

<p>Buy Kiwi Made Sector and Regional Initiatives Fund</p> <p>Application Form</p>

This application form must be read in conjunction with the Information Sheet for the Buy Kiwi Made Sector and Regional Initiatives Fund, which includes important information about the fund's purpose, criteria and parameters, assessment, decision-making, recipient obligations, variations, disclaimers, official information and communications.

Legal or other obligations between the Crown and a successful applicant will not arise unless or until the Crown and the successful applicant have entered into a signed agreement satisfactory to the Crown under the Ministry's standard terms and conditions for funding, a copy of which is available at www.med.govt.nz/buykiwimade/.

All applications for grants made under the Buy Kiwi Made Sector and Regional Initiatives Fund are to be submitted on this application form. All parts of the application form are to be completed. Where possible you are encouraged to use the electronic Word version as the boxes automatically expand as you type and it provides you with an email able version. If you use this PDF version please use a separate page where necessary.

Applications for the first funding round must be received by the Ministry of Economic Development by **5pm, Friday 2 March 2007**.

SECTION A:	Project summary
Name of project:	
Name of representative group: If your group/collective does not have an official name please provide a short description.	
Name of legal entity: If the representative group above is not a legal entity you will need to identify the entity that can form a contract with, and receive funding from, the government.	
Legal status: i.e. company, incorporated society, registered charitable trust, etc. Attach the most recent audited financial statements for the legal entity – e.g. the annual report.	
Brief outline of the proposed project: Briefly (in fewer than 50 words) describe what the funding will actually be used for i.e. specific, tangible deliverables/ outputs. Please do not: outline why the project is needed; the project's objectives/outcomes; or, your organisation's objectives.	

Project cost and funding sought: Please ensure that all figures used in this application are GST exclusive. Your funding contribution must be in cash.	A. Total cost of project	B. Your funding contribution (existing funds, other grants, etc)	C. Funding still to be raised from other sources (do not include the amount applied for in this application)	D. Funding sought from this fund (this must be no more than 50% of the total cost of project – column A.)
	\$	\$	\$	\$
	100%	%	%	%
Sector/region ¹: The region/ sector that your application relates to.				
Timeline: The proposed period over which the project will run. Please note applicants are not able to be funded retrospectively for project costs.	Start date	Finish date	Duration (months)	

SECTION B:	Project details
What are the key tasks to be completed in the project and how much will each task cost? Further to the project summary in section A, please include a detailed break-down of the project, including who will undertake specific components, a timeline, milestones, budget ² , and the source and date of any quotations. Use a separate page or table if necessary. A template is attached as Appendix 1 that you might find useful.	

¹ In this context 'regional' refers to one of the following regions – Northland, Auckland, Waikato, Bay of Plenty, Gisborne, Hawke's Bay, Taranaki, Manawatu-Wanganui, Wellington, Nelson-Tasman-Marlborough, West Coast, Canterbury, Otago, Southland.

² Please note that all budgeted amounts must be in monetary terms, not 'in-kind' or any other form. All amounts should be GST exclusive.

<p>How will the project be monitored to ensure it is undertaken as outlined in this application and the objectives of the project are being achieved? If you have survey, baseline, or monitoring information you should also attach it to the application.</p>			
<p>Are you applying to other sources of funding for this project? Include the fund name(s) and amount(s) sought, exclusive of GST.</p>			\$
<p>Outline attempts to finance the project from other sources. Include the fund/organisation (public and private) name(s), amount(s) sought exclusive of GST, and date of decline. Include letters or emails as evidence.</p>	<p>Source</p>	<p>Amount sought</p>	<p>Date of decline</p>
		\$	
<p>Is this a new project? <i>yes/no</i></p>			
<p>If no: is this a continuation of previous work and how was it funded?</p>			
<p>Who are the key people involved in the project? Include names, organisation, contact number, and involvement in project (in brief). Attach CVs/profiles where applicable.</p>			

<p>SECTION C:</p>	<p>Project benefits and support</p>		
<p>Describe how the project will promote the objectives of Buy Kiwi Made and/or the profile of the Buy New Zealand Made Campaign Ltd: Use a separate page if necessary. If you have supporting analysis or reports you should attach them to the application.</p>			

Describe how the project will lead to substantial economic benefits for your sector or region: Use a separate page if necessary. If you have supporting analysis or reports you should attach them to the application.

