



He Tupu Ōhanga | Commercial Advisors Scheme

Call for Proposals

2018 Investment Round



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
HĪKINA WHAKATUTUKI

newzealand.govt.nz

The material contained in this document is subject to Crown copyright protection unless otherwise indicated. The Crown copyright protected material may be reproduced free of charge in any format or media without requiring specific permission. This is subject to the material being reproduced accurately and not being used in a derogatory manner or in a misleading context. Where the material is being published or issued to others, the source and copyright status should be acknowledged. The permission to reproduce Crown copyright protected material does not extend to any material in this report that is identified as being the copyright of a third party. Authorisation to reproduce such material should be obtained from the copyright holders.

Published September 2018

Cover page image: "Poipoiā te kākano kia puāwai" – Nurture the seed and it will blossom



Contents

MIHI	1
THE PURPOSE OF HE TUPU ÔHANGA	2
<hr/>	
What Funding is Available?	2
Co-Funding Requirement	2
Who Can Apply?	3
What Can the Funding be Used For?	3
Your Proposed Project	3
The Role of the Commercial Advisor	4
Choosing a Commercial Advisor	4
Contracting a Commercial Advisor	5
Further Information	5
THE APPLICATION AND ASSESSMENT PROCESS	6
<hr/>	
Key Dates	6
How your Proposal will be assessed	7
Assessment Criteria	7
Investment Recommendations and Decisions	8
What Happens Next?	8
PREPARING YOUR FUNDING APPLICATION	9
<hr/>	
Conflicts of Interest	9
Privacy	10
Key Reference Documents	10
Proposal Template	11
SUBMITTING YOUR FUNDING APPLICATION	17
<hr/>	
Accessing MBIE's IMS Portal	17
User Access Roles	17
Navigating the IMS Portal	18
Customising your View	18
Entering and Submitting a Funding Application	19
Administering Applications	21
Checking the Progress of your Application	21
Withdrawing an Application	22
IMS Portal Tips	22
Searching and Filtering	22
Working with Columns	22
Formatting Text, and Adding Images and Hyperlinks	23
Updating your Details	23
Managing IMS Portal Access	23
Maintaining your Organisation's Contact Details	24
TERMS AND CONDITIONS RELATING TO THIS CALL FOR PROPOSALS	25
APPENDIX 1: PAST HE TUPU ÔHANGA FUNDED PROJECTS	27
<hr/>	



He Tupu Ōhanga invests in initiatives that contribute toward achieving the goals and priorities in *He kai kei aku ringa*. This provides a vision for a productive, innovative, export-oriented Māori economy driven by whānau.



Mihi

Tēnā koutou

Ka tangi te tīti, ka tangi te kākā, ka tangi hoki tē reo o te manu nei e hāpai ana, e tautoko ana i ngā wawata mō ō tātou nei whānau, hapū, iwi, me ngā uri whakaheke.

Hikina Whakatutuki (The Ministry of Business, Innovation and Employment (MBIE)) invites applications to be considered for funding from He Tupu Ohanga (the Commercial Advisors Scheme) 2018 investment round.

He Tupu Ohanga, the newly named fund supports Māori collectives through professional business advice (the Commercial Advisor) to develop the capability, knowledge, business networks, and innovation they need to realise the potential economic value of their assets.

He Tupu Ohanga invests in initiatives that contribute toward achieving the goals and priorities in *He kai kei aku ringa*. This provides a vision for a productive, innovative, growing Māori economy driven by whānau. This year we are encouraging collectives/coalitions to also think beyond the economic dimension to how this development opportunity may be of greater benefit to whānau.

This Call for Proposals provides you with information on how to apply, how your application will be assessed, and what happens if your application is successful. Ko te tūmanako he kupu āwhina kei roto nei.



Hinemaui Rikirangi

TE TUMU WHAKARAE, EXECUTIVE DIRECTOR
Māori Economic Development
Hikina Whakatutuki



2

The Purpose of He Tupu Ōhanga

The objective of He Tupu Ōhanga is to support Māori collectives through professional business advice to develop the capability, knowledge, business networks, and innovation they need to realise the potential economic value of their assets. By subsidising the costs involved of working with an approved Commercial Advisor, He Tupu Ōhanga funding aims to support Māori collectives and coalitions with a significant asset base that has unrealised economic potential:

- > to engage more effectively with other agencies in the wider enterprise development and innovation systems.
- > in their ability to be innovative in their business practices, to navigate New Zealand's innovation system, and to access available business funding and support, both public and private.

He Tupu Ōhanga is open to Māori collectives and coalitions at a range of stages of commercial development, from initial options analyses and feasibility studies, through to business case development, strategic planning, or market analysis and expansion.

What Funding is Available?

A minimum of \$1 million is available in the He Tupu Ōhanga 2018 investment round. Of this, a maximum of \$60,000 (subject to the co-funding requirements) is available for each successful funding application over an 18 month contract period from 01 February 2019 to 31 July 2020.

All figures exclude GST.

Successful applicants are not guaranteed to receive the full amount of funding they have applied for.

He Tupu Ōhanga is administered by the MBIE as part of the Te Pūnaha Hiringa: Māori Innovation Fund.

Co-Funding Requirement

Māori collectives/coalitions must contribute a minimum of 25% co-funding toward the total cost of the commercial advice.

EXAMPLES	EXAMPLE 1	EXAMPLE 2	EXAMPLE 3
Total cost of commercial advice	\$80,000	\$50,000	\$100,000
Co-funding requirement (provided by applicant)	\$20,000	\$12,500	\$40,000
Amount applied for from He Tupu Ōhanga (MBIE funding)	\$60,000	\$37,500	\$60,000

Figures exclude GST

Co-funding is cash received from your collective/coalition that contributes directly to the cost of the commercial advice. It must be essential to the achievement of proposed project and be genuine. It is not funding:

- > from which an income is derived, or
- > that can be returned to the funder, or
- > being received from other government agencies, or
- > the collective/coalition may have used before the start date of the project, or received after the end date of the project,
- > or any form of in-kind contribution of time.



Who Can Apply?

To be eligible for He Tupu Ōhanga funding you must:

- > Own the asset/s that the proposed project will be developing, and
- > Able to contribute a minimum of 25% co-funding toward the total cost of the commercial advice, and
- > Have not received any government funding for the proposed project, and
- > Not be a State sector entity, and
- > Be one of the following Māori collectives (or a coalition of the following):
 - Statutory Māori Trust Board created by an Act of Parliament
 - Post Settlement Governance Entity (PSGE)
 - Commercial subsidiary wholly owned by a PSGE
 - Mandated iwi organisation under the Māori Fisheries Act 2004
 - Trust under Part 12 of Te Ture Whenua Māori Act 1993
 - Māori incorporation under Part 13 of Te Ture Whenua Māori Act 1993
 - Legal entity created to act for the benefit of iwi or hapū
 - Coalition of Māori collectives.

An eligible coalition is a group of two or more collectives or other entities, with a majority of the entities (more than half of the total membership) being eligible collectives. (Email mif@mbie.govt.nz for more details).

What Can the Funding be Used For?

He Tupu Ōhanga funding granted in the 2018 investment round can be used to support the costs of commercial advice to lift the level of understanding within your collective on potential uses and management of your assets. This funding:

- > Covers up to 75% (to a maximum of \$60,000) of the cost of the services of an MBIE approved Commercial Advisor you choose to work with, including their fair and reasonable expenses such as travel.
- > Can be used to support the costs of projects that start 01 February 2019 and are complete by 31 July 2020.

Projects must take place within New Zealand (including Stewart Island and the Chatham Islands) and be for the benefit of New Zealand audiences.

He Tupu Ōhanga funding does not cover:

- > Capital expenditure (things like the purchase of property, buildings, computers or other equipment), government fees, or any of your “business as usual” costs, or
- > Activities that are part of an organisation’s usual programme of work i.e. this funding does not cover work done by anyone who is part of your collective/coalition.

Separate to this funding application, you will need to negotiate an agreement (contract) for services with your Commercial Advisor. It is important that you are specific about what expenses are covered with the Advisor, as you will not be able to claim on expenses that are not covered.

Your Proposed Project

To the extent possible, you need to set out in your funding application what your commercial project will be, and describe the programme of work you would like the Commercial Advisor to assist you with, including any envisioned products or milestones such as a Business Case or Strategic Plan.

