­­­

PART C DEVELOPMENT GRANT PROPOSAL

VERSION 3, november 2020

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

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

**Date: [DAY MONTH YEAR (e.g. 01 January 2021)]**

# **Respondent Details**

## **1.1 Organisation Details**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Trading name: | [insert trading name] |
| Full legal name (if different from above): | [if applicable] |
| Physical address: | [if more than one office – use address of 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 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 Overview**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Project Name | [insert name of project] |
| Proposed Start Date | [insert proposed start date as DAY MONTH YEAR (e.g. 01 January 2020)] |
| Proposed End Date | [insert proposed end date as DAY MONTH YEAR (e.g. 01 January 2020)] |
| Proposed Duration | [insert total project duration in months] |
| Proposed Budget | [insert Total Project Budget (ex GST) including Industry Co-Funding] |
| Industry Cash Co-Funding | [insert Industry Cash Co-Funding (ex GST) to be provided (if any)] |
| Industry In-Kind Co-Funding | [insert Industry In-Kind Co-Funding (ex GST) to be provided (if any)] |
| Proposed HVN Grant Amount | [insert Grant Amount being requested from HVN (ex GST) – i.e. Total Project Budget less Industry In-Kind and Cash Co-Funding] |
| HVN Fund | Select the Funds(s) you wish to be considered for:  Māori F&B Innovation Fund  Emerging F&B Innovation Fund |

# **Project Details**

Please note, each section below has a word limit denoted in the respective headings. These are upper limits and applicants do not need to use the entire word limit.

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

|  |
| --- |
| ***Requirements:*** *Provide a brief summary of the project objectives, plan, industry collaboration and outcomes, and how the project aligns to the HVN Mission and Strategy.* |
| *Example:*  *The “Golden Potato” project attempts to identify potential health benefits associated with consumption of novel cultivars of potatoes. To begin addressing this issue, we will characterize and compare the nutritional profiles of 3 novel cultivars of potatoes with potential for growth in New Zealand. We are collaboration with Institution X to achieve the following objectives:*   1. *Generate nutritional profiles for 3 potato cultivars;* 2. *Compare nutritional profiles and rank for various impacts (e.g. glycaemic index); and* 3. *Determine whether consumers in New Zealand are willing to purchase cultivars based on nutritional claims.*   *We plan to achieve the above objectives by doing…*  *We are collaborating with Institution X because…*  *Overall, the project aligns with the HVN Mission and Strategy because…* |

## **3.2 Vision Mātauranga (<500 words)**

|  |
| --- |
| ***Requirements:*** *Describe what attempts have been made to explore opportunities to align the project to the* [*HVN Vision Mātauranga Strategy*](https://www.highvaluenutrition.co.nz/about-us/vision-matauranga/)*, and (where relevant) describe how this is reflected in the project design, skillset of the team, and relationships with key Māori stakeholders.*  *Please note, HVN recognises each project is unique; however, project teams are expected to engage with Māori stakeholders at the ideation stage wherever possible. If you have questions regarding this aspect of the project, please email* [*hvn@auckland.ac.nz*](mailto:hvn@auckland.ac.nz) *for further information.* |
|  |

## **3.3 Background – Problem Statement and Opportunities (<500 words)**

|  |
| --- |
| ***Requirements:*** *Concisely describe the background of the project, focusing on a specific problem and opportunities the project seeks to address.* |
|  |

