

# Application for Funding Projects



## **About this form**

This form enables you to make an application for funding over \$100,000 from the Provincial Growth Fund for applications relating to the delivery of projects.

You will need to use the Express Form if your application is for an activity under \$100,000 or the Development Phase Form if your application is within the Development phase of a Project (i.e. feasibility / business case).

These forms are available on the [Provincial Growth Fund website](#)

## **Purpose of the Provincial Growth Fund**

The Provincial Growth Fund aims to lift productivity potential in the provinces. Its priorities are to enhance economic development opportunities, create sustainable jobs, enable Māori to reach their full potential, boost social inclusion and participation, build resilient communities, and help meet New Zealand's climate change targets.

## **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. If you are applying on behalf of a number of parties, you need their consent to submit this application. You can add other applicants during the application process. You will be the point of contact for this application, but you must give us all information about all applicants.

## **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.

**Part A: Key Details**

Please note that if the funding agreement will not be held with the applicant (i.e. applying on behalf of another organisation), then we require the details of that organisation.

1. Proposal Title:

2. Please provide a very brief description of the project/activity:

This land development project follows on from the <sup>Commercial Information</sup> feasibility study recommendations (completed 2018) creating a sustainable business model with a focus on Apiculture and Eco/Cultural Tourism on Pakanae 5A. This Stage I project will enable Block sustainability and long-term training & employment opportunities for Pakanae 5A beneficiaries and local community.

3. Please provide the details of the applicant organisation/entity for which funding is being requested:

<b>Legal Name:</b>	Pakanae No 5A [Pakanae 5A] Ahu Whenua Trust
<b>Entity Type:</b>	Trust (please provide your Trust Deed)
<b>Registered Offices / Place of Business:</b>	C/- <sup>Privacy of natural persons</sup> (Chair), Pakanae Cemetery Rd, RD3, Kaikohe 0473
<b>Identifying Number:</b>	Maori Land Online Block ID: 30862
<b>Organisation's Website:</b>	n/a

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

<b>Contact Name and Role:</b>	<sup>Privacy of natural persons</sup> (Trustee)		
<b>Email Address:</b>	<sup>Privacy of natural persons</sup>	<b>Telephone:</b>	<sup>Privacy of natural persons</sup>

5. Please describe the principal role or activity of the applicant organisation.

Pakanae 5A Ahuwhenua Trust's primary role is to govern the Ahuwhenua Trust.

6. This project will be based in the region of:

7. What type of funding is this application for:

[Note: the most appropriate funding type will be determined by the PDU in consultation with the applicant]

8. What is the activity / funding start and end date?

<b>Start Date:</b>	<sup>Commercial Information</sup>	<b>Completion Date:</b>	<sup>Commercial Information</sup>
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9. Has this project / activity been previously discussed with any part of Government? Yes:  No:

- If Yes, please describe which part of government, and what the outcome of the discussions were.

- <sup>Privacy of natural persons</sup> (MBIE); initial discussion about Trustee aspirations for the project.
- <sup>Privacy of natural persons</sup> (TPK); initial discussion about Trustee aspirations for the project.
- <sup>Privacy of natural persons</sup> (MPI); initial discussion about Trustee aspirations for the project.

10. Have you previously received Government funding for this Project? Yes:  No:

- If Yes, please list which part of the Government, when the funding was received, and how much under Q11.

11. Are you an overseas investor for the purposes of the Overseas Investment Act? Yes:  No:

To find out if you are an overseas investor, and find support, please visit the Overseas Investment Office [website](#).

12. Please set out the proposed sources of funding for the Project:

<b>Source of Funding:</b> [please indicate where all other funding is sourced from, noting who the funder is]	<b>\$ (excluding GST)</b>	<b>Status / Commentary</b> [i.e. received / confirmed / in principle]
Provincial Growth Fund Funding (through this application)	\$602,700	This Whenua Maori request
Te Puni Kokiri – Feasibility Study	\$47,500	Feasibility completed 2018

PROACTIVELY RELEASED - Pakanae 5A Land Productivity Project - Application

Commercial Information [REDACTED]		tbc as part of this Stage I project
Commercial Information [REDACTED]		tbc as part of this Stage I project for Stage II (next project)
Commercial Information [REDACTED]		tbc as part of this Stage I project for Stage II (next project)
Total:	\$650,200	

## Part B: Project Description

13. This application is: “a stand-alone activity”  or “in support of a wider project/programme”

14. Will additional funding be required in the future? Yes:  No:

If Yes, please describe at a high level, what this may include, and when this is likely to be applied for.

This application is for Stage I; to establish commercial activity on the Block to enable income generation, training opportunities and establish a funding strategy (commercial/philanthropic) for Stage II.

At this **time, it is not anticipated further funding for Stage II will be required from PGF** – and there is no requirement for Stage II funding to be pre-approved in order to commence Stage I.

A key output from Stage I is a Business Plan and Funding Strategy, where funding will be secured for Stage II and ongoing phases.

15. Has a feasibility study, or equivalent, been conducted prior to this application? Yes:  No:

- If Yes, please provide a copy, including an overview of the feasibility study and any outcomes.
- If No, please explain why not; and how feasibility/viability of the project has been assured.

The feasibility study, conducted by <sup>Commercial</sup> in 2018, was to scope the feasibility of development activities on the land (specifically eco/cultural tourism and apiculture) for the purpose of economic development, promotion and preservation of Māori culture and vocational pathways and job opportunities.

