



**Te Puni Kōkiri**

**Cadetships Initiative Fund**

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**Fund information, application form and guidelines**

***July 2020 – June 2021***

**1. The purpose of the fund and what we want for Māori communities | Te whāinga o te pūtea, me tō mātou hiahia mō ngā hapori Māori**

The goal of the Fund is to support Māori to achieve their potential in the workplace thereby improving whānau well-being, and contribute to thriving, innovative and resilient businesses. Te Puni Kōkiri partners with eligible employers to:

* support structured and tailored mentoring, training and development, and skills and qualifications-acquisition, for Māori staff in permanent jobs
* support the development of a skilled, productive, and resilient Māori workforce
* provide funding to the employer of up to $10,000 per cadet per year
* promote more productive, diverse and connected businesses.

**2. Investment outcomes | Ngā hua haumi**

The intended outcomes of the Fund are that:

* Cadets gain work experience and, improve formal and informal skills and increase their employability
* Whānau are wealthier, better connected to the labour market, and have higher levels of well-being
* Employers have closer engagement with iwi, hapū and whānau
* Workplaces are more productive, with less staff turnover
* More wahine benefit from better employment opportunities
* Organisations, cadets and whānau are supported to recover from the economic impacts of Covid 19

**3. Our investment approach | Tō mātou ara haumi**

To ensure that we support robust, achievable, and sustainable projects we will:

* Invest in initiatives that take a community and whānau-development approach to their delivery and support sustainable change
* Invest in building capability and capacity to support the achievement of whānau, hapū and iwi aspirations
* Invest in initiatives that promote and encourage the use of te reo me ngā tikanga Māori in everyday situations and settings
* Co-invest in partnership with the community and with other agencies to maximise outcomes
* Invest strategically using regional knowledge and evidence to target our investment to where it can make the biggest difference.

**4. What we are seeking to fund | He aha tā mātou e rapu nei ki te tautoko ā-pūtea**

The Cadetship initiative is a labour market demand-side intervention, and is therefore primarily focused on employer needs – employers are responsible for the identification and employment of eligible cadets; cadets may be already working or recruited directly as cadets, but must be employed in permanent, full-time roles (occasionally, part-time roles may be considered for Cadetships funding where there is clear evidence that the proposed programme will rise the skills, employability and earnings potential of the cadets. In these circumstances funding for the programme will generally be on a pro rata basis). The Fund is not explicitly designed to be a ‘wage/salary subsidy’.

**What is not funded?**

* New Zealand Apprenticeships – these are funded by the Tertiary Education Commission through Industry Training Organisations (ITO)
* Establishment of role/s to manage or administer an employer’s Cadetship programmes
* Pre-employment and/or trade training courses
* Digital equipment (e.g. laptops, digital cameras)

**No other Government funding will be used to** support the cadet while on the programme (although there may be situations where other Government funding has been used to provide training and development for potential cadets before they join the programme).

**5. Who we want applications from | Te hunga e hiahiatia ana e mātou kia tuku tono mai**

We encourage applications from employers based in New Zealand who meet one of the entity type requirements listed below:

* Limited Liability Company
* Incorporated Society registered with the Companies Office
* Trust registered with the Companies Office
* Statutory Entity, including a Māori Trust Board (Māori Trust Boards Act 1955) or Māori Association (Māori Community Development Act 1962)
* entities established under the Te Ture Whenua Māori Act 1993 (registered with Companies Office).

**We cannot generally consider applications from:**

* Individuals, including sole traders
* Overseas organisations
* Government statutory entities, such as ministries, schools and health boards.  These entities generally already receive funding directly from the government to achieve their purpose.

In addition, an application may not be considered if an organisation is currently receiving funding under another Te Puni Kōkiri agreement (or multiple), and has overdue deliverables or reports.

