



# **FUNDING AGREEMENT**

**BETWEEN**

**MINISTRY OF BUSINESS,  
INNOVATION AND EMPLOYMENT**

**AND**

**PURSUIT LIMITED**

**FOR**

**TE ARA MATIHIKO – DIGITAL PATHWAY**



## PART 1: KEY DETAILS

1	<b>Parties</b>	<p><b>MINISTRY</b> The Sovereign in right of New Zealand, acting by and through the Chief Executive of the Ministry of Business, Innovation and Employment (<b>Ministry</b>)</p> <p><b>RECIPIENT</b> PurSuit Limited (NZBN 9429046299185), having its registered offices Flaxmere Community Centre, 400 Swansea Rd, Flaxmere, Hastings 4120.</p> <p><b>(Recipient)</b></p>
2	<b>Funding Start Date</b>	Commencement Date
3	<b>End Date</b>	Commercial Information
4	<b>Background</b>	<p>Through the Provincial Development Unit, the Ministry is responsible for administering the Provincial Growth Fund, which aims to lift productivity potential in New Zealand’s provinces.</p> <p>He Poutama Rangatahi (<b>HPR</b>) is a cross agency initiative facilitated by the Ministry to support rangatahi into work. HPR seeks to support communities develop pathways for rangatahi (aged 15-24) not currently in employment, education or training (<b>NEETs</b>), through to sustained employed underpinned by intensive pastoral care.</p> <p>The rangatahi NEETs targeted by HPR are those most at risk of long-term unemployment and who need more individualised and ongoing support to connect to 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.</p> <p>The Recipient has sought a funding contribution from the Ministry for the purposes of the Project described below. The Ministry has agreed to contribute funding on the terms and conditions of this Agreement (<b>Agreement</b>).</p> <p>Key details of this Agreement are set out in this Part 1. The full terms and conditions are set out in Part 2. Defined terms and rules of interpretation are set out in Part 3.</p>
5	<b>Conditions Precedent</b>	No Funding is payable under this Agreement until the Ministry has confirmed to the Recipient in writing that it has received, and found, in its sole discretion, to be satisfactory to it in form and substance, the following documents and



New Zealand Government

	<p>evidence:</p> <ol style="list-style-type: none"> <li>1. A copy of a resolution of the Recipient:             <ol style="list-style-type: none"> <li>a) Approving the terms of, and the transactions contemplated by, the Project and this Agreement;</li> <li>b) Authorising a specified person or persons to execute this Agreement on its behalf; and</li> <li>c) Authorising a specified person or persons, on its behalf to sign and/or despatch all documents and notices (including any Payment Request) to be signed and/or despatched by it under or in connection with this Agreement to which it is a party.</li> </ol> </li> </ol>						
<p>6 <b>Project</b></p>	<p>The Recipient will undertake the Te Ara Matihiko – Digital Pathway programme which will work with at least [redacted] rangatahi who are not in education, employment or training (NEET), including non-beneficiaries, to support a pathway for these rangatahi into further education, employment or training. Digital workshops, work experience placement, broad-based tikanga and pre-employment training as well as pastoral care will be provided, including post-placement employment support for up to [redacted]. Rangatahi will also be enrolled in and complete Level 2 Certificate in Computing via EIT.</p> <p>This application responds to those multiple barriers to employment faced by youth in Hawkes Bay – and Flaxmere in particular. These barriers include a lack of work readiness skills and range of impediments such as housing, drugs and alcohol, violence and inter-generational dependency on benefits.</p> <p>This programme will prepare young people so that they are more employable and ready to apply for a range of jobs available now in the Hawkes Bay labour market with a specific focus on digital pathways through small businesses. The programme will then help and support young people into sustained employment using the pathways that PurSuit has built with local employers.</p> <p><b>Programme costs</b></p> <p>The Recipient will support rangatahi and employers to achieve successful employment placements. The maximum amount payable for each individual programme cost is listed below:</p> <table border="1" data-bbox="469 1624 1422 1850"> <thead> <tr> <th data-bbox="469 1624 703 1688">Activity</th> <th data-bbox="703 1624 1195 1688">Rationale</th> <th data-bbox="1195 1624 1422 1688">Total (plus GST)</th> </tr> </thead> <tbody> <tr> <td data-bbox="469 1688 703 1850">Administrative costs</td> <td data-bbox="703 1688 1195 1850">To cover report writing, engaging with youth and their whanau as well as enrolment of digital trainees and governance oversight.</td> <td data-bbox="1195 1688 1422 1850">\$[redacted]</td> </tr> </tbody> </table>	Activity	Rationale	Total (plus GST)	Administrative costs	To cover report writing, engaging with youth and their whanau as well as enrolment of digital trainees and governance oversight.	\$[redacted]
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‘most at risk’ of long term unemployment and ‘most at risk’ of becoming NEETs with all rangatahi completing the necessary documents for HPR (e.g. including enrolment form, consent and questionnaire) at the beginning of the Project and quarterly therein (Progress questionnaire).

- The Recipient is expected to place Comm rangatahi in jobs and commit up to Comm employers in the programme at the end of year one.
- The Recipient will develop and maintain appropriate relationships with key stakeholders including, but not limited to; secondary schools; community organisations; iwi; MSD, Police and Corrections; industry representatives; ITO’s and other organisations, to assist in referrals and support of rangatahi to the programme. All other partners will complete the necessary HPR documents (e.g. enrolment form and consent) and employers will provide evidence at the point of employing a rangatahi.
- The Recipient will provide rangatahi enrolled on the programme with up to Commercial Information of intensive pre-employment training and support. Pre-employment training and support will include:
  - an initial in-depth interview with the rangatahi, and whanau where appropriate, to discuss the processes to be taken to achieve full-time, sustainable employment, and identify any obstacles that may need to be mitigated
  - discussion about job aspirations, opportunities and career advice
  - a review of C.V. and cover letters to ensure they are fit-for-purpose
  - personal presentation including personal hygiene and dress code
  - time management and organisational skills
  - financial literacy and budgeting
  - interview skills and mock interviews, job search skills and techniques, communication styles
  - turangawaewae/pepeha training
  - pastoral care and post placement support
  - adjusting to the demands of the workplace, including employer demands.
- The Recipient will deliver Digital workshops covering web design,



New Zealand Government

videography, social media marketing amongst other relevant digital topics.

