



# 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 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>	Ngā Waihua o Paerangi
<b>Entity Type:</b>	Registered Charitable Trust
	If other, please specify (if a trust please provide a list of current trustees with this application): Trustees for Ngā Waihua o Paerangi: Privacy of natural persons
<b>Registered Offices / Place of Business:</b>	1 Mountain Road, Ohakune
<b>Identifying Number(s):</b>	Charities registration number CC33461
<b>Organisation's Website:</b>	<a href="https://www.ruapehuwhanautransformation.com/">https://www.ruapehuwhanautransformation.com/</a>

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

<b>Contact Name and Role:</b>	Erena Mikaere – Pou Ārahi, General Manager		
<b>Email Address:</b>	Privacy of natural persons	<b>Telephone:</b>	Privacy of natural persons

4. This initiative will be based in:

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

6. 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>	
Other sources: Ngā Waihua o Paerangi contribution	\$ <small>Commercial Info</small>	Confirmed Management salaries within the organisation who will oversee these solutions.
<b>Total Funding:</b>	\$ <small>Commercial Information</small>	

7. 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	Yes	
Is yes to the above question, then please	Wider project/application name (s):	Status

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>	Solution 3 is related to Te Pae Tata who has applied for the Digital Hub funding to support SME businesses in the region	Approved
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8. 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

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

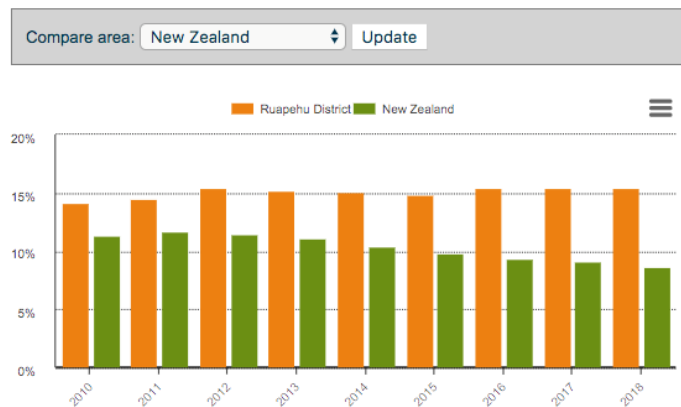
Characteristic	Target	Examples
Age	<ul style="list-style-type: none"> <li>Ages we will be targeting is 15-64 which is 61.3% of our population</li> </ul>	<ul style="list-style-type: none"> <li>All working age people</li> <li>18 – 29 year olds</li> </ul>
Gender	<ul style="list-style-type: none"> <li>Any gender identification</li> </ul>	<ul style="list-style-type: none"> <li>Wāhine</li> <li>Any gender identification</li> </ul>
Ethnicity	<ul style="list-style-type: none"> <li>Any ethnic identification but our population has a high percentage of Māori</li> </ul>	<ul style="list-style-type: none"> <li>Māori</li> <li>Any ethnic identification</li> </ul>
Location	<ul style="list-style-type: none"> <li>Ruapehu – region wide for solution 6</li> <li>Southern Ruapehu for solutions 2 and 3</li> </ul>	<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	<ul style="list-style-type: none"> <li>Not in education, employment or training</li> <li>No qualifications</li> <li>Currently employed in seasonal or casual work and looking to upskill for permanent sustainable employment</li> </ul>	<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>
Other distinguishing characteristics	<ul style="list-style-type: none"> <li>Have shown interest in leadership</li> <li>Need specific help to implement pathways to education or employment</li> </ul>	<ul style="list-style-type: none"> <li>Have shown an interest in carving</li> <li>Iwi affiliation</li> </ul>

10. 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.

