

# **Central Otago Advisory Group**

**Regional Economic Development  
Project application**



**A Subcommittee of the  
Otago Chamber of Commerce:**

# APPLICATION FORM

## Key Objectives

- More Regional Economic Development
- More Business opportunities; increase the availability and accessibility of business opportunities for the district
- Education and training; support Businesses in developing skills that will enable them or their business to improve outcomes

Applications will be assessed on the Economic and regional development potential and/or support of the local business environment.

## The Regional Economic Development Project (REDP) is about supporting partnerships

Central Otago Advisory Committee through the Otago Chamber of Commerce Economic Development Fund will invest in Projects that demonstrate they are cooperating and forging partnerships, with a focus on Economic development

Organisations will be expected to contribute financially to these partnerships in addition to the support from the Regional Economic Development Fund (REDP).

## The Regional Economic Development Project is 'Business Centric'

The REDP is centred on business friendly and economic development objectives. Central Otago Advisory Committee will invest in organisations which have programmes or projects that demonstrate a focus on increasing the economic development objectives of the wider community.

## Notes to Help with Completing of Application

The application may be forwarded via email: [dougal@otagochamber.co.nz](mailto:dougal@otagochamber.co.nz) (and preferably followed by a hard copy) or post, signed, and sent to:

**Dougal McGowan**  
**CEO**  
**Otago Chamber of Commerce**  
Public Trust Building  
Level 3, 442 Moray Place  
PO Box 5713  
Dunedin 9058

Central Otago Advisory Committee will receive applications at any time and funds will be allocated to projects on an annual basis or, if immediate need arises, at a special funding meeting called by the Chair of the Central Otago Advisory Committee.

The funding round closes on: **1<sup>st</sup> September 2016**

Applications will be processed in the annual round closest to the date of receipt, subject to any clarification or matters that may need to be discussed with the applicant.

Central Otago Advisory Committee has established an application review panel that will convene to process applications. It is a **requirement that within 6 months of the grant being paid a short report on the projects progress including how it is meeting the objectives of the funding and how the funds have been spent, depending on progress a further report may be requested by the panel. These requirements may be modified to suit the project funded and will be stipulated in the grant approval notice. (e.g. in line with progress report as outlined in Q10**

There are a number of questions you need to complete. Please ensure you answer all of the questions. The space provided is a maximum; you do not have to use all of the space if it is not required.

Please supply the contact details of a person who will be able to answer questions about your project or programme if that person is different from the one completing the application.

## The Regional Economic Development Project Does Not Cover

You cannot apply for your personal business or administration of a project. All REDP money must be invested directly into increasing economic development, business training or education delivery programmes.

You can not apply to subsidise existing programmes to maintain current levels of operation. Investment in existing programmes will only be considered if it is for the purposes of expansion of existing projects.

## Providing Evidence of Additional Funding and Investment

The Committee requires applicants to show evidence that others are contributing additional funds to the project or programme that is being funded through REDP. In your budget you should include funding already secured, the amount you are proposing to apply for, *and to whom you anticipate applying to*.

## Notification of Outcome

All applicants will be advised in writing of the outcome of their application. All decisions are final. Unsuccessful applicants may submit projects or programmes to future funding rounds. An application may receive *provisional approval* where the project or programme is approved but they are still required to secure additional funding or investment. If this is the situation, the additional funding required and duration of time the REDP grant will be held for will be clearly specified.

## Payment

Successful applicants will receive their total grant by direct credit payment into the nominated bank account.