- The Recipient will work with rangatahi to enrol them in the EIT Certificate in Computing Level 2 and support them to complete this qualification over the duration of the programme.
- The Recipient will facilitate a six week work experience placement with identified small businesses to enable rangatahi to apply their learned digital skills for the benefit of the business and their own development.
- The Recipient will target employers to identify vacancies appropriate to the rangatahi, working to mitigate all perceived or real barriers to securing full-time, sustainable employment.
- The Recipient will work with rangatahi and employers to initiate full-time employment and reinforce ongoing expectations for both parties.
- The Recipient will ensure rangatahi placed into employment are supported to participate in apprenticeships or formalised industry-based training wherever possible.
- The Recipient will provide post-placement support on a regular basis, according to the rangatahi and employers' needs, for Commercial Information from the time of employment placement. This support will focus on:
  - working with the rangatahi and employer to ensure that employment and training is progressing at an acceptable standard, to ensure ongoing employment
  - ensuring that the rangatahi is receiving best-practise industry training from the employer
  - ensuring that the rangatahi is continuing to adjust to working life and managing family and social circumstances
  - (where employment has been terminated) working with the rangatahi to secure further employment.
- The Recipient will evaluate the outcomes of Year One prior to the commencement of Year Two, to be provided to the Ministry as part of its quarterly report, with findings incorporated into the Project as necessary.

#### *Year Two*

- The Recipient will enrol at least 80 rangatahi into the programme; place C me rangatahi into jobs and enrol up to Comm employers into the programme at the end of year two.
- Repeat the requirements from Year 1, or as otherwise agreed in writing by the Ministry.



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**7 Project Deliverables and Instalments**

The Recipient is to complete the following Deliverables for the Project to the satisfaction of the Ministry by the following dates:

<b>Due Date</b>	<b>Project Deliverable</b>	<b>Instalment payable on completion NZD\$ (excl. GST, if any)</b>
Commencement Date	Funding Agreement executed by both Parties, and upon receipt of an invoice.  The Recipient notifies the Ministry that it has adopted a child protection policy as required under the Children's Act 2014.  Completion of Conditions Precedent.	\$ <sup>Commercial Inform</sup> [ <i>First instalment</i> ]
Commercial Information	The Ministry is satisfied with the progress of the Project; the Recipient is meeting all of its obligations under this Agreement.	\$ <sup>Commercial Inform</sup> [ <i>Second instalment</i> ]
	The Recipient will submit reports as required as per item 12.	
Commercial Information	The Ministry is satisfied with the progress of the Project; the Recipient is meeting all of its obligations under this Agreement.	\$ <sup>Commercial Inform</sup> [ <i>Third instalment</i> ]
	The Recipient will submit reports as required as per item 12.	
Commercial Information	The Ministry is satisfied with the progress of the Project; the Recipient is meeting all of its obligations under this Agreement.	\$ <sup>Commercial Inform</sup> [ <i>Fourth instalment</i> ]
	The Recipient will submit reports as required as per item 12.	



New Zealand Government

Commercial Information	The Ministry is satisfied with the progress of the Project; the Recipient is meeting all of its obligations under this Agreement.	\$ <sup>Commercial Inform</sup> [Fifth instalment]
	The Recipient will submit reports as required as per items 6 (Agreed activity and measure) and 12.  A <sup>Commercial Information</sup> review may be undertaken by the Ministry at this point.	
Commercial Information	The Ministry is satisfied with the progress of the Project; the Recipient is meeting all of its obligations under this Agreement.	\$ <sup>Commercial Inform</sup> [Sixth instalment]
	The Recipient will submit reports as required as per item 12.	
Commercial Information	The Ministry is satisfied with the progress of the Project; the Recipient is meeting all of its obligations under this Agreement.	\$ <sup>Commercial Inform</sup> [Seventh instalment]
	The Recipient will submit reports as required as per item 12.	
Commercial Information	The Ministry is satisfied with the progress of the Project; the Recipient is meeting all of its obligations under this Agreement.	\$ <sup>Commercial Inform</sup> [Eighth instalment]
	The Recipient will submit reports, including a Final Report, as required as per item 12.	
Commercial Information	The Ministry is satisfied with the progress of the Project; the Recipient is meeting all of its obligations under this Agreement.	\$ <sup>Commercial Inform</sup> [Final instalment]





New Zealand Government

		The Recipient will submit reports, including a Final Report, as required as per item 12.	
		<b>Total</b>	<b>\$454,400.00</b>
8 <b>Key Personnel</b>	Moira McGarva-Ratapu (Founder/Director PurSuit Ltd) Privacy of natural persons		
9 <b>Approved Contractors</b>	As approved in writing by the Ministry.		
10 <b>Funding</b>	<p>The total Funding available under this Agreement is up to <b>NZ \$454,500.00</b> excluding GST (if any). This is the Total Maximum Amount Payable.</p> <p>The Funding will be paid in instalments on the payment dates set out in item 7, subject to completion of the relevant Project Deliverable; receipt of a Payment Request in accordance with clause 1 of Part 2 and the terms and conditions of this Agreement.</p>		
11 <b>Co-Funding</b>	The Recipient is not required to contribute co-funding, however if any is received it will be reported on (item 12).		
12 <b>Reporting</b>	The Recipient will provide the Ministry with the following reports:		
	<b>Service</b>	<b>Details to be included in the report</b>	<b>Time and frequency of reporting</b>
	Monthly Reports via e-mail	<p>Summary report:</p> <p>1) Number of rangatahi:</p> <ul style="list-style-type: none"> <li>Enrolled in the programme; in education or training; and placed into employment (including the number of hours worked per week).</li> </ul> <p>2) Number of employers engaged in the programme.</p>	Monthly on the 3 <sup>rd</sup> business day of the following month.