## **3.4 Objectives, Milestones, and Deliverables (<1,000 words)**

|  |
| --- |
| ***Requirements:*** *Concisely describe the key Objectives, Milestones, and Deliverables for the project and include dates for achievement of each (where possible).*  *Please note, Milestones should be notable achievements that plot the path of the project towards achieving the Objectives. Milestones 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). Please include dates for each Milestone.*  *Deliverables are the tangible outputs from the project that will demonstrate to HVN how the Development Grant has been utilised. These include, but are not limited to, the following:*   * *Formation of new industry cluster(s)* * *Reports and resources for industry* * *Delivery of industry training and engagement sessions* * *Project plans and proposals for future action* |
| *Example:*  *The “Golden Potato” project has the following 3 Objectives:*   1. *Generate nutritional profiles for 3 potato cultivars (completion by December 2020);* 2. *Compare nutritional profiles and rank for various impacts (e.g. glycaemic index; completion by March 2021); and* 3. *Determine whether consumers in New Zealand are willing to purchase cultivars based on nutritional claims (completion by March 2021).*   *The Milestones for Objective 1 are as follows:*   * 1. *Secure novel potato cultivar samples for nutrition profiling (September 2020)*   2. *Validate new analytical chemistry method for rapid nutrition profiling (October 2020)*   3. *Complete nutrition profiles for 3 cultivars of potatoes (November 2020)*   *The Milestones for Objective X are as follows…*  *The Deliverables for Objective 1 are as follows:*   * 1. *Summary report detailing nutritional profiles of 3 novel potato cultivars (completion by December 2020).*   *The Deliverables for Objective 2 are as follows…* |

## **3.5 Gantt Chart**

|  |
| --- |
| ***Requirements:*** *Please also provide a Gantt chart showing the timeline for the achievement of Objectives, Milestones, and Deliverables. The HVN Directorate recognises that timelines may be approximations requiring revision in future.*  *The Gantt chart can be submitted as a separate document.* |

## **3.5 Project Plan (<1,500 words)**

|  |
| --- |
| ***Requirements: Requirements:*** *Provide a project plan including specific details (operational and scientific) for each Objective.* *This includes details about infrastructure, scientific methods, research plan, and project management. Overall, this section should provide the HVN Directorate with a clear understanding of how and where the work will be completed.* |
|  |

## **3.6 Outcomes, Benefits, and Impacts (<1,000 words)**

|  |
| --- |
| ***Requirements:*** *Describe the key outcomes, impacts and benefits that are likely to arise from the project. Please specify how these apply to New Zealand’s industry and communities (where applicable), and how the associated knowledge will be disseminated. This should include a discussion on how the project will support future development of the sector and the pathway to future research.* |
|  |

## **3.8 Project Personnel and Stakeholders (<500 words)**

|  |
| --- |
| ***Requirements:*** *List in point form the key* ***project team members, named and unnamed personnel*** *(i.e. position) who will conduct project work,* ***sub-subcontractors*** *who will contribute to project work, and* ***stakeholders*** *that will contribute to the delivery of the project plan.*  *Please include details about relevant skills and experience for each entry. In the case of sub-subcontractors, please describe the service they will provide.*  *Please include a concise bullet point justifying the time of each entry on the project.* |
| *Example:*  *Lynn Smith, CEO of Tawa Growers*   * *20+ years of experience in potato industry, coordinating industry research teams and generating new cultivars.* * *Experienced plant breeder with expertise in developing drought-resistant strains and cultivars amenable to topiary use.* * *Justification for FTE on project: Lynn will be responsible for providing the 3 potato cultivars to the “Golden Potato” project.* |

## **3.9 Investment and Budget (no word limit)**

|  |
| --- |
| **Requirements:** Please fill out the HVN Budget Template (available online and upon request from [hvn@auckland.ac.nz](mailto:hvn@auckland.ac.nz)), and include it in the submission of your proposal to the HVN.  **Optional:** If you wish to provide additional details or clarification about the proposal’s investment / budget, please do so in the space below. |
|  |

# **Attachments**

Ensure that the following are attached to your Proposal:

1. Budget using the HVN Budget Template on the HVN website
2. Memorandum of Understanding or Letter of Collaboration (if relevant)

*Please note, the need for a Memorandum of Understanding or Letter of Collaboration should be determined by the project team; the HVN Directorate may request these documents if deemed necessary after reviewing the proposal and budget.*

1. Gantt chart
2. Business case

# **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.

|  |  |  |
| --- | --- | --- |
| **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]** |
| **Funding** | I/We acknowledge that HVN does not provide Grants for activity that is already fully funded through other funding streams and agree to notify the Challenge Contractor immediately if any of the Research detailed in this Proposal is funded through another source. | **[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, and 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 Research Plan. | **[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/s 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 Research Plan. 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’ if there is no conflict of interest]. | | |
| **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, 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, and** 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 Research Plan.**   **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:** |  | |