**6. Assessment criteria | Paearu aromatawai**

Our assessment process will use the following criteria and weightings to assess applications[[1]](#footnote-1):

|  |  |
| --- | --- |
| **Assessment criteria for applicants** | **Weighting** |
| **Capability and capacity of the employer to support the proposed cadetship programme and deliver the proposed outcomes**, encompassing: * employment in a permanent role for every cadet
* structured and tailored mentoring with an individualised training and development plan for each cadet, preferably linked to a recognised qualification (Level 3 to 6 on the NZQF)
* opportunities to progress within the organisation and progress into leadership positions
* a diverse range of workplace experiences
* other tailored support, as appropriate, for cadets.
 | **40%** |
| **Content of the proposed Cadetship programme, encompassing anticipated benefits to the employer**: the benefits, results, programme content and activities, and proposed outcomes (e.g. improving workplace productivity, reducing staff turnover, improving links to whānau and Māori communities, implementing enhanced and culturally-appropriate HR policies supporting the development of a diverse workforce which could include active interventions to recruit, retain and develop Māori staff).  | **20%** |
| **Enhancing the skills, qualifications and employability of cadets**: the extent to which the proposed programme and activities are linked to increasing the skills, knowledge, qualifications, cultural awareness, mana, leadership skills and employability of cadets. | **20%** |
| **Labour market relevance:** encompassing operating in a national growth sector, and/or providing evidence of growth prospects, and/or established links to whānau and Māori communities, characterised by one or more of the following**:** * technological advancement, including adapting and enhancing existing technologies, and use of research & development to improve workplace efficiency & productivity (e.g. established links to Crown Research Institute or University research activities)
* operating in a niche/specialised growth market with opportunities for scalability and expansion (e.g. recent growth in turnover with clear evidence of increased demand for products and services)
* track record of constructive engagement with iwi, whānau and Māori communities
* operating in regionally-important sectors (as evidenced by e.g. inclusion in Regional Economic Growth Plans)
* sufficient resources and capability to provide structured mentoring, training, potential to access promotion opportunities, diverse workplace experiences, and other tailored support for cadets
* explicit focus on engaging more wahine in the workforce.
 | **20%** |
| **Total weighting** | **100%** |

**7. How to submit an application | Te tuku i tō tono**

You many submit applications at any time throughout the year and we strongly recommend that you work with Te Puni Kōkiri staff during planning and development of your application. There is an application form at the back of this Guidance document. Your application must be submitted on this form.

Appendix 1 provides an overview of the main areas of the application form that you need to ensure are completed, and details about why we ask for the information.

**8. What support and assistance is available | He aha te awhina me te tautoko e wātea ana**

Please submit your Cadetship application to our Te Puni Kōkiri Cadetship email address Cadetships@tpk.govt.nz ; OR, via your nearest Te Puni Kōkiri Regional Office (refer to Appendix 2), in which case an advisor will be able to discuss your application with you directly, clarify any points and then forward it on for assessment on your behalf.

**9. How we will assess your application and make decisions | Pēhea tā mātou aromatawai i tō tono, me te whakarite whakatau hoki**

Please see section 6 above for the assessment criteria. The assessment process will be undertaken by Te Puni Kōkiri. Te Puni Kōkiri may contact applicants to seek further information and/or to clarify issues before completing the assessment. All employers will be notified within one month of making an application.

**10. How we manage agreements and monitor delivery and outcomes | Te whakahaere i ngā whakaaetanga, te aroturuki i te tuku mai me ōna hua**

* + - 1. **Funding agreement**

 Successful employers will be sent two hard copies of the agreement, both need to be signed and initialled on each page. One copy is then returned to Te Puni Kōkiri. Te Puni Kōkiri employs the Government Model Contract (GMC) standard across all its agreements, therefore the terms and conditions of the agreement are standard requirements. If the standard terms and conditions need to be varied, negotiations between Te Puni Kōkiri and the employer will occur.

1. **Reporting and payment schedule**

You will be required to submit an interim progress report and final report to Te Puni Kōkiri over the life of the agreement (note that if the agreement is for a duration of more than twelve months, you will be required to provide twice-yearly reports for the duration of the agreement). Templates for the reports will be supplied by Te Puni Kōkiri. All progress reports must be submitted on time otherwise it could have implications on further funding you apply for from Te Puni Kōkiri.

While Te Puni Kōkiri will not require copies of every cadet’s training and development plan, and progress reports, all employers receiving funding from Te Puni Kōkiri may be subject to periodic sample checks from Te Puni Kōkiri to provide reassurance about appropriate use of government funding. (This would encompass a sample check of information – anonymised – about individual cadets, including individual training and development plans, and progress reports).