Refer attachment (feasibility) and summarised in S21. Attachment withheld in full - Commercial Information

16. Please provide a detailed description of this project for which funding is being applied, including the benefits arising from the project:

**The overarching vision is to create a Maunga destination in the Hokianga** utilising apiculture and eco/cultural tourism to provide income, training & employment for the local community and land block beneficiaries.

The goal is to have a fully sustainable self-funding operating model. The Maunga will be a premier destination for eco and cultural tourism utilising trainees and digital tools to share cultural stories and rare species / bio-diversity.

Trustees have looked to the **Commercial Information** projects for inspiration. As described in the initial Masterplan, this project will create a sustainable integrated land use project including: apiculture, cultural / eco-tourism & accommodation, native bush regeneration, education & research, training & eventually mental health services.

The Pakanae 5A land block is approximately ten minutes' drive via the State Highway to Opononi. The Manea Footprints of Kupe development is underway and there are opportunities for synergies in development and training. In addition, Pou Herenga Tai (Cycle Trail) extensions are planned – into the Hokianga. The Block has views out to significant sites including the Hokianga Harbour. Eco/Cultural Tourism is a natural fit for this Block given the proximity to other tourism experiences and the rich cultural history of the land, being the arrival place of Kupe.

“There is an opportunity for a unique offering which recognises and celebrates the significance of cultural landscapes both on the Block and which can be viewed from the Block (Maunga features: Te Whare Tapu o Ngapuhi; Taniwha: Hokianga harbour; Pouahi: the landing of Kupe), which feature the depth of traditional history within the whakataukī that kaumatua from Pakanae hold.” *[refer Feasibility Study]*.

Because the block is primarily covered with native bush, this project will **build on a number of areas** to create an integrated Maunga destination that is self-sustaining *[ref fig 1: Masterplan for overview]*. Stage I will enable further activity in Stage II *[ref fig 2: Stage 2: Vision]*.

This funding request is to undertake **Stage I** (post feasibility) of the land development project and will include:

- **Establish commercial activity;** contract an apiculturist to operate on the block, grow the diversity of income, establish initial eco/cultural-tourism activity, establish manuka planting.
- **Eco/Cultural Tourism;** establish initial activities, including walks to significant (culturally or ecologically) sites, install Interpretation Panels at significant sites, undertake an ecological survey of the Block.
- **Block development;** Undertake first stage all weather access track development and water reticulation to enable apiculturist to establish and other activities on the block to commence – and prepare the block for next stages of development.
- **Manuka planting;** Map areas for manuka planting and plant in 2020 planting season.
- **Training & employment;** Develop a comprehensive training & employment programme with **Commercial Information**. The programme will target <sup>com</sup>trainees p.a. and will commence in 2020. Transferrable skills will be the focus including; planting, pest/weed control, tourism, operating equipment & machinery, driver licensing & apiculture). This project (Stage I) will create new employment opportunities (trainee Project Coordinator, trainee – Track Development). The additional <sup>com</sup>trainees will obtain transferrable skills which will enable them to be employed on the Block (with the Apiculturist, ongoing pest/weed control), local farms or horticultural blocks, other tourism destinations (e.g. Manea).
- **Internal capability;** initial project management and communication to enhance capability (include training of local / Block beneficiary to undertake the role long-term).
- **Establish an Administration Facility (Portacom) on the Block;** provide a base on the Block for project planning and coordination, complete the masterplan for the block.
- **Master Planning & development of Operating Model;** Complete the master planning for integrated land use development of the Block that will enable Stage II and further development. Produce a Business Plan for investment in the Block. Establish an ownership model that incorporates governance and partnership opportunities for beneficiaries.

Presently, Pakanae 5A Block has very little activity on the land. The Feasibility Study provided valuable information to guide development into this **Stage I project**. The Block provides valuable history and rare species that will be

utilised to establish an economic base for Block beneficiaries. A conservative approach with Staged investment (low cost, low risk) has been chosen.

**At the end of Stage I** (Commercial Information project), the Pakanae 5A Block **will have established commercial apiculture and eco/cultural tourism experiences**. A Master Plan will be completed and will provide direction for **Stage II**. Capacity and capability will be improved on the Block through the training programme and initial investment in project management and training coordination.

This will include:

- A fully functioning, sustainable operating model and master plan will be in place with a Project Office, focusing on sustainable income growth, training and jobs.
- Funding for Stage II will have been secured with a completed Business Plan (including sustainable income and planning e.g. apiculture from the block, initial eco/cultural tourism).
- All weather access to the block (stage I) will be in complete, enabling apiculture, initial tourism activity and training & employment.
- Training & employment programme is established across the industry areas of focus for Block beneficiaries and the community of South Hokianga (refer Training & Employment above).

