

Research Support Fund Guidelines for Making an Application

INTRODUCTION

The Research Support Fund aims to assist Dunedin research organisations and businesses to help secure more research funding. The primary aim is to lift the quality of applications to successfully attract funding.

The Research Support Fund covers external costs only, and comes from a contestable fund administered by the Economic Development Unit (EDU) of the Dunedin City Council.

The maximum available to one applicant (i.e. individual researcher) per financial year (July 1–June 30) is \$10,000.

To obtain more information, please contact EDU on 477 4000.

IS OUR PROJECT ELIGIBLE?

To be eligible applicants must:

- be a member of the Dunedin research community (either research organisations, individual researchers from any discipline, or a business undertaking R&D).
- seek research grants from a reputable funding agency or provider.
- be an employee/member of a research organisation in Dunedin City (e.g. University of Otago, Otago Polytechnic, NIWA, Landcare Research, GNS, AgResearch, Crop and Food), or business permanently located in Dunedin.
- not be an employee at a satellite agency (outside Dunedin), though may partner with a researcher based in Dunedin. In this instance, the Dunedin based researcher must make the application and retain greater than 65% of any successful grant money obtained.
- already be working with the City's Business Development Advisors.
- be able to demonstrate that they have the capability, skills and commitment to follow through their proposal.

Applicants must:

- be operating in a research and/or commercial environment, resident in New Zealand and registered for GST purposes.
- show why they need this funding rather than any alternative internal/external funding.
- demonstrate how the funding will add value to their research application.
- demonstrate a commitment to retain in Dunedin any R&D funds successfully obtained.
- have proposals and business concepts that are consistent with New Zealand laws and regulations.

The application must be aimed at solving a problem with regard to increasing the chance an application has of successfully obtaining funding from an external funding agency.

If there are regulatory requirements in relation to the development of your application then you should incorporate these into your project steps and timeframe.

If you require a consent, permit or license in order to undertake the application, and this has yet to be obtained, then a decision on the assistance will be withheld pending the result of your application for this.

HOW ARE PROPOSALS ASSESSED?

Proposals are contestable and will be considered by the Economic Development Unit on a first come – first served basis. Applications shall be assessed by the Economic Development Committee of the Dunedin City Council, which will look for the strongest proposals.

Where the basic entry criteria are met, the weighting of the assessment is on the applications value, and the extent to which the preparatory work and planning already undertaken, and the proven ability of the group to complete applications for funding successfully.

The application will be approved/declined using criteria including:

- robustness of the research plan
- financial and organisation stability, appropriateness of available resources
- ability of organisation to implement project
- level of innovation of the project
- level of potential positive impacts on the Dunedin economy
- other funds secured for the project, other funding sources, and level of need.

Please add any supporting information to help explain the background to the project (brochures etc), and details of the experience of any consultant/s you wish to use.

Past investment in any particular application does not guarantee future investment. If funding is sought for more than one year, future investment depends on the viability of the project at the end of year one.

WHAT CONDITIONS APPLY?

The Programme has the following conditions:

1. The recipient of assistance must notify the Economic Development Unit of the Dunedin City Council in writing of their acceptance of the assistance within 20 working days of a letter of offer; otherwise the offer will lapse.
2. The assistance must be uplifted within 6 months of the letter of offer or else it will lapse on that date. No extensions are available.

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3. Retrospective claims cannot be accepted. Costs incurred prior to the date of approval of the proposal by the Dunedin City Council are not eligible for reimbursement and you cannot claim such costs.
4. The scheme does not cover internal costs. This means costs within your own firm or organisation and for which you will not be invoiced by a third party. This includes payments (e.g. salaries, wages, fees, hourly rate, personal expenditure) to the individual making a proposal under the Programme, and to their employees and immediate family members. Where an application is by an organisation, it also covers the organisations office holders, employees, their immediate family members, office-holders and employees of the subsidiary/associate/parent companies and others who have a pecuniary interest in the project.
5. The claims are paid on approved costs on the basis of original invoices matched to original receipts. Photocopied receipts and invoices are not acceptable. The only other basis on which claims can be paid is by forwarding an accountant's certification of costs to the Economic Development Unit of the Dunedin City Council. This must be by an independent accountant in public practice and must certify a schedule of expenditure that is matched to the qualifying costs detailed above.

Please note that where handwritten receipts are provided, or where payment is noted on invoices, these must show the following:

- date of payment
- amount of payment
- signature of person receiving payment
- name and designation of person receiving payment.

If payments have been made with a credit card you must supply the original invoices for these together with a statement for the credit card to which these have been charged.

6. I understand that the information on assistance may be made public by the Economic Development Unit of the Dunedin City Council.
7. Any assistance is personal to the researcher/research organisations/business and may not be assigned to any other party without the written authority of the Economic Development Unit of the Dunedin City Council.
8. If 50% or more of the Company is owned by a parent company, all applications will be treated as if by the one company/organisation.
9. A Final Report must be lodged with the Economic Development Unit of the Dunedin City Council before the lapse date. Twenty percent of each eligible claim

will be withheld and only paid out after this Final Report is received. This Final Report must be in the form prescribed.