Employers that participate in the 2020/21 Cadetships Initiative will generally be paid in three instalments – 35% of the agreement value will be paid up-front. A further 55% of the total funding value will be paid after 3 months, on receipt of a satisfactory interim monitoring report, and the final 10% (with any reconciliations for lower than agreed performance) will be paid at the end of the funding agreement period, subject to Te Puni Kōkiri receiving a satisfactory final monitoring report. Note that for employers seeking a multi-year agreement for delivering Cadetships, Te Puni Kōkiri will discuss appropriate reporting and invoicing arrangements, and, if the application is approved for funding, the Cadetships agreement will reflect the agreed outcomes of these discussions.

**11. Other considerations | Ētahi atu whakaaroaro**

There are some important considerations to note:

1. **No Guarantee of funding until agreements are signed**. Submitting an application does not guarantee you will receive funding. It is important you do not make any financial or other commitments unless and until the application is approved.
2. **Children’s services.** If you are a provider of children’s services[[2]](#footnote-2) and some or all of the agreement is about providing children’s services, then you must provide us with a copy of your Child Protection Policy.
3. **Privacy Act 1993** Te Puni Kōkiri is required to comply with the provisions of the Privacy Act 1993. Equally, organisations collecting personal information on behalf of Te Puni Kōkiri will comply with the provisions of the Privacy Act 1993. Te Puni Kōkiri requires the personal information requested in this document to process your funding application. We will use the information for this purpose only. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. For a copy of your information, or to have it corrected please contact us at Te Puni Kōkiri, PO Box 3943 Wellington.
4. **Conflicts of interest.** You will need to identify in your application any actual, potential or perceived conflicts of interest. An example of a conflict of interest could be where a cadet is related to an employer director, or someone managing the agreement, which should be declared and appropriate objective management put in place. Conflicts of interest could call into question independence, objectivity or impartiality and can include:

actual: where the conflict currently exists

potential: where the conflict is about to happen or could happen, or

perceived: where other people may reasonably think that a person is compromised.

You must do your best to avoid situations that may lead to a conflict of interest arising during the term of your agreement with Te Puni Kōkiri, and inform us as soon as a conflict of interest arises. We can still fund a project where there is a conflict of interest; we just need to be satisfied that the conflict is being managed appropriately.

1. **Publishing information about funded projects**. From time to time, Te Puni Kōkiri may need to publish the names of organisations that were funded on our website, or in public communications. This could include for instance:
* the name of your organisation. **Note**, *individuals* receiving investment will never be named
* a short summary that describes your project, the start date and completion date
* a short description about the numbers and location of whānau who will benefit or have benefited from your project
* Te Puni Kōkiri approved funding amounts
* A Cadetship case study which Te Puni Kōkiri would produce in consultation with you.

**12. Tips for developing your application | He tīwhiri mō te whakawhanake i tō tono**

**Do:**

* + Use the support available from Te Puni Kōkiri staff. Talk to them early in the process and use their support and advice to help you develop an application
	+ Allow plenty of time for you and your rōpu to plan, discuss and organise your application
	+ Provide as much detail as you can in each section of the application form
	+ Ensure that information submitted is correct and current in your application, including key contact information
	+ Ensure your fully completed application with all the supporting information is received well in advance of the date you plan to start your project
	+ Ensure the application has the full support of your organisation and is signed by an appropriately authorised person
	+ Write “Cadetships programme application” clearly in the subject line of an email or, if posting a hard copy, on the front of an envelope
	+ Make sure to keep in contact with your Te Puni Kōkiri Regional Office should circumstances change.

**Do not:**

* Submit incomplete or unsigned applications to the fund. Please include all the relevant information and evidence requested
* Leave your application to the last minute. Depending on the need for clarification or further information, the assessment process may take some time.

**Cadetships Initiative Application Form**

Please type details in the boxes provided and check **Appendix 1**for guidance on how to complete your application. You can get also get support from Te Puni Kōkiri staff to complete this form.