Statistics from infometrics shows that overall the unemployment rate for the Ruapehu District is 5.6% with beneficiary numbers at 1,200 15.4% of the population in Ruapehu, and NEET rate is 24.8% compared to the national average of 11.7%.
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<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

## Total beneficiaries as a proportion of working age (15-64) population, 2010-2018

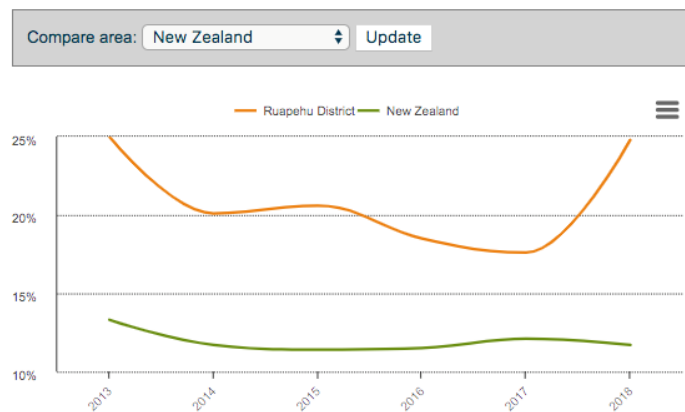


## Decomposing beneficiary numbers by type, 2018

Compare area:

Benefit type	Ruapehu District		New Zealand	
	beneficiaries	% of total	beneficiaries	% of total
Jobseeker Support	548	45.6%	120,325	43.1%
Supported Living	398	33.2%	92,833	33.3%
Sole Parent Support	242	20.1%	59,910	21.5%
Other Main Benefit	13	1.0%	6,114	2.2%
<b>Total</b>	<b>1,200</b>	<b>100%</b>	<b>279,182</b>	<b>100%</b>

## NEET rate, 2000-2018



(<https://ecoprofile.infometrics.co.nz/Ruapehu%20District/Employment/Unemployment>)  
 (<https://ecoprofile.infometrics.co.nz/Ruapehu%20District/StandardOfLiving/Benefits>)

**Commercial Information** have  active candidates currently. % currently employed in jobs that are not sustainable for the candidates and need upskilling. These are just for Southern Ruapehu and that number will be a lot higher if you include Tamarunui and the wider Ruapehu District.

The Ruapehu Whānau Transformation Plan was established as a community culture change initiative to help empower whānau in all aspects of life and wellbeing including education and employment. The 2020 RWT plan shows that 70% of our local workforce are in low-semi skilled roles. The global labour market is always evolving and this affects jobs, and job security, and whilst the effects are normally slower to impact a rural community like ours, an impact is inevitable. Expected effects include job creation, but also job displacement, with low-skilled

roles often being the first displaced by higher skilled roles through advances in technology. This is why all of the solutions outlined in this application need to work together to create not only sustainable employment opportunities but also skilled laborers and future leaders.

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

Ruapehu Whānau Transformation will be working with **Commercial Information** and whānau to engage the target group with the implementation of each solution. Accelerate 25 and CEDA research indicates that accessing skilled workers is a key barrier to growth for employers in the Manawatū-Whanganui region and this is echoed by **Commercial Information**

Solution 2 – Ruapehu Leadership Journey: This will include conversations with the **Commercial Information** and whānau to identify who would participate in this initiative to bring in rangatahi to be mentored through a leadership programme. The leadership programme will be made up of different training components to help develop leadership skills. We have completed a local skills needs analysis, and a community needs stocktake to inform the opportunities and offerings that should be made available. Like society, we require leadership and succession of leadership inside business, industry, schools, health, and in general across our entire community. This is something not available in our rohe currently, and will take the wellbeing framework with localised measurements of success into account as it is implemented.

Solution 3 pt A – Innovative Learning Hub: **Commercial Information**, whānau and community already engage in this space and it will add more value to this kaupapa for the users. We currently have a Tech Tutor who runs technology classes in Virtual Reality, Robotics, Coding, Website development, Arduino. The missing link for the users of our community learning space is the creative innovation which needs to link to the technology education to form a much fuller experience. The two sectors will collide in the space to allow students a pathway to entrepreneurship.

Solution 3 pt B – Ruapehu Learning Steps: **Commercial Information** and whānau will be engaged to identify the target group and then our **Commercial Information** (one point of contact) will engage with them to not only guide them through the options that are right for them but to also follow through with support in the process. There will be a strong link between this solution and solutions 3 pt A and 6 as the outcome will be to provide the right educational support to achieve the employment outcomes.