The stage and level of detail of the business development project proposed by collectives/coalitions will vary according to the collective’s/coalition’s size, its asset base, commercial activity already in place, and other factors. He Tupu Ōhanga aims to support projects at a wide range of stages, and each application will be considered independently.

See Appendix 1 on page 27 for a list of some projects funded in previous He Tupu Ōhanga investment rounds.



4

The Role of the Commercial Advisor

Commercial Advisors working under He Tupu Ōhanga provide professional business advice and mentoring, supporting collectives/coalitions to identify opportunities, begin new ventures, or grow existing businesses and assets through specific projects.

When providing their professional advice Commercial Advisors should:

- > ensure that the collective/coalition members understand and are involved in each stage of the project, and
- > strive to pass on the knowledge, skills and networks collectives/coalitions need to put their business plans into action.

The Commercial Advisor's role is not one of decision-making. They are to mentor, coach, and guide collectives/coalitions in developing their own goals and strategies for commercialising their assets; not to make decisions about those assets.

Exactly what your Commercial Advisor will do will depend on what your collective/coalition is like and what you want to do with your assets. Generally, the Commercial Advisors mentor and support collectives to:

- > identify opportunities to get higher economic returns from their asset bases
- > develop business cases for pursuing those opportunities
- > find the professional advice needed to validate business cases
- > access, where appropriate, other government business assistance.

Most of the approved Commercial Advisors have experience working with Māori collectives, and are familiar with Māori collective structure and operating models (exceptions could arise, for example in niche sectors). They offer a broad range of expertise and experience in commercial advisory services including:

- > Needs assessment (conducted at the beginning of the engagement)
- > Capability development
- > Strategic planning and direction
- > Business case development (development of products and markets)
- > Commercial facilitation and negotiation
- > Investment planning and advice
- > Risk management strategies
- > Stakeholder management
- > Knowledge of government business assistance programmes
- > Māori collective structure and operating models

Your collective/coalition may need to focus on one of these with your Advisor, or work across several of them. If you are not sure what you want and need to do, you may need to select a Commercial Advisor experienced in this early stage of identifying possible options for development. Depending on the speed of your progress, you might then choose to move to another Commercial Advisor with expertise in the sector you have identified for development.

Choosing a Commercial Advisor

All Commercial Advisors providing services to collectives/coalitions through He Tupu Ōhanga must be approved by MBIE. In your funding application, you need to identify the Commercial Advisor you would like to work with.

See the He Tupu Ōhanga webpage for the [current list](#) of pre-approved Commercial Advisors.

Some collectives/coalitions will already know or be working with a Commercial Advisor. You may apply for He Tupu Ōhanga funding to work with that Commercial Advisor again as long as it is on a new project, or on a new stage of a project. He Tupu Ōhanga funding may not be used on projects already completed.



If you do not already have a Commercial Advisor, and do not know any of the Commercial Advisors on the list, we recommend that you:

- > look at their websites and see if they offer the services you need.
- > talk to two or three different Commercial Advisors to see what services they offer and how they might approach your project.
- > talk to one of the Regional Business Partners in your region. They provide a range of business-related services. See <https://app.regionalbusinesspartners.co.nz/> or email info@regionalbusinesspartners.co.nz

During your application you may choose to name a Commercial Advisor who is *not* on the pre-approved list providing:

- > you provide the names of two former clients of the Advisor who are able to serve as referees.
- > the Commercial Advisor is not a member of your collective/coalition (*see also Conflicts of Interest*).

MBIE will need to approve any nominated Advisor. If your nominated Advisor is approved by MBIE, they will, with their permission, be added to the list of approved Advisors and be free to work with other collectives.

As your project progresses you may add other Commercial Advisors—for example with different areas of expertise. You will need to complete a *Form to request approval of a Commercial Advisor* (available on the [He Tupu Ōhanga webpage](#) in 2019) for any Commercial Advisor who is not on the list, and email it to (mif@mbie.govt.nz) for approval.

Contracting a Commercial Advisor

If your funding application is successful, you will need to negotiate an agreement (contract) for services with your Commercial Advisor. It is important that you are specific about what expenses are covered with the Advisor, as you will not be able to claim on expenses that are not covered.

Further Information

Email Application queries: mif@mbie.govt.nz
Investment Management System (IMS) Portal queries: imssupport@mbie.govt.nz

Phone 0800 693 778 (Monday to Friday, 8:30am to 4:30pm)

You can also [subscribe](#) to the Māori Innovation Fund for future updates on He Tupu Ōhanga.



6

The Application and Assessment Process

Funding proposals are entered and submitted in MBIE's Investment Management System (IMS) – a secure online portal. We recommend you use the template provided on page 11 of these guidelines to draft your funding application in a word processor of your choice and then when ready to submit, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation where directed. See page 17 for more detailed IMS portal information.

Key Dates

Submission period for Proposals	28 September 2018 until Noon, 12 November 2018
Proposals assessed by Independent Panel	November 2018
Funding decisions announced	December 2018
Contracts begin	1 February 2019
Funded contracts must be complete	31 July 2020

Any change to key dates will be notified via [Māori Innovation Fund updates](#).



How your Proposal will be assessed

MBIE will verify that funding applications are eligible and will decline applications that are not eligible. Eligible applications will then be assessed by an Assessment Panel against the following assessment criteria.

Assessment Criteria

<p>1 Alignment with He kai kei aku ringa (HKAR) <i>weighting 30%</i></p> <ul style="list-style-type: none"> > To what extent does the proposal align with the five pou of <i>He kai kei aku ringa</i>? Employment, Rangatahi, Enterprise, Regions, Education (E RERE) > Does the proposal contribute to one or more <i>He kai kei aku ringa</i> targets, by: <ul style="list-style-type: none"> – growing the future Māori workforce (Employment) – supporting Māori youth to define and lead their economic aspirations (Rangatahi) – growing Māori enterprises (Enterprise) – increasing Māori participation in regional economies (Regions) – upskilling the Māori workforce (Education). > Is it clear how value towards the specified <i>He kai kei aku ringa</i> targets will be measured? 	<p>3 Capability of collective/coalition <i>weighting 20%</i></p> <p>Does the collective or coalition generally:</p> <ul style="list-style-type: none"> > have the capability to deliver the proposed project (including appropriate governance and management structures)? > need assistance to achieve their project, and to grow their skills, knowledge and networks? > have a clear vision of the proposed project, and of how they will work with the Commercial Advisor to grow their own capability? > have the ability and willingness to innovate (do things differently)?
<p>2 Potential of the collective's or coalition's assets for growth <i>weighting 30%</i></p> <ul style="list-style-type: none"> > How much potential for growth do the assets have? > Are the assets targeted by the project currently unutilised, or under-utilised, and is there real potential for growth? 	<p>4 Suitability and potential of proposed project <i>weighting 20%</i></p> <ul style="list-style-type: none"> > Does the collective or coalition have a defined project to progress now and is likely to succeed? OR > Is the collective or coalition willing to explore a range of development options and progress the preferred option at the end of this project?

If approved, your project will contribute to the achievement of [He kai kei aku ringa national targets](#).

THE FIVE POU OF HE KAI KEI AKU RINGA – NATIONAL TARGETS

<p>Employment – Whai Mahi</p>	<ul style="list-style-type: none"> > Reduce Māori unemployment from 11.9% to 7.5% > Within the Youth Employment Pathway programme move 1,200 young people per annum into sustainable work
<p>Rangatahi – Rangatahi Tū Maia</p>	<ul style="list-style-type: none"> > Progress will be measured through employment, education and by measures defined by rangatahi about what is important to them.
<p>Enterprise – Whai Pakihi</p>	<ul style="list-style-type: none"> > Increasing the number of Māori employers with more than three employees by 30% from 8,200 to 10,660 > Increasing the value of exports by Māori enterprises by 9% per year > Increasing the total capital deals undertaken by Māori enterprises by \$300million > Increasing the number of Māori enterprises engaged in the innovation system by 5% per year > Increasing Māori land utilisation and yield
<p>Regions – Rohe Tū Pakari</p>	<ul style="list-style-type: none"> > Iwi and Māori will be able to actively participate in regional planning and implementation within the Regional Growth Programme according to their interests and priorities.
<p>Education – Whai Mātauranga</p>	<ul style="list-style-type: none"> > Māori attainment of NCEA level 2 > Māori attainment of NCEA level 4 qualification or above



8

The Assessment Panel comprises representatives from:

- > Māori Economic Development Advisory Board
- > Te Puni Kōkiri
- > Callaghan Innovation
- > New Zealand Trade and Enterprise
- > Ministry for Primary Industries
- > Ministry of Business, Innovation and Employment.