Describe how any of these economic benefits may spill over to other sectors or regions: Use a separate page if necessary. If you have supporting analysis or reports you should also attach them to the application.

Provide evidence that your application has strong regional or industry support: This may include support from industry members, local government, economic development agencies, iwi and community groups. Include evidence of financial contributions and attach letters of support.

SECTION D: Applicant details	
Name of contact person:	
Position and organisation:	
Postal address:	
Phone number:	
Fax number:	
Email address:	
Website:	
If the legal entity is GST registered please provide the GST number.	
Identify any potential conflict of interest for your organisation/ group in respect of the project for which funding is sought: <small>Provide evidence of the procedure your organisation has adopted to manage such conflicts of interest.</small>	
Briefly (in fewer than 150 words) describe the main purpose of your organisation/group and its main activities.	
How did you find out about the fund? <small>This will help us promote the fund for future rounds.</small>	

SECTION E:**Checklist of supporting information to be attached to the application form**

- | | |
|---|--------------------------|
| 1. Certificate of Legal Status of Organisation, Incorporated Society, Charitable Trust etc. (Section A) | <input type="checkbox"/> |
| 2. Current audited financial statements for the legal entity – e.g. annual report. (Section A) | <input type="checkbox"/> |
| 3. Letter/s of support. (Section B) | <input type="checkbox"/> |
| 4. Profiles/CVs of key people (Section B) | <input type="checkbox"/> |
| 5. Economic benefit study or analysis. (Section C) | <input type="checkbox"/> |
| 6. Any other supporting material or information. (Section A, B or C) | <input type="checkbox"/> |
| 7. Other – Please give title / details. | <input type="checkbox"/> |

SECTION F:**Declaration (please print before completing this section)**

I declare that the statements in this application are true and the information provided is correct. I acknowledge for and on behalf of the applicant that this application is subject to the Information Sheet for the Buy Kiwi Made Sector and Regional Initiatives Fund.

Signature and name of applicant (or applicant nominee): **Name**.....

Title / Position:

Date:

Completed signed application form and supporting information (including an electronic copy of the application form via email or disk/CD where possible³) is to be provided by 5pm Friday 2 March 2007 to:

Postal address:	Courier / physical address
Buy Kiwi Made Sector and Regional Initiatives Fund	Buy Kiwi Made Sector and Regional Initiatives Fund
Ministry of Economic Development	Ministry of Economic Development
PO Box 1473	33 Bowen Street
Wellington	Wellington

For enquiries:

Roz Connelly

Fund Coordinator

Phone: (04) 474 2629

Email: buykiwimade@med.govt.nz

Website: www.med.govt.nz/buykiwimade/

Office Use Only	
Date received:	
Date acknowledged:	
Application Number:	
#	

³ If possible please send your completed application form in Microsoft Word format to buykiwimade@med.govt.nz or send on a disk/CD. In addition print your completed form, sign the declaration page, attach your supporting documentation and send to Buy Kiwi Made Sector and Regional Initiatives Fund at the above address.

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Appendix 1: Key Tasks Template				
Outcome (actual change that you are aiming to bring about)	Output (what you will do to achieve the outcome)	Deliverable (a tangible record of the achievement of the output – payment will be contingent on the receipt of an acceptable deliverable)	Date (on which deliverable will be completed)	Cost of deliverable
Total (A)				\$
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Expenditure break-down				Amount
Personnel (wages/salary)				\$
Administration (rent/ lease offices etc)				\$
Consultants and contractors				\$
Rental and leasing of equipment				\$
Travel and accommodation				\$
Promotion and distribution				\$
Financial and/or legal expenses				\$
Other 1 – specify				\$
Other 2 – specify				\$
Other 3 – specify				\$
Total (B)⁴				\$
<hr/>				
Income break-down				Amount
Grant from Buy Kiwi Made Sector and Regional Initiatives Fund				\$
Other 1 – specify				\$
Other 2 – specify				\$
Other 3 – specify				\$
Other 4 – specify				\$
Total (C)⁵				\$

⁴ Total (B) should equal total (A)

⁵ Total (C) should also equal total (A) i.e. A = B = C