

New Zealand Cycle Trail Fund

Extreme Event Funding

Application Form  
Version 6.0 February 2025

Extreme Event Funding

Application Form Version 6.0

The Assessment Panel will assess the application using the information provided in this form. It is therefore essential that you provide all the information requested as fully and completely as you can. Incomplete proposals cannot be assessed.

**How to complete this form:**

* Type your answer into each answer space in each section. The answer spaces will expand to fit the amount of text you need to answer each question. They are not a guide to the expected size of your answer
* Where the answer space has pre-loaded guidance or instructions, delete this text before you submit the proposal.

**Once you have completed this form:**

* email a copy of the completed proposal to NZCT@mbie.govt.nz;

**Questions**

If you have any questions please email [NZCT@mbie.govt.nz](mailto:NZCT@mbie.govt.nz).

1. Glossary

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| *Term* | *Definition* |
| **Applicant/s** | One or more of the governance organisations with delegated responsibility for a Great Ride as part of Ngā Haerenga, the New Zealand Cycle Trails (NZCT). |
| **Assessment Panel** | Comprised of persons with experience in Ngā Haerenga, the New Zealand Cycle Trails. The Assessment Panel assesses, and makes decisions about proposals; advises the Chief Executive of MBIE as to which applicants should receive funding to maintain the quality of Great Rides; and, once projects are underway, assists with the monitoring and review of these projects. |
| **Co-funder** | One or more organisations or other parties that have entered into a formal contractual agreement with the applicant to fund project work on a Great Ride. |
| **Extreme Event** | Means a rare extreme occurrence where an event has significant implications that close the trail or section(s) of the trail e.g. extreme storm damage, single-event vandalism, fire, and severe flooding etc  Applications for funding to repair damage to a trail caused by an Extreme Event can be submitted at any time |
| **Great Ride** | A cycle trail included in the NZCT network as approved by the Minister of Tourism and Hospitality and provided with Great Ride status as a full member of NZCT Inc. This includes complying with all NZCT Inc. membership requirements such as payment of membership fees, provision of trail counter data and completion of trail Warrant of Fitness (WOF). |
| **Master Track Builder** | A track builder who is recognised by MBIE and NZCT Inc. as having adequate experience in designing and building cycle trails to NZCT Design Guide standards. |
| **MBIE** | Abbreviation for the Ministry of Business, Innovation and Employment. MBIE administers the fund for maintaining the quality of Great Rides and provides resource to support the Assessment Panel. The Chief Executive of MBIE makes final decisions as to which projects will receive funding. Provides the first point of contact for enquiries about the funding. Contactable by emailing: NZCT@mbie.govt.nz |
| **Project** | Encompasses all activities, steps, tasks or elements for which an applicant is seeking funding. |
| **Proposal** | A description of a proposed project developed by an applicant or consortia of applicants for assessment by the Assessment Panel to decide whether it should be funded. |
| **NZCT** | Ngā Haerenga, the New Zealand Cycle Trail. |
| **NZCT Design Guide** | Locate at: [Ngā Haerenga New Zealand Cycle Trails Design Guide](https://www.mbie.govt.nz/dmsdocument/6922-new-zealand-cycle-trail-design-guide) |
| **NZCT Inc.** | Incorporated Society formed to take responsibility for the governance and management of Ngā Haerenga, the New Zealand Cycle Trails. |
| **MBIE website** | Located at: [Ngā Haerenga New Zealand Cycle Trails | Ministry of Business, Innovation & Employment](https://www.mbie.govt.nz/immigration-and-tourism/tourism/tourism-projects/nga-haerenga-the-new-zealand-cycle-trail) |
| **Shovel ready** | A project that is ready for construction and has obtained all the required land access and resource consent permissions. The decision-making process for funding is expected to take approximately 12 weeks from the close of the funding round. Projects are expected to commence following signing of the funding agreement. |

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| 1. Proposal Key Details | |
| *Name of Great Ride* |  |
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| *Trading name of applicant* |  |
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| *Legal status of applicant* | For example, ‘a unitary local authority’ or a ‘Charitable Trust’. |
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| *Estimated total cost of project (excl. GST)* | Monetised costs only (Do not include ‘in-kind’ valuations). |
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| *Amount of funding sought (excl. GST)* |  |
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| *Project time frame* | Please indicate project commencement date and completion date.  Please allow for at least a 12 week timeframe from application submission to notification of the final decision on funding. |
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| *Are all components of this application ‘shovel ready’?* | Are the project components ready for implementation – i.e. have all land access, resource consent and other permissions been obtained?  Is construction ready to begin? |

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| ***Summary of proposal*** |
| *Provide a brief summary of the proposed project (no more than 250 words).*  *Where possible and/or applicable please provide:*   * *Map showing location of works (mandatory)* * *Photos highlighting issues being resolved by this work* * *Any plans/sketches of work* * *Details of the extreme event which has caused the damage to your trail* |