Investment Recommendations and Decisions

The Assessment Panel will provide MBIE with recommendations as to which proposals should be funded. MBIE will then review these recommendations when considering how funding should be allocated to successful proposals.

The final decision on the allocation of funding will be made by the Deputy Chief Executive of the Labour, Science and Enterprise Group, MBIE.

What Happens Next?

MBIE will announce the funding decisions in December 2018. If MBIE decides to invest in your proposal, we will enter into a Funding Agreement with your collective/coalition (subject to any pre-contractual conditions being met). A [sample Funding Agreement](#) is available on the He Tupu Ōhanga webpage. By applying for funding you accept the terms and conditions in this funding agreement.

MBIE may:

- > set pre-contractual conditions that must be met before MBIE and the applicant organisation can enter into a Funding Agreement, and/or
- > set special contract conditions, and/or
- > vary the funding allocated from that requested, and/or
- > partially approve deliverables of an application.

Collectives/coalitions can then enter into an agreement (contract) for services, separate to MBIE, with their chosen MBIE-approved Commercial Advisor(s).



Preparing your Funding Application

This section contains a template that you can use to prepare your He Tupu Ōhanga funding application. The template contains the information required and guidance on preparing that information. This is a guide and is not intended to constrain the information you provide. Mandatory information is marked with an asterisk (*).

Once completed, funding applications are entered and submitted in MBIE's Investment Management System (IMS) – a secure online portal. We recommend you use the templates provided to draft the required information in a word processor of your choice and then when ready to submit, copy and paste the necessary segments into the appropriate IMS portal fields and upload your supporting documentation where directed. See page 17 for more detailed IMS portal information.

CHECKPOINT

Check the following and gather the necessary information required to support your application.

- ☑ Ensure that your collective/coalition and the proposed project detailed in the information you provide complies with the eligibility criteria (*see page 3*) and addresses the assessment criteria (*see page 7*).
- ☑ Locate the necessary documents to prove your eligibility (*see the table on page 11*).
- ☑ Seek written agreement from your collective to apply. If you are a coalition made up of more than 50% eligible collectives, you must seek written agreement from each individual collective.
- ☑ Gather evidence that you have the mandate (formal agreement) from your collective/coalition to apply for this funding and that your collective or coalition has agreed to make this application. This may be a copy of meeting minutes, a formal signed letter or a copy of the board resolution. For coalitions, we need to see evidence that all parties have agreed; a letter signed by an individual with authority from each party will be sufficient.
- ☑ Connect with a Commercial Advisor and seek confirmation from them that they are available to work with you on your project. You will need to provide evidence of this contact **and** that the Commercial Advisor is available to work with you. An email or signed letter is sufficient.
- ☑ Check your Commercial Advisor is on the [MBIE approved list](#). If they are not on the list, we will require a reference check to be undertaken before they can be approved (*see page 5*).
- ☑ Think about the agreement you will sign with your Commercial Advisor if your funding application is successful.

Conflicts of Interest

Think about conflicts of interest that could arise between your collective/coalition, or a member of your collective/coalition (particularly one with decision-making authority), and the Commercial Advisor you wish to work with. If you identify an actual, potential or perceived direct or an indirect conflict of interest, you must declare this in your funding application.

Conflicts of interest may occur on two different levels:

- > A **direct** conflict of interest; where a Commercial Advisor and/or Assessor is:
 - directly involved with a proposal (*as a participant, manager, mentor, or partner*) or has a close personal relationship with the applicant, for example, family members, or
 - a collaborator or in some other way involved with an applicant's proposal.
- > An **indirect** conflict of interest; where a Commercial Advisor and/or Assessor:
 - is employed by an organisation involved in a proposal but is not part of the applicant's proposal.
 - has a personal and/or professional relationship with one of the applicants, e.g., an acquaintance.
 - is assessing a proposal under discussion that may compete with their business interests.



10

Privacy

You are responsible for ensuring that all parties mentioned in your proposal:

- > have confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct, and
- > are aware of MBIE's [IMS Privacy Statement](#) that describes how this information will be used and know the process to follow should any changes to this information be required.

Key Reference Documents

When developing your funding application, we encourage you to consult [He kai kei aku ringa](#). This provides a vision for a productive, innovative, export-oriented Māori economy driven by whānau.

See the [He Tupu Ōhanga webpage](#) on for a full list of reference documents.



Proposal Template

This template details the information you should cover in your Proposal for He Tupu Ōhanga funding. Use it to help gather the information you need to formulate your proposal. An asterisk (*) indicates mandatory information.

Proposals can be submitted to MBIE in the IMS portal from **28 September 2018 until Noon, 12 November 2018**.

These dates are subject to change. Any change will be notified via the [Māori Innovation Fund updates](#) and the [He Tupu Ōhanga webpage](#). See page 17 for more detailed IMS portal information.

PROPOSAL TEMPLATE

INFORMATION REQUIRED

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information*

**WORD
LIMIT**

ELIGIBILITY

Questions 1 - 4

***Confirm that your collective/coalition meets the eligibility criteria by:**

- > Specifying your collective or coalition's type (see table below) and providing evidence of this status.

If you are a	... you will need to:	
> Statutory Māori Trust Board created by an Act of Parliament	state which Act of Parliament	<i>If your collective is more than one of these organisations, you only need to upload evidence for one.</i>
> Post-Settlement Governance Entity	provide a copy of your Trust Deed or Declaration of Trust and any other additional evidence	
> Commercial subsidiary wholly-owned by a PSGE	provide a copy of your Trust Deed or company constitution and any additional evidence	<i>If you are a coalition, you need to upload evidence for each collective who is a member.</i>
> Mandated Iwi Organisation under the Māori Fisheries Act 2004	provide a copy of your Trust Deed, Society Rules or other constitutional document(s) and any additional evidence	<i>More than one document can be uploaded.</i>
> A Trust under Part 12 of Te Ture Whenua Māori Act 1993	provide a copy of your Trust order & list of current trustees	
> Māori Incorporation under Part 13 of Te Ture Whenua Māori Act 1993	provide a copy of your Incorporation Order & list of current board members	
> Legal entity created to act for the benefit of Iwi or Hapū	contact us at mif@mbie.govt.nz to confirm eligibility requirements	
> Coalition of Māori collectives	contact us at mif@mbie.govt.nz to confirm eligibility requirements	

- > Confirming that your collective/coalition owns the assets you would like to develop in your proposed project with the help of the Commercial Advisor.
- > Confirming that your collective/coalition can fund the minimum 25% co-funding requirement.
- > Confirming that your collective/coalition is not a state sector entity.



PROPOSAL TEMPLATE

INFORMATION REQUIRED		WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information</i>		
ASSETS		
QUESTIONS 5 - 10	<p>*Tell us the name of your operating commercial business.</p> <p>If you are a coalition, list the collectives that have commercial businesses and the names of the businesses.</p>	150 words
	<p>*Tell us the sector/s in which your collective/coalition own assets.</p> <p>Select from one or more of the following:</p> <ul style="list-style-type: none"> > Agriculture > Forestry > Fishing > Mining > Manufacturing > Electricity > Construction > Wholesale Trade > Retail Trade > Other: please provide details > Accommodation, Cafes & Restaurants > Transport and Storage > Communications > Finance and Insurance > Property and Business Services > Government > Education > Health and Community Services > Cultural, Recreational & Personal Services 	80 words
	<p>*Describe the assets your collective/coalition own.</p>	300 words
	<p>*Specify the asset/s you are seeking help to develop with the Commercial Advisor.</p>	150 words
	<p>*Tell us if there are any restrictions on your use of the asset/s you are seeking to develop in your proposed project.</p> <p>These may include restrictions in your trust deed or long-term lease agreements.</p>	300 words
	<p>*Tell us the approximate value of the asset/s you are seeking to develop in your proposed project.</p> <p>*Financial statement.</p> <p>Provide a financial statement for your collective or coalition showing the value of your assets.</p>	
OTHER GOVERNMENT FUNDING		
Questions 11 - 14	<p>*Tell us the details of any government funding your collective/coalition has received for your proposed project.</p>	
	<p>*Tell us if your collective/coalition has received, or is currently receiving, any other business-related government funding.</p> <p>If applicable, tell us the details of this funding (examples include funds from Māori Potential Fund, New Zealand Trade and Enterprise Capability Development vouchers, Provincial Growth Fund, and Callaghan Innovation Research and Development grants).</p>	150 words
	<p>*Tell us if your collective/coalition intends to apply to the Provincial Growth Fund (PGF) on successful completion of your project.</p> <p>If applicable, please briefly explain how the key outcomes of your project will help any future application to the PGF. This will help us understand where your project may take your collective in the future.</p>	300 words
	<p>*Tell us the details of all funding applications your collective/coalition have underway to other government funds or that are planned before October 2018.</p>	150 words
	<p>*Confirm that we have your permission to check with other government agencies on previous funding.</p>	



PROPOSAL TEMPLATE

INFORMATION REQUIRED

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information*

WORD
LIMIT

MANDATE

Questions 15 - 16

***If your collective/members of your coalition are part of another application to this scheme, tell us the details of that application.**

***Confirm that you have the mandate (formal agreement) from your collective/coalition to apply for this funding.**

Provide evidence of this mandate (e.g. meeting minutes, board resolution) that your collective or coalition has agreed to make this application.

