# He aka ka toro fund Proposal Template

Use this template to complete your proposal for the He aka ka toro 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-aka-ka-toro-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 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.
* Only Section 3 of the proposal template is assessed.
* Use can use pictures, graphs, and hyperlinks.
* The application portal opens 31 July 2023 and closes 12 noon, 21 September 2023. It is important to note that the fund is ‘first in, first served’ and will be paused earlier if MBIE receive applications to the total value of $4 million (excluding GST) before the closing date.
* If the application portal is paused, no new applications will be received by MBIE until the next round of funding is available.
* Any change to this fund 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 Information

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| * 1. **Full title**   In 12 words or less, please provide a title for your project.  Enter your answer here... |
| * 1. **Total MBIE Funding requested**   Enter the total amount of funding you are requesting from MBIE.   * + Small grants: up to $50,000 for projects 3 to 12 months   + Medium grants: up to $100,000 for projects 3 to 12 months   + Large grants: up to $250,000 for projects 12 to 24 months   All dollar amounts exclude GST.  Enter your answer here... |
| 1.3 **Project start and end date**  **Start date**  Enter your answer here...  **End date**  Enter your answer here... |
| 1.4 **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... |
| 1.5 **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 (including sole traders) that is a Māori organisation. A Māori organisation is defined as an organisation that identifies itself as Māori. Such entities may be representative of iwi, hapū, and marae or be other bodies that are not defined by whakapapa.   + New Zealand Government departments (as defined in Schedule 2 of the Public Service Act 2020) and Crown entities including universities, wānanga and CRIs are not eligible to apply for funding.   + Wholly owned subsidiaries of Crown entities are not eligible to apply for funding.   + 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.   + By submitting a proposal, applicants (and their collaborators) are agreeing to the terms and conditions of the Funding Agreement.   + If your organisation has an active contract for He aka ka toro funding currently, you are unable to submit a further funding application until your current contract term has ended.   + Applications must be made in our Investment Management System (IMS) and comply with all formatting, content or other administrative requirements set out in this funding opportunity.   Does your application meet all these criteria?  Yes/No |

### Section 3: Excellence (50% weighting) Impact (50% weighting)

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| 3.1 **Project summary (100 words or less)**  Provide a summary of your project telling us:   * + What you propose to do   + How your project will benefit Māori   Enter your answer here... |
| 3.2 **Excellence: Māori-leadership (200 words or less)**  Tell us how will the project be Māori led? Please explain the role of Māori in the:   * + leadership and governance of the project   + community involvement 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 **Excellence: Grant Specific Questions**  **Small Grant Only**  In 200 words or less, tell us how the project will develop the capacity and capability of your organisation or the people it represents to lead and participate in research, science, and innovation?  Enter your answer here...  In 200 words or less, describe the key challenges or opportunities you have identified and what things you will do to address these.  Enter your answer here...  **Help text**  Small grants are up to $50,000 (excluding GST) and are for projects that support getting research ready. For example, hui and wananga to identify information/research needs, receive advice on science techniques and/or obtain initial consultancy support.  **Medium Grant Only**  In 200 words or less, tell us about the research project you propose to undertake and what information or research challenge this project is meeting.  Enter your answer here...  In 200 words or less, describe the key challenges or opportunities you have identified and what things you will do to address these.  Enter your answer here...  **Help Text**  Medium grants are up to $100,000 (excluding GST). Medium grants support projects involving extensive capability development and/or a smaller research project. The medium grants are also suitable to support the second phase of a project.  **Large Grant Only**  In 200 words or less, describe the key challenges or opportunities you have identified and what things you will do to address these.  Enter your answer here...  In 200 words or less, tell us about the research project you propose to undertake and how you plan to translate those research discoveries into practical actions that will benefit Māori?  Enter your answer here...  **Help Text**  Large grants are up to $250,000 (excluding GST) and support projects that will enable communities or prospective researchers to undertake research and/or translate research into practical actions. For example, larger projects that include elements of translation of research between Māori communities. |
| 3.4 **Excellence: People and Resources** **(200 words or less)**  Tell us about the skills, resources, and expertise required to delivery this project including any key personnel.  Enter your answer here... |
| 3.5 **Impact: Māori communities (200 words or less)**  Tell us how this project will assist Māori communities to engage with and harness research, science, and innovation.  Some examples of impacts and outcomes are:   * + relationship building for future RSI opportunities   + identification of future opportunities, and   + development of resilience.   Enter your answer here... |
| 3.6 **Impact: Benefits (400 words or less)**  Tell us what the tangible benefits will be for Māori as a result of this project?  Some examples of tangible benefits are:   * + capability development   + engagement and relationship building   + idea and knowledge generation, sharing and transfer   + identification of future opportunities   + development of resilience and mana Motuhake.   Enter your answer here... |
| 3.7 **Budget Outline**  Please include an estimated budget (excluding GST). The table below is provided as a guide only.   |  |  | | --- | --- | | Item | Amount $ (excluding GST) | | Personnel Costs |  | | Travel |  | | Accommodation |  | | Materials and Consumables |  | | Overheads |  | | Other (please specify) |  | | Total |  |   **Notes about budget:**   * + Capital expenditure for any equipment with an asset life beyond the term of the project is not fundable.   + All dollar amounts should exclude GST. |

### 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-aka-ka-toro-investment-fund-call-for-proposals).  Declare any conflicts here... |

### Section 5: Public Statement

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| 5.1 **Public statement**  If your proposal is funded, this statement will be published on our webpages and may be used in the public arena.  In 300 words or less, provide us with a public statement that tells us about your project. 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.   Do not include confidential information, references, images, video, or audio files.  Enter your answer here... |

### Section 6: Additional information (Not Assessed)

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| 6.1 **How did you hear about the fund**  Please tell us how you heard about the fund so we can improve our engagement approach.  Enter your answer here... |
| 6.2 **Intellectual Property Management (200 words or less)**  Describe:   * + how you will record and monitor any intellectual property generated by the project   + if the success of your project is dependent on access to existing intellectual property, the agreement you have in place to use it   + if you are collaborating with other organisations, any intellectual property management plans in place.   Enter your answer here... |
| 6.3 **Risk Management Plan (200 words or less)**  Describe any foreseeable risks to the proposed project. Please indicate the likelihood of the risk and planned mitigation strategies.  Enter your answer here... |
| 6.4 **Special ethical and regulatory requirements (200 words or less)**  If applicable, please describe any ethical, regulatory requirements and/or approvals needed to deliver your project. Tell us when you expect to obtain approvals.  Enter your answer here... |
| 6.5 **Key words**  Enter up to 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... |
| 6.6 **Project location**  Where will the project take place? Select from these region(s):   |  |  | | --- | --- | | Northland - Te Tai Tokerau  Auckland - Tāmaki Makaurau  Waikato  Bay of Plenty - Te Moana-a-Toi-te-Huatahi  Taranaki  Gisborne - Tairāwhiti  Hawkes Bay - Te Matau-a-Māui  Manawatu-Whanganui  Wellington - Te Whanganui-a-Tara | Tasman - Te Tai-o-Aorere  Nelson - Whakatū  Marlborough - Te Tauihu-o-te-waka  West Coast - Te Tai Poutini  Canterbury - Waitaha  Chatham Islands - Rēkohu / Wharekauri  Otago - Ōtākou  Southland - Murihiku | |
| **6.7 Iwi affiliation**  Tell us about any iwi/hapū affiliation(s) that may be relevant to your organisation or project.  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 Intellectual Property Rights does not include mātauranga Māori.

6.5 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.