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PART C DEVELOPMENT GRANT PROPOSAL

**Project Name: [Insert name of Project]**

**Respondent: [Insert name of Respondent]**

**Date: [insert date of this document]**

# **Respondent Details**

## **1.1 Our Details**

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| **Item** | **Detail** |
| Trading name: | [insert trading name] |
| Full legal name (if different): | [if applicable] |
| Physical address: | [if more than one office – put the address of your head office] |
| Postal address: | [e.g. P.O Box address] |
| Registered office: | [if you have a registered office insert the address here] |
| Business website: | [url address] |
| Type of entity (legal status): | [sole trader / partnership / limited liability company / other please specify] |
| Registration number: | [if your organisation has a registration number insert it here e.g. company registration number] |
| Country of residence: | [insert country where you (if you are a sole trader) or your organisation is resident for tax purposes] |
| GST registration number: | [NZ GST number / if overseas please state] |

## **1.2 Our Point of Contact**

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| **Item** | **Detail** |
| Contact person: | [name of the person responsible for communicating with HVN] |
| Position: | [job title or position] |
| Phone number: | [landline] |
| Mobile number: | [mobile] |
| Email address: | [work email] |

# **Project Details**

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| **Item** | **Detail** |
| Project Name | [insert name of project] |
| Proposed Start Date | [insert proposed start date for project on or after 1 October 2019] |
| Proposed End Date | [insert proposed project end date] |
| Proposed Duration | [insert total project duration in months] |
| Proposed Budget | [insert total Project Budget (ex GST) including Industry Co-Funding] |
| Industry Cash Co-Funding (if any) | [insert Cash Co-Funding (ex GST) to be provided (if any)] |
| Industry In-Kind Co-Funding | [insert In-Kind Co-Funding (ex GST) to be provided] |
| Proposed HVN Grant Amount | [insert Grant amount requested from HVN (ex GST) – i.e. Project Budget less Industry In-Kind Co-Funding] |
| HVN Fund | Select the Funds(s) you wish to be considered for:  Māori F&B Innovation Fund  Emerging F&B Innovation Fund |

# **About the Project**

## **3.1 Summary (<500 words)**

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| ***Requirements:*** *Provide a brief summary of the project plan, objectives, industry collaboration and outcomes, and explain how this aligns to the HVN Mission and Strategy.* |
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## **3.2 Background (<500 words)**

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| ***Requirements:*** *Articulate the background to the project with on particular focus on the problems and opportunities that the project seeks to address* |
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## **3.3 Objectives, Milestones and Deliverables (<1000 words)**

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| ***Requirements:*** *Articulate the key Objectives, Milestones and Deliverables for the project.*  *Include specifications and dates for achievement of each Objective.*  *Milestones should be notable achievements that plot the path of the project towards achieving the Objectives. They should not include routine tasks. Milestones should be specific, measurable / verifiable (i.e. it is possible to determine if they are achieved or not against an agreed specification) and time-bound (i.e. have an end date). Includes dates for each Milestone.*  *Deliverables are the tangible outputs from the project that will demonstrate to HVN how the Development Grant has been utilised. This could include:*   * *formation of new cluster(s)* * *reports and resources for industry* * *delivery of industry training and engagement sessions* * *project plans and proposals for future action* |
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## **3.4 Outcomes, Benefits and Impacts (<1000 words)**

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| ***Requirements:*** *Articulate the key outcomes, impacts and benefits that are likely to arise from the project. This should include a discussion on how the project will support future development of the sector and the pathway to future research.* |
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## **3.5 Alignment (<500 words)**

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| ***Requirements:*** *Articulate how the project is aligned to the HVN Mission, Strategy and the other Alignment Assessment Criteria in this RFP.* |
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## **3.6 Vision Mātauranga (<500 words)**

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| ***Requirements:*** *Articulate what attempts have been made to explore opportunities to align the project to the HVN Vision Mātauranga Strategy and (where relevant) describe how this is reflected in the project design, skill mix of the team and relationships with key Māori stakeholders.* |
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## **3.7 Project Plan (<1500 words)**

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| ***Requirements:*** *Provide a comprehensive overview of the project plan that will be implemented to achieve the Objectives and Milestones.* |
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## **3.8 Project Team and Stakeholders (<500 words)**