1. Organisation details | Ngā Taipitopito Whakahaere

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 1.1 | Name of applicant organisation | This will be the organisation’s name which will be used in the Funding Agreement: |
| 1.2 | Entity information | Please provide the applicant organisation’s entity information.

|  |  |
| --- | --- |
| Type entity (if applicable) |  |
| Registration or incorporated numberNew Zealand Business Number (if applicable) | Registration or incorporated number…………………………………New Zealand Business Number……………………. |
| Registered address |  |
| Street address for document delivery  |  |

 |
| 1.3 | Organisation establishment date  |

|  |  |
| --- | --- |
| When was your organisation established?  |  |

 |
| 1.4 | GST registration | Is the entity that will directly receive payments GST registered?

|  |  |  |
| --- | --- | --- |
| If they … | then … |  |
| are GST registered, or are required to be | provide GST number and go to step 1.5. | GST no:……………………………... |

 |
| 1.5  | Industry category of your organisation | Please select the appropriate industry(s) for your organisation’s main business activity:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Tick** |  | **Tick** |
| Accommodation and food services |  | Manufacturing |  |
| Administrative and support services |  | Mining |  |
| Agriculture, forestry and fishing |  | Professional, scientific and technical services |  |
| Arts and recreation services |  | Public administration and safety |  |
| Construction |  | Rental, hiring and real estate services |  |
| Education and training |  | Retail trade |  |
| Electricity, gas, water and waste services |  | Transport, postal and warehousing |  |
| Financial and insurance services |  | Wholesale trade |  |
| Health care and social assistance |  | Other (please identify below)…………………………….. |  |
| Information media and telecommunications |  |

 |
| 1.6 | Number of staff employed by organisation |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Number of staff  |  | **tick** |  | **tick** |
| 1-5 |  | 6-19 |  |
| 20-49 |  | 50+ |  |

 |
| 1.7 | Māori ownership/governance |

|  |  |
| --- | --- |
|  | tick |
| Tick the box if your organisation is fully or partly Māori-owned and/or managed? |  |

 |
| 1.8 | Medium and long term growth prospects | Please set out brief information about your organisation’s medium and long term growth prospects, including the industry’s importance nationally and/or regionally, and any evidence (e.g. Regional Growth Strategies, Government forecasts) that supports this information. Please also describe how your organisation has recovered from the economic impacts of the Covid 19 pandemic.(300 words max) |
|  |

1. Contact details | Ngā Taipitopito Whakapā

Primary contact (for use in the Funding Agreement)

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 2.1 | Name |  |
| 2.2 | Role in organisation |  |
| 2.3 | Landline |  |
| 2.4 | Mobile |  |
| 2.5 | Email |  |

Secondary contact (day to day manager of project)

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 2.6 | Name |  |
| 2.7 | Role in organisation |  |
| 2.8 | Landline |  |
| 2.9 | Mobile |  |
| 2.10 | Email |  |

1. Proposal information | Mōhiohio kaupapa

|  |  |  |
| --- | --- | --- |
| Step | Topic | Details |
| 3.1 | Application name |  |
| 3.2 | Application background | What is the background to your application? Please tell us:1. What change(s) will your Cadetship programme achieve?
2. What is the need and opportunity to be addressed?
3. What has been your journey to get to this point?
4. What are your organisation’s links to Māori communities, whānau and iwi?

(400 words max) |
|  |
| 3.3 | Application summary | Please summarise your application, describe:1. What you propose to deliver?
2. How will you deliver it? (i.e. the key activities or steps you will take)
3. How you will identify and recruit your cadets (both new and existing staff), including any information about the steps you will take to seek cadets aged 16-24.
4. What types of jobs will your cadets be employed in?
5. How you will know the extent to which the Te Puni Kōkiri Cadetships Initiative investment has been successful at your organisation, including:

i. the benefits/results you expect to see for cadetsii. how you will know the benefits/results have been achieved by the cadets?1. How will your cadets be inspired and supported to move into leadership roles?
2. Anything unique or innovative about your application?

