

Innovation Programme for Tourism Recovery

APPLICATION FORM – STREAM ONE (DISCOVERY)

NOVEMBER 2022



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

Te Kāwanatanga o Aotearoa
New Zealand Government



Stream One Purpose

Stream One supports innovative, solution-based ideas that may require further feasibility work before applying for full development support.

COMPLETING THIS FORM

This form is designed to be completed in association with the 'Guidance for Applicants' document.

Please complete the form in full, and submit it electronically to tourisminnovation@mbie.govt.nz.

Note: There is a 20MB size limit for emails. For larger applications, please separate them into different emails.

If you need any assistance with completing this form or have any questions about the process, please contact the Innovation Programme for Tourism Recovery secretariat at tourisminnovation@mbie.govt.nz.

PROPOSAL CHECKLIST

Before you apply be sure to complete the following:

- › Use the online eligibility self-assessment tool to assess your eligibility to apply.
- › Check the MBIE website to ensure you have downloaded the most recent version of each document.
- › Read the 'Guidance for Applicants' document available on the MBIE website.
- › Read the supporting information on the MBIE website.
- › Contact tourisminnovation@mbie.govt.nz if you have questions about your eligibility.

When filling out this form please ensure:

- › All answers are typed into the space provided for each section.
- › You provide the information required for each question. This is outlined clearly within the 'Guidance for Applicants' document.
- › You have read and understood the declaration details outlined in Section 6 and have signed the declaration.

EVIDENCE

When MBIE assesses proposals against the eligibility and/or the assessment criteria, we will consider whether the evidence provided supports the claims, as well as the quality of that evidence. Where questions ask for evidence to support claims, it is highly recommended that you provide reference sources that attest the accuracy and quality of the evidence.

MBIE will assess the application using the information provided by the applicant.

Section 1: Applicant details

Please provide information about yourself or your organisation. If you're an individual fill out section 1.1, if you're an organisation fill out section 1.2 (please only complete one section).

1.1 INDIVIDUAL APPLICANT

Applicant name:

Applicant address (including postcode):

Contact phone:

Contact email address:

Contact postal address (including postcode) (if different to applicant address):

Presence as an individual in New Zealand:

- a New Zealand **citizen or resident**, or
- a New Zealand **tax resident** (either you have been in New Zealand for more than 183 days in any 12-month period; or you have a permanent place of abode in New Zealand, refer to Inland Revenue for more information)

1.2 ORGANISATION APPLICANT

Applicant name:

Applicant address (including postcode):

Type of organisation:

- company
- an Incorporated Society
- a Charity
- a Limited Partnership
- a Māori Trust or incorporation
- a tertiary education institution (New Zealand-based),
- a statutory entity
- a New Zealand local government body.

GST number:

New Zealand Business Number:

Contact person:

Job title or role:

Contact phone:

Contact email address:

Contact postal address *(including postcode) (if different to applicant address):*

POSTCODE



Section 2: Project description

In this section we are asking you to tell us about your innovation.

- 1. Name of innovation project *(a short title that describes your proposed project)*:

- 2. Please provide a short description of your innovation *(max 500 words)*:

3. Please explain why you believe your innovation is transformative for tourism in New Zealand (including if it is a world first, applying an existing overseas innovation to New Zealand etc): (max 250 words)

4. Which part/s of the New Zealand-Aotearoa visitor journey is your project applicable to?

(tick all that apply)

- inspiration / planning a trip
- bookings
- transport
- arrival in New Zealand
- accommodation
- activities, experiences, hospitality and retail
- engagement with New Zealanders / community input
- depart New Zealand
- storytelling and inspiration for next trip.

5. How broad is the effect of your innovation? e.g. how many firms and/or regions will benefit from your innovation?

6. Ko wai? Who is leading the project? Is your project is delivered with the support, or under the leadership, of Māori.

7. Expected length of Stream One (must be completed within four months):

CO-FUNDING DETAILS

8. Estimated total cost of completing the Stream One project (**note:** only the total cost of the feasibility stage of project):

9. Amount of co-funding sought from MBIE to progress your Stream One project (must be between \$10,000 – \$25,000 and at most, 50% of total cost):

10. Do you have at least 50% co-funding for your Stream One project?

Yes No

11. Please list the confirmed and expected co-funding sources (excluding in-kind funding) you have for this project, including the sources, value of co-investment and percentage of project value per source.

Note: if your co-funding is yet to be sourced / confirmed, any approval for funding from the programme is subject to this confirmation.

Source of co-funding	Value of co-funding	Percentage value of total project cost



Section 3: Achieving the purpose of the Programme

This section contributes to the assessment of how your project will achieve the purpose and outcomes of the Programme.

12. Which of the core values of tourism does your project deliver on *(please tick all that apply, but your project only needs to deliver on one to be eligible)?*

- Tiaki:** caring for and protecting people, place, and planet, for our future.
- Pōtikitanga:** our curious, ingenious, and adventurous spirit.
- Manaaki:** extending respect, hospitality, generosity and care to others.
- Whanaungatanga:** creating a sense of connection, family and belonging.