Solution 6 – Full community job placement: **Commercial Information**, and whānau will be engaged to identify the target group. There will also be a strong link between this solution and solutions 3 pt A and 3 pt B to guide candidates through the process if they don't have the needed skills for positions they would like to pursue. It is imperative that this solution focuses on sustainable employment. It is worth noting that this solution is to be expanded from only Southern Ruapehu to the full district with the inclusion of Taumarunui where it has been indicated that there are no **Commercial Information** initiatives (barring the main services) available for job seekers. Job seekers from Taumarunui and the wider Northern Ruapehu District will be guided in a Learning Steps like environment **Commercial Information** who will provide the guidance as a complementary service to this application but not included in this application. Ruapehu Whānau Transformation would be contracting the services of **Commercial Information** to complete this mahi, this is not an application for **Commercial Information**.

12. 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

Ultimately **Commercial Information** community and whānau benefit as well as individual employers.

Solution 2 – Ruapehu Leadership Journey: all sectors and employers will benefit once the participants are employed/trained, as some might already be in employment. The communities of Ruapehu, and potentially of New Zealand to be able to learn from the model created for whole community leadership that includes employment and social outcomes.

Solution 3 pt A – Innovative Learning Hub: Technology, creative industries and innovation sectors will benefit but more widely the soft skills that can be obtained here are transferable and will benefit all sectors and employers

Solution 3 pt B – Ruapehu Learning Steps: **Commercial Information** will benefit from more skilled candidates as well as employers from all sectors

Solution 6 – Full community job placement: Taumarunui community will benefit from the expansion of job placement services from Southern Ruapehu to the full district with the location of a **Commercial Information** in Taumarunui.

### Section 3: Outcomes

13. 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	<p>Solution 2 will allow for leadership skills to be developed</p> <p>Solution 3ptA will allow community, tamariki and rangatahi to integrate technology and innovation skills for entrepreneurship</p>	<p>Solution 2: 14 rangatahi 42 rangatahi</p> <p>Solution 3ptA: <b>Commercial Information</b> engaged users <b>Commercial Information</b> engaged users</p>	<p><b>Commercial Information</b></p> <p><b>Commercial Information</b></p> <p><b>Commercial Information</b></p> <p><b>Commercial Information</b></p>
Training	Solution 3ptB will connect out target group with education or employment outcomes and monitor pastoral care	<p>Solution 3ptB: <b>Commercial Information</b> users engaged <b>Commercial Information</b> users engaged</p>	<p><b>Commercial Information</b></p> <p><b>Commercial Information</b></p>
Employment attainment	Solution 6 will place our target group into jobs	<p>Solution 6: <b>Commercial Information</b> placements <b>Commercial Information</b> placements</p>	<p><b>Commercial Information</b></p> <p><b>Commercial Information</b></p>
Sustained employment of at least 6 months	<p>Solution 6 will place our target group into sustained employment</p> <p>- we expect that <b>Commercial Information</b> % of the people we place will be in sustainable employment</p>	<p>Solution 6 : <b>Commercial Information</b> <b>Commercial Information</b></p>	<p><b>Commercial Information</b></p> <p><b>Commercial Information</b></p>

### Section 4: Service delivery

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

Solution 2 – The Ruapehu Leadership Journey will be delivered through a series of workshops to build up a rounded leadership skill base for the participants. These workshops will be facilitated from both internal and external facilitators but over seen by an internal project manager who will provide support for the participants

throughout their leadership training. Although Rangatahi are the main target for the full journey, community leadership workshops will be provided.

Solution 3 pt A – Te Pae Tata will **Commercial Information** to integrate with the existing team. The team currently consists of a Manager, Tech Tutor and Administrator. Current programmes such as tailored training, workshops, holiday and after school programmes, as well as regular classes for the **Commercial Information** will allow both a technology as well as a creative lens to the delivery. This will provide a much more holistic approach to the education experience that is currently delivered.

