

GMS: QUICK REFERENCE GUIDE

How To Apply

STEP 1: Register [here](#) or login [here](#)

STEP 2: Press **Apply** against the Sustainable Farming Fund Round

Below is a list of all available fundrounds for this round:

Fund Round	Description	Open Date / Time	Close Date / Time	Apply
Sustainable Farming Fund 2014-2015	The Sustainable Farming Fund (SFF) invests in farmer, grower and founder led projects that deliver economic, environmental and social benefits to New Zealand's primary industries. Since 2011, the SFF has been open to aquaculture projects that support economic, environmental and social performance in the marine and land-based aquaculture sector.	29/08/2013 2:05 PM	31/10/2013 11:53 AM	Apply

STEP 3: Enter details of your application by completing the questions presented. Press **Save** at any time to be taken to **Your Project** page – see opposite page.

STEP 4: Enter details of your Project Resources here

STEP 5: Enter details of your Co-Funding here

STEP 6: Enter details of your Milestones here

STEP 6: When you've completed all the sections and questions, submit your application here

STEP 7: Attach your completed SFF Budget template

Required	Document Name	Action	Browse Attachment
<input checked="" type="checkbox"/>	SFF Budget	Attach completed SFF Budget	Browse...
<input type="checkbox"/>	1. Confirmation of co Funding	Attach copy of co funding letter if available	Browse...

STEP 8: Read and agree to the terms and conditions

STEP 9: Press Submit

Please confirm that you wish to submit this project by checking the box below. Ensure the box is checked.

I Agree ☒

Once you have done this click Submit.

Submit

STEP 10: That's it. You've successfully submitted your application. You'll receive email confirmation that we've received your application.

NOTE: You can save your application at any time. Simply select the 'Save' button that appears at the top of any page.

If you require further assistance, please read through the detailed guidance. Alternatively, you can contact MPI using the contact details published on the SFF Web page [here](#)

Ministry for Primary Industries
Manatū Ahu Matua



Navigating Around Your Project page

The screenshot shows the 'Test SFF Project' page with various sections and navigation links. Numbered callouts indicate the following navigation points:

- 1: Click here to edit your application
- 2: Click here to continue to the next step
- 3: Hover here to enter your Project Resources
- 4: Hover here to enter your Co Funding
- 5: Hover here to enter your Milestones
- 6: Click here to enter your Project Resources
- 7: Click here to enter your Co Funding
- 8: Click here to enter your Milestones
- 9: View and edit your profile
- 10: Go to your projects or open fund rounds
- 11: Click here to view and download the fund and portal guidelines
- 12: Click here to view your recent items

- Click here to edit your application
- Click here to continue to the next step
- Hover here to enter your Project Resources
- Hover here to enter your Co Funding
- Hover here to enter your Milestones
- Click here to enter your Project Resources
- Click here to enter your Co Funding
- Click here to enter your Milestones
- View and edit your profile
- Go to your projects or open fund rounds
- Click here to view and download the fund and portal guidelines
- Click here to view your recent items