The project links and will link to:

- **Apiculture businesses;** other businesses locally through a contract Apiculturist initially and regionally as marketing/branding opportunities are investigated e.g. Commercial Information [REDACTED] Training and employment opportunities will be discussed and agreed with potential apiculture businesses prior to contracting. Commercial Information [REDACTED]
- **Reconnecting Northland;** Pakanae 5A is part of He Ripo Kau the Reconnecting Northland project to create a native corridor (including pest control, strengthening biodiversity, maximising training & employment opportunities for beneficiaries). Hui have been attended and plans for pest control are underway.
- **Northland Regional Council;** Links with NRC through Reconnecting Northland and the pest control work are underway.
- **Far North District Council;** Commercial Information [REDACTED]
- **Whirinaki Toiora;** A community led model that drives community development and acts as an umbrella organisation for training and local projects to generate sustainable economic activity.
- **He Tangata, He Whenua, He Oranga Strategy;** links to the regional framework to grow the Taitokerau Maori economy by strengthening local level plans and activities; as well as drawing relevant connections to other economic growth plans and activities at national level i.e. He Kai Kei Aku Ringa.
- **Hapu / Marae led tourism opportunities;** connect to other cultural and eco-tourism products in the South Hokianga area to connect and enhance experience development.
- **Tertiary Institutions & CRIs;** establish relationships with the research sector and identify opportunities for collaborative research on the block.
- Commercial Information [REDACTED]
- [REDACTED]
- [REDACTED]

Fig 1: Masterplan of integrated land use

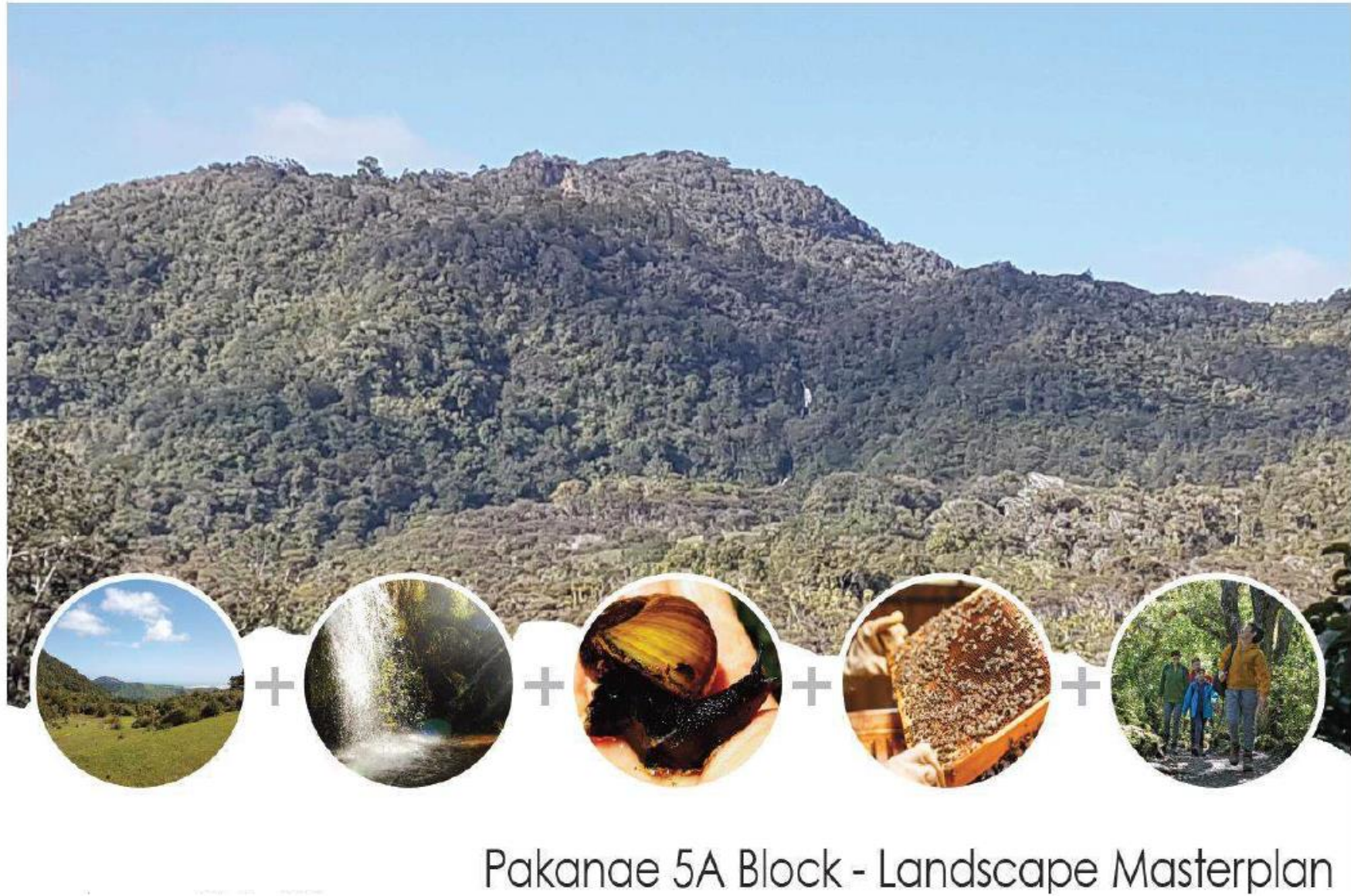


Fig 2: Stage II Vision: Premier maunga eco/cultural tourism destination

Commercial Information





17. How does this project demonstrate additionality within the region?

This project will unlock potential within the rurally isolated , low socio-economic area of Pakanae, South Hokianga. The land is an asset, this project is needed in order to move toward the increased productivity, jobs and training amongst other outcomes. This project will enable activity on a block that is currently inactive. Apiculture and tourism will create a new asset and provide activities for an integrated business model generating income and employment.