New Zealand Government

	Quarterly Reports	<b>See relevant section in 'HPR Evaluation Guidance and Tools' document</b>	Quarterly – on the 10 <sup>th</sup> business day of the following month
	Narrative Report and Case Studies	<b>See relevant section in 'HPR Evaluation Guidance and Tools' document</b>	Quarterly – on the 10 <sup>th</sup> business day of the following month
	Report 2 of the HPR Evaluation Tool	<b>See relevant section in 'HPR Evaluation Guidance and Tools' document</b>	Six-monthly – on the 10 <sup>th</sup> business day of the following month
	Final Report	Evaluation of Project outcomes and lessons learned. Summary of total expenditure to determine final payment.	Upon Receipt of Final Invoice

**13 Meetings****Progress review of the Project and Relationship Support**

If requested by the Ministry's Regional Relationship Manager, the Recipient will attend any meeting with the Ministry to review the progress of the Project. The meetings may be held by way of teleconference or face to face, as agreed between the Parties.

**14 Insurance**

Refer to Part 2, section 3.16.

**15 Special Terms**

1. The Ministry will review the Recipient's performance in respect of this Funding Agreement within Commercial Information of Commercial Information.
2. The Ministry will set out the terms of reference of any review in consultation with the Recipient.
3. The Recipient must adopt, and notify the Ministry that it has adopted, a child protection policy in accordance with the Children's Act 2014 as soon as practicable after the Commencement Date.
4. The Recipient confirms that it is aware of and will comply with its obligations under the Children's Act 2014 and the Children's (Requirements for Safety Checks of Children's Workers) Regulations 2015.
5. The Recipient must ensure that no instructor or staff member is employed if:
  - he or she has a conviction for physical violence or sexual offences



New Zealand Government

	<p>(including any record held in the Youth Court) and/or</p> <ul style="list-style-type: none"> <li>there is information from the Ministry, character or professional referees, or a Police criminal check that indicates they would be inappropriate as a staff member working with rangatahi.</li> </ul> <p>6. The Recipient will undertake police vetting reports on each employee at least every three years to ensure that they are able to continue to be involved in a position that requires the care and supervision of rangatahi.</p>	
<p>16 <b>Contact Person</b></p>	<p>Ministry's Contact Person and Regional Relationship Manager:</p> <p>Name: Rani Morunga</p> <p>Email: rani.morunga@mbie.govt.nz</p>	<p>Recipient's Contact Person:</p> <p>Name: Moira McGarva-Ratapu</p> <p>Email: Privacy of natural persons</p>
<p>17 <b>Address for Notices</b></p>	<p>To the Ministry:</p> <p>15 Stout Street,</p> <p>PO Box 1473</p> <p>Wellington 6140</p> <p>Attention: Rani Morunga</p> <p>Email: rani.morunga@mbie.govt.nz</p>	<p>To the Recipient:</p> <p>Privacy of natural persons</p> <p>_____</p> <p>_____</p> <p>Attention: Moira McGarva-Ratapu</p> <p>Email: Privacy of natural persons</p>
<p><b>SIGNATURES</b></p>	<p><b>SIGNED</b> for an on behalf of the <b>SOVEREIGN IN RIGHT OF NEW ZEALAND</b> by the person named below, being a person duly authorised to enter into obligations on behalf of the Ministry of Business, Innovation and Employment:</p> <p>_____</p> <p>Name: Ben Dalton</p> <p>Position: Head of Regional Development</p> <p>Date:</p>	<p><b>SIGNED</b> for and on behalf of the <b>RECIPIENT</b> by the person named below, being a person duly authorised to enter into obligations on behalf of the Recipient:</p> <p>_____</p> <p>Name: Position:</p> <p>Date:</p>



## PART 2: GENERAL TERMS

### 1 FUNDING

- 1.1 The Ministry will pay the Funding (up to the “Total Maximum Amount Payable” specified in the Key Details) to the Recipient, subject to the terms of this Agreement. The Recipient must use the Funding on Eligible Costs.
- 1.2 The Recipient must submit a Payment Request to the Ministry’s Contact Person in accordance with item 6 (Project Deliverables and Instalments) of the Key Details.
- 1.3 Each Payment Request is to be signed by the Chief Financial Officer and an authorised signatory of the Recipient and must be in the form set out in the Schedule and include the confirmations set out therein, and must include:
  - (a) the amount of Funding requested, which must not exceed the Instalment set out in item 10 of the Key Details;
  - (b) a breakdown of total Eligible Costs incurred by the Recipient and confirmation that such costs are Eligible Costs for the purpose of this Agreement and have been paid or are currently due and payable (not required for any initial payment to be paid on the Commencement Date);
  - (c) originals of invoices received by the Recipient from third parties in relation to the Eligible Costs where those Eligible Costs are more than \$1,000 (on an individual basis or when grouped by supplier or subject matter) and statements and accounts showing the Eligible Costs incurred;
  - (d) if the Payment Request includes a GST component, contain a valid GST invoice complying with the Goods and Services Tax Act 1985;
  - (e) confirmation that no Termination Event is subsisting and that each of the warranties under clauses 3 and 7 of this Agreement are correct as at the date of the Payment Request; and
  - (f) contain any other information required by the Ministry.
- 1.4 The Ministry is not required to pay any Funding in respect of a Payment Request:
  - (a) where the Ministry is not satisfied with the progress of the Project;
  - (b) if any Project Deliverable(s) have not been completed by the relevant “Completion Date” specified in the Key Details;
  - (c) if the Ministry is not satisfied with the information that is contained within, or provided in connection with, the quarterly reports or the Payment Request noting that in the context of the Payment Request the Ministry may elect to pay the Recipient for certain Eligible Costs that are the subject of the Payment Request and withhold payment for other Eligible Costs that the Ministry disputes;