1. Project Description
   1. Project rationale

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| *Problem definition and proposed solution* |
| Outline the rationale for this project using the following headings:  Problem/issue being addressed:  Proposed solution:  Alignment with NZCT Design Guide criteria:  Target Market:  (Who is the target market for your trail and how will this work enhance their experience and/or attract more users)  How you will measure success: |

* 1. Project Management

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| *Planning and permissions* |
| Please provide the following details in relation to the project:  Capability to deliver:  *(The Assessment Panel will be looking for an indication that you have the financial, technical and operational ability to deliver. Please provide an overview for each of these aspects of the project.)*  Trail Design  Has the applicant engaged a Master Track Builder to approve the completed works?    *(MBIE will require that completed projects are signed off by a Master Track Builder before releasing any funding. You may consider obtaining input from a Master Track Builder during the project design stage.)*  Land access:  *(Has all necessary land access been attained for this project? If not please provide an overview of what will be required and expected timeframes.)*    Resource consents:  *(Have all necessary resource consents been obtained? If not please provide an overview of what will be required and expected timeframes.)*    Risks that could stop delivery:  *(For example: operating risks, financial risks, land access, resource consent, project management, health and safety)*  Health and Safety:  How does the applicant/Great Ride manage Health and Safety on the trail? Please provide details. |

* 1. Project breakdown

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| *Project funding* | | | | | | |  | |
| Please indicate the level of funding sought for each component of the project.  *Note: Funding will be paid in arrears, on production of receipts.*  *\* Please allow for a 12 week timeframe from the close of the funding round until the final decision on funding is confirmed*  (Add additional rows if necessary). | | | | | | | | |
| *Project Milestone* | *Description of project component*  *(including NZCT Design Guideline Trail Grade that works will meet)* | *Status* | *Completion date\** | *Total estimated costs (excl. GST* | *Funding sought from MGR (excl. GST)* | *Total applicant/s’ co-funding – including other sources[[1]](#footnote-1) (excl. GST)* | | *Is any co-funding from other central government sources?*  *If so - how much?* |
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| Total |  |  |  |  |  |  | |  |

* 1. Other avenues of funding have been explored

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| *Other funding avenues* |
| One of the criteria of the fund to maintain the quality of Great Rides is that applicants have taken reasonable steps to access all other avenues of funding. Please demonstrate what steps that have been taken to access other avenues of funding for this project. |

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| *Other active NZCT Fund contracts with MBIE* |
| Please list any other active NZCT Fund contracts with MBIE and provide an update on the anticipated completion date: |

1. Applicant Information

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| *Applicant information* | | |
| Contact person |  | |
| Great Ride name |  | |
| Title |  | |
| Phone |  | |
| Contact email |  | |
| Postal address | Organisation or Building  (if required) |  |
| Street, Bag, or Box |  |
| Suburb |  |
| Town, Postcode |  |
| Legal name of organisation funding contract will be with, if application is successful | | |
| Name |  | |
| NZCT Inc. Membership requirements | | |
|  | Is the Great Ride a financial member of NZCT Inc.? | |
|  | Does the Great Ride meet the minimum requirement of 300 user surveys returned per annum?  (Please indicate the current user survey numbers achieved at the time of this application): \_\_\_\_\_\_\_\_ | |

1. Declaration

I declare on behalf of the applicant(s):

* that I have read this form fully understand the procedures and terms.
* that the statements in this application are true and the information provided is complete and correct and there have been no misleading statements, omission of any relevant facts nor any misrepresentation made.
* that MBIE and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the applicant or project for the purposes of gaining or providing information related to the processing and assessment of this application.
* that the applicant will, if requested by MBIE, the Assessment Panel or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel.
* that I consent to the public release, including publishing on the Internet, of the name of the applicant, the amount of grant sought, contact details of the applicant and a general statement of the nature of the activity/project, and undertake to cooperate with MBIE on communications relating to this application.
* that I understand MBIE’s obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this application, the provisions of this Act apply to all of the information provided in this application.
* the application involves an activity/project that is a lawful activity that will be carried out lawfully.
* the applicant is not in receivership or liquidation nor will the project be managed by an undischarged bankrupt or someone prohibited from managing a business.
* where external providers are being employed as part of the project/activity, the relevant providers are not employees or directors of the applicant, and nor do they have any other direct or indirect interest in the applicant, whether financial or personal unless specifically stated in the application.
* that MBIE has sole discretion to determine which proposals (if any) will receive funding to maintain the quality of the Great Rides and that I understand that there is no agreement for MBIE to provide funding until both parties have signed a contract.
* I am authorised to make this application on behalf of the applicant/s identified in section4.

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| ***The Applicant to sign and complete details below*** | | | |
| Name of Authorised Signatory: |  | Signature: |  |
| Title: |  | Date: |  |
| Organisation: |  |

1. Please include in-kind funding such volunteer hours and donated materials and/or equipment [↑](#footnote-ref-1)