

**AQUACULTURE PLANNING FUND**

 **APPLICATION FORM**

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| Project Number: | *Supplied by MPI* |
| Project Title: |       |
| Applicant Name: |       |
| Proposed Start Date: |       |
| Proposed End Date: |       |
| APF Funding Amount Requested: |       |
| Total Project Value: |  |

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| [ ]  | Complete application form. **Keep length to no more than 6 pages** (this does not include front page, appendices or attachments). Use font Arial size 11. |
| [ ]  | Attach detailed Project Expenditure Budget including costings (e.g. hourly / daily rates). |
| [ ]  | Keep all appendices/attachments to no more than 6 pages in total. |
| [ ]  | **Please note** that the APF requires a **minimum of 50 percent** non-MPI contribution towards the total project costs. |
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**Project Details**

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| 1. **Project Summary**

*Briefly explain what the project will achieve, how it will deliver and who will benefit* *(150 word limit).*      |
| 1. **Why is this project needed?**

*Also, how will the project contribute to improved coastal planning and decision-making for aquaculture? How will it enable sustainable aquaculture growth?* *What are the timeframes?* |
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| 1. **How will the project contribute to the Government’s strategic goals and objectives for aquaculture?**

*These include the Government’s Aquaculture Strategy and goal of NZ $3 billion in annual sales by 2035. Linkages to any other regional aquaculture initiatives are relevant and should be mentioned here.* |
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| 1. **What are the project’s economic benefits?**

*Also, how will the project create and realise new economic benefits and goals? Does industry support this project? Is industry willing and able to invest in the newly created aquaculture opportunities?* |
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| 1. **How will the project lead to good environmental outcomes?**

*Also, how will any adverse environmental effects resulting from the project be managed (i.e. avoided, remedied or mitigated)?* |
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| 1. **How will the project benefit Māori?**

*Also, what aquaculture development or settlement opportunities does it create for Māori? Do Māori support this project?* |
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| 1. **How will this project create social benefits and social growth?**

*Also, what evidence is there to demonstrate the project’s projected social benefits? Is the project supported by the local community?* |
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| 1. **What (in council’s opinion) are the risks to the project’s success and how will these be mitigated?**

*(Risks could include change of councillors, legal complexity of a plan change, opposition from community and stakeholders to project, lack of Government agencies support etc.)* |
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| 1. **What is the level of support for this project within council?**

*(Councils must provide evidence of support for project, e.g. confirmed funding contribution from council, minutes from senior management meetings, inclusion of project in annual and long-term plans etc.)* |
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| 1. **Project Budget**

Please provide a separate, detailed Expenditure Budget that breaks down costings by milestone (incl. hourly / daily rates). Template is provided on APF web page. |
| 1. **Project Resources (Complete Appendix 1)**

Who is involved in the project? Include management, financial and other team members. |
| 1. **Milestones (Complete Appendix 2)**

Detail the project milestones. Funding payments will only be made against successful achievement of these milestones (refer to applicant guidelines for details). |
| 1. **Council Details (Complete Appendix 3)**
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| **Project Income Statement** |
|  | Contributions for each financial year (FY) (1 July to 30 June) |
| **Income** | **FY1** | **FY2** | **FY3** | **Total** |
|  |  |  |  | **FY 1+2+3** |
| MPI APF funds requested |       |       |       |       |
| Council contributions |       |       |       |       |
| Other contributions |       |       |       |       |
| **Total Cash Contributions**  |       |       |       |       |

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| **Application Declaration Confirmation** |
| **Duly Authorised Agent of the Council:** | **Name** | **Date**:  |
|       |       |       |
| By completing and submitting this application, you certify and understand that:* The Applicant Group has read and understood the guidelines, including the intellectual property section
* The project is believed to be eligible for a APF grant
* All information provided is up to date, true and correct
* If a grant is approved, a contract will be entered into between the council and MPI
* Summary information about the application and any resulting grant (incl. applicant name, project title, and a précis of the proposal, its progress and results) may be made publicly available through MPI
* The signatory has the authority to commit the council to this application / contract; and
* By submitting this application, the applicant acknowledges that the assessment of projects will be a subjective and relative process, and that MPI has final decision-making authority in this process.
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**For any further queries please email** **aquaculture@mpi.govt.nz**

**Appendix 1**

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| **Project Resources** List any physical resources required to run the project. |
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| **Project Team:** Confirm that the individual members have agreed to support the project and act as members of the project team. Ensure that your team has the appropriate technical, project management and financial management skills to successfully deliver on this project. |
| **Name**  | **Organisation** | **Role**  | **Confirmed (Y/N)** |
|       |       | Project Manager |       |
|       |       | Finance Manager |       |
|       |       | Chairperson |       |
|       |       |       |       |
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| **Other Resources:** Science / Technology / Extension / Other:  |
| **Name**  | **Organisation** | **Role**  | **Confirmed (Y/N)** |
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**Appendix 2**

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| MilestonesList all significant events that lead to the project being successfully delivered (i.e. completion of the project’s outcomes or objectives). List between 1 to 3 milestones per year depending on the scale of your project.Note that funding payments will be made upon successful completion of a milestone. Evidence of milestone completion will be required to be submitted to MPI. Please ensure that the payment dates below match your planned cash flow for the project.ActivitiesList all the major activities or steps that support the completion of each of the milestones. |
| **No.** | **Milestone Completion Date** | **Milestone Description** | **Activities** | **Evidence of milestone completion** | **APF Funding ($000)** | **Council Funding ($000)** | **Total ($000)** |
| **1** |       |       |       |       |       |       |       |
| **2** |       |       |       |       |       |       |       |
| **3** |       |       |       |       |       |       |       |
| **4** |       |       |       |       |       |       |       |

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| **5** |       |       |       |       |       |       |       |
| **6** |       |       |       |       |       |       |       |
| **7** |       |       |       |       |       |       |       |
| **8** |       |       |       |       |       |       |       |
| **9** |       |       |       |       |       |       |       |
| **10** |       |       |       |       |       |       |       |
| **11** |       |       |       |       |       |       |       |
| **12** |       |       |       |       |       |       |       |

**Appendix 3**

**Council details**

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| Project Number | *Supplied by MPI* |
| Project Title |       |
| Contracted Party |       |
| Project Manager  | Name: |       |
|  | Address: |       |
|  | Phone number: |       |
|  | Mobile number: |       |
|  | Email address: |       |
| Finance Manager | Name: |       |
|  | Address: |       |
|  | Phone number: |  |
|  | Mobile number: |       |
|  | Email address: |       |
| Science Providers Contact Details(if applicable) | Name: |       |
|  | Address: |       |
|  | Phone number: |       |
|  | Mobile number: |       |
|  | Email address: |       |
|  | Position: |       |
| Bank Account Details |       |
| GST Number |       |
| Client Number (Creditors number) | *Supplied by MPI*  |