Solution 3 pt B – The Ruapehu Learning Steps will be led by a new position of the **Commercial Information** and clients will be lead through incremental steps to identify the ‘right’ learning or training opportunities (including alternative training such as apprenticeships). There will also be an emphasis on support, motivation and mentoring through the entire process for clients and a pastoral care programme will be embedded. It is a vehicle to step our local people through the post-school, or retraining, learning opportunity they need or want. This is an individual programme for each client as each case will be unique. There will be a strong connection to Solution 3 pt A as some of the training opportunities will be delivered via Te Pae Tata. The clients will then be transitioned into employment via the contracted services of **Commercial Information**.

Solution 6 – **Commercial Information** will be contracted to deliver recruitment services within Tamarunui and the wider Ruapehu Region. This is an established business and existing networks will be used to extend the services such as **Commercial Information** who provide training but would require a job placement service. This would mean the employment of a **Commercial Information** that would allow the capacity to extend those services.

15. Please provide a delivery timeframe for how the outcomes above will be successfully achieved within a 12-18 month timeframe

Activity	Components	Timeframe
Solution 2 – The Ruapehu Leadership Journey	Leadership programme developed and planned	<b>Commercial Information</b>
	Rangatahi Leadership Journey programme with 4 workshops piloted in first 12 months with 14 Rangatahi put through	<b>Commercial Information</b>
	Community leadership workshop run via Te Pae Tata with a target of 10 community members	<b>Commercial Information</b>
Solution 3 pt A – Innovative Learning Hub	<b>Commercial Information</b> employed	<b>Commercial Informa</b>
	Innovation holiday programme delivered	<b>Commercial Information</b>
	After school programme delivered	<b>Commercial Informatio</b>
	Innovation and enterprise programme delivered	<b>Commercial Informatio</b>
Solution 3 pt B – The Ruapehu Learning Steps	<b>Commercial Information</b> employed	<b>Commercial Informa</b>
	Community engagement activities implemented	<b>Commercial Informati</b>
	Target of <b>Commerc</b> active clients being supported	<b>Commercial Informatio</b>
Solution 6 – Full Community Job Placement	<b>Commercial Information</b> contracted and <b>Commercial Information</b> employed	<b>Commercial Informa</b>
	<b>Commerc</b> placements Region wide achieved	<b>Commercial Informatio</b>

### 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”.

16. 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	✓	<i>Making sure we have highly skilled people within the rohe will reduce the need for bringing in or contracting out of region people and companies increasing the economic output that stays within the rohe.</i>
2. Increase productivity and growth	✓	<i>A number of our key industries (such as tourism and hospitality) are growth constrained due to lack of suitably qualified staff. Our projects aim to increase the supply of labour and therefore help local industry grow.</i>
3. Increase local employment and wages (in general and for Maori)	✓	<i>Locals being more employable and therefore being employed. With Commercial Information we will be able to fill the placements being offered. Allowing our people to have higher skillsets allows them to go achieve and/or transition into higher paid jobs. Ruapehu has a population of 40% Māori, in towns this is much higher with 65% Māori population in Raetihi. Raetihi is a target town for this particular initiative, with the highest unemployment % too.</i>
4. Increase local employment, education and/or training opportunities for youth (in general and for Māori)	✓	<i>Having the learning steps to link education and training to employment will help with not only training our people in the needed areas but also link with industry to fill the jobs. We will work with Commercial Information to target our local NEETs.</i>
5. Enhance wellbeing, within and/or between regions	✓	<i>When our people are employed they are in a much better position for supporting whānau and leading healthier lives. All parts of their lives are connected and starting with training and employment is a great start for other areas to improve.</i>

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

A collaboration between Ruapehu Whānau Transformation and Commercial Information to help to link Southern and Northern Ruapehu to provide more opportunities for the entire region.
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## Section 6: Funding breakdown

