

# Industry Project Fund

## Guidelines for Making an Application

### INTRODUCTION

The Industry Project Fund aims to assist collaboration between Dunedin businesses and industry organisations to overcome barriers and/or increase opportunities to bring economic benefits into the city. The goals of any project will be able to demonstrate the delivery of one or more of the strategies as outlined below, industry collaboration and a focus on “going beyond business as usual”. A minimum of three businesses or industry organisations is required for the application to proceed.

The minimum total project size is \$15,000 (incl GST) with the Industry Project Fund contributing up to two-thirds of the total project amount. The industry contribution must be at least one third (minimum cash only) of the total project amount approved. There is no maximum project size.

There will be two contestable funding rounds per financial year, one in March and the other in September.

To obtain more information, please contact the Economic Development Unit on 477 4000.

### IS OUR PROJECT ELIGIBLE?

To be eligible applicants must:

- be a group of Dunedin businesses or an industry group
- already be working with an Economic Development Business Development Advisor.
- focus the project on boosting positive economic outcomes benefiting Dunedin. The application will be supported by one or more of the following:
  - b. Dunedin City Visitor Strategy
  - c. Dunedin City Economic Development Strategy
  - d. Otago Regional Economic Development Strategy
- be able to demonstrate they have the capability, skills and commitment to follow through their proposal.
- multi-year projects will have a maximum two-year life and the second year's funding will be dependant on the ongoing validity of the project and first year milestones having been achieved.
- be operating in a commercial environment, resident in New Zealand and registered for GST purposes. One of the project partners (a business or formal organisation) must stake responsibility for the financial management of the project. It is not feasible to reimburse multiple applicants.
- demonstrate why this funding is needed rather than any alternative funding.
- demonstrate how the funding will support and add value to one or more of the above strategies and why the funding required is outside the business/industry organisation's budgeted figure for the financial year.
- have a well-developed business proposal or concept.

- demonstrate a commitment to retain the value of the proposal in Dunedin.
- have a proposal or business case that is consistent with New Zealand laws and regulations.
- nominate one applicant to be the lead applicant (proposer) who will be the key contact for the project, accept funding on behalf of the group and take responsibility for reporting.

If there are regulatory requirements in relation to the development then these should be incorporated into the project steps and timeframe. If you require a consent, permit or licence in order to undertake the project, 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?

The Industry Project Fund covers external costs only, and comes from a contestable fund administered by the Economic Development Unit (EDU) of Dunedin City Council and approved by the Economic Development Committee (EDC). The EDC will require recommendations from one or more of the following: Economic Development Unit, Visitor Strategy Steering Group or the relevant established 'Cluster' Steering Group (evaluation criteria will be provided to these groups).

Evaluators will look for the strongest proposals and best ideas. Where the basic entry criteria are met, the weighting of the assessment is on the concept's value, extent to which preparatory work and planning has already been undertaken, and the proven ability of the business/industry group to complete projects successfully.

If the project is eligible, weightings will be applied to the following criteria:

- Robustness of the project plan and impact on one or more of the strategies referred to previously.
- Financial and organisation stability, appropriateness of available resources.
- Ability of organisation to implement the project.
- Level of project innovation and evidence of industry support.
- Level of potential positive impacts on the Dunedin economy ie skilled employment/productivity/new technology/equipment/infrastructure.
- Other funds secured for the project (this must be declared by the applicant).

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.

## WHAT CONDITIONS APPLY?

The Fund has the following conditions:

1. The recipient of assistance must notify the Economic Development Unit of 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. Retrospective claims will not 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.
3. The scheme only covers external costs. This means costs for which a third party will invoice you. This fund does not cover internal payments eg salaries, wages, fees, hourly rate and personal expenditure
4. Upon approval of the project, 50% of the approved amount will be paid to the applicant. The remaining 50% will be paid at the end of the project upon receipt of:
  - original receipts for the entire project or an accountant's certification of costs
  - final report (a template will be supplied)

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.

5. The applicant understands that information on assistance may be made public by the Economic Development Unit of Dunedin City Council.
6. Any assistance is personal to the business/industry group and may not be assigned to any other party without the written authority of the Economic Development Unit of Dunedin City Council.
7. 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.
8. Assistance is made subject to the Economic Development Unit of 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 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 of 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.