- (d) if the Ministry is not satisfied that the Recipient has applied Co-Funding in accordance with clause 2(a)(ii) of this Agreement;
- (e) if payment will result in the Funding exceeding the “Maximum Amount Payable”;
- (f) while there are one or more Termination Event(s);
- (g) if this Agreement has expired or been terminated; and/or
- (h) while the Recipient is in breach of this Agreement.

1.5 Subject to the terms of this Agreement, the Ministry will pay each valid Payment Request by no later than the 20<sup>th</sup> day of the month after the month the Payment Request is dated, and if such day is not a Business Day, on the next Business Day.

## 2 CO-FUNDING

If specified at item 11 of the Key Details, the Recipient must:

- (a) ensure that during the term of this Agreement the Co-Funding:
  - (i) is and remains secured and available to the Recipient to be applied towards the Project on the same terms and conditions approved by the Ministry; and
  - (ii) is applied to Eligible Costs as set out in the Key Details; and
- (b) immediately notify the Ministry if it becomes aware of any circumstances that may result in the Co-Funding (or any part of the Co-Funding) not being secured and available to the Recipient to be applied towards the Project.

## 3 RECIPIENT’S RESPONSIBILITIES

### Standards and compliance with laws

- 3.1 The Recipient will use reasonable endeavours to undertake the Project as described in this Agreement.
- 3.2 In undertaking the Project, the Recipient will comply with all applicable laws, regulations, rules and professional codes of conduct or practice.

### Project Deliverables, Key Personnel, Contractors and the Project

- 3.3 The Recipient will ensure that the Project Deliverables and the Project are carried out:
  - (a) promptly with due diligence, care and skill, and in a manner that meets or exceeds Best Industry Practice;
  - (b) by appropriately trained, qualified, experienced and supervised persons; and
  - (c) in accordance with any directions of the Ministry, notified by the Ministry in writing from time to time.
- 3.4 The Recipient will ensure that the Project Deliverables are completed by the relevant “Completion Date” specified in the Key Details.

- 3.5 The Recipient will ensure that the Key Personnel undertake their respective roles in connection with the Project as specified in the Key Details, except as otherwise approved in writing by the Ministry. If any Key Personnel become unavailable to perform their role, the Recipient must promptly arrange replacement Key Personnel acceptable to the Ministry.
- 3.6 The Recipient may not contract the delivery of the Project or any of its obligations under this Agreement except where:
- (a) it has the Ministry's prior written approval (which may be given on any conditions specified by the Ministry);
  - (b) the contractors are named as "Approved Contractors" in respect of particular roles in the Key Details; or
  - (c) the subcontract is for less than \$20,000.
- 3.7 The Recipient is responsible for the acts and omissions of any contractors.
- 3.8 The Recipient will ensure (and will procure that the head contractor when engaging with any other contractor ensures) that all agreements it enters into with contractors or any other party in connection with the Project are on an "arm's length" basis, provide value-for-money and do not give rise to any Conflict of Interest. The Recipient must provide the Ministry with reasonable evidence of compliance with this clause 3.8 in response to any request by the Ministry from time to time.

#### **Information Undertakings**

- 3.9 The Recipient will provide the Ministry with the reports (if any) specified in the Key Details, in accordance with the timeframes and reporting requirements set out in the Key Details.
- 3.10 The Recipient will provide the Ministry with any other information about the Project requested by the Ministry within the timeframe set out in the request.
- 3.11 The Recipient shall promptly notify the Ministry if:
- (a) the Recipient (or any of its personnel or contractors) becomes aware of, or subject to, a Conflict of Interest;
  - (b) the Recipient becomes aware of any matter that could reasonably be expected to have an adverse effect on the Project, or result in a Termination Event or a breach of any term of this Agreement by the Recipient.
- 3.12 The Recipient will not at any time do anything that could reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of the Ministry. The Recipient will keep the Ministry informed of any matter known to the Recipient which could reasonably be expected to have such an effect.

#### **Funding, records and auditors**

- 3.13 The Recipient will receive and manage all Funding in accordance with good financial management and accounting practices and to a high standard that demonstrates appropriate use of public funds.
- 3.14 The Recipient must keep full and accurate records (including accounting records) of the Project, and retain them for at least 7 years after the last payment of Funding under this Agreement. The

Recipient must permit the Ministry (or any auditor nominated by the Ministry) to inspect all records relating to the Project and will allow the Ministry and/or the auditor access to the Recipient's premises, systems and personnel for the purposes of this inspection.

### **Capital Assets**

3.15 If the Recipient uses the Funding to purchase or develop any Qualifying Capital Asset and, at any point during the term of this Agreement or during the 20 years after the End Date, either:

- (a) the Recipient sells, disposes or transfers the Qualifying Capital Asset, without the Ministry's prior written consent; or
- (b) the Qualifying Capital Asset will no longer be used for the purpose intended by the Ministry at the time this Agreement was entered into,

then the Recipient must immediately repay to the Ministry an amount equal to the amount of Funding used by the Recipient in the purchase or development of the Qualifying Capital Asset, as determined by the Ministry.