(600 words max) |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3.4 | Number of cadets and starting month | How many cadets will you be employing, and when do you plan for them to start on your Cadetships programme?[[3]](#footnote-3)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **New staff (Recruiting)** | **Number of FULL-TIME Cadets starting each month** | **Number of PART-TIME[[4]](#footnote-4) Cadets starting each month** | **Existing staff (Developing)** | **Number of FULL-TIME Cadets starting each month** | **Number of PART-TIME Cadets starting each month** |
| July 2020 |  |  | July 2020 |  |  |
| Aug 2020 |  |  | Aug 2020 |  |  |
| Sept 2020 |  |  | Sept 2020 |  |  |
| Oct 2020 |  |  | Oct 2020 |  |  |
| Nov 2020 |  |  | Nov 2020 |  |  |
| Dec 2020 |  |  | Dec 2020 |  |  |
| Jan 2021 |  |  | Jan 2021 |  |  |
| Feb 2021 |  |  | Feb 2021 |  |  |
| March 2021 |  |  | March 2021 |  |  |
| April 2021 |  |  | April 2021 |  |  |
| May 2021 |  |  | May 2021 |  |  |
| June 2021 |  |  | June 2021 |  |  |
| **Total new staff** |  |  | **Total existing staff** |  |  |

 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 3.5 | Previous Te Puni Kōkiri funding for cadets |

|  |  |
| --- | --- |
|  | tick |
| Tick the box to confirm that the new and existing cadets identified above have not previously been cadets funded under the Te Puni Kōkiri Cadetship initiative at your organisation. |  |

 |
| 3.6 | He tangata/ The people | He tangata/The people.Please tell us:a. Who will benefit directly from your application?b. b. What impact(s) do you expect your application to have on the people who directly benefit?c. How the Cadetship programme will benefit your organisation (this could include information about improved workplace productivity (if so, explain how), better links to whānau and Māori communities, higher levels of cultural awareness within your organisation).d. How your application will contribute to and encourage the use of te reo me ngā tikanga Māori, for example, how is te reo Māori reflected in your initiative?(500 words max) |
|  |
| 3.7 | Delivery approach | Please provide brief responses to the following (1-3 sentences each):

|  |
| --- |
| 1. How will your Cadetships programme be managed?
 |
| 1. What are the key roles involved in delivery?
 |
| 1. What mentoring arrangements will be in place for cadets and how will you incorporate these into personalised long term learning and development plans for each cadet?
 |

 |
| 3.8 | Long term viability | Please describe how the outcomes from your Cadetships programme will be continued in the future, after the proposed funding has been used? (1-3 sentences) |
|  |

4. Proposal funding and budget | Pūtea kaupapa me te tahua

* Please provide information about the funding of the application, including your organisation’s contribution.

|  |  |  |  |
| --- | --- | --- | --- |
| Step | **A. Estimated average training, development, and mentoring costs per cadet** | **B. Employer contribution to training, development, and mentoring costs per cadet** | **C. Te Puni Kōriri contribution requested per cadet ($10,000 maximum)** (*should be A minus B*) |
| 4.1 | $ | $ | $ |
| Step | **D. Estimated total training, development, and mentoring costs for all cadets (***should be A multiplied by the number of cadets* | **E. Total employer contribution to training, development, and mentoring costs (***should be B multiplied by the total number of cadets***)** | **F. Total Te Puni Kōriri contribution requested (***should be D minus E* |
| 4.2 | $ | $ | $ |
|  |  |  |  |
|  |
| Step | Please briefly describe the contribution your organisation will make to your proposed Cadetship programme (e.g. funding, time, knowledge, skills, and expertise, etc.) |
| 4.3 |  |

5. Risk management | Whakahaeretanga Tūpono

Please consider the possible risks to delivering your application successfully and how you might mitigate them.

1. Using the table below, detail each relevant potential risk, no matter how big or small.
2. Identify the likelihood of the risk occurring and the impact should the risk occur
3. Tell us how you will minimise the impact of the risk - planned treatment.

