# He tipu ka hua fund Proposal Template

Use this template to complete your proposal for the He tipu ka hua fund. For information about this funding opportunity, see our [web pages](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/investment-funds/expanding-the-impact-of-vision-matauranga-2023-investment-plan/he-tipu-ka-hua-investment-fund-call-for-proposals).

By submitting a proposal, you are agreeing to [MBIE’s funding policies, terms and conditions](#_MBIE’s_funding_policies,).

You are responsible for ensuring that all parties cited 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
* read and accepted the terms and conditions of submitting a proposal and the information we may make public.

### Proposal Completion and Submission Requirements

* Use this template to complete your proposal in MS WORD and then copy the content into our Investment Management System (IMS).
* You will need to [request access to IMS](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/) before you can complete your application. Please make sure you request access at least one week before you want to submit your application.
* Respond to all questions and use sub-headings if appropriate to improve readability.
* Use pictures, graphs, and hyperlinks sparingly.
* Complete your application before 12 noon, 6 July 2023. Any change to this date will be notified via email and published on the MBIE website. To be added to the email notification list, email [EIVM@mbie.govt.nz](mailto:EIVM@mbie.govt.nz).

## Proposal Template

### Section 1: Project details

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| * 1. **Contracting organisation**   Provide your:   * + contracting organisation name   + Organisation’s number (NZBN).   Enter your answer here... |
| * 1. **Full title**   In 12 words or less, provide the title of you your project.  Enter your answer here... |
| 1.3 **Implementation plan development start and end dates**  We’ll give you up to six months to develop your implementation plan. The dates for you to do this are between 7 September 2023 and 28 February 2024.  If you consider that your planning is well advanced and you do not require the full term, please explain in 100 words or less why, and let us know what time frame you would prefer.  Enter your answer here... |
| * 1. **Full project location**   Tell us the location from which the full proposal will be led.  Enter your answer here... |
| * 1. **Iwi affiliation**   Tell us about any iwi/hapū affiliation(s) that may be relevant to your organisation or proposed research programme.  Enter your answer here... |
| 1.6 **Primary contact**  Provide the name, email address and telephone number of your primary contact person. This contact must have the authority to discuss your proposal with us and will receive our communications and updates.  Enter your answer here... |
| 1.7 **Secondary contact**  Provide a name, email address and telephone number of a second contact person. This secondary contact must differ from the primary.  Enter your answer here... |

### Section 2: Eligibility

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| 2.1 **Who can apply**  Applicants must meet all the eligibility criteria below for their proposal to be assessed. Applicants who don’t meet these criteria will be declined funding on eligibility grounds.   * + Applications must be made by a New Zealand based legal entity that is a Māori organisation. A Māori organisation is defined as an organisation that identifies itself as Māori and uses (or wishes to use) research, science and technology or related activities.   + Organisations must provide evidence of sufficient capacity and capability to implement and manage significant research activity. MBIE will look for evidence of an organisational size appropriate for the project, management capability and/or experience managing large scale projects. Such entities may be representative of iwi, hapū, and marae or be other bodies that are not defined by whakapapa.   + Individuals are not eligible to apply.   + New Zealand Government departments (as defined in Schedule 2 of the Public Service Act 2020) are not eligible to apply for funding.   + Wānanga established under the Education and Training Act 2021 are eligible to apply. All other Crown entities including universities and CRIs are not eligible to apply for funding.   + Wholly owned subsidiaries of Crown entities are not eligible to apply for funding.   + The terms and conditions of the Fund's funding agreement will apply to the provision of funding agreed between the contracting organisation and us. By submitting a proposal, Kaitono (and their collaborators) are agreeing to the terms and conditions of the Funding Agreement.   + Your proposal must not benefit a Russian state institution (including but not limited to support for Russian military or security activity) or an organisation outside government that may be perceived as contributing to the war effort.   + Your proposal must not be for activities already funded by any government agency.   + Applications must be made in our Investment Management System (IMS) within the application deadline, and comply with all formatting, content or other administrative requirements set out in this funding opportunity.   Does your application meet all these criteria?  Enter your answer here... |