The Trust is unable to borrow or access financial capital for Stage I from other sources, therefore Government funding is the only option to develop the land. Stage I Investment in infrastructure and start-up of economic activity sets the groundwork for Stage II and will put the Trust into a better position to develop a Funding Strategy for Stage II.

18. How is the project connected to regional (and sector) stakeholders and frameworks?

This project has been discussed with TPK, MBIE and MPI staff. Trustees have worked with TPK throughout the duration of the feasibility study.

The project aligns with regional strategies and plans (including TTNEAP and He Tangata He Whenua, He Oranga) with the enhanced utilisation of Maori land, productivity, jobs & training. The project is environmentally sustainable and will also increase the links to beneficiaries through the enhanced project management and communications functions.

Far North District Council has a focus on development in the Hokianga, spearheaded by the Mayor John Carter.

Trustees whakapapa to local hapū from Privacy of natural persons

Local Kaumatua are aware of the project and support this Application through Trustees.

## 19. How will your project lift 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	✓	Activity on the Block i.e. Apiculture and Eco/Cultural Tourism, established through this project will enable increased economic output. Contract Apiculturists can generate an average of \$ <sup>Commercial</sup> per hive, with <sup>Comme</sup> hives per ha, estimate of \$ <sup>Commercial Info</sup> p.a. on Pakanae Block. Eco/Cultural Tourism experiences established as part of this project will also generate income – although this will become material in the next stage (Stage II).
2. Enhance utilisation of and/or returns for Māori assets	✓	This project will enhance activity and capacity on the block to utilise this large piece of presently under-utilised Maori land – increasing the return from this Maori owned asset through the land becoming productive.
3. Increase productivity and growth	✓	Activity and pre-development work, along with capacity assistance will enable Trustees to work systematically toward a sustainable operating model and engage in income producing activities off the block.
4. Increase local employment and wages (in general and for Māori)	✓	Activity and pre-development work will enable the training & employment programme to commence in <sup>Commerc</sup> of this project, increasing local employment immediately and wages short-medium term for beneficiaries of the Trust and the local community.
5. Increase local employment, education and/or training opportunities for youth (in general and for Māori)	✓	The training & employment programme will provide training opportunities for local beneficiaries and others with a focus on Maori / youth. <b>Commercial Information</b> and Trustees have long-term links into the various communities of the South Hokianga.
6. Improve digital communications, within and/or between regions	✓	This project will work with other Experiences to build digital platforms and tools to enhance cultural tourism e.g. <b>Commercial Information</b>
7. Improve resilience and sustainability of transport infrastructure, within and/or between regions	<input type="checkbox"/>	
8. Contribute to mitigating or adapting to climate change	✓	This project will maintain and enhance the quality of the native bush covering on the block. Increased seed dispersal and planting projects will contribute to mitigating climate change.
9. Increase the sustainable use of and benefit from natural assets	✓	This project will develop the land in a sustainable way. Natural assets will be enhanced.
10. Enhance wellbeing, within and/or between regions	✓	This project will establish eco and cultural tourism and through this experience development, will enhance cultural connection to sites and history for local hapū and students. This project will link to other similar projects in other regions e.g. <b>Commercial Information</b> In addition, links to beneficiaries of this block who are based in Tamaki Makaurau and further afield will be enhanced through the communications function.
Total number of outcomes project contributes to	9/10	

20. Has public consultation been conducted?

Yes: No: 

- If yes, what were the results?
- If no, is there a plan to do so?

Throughout the feasibility process, Trustees worked with community members to gather information, to walk the block, share stories and discussed plans for the next stages (all summarised in the feasibility study). A number of meetings were held where whanau/community attended along with Trustees. A formal public consultation process hasn't been undertaken, however the communication workstream forming part of this application will ensure information is shared and opportunities to engage in the project are provided through hui and collateral.

21. Please provide your customer demand / market analysis for this project, covering the following where possible:

- What is the current market for this project's outcome, and what is your current involvement in the market?
- What opportunities are there to *expand* market activity (i.e. what is the customer demand)?
- What customer market relationships do you have to leverage success of the outcomes of this project?
- Is the project primarily aimed at enhancing the share of a single market? If so, please detail the proposed markets with this intention.

Market opportunities, SWOT analysis, complimentary opportunities and investment options were explored in the feasibility study:

**Apiculture opportunities and income projections;** page 33-36, *In summary; Contract Apiculturists can generate an average of \$<sup>Commercial Info</sup> per hive, with <sup>Comme</sup> hives per ha, estimate of \$<sup>Commercial Info</sup> p.a. on Pakanae Block. Eco/Cultural Tourism experiences established as part of this project will also generate income – although this will become material in the next stage (Stage II). Other options for hive placements are available i.e. Commercial Information*

**Cultural Tourism & Accommodation feasibility, opportunities, constraints;** page 37-52, *In summary the concepts suggested in the feasibility include viewing platforms, historic sites, walking tracks, zipline, night walks, vantage points, cultural experiences, accommodation, coffee caravan and specialist outdoor pursuits. Maori cultural tourism has been recognised as a characteristic of a successful tourism industry approx. 20% of all international visitors to NZ experience a Maori tourism product, while participation by domestic tourists is less than 1% (a large market opportunity), piggy backing off other local Maori experiences also probable i.e. Commercial Information*