|  |  |
| --- | --- |
| Impact | Likelihood |
| Severe | Very likely (80-100%) |
| Major | Likely (50-80%) |
| Moderate | Possible (20-50%) |
| Minor | Unlikely (5-20%) |
| Negligible | Rare (<5%) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Risk identified | Likelihood | Impact | Planned mitigation |
| 5.1 | *i.e. Unable to identify suitable cadets* | *Possible* | *Moderate* | *Marketing and raising awareness of the opportunity* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Step | Topic  | Details |
| 5.2 | Conflicts of interest   | Are there any conflicts of interest (real or perceived) between you as an applicant, any other member of the organisation, any third party or employee of Te Puni Kōkiri? If yes, please state how any conflict of interests have been dealt with.**Note:** A common example of a conflict is whānau members being involved in both decision-making and delivery. |
|  |

6. Due diligence and supporting information | Te āta arohaehae me ngā mōhiohio tautoko

Please include the following information with your application.

|  |  |  |
| --- | --- | --- |
| Step | Item | Tick |
| 6.1 | **Financial Statements**Financial statements from your organisation for the most recent two years (unless you have provided these to Te Puni Kōkiri previously). **Note:** These financial statements may need to be audited if required by the constitution of the organisation entering into the agreement. Or please state the link to a website with the relevant information here. |  |
| 6.2 | **Bank Deposit Slip** Provide a bank deposit slip with the nominated bank account. Please ensure this is for the bank account of the applying organisation (or the umbrella organisation if an umbrella is used). The account name must be the same as the organisation that will be contracted with.  |  |
| 6.3 | **Proof of legal entity status**For example, a Certificate of Incorporation. |  |
| 6.4 | **Vulnerable Children Act 2014**If your application includes providing services to children, you must provide a copy of your Child Protection Policy. Children’s services are defined as:1. Services to one or more children
2. Services to adults in respect of one or more children
3. Services provided to adults living in households that include one or more children and that:
4. Do or may affect significantly any one or more aspects of the well-being of those children; and
5. Maybe prescribed/defined by the Governor-General by Order in Council.
 |  |

7. Declaration | Whakapuakitanga

 **In signing this Declaration, I confirm that:**

**……………………………………………………………………………………………...**

a) The information contained in this application is true and accurate to the best of my knowledge

b) There exists no conflicts of interest for me, any other member of the organisation or employee of Te Puni Kōkiri, in making this application (where you are unsure of this issue please discuss with one of the Te Puni Kōkiri Regional Office advisors)

c) All sections of the application form have been completed; and

d) All supporting documentation required has been attached.

e) There is no guarantee that my organisation will be successful in securing funding from Te Puni Kōkiri Cadetship Initiative Fund

f) If the application is successful, the name of my organisation and funding from Te Puni Kōkiri will be made available as part of Te Puni Kōkiri accountability for public funds

g) The information provided in this document can be used by Te Puni Kōkiri for statistical purposes and/or policy development

h) I (the applicant) along with the target group and beneficiaries of the proposed project may be required to participate in an evaluation of the initiative.

i) I (the applicant) will accept full accountability and responsibility for all requirements associated with the Cadetships initiative.

|  |  |
| --- | --- |
| **Signed**  | **Designation**  |
| **………..……………………….** | **…….………………………….** |

**(To be signed by the Chairperson or authorised signatory.)**

|  |  |
| --- | --- |
| **Date**  |  |
| **………..……………………….** |  |

Appendix 1 How to complete your application | Te whakaoti i tō tono

You may submit applications at any time throughout the year and we strongly recommend that you work with Regional Office staff during the planning and development of your application. The key elements of the application are:

**Section 1- Organisation details**

|  |  |
| --- | --- |
| Step | Guidance  |
| 1.1 Registered Organisation Name | Please tell us the formal or registered name of the organisation you are applying on behalf. This should be the same as the information on Companies Office Register. |
| 1.2 Entity information | If applicable, please provide the incorporated number for your organisation. This number will help Te Puni Kōkiri check your details. This should be the same as the information on Companies Office Register. See point 5 of the guidance for more information on the types of entities we enter into an agreement with. Your organisation may also hold a New Zealand Business Number. This number can be supplied here. Please also supply the organisation’s registered address. This is the formal address that is registered with for example, the New Zealand Companies Office. This will be used as the address in the agreement if successful. Also please supply an address where documentation can be hand delivered.  |
| 1.3 When was your organisation established  | This should be the same as the information on Companies Office Register. |
| 1.4 GST registration | For agreement and financial management. |
| 1.5 Business activities of your organisation  | This information lets us understand more about your organisation and its alignment with the eligibility of the fund. Targeted national sectors include the following, based on the Ministry of Business, Innovation and Employment (MBIE) growth forecasts:* Construction and Utilities (incorporating Energy and Infrastructure)
* Business Services (incorporating Telecommunications)
* Transport and Logistics
* Food Processing
* Knowledge-intensive Manufacturing
* Hospitality and Tourism
* Primary Industries (not including forestry)