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

Component (insert new rows where required)	Cost (ex GST)
<b>Example:</b> Intensive literacy support (\$ <sup>Commercial I</sup> per employee)	\$ <sup>Commercial I</sup>
<b>Example:</b> Heavy Machinery Class 3-4 Licenses (\$ <sup>Commercial I</sup> per employee)	\$ <sup>Commercial I</sup>
S2 - Leadership programme and workshop facilitation (\$ <sup>Commercial Info</sup> per rangatahi)	\$ <sup>Commercial Inform</sup>
S2 - Community Leadership workshops (\$ <sup>Commercial Info</sup> per annum)	\$ <sup>Commercial Info</sup>
S3A – Employment of <sup>Commercial Information</sup> (\$ <sup>Commercial Info</sup> per annum)	\$ <sup>Commercial Inform</sup>
S3B - Employment of <sup>Commercial Information</sup> (\$ <sup>Commercial Info</sup> per annum)	\$ <sup>Commercial Inform</sup>
S3B – Tailored training and mentoring (\$ <sup>Commercial I</sup> per user average <sup>Commerc</sup> users)	\$ <sup>Commercial Inform</sup>
S6 – Employment of <sup>Commercial Information</sup> (\$ <sup>Commercial Info</sup> per annum)	\$ <sup>Commercial Inform</sup>
S6 – Administration (\$ <sup>Commercial Info</sup> per annum)	\$ <sup>Commercial Info</sup>



S6 – Taumarunui location services (\$ <sup>Commercial Info</sup> per annum)	\$ <sup>Commercial Info</sup>
Ruapehu Whānau Transformation operational costs (\$ <sup>Commercial Info</sup> per annum)	\$ <sup>Commercial Inform</sup>
<b>Total</b>	\$ <sup>Commercial Informator</sup>

19. Please outline why Government funding is required to deliver this project as opposed to alternative sources e.g. banks, investors, self-funding:

Government investment will support the Community Development nature of this initiative to allow a starting point for these solutions.  
 It is highly unlikely that without Government funding Ruapehu Whānau Transformation will be able to continue to deliver these solutions to the level stated in this application. A much more watered down approach would need to be considered and other funding sort to complete it. Other investors will not invest due to not having direct returns.

### 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*

20. 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.

<sup>Commercial Information</sup> has able to secure base funding through <sup>Commercial</sup> for targeted key clients in Southern Ruapehu, this does not extend to Northern Ruapehu and is not open to all seeking this support. This does not effect this application as this application is for the ability to contract <sup>Commercial Information</sup> t services into Taumarunui.  
<sup>Commercial Information</sup> which might factor into the Learning Steps solution but is not a major component of this solution.  
<sup>Commercial Information</sup>  
 .  
 We have not been able to identify others that provide services that address the same need as these solutions. We have a relationship with <sup>Commercial Information</sup> who provide training and student support and believe a collaboration will allow us to work across the entire region in an employment to education wholistic approach.

21. Please outline previous Government involvement with this initiative:

a) Has previous Government funding been received for this initiative?	Yes			
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
	<sup>Commerc</sup> (for solution 3 pt B only as a pilot) <sup>Commercial Information</sup> . Work and Training Innovation Programme	\$ <sup>Commercial Inform</sup>	1 <sup>st</sup> August 2018 – 30 <sup>th</sup> April 2019	A contract with end date

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

22. 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.*

For the first time, the Ruapehu Transformation Plan brought together many facets of our community for collective impact, represented amongst a steering group we call the Community Reference Group (CRG). The CRG was established in 2012 and it is their stories that primarily informed the initial plan. For this, our second plan, they asked us to increase opportunity for more local stories. We opened the process up to our near 4000 population in Southern Ruapehu to contribute, and they did! Through their voices, stories, solutions and aspirations we are very proud to present our second plan for transformation – the Ruapehu Whānau Transformation Plan 2020. The solutions outlined in this application only reflect 4 of the total 13 solutions within the plan.

As part of our CRG we have a wide selection of influential community leaders such as Commercial Information education leaders, health providers, business owners and employers, Iwi, Commercial Information religious leaders, Commercial Information Police, schools, ECE and community groups.