### **Insurance**

3.16 The Recipient must effect and maintain insurance that is adequate to cover its obligations under this Agreement, plus any other insurance specified in the Key Details. The Recipient will, on request, provide the Ministry with evidence of its insurance cover required under this clause.

### **Health and Safety**

3.17 Without limiting its other obligations under this Agreement, the Recipient will:

- (a) consult, cooperate and coordinate with the Ministry to the extent required by the Ministry to ensure that the Ministry and the Recipient will each comply with their respective obligations under the Health and Safety at Work Act 2015 as they relate to this Agreement and the Project;
- (b) perform its, and ensure that the contractors perform their, obligations under this Agreement and the Project (as applicable) in compliance with its and their obligations under the Health and Safety at Work Act 2015;
- (c) comply with all directions of the Ministry relating to health, safety, and security; and
- (d) report any health and safety incident, injury or near miss, or any notice issued under the Health and Safety at Work Act 2015, to the Ministry to the extent that it relates to, or affects, this Agreement or the Project.

## **4 PROJECT GOVERNANCE**

4.1 If advised in writing by the Ministry the Recipient will:

- (a) provide reasonable notice to the Ministry of all Project management group meetings and Project governance group meetings; and

- (b) provide copies of all documents and notices to be tabled at the Project management group meetings and Project governance group meetings to the Ministry no later than a reasonable period prior to the meetings, and the minutes of those meetings within a reasonable period after each meeting

4.2 The Ministry may appoint observers who will be entitled to attend and speak at all Project management group meetings and Project governance group meetings (but will not be entitled to vote on any matter at those meetings).

## 5 INTELLECTUAL PROPERTY

5.1 The Ministry acknowledges that the Recipient and its licensors own all pre-existing intellectual property which they contribute to the Project, and all new intellectual property which they create in the course of the Project.

5.2 The Recipient grants a royalty-free licence (including the right to sublicense) to the Ministry to use all reports, documents, information and other materials provided by the Recipient to the Ministry under or in connection with the Project and this Agreement.

5.3 The Recipient warrants that it has obtained (or will obtain, prior to creation of each relevant work) all rights and permissions necessary to enable the grant and exercise of the licence in clause 5.2 without infringing the intellectual property rights of any third party.

## 6 TERM AND TERMINATION

6.1 This Agreement will be effective on and from the Commencement Date, which will be the latest to occur of:

- (a) the date this Agreement has been signed by both parties; and
- (b) the date on which the Ministry has provided written notice to the Recipient that the Conditions Precedent specified in the Key Details, if any, have either been satisfied (in the opinion of the Ministry) or waived by the Ministry.

6.2 This Agreement will remain in force until the End Date, unless terminated in accordance with this Agreement (the **Term**).

6.3 The Ministry may terminate this Agreement at any time by giving at least 20 Business Days' written notice to the Recipient.

6.4 The Ministry can terminate this Agreement with immediate effect, by giving notice to the Recipient, at any time while:

- (a) the Ministry reasonably considers that the Recipient has become or is likely to become, insolvent or bankrupt;
- (b) the Recipient is subject to the appointment of a liquidator, receiver, manager or similar person in respect of any of its assets;
- (c) the Recipient has ceased to carry on its operations or business (or a material part of them) in New Zealand; or
- (d) any one or more of the follow events or circumstances remains unremedied:



- (i) the Recipient is materially in breach of any obligation, or a condition or warranty, under this Agreement;
- (ii) the Recipient abandons the Project;
- (iii) the Recipient has provided the Ministry with information in connection with or under this Agreement that (whether intentionally or not) is materially incorrect or misleading, and/or omits material information;
- (iv) the Ministry reasonably considers that this Agreement or the Project has caused, or may cause, the Ministry and/or the New Zealand Government to breach any legal obligations (including its international trade obligations);
- (v) the Recipient is involved in any intentional or reckless conduct which, in the opinion of the Ministry, has damaged or could damage the reputation, good standing or goodwill of the Ministry, or is involved in any material misrepresentation or any fraud;
- (vi) the Recipient (or any of its personnel or contractors) is subject to a Conflict of Interest which cannot be managed to the Ministry's satisfaction; or
- (vii) any change in law, regulations, government policy or other circumstances materially affects the Ministry's ability to perform its obligations under this Agreement.

6.5 However, where the Ministry considers that a Termination Event set out in clause 6.4(d) can be remedied, the Ministry will give notice to the Recipient requesting a remedy, and will not exercise its right of termination unless the relevant event remains unremedied for at least 14 days (or any longer period agreed with the Recipient) after that notice has been provided by the Ministry.

6.6 The Ministry may recover Funding from the Recipient as follows:

- (a) **Misspent Funding.** At any time the Ministry may recover the amount of any Funding that has been spent or used other than in accordance with this Agreement, together with interest on all such amounts calculated at 10% per annum from the date of the misspending to the date the money is repaid.
- (b) **Uncommitted Funding.** On expiry or termination of this Agreement, the Ministry may recover any Funding paid to the Recipient, which the Recipient:
  - (i) has not spent or contractually committed to spend in accordance with this Agreement; or
  - (ii) has spent or contractually committed to spend in accordance with this Agreement but which the Recipient can have refunded or released from that commitment, provided the Recipient must use all reasonable endeavours to obtain such refund or release.
- (c) **Co-Funding not provided.** If Co-Funding is required as set out in the Key Details, on expiry or termination of this Agreement, if the Co-Funding has not been used for the Project, the Ministry may recover an amount that represents the same proportion of the Funding as the proportion of Co-Funding that has not been used is of the total Co-Funding.
- (d) **Project abandoned.** If the Recipient has abandoned the Project or stated an intention to abandon the Project, and does not within 10 Business Days of being requested to do so by the Ministry demonstrate to the Ministry's satisfaction that the Recipient will proceed with the

Project, the Ministry may recover an amount up to the total value of the Funding, provided the Ministry may not recover under this subclause if the Recipient satisfies the Ministry that it acted on reasonable grounds in deciding to abandon the Project.