Employers from other industry sectors may be eligible for funding if they can provide compelling evidence of regional relevance, growth prospects and/or links to iwi, whānau and Māori communities.  |
| 1.6 How many staff does your organisation employ?  | This information helps us to ensure that the fund is relevant to a wide range of different-sized organisations, and enables us to provide information about different types of employers participating in the initiative. |
| 1.7 Medium and long term growth prospects  | This information helps us to understand your organisation’s labour market relevance. Employers must be from one of the targeted national sectors (step 1.5), and/or should be able to demonstrate one or more of the following:* Technological advancement, including adapting and enhancing existing technologies, and use of research and development to improve workplace efficiency & productivity
* Operating in a niche/specialised growth market with opportunities for scalability
* Track record of constructive engagement with iwi, whānau and Māori communities
* Operating in regionally-important sectors
* Opportunities for progression for Māori staff through existing established organisation HR policies and procedures.
 |

**Section 2-Contact details**

|  |  |
| --- | --- |
| 2.1 – 2.5 Primary contact for application | This is the person who, if successful, will be named as signatory to the agreement.  |
| 2.6 – 2.10 Secondary contact information | This should be the person responsible for the day-to-day management of the project.  |

**Section 3-Application information**

|  |  |
| --- | --- |
| 3.1 Application Name | Simple name that summarises what you are doing.  |
| 3.2 Application Background | This helps us understand what you are trying to achieve, why you want to undertake the project and how it aligns to the Fund’s purpose. It is helpful to link your application to the outcomes set out in point 2 |
| 3.3 Application Summary | This is the detail of what you are proposing to do. Please include in here details of what you will deliver. Cadetships is open to employees of all ages. Applications where 16-24 year olds will be targeted are highly desirable. Employers must employ Māori cadets for at least 6 months, with a structured training component, preferably linked to an NZQA-recognised qualificationPlease provide confirmation that no other Government funding is being sought.  |
| 3.4 Number of cadets and starting month | Please complete table to help us to understand the delivery of your proposed Cadetships programme in more detail.  |
| 3.5 Previous Te Puni Kōkiri funding for cadets | An individual cadet can only be supported once in their career on a Cadetships programme with a specific employer. |
| 3.6 He tangata – the people | Please tell us who will benefit or be impacted by your application, how many it will touch and what the impact may be. We also ask about tikanga and te reo Māori. Te Puni Kōkiri has a lead role in supporting the revitalisation of te reo Māori and want to understand how the projects it funds may contribute to this. If applicable to objectives of the application, please state how your application will promote and encourage the use of te reo me ngā tikanga Māori. We understand that a contribution of this nature might not be achievable through every application. |
| 3.7 Delivery approach | We want information on how the project will be managed, the key roles and who has responsibility for them. This will help us to understand how delivery is structured, assess any risks and provide advice where improvements may be made. Please include the relevant skills and experience of the people and/or organisations involved and clearly identify where decision-making sits, financial management and day-to-day delivery.In this section, please detail any monitoring or evaluation you propose to do. Employers must have sufficient resources and capability to provide structured mentoring, training, access to promotion opportunities, diverse workplace experiences, and other tailored support for cadets.  |
| 3.8 Long Term Viability | Te Puni Kōkiri wants to ensure its funding is spent on projects that are viable and sustainable in the long term – beyond the timeframe of funding sought. Please describe how the outcomes from your application will be able to be continued in the future, after the proposed funding has been used.  |

**Section 4-Application Funding**

|  |  |
| --- | --- |
| 4.1 Budget, including the funds sought from TPK | Use this table to provide a breakdown of estimated costs in relation to cadet training, development and mentoring costs. The total funding that can be requested from Te Puni Kōkiri per cadet is $10,000.  |
| 4.2 Briefly describe the contribution your organisation is making to you proposed Cadetship programme | This question enables you to show how your application will contribute to and reflect Te Puni Kōkiri approach to co-investment. Please clearly state the financial and in-kind contribution made by your organisation. |

