

New Zealand Cycle Trail Fund

Funding Round 2025

Expression of Interest
March 2025

New Zealand Cycle Trail Fund Funding Round 2025

Expression of Interest (EOI)

**Completing this form**

Please complete the EOI in full and submit it electronically to NZCT@mbie.govt.nz. EOI must be received by the NZCT Fund secretariat no later than 5pm on 30 April 2025.

MBIE will assess proposals against the eligibility and/or the assessment criteria, we will consider whether the evidence provided supports the claims, as well the quality of that evidence. Where questions ask for evidence to support claims, it is 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.

MBIE reserves the right to accept late proposals in the following situations:

* if it is MBIE’s fault that the EOI was received late
* in exceptional circumstances, where MBIE considers that there is no material prejudice to other applicants. MBIE will not accept a late EOI if it considers that there is risk of collusion on the part of an applicant, or the applicant may have knowledge of the content of any other EOI.

If you need any assistance with completing this EOI, please contact the MBIE Cycle Trail team on NZCT@mbie.govt.nz.

**Intention of the Funding**

This is a contestable funding round. Funding is made available from the New Zealand Cycle Trail Fund (NZCT Fund). The purpose of this funding round is to invest into major trail enhancements on existing Great Rides that deliver on one or more of the following investment priorities:

* Enhancements to align with the New Zealand Cycle Trail design guidelines, including addressing findings from the Great Ride trail audits
* Enhancements to help the Great Ride better cope with extreme weather
* Extensions and enhancements that deliver economic benefits to host communities[[1]](#footnote-1).

There is an expectation that approved projects will be completed within two years from approval. Projects expected to go beyond the two-year timeframe are still eligible to apply for funding provided that significant progress can be made within the two-year period. Current trail construction projects funded by the NZCT Fund experiencing cost increases are eligible to be considered for additional funding.

The minimum amount of funding available from the NZCT Fund is $75,000 per project, and the maximum amount of funding available is $3 million per project.

The funding round will be a two-stage process:

* Stage one - Expressions of interest for projects for the contestable funding round (Please complete this EOI application form.)
* Stage two - A detailed business case to be developed for projects that progress from stage one submissions. Up to $30,000 per project will also be made available from the NZCT Fund for the development of a cost-benefit analysis or engineering assessment for projects over $1 million. (Only successful applicants from stage one will be invited to apply for stage two.)

**Out of Scope**

The funding is not intended to fund the construction of new cycle trails, or to extend the existing network of Great Rides beyond their current start and/or end points.

Applications from organisations or trails that are not existing Great Rides.

The funding is not intended to be used to fund a number of smaller projects that are bundled together to meet minimum funding requirements. Each application should be for a single project.

**Co-funding Requirements**

Applicants are required to provide financial co-funding which is based on the co-funding ratios that are used for the Great Ride annual maintenance funding (Annex One).

Funding from other government agencies will be accepted as applicant’s co-funding contribution, but at a 50:50 co-funding ratio. Other NZCT Funding eg Annual Maintenance Funding, cannot be used as co-funding.

Co-funding must be monetary. In-kind contributions will not be considered as co-funding.

**Fund Process**

Invitation to submit Full Application/Business Case if your EOI application is successful

MBIE will notify you of the outcome

Minister for Tourism and Hospitality makes shortlist decisions (estimated 3–4 weeks)

Complete and submit your EOI by 5pm on 30 April

Assessment of your EOI by the NZCT Evaluation Panel (estimated 3–4 weeks)

Assessment of your Full Application/Business Case by the NZCT Evaluation Panel (estimated 3-4 weeks)

MBIE will notify you of the outcome

Minister for Tourism and Hospitality /MBIE make funding decisions (estimated 3-4 weeks)

Complete and submit your Full Application/Business Case within 3 months

Deliver your project

**Assessment Process**

Expressions of Interest will be assessed by the NZCT Evaluation Panel. The NZCT Evaluation Panel will make recommendations to the Minister for Tourism and Hospitality on those applications that should proceed to the business case stage.

The NZCT Evaluation Panel comprises the following members:

* Manager, Investment Management & Performance, MBIE – Chair
* New Zealand Cycle Trail Incorporated representative
* NZTA representative
* DOC representative
* Independent cycle trail expert.

Expressions of Interest will be assessed and scored against the following criteria:

* Co-funding
* Deliver the project within two years
* Project Complexity
* Impact of the project
* Benefits of Change.

Each criterion will be scored up to a maximum of five points.

A moderation process will be included in the assessment process for the NZCT Evaluation Panel to reach agreement on the recommendations. This may mean lower scoring projects are ranked more highly.