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| ***Requirements:*** *Outline the key project team members and stakeholders that will contribute to the delivery of the project plan, including an overview of their relevant skills and experience* |
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## **3.9 Timeline**

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| ***Requirements:*** *Provide a Gantt chart showing the timeline for the achievement of the Objectives, Milestones and Deliverables* |
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## **3.10 Investment**

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| **Requirements:** Detail the total proposed investment in the project in terms of:   1. HVN funding 2. Aligned funding 3. Industry co-funding   Explain in detail how the value of the industry co-funding has been calculated.  **Note:** a detailed budget is required to be submitted with this Development Grant Proposal using the Budget Template available from the HVN website. |
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# **Referees (Optional)**

Respondents may supply the details of two referees for your organisation. You should nominate referees that can attest to the capability, capacity and commitment your organisation to deliver the project over the term of the Development Grant and to commercialise the results for the benefit of New Zealand.

Please note: in providing these referees you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Proposal. You also agree that all information provided by the referee to us will be maintained in confidence in accordance with the Terms and Conditions.

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| --- | --- |
| **First referee** | |
| Name of referee: | [insert name of the referee] |
| Name of organisation: | [insert name of their organisation] |
| Relationship to Respondent: | [brief description of relationship between referee and Respondent] |
| Reason for nomination: | [brief description of why referee has been nominated] |
| Address: | [insert street address] |
| Telephone: | [insert mobile or landline] |
| Email: | [insert email address] |

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| --- | --- |
| **Second referee** | |
| Name of referee: | [insert name of the referee] |
| Name of organisation: | [insert name of their organisation] |
| Relationship to Respondent: | [brief description of relationship between referee and Respondent] |
| Reason for nomination: | [brief description of why referee has been nominated] |
| Address: | [insert street address] |
| Telephone: | [insert mobile or landline] |
| Email: | [insert email address] |

# **Attachments**

Ensure that the following are attached to your Proposal:

1. Budget using the Budget Template on the HVN website
2. MoU or letter of Collaboration (if relevant)

# **Declaration**

Indicate whether the Respondent agrees or disagrees with the Declarations shown in the table below. If you disagree with any of the Declarations, provide an explanation and suggested resolution.

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| --- | --- | --- |
| **Respondent’s declaration** | | |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **Terms and Conditions:** | I/we have read and fully understand this RFP, including the Review and Assessment Process and the Terms and Conditions. I/we confirm that the Respondent/s agree to be bound by the Terms and Conditions. | **[agree / disagree]** |
| **Collection of further information from nominated referees (if any):** | The Respondent/s authorises the Challenge Contractor to:   1. collect any information about the Respondent, except commercially sensitive pricing information 2. use such information in the evaluation of this Proposal.   The Respondent/s agrees that all such information will be maintained in confidence in accordance with the Terms and Conditions. | **[agree / disagree/ n/a]** |
| **Requirements:** | I/we have read and fully understand the nature and extent of the RFP. I/we confirm that the Respondent/s has the necessary capacity, capability and availability to deliver the Project. | **[agree / disagree]** |
| **Ethics:** | In submitting this Proposal the Respondent/s warrants that it has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Challenge Contractor or the Assessment Panel. | **[agree / disagree]** |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Subcontract with the Challenge Contractor to deliver the Project. Where a Conflict of Interest arises during the RFP process the Respondent/s will report it immediately to the Challenge Contractor’s Point of Contact. | **[agree / disagree]** |
| **Details of conflict of interest:** [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. | | |
| **Disagreement(s) with Declarations:** [if you have declared ‘disagree’ for any of the Declarations in this Section, provide an explanation and suggested resolution]. | | |
| **DECLARATION**  **I/we declare that in submitting the Proposal and this declaration:**   1. **the information provided is true, accurate and complete and not misleading in any material respect** 2. **the Proposal does not to the best of our knowledge contain intellectual property that will breach a third party’s rights** 3. **I/we have secured all appropriate authorisations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a Subcontract with the Challenge Contractor to deliver the Project.**   **I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Proposal may result in the Proposal being eliminated from further participation in the RFP process.**  **By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.** | | |
| **Signature:** |  | |
| **Full name:** |  | |
| **Title / position:** |  | |
| **Name of organisation:** |  | |
| **Date:** |  | |