For coalitions, we need to see evidence that all parties have agreed; a letter signed by an individual with authority from each party will be sufficient.

COLLECTIVE / COALITION DETAILS

Questions 17 - 20

***Tell us:**

> The name of your collective or coalition.

> If a coalition, the names all of the collectives and other organisations that form that coalition.

150 words

> The name of the person(s)/entity authorised to enter into contracts on behalf of your collective/coalition.

> The name of the individual preparing this application and their connection to the collective/coalition.

CONTACT DETAILS

***Provide details for a lead and secondary contact in your collective/coalition.**

These contacts must be available to discuss the project with MBIE when requested and must *not* be your Commercial Advisor. The second contact must differ from the Lead.

Contact	Full Name	Job Title	Project Role	Email	Telephone Number
Lead					
Secondary Contact					

REGION

Question 21

Tell us the region in which your collective or coalition is mainly based

- > Northland / Te Tai Tokerau
- > Auckland / Tāmaki Makaurau
- > Waikato
- > Bay of Plenty / Te Moana-a-Toi
- > Gisborne / Tairāwhiti
- > Hawke's Bay / Te Matau a Māui
- > Taranaki
- > Manawatū-Whanganui

- > Wellington / Te Whanganui a Tara
- > Tasman, Nelson, Marlborough / Te Tau Ihu
- > West Coast / Te Tai Poutini
- > Canterbury / Waitaha
- > Otago / Ōtākou
- > Southland / Murihiku

GOVERNANCE STRUCTURE

Question 22

***Describe the governance and management of your collective or your coalition.**

150 words

For example, do you have trustees, a Board, paid employees, etc.? How often do you meet?

***Provide documents showing your governance and management structures.**

These may include any of the following:

- > Statement of Investment Policy and Objectives (SIPO)
- > Latest Annual Report
- > Latest strategic and/or Business Plan.



PROPOSAL TEMPLATE

INFORMATION REQUIRED		WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information</i>		
OPERATION OF YOUR ORGANISATION		
Questions 23 - 25	<p>*Describe how well your collective or coalition operates as an organisation and detail any areas that need improvement.</p> <p>You may wish to tell us in this section how effective your governance, management, financial management, human resources and communications are.</p>	150 words
	<p>*Provide the details of any experts engaged by your collective or coalition to conduct an organisational needs assessment to advise on what you need to be more effective.</p> <p>If applicable, provide a summary of the assessment outcomes.</p>	150 words
	<p>*Provide the details of any formal governance training undergone by your collective/coalition.</p> <p>Include the name/s of the training course/s.</p> <p>If you are a coalition, tell us whether the training was for individual collectives or whether you have had any governance training as a coalition.</p>	150 words
PROJECT DESCRIPTION		
Questions 26 - 28	<p>*Tell us which of the following best describes your collective's business situation?*</p> <ul style="list-style-type: none"> > We have a business plan, and want help to develop a detailed action plan. > We know how we want to grow our assets, and want help to develop a business plan. > We have an idea (or a few ideas), and want help to investigate which ideas have the most potential. > We have no clear ideas on how to better develop our assets, and want help to take a fresh look at our assets and develop options. <p>-----</p> <p>> Other: please explain</p>	50 words
	<p>*Describe your project in detail and explain the role you see the Commercial Advisor taking.</p>	500 words
	<p>*Public statement</p> <p>Tell us the story of your project in language understandable to the general public. Briefly explain why your project is needed, how you will achieve your objectives, the benefits you expect it to deliver and the key beneficiaries of the project.</p> <p>Include if required, publishable contact details. Do not contain confidential information, references, hyperlinks, images, video, or audio files.</p> <p>If your proposal is funded, your Public Statement will be published on MBIE's website and may be used in the public arena by MBIE.</p>	150 words
INNOVATION		
Questions 29 - 30	<p>*Describe your collective or coalition's strengths in relation to innovation.</p> <p>You may wish to include examples of past innovative approaches to processes, behaviours, products, business models, etc.</p>	150 words
	<p>*Tell us what you need to change to improve your innovation practices, and how could a commercial advisor will help you with this change.</p>	150 words



PROPOSAL TEMPLATE

INFORMATION REQUIRED	WORD LIMIT
<i>This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information</i>	

HE KAI KEI AKU RINGA

Questions 31 - 32	<p>*Explain how your project will contribute to one or more of the five pou of <i>He kai kei aku ringa</i> – Employment, Rangatahi, Enterprise, Regions, Education (E RERE)</p> <p>Show contribution to:</p> <ul style="list-style-type: none"> > growing the future Māori workforce, and/or > supporting Māori youth to define and lead their economic aspirations, and/or > growing Māori enterprises, and/or > increasing Māori participation in regional economies, and/or > upskilling the Māori workforce. 	300 words
	<p>*Explain how you will measure value towards the five pou of <i>He kai kei aku ringa</i></p>	300 words

REQUESTED AMOUNT

Questions 33 - 35	<p>*Specify the total amount of funding you are seeking from He Tupu Ōhanga</p> <p>*Provide a meaningful title that clearly identifies the nature of your project This title will be used in our records and communications</p> <hr/> <p>Avoid cryptic, humorous or “tabloid” style titles. Do not use acronyms or abbreviations.</p> <hr/> <p>*Tell us the start and end dates of your project</p> <hr/> <p>Projects under the 2018 round must take place between 1 Feb 2019 and 31 July 2020.</p> <hr/>	
-------------------	--	--

YOUR COMMERCIAL ADVISOR

Questions 36 - 42	<p>*Provide the details of the Commercial Advisor or advisory firm you would like to work with on your project.</p> <p>The list of Commercial Advisors approved by MBIE to work with collectives during the 2018 He Tupu Ohanga: Commercial Advisors Scheme can be found here. If the Commercial Advisor or advisory firm you wish to work with is not on this approved list, you may request approval for your collective to work with this Commercial Advisor during the application.</p> <p>All applicants must make contact with their preferred Commercial Advisor before submitting the application and upload evidence of that contact.</p> <p>Tell us:</p> <ul style="list-style-type: none"> > If your Commercial Advisor or advisory firm is on the pre-approved MBIE list. > Name of the Commercial Advisor’s Business. > Name of the Commercial Advisor (the specific person). > The Commercial Advisor’s contact details (email and phone number). <p>If your Commercial Advisor is not on the pre-approved MBIE list:</p> <ul style="list-style-type: none"> > Tell us why you want to work with this particular advisor (this may include any unique areas of expertise they offer, their professional “track record” including experience with Māori businesses, how they differ from Commercial Advisors already on the list, and any previous work with them). > Upload two references from two referees who have received commercial advisory services from your nominated Commercial Advisor in the past (you should ask your Commercial Advisor to supply these to you). MBIE will contact at least one referee so you will also need to provide the names and contact details (phone and email) of your referees. <p>When you submit your application in the IMS Portal, you will need to upload evidence that you have made contact with a Commercial Advisor and they are available to work with you. An email or signed letter is sufficient.</p> <hr/> <p>All forms of documents (<i>e.g., Excel, Word and PDF</i>) can be uploaded. If a PDF, ensure that it is unsecured. If secured, we will not be able to access or print your proposal. Image files cannot be uploaded.</p>	
-------------------	---	--



PROPOSAL TEMPLATE
INFORMATION REQUIRED

*This is a guide and is not intended to constrain the information you provide. An * indicates mandatory information*

**WORD
LIMIT**
CONFLICTS OF INTEREST

Questions 43 – 45

Declare any potential conflicts of interest and say why. This may include possible conflicts with Commercial Advisors, Assessors, and/or a part of MBIE you are engaged with.