**Design principles and opportunities;** page 62-64, *In summary; while design principles and opportunities are conceptual in nature, scaling of the long-list options has been undertaken when modelling feasibility to acknowledge that the Trust currently do not operate on a commercial basis and that major investors have not been secured. The number of activities identified have been through a prioritisation exercise (pg 63) this summarises the 'core offering', 'strategic', 'complimentary activities' and has included those that do not fit with the prioritisation criteria.*

**Master planning, tourism projections international visitor/domestic spend;** page 65-80, *The Landscape Master Plan is a site plan detailing proposed sites for eco/cultural tourism and accommodation, water ways, existing tracks, boundaries, apiculture indicative sites, walking tracks, waterfall areas, augmented reality sites to highlight Maunga features, Taniwha, Pouahi (landing site of Kupe). Examples of nature-based tourism attractions and experiences are provided along with examples of accommodation and toilet options.*

**Cultural Tourism market study including annual visitor and income projections;** Appendix F, *This section of the feasibility includes extensive data including 'on-block' and 'off-block' activity options, annual guest nights, visitor trends, annual tourism spend by region and product, activities of domestic travellers vs international travellers, domestic and international visitor numbers, profile for visitors participating in tourism and recreation activities. In addition, detailed data on those visitors' demographics who engage in cycling opportunities, walking & hiking, Maori cultural tourism, nature-based tourism are also provided. Projected number of visitors based on market trends are estimated at <sup>Commercial Info</sup> (<sup>Commercial Info</sup> domestic and <sup>Commercial In</sup> international) for the first year of operation. This section then goes on to estimate staff costs once the project is active, along with annual revenue projections based on the priority activities and projected visitor numbers. These figures are based on a fully set up project (i.e. Viewing platforms could generate up to \$<sup>Commercial Info</sup> p.a., walking tracks could generate up to \$<sup>Commercial</sup> p.a. – refer Appendix F pg*

18-19). Pakanae 5A will be building activities annually over the next 10 years. Therefore, income from eco and cultural tourism will be interdependent on the activity and development of the Block amongst other things.

22. Where the project utilises land, does the land have any other interests associated with it? (i.e. Treaty claims, or iwi/hapū ownership) Yes:  No:

Freehold Maori Land governed by Ahuwhenua Trust.

23. Is the land is owned by others, i.e. not solely by the applicant?

- If yes, then please describe the other interests and how will this be managed?

The Pakanae 5A Block is governed by the Trustees. However, there are a number of beneficiaries of the block. It is anticipated as part of this project, the Beneficiary Database will be enhanced and reporting about this project, opportunities to be involved, steps, highlights and other key milestones will be shared with beneficiaries throughout the project. Hui with beneficiaries, hapū and community will also be held throughout the project.

24. Does the land have appropriate Resource Management Act consents? **N/A** Yes:  No:

- If no, how and when will this be addressed?

Initial discussions have assisted Trustees to understand that generally a resource consent is not required to construct tracks, races and access ways, except if more than 5000m<sup>3</sup> of earth in non-erosion-prone land or 1000m<sup>3</sup> in erosion-prone land (within a 12-month period) is being moved.

For this project Trustees will not exceed this NRC guidance. Any resource consents required for the next stage (Commercial Information) will be worked through over the next two years as part of the Master Plan.

**Part C: Project Delivery**

[Please note – this section refers to the actual activity associated with this application.]

25. Please provide an overview of the project management approach / plan for this activity.

**Trustees:**

Please see No. 30 for Trustees skills and experience.

**Project Management:**

Trustees acknowledge commitment and capacity to govern this project. However, will need capacity to manage a project of this size. Therefore, capability for a project manager and a communications advisor will be included.

Trustees are responsible for the project and the project manager will report to Trustees within set delegations. Project management will enhance the systems and processes already established by the Trust in order to enable successful project delivery (i.e. financial policies, health & safety procedures).

**Procurement:**

A Closed Tender process will be conducted to select the project manager and communications advisor. This will enable at least <sup>Commercial In</sup> contractors to be approached and considered by Trustees. The procurement process will be drafted and be consistent with the generally accepted standard of procurement process. Trustees will make the final decision based on the tenders submitted and the requirements of the process.

Contractors will be secured through a contract with clear outcomes and reporting mechanisms. Trustees will be responsible for overseeing the Project Manager, who will in turn deliver project outcomes. The Project Manager will be contracted and paid monthly based on outcomes achieved and time worked for the month.

Trust policies and procedures will be upgraded to manage this project including the usual financial management and delegation policies & procedures.

**PDU:**

Ongoing discussion and reporting to the PDU will be undertaken throughout the project.

**Partners:**

This project will engage with beneficiaries, local marae, hapū and community to ensure transparency of planning and involvement throughout the two-year project. Other key agencies e.g. Northland Inc, MPI, TPK, MSD, MBIE, FNDC, NRC will all form part of the wider stakeholder group and relationships will be ongoing throughout the project and on an ongoing basis moving forward.

26. Have you had independent verification of the project approach / plan?

Yes:

No:

If yes, who verified the project and when?

The project approach is based on the feasibility study undertaken by <sup>Commercial</sup> and Trustees in 2018.