**Section 1: Eligibility**

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| * 1. **Eligibility checklist**

You must meet all the eligibility criteria below before you apply for EOI: |
| Is your trail a Great Ride or a trail under construction that has been funded by the NZCT Fund? | [ ] Yes[ ] No |
| Is the Great Ride a full member of NZCT Inc.? | [ ] Yes[ ] No |
| Key stakeholders have been consulted and are supportive of this application? | [ ] Yes[ ] No |
| The amount of NZCT Funding being requested is between $75,000 and $3 million | [ ] Yes[ ] No |

**Section 2: Trail Description**

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| **2.1 Trail key details** |
| **Trail Name** |  |
| **Trail Description**(Trail grade, as per NZCT Design Guidelines, trail type (e.g. surface, width, length). Break this down by trail sections) |  |
| **Overview Map** | Please attach overall map of your trail the location of the proposed project[ ]  Attached |
| **Trail Target Market** (Briefly describe the type of cyclists, both international and domestic that are your key market(s)) |  |
| **Current trail user numbers**(Please provide estimates of the total number of cyclists and pedestrians using your Great Ride) |  |
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**Section 3: Project Description**

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| **3.1 Project key details** |
| **Summary of Project**(max 200 words) | (Please submit only one project per form) |
| **Estimated Start Date** |  |
| **Estimated Completion Date** |  |
| **Estimated total cost of project**  |  |
| **Estimated amount of NZCT funding required** |  |
| **Project Stage Description and timeframes**(Briefly outline the various stages required to deliver this project and estimated timeframes. For example: access, design, permissions, tendering, construction, final sign-off) |  |

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| **3.2 Challenges and Opportunities** |
| Summarise the main challenge(s) and/or opportunity(s) that this project will address.Examples may include resolving major safety issues, addressing the grade of your trail, making your trail more resilient to extreme weather events, opening up new economic opportunities for local businesses. |
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| **3.3 Risks** |
| Summarise the key risks associated with this project |
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| **3.4 Benefits** |
| Summarise the major benefits you will realise by addressing this challenge/ opportunity. For example: increased trail users, improved user experience, greater alignment with NZCT Design Guidelines, address audit findings, increase visitor nights, increased visitor expenditure, reduced maintenance costs. |
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| **3.5 Local Co-Funding** |
| How confident are you in securing local co-funding? (Tick the applicable box below) |
| [ ]  High - local co-funding is known/available now[ ]  Med - we have a plan to meet local share, needs confirming[ ]  Low – early-stage discussions or the funding plan is a work in progress |
| List sources of local co-funding, amount and describe your co-funding plan. |
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| **3.6 Project Scope** |
| Tick all applicable boxes or comment below. |
| [ ]  Trail enhancements to align with the New Zealand Cycle Trail Design Guidelines [ ]  Trail enhancements to better cope with extreme weather[ ]  Trail extension and enhancements that deliver economic benefits to host communities [ ]  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **3.7 Project Complexity** (Tick the applicable box below) |
| **Land access** | [ ]  High - negotiation not yet started or we expect issues[ ]  Med - agreement in-principle only or some negotiation required[ ]  Low - easements already granted or no issues expected[ ]  N/A - not applicable to this project |
| **Resource consent**  | [ ]  High - we expect issues[ ]  Med - some complexities but we have overcome similar before[ ]  Low - no issues expected or consent already granted[ ]  N/A - not applicable to this project |
| **Building consent**  | [ ]  High - significant and/or complex consents required[ ]  Med - some complexities but we have overcome similar before[ ]  Low - no issues expected or consent already granted[ ]  N/A - not applicable to this project |
| **Infrastructure e.g. bridge, retaining wall, new section of trail** | [ ]  High - significant infrastructure required, untested solutions proposed[ ]  Med - significant infrastructure required but we have overcome similar before[ ]  Low - only minor works, nothing tricky[ ]  N/A - not applicable to this project |
| **Terrain e.g. ground surface or topology** | [ ]  High - no assessment yet, or indications are that we expect difficulties[ ]  Med - some challenges, but indications are that these can be overcome[ ]  Low - known area, no issues expected[ ]  N/A - not applicable to this project |
| **Public conservation lands and waters** | [ ]  The project crosses public conservation lands and waters [ ]  Permissions will be required from the Department of Conservation [ ]  The project is for activity that is consistent with the relevant Conservation Management Strategy and/or National Park Management PlanComment if applicable: |
| **Other (briefly describe): e.g. heritage/cultural/****stakeholder or conservation considerations** |  |

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| **3.8 Impact of the Project on the Trail** **once completed** (Tick the applicable box below) |
| **Visitor numbers** | [ ]  Negative - we expect issues[ ]  Neutral - very little or no impact[ ]  Positive - Potential for beneficial impact[ ]  N/A - not applicable to this project |
| **Visitor nights**  | [ ]  Negative - we expect issues[ ]  Neutral - very little or no impact[ ]  Positive - Potential for beneficial impact[ ]  N/A - not applicable to this project |
| **Community stakeholders**  | [ ]  Negative - we expect issues[ ]  Neutral - very little or no impact[ ]  Positive - Potential for beneficial impact[ ]  N/A - not applicable to this project |
| **Local business** | [ ]  Negative - we expect issues[ ]  Neutral - very little or no impact[ ]  Positive - Potential for beneficial impact[ ]  N/A - not applicable to this project |
| **Environmental**  | [ ]  Negative - we expect issues[ ]  Neutral - very little or no impact[ ]  Positive - Potential for beneficial impact[ ]  N/A - not applicable to this project |
| **Other Recreational Users of the Trail**  | [ ]  Negative - we expect issues[ ]  Neutral - very little or no impact[ ]  Positive - Potential for beneficial impact[ ]  N/A - not applicable to this project |
| **Other (briefly describe): e.g. to a neighbouring trail, long term social and/or health benefits** |  |