13. Please explain how your innovation delivers on the core value most relevant to you: *(max 250 words)*

14. Please indicate the primary outcome your innovation most aligns with *(please tick only one):*

- Outcome 1:** reduce carbon emissions resulting from tourism or have a positive impact on the climate,
- Outcome 2:** improve the environmental sustainability of tourism through enhancing our natural environment and biodiversity,
- Outcome 3:** improve the resilience of tourism to future changes, impacts and shocks,
- Outcome 4:** lift productivity or capability of the tourism sector through technology, or
- Outcome 5:** promote and protect Taonga Māori throughout the New Zealand-Aotearoa visitor journey (where the project is led or delivered by iwi / hapū or Māori enterprises).

15. Please explain how your project delivers on that primary outcome: *(max 250 words)*

16. Please indicate any other outcomes your innovation aligns with (**note:** your project only needs to align with one primary outcome to be eligible but alignment with additional outcomes may boost your project assessment relative to others) (please tick all that apply):

- Outcome 1:** reduce carbon emissions resulting from tourism or have a positive impact on the climate,
- Outcome 2:** improve the environmental sustainability of tourism through enhancing our natural environment and biodiversity,
- Outcome 3:** improve the resilience of tourism to future changes, impacts and shocks,
- Outcome 4:** lift productivity or capability of the tourism sector through technology, or
- Outcome 5:** promote and protect Taonga Māori throughout the New Zealand-Aotearoa visitor journey (where the project is led or delivered by iwi / hapū or Māori enterprises).

17. Please explain how your project delivers on any secondary outcomes: *(max 250 words)*

Section 4: Feasibility

Please provide additional information to assist with our assessment of your project’s feasibility.

18. Please explain the feasibility status of your Stream One project *(Why does your project require more feasibility work? What work has already been undertaken?)*: (max 250 words)

19. What outputs will be delivered to ‘fill the gaps’ to demonstrate your Stream One project is feasible (i.e. core elements of a business case that need to be completed, and what the funding will be used for?) Please tick all relevant boxes and provide a short explanation: (max 250 words)

(Please attach evidence of the expected costs associated with these activities to your application, e.g. invoices, quotes, wage costs etc)

- concept validation or testing
- concept development, including design sprints
- sourcing relevant expertise, partners, or skillsets to deliver the project
- consultancy support to develop a project plan
- acceleration or scaling up testing / advice
- business / project plan preparation (e.g. staff time).

20. Please explain whether you or your organisation have experience in delivering similar projects *(outline any previous experience or projects): (max 250 words)*

21. Please explain whether you or your organisation have the relevant skillset needed to deliver the Stream One project or would need to bring in additional resource(s): *(max 250 words)*

22. Outline how you will measure the success / outcomes of your Stream One project *(how will you measure the success of the Stream One project?): (max 250 words)*

23. Have you applied for funding for this innovation from other funds? If yes, which funds did you apply for and were these successful?

Yes No

24. Please outline if there are any barriers to your plan (such as Intellectual Property constraints):

25. What are the major risks with your plan and how will you mitigate these?

Risk	Mitigation
Example: <i>Project task X can only be carried out in a particular/ off-peak season</i>	<i>Note in project plan and account for it in project timeline.</i>



Section 5: Attachments

Remember to attach any additional documents to your application. Note that there is a 20MB size limit.

Section 6: Declaration by lead applicant

I declare on behalf of the applicant(s), that:

- › I have read this form, and the Guidance for Applicants, and fully understand the procedures, terms, conditions and criteria for the Innovation Programme for Tourism Recovery co-funding;
- › this application form outlines the basis on which this Stream One application is made;
- › I have read, understand and accept MBIE's standard form contract, including the terms and conditions, a copy of which is attached as Schedule 1 in the Guidance for Applicants;
- › the statements in this application are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentation made;
- › I understand MBIE and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the applicant(s) or project for the purposes of gaining or providing information related to the processing and assessment of this application;
- › the applicant(s) will, if requested by MBIE or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel;
- › I understand MBIE may undertake due diligence checks as needed to meet government requirements, and I consent to checks required being carried for those purposes;
- › I consent to the public release, including publishing on the Internet, of the name of the applicant(s), the amount of grant sought, contact details of the applicant(s) and a general statement of the nature of the activity/project, and undertake to cooperate with MBIE on communications relating to this application;
- › I understand MBIE's obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this application, the provisions of this Act apply to all of the information provided in this application;
- › the application involves an activity/project that is a lawful activity that will be carried out lawfully;
- › the applicant(s) is not in receivership or liquidation nor will the project be managed by an undischarged bankrupt or someone prohibited from managing a business;
- › I am authorised to make this application on behalf of the applicants identified in Section 1;
- › I understand that MBIE may withdraw its offer of funding should the proposed project fail to be completed within the agreed timeline (detailed in Section 2).

SIGNATURE OF LEAD APPLICANT

This acknowledgment must be signed by you or a person with the legal authority to commit your organisation to a transaction (e.g. Chief Executive)

Name:

Title:

Organisation:
(if applicable)

Signed:

Date:



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