27. Please provide us with a project plan, where possible please attach a schedule (i.e. Gantt chart):

<b>Refer Pakanae 5A Development Project Plan Budget (for detail - attached)</b>			
<b>#</b>	<b>Project Activity</b>	<b>Responsible:</b>	<b>Date / Period:</b>
1	Closed Tender Process to secure contractors	Trustees	Commercial Information
2	Contract Apiculture Contractor for Block	Project Manager (Trustee sign off)	
3	Site suitability assessment by Civil Contractor complete	Project Manager	
4	Project Management secured and ongoing for Stage I	Trustees	
5	Communications Advisor secured and ongoing Stage I	Project Manager	
6	Progress reporting MBIE (as agreed)	Project Manager (Trustee signoff)	
7	Obtain legal advice to support ownership, governance & partnerships to support business modelling in a commercially viable way	Project Manager	
9	Complete Master Planning for integrated land use	Project Manager	
10	Installation of Bio Loos complete	Project Manager	
11	Centralised Facility established on site	Project Manager	
12	Map Manuka Planting, infilling and seed spreading	Project Manager	
	Purchase Manuka seedlings and train Trainees to plant, labour to be procured where necessary to supervise.	Project Manager	
13	Complete business modelling	Project Manager (Trustee sign off)	
14	Investigate further income opportunities for the Block	Project Manager	
15	Training Project commences March 2020 for life of Stage I project.	Project Manager	
17	Complete installation of Interp Panels	Project Manager	
18	Complete the ecological survey of the Block	Project Manager	
19	Complete the Business Case for the integrated land use and ensure sound financial planning.	Project Manager	
20	Water assessment complete	Project Manager	
22	Implement Weed & Pest Management Control Plan	Project Manager	
23	Final Reporting MBIE	Project Manager (Trustee signoff)	

Please provide a complete breakdown of the costs of the project to assist us in understanding where the funds will be utilised: **Please refer to Pakanae 5A Development Project Plan Budget (attached).**

<b>Cost Description:</b>	<b>\$ (excluding GST)</b>
Enhance business modelling; Investigate and identify a model to provide sustainable income for the block within <small>Commercial Info</small>	Inc in Project Management
Legal advice and support to establish ownership, governance and partnerships to be designed in a way that is commercially viable without compromising cultural integrity.	<small>Commercial Info</small>
Contract an existing apiculture business to operate on the block; provide income toward creating sustainable income which will contribute to the ongoing business activities and development of the block	<small>Commercial Info</small>
Investigate further income opportunities for the block (e.g. multipurpose building; office, retreat, accommodation/timeshare, non-traditional farming, treetop walks/tourism)	Inc in Project Management
Funding to support the continuation of master planning for integrated land use development of the Block	<small>Commercial Info</small>
Funding to support an ecological survey of the Block to understand the biodiversity values of the Block	<small>Commercial Info</small>
Cultural Impact Assessment	<small>Commercial Info</small>
Financial Planning - preparation of a medium-long term funding case (Business Case) is needed for integrated land use of tourism, accommodation and apiculture.	<small>Commercial Info</small>
Site suitability assessment by Civil Contractor or Engineer (if required) to determine access to block and where tracks need to be developed. Outline risks and potential methodology only.	<small>Commercial Info</small>
Track development to provide all weather access to initial (stage I) areas of the block to provide all weather access to key parts of the block to enable an apiculturist to be contracted & initial cultural/eco-tourism sites to be accessed.	<small>Commercial Info</small>
Interp Panels for cultural and ecological sites of significance to enable initial cultural/eco-tourism offering along with tracks.	<small>Commercial Info</small>
Bio-loo (twin unit); basic design (as per Bio-loo at Mangungu)	<small>Commercial Info</small>
Funding to support the establishment of a centralised facility (e.g. portacom/cabin) that can be used as a gathering point on the block, for a training facility, office, meeting space. NB. Size means a consent is not required.	<small>Commercial Info</small>
Water assessment for block; professional advice and costing to provide water for block (in alignment with master planning)	<small>Commercial Info</small>
Map areas on the block (build on feasibility) for Manuka planting and infilling opportunities - establish a planting plan for next planting season. Enhance the manuka available on the block and improve biodiversity.	Inc in Project Management
Purchase of Manuka Seedlings & Labour costs for planting programme. NB: Re-seeding could be combined with planting.	<small>Commercial Info</small>
Prepare and implement a Weed and Pest Management Control Plan; including investigation into control services / programmes and partners available. This has dual benefit in that it allows for weed/exotics to be cleared for manuka plantation and also supports the biodiversity objectives of the Trust for the whenua. Clear crush 10% Block, possum control, bait stations over 227ha, plan writer.	<small>Commercial Info</small>
Project management ( <small>Commercial Info</small> ) to ensure the contract is completed, undertake reporting, enhance policies and automate accounting systems, facilitate hui, attend Trust meetings, relationship and contract management, planning development, compliance, overall coordination, mentoring of Administrator.	<small>Commercial Info</small>
Enhance the communication capability of Trustees ( <small>Commercial Info</small> ); automate the beneficiary register and other databases including community contacts, enhance regular panui to beneficiaries and community, coordinate all community hui and establish/monitor social media presence.	<small>Commercial Info</small>
Develop a training & employment programme, identifying the skillsets required to maintain the block as a sustainable business (includes targeting of Pakanae 5A beneficiaries).	Inc in Project Management