- (e) **Excess Funding.** On expiry or termination of this Agreement, where the total Funding paid under this Agreement and any other money received by the Recipient to carry out the Project exceeds the funding required to perform the Project, the Recipient must upon request refund to the Ministry the excess amount. The Recipient is not required to refund, under this clause 6.5(e), any amount that exceeds the total amount of Funding.

- 6.7 Clauses 1.4, 3.2, 3.13, 3.14, 3.15, 5, 6, 7, 8, 9, 10, 11, 12 and 13 survive expiry or termination of this Agreement, along with any other parts of this Agreement necessary to give effect to those provisions. Expiry or termination of this Agreement does not affect any accrued rights, including any rights in respect of a breach of this Agreement or Termination Event that occurred before expiry or termination.

## 7 WARRANTIES

- 7.1 The Recipient warrants that, in the course of its activities in connection with the Project, it will not infringe any intellectual property or other rights of any third party.

- 7.2 The Recipient warrants that, as at the date of this Agreement:

- (a) It has full power and authority to enter into and perform its obligations under this Agreement which, when executed, will constitute binding obligations on it in accordance with this Agreement's terms;
- (b) all information and representations disclosed or made to the Ministry by the Recipient in connection with this Agreement are true and correct, do not omit any material matter, and are not likely to mislead or deceive the Ministry as to any material matter;
- (c) it has disclosed to the Ministry all matters known to the Recipient (relating to Project, the Recipient, its contractors or its personnel) that could reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of the Ministry; and
- (d) it is not aware of any material information that has not been disclosed to the Ministry which may, if disclosed, materially adversely affect the decision of the Ministry whether to provide the Funding.

- 7.3 The Recipient acknowledges that the Ministry has entered into this Agreement in reliance on these warranties.

- 7.4 The Recipient acknowledges and agrees that the Ministry has made no warranty or representation that any funding or financial support is or will be available to the Recipient in respect of the Project other than the Funding.

## 8 LIABILITY AND INDEMNITY

- 8.1 The maximum liability of the Ministry under or in connection with this Agreement, whether arising in contract, tort (including negligence) or otherwise, is limited to the total amount of Funding paid or payable under this Agreement.

- 8.2 The Ministry is not liable for any claim under or in connection with this Agreement, whether arising in contract, tort (including negligence) or otherwise, where such claim is or relates to any loss of

profit, loss of revenue, loss of use, loss of reputation, loss of goodwill, loss of opportunity (in each case whether direct, indirect or consequential) or any other indirect, consequential or incidental loss or damages of any kind whatsoever.

## 9 CONFIDENTIALITY

9.1 Subject to clause 9.2 and 9.3, each party will keep the other party's Confidential Information in confidence, and will use or disclose that Confidential Information only to the extent necessary to perform its obligations, and/or take the intended benefit of its rights, under this Agreement. However, this will not prohibit:

- (a) either party from using or disclosing any information with the written prior consent of the other party;
- (b) use or disclosure of information that has become generally known to the public other than through a breach of this Agreement;
- (c) either party from disclosing information to its personnel or contractors with a need to know, so long as the relevant personnel and contractors use the information solely to enable that party to perform its obligations and/or take the intended benefit of its rights under this Agreement, and so long as they are informed of the confidential nature of the information and in the case of the Recipient, the Recipient receives an acknowledgement from its personnel or contractors that they acknowledge, and will comply with, the confidentiality obligations in this Agreement as if they were party to it;
- (d) disclosure required by any law, or any compulsory order or requirement issued pursuant to any law; or
- (e) the Ministry from using or disclosing to any third party any Licensed Work, provided that prior to any such disclosure the Ministry removes all information that is commercially sensitive to the Recipient from the relevant work.

9.2 The Recipient acknowledges and agrees that nothing in this Agreement restricts the Ministry's ability to:

- (a) discuss, and provide all information in respect of, any matters concerning the Recipient, the Project or this Agreement with any Minister of the Crown, any other government agency or any of their respective advisors;
- (b) meet its obligations under any constitutional or parliamentary convention (or other obligation at law) of or in relation to the New Zealand Parliament, the New Zealand House of Representatives or any of its Committees, any Minister of the Crown, or the New Zealand Auditor-General, including any obligations under the Cabinet Manual including the "no surprises" principle; and
- (c) publicise and report on the awarding of the Funding, including the Recipient's and any of its subcontractor's names, the amount and duration of the Funding and a brief description of the Project, on websites; in media releases; general announcements and annual reports.

9.3 The Recipient acknowledges that:

- (a) the contents of this Agreement; and
- (b) information provided to the Ministry,

may be official information in terms of the Official Information Act 1982 and, in line with the purpose and principles of the Official Information Act 1982, this Agreement and such information may be released to the public unless there is good reason, in terms of the Official Information Act 1982, to withhold it.