### Please Return To:

**Dougal McGowan**

**CEO**

**Otago Chamber of Commerce**

Public Trust Building

Level 3, 442 Moray Place

PO Box 5713

Dunedin 9058

<b>Your Organisation:</b>	
<b>Contact Person:</b>	
<b>Position within Organisation:</b>	
<b>Email Address:</b>	
<b>Telephone Number:</b>	
<b>Postal Address:</b>	

## Endorsement of the Project

Please provide a person who endorses the project from outside the organisation, group or collective applying to REDP:

**Signature:** .....

**Name:** .....

*(Please Print Clearly)*

**Title:** .....

**Position:** .....

**Date:** .....

**Please provide people who wish to partner the project applying to REDP:**

**Partner Organisations**

**Organisation:** .....

**Signature:** .....

**Name:** .....

*(Please Print Clearly)*

**Title:** .....

**Position:** .....

**Date:** .....

**Partner Organisations**

**Organisation:** .....

**Signature:** .....

**Name:** .....

*(Please Print Clearly)*

**Title:** .....

**Position:** .....

**Date:** .....

**Partner Organisations**

**Organisation:** .....

**Signature:** .....

**Name:** .....

*(Please Print Clearly)*

**Title:** .....

**Position:** .....

**Date:** .....

**1. Name of Programme?** For example: Major events funding.

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**2. Proposed Start Date of Programme:**

**Proposed End Date of Programme:**

**3. Outcomes to be Delivered:**


**4. Tick the Business objective which your programme will meet:**

- Improve/add to economic development projects
- Business development programmes.
- Business training enhancement.

**5. Tick the number of businesses targeted by the programme:**

- 1-20
- 21- 40
- 41-60
- 60+

**6. What Regional Economic development initiative will the project target? (Do not write 'see attachments' or 'see additional information', this section must be completed.)**

**7. Provide evidence of a roll out/implementation plan (Do not write 'see attachments' or 'see additional information', this section must be completed.)**

**8. Tick the box indicating how the project will be delivered: (you may tick more than one box)**

- Contractors
- Volunteers
- Project managers
- By a 3<sup>rd</sup> party contributor
- Council

**9. Who will deliver the Programme and how? (Do not write 'see attachments' or 'see additional information', this section must be completed.)**

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**10. Outline the progress reporting of the Project (Do not write 'see attachments' or 'see additional information', this section must be completed.)**


**11. List any organisational links the Project will create (for example: business to schools) (Do not write 'see attachments' or 'see additional information', this section must be completed.)**


**12. What are the Key Outcomes of the Project? (Do not write 'see attachments' or 'see additional information', this section must be completed.)**

1
2
3
4
5

**13. How will you measure the success of the outcomes?** You will be required to submit a report to Central Otago Advisory Committee on the conclusion of the initiative: *(for example; show the economic benefit, logins, engagement the result from the project).*

1
2
3
4
5

**14. Is this programme sustainable without REDP funding in the future?** Please convey how the project/activity is to be sustained in the event that REDP funding is either reduced or ceases to be available. Will this project/activity cease to be delivered if REDP funding is not provided ongoing?


**15. Is this a new initiative or an expansion/enhancement of an existing initiative?**

- New
- Expansion/enhancement of an existing programme
  - If you tick this box, list how the programme is being enhanced.


**16. Health and Safety; please indicate evidence of how you will meet Health and Safety compliance in respect to the project if applicable.**




**17. Budget**

Funding must be secured for the expenses not covered by REDP.

Please ensure that all figures are inclusive of GST

<b>INCOME</b>	
<b>Source of Income:</b>	<b>AMOUNT \$</b>
REDP (\$ you are seeking):	
Applicant Contribution:	
<b>Total Income</b>	
<b>EXPENSE</b>	
<b>Type of Expense:</b>	<b>COST \$</b>
<b>Total Expense</b>	

**18. If you are GST registered please supply your GST number here (if not registered enter N/A):**

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**19. Please list and quantify the additional funding sources contributing to the Applicant Contribution (if applicable). Specify whether the funding is confirmed or still to be raised:**

<i>For example: Business A is contributing \$200 – Confirmed, Council B is contributing \$200 - Confirmed</i>

**20. Please itemise the expenses or attach quotations to the back of the form:**

<i>For example: 10 wireless network ports @ \$200</i>

- Activities will paid on receipt of invoice for service/funding**
- Attach quotations for the costs of the programme if appropriate.**
- Keep a copy of this form for your own reference before you submit it to the Otago Chamber of Commerce**
- If there is any extra information that you would like to include with this application, please add extra sheets to the back of the form**