did not provide funding for any pastoral care or workshops. We have found that each client who comes for a CV or to be dressed for an interview needs more support to apply for jobs and we are currently not getting paid for this work.

Have you approached any other funding providers for this programme? If Yes, please disclose details. *(please note your application will be shared with other government funders).*

No.

G) SERVICES TO CHILDREN

Will you be delivering service to children and young people under the age of 18? – **No**

If Yes, please 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.

No we will work with youth aged 18 to 24 years of age.



Have all staff involved in the delivery of services to children been vetted?.

Yes.

H) SUPPORTING DOCUMENTS

Attach any supporting documents. This could include evidence of endorsement by the regional lead or regional governance body, governance documents, designs/concept developments, feasibility studies, registration with the Police Licensing and Vetting Service, Staff codes of behaviour, 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	Company Certificate	Evidence of our company status
2	Organisation Structure	To show our business structure Withheld - Commercial Information
3	2019 Contract	Commercial Information donation Withheld - Commercial Information
4	Cartoon	5 minute explainer video https://l.facebook.com/l.php?u=https%3A%2F%2Fyoutu.be%2F9kpyK1d_zqQ%3Ffbclid%3DIwAR1b2xeMI3OAwZfnwCRwt3r2wzTUfliq5fXmL1CdxijOXkdpa8THVKQLUYQ&h=AT2qAozUZ4TOy4FdpfZyLP0W-l4MT8xJwLWBw8kDgZtKSMdsP2Vv6D-C_q2ek_cQN4LjjEaZntnfCbSMut_R9v_Fx_3ysQBuHmCaTP6RsCwnTg8q7mSy_xtJMA-omDiP2pdhhA
5	Te Ara Matihiko Programme Curriculum	This document describes Te Ara Matihiko programme. Withheld - Commercial Information
6	Te Ara Matikhiko Programme	This document gives an outline of the Te Ara Matihiko programme. Withheld - Commercial Information
7	Privacy of natural persons CV	Evidence of Digital experience CV's withheld - Privacy of natural persons
8	Privacy of natural persons CV	Evidence of Digital experience CV's withheld - Privacy of natural persons



G) DECLARATION

I certify that:

- a) To the best of my knowledge, the information contained in this proposal is true and accurate;
- b) Our organisation is aware of and complies with the relevant legislative requirements to provide the services provided, in particular (but not limited to) under the Vulnerable Children Act 2014, Privacy Act 1993, and Health and Safety at Work Act 2015;
- c) All sections of the application form have been completed;
- d) All supporting documentation required has been attached; and
- e) I have the authority of my organisation to sign this declaration and provide the required information.

In signing this Declaration, I understand that:

- f) There is no guarantee that my organisation will be successful in securing He Poutama Rangatahi funding;
- g) He Poutama Rangatahi Central Project Team may collect information about my organisation from any third party in respect of this application;
- h) If the proposal is successful, the name of my organisation, the purpose of the investment and the MBIE investment amount will be made available as part of MBIE accountability for public funds;
- i) I (the applicant) along with the target group and beneficiaries of the proposed project may be required to participate in an evaluation of the project.

Signed: Moira McGarva-Ratapu _____

Designation: Director of Pursuit _____

[To be signed by an authorised signatory]

Date: 27 August 2019