## 10 PUBLICITY

- 10.1 Before making any media statements or press releases regarding this Agreement and/or the Ministry's involvement with the Project, the Recipient will consult with the Ministry, and will obtain the Ministry's prior approval to any such statements or releases.
- 10.2 The Recipient will refer any enquiries from the media or any other person about the terms or performance of this Agreement to the Ministry's Contact Person.
- 10.3 The Recipient will acknowledge the Ministry as a source of funding in all publications and publicity regarding the Project, provided that the Recipient must obtain the Ministry's approval of the form and wording of the acknowledgement prior to including the acknowledgement in the publication or publicity (as the case may be).
- 10.4 The Recipient does not have the right to enter into any commitment, contract or agreement on behalf of the Ministry or any associated body, or to make any public statement or comment on behalf of the Ministry.

## 11 DISPUTES

- 11.1 In the event of any dispute, controversy or claim arising out of or in connection with this Agreement, or in relation to any question regarding its existence, breach, termination or invalidity (in each case, a *Dispute*), either party may give written notice to the other specifying the nature of the Dispute and requesting discussions under this clause 11. As soon as reasonably practicable following receipt of a Dispute Notice, the parties will meet (in person, or by audio or video conference) and endeavour to resolve the Dispute by discussion, negotiation and agreement.
- 11.2 A party must not commence any proceedings in connection with a Dispute unless at least 40 days have elapsed since the issue of a corresponding Dispute Notice, and that party has used reasonable endeavours to comply with this clause 11. However, nothing in this clause will prevent either party from seeking urgent interim relief from a court (or other tribunal) of competent jurisdiction.

## 12 CONTACT PERSONS

- 12.1 All matters or enquiries regarding this Agreement will be directed to each party's Contact Person (set out in the Key Details).
- 12.2 Each party may from time to time change the person designated as its Contact Person on 10 Business Days' written notice to the other Party.

## 13 GENERAL

- 13.1 Each notice or other communication given under this Agreement (each a notice) will be in writing and delivered personally or sent by post or email to the address of the relevant party set out in the Key Details or to any other address from time to time designated for that purpose by at least 10 Business Days' prior written notice to the other party. A notice under this Agreement is deemed to be received if:
  - (a) **Delivery:** delivered personally, when delivered;

(b) **Post:** posted, 5 Business Days after posting or, in the case of international post, 7 Business Days after posting; and

(c) **Email:** sent by email:

(i) If sent between the hours of 9am and 5pm (local time) on a Business Day, at the time of transmission; or

(ii) If subclause (i) does not apply, at 9am (local time) on the Business Day most immediately after the time of sending,

provided that an email is not deemed received unless (if receipt is disputed) the party giving notice produces a printed copy of the email which evidences that the email was sent to the email address of the party given notice.

- 13.2 The Recipient agrees to execute and deliver any documents and to do all things as may be required by the Ministry to obtain the full benefit of this Agreement according to its true intent.
- 13.3 No legal partnership, employer-employee, principal-agent or joint venture relationship is created or evidenced by this Agreement.
- 13.4 This Agreement constitutes the sole and entire understanding with respect to the subject matter hereof and supersedes all prior discussions, representations and understandings, written or oral.
- 13.5 No amendment to this Agreement will be effective unless agreed in writing and signed by both parties.
- 13.6 The Recipient may not assign or transfer any of its contractual rights or obligations under this Agreement, except with the Ministry's prior written approval.
- 13.7 The Ministry may assign or transfer any of its contractual rights or obligations under this Agreement without the Recipient's prior approval. The Ministry may at any time disclose to a proposed assignee or transferee any information which relates to, or was provided in connection with, the Project or this Agreement.
- 13.8 No failure, delay or indulgence by any party in exercising any power or right conferred on that party by this Agreement shall operate as a waiver. A single exercise of any of those powers or rights does not preclude further exercises of those powers or rights or the exercise of any other powers or rights.
- 13.9 The exercise by a party of any express right set out in this Agreement is without prejudice to any other rights, powers or remedies available to a party in contract, at law or in equity, including any rights, powers or remedies which would be available if the express rights were not set out in this Agreement.
- 13.10 This Agreement is not intended to confer any benefit on or create any obligation enforceable at the suit of any person not a party to this Agreement.
- 13.11 Any provision of this Agreement that is invalid or unenforceable will be deemed deleted, and will not affect the other provisions of this Agreement, all of which remain in force to the extent permitted by law, subject to any modifications made necessary by the deletion of the invalid or unenforceable provision.

- 13.12 This Agreement is to be governed by the laws of New Zealand, and the parties submit to the non-exclusive jurisdiction of the courts of New Zealand.
- 13.13 This Agreement may be executed in any number of counterparts (including scanned and emailed copies). So long as each party has received a counterpart signed by each of the other parties, the counterparts together shall constitute a binding and enforceable agreement.

*END OF PART 2*

**PART 3: DEFINITIONS AND CONSTRUCTION****Defined terms**

In this Agreement, unless the context requires otherwise:

*Agreement* means this agreement including Parts 1, 2 and 3 and Schedule 1 (and any other annexures or attachments).

*Approved Contractor* means an “Approved Contractor” specified in the Key Details.

*Best Industry Practice* means that degree of skill, care and foresight and operating practice that would reasonably and ordinarily be expected of a skilled and competent supplier of services engaged in the same type of undertaking as that of the Recipient or any contractors (as applicable) under the same or similar circumstances as those contemplated by this Agreement.

*Business Day* means any day other than a Saturday, Sunday or public holiday within the meaning of section 44 of the Holidays Act 2003.

*Co-Funding* means the “Co-Funding” (if any) or any part of the Co-Funding (as the context requires), described in the Key Details.

*Commencement Date* has the meaning given in clause 6.1 of Part 2.