### Section 3: Tell us about your project

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| 3.1 **Project summary**  In 100 words or less give us a high-level summary of your full project.  We are looking to fund the development of an implementation plan that will explain how you will go about delivering a substantial programme of research activity for up to five years.  Enter your answer here... |
| 3.2 **Please tell us how the project will be Māori-led**  In 200 words or less, explain the role of Māori in the:   * + leadership and governance of the project   + research activity in the project   + management of the project and any staff or contractors involved.   If you intend to work with other partners, please describe the contribution that they will make and how you will work together.  Enter your answer here... |
| 3.3 **Capacity and capability**  In 400 words or less, please tell us about your capacity and capability to implement and manage a significant research programme. Include examples of previous projects if possible.  Enter your answer here... |
| 3.4 **Priorities**  In 800 words or less, tell us what you plan to do.  Describe the key challenges or opportunities you have identified and what things you will do or produce to address these in more detail.  Examples of the kinds of full projects that we are seeking include the following:   * + an integrated research programme or research platform involving your organisation in partnership with researchers, Māori communities and other partners   + application of research, science and innovation and mātauranga Māori by Māori to produce results and benefits that reflect the interests and aspirations of a Māori community or communities.   Enter your answer here... |
| 3.5 **Implementation plan**  In 500 words, outline how you will develop a full implementation plan. Include key activities, timeframes, research methodology and design.  Please include an estimated budget for up to $300,000 (excluding GST). Use the table below as a guide.  Budget Table   |  |  | | --- | --- | | Item | Amount $(excluding GST) | |  | $ | |  | $ | |  | $ | |  | $ | |  | $ | |  | $ | | Total | $ | |
| 3.6 **Impact (expanding capacity)**  In 400 words or less, please tell us how this project will expand the capacity of Māori communities and researchers to engage with and harness research, science and innovation.  Some examples of the impacts and outcomes that you may wish to expand upon are:   * + capability development   + relationship building for future RSI opportunities   Enter your answer here... |
| 3.7 **Impact (benefits and outcomes)**  In 400 words or less, please tell us how this project will result in intended impacts such as:   * + tangible benefits for Māori communities   + addressing key challenges or opportunities   + positively impact Māori communities.   Some examples of the impacts and outcomes that you may wish to expand upon include how the full project will result in Māori communities thriving and engaging with research, science, and innovation to deliver:   * + idea and knowledge generation, sharing and transfer   + identification of future opportunities   + development of resilience and mana Motuhake.   Enter your answer here... |

### Section 4: Conflicts of interest

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| 4.1 **Conflicts of interest**  Declare any indirect or direct conflicts of interest and indicate the nature of the conflict. This may include possible conflicts with Assessors or MBIE employees or contacts. See our [web pages](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/investment-funds/expanding-the-impact-of-vision-matauranga-2023-investment-plan/he-tipu-ka-hua-investment-fund-call-for-proposals).  Declare any conflicts here... |

### Section 5: Additional information

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| 5.1 **How did you hear about the fund**  In 100 words or less, tell us how you heard about the fund so we can continue to improve our communication and engagement approach. This is not included in the assessment.  Enter your answer here... |
| 5.2 **Key words**  Enter five key words (each between 3 and 55 characters in length) that describe the nature of your project’s science and technology element. Do not include acronyms or abbreviations.  Enter your answer here... |
| 5.3 **Public statement**  In 500 words or less, provide us with a pre-prepared public statement that tells us about your project. This statement should be engaging and easily understood by the general public. We welcome public statements in te reo Māori. Please include:   * + the aims and outcomes of your project   + how you will go about achieving the aims and outcomes   + what communities or other groups you will be working with   + where the project is taking place   + publishable contact details that can be used by the public and/or the media   + not include confidential information, references, images, video, or audio files.   If your proposal is funded, this statement will be published on our webpages and may be used in the public arena.  Enter your answer here... |

## MBIE’s funding policies, terms and conditions

By submitting an application, you are accepting and agreeing to MBIE’s funding policies, terms and conditions. Neither this funding opportunity, nor any contract resulting from the invitation process is intended to create a partnership agreement between MBIE and the Applicant.

### Funding policies

Our funding polices show our commitment to:

* everyone having a fair and equal opportunity to participate in the science system to their fullest potential, and
* ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability.

For more see our web page [Agencies, policies and budget initiatives](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/).

### Funding 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.

1. 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.

1. 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.

1. 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.

1. 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.

1. 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.

1. 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 2020, 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.

1. 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.

1. 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.

1. 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.

1. 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 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.

1. Costs and expenses

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

1. 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.

1. Disclosure of information

14.1 MBIE may make public the following information:

* The proposal title
* The name of the successful Host (the Contracting organisation)
* The names of all Partner organisations
* The public statement (as provided in the proposal)
* The public statements in the Progress report(s) and/or Final report) (if funded)
* The total amount of funding provided
* The contract number (if funded)
* The contract start and end dates (if funded)
* The contract status (if funded)

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.