**Section 5-Risk assessment**

|  |  |
| --- | --- |
| 5.1. Risk assessment  | Please complete the risk table and ensure that appropriate mitigation strategies are in place. Understanding the key risks and what will be done about them will provide reassurance to Te Puni Kōkiri about your oversight of your proposed Cadetships programme, and improve the likelihood of the project being successfully delivered. |
| 5.2 Conflicts of interest | Please complete for any known or potential conflicts of interest.  |

**Section 6-Supporting information**

As part of the application, please provide the following information with your application (a link to a website with the relevant information will suffice).

|  |  |
| --- | --- |
| 6.1 Financial Statements  | Current Financial statements/audited accounts for the most recent two years. Towards a financial year end, we may ask for draft accounts if deemed necessary for our due diligence. |
| 6.2 Proof of legal entity status | Proof the organisation is a legal entity, for example, a Certificate of Incorporation |
| 6.4 Vulnerable Children Act 2014.  | If your organisation provides services to children, you must provide us with a copy of your Child Protection Policy. Children’s services are defined as:1. Services to one or more children
2. Services to adults in respect to
3. Services provided to adults living in households that include one or children that:
4. do or may affect significantly any one or more aspects of the well-being of those children; and
5. may be prescribed/defined by the Governor-General by order of Council. (Note: You can check if your service is included in an Order of Council on [www.legislation.govt.nz](http://www.legislation.govt.nz))
 |

**Section 7-Declaration**

|  |  |
| --- | --- |
| 7.1 Signing | Once you are happy with your application, it must be signed by an authorised person in your organisation. |

Appendix 2 - Te Puni Kōkiri Regional Offices | Ngā Tari ā-Rohe o Te Puni Kōkiri

| **Region** | **Phone number** | **Email address** |
| --- | --- | --- |
| **Te Taitokerau**  | Phone: 0800 875 888 | tpk.te-taitokerau@tpk.govt.nz  |
| **Tāmaki Makaurau** | Phone: 0800 875 285 | tpk.tamaki-makaurau@tpk.govt.nz  |
| **Waikato-Waiariki** | ***Hamilton***Phone: 0800 875 499 | tpk.waikato@tpk.govt.nz  |
| ***Tauranga***Phone: 0800 875 499 | tpk.tauranga@tpk.govt.nz  |
| ***Whakatāne***Phone: 0800 875 499 | tpk.whakatane@tpk.govt.nz  |
| ***Rotorua***Phone: 0800 875 499 | tpk.rotorua@tpk.govt.nz  |
| **Ikaroa-Rāwhiti** | ***Gisborne***Phone: 0800 875 447 | tpk.tairawhiti@tpk.govt.nz. |
| ***Hastings***Phone: 0800 875 447 | tpk.takitimu@tpk.govt.nz |
| **Te Tai Hauāuru** | Phone: 0800 875 884 | tpk.tetaihauauru@tpk.govt.nz |
| **Te Waipounamu** | Phone: 0800 875 839 | tpk.te-waipounamu@tpk.govt.nz |

1. Note that applications need to score at least 60% to be considered for funding [↑](#footnote-ref-1)
2. Children’s services are defined as:

Services to one or more children

Services to adults in respect of one or more children

Services provided to adults living in households that include one or more children and that:

do or may affect significantly any one or more aspects of the well-being of those children; and

Maybe prescribed/defined by the Governor-General by Order in Council. (Note: You can check if your service is included in an Order in Council on [www.legislation.govt.nz](http://punaha-korero/otcsdav/nodes/17576353/www.legislation.govt.nz)). [↑](#footnote-ref-2)
3. If you are seeking funding for more than a 12 month period, and intend to recruit some cadets after June 2020, please add further sections to this table with proposed start months for cadets you intend to recruit in 2020/21 and beyond (where applicable) [↑](#footnote-ref-3)
4. Part-time is defined as working less than 30 hours per week on average. [↑](#footnote-ref-4)