*Confidential Information* of a party (*Owner*), means any information in the possession or control of another party (*Holder*) that:

- (a) was originally acquired by the Holder in connection with this Agreement through disclosures made by or at the request of the Owner; and/or
- (b) was originally acquired by the Holder in connection with this Agreement through any access to, or viewing, inspection or evaluation of, the premises, facilities, documents, systems or other assets owned or controlled by the Owner; and/or
- (c) is derived from information of a kind described in paragraph (a) or (b) above;

but excludes any information which the Holder can show:

- (d) was lawfully acquired by the Holder, entirely independently of its activities in connection with this Agreement, and is free of any other obligation of confidence owed to the Owner; and/or
- (e) has been independently developed by the Holder without reference to the Owner’s Confidential Information, and without breaching any other obligation of confidence owed to the Owner.

Notwithstanding the foregoing, the terms of this Agreement are Confidential Information of which each Party is both an Owner and a Holder.

*Conflict of Interest* means any matter, circumstance, interest or activity of the Recipient, its personnel or contractors, or any other person with whom the Recipient has a relationship that:

- (a) conflicts with:
  - (i) the obligations of the Recipient (or its personnel or contractors) to the Ministry under this Agreement; or
  - (ii) the interests of the Recipient in relation to this Agreement and/or the procuring of the Project; or
- (b) otherwise impairs or might appear to impair the ability of the Recipient (or any of its personnel or contractors) to diligently and independently carry out the Project in accordance with this Agreement.

*Eligible Costs* means the actual costs reasonably incurred by the Recipient:

- (a) on or after the Funding Start Date and no later than the End Date;
- (b) in good faith for the purpose of carrying out the Project or for purposes incidental to the Project, including all internal costs,

disbursements and expenses incurred by the Recipient for such purposes (and to the extent the Recipient is carrying out any other activities) reasonably and proportionately allocated towards such purposes; and

- (c) to the extent that the expenditure relates to work performed by parties not at "arm's length", that expenditure is assessed at reasonable market value, and contains no unacceptable overhead and no element of "in group profit".

*End Date* means the "End Date" specified in the Key Details.

*Funding* means the funding or any part of the funding (as the context requires) payable by the Ministry to the Recipient in accordance with the terms of this Agreement, as described in the Key Details.

*Funding Start Date* means the "Funding Start Date" specified in the Key Details.

*Key Details* means Part 1 of this Agreement.

*Key Personnel* means the "Key Personnel" specified in the Key Details.

*Payment Request* means a request submitted to the Ministry by the Recipient seeking payment of Funding substantially in the form set out in the Schedule to this Agreement.

*Project* means the "Project" described in the Key Details.

*Project Deliverable* means a deliverable to be provided by the Recipient to the Ministry, as set out in the Key Details.

*Qualifying Capital Asset* means a capital asset (as determined in accordance with generally accepted accounting practice, as defined in the Financial Reporting Act 2013) purchased or developed by the Recipient using no less than \$50,000 of Funding.

*Recipient* means the Recipient specified in the Key Details.

*Termination Event* means any one or more of the events or circumstances set out in clause 6.3.

#### **Construction**

In the construction of this Agreement, unless the context requires otherwise:

*Currency*: a reference to any monetary amount is to New Zealand currency;

*Defined Terms*: words or phrases appearing in this Agreement with capitalised initial letters are defined terms and have the meanings given to them in this Agreement;

*Documents*: a reference to any document, including this Agreement, includes a reference to that document as amended or replaced from time to time;

*Inclusions*: a reference to "includes" is a reference to "includes without limitation", and "include", "included" and "including" have corresponding meanings;

*Joint and Several Liability*: any provision of this Agreement to be performed or observed by two or more persons binds those persons jointly and severally;

*Parties*: a reference to a party to this Agreement or any other document includes that party's personal representatives/successors and permitted assigns;

*Person*: a reference to a person includes a corporation sole and also a body of persons, whether corporate or unincorporate;

*Precedence*: if there is any conflict between the different parts of this Agreement, then unless specifically stated otherwise, Part 2 will prevail over the Key Details, and the Key Details will prevail over any Attachments;

*Related Terms*: where a word or expression is defined in this Agreement, other parts of speech and grammatical forms of that word or expression have corresponding meanings;

*Statutes and Regulations*: a reference to an enactment or any regulations is a reference to that enactment or those regulations as amended,



or to any enactment or regulations substituted for that enactment or those regulations;

*END OF PART 3*

*Writing:* a reference to “written” or “in writing” includes email and any commonly used electronic document format such as .DOC or .PDF.

**Schedule: Payment Request**

To: MINISTRY OF BUSINESS, INNOVATION AND EMPLOYMENT

Dated: XXXX

1. We refer to the Funding Agreement dated XXXXX 201X between XXXXX as recipient (**Recipient**) and The Sovereign in right of New Zealand, acting by and through the Chief Executive of the Ministry of Business, Innovation and Employment (**Ministry**) (the **Agreement**). Terms defined in the Agreement have the same meaning in this Payment Request.
2. This is a Payment Request for the purpose of clause 1.3 of the Agreement.
3. The amount of Funding requested is \$XXXX excluding GST if any.
4. Invoices/statements and accounts evidencing the Eligible Costs incurred are attached.

*\*Note that for any Eligible Costs that are more than \$1,000 (on an individual basis or when grouped by supplier or subject matter) a copy of the original invoices received from third parties in relation to the Eligible Costs must be provided.*

5. That each of the items referred to in paragraph 5 are Eligible Costs for the purpose of the Agreement have been paid or are currently due and payable.
6. We confirm that:
  - (a) no Termination Event is subsisting; and
  - (b) each of the warranties set out in the Agreement are correct as at the date of this Payment Request.

Except to the extent otherwise agreed in writing by the Ministry, all those items forming part of the Eligible Costs identified in any previous Payment Request as due or becoming due and payable, have been paid in full.

By and on behalf of the Recipient by

XXXXX

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Position: xxxxx

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Authorised Officer