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| **3.9 Benefits of Change** (Tick the applicable box below) |
| **Economic growth e.g. increased visitor spend in the host region** | [ ]  Insignificant - very little or no new/additional benefits[ ]  Moderate - some positive benefits are expected[ ]  High - expected that this will have a significant positive impact[ ]  N/A - not applicable to this project |
| **Safety improvements for users of the trail** | [ ]  Insignificant - very little or no new/ additional benefits[ ]  Moderate - some positive benefits are expected[ ]  High - expected that this will have a significant positive impact[ ]  N/A - not applicable to this project |
| **Enhanced user experience**  | [ ]  Insignificant - very little or no new/ additional benefits[ ]  Moderate - some positive benefits are expected[ ]  High - expected that this will have a significant positive impact[ ]  N/A - not applicable to this project |
| **Trail alignment with NZCT Design Guidelines** | [ ]  Insignificant - very little or no new/ additional benefits[ ]  Moderate - some positive benefits are expected[ ]  High - expected that this will have a significant positive impact[ ]  N/A - not applicable to this project |
| **Improve trail resilience**  | [ ]  Insignificant - very little or no new/ additional benefits[ ]  Moderate - some positive benefits are expected[ ]  High - expected that this will have a significant positive impact[ ]  N/A - not applicable to this project |
| **Reduce ongoing maintenance costs for the trail** | [ ]  Insignificant - very little or no new/ additional benefits[ ]  Moderate - some positive benefits are expected[ ]  High - expected that this will have a significant positive impact[ ]  N/A - not applicable to this project |
| **Drive growth for trail and the Ngā Haerenga New Zealand Cycle Trails network** | [ ]  Insignificant - very little or no new/ additional benefits[ ]  Moderate - some positive benefits are expected[ ]  High - expected that this will have a significant positive impact[ ]  N/A - not applicable to this project |
| **Other (briefly describe) e.g. events** |  |

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| **3.10 Project Measurement**  |
| Please explain how you will measure the impact/benefits of the proposed project.  |
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**Section 4: Applicant Information**

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| **4.1 Applicant Information**  |
| **Applicant Organisation Name** |  |
| **Applicant address, including postcode** |   |
| **Contact Person**  |  |
| **Job title or Role** |  |
| **Contact phone** |  |
| **Contact email address** |  |

**Section 5: Declaration by applicant**

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| I declare on behalf of the applicant(s), that:* I have read this form, fully understand the processes and terms.
* this declaration outlines the basis on which this application is made;
* the statements in this application are true and the information provided is complete and correct and there have been no misleading statements, 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 or project for the purposes of gaining or providing information related to the processing and assessment of this application;
* the applicant 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, the amount of grant sought, contact details of the applicant 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 is not in receivership or liquidation nor will the project be managed by an undischarged bankrupt or someone prohibited from managing a business;
* where external providers are being employed as part of the project/activity, the relevant providers are not employees or directors of the applicant, and nor do they have any other direct or indirect interest in the applicant, whether financial or personal unless specifically stated in the application; and
* I am authorised to make this application on behalf of the applicant/s and I have consulted with all relevant entities associated with management of the Great Rides.
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| ***The Applicant to sign and complete details below***(This acknowledgment must be signed by a person with the legal authority to commit your organisation to a transaction.) |
| Name of Authorised Signatory: |  | Signature: |  |
| Title:Organisation: |  | Date: |  |
| Co-signatory (if applicable)Name:Title:Organisation: |  | Signature:Date: |  |

**Annex One: Great Ride Funding Ratios**

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| **Great Ride** | **Funding ratio (maximum NZCT funding rate (%))** |
| Alps 2 Ocean  | 55 |
| Around the Mountains | 50 |
| Coppermine | 50 |
| Great Lake Trail | 50 |
| Hauraki Rail Trail | 55 |
| Hawkes Bay Trails | 50 |
| Lake Dunstan Trail | 50 |
| Motu Trail | 75 |
| Mountains to Sea | 75 |
| Old Ghost Road | 50 |
| Otago Central Rail Trail | 50 |
| Queen Charlotte Track | 50 |
| Queenstown Trail | 50 |
| Remutaka Cycle Trail | 50 |
| Roxburgh Gorge | 50 |
| Clutha Gold | 65 |
| St James Cycle Trail | 50 |
| Tasman Great Taste Trail | 50 |
| Timber Trail | 50 |
| Twin Coast | 70 |
| Waikato River Trail | 60 |
| West Coast Wilderness Trail | 65 |
| Whakarewarewa Forest Loop | 55 |

1. Extensions within the existing Great Ride only. [↑](#footnote-ref-1)