23. 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	Existing relationships via Privacy of natural per and the Community Reference Group	High
Community groups	Very broad connections with community groups in Southern Ruapehu and developing relationships with groups in Northern Ruapehu. As our community is small many of us sit on the boards of our community groups	High
Education providers	Existing letter of intent with UCOL to bring higher education opportunities to Ruapehu. Discussions have been had with Commercial Information who are all keen to connect deliberately with our local learners. bring education to the region.	Medium
Training providers	Commercial Information has discussions with Commercial Information	Medium
Other relevant stakeholders	Existing connection to local district government as well as the Working	High

	Group for Skills and Talent that sits under A25	
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### Section 9: Ability to deliver the service and intended outcomes

24. 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?	Reporting will be done to the Ngā Waihua o Paerangi board of 6 trustees for them to monitor the projects at a high level on a monthly basis.
How will the initiative be managed within your organisation and by whom?	Each solution will have a lead manager from inside the organisation. Solution 2, Privacy of natural persons ) Solution 3 pt A and B, Privacy of natural persons Solution 6, Privacy of natural persons
What other parties are required for successful delivery of the initiative e.g. contractors and other agencies?	Commercial Information are a key contractor for the delivery of both Solution 3 pt B and Solution 6.
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?	No procurement is needed in this initiative

25. 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:

Ruapehu Whānau Transformation has vast experience in delivering these types of initiatives. The previous plan, 2013, was the vehicle for the establishment of Te Pae Tata and Commercial Information. 20 solutions from that plan were successfully completed and delivered for our communities; with an investment of \$ Commercial Inform generating a value for community of over \$ Commercial Information
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26. 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]
Non engagement from our business Community	Ruapehu Whānau Transformation	Maintain and build business engagement programmes and develops key relationships via the Waituhi Business Centre (Digital Hub) based at Te Pae Tata. The Ruapehu District Business Council is another point of mitigating this risk which we have staff at the table.	Low
Non engagement from our Community	Ruapehu Whānau Transformation	Maintain and develop existing connections with schools, the community groups, Commercial Information and be present at all community events. Continuation of the Community Reference Group helps to mitigate this risk.	Low/Medium

27. 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:

The outcomes are likely to grow on projected numbers as the solutions are embedded and delivered especially with expansion into Taumarunui and the wider Ruapehu District.

These solutions will not just run the life of the funding duration, this is planned to be embedded into business as usual taking into consideration our sustainability planning which might see some small fees added after the life of the funding for users for certain services such as leadership training and workshop delivery.

28. 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:	Ruapehu Whānau Transformation, Te Pae Tata and Ngā Waihua o Paerangi regularly complete comprehensive financial and service performance reports as part of the organisation's legal requirements and under other funding and contractual obligations.

### Section 10: Future intent of initiative

29. 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
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>	No
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)?	

## Section 11: Supporting documentation

1. 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	Budget breakdown	Broken down costs by solution
2	RWT Plan 2020	So the solutions in context of the research and process of consultation with community
3	RWT PGF Diagram	Showing the details of the solutions
4	RWT infographic	Showing the local skills needs analysis that has taken place
5	Letter of support <small>Commercial</small>	Letter of support from <small>Commercial Information</small>
6	Letter of support <small>Commercial</small>	Letter of support from <small>Commercial Information</small>
7	Letter of support <small>Comm</small>	Letter of support from <small>Commercial Information</small>
8	Census Stats 2013	Stats for our Rohe

Documents withheld - Commercial Information

Section 12: Declarations

Commercial Information

- 2. Has this activity ever been declined Crown Funding in the past?
- 3. Is the applicant or the contracting entity insolvent or subject to any insolvency action, administration or other legal proceedings?
- 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
- 5. Is any individual involved in the application, the proposed contracting entity or the project, an undischarged bankrupt?
- 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?
- 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.  
 "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.

If you answered "Yes" to any of the above, please provide a description below:

[Empty text box for description]

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: Privacy of natural persons

Signature:

Privacy of natural persons

.....

Date:

9/10/19

## 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)