300 words

FEEDBACK

Questions 46 – 50

To complete your application, we would appreciate it if you would take the time to tell us:

- > how you heard about the Māori Innovation Fund?
 - Media announcement (radio, television)
 - Social media
 - Through business networks
 - Through personal networks
 - Through another agency (state their name)

-
- > did you find the information on MBIE's website easy to find and use? If not, what were the main barriers? 150 words

-
- > what could make the application process easier for collectives/coalitions in future application rounds? 150 words

-
- > what other programmes, assistance or information could the government make available that would help you to achieve your aspirations for your assets? 150 words
-



Submitting your Funding Application

He Tupu Ōhanga funding applications are entered and submitted in MBIE's Investment Management System (IMS) – a secure online portal. Applications can be entered and submitted between **28 September 2018** and **Noon, 12 November 2018**.

An application is considered submitted if it has a status of **Submitted to IMS** in the IMS portal. If your application is being submitted by a university or a Crown research institute, see your research office for additional submission advice.

Accessing MBIE's IMS Portal

■ To log in to the IMS portal:

Access the IMS portal using either Chrome or Firefox. Five or more failed log-in attempts will automatically lock you out of the system. If this occurs, contact MBIE and ask for your account to be unlocked.

For all IMS portal queries, e-mail or call:

Email imssupport@mbie.govt.nz
Phone 0800 693 778
 (Monday to Friday, 8:30am to 4:30pm)

For first time users:

If you have not used the IMS portal before, complete and email a portal [registration form](#) to imssupport@mbie.govt.nz. On acceptance, you will receive a Username and temporary password.

1. Click the **Portal URL** link in your Welcome email.
2. Type your Username and temporary password (**as detailed in your registration email**). The IMS portal's **Edit password** screen displays.
3. Type your new password.
4. Retype your new password in the **Confirm new password** field.
5. Click the **Save Changes** button. A **Portal Access Agreement** displays.
6. Read the access agreement and then click the **Accept** button. The portal's **Home** screen displays.

For existing users:

For returning applicants: log in using your existing username and password. If you've forgotten this, use the **I've forgotten my password** option.

1. Click the MBIE IMS Portal link (ims.msi.govt.nz/).
2. Type your Username and Password.
3. Click the **Login Securely** button. The Portal's **Home** screen displays.

■ To logout, click the **Logout** hyperlink (*located top right of every screen*).

User Access Roles

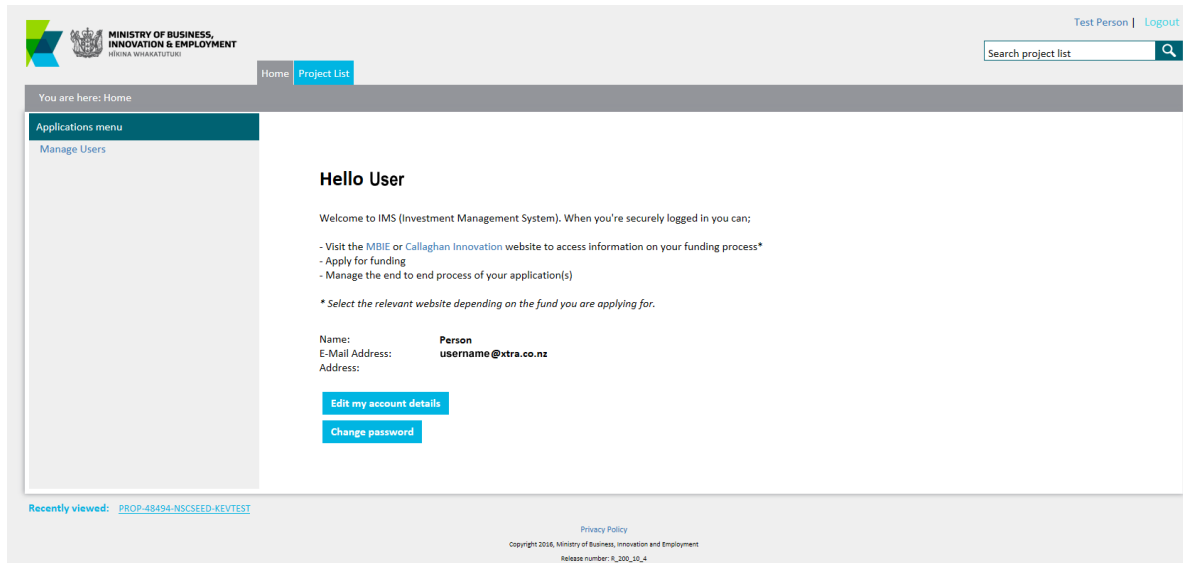
What you can do and see in the IMS portal is dependent on your access. There are two user roles.

A	CAN
User	<ul style="list-style-type: none"> > See and/or work only on funding applications to which they are authorised > Submit completed registrations/applications/proposals to your Super User quality assurance (QA).
Super User	<ul style="list-style-type: none"> > Perform all the functions of a regular user > Manage IMS portal access; add, delete or modify the users in their organisation, including changing the views and applications they can see > QA and submit completed applications to MBIE.



18

Navigating the IMS Portal



The IMS portal Home screen

From the **Home** screen of IMS portal you can:

- > Manage access to the portal for your organisation’s personnel.
- > Maintain your personal details, including your portal password.
- > Access your **Project List** (containing the funding applications for your organisation).

Customising your View

The **Home** screen’s **Project List** tab lists the applications submitted by your organisation. Here you open and view the details of all applications and contracts to which you have access. You can filter and sort this list to view only those of interest, and customise the columns to show only the information required.

You can also determine the number of applications that display on each screen using the **Display** field (*located bottom left of the screen*).

You will only see information to which you have permission.

Reference	Agency	Contract	Status	Assigned to	Status updated date	Team
REG-50337-ENDRP	MBIE		In progress	Maret Fishwick	22/09/2016	Contestable Investments
REG-50336-ENDRP	MBIE		In progress	Camilla Swan	22/09/2016	Contestable Investments
REG-50335-ENDRP	MBIE		In progress		22/09/2016	Contestable Investments
REG-50334-ENDSI	MBIE		Registered	Camilla Swan	22/09/2016	Contestable Investments
REG-50330-ENDSI	MBIE		Registered	Maret Fishwick	21/09/2016	Contestable Investments
REG-50329-ENDSI	MBIE		Registered		21/09/2016	Contestable Investments
CONC-50329-ENDSI	MBIE		Approved		21/09/2016	Contestable Investments



Entering and Submitting a Funding Application

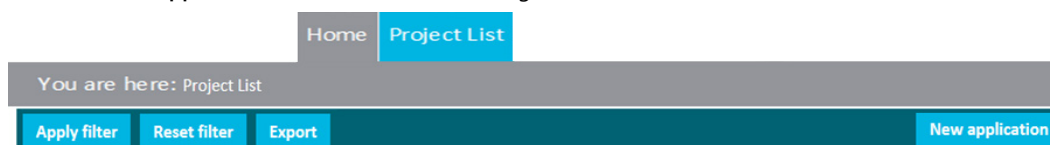
The following details how to enter and submit a He Tupu Ōhanga funding application in the IMS portal.

You can enter and submit a He Tupu Ōhanga funding application in the IMS portal between **28 September 2018 and Noon, 12 November 2018**. Proposals submitted after **Noon, 12 November 2018** will not be accepted unless there are exceptional circumstances (*at MBIE's discretion*).

Complete all the required fields. Mandatory fields are marked with an asterisk.
Ensure all sections are completed and meet the requirements as per this Call for Proposals.

■ To enter and submit a funding application in the IMS portal:

1. On the **Home** screen of IMS portal, click the **Project List** tab.
2. Click the **New Application** button (located to the right of the screen).



3. In **Investment Process** drop down menu, select **2018 He Tupu Ōhanga: Commercial Advisors Scheme**.
4. Enter the title of your proposal in to the **Full title** field and then click the **Create** button.

Provide a meaningful short title of no more than six words. Do not use acronyms or abbreviations. Your short title will be used for everyday use and reference.