10. If support is given this is done on a 50:50 cash contribution. Fifty percent of the cash contribution must come from the researcher/ research organisations/ business. The remaining 50% cash contribution is from EDU. Funding is not given for activities which are classified as business as usual or which can be easily obtained through the organisations own resources.
11. Applications must be to EDU within eight weeks of the closing date for the funding round the application is targeted toward.
12. Assistance is made subject to the Economic Development Unit of the Dunedin City Council being satisfied that the information given by the client is true and correct and that there has not been an omission of any relevant fact nor any misrepresentation made. The Economic Development Unit of the Dunedin City Council retains the right to refuse to make payments where it determines that it has been misled in the proposal or if the recipient has been placed in receivership or liquidation or declared bankrupt.

IS THE ASSISTANCE TAXED

The amount of the assistance is GST inclusive so you should claim based on GST inclusive amounts. If you are registered for GST, the GST portion of the grant (1/9th) will have to be accounted for as output tax. Section 169 of the Income Tax Act (1976) deals with assistance such as this. Effectively it is not assessable income as such. It does, however, have the effect of reducing the costs that may be claimed for income tax purposes or reducing the cost of assets for depreciation purposes.

CAN I USE THE RESEARCH SUPPORT FUND MORE THAN ONCE?

Yes. The maximum available under the scheme is \$10,000 for any application in any one calendar year. If applicants seek funding for several applications these cannot be related to one other.

FOR FURTHER INFORMATION CONTACT:

Economic Development Unit
Dunedin City Council
PO Box 5045
Dunedin
Phone: (03) 477 4000
Fax: (03) 474 3451
E-mail: dunedin.business@dcc.govt.nz

SECTION 1: BUSINESS OR INDIVIDUAL DETAILS

Full name of the business organisation or individual (proposer) making the proposal. This should be the same name as the proposer's business bank account (if there is one).

Trading name (if different) _____

Where the proposal is by a business organisation, name the principal contact person within the organisation _____

Designation (eg Manager) _____

Postal address _____

Street address (if different) _____

Phone () _____ Fax () _____

Email _____ Website _____

GST Number (if applicable): _____

Status of the business or individual making the proposal:

- Industry Cluster Registered Company Business Partnership
- Co-operative Iwi Organisation (Trust or Authority) Sole Proprietor/Trader
- Other type of business organisation, please specify _____

SECTION 2: BACKGROUND INFORMATION

Number of Employees _____

Name of parent company (if applicable), which owns 50% or more of this company _____

Name of any subsidiary companies _____

SECTION 3: FUNDING INFORMATION

Which research grant are you preparing for?

Funding Agency (e.g. FoRST, Tech NZ): _____

Amount sought: _____

Deadline for bid (please also see point 10 in the guidelines): _____

Expected date of decision of bid: _____

Proportion of the R&D dollars to be spent in Dunedin: _____

3.0 What are your objectives, milestones and timelines to get your application completed before the funding round closes?
(approx 75 words)

4.0 How did you determine what the funds would be used for? (approx 50 words)

Research Support Funding Assistance Sought: GST inclusive _____

Research Support Funding	Researcher Cost At least 50%	DCC Cost Maximum \$10,000	Total	% of total
Researcher contribution				
Accommodation				
Airfares				
Promotion material				
Other (please detail)				
•				
•				
Total Cost of Grant Application				100%

NOTE: Please attach a letter of support from your institution/business.

SECTION 5: GENERAL INFORMATION

- I understand that the Research Support Fund covers external costs only.
- I understand that \$10,000 is the maximum amount available to one applicant per financial year (i.e. 1 July – 30 June)
- I understand that this application is requesting funding from a contestable fund and that support from a Business Development Advisor for the application does not guarantee success. I also acknowledge that the results from this process will be made available to the Dunedin City Council Economic Development Unit, and these results may be made available to the public.

SECTION 6: OFFICIAL INFORMATION

Applications lodged with the Dunedin City Council can be requested by any person under the Local Government Official Information and Meetings Act 1987. Council is obligated to make available the information requested unless there is a ground under the Act, which justifies withholding it. Should an application be in any way confidential, please state this in the application.

SECTION 7: DECLARATION AND ACKNOWLEDGEMENT

Declaration

I/We declare that:

- I/we have read the covering information for making a proposal under the Dunedin City Council Skilled Staff Recruitment Support funding programme, which outlines the programme's procedures, terms, conditions and criteria and I/we understand and agree to these.
- The information contained in this proposal is true and correct and there has been no omission of any relevant fact nor any misrepresentation made.
- I/we understand that the Dunedin City Council has the responsibility for considering the proposal, and that if it does decide to provide assistance, that this may be for a lesser amount than is sought.

Acknowledgement

The Dunedin City Council receives requests for information on assistance and such requests would be subject to the provisions of the Local Government Official Information and Meetings Act 1987. The undersigned acknowledges that, if an award is made, the Dunedin City Council can release the following details:

- Name of the recipient
- Amount of assistance
- General statement on the nature of the funding

Signature: _____ Name: _____

Designation: _____ Date: _____

An acknowledgement of this application should be received within 10 working days of lodgement. If this is not received in this timeframe, please contact the Economic Development Unit of the Dunedin City Council.