Training project (Com trainees - aimed at beneficiaries of the Block) commence Commercial Information Aiming to deliver this project in through Commercial Information as a training provider. This budget for coordination of trainees and administration to work with Commercial Informat	Commercial Information
<b>Total</b>	<b>\$602,700</b>

28. What are the proposed deliverables if funding is approved?

Refer Pakanae 5A Development Project Plan Budget (for detail)					
#	Description	Payment criteria:	Invoice Value \$ (Exc. GST)	%	Invoice Date:
1	Initiation Payment	On signature of the funding agreement	\$Commercial info	Comr%]	Commercial Information
2	Preparation complete	Completion of preparatory work: <ul style="list-style-type: none"> <li>- Infrastructure – site preparation</li> <li>- Contractors engaged</li> <li>- Building &amp; infrastructure sourced &amp; contracted</li> <li>- Weed &amp; pest control programme commenced</li> <li>- Master-planning, operating model, business case commenced</li> </ul>	\$Commercial Inform	Comr%]	Commercial Information
3	Development complete	Development complete: <ul style="list-style-type: none"> <li>- Track development complete</li> <li>- Weed &amp; pest control programme continues</li> <li>- Te Ara Mahi programme commences</li> <li>- Planting programme plan complete &amp; Manuka seedlings sourced.</li> </ul>	\$Commercial Inform	Comr%]	Commercial Information
4	Master Planning complete	Planning, sustainability & planting <ul style="list-style-type: none"> <li>- Ecological survey complete</li> <li>- Business case and operating model complete</li> <li>- Interp Panels installed &amp; walking paths complete</li> <li>- Planting programme preparation and planting underway.</li> <li>- Te Ara Mahi continues</li> </ul>	\$Commercial Info	Comr%]	Commercial Information
5	Final Report	Reporting <ul style="list-style-type: none"> <li>- Final report submitted</li> <li>- All workstreams complete.</li> </ul>	\$Commercial Info	Co%]	Commercial Information

29. Please provide a description of why Government funding is required to deliver this project.

Despite Trustees wishing to progress this project, following the successful completion of the feasibility study, this project is not underway presently as the Trust does not have the capital to invest in and develop the project.

The Trust is unable to borrow or access financial capital from other sources, therefore Government funding is the only option to develop the land (Stage I).



30. Please provide an overview of the applicant's relevant skills and experience for delivering a projects of this nature:

Pakanae 5a Trustees undertook a successful feasibility project with <sup>Commercial</sup> in 2018. In addition, Trustees have the following skills and experience:

<sup>Privacy of natural persons</sup> Project Manager Pakanae Marae Wharekai rebuild \$3m. <sup>Commercial Information</sup> (responsible as Trustee for the current build of <sup>Commercial Information</sup> ).

<sup>Privacy of natural persons</sup>

<sup>Privacy of natural persons</sup> Chair of the Kaikohe-Hokianga Community Board and involved in a number of key community development projects. Developed Hapu Environmental Plans and very familiar with consenting and local government processes.

<sup>Privacy of natural persons</sup>

Other Trustees listed on Maori Land Online include:

<sup>Privacy of natural persons</sup>

Last AGM held 9 June 2018.

31. Please outline the project team and explain the Governance arrangements for this project

Please refer to No. 30 for Trustee skills and experience.

**Project Management:**

Trustees acknowledge commitment and capacity to govern this project. However, will need capacity to manage a project of this size. Therefore, capability for a project manager and a communications advisor will be included.

Trustees are responsible for the project and the project manager will report to Trustees within set delegations. Project management will enhance the systems and processes already established by the Trust in order to enable successful project delivery.

Please refer to No. 25 for further information on delivery and project structure.

32. What procurement process has been undertaken (i.e. selection of a provider), or will be undertaken, and how will that be managed? In addition, please provide a description of how greater public value will be achieved through the

procurement process, for example by considering one or more of the following:

- How regional businesses (inc. Māori / Pacifica enterprises) will be provided with opportunities
- How skills will be developed in the market (i.e. via construction apprenticeships)
- How worker conditions in the supply chain will be improved / managed
- How waste / emissions are being reduced in this procurement.

For more information, please visit: <https://www.procurement.govt.nz/broader-outcomes/>

A procurement policy will be developed which will include procurement requirements for different ranges of price. A comprehensive Closed Tender Process will be undertaken for any large procurement arrangements. Following the completion of the Process, Trustees will make the decision based on a number of variables in the procurement policy – to ensure best value for money and best outcomes for the project – taking into account the geographical isolation, involvement of Maori businesses, training opportunities as part of the contracted activity and other variables.

Trustees will provide the procurement process to MBIE for approval as part of contract signing process.

33. What risks are associated with the delivery of this activity?

#	Risk	Mitigation approach	Rating
1	Contractors are not prepared to tender given the geographical isolation of the location.	Use local knowledge to access reputable local contractors with good track records and other stakeholders' expertise e.g. <small>Comme</small>	Low
2	If the contractor's price is not accurate, then additional funding may be required.	Utilise legal advice to ensure contracts are accurate and costs are managed within budget (eg fixed price contracts). Ensure detailed proposals are provided prior to making any decisions. Review the contract in detail, on site with preferred contractor.	Low - Medium
3	If access to a large number of Block beneficiaries cannot be achieved, then full consultation may not occur.	Ensure communications strategy and plan are activated early in the project.	Medium
4	Competing project workstreams cause confusion	Ensure project management is clear and links with communication strategy/plan to avoid confusion at both project management and community levels.	Low - Medium
5	Training and employment programme does not reach enough trainees	Work closely with training providers. Work with schools, hapū and community from beginning of project to ensure programme is ready to commence <small>Comme</small>	Low

34. Will the applicant own the asset on delivery?

Yes:

No:

- If no, please describe who will own the asset.

n/a

35. When the project is delivered, what is the plan to operationalise the asset (if an asset), and maintain it through life?