The first application section you need to complete displays. The IMS portal will guide you through the completion of the required fields. We recommend that you familiarise yourself with the portal well before the deadline. When complete, click the **Save & next section** button to move to the next section.

Phase	Date
MBIE Portal open for applications	28 September 2018
MBIE Portal closes for applications, Noon	29 October 2018

You can copy and paste your prepared information directly into the portal fields.

Where directed upload documents containing your references/citations. All document types (*e.g., Excel, Word and PDF*) can be uploaded. If a PDF, ensure that it is unsecured. If secured, we will not be able to access or print your application. Image files cannot be uploaded.

You can save, log out, and return to the IMS portal to edit your application before submitting it.





Mandatory fields are marked with an asterisk.

- Fields with a red * must be completed before you can save and close the current section.
- Fields with a black * must be completed before you can submit your application.

We recommend that you regularly click the **Save** button to save work as you are going.



Symbols alongside each section in the navigation panel allow you to easily check the completeness of your submission.

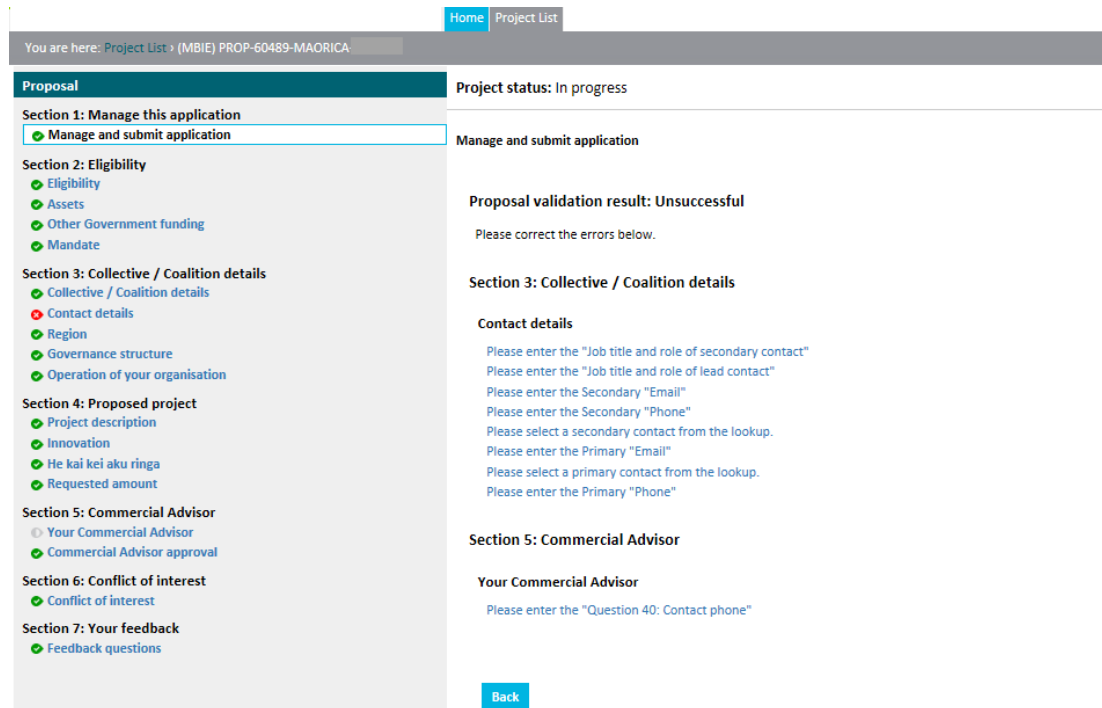
THE SYMBOL...	INDICATES THE SECTION...
	has not started.
	is in progress.
	contains invalid or incomplete fields.
	complete and valid.

The sections to complete are listed in the left hand navigation panel. You can click these to access the section directly or move through the sections sequentially by completing them and clicking the **Save & next** section button.


A warning will display if you attempt to leave the current section without saving your information. Choose to either:

- **Leave this Page** to exit the section without saving (*all changes made during that session are lost*), or
- return to the section and either continue to add information or click the **Save & next section** button.


5. When all sections are complete, scroll to the top of navigation panel and click the **Manage and submit application** link.
6. Click the **Check my application before submission** button to run a validation check. This will verify the completeness of your application and will detect any missing content.




The screenshot shows a web application interface. At the top, there are navigation links for 'Home' and 'Project List'. Below that, a breadcrumb trail reads 'You are here: Project List > (MBIE) PROP-60489-MAORICA'. The main content area is divided into two columns. The left column is a navigation panel titled 'Proposal' with a sub-header 'Section 1: Manage this application'. It lists seven sections with status icons: Section 1 (green checkmark), Section 2 (green checkmark), Section 3 (green checkmark), Section 4 (green checkmark), Section 5 (grey circle), Section 6 (green checkmark), and Section 7 (green checkmark). The right column shows 'Project status: In progress' and a 'Manage and submit application' button. Below this, a 'Proposal validation result: Unsuccessful' message is displayed, followed by instructions to correct errors. The 'Section 3: Collective / Coalition details' section is expanded, showing 'Contact details' with several text input fields and dropdown menus. A 'Back' button is located at the bottom of the main content area.

If the validation is successful, every section in the navigation panel is marked with the symbol .

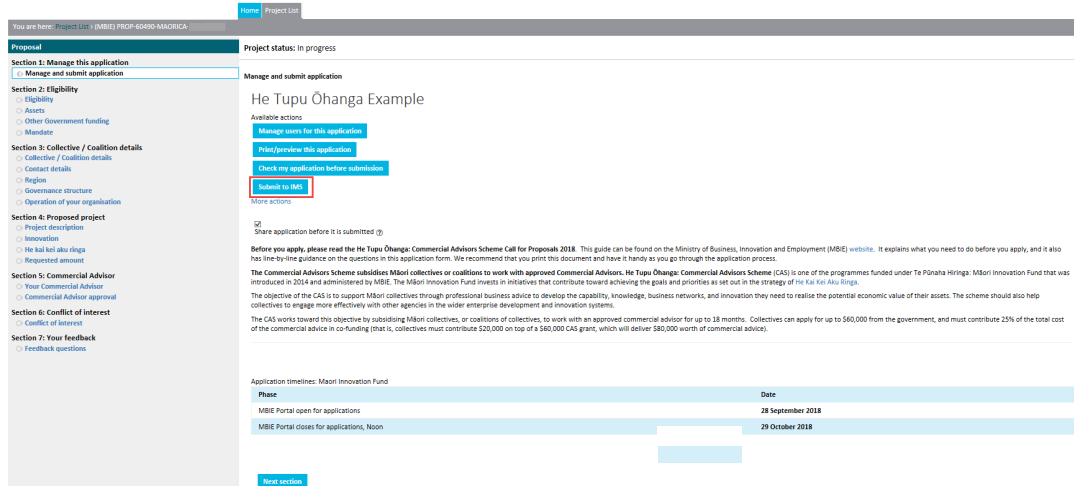
If errors and/or incomplete fields are detected, these will display as:

- light blue error message hyperlinks in the **Proposal validation result** section.
- a  beside the relevant sections.

7. Click the first error message to open the section, make the required corrections/additions and then click the **Save** button.
8. If applicable, repeat for other sections marked with .



9. Once you have corrected all of the errors and/or added all missing information, click the **Manage and submit application** link then the **Check my application before submission** button again.
10. On achieving a successful validation, click the **Submit to QA** button (*Users*) or the **Submit to IMS** button (*Super Users*)



11. Read and accept the declaration.
12. If you clicked:
 - **Submit to IMS** your proposal has been successfully submitted and is now listed on the **Project List** tab with a status of **Submitted to MBIE**.
 - **Submit to QA** you will need to ensure that your Super User performs their QA and submits your proposal before the deadline.

Administering Applications

Checking the Progress of your Application

There are three key features in the IMS portal that enable you to quickly see where you are at in the application process.

1. The status of your current application
2. The completeness of your application
3. The number of days until the submission is due.

Checking the Status of your Application

The status of your current application phase displays in the **Project List** and at the top of key application screens.

