



# **Māori Agribusiness Innovation Fund**

## **Applicant guidelines**

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# 1 About this document

The applicant guidelines provide information about the Māori Agribusiness Innovation Fund. It will assist applicants through the process of applying for support.

## Intended audience

This guide is aimed at Māori interested in obtaining funding to develop and implement innovative solutions that will benefit the Māori primary sector.

## Support

Our regional kaimahi are in communities across Aotearoa and can provide further information and support. For more information, email us at [maoriagribusiness@mpi.govt.nz](mailto:maoriagribusiness@mpi.govt.nz)

# 2 Overview of the Innovation Fund

The Innovation Fund is administered by the Ministry for Primary Industries' (MPI) Māori Agribusiness Directorate.

The aim of the fund is to support Maori to develop innovative solutions to benefit the Māori primary sector.

MPI will work with applicants to help them achieve their aspirations. It will provide support to test ideas for applicants' Māori primary sector assets and progress these into applications for Innovation Fund support.

# 3 Eligibility for Innovation Fund

To be eligible for support, the applicant must meet all the following criteria:

- Be a legal entity recognised by the New Zealand Government.
- Have 51% Māori ownership and be able to demonstrate that decision-making responsibilities are with Māori.
- Be GST registered.
- Seeking funding for a primary sector-related project.
- Able to provide in-kind co-investment.

# 4 Assessment criteria – What MPI is looking for?

Applications will be assessed against the following criteria:

- Ngā hua pūtea - economic benefits.
- Ngā hua hāpori - community/social benefits.
- Ngā hua tikanga - cultural benefits.
- Ngā hua taiao - environmental benefits.
- Mana motuhake - how will this project enable the applicant to reach aspirations for its primary sector assets?
- Innovation – how will this project support the production or adoption of new products and/or practices?
- How well placed is the applicant to deliver the project?
- Does the project fit with existing industry and/or government strategies?

## 5 What funding is available?

The maximum amount of funding a project can receive is \$250,000.

Funding can be used to:

- investigate or demonstrate a concept
- access expert advice to explore an innovation project
- develop and evaluate an innovative idea or practice.

The Innovation Fund is flexible regarding what funding can be used for. If you have any questions, contact us.

## 6 What cannot be funded?

Funding cannot be used for the following:

- Capital expenditure, such as computers, buildings, vehicles, tools etc.
- Full costs associated with salaries/wages.
- Long-term ongoing costs of an organisation.
- Local or central government fees and charges.
- Long-term ongoing costs of a project.
- Intellectual property development in cases where the resulting information will not be shared publicly.

## 7 The application process

### 7.1 Submitting an application

We recommend applicants talk to an MPI Māori Agribusiness regional adviser in the first instance about their proposal to see whether it meets the eligibility and assessment criteria. They can discuss options and assist with developing a funding application.

### 7.2 How are decisions made on funding applications?

The application will be assessed against the Innovation Fund assessment criteria outlined above. The application will then be referred to a panel to make the final decision on whether the application will be funded.

Applicants will be advised of the outcome of their application by a Māori Agribusiness regional adviser as soon as is reasonably practicable after the decision has been made.

### 7.3 Are there deadlines for submitting applications?

No. Funding is open year-round, subject to funding availability.

### 7.4 How are contracts formed if an application is successful?

Contracts will be prepared following funding approval and negotiated accordingly between MPI and the recipient. The contract will outline the background, deliverables/milestone reporting requirements, term, contact details, funding amount, and health and safety requirements.

## 8 How is a project monitored?

The day-to-day management of contracts is carried out by a MPI Māori Agribusiness regional adviser and their equivalent in your organisation. It is important for both parties to communicate regularly to ensure a successful project, with milestones delivered on time and to the level expected. Regular check-ins between the MPI Māori Agribusiness regional adviser and applicant will help combat any issues that may arise.

All projects are expected to submit reports against each of the contracted milestones. Payments will be made when each milestone is completed to MPI's satisfaction.

## **9 How are payments made?**

Successful applicants will need to be set up in the MPI supplier system. If the applicant is not already an approved supplier of services to MPI, it will be set up as a new supplier. It will receive a form to complete when the contract is being negotiated.

MPI has some specific requirements for information that must be included on invoices. We work with applicants to ensure these requirements are clear. Invoices will be processed after the milestone deliverables have been reviewed and approved by the MPI Māori Agribusiness regional adviser. All payments follow the delivery of milestones.

## **10 What happens at the end of a project?**

The final milestone for each project will also require the completion of an end of project summary. This document is intended to summarise and showcase the project and its findings and document the applicant's intentions for next steps. MPI Māori Agribusiness regional advisors are available to assist with this, if required.