## FOR FURTHER INFORMATION CONTACT:

Economic Development Unit  
Dunedin City Council  
PO Box 5045  
Dunedin 9031  
Phone: (03) 477 4000  
Fax: (03) 474 3451  
E-mail: [Dunedin.business@dcc.govt.nz](mailto:Dunedin.business@dcc.govt.nz)

## APPLICATION FOR INDUSTRY PROJECT FUND

### SECTION 1: LEAD APPLICANT DETAILS

- 1 Full name of the lead applicant (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)

Contact name

Designation (eg Manager)

- 2 Postal address

- 3 Street address (if different)

- 4 Phone (       )       Fax (       )

Email       Website

- 5 GST Number (if applicable):       /       /

- 6 Project partners

Organisation	Key Contact	Letter of commitment attached (✓)

### SECTION 2: FUNDING INFORMATION

- 1 Describe the project and what results it hopes to achieve

- 2 How will this project be run, and by whom? (include credentials of project leader)

- 3 What are the potential benefits for your industry or businesses?  
(State the potential economic impact for Dunedin, and if wider benefits, NZ)

4 **Please attach the project budget (GST incl) and state what assumptions have been made for this budget?**

5 **Key Milestones**

(Step-by-step account of activity and approximate dates of achievement)

Activity	Planned Completion Date for Activity	Estimated Cost for Activity \$ - GST inclusive

**SECTION 3: FUNDING INFORMATION**

Funding Assistance Sought: GST inclusive

INDUSTRY PROJECT FUNDING	COST \$ - GST INCLUSIVE	% of Total
<b>INDUSTRY/BUSINESS CASE CONTRIBUTION</b>		
Project partner 1:		
Project partner 2:		
Project partner 3:		
Project partner 4:		
<b>TOTAL BUSINESS/GROUP CONTRIBUTION - MINIMUM 1/3</b>		
<b>CONTRIBUTION FROM OTHER AGENCIES/ORGANISATIONS</b>		
Agency/Organisation 1:		
Agency/Organisation 2:		
Agency/Organisation 3:		
Agency/Organisation 4:		
<b>DCC CONTRIBUTION - MINIMUM \$10,000 - MAXIMUM 2/3 OF TOTAL PROJECT COST</b>		
<b>TOTAL COST OF PROJECT</b>		<b>100%</b>

## SECTION 4: GENERAL INFORMATION

- I understand that this application is requesting funding from a contestable fund and that support from a Business Development Advisor or other group for the application does not guarantee success.
- I acknowledge that the results from this project will be made available to the Dunedin City Council Economic Development Unit, and these results may be made available to the public.
- I am aware of the terms and conditions of the funding if this application is successful.

### Please Note

Because funding for the Industry Project Fund is limited, each criteria has been allocated a subjective weighting, with the highest weightings carrying the most influence. The weighting will be used in calculating the final scores to identify the best projects. Each criteria is ranked by EDU from 0 - 5. A general guide for rating each criteria is given below.

Unacceptable:	<1	Little or no information provided. No focus toward showing the validity of the project.
Poor:	2	Some kind of relevant assessment is undertaken, but lacks considerable scope, clarity and understanding of what has been asked. Little focus toward showing the validity of the project.
Average:	3	Assessment includes some relevant information, but some information missing and gaps presented. Some general focus toward showing the validity of the project.
Superior:	4	Fairly comprehensive assessment has been undertaken. Covers most of what has been asked and is presented in a clear and concise manner, with strong focus toward showing the validity of the project.
Outstanding:	5	Comprehensive assessment has been undertaken, provides all the information requested and presented in a clear and concise way. Covers all major requirements with a very strong focus toward showing the validity of the project.

## SECTION 5: OFFICIAL INFORMATION

Application 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 6: DECLARATION AND ACKNOWLEDGEMENT

**Declaration:** I/we declare that:

- I/We have read the guidelines for making a proposal under the Dunedin City Council Industry Project Fund 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 Dunedin City Council has the responsibility for considering the proposal and if it does decide to provide assistance, this may be for a lesser amount than is sought.

### Acknowledgement

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, 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: \_\_\_\_\_

Designations: \_\_\_\_\_

Date: \_\_\_\_\_