THE STATUS...	INDICATES YOUR APPLICATION...
In progress	has been created and is under completion.
Submitted for QA	has been completed and submitted to a super-user for QA.
Submitted to IMS	has been submitted to MBIE.
Registered	has been registered.
Not Progressing	has been withdrawn.
Not submitted	has not been submitted. If you miss the cut-off-date for submitting your application, MBIE can make the application 'Not Submitted'. You will be able to view the application and/or delete it. You will not be able to edit it or submit the application.
Ineligible	does not meet the criteria of the investment process applied for. The application cannot be edited or resubmitted.
Declined	has been declined by MBIE for funding. The application cannot be edited or resubmitted.
Approved	has been approved by MBIE. You can proceed to the next stage in the contracting process (either the Concept or Full Proposal phase). You will not be able to edit this application.



22

Checking when your Application is due

The status bar at the top of the screen displays when the application must be submitted.

Project status: In progress The registration has not been submitted (You have 15 day(s) to submit the Project)

Withdrawing an Application

You can withdraw your application at any time **before** it has been submitted.

A withdrawn application cannot be edited or resubmitted to MBIE. It remains in your organisation's project list with a status of **Not Progressing** and can be viewed and printed.



If you wish to withdraw a submitted application, contact the Investment Operations team.

- **To withdraw an un-submitted application:**
 1. Locate and open the application.
 2. Click the **more actions** link.
 3. Click the **Make not progressing** button.

IMS Portal Tips


A few common actions and commands you may find useful when using MBIE's IMS portal.

Searching and Filtering

- **To find an application:**
 - Use **Search** field (*located top right*).
 - Scroll through the list using the controls  at the bottom left of the screen.
 - Use the **Advanced Search** link (*located directly under the Search field*) to enter a more detailed search criterion.
- **To apply a filter:**
 1. Click the  icon next to column header.
 2. Select one or more categories of interest.
 3. Click the **Apply Filter** button.

To reset all filters, click the **Reset Filter** button on the **Project List** tab.

Working with Columns

- **To sort a column**, click the **column header** once to apply an ascending to sort and/or twice for descending.
- **To change the columns that display on the Project List tab:**
 1. Click the **Advanced Search** link (located top right of the **Home** screen).
 2. Click the **Configure headers**  icon.
 3. Drag and drop the columns you want to view from the left hand panel into the right. To remove a column, simply reverse the action.
 4. Reorder as required by selecting them and dragging them up or down the list.
 5. Click **OK** and then click the **Save as Default** button.

Configure headers

Drag and drop titles to display and order column headers for your view

Available configure headers	Selected configure headers
Investment process name	Contract
Phase	Short Title
Last update	Science leader
Team	Contract manager
Fellow	Due date
Investment type	Status
Term	Report status
Start date	
End date	
Accepted term	
Year 1 req.	
Total req.	
Report submitted date	

OK

To reset the customisation, click the **Advanced Search** link and then click the **Reset** button.



Formatting Text, and Adding Images and Hyperlinks

Science abstract (280 words) * ?

Use the text panel toolbar to format your information and if applicable add images, hyperlinks and/or tables. Adhere to the word limits specified. This limit includes words in a table and references/citations. It does not include images. To help you there is an automatic word count tracker at the bottom right hand corner of every text panel.

- > Use Plain Text when copying and pasting into the IMS portal fields.
- > Use subheadings to highlight your key messages.
- > Avoid large blocks of text. White space enhances the visual impact and makes reading easier.
- > Use images sparingly. Make them count by extending not just illustrating your word count.

Updating your Details

From the **Home** screen of the IMS portal, you can maintain your details held in the portal as and when required.

■ To view and/or update your details:

1. Click the **Edit my account details** button on the **Home** tab.
2. Update your details as required and click **Save**.

- ### ■ To change your password, click the **Change password** button on the **Home** tab.

Managing IMS Portal Access

If you are a Super User, you can set up and maintain access to the portal for the users in your organisation as necessary. If you require a user to be deactivated, email imssupport@mbie.govt.nz.

■ To grant access to the IMS portal:

New users are automatically granted regular **User** permissions. If they require **Super User** permissions, email imssupport@mbie.govt.nz. Note that this request must be endorsed by a Super User.

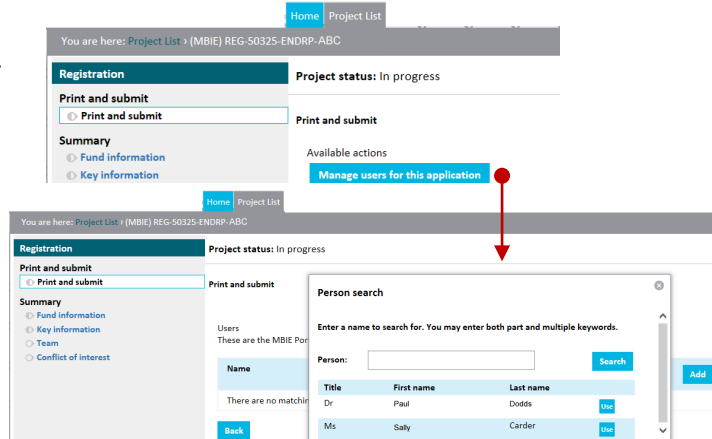
1. On the **Home** screen > **Home** tab, click **Manage Users**.
2. Click the **Add new** button.
3. Enter the details for the user and click the **Create** button.

An automatic email is sent to the user with a temporary password and link enabling them to change this.



4. Grant the user access to the necessary applications. For each application:

1. On the **Home** screen > **Project List** tab, open the application and click the **Manage users for this application** button.
2. Click the **Add** button.
3. Search for and locate the new user you want to grant access. Select them and click the adjacent **Use** button.
5. By default they will have **Edit** access. If required, click the adjacent **Change to Edit** button to restrict this to *View only* rights.



Maintaining your Organisation's Contact Details

On person fields, use the **Lookup** button to locate and auto complete fields with the details of individuals in your organisation as well as add and maintain these details.

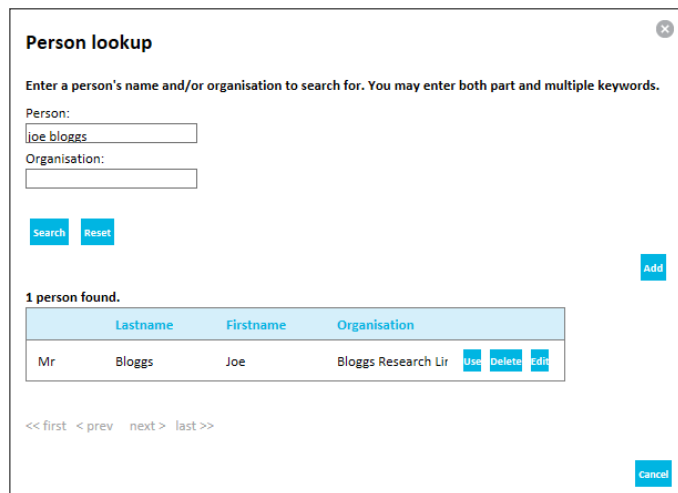
■ To locate:

1. Enter the person's and click the **Search** button.
2. Locate them in the list and click the **Use** button.

■ To add:

1. Click the **Add** button.
2. Enter the contact details and click the **Save & Use** button.

The phone number and email address is mandatory.



■ To modify:

1. Select the person and click the **Edit** button.
2. Edit the details and click the **Save & Use** button.

■ To delete, select the person and click the **Delete** button.



Terms and Conditions Relating to this Call for Proposals

You can enter and submit a in the IMS portal between 28 September 2018 and Noon, 12 November 2018. Proposals submitted after Noon, 12 November 2018 will not be accepted unless there are exceptional circumstances (*at MBIE's discretion*).

By submitting an application you are agreeing to these terms and conditions.

1. General

1.1 The terms and conditions are non-negotiable and do not require a response. Each applicant that submits a proposal (hereafter referred to as "you") will be deemed to have agreed to the Call for Proposals terms and conditions without reservation or variation.

2. Investigations and reliance on information

2.1 You must examine this Call for Proposals and any documents referenced by this Call for Proposals and carry out all necessary investigations before submitting a proposal. If you are in doubt as to the meaning of any part of this Call for Proposals, you must set out in your proposal the interpretation and any assumptions you used.

2.2 MBIE will not be liable (in contract or tort, including negligence, or otherwise) to anyone who relies on any information provided by or on behalf of MBIE in or in connection with this Call for Proposals.

3. Reliance by applicants

3.1 All information contained in this Call for Proposals or given to you by MBIE is for the purpose of allowing you to prepare your proposal. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be up to date.

