­­­­­­



PART D EXPRESSION OF INTEREST

VERSION 2, SEPTEMBER 2019

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

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

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

# **Respondent Details**

## **1.1 Our Details**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **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**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Project Name | [insert name of project] |
| Indicative Start Date | [insert indicative start date for project] |
| Indicative End Date | [insert indicative end date for the project] |
| Indicative Duration | [insert total project duration in months] |
| Indicative Submission Date | [insert date when Full Proposal is likely to be submitted] |
| Indicative Budget | [insert total Project Budget (ex GST) including Industry Co-Funding] |
| Industry Cash Co-Funding | [insert Cash Co-Funding (ex GST) to be provided] |
| Industry In-Kind Co-Funding | [insert In-Kind Co-Funding (ex GST) to be provided] |
| Proposed HVN Grant Amount | [insert Grant amount to be requested from HVN – i.e. Indicative Budget less Industry Co-Funding] |
| HVN Fund | Select the Funds(s) you are interested to apply for:  Core Fund  Māori F&B Innovation Fund  Emerging F&B Innovation Fund |
| HVN Grant Category | Select the Research Grant Type you are interested to apply for:  Development  Seed  Explorer  Project  Programme |

# **About the Project**

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

|  |
| --- |
| ***Requirements:*** *Provide a brief summary of the proposed project, including the relevant background, key objectives, activities, deliverables and expected outcomes, and explain how this aligns to the HVN Mission and Strategy.* |
|  |

## **3.2 Approach (<500 words)**

|  |
| --- |
| ***Requirements:*** *Provide a brief summary of the approach that you are proposing to implement to address the problem/opportunity and to achieve the expected outcomes. For a Research Grant this should include a high-level overview of the research design and methods. For a Development Grant this should include the key elements or activities of the project plan.* |
|  |

## **3.3 Outcomes, Benefits and Impacts (<500 words)**

|  |
| --- |
| ***Requirements:*** *Articulate the key outcomes, impacts and benefits that are likely to arise from the project.* |
|  |

## **3.4 Project Stakeholders and Team (<500 words)**

|  |
| --- |
| ***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* |
|  |

# **Support**

|  |
| --- |
| Depending on the nature of your project, the HVN Directorate may be able to provide support to identify and engage with Research Organisations and Industry Partner(s) to collaborate with on the delivery of your project. Indicate whether you require any support or assistance prior to completing your Full Proposal. |
|  |