*[We would like to understand what will happen after the funding has been used, and the project is delivered. Please cover how sustainable the resulting asset will be in terms of funding, skills required, and consumer demands etc.]*

Part of this project is the development of a Master Plan, a detailed Business Plan and a Medium-Long Term Funding Strategy for Stage II. This will include commercial income sources and also philanthropic funders. Over the <sup>Commerc</sup> of the project, the Stage II plan will be developed, relationships built with partners/funders to ensure the sustainability of the asset.

The training and employment programme will ensure the involvement of beneficiaries, hapū, whanau and community in the project. This will also provide medium-long term capability for the various skills required on the block.

36. What will the impact be on the applicant's financial accounts?

*[Please describe what impact the funding will have on the applicant's financial accounts over the time of the project.]*

As the Trust has not yet developed the Block in any meaningful way, the Trust has not had to outlay or raise large amounts of funding. Commercial Information

There are no commercial arrangements on the block presently.

The Master Planning process will enable the income projections detailed in the feasibility to be extrapolated and the financial planning completed. This will be translated into the Business Case. There are no insurance policies in place as the Block currently has no assets to insure.

**Part D: Declarations**

37. 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 Yes:  No:
38. Has this activity ever been declined Crown Funding in the past? Yes:  No:
39. Has the applicant or the contracting entity ever been insolvent or subject to an insolvency action, administration or other legal proceedings? Yes:  No:
40. Has any individual in the Project Team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been insolvent or subject to an insolvency action, administration or other legal proceedings, or actively involved in any organisation which has? Yes:  No:
41. Has any individual in the Project Team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been adjudged bankrupt or is an undischarged bankrupt? Yes:  No:
42. Has any individual in the Project Team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been under investigation for, or been convicted of, any criminal offence? Yes:  No:
43. 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. Yes:  No:

"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>

If you answered "Yes" to any question from 38 to 43, please provide a description below:

There are no current conflicts of interest, however, once the project has begun and contractors are procured, or activities on the block begin, an Interests Policy will detail how these Interests are to be declared and managed.

By completing the details below, the applicant makes the following declarations 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 have obtained the permission of each member of the Project Team to provide the information contained in this application and those individuals are aware of, and agree to, the Terms and Conditions of applying for Provincial Growth Fund funding which are attached as Appendix 1;
- 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.
- The applicant consents to the Provincial Growth Fund undertaking due diligence including any third party checks as may be required to fully assess the application.

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**Full name:**

Privacy of natural persons

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**Title / position:**

**Chair**

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**Signature / eSignature:**

Privacy of natural persons

*(Refer separate signed scanned page)*

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**Date:**

Commercial Information

## **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 (or e-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.

### **Use and disclosure of information**

The Provincial Development Unit will require you to provide certain information, including personal information, on application forms if you wish to apply for funding. If you do not provide all of the information that is required on an application form, the Provincial Development Unit may be unable to process or otherwise progress your application.

MBIE will generally only use personal information provided in the application process for the purpose of administering the PGF which includes assessing an application you have submitted, contracting, monitoring compliance and reporting.

We may use personal information provided to us through the application for other reasons permitted under the Privacy Act (e.g. with your consent, for a directly related purpose, or where the law permits or requires it).

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, including assessment and ongoing monitoring, which will include carrying out due diligence. Due diligence may involve MBIE disclosing information to another MBIE business unit or relevant agency in order to assess the application and verify the information contained in the application and accompanying documents.

MBIE will generally not otherwise disclose personal information provided or collected through this application unless required or otherwise permitted by law. For example, we may seek your consent to undertake additional due diligence checks and request information from other relevant third parties. 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 project/activity
- 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.

### **Electronic signature**

You can only file documents and information with us using an electronic signature if you're the signatory, or have authority to act on behalf of the signatory, and are using software that complies with our standards, in particular keeping records of transactions where an electronic signature has been used. Once a document with your electronic signature has been filed with us, we consider the information:

- has been provided with your full knowledge and agreement
- is authentic and accurate
- wasn't amended after your electronic signature was added to the document, unless a change has been clearly marked on the document.

You're responsible for:

- safeguarding how and when your electronic signature and credentials are used on documents and information
- managing who has authority to use your electronic signature on your behalf, for example, a chartered accountant.

If your electronic signature on a document or information is filed with us, you won't be able to dispute having signed and approved the document or information. If we question the authenticity of an electronic signature or online transaction, you must be able to demonstrate on request the validity of the software used to apply your electronic signature to the document.

You must use electronic signature software that captures authentication, time and source details for any online transaction where a document with your electronic signature has been filed. These details must be held within the software itself, in the form of a file that:

- is maintained in its original form with no amendments, and
- can be provided to us, if requested, within a specified time.

The file must be treated as a record, as defined by the Companies Act 1993, and a business record as defined by the Evidence Act 2006.



## **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)