4. Reliance by MBIE

4.1 MBIE may rely upon all statements you make in your proposal and in correspondence or negotiations with MBIE or its representatives. If a proposal is funded by MBIE, any such statements may be included in a Work Programme Agreement.

4.2 You must ensure all information you provide to MBIE is complete and accurate. MBIE is under no obligation to check any proposal for errors, omissions, or inaccuracies. You must notify MBIE promptly upon becoming aware of any errors, omissions, or inaccuracies in your proposal or in any additional information you provide.

5. Inducements

5.1 You must not directly or indirectly provide any form of inducement or reward to any assessment panel member, officer, employee, advisor, or other representative of MBIE in connection with this Call for Proposals.

5.2 Business-as-usual communications (relating to funding under existing arrangements between MBIE and your organisation) will be maintained with the usual contacts. However, during the Call for Proposal process, you must not use business-as-usual contacts to solicit or discuss details of this Call for Proposals or any application you have, or intend to, submit, with any person at MBIE or its agents, including the assessment panel members.

6. Ownership and intellectual property

6.1 This Call for Proposals and any other documents MBIE provides to you remain the property of MBIE. All copyright and other rights in this Call for Proposals and in any other documentation or information provided to you or any other person by or on behalf of MBIE in connection with this Call for Proposals will remain with, and belong at all times to, MBIE or its licensors.

6.2 MBIE may request at any time the immediate return of all documents supplied and any copies made of them. You must comply with any such request in a timely manner.

6.3 Any proposals or information you supply to MBIE will become the property of MBIE and may not be returned to you. Ownership of the Intellectual Property rights in a proposal does not pass to MBIE. However, in submitting a proposal, you grant MBIE a non-exclusive, non-transferable, perpetual licence to retain, use, disclose, and copy your proposal for any purpose related to this Call for Proposals process.

6.4 By submitting a proposal, you warrant that the provision to MBIE of the information contained in your proposal, and MBIE's use of it for the evaluation of your proposal and for any resulting negotiation, will not breach any third-party intellectual property rights.

7. Confidentiality

7.1 You and MBIE will each take reasonable steps to protect Confidential Information and, subject to paragraph 7.3, and without limiting any confidentiality undertaking agreed between them, will not disclose Confidential Information to a third party without the other's prior written consent.

7.2 You and MBIE may each disclose Confidential Information to any person who is directly involved in the Call for Proposals process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the Call for Proposals.

7.3 You acknowledge that MBIE's obligations under paragraph 7.1 are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 1993, parliamentary and constitutional convention and any other obligations imposed by law. Where MBIE receives an OIA request that relates to your Confidential Information, MBIE will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.



8. The proposal process

8.1 Despite any other provision in this Call for Proposals, MBIE reserves the following rights:

- › MBIE may amend, suspend, cancel and/or re-issue the Call for Proposals or any part of the Call for Proposals.
- › MBIE may make any material change to the Call for Proposals (including any date) on the condition that you are given a reasonable time within which to respond to the change.
- › In exceptional circumstances, MBIE may accept a late proposal where it considers that there is no material prejudice to other applicants.
- › MBIE may waive irregularities or requirements in or during the Call for Proposals process where it considers it appropriate and reasonable to do so.
- › Your proposal may not be approved for funding.
- › All or any proposal(s) may be rejected.
- › Your proposal may be accepted in whole, or in part.
- › Any information you provide to MBIE with your proposal may be retained or destroyed.
- › Clarification may be sought from any applicant(s) in relation to any matter in connection with the Call for Proposals process.
- › Any applicant(s) may be contacted, which may be to the exclusion of any other applicant(s), at any time before or after the approval (if any) of proposal(s).
- › MBIE may reject, or not consider further, any documentation related to your proposal that may be received from you, unless it is specifically requested.
- › This Call for Proposals process may be run in such manner as MBIE may see fit.

9. No contractual obligations created

9.1 No contract or other legal obligations arise between you and MBIE out of or in relation to this Call for Proposals or Call for Proposals process, until a formal written contract (if any) is signed by both you and MBIE.

9.2 This Call for Proposals do not constitute an offer by MBIE to provide funding or enter into any agreement with you. The call for and receipt of proposals does not imply any obligation on MBIE to contract any funding requested in your proposal. MBIE will not be bound in any way until a contract is executed.

9.3 MBIE makes no representations nor gives any warranties in this Call for Proposals.

9.4 Any verbal communications made during the Call for Proposals process will not be binding on MBIE and are subject to the terms of this Call for Proposals.

10. No process contract

10.1 Despite any other provision in this Call for Proposals or any other document relating to this Call for Proposals, the issue of this Call for Proposals does not legally oblige or otherwise commit MBIE to proceed with or follow the process outlined in this Call for Proposals or to assess your proposal or enter into any negotiations or contractual arrangements with you.

10.2 For the avoidance of doubt, this Call for Proposals process does not give rise to a process contract.

11. Exclusion of liability

11.1 Neither MBIE nor any assessment panel members, officers, employees, advisers or other representatives 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 you, your affiliates or any other person in connection with the this Call for Proposals process, including without limitation:

- › the assessment process the preparation of any proposal
- › any investigations of or by any applicant
- › concluding any contract
- › the acceptance or rejection of any proposal
- › the suspension or cancellation of the process contemplated in this Call for Proposals, or
- › any information given or not given to any applicant(s).

11.2 By participating in this Call for Proposals process, you waive any rights you may have to make any claim against MBIE. To the extent that legal relations between MBIE and you cannot be excluded as a matter of law, the liability of MBIE is limited to \$1.

11.3 Nothing contained or implied in or arising out of this Call for Proposals or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

12. Costs and expenses

12.1 MBIE is not responsible for any costs or expenses incurred by you in the preparation of an application.

13. Governing law and jurisdiction

13.1 This Call for Proposals 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 this Call for Proposals or any proposal.

14. Public statements

14.1 MBIE may make public the following information:

- › the names of project team members
- › the proposal title
- › the research fund from which the application would be funded
- › the public statement given by the project team when applying for funding
- › the total amount of funding and the period of time for which funding has been approved.
- › the sector to which the research relates.

14.2 MBIE asks that you don't release any media statement or other information relating to the process outlined in this Call for Proposals, or the submission or approval of any proposal to any public medium without providing sufficient advance Notice to MBIE.



Appendix 1: Past He Tupu Ōhanga Funded Projects

EXAMPLES OF WHAT HAS BEEN FUNDED

Forestry	The collective worked with a Commercial Advisor to scope options for the best commercial development of their native wood resources. The advisor helped them research their commercial ideas, and identify the most efficient development processes. The Commercial Advisor also shared with the collective their professional networks and helped them understand how important it is to have the right professional contacts at the right stage in commercial development.
Forest flora	The collective worked with a Commercial Advisor to progress the development of three potential herbal products for the Asian market utilising plants from the native forest growing on their lands. They gained a much better understanding of their target market, and felt that the work with their Commercial Advisor will lead to better returns, more assets, and more jobs for their region.
Aquaculture	The collective is pursuing tuna (eel) aquaculture. It had received government funding for the scientific background work, but sought commercial advisory support for commercialisation, including liaison with other iwi, government agencies and eel industries as well as economic modelling and market research, overall business plan development, strategic planning and capability development.
Tourism	The collective applied to engage a Commercial Advisor to help them carry out options analyses and feasibility studies in relation to their development ideas in the tourism sector. They identified a number of significant tourism opportunities and worked with the Commercial Advisor to develop investment business cases for those ideas with the greatest potential.
Cross-sector	The collective has various assets that it wants to critically assess to see if it can increase its returns. They want a Commercial Advisor to investigate options such as companion crops for their forestry assets, selling or taking over management of a leased sheep and beef farm, and investing their cash assets to balance their portfolio.
Dairy	The collective applied to work with a Commercial Advisor to improve the economic performance of their dairy farms. They particularly wanted assistance in developing long-term strategies and electronic management plans for these farms. They developed full financial and business plan for all of their dairy farms, with assistance from the Commercial Advisor on all of the financial and legal work for the project. They also engaged a farm consultant for the farm-specific areas.
Miere	The collective sought assistance from a Commercial Advisor to investigate commercial opportunities in miere (honey). They wanted to explore the viability of their idea, and then develop a business case, set up appropriate commercial structures, and formalise contractual arrangements. They wanted to investigate developing and exporting Māori-branded niche products and high-value exports.



