



Trust  
Tairāwhiti  
Regional Wellbeing  
He Tohu Ora

# Feasibility Fund

## Application Guidelines



This guide outlines the feasibility funding application process, eligibility requirements, the criteria applications will be assessed against and requirements for successful applicants.

The Feasibility Fund aims to support comprehensive analysis and research to assess the practicality, viability, and potential success of projects or ideas, with a focus on benefiting our communities and economy.

The maximum amount of funding that can be applied for is **\$25,000**.

## Objective of the fund

The purpose of the Feasibility Fund is to materialise projects and ideas, along with investment in them, that will benefit our community and economy. By enabling feasibility studies, business case development and preparatory information for raising capital, the Fund will allow emerging opportunities and industries to be explored for our region, attract investment, and support sustainable regional economic growth and resiliency.

## Eligibility

To be eligible to apply for funding from the Feasibility Fund, the applicant must meet the following criteria when the application is made.

Eligible projects will:

- contain uncertainty surrounding its viability and/or validity
- produce outcomes that are action-oriented or unlock investment
- be strategically aligned to the Trust's priorities
- demonstrate clear and significant benefits for our communities and economy
- have direct relevance to the Tairāwhiti region or its communities and economy.

Additionally, applicants must:

- be able to clearly communicate their planned feasibility study, the broader project or idea and a vision, pathway to success or desired outcome/s
- obtain a supplier quote or proposal (or produce one if undertaking the work yourself) for submission with your application
- contribute financially to the project
- be a legal entity such as a trust, company, or incorporated society, and must be able to provide evidence of this status if requested
- disclose any debt owed by the applicant
- declare any additional funding, grant, koha/donation received for the same project.

## Ineligibility

We won't provide funding for:

- business as usual activity, or the normal, routine operations of a business.

## Applying for funding

Before you apply for funding, please make sure you:

- Have read this guide carefully to ensure you fully understand the fund objective, eligibility, and criteria
- Prepare information required in the application including:
  - A description of your broader project or idea
  - An outline of the feasibility study to be undertaken
  - NZBN or Charities number, and GST number if applicable
  - Relevant quotes or proposals (must include a cost breakdown)
  - Pre-coded bank deposit slip, recent bank statement or verified bank document. The applicant's name needs to be the same as the bank account name.

For a full list of application questions refer to Application questions on page 5.

## Assessment criteria

Applications will be assessed as follows:

- The degree to which they meet the eligibility criteria
- The extent to which they align with the Trust's wellbeing framework, He Rangitapu He Tohu Ora
- The degree to which they align with the Trust's strategic priorities

Applications for funding will be assessed initially by a funding advisor appointed by the Trust.

## Supporting information

### Supplier quote/s and/or proposal/s (mandatory)

A supplier quote or proposal is required to be submitted with your application. If you plan to conduct the feasibility study yourself, you are required to produce a quote or proposal. This should include:

- details of the work to be undertaken with costs apportioned to any stages, milestones or aspects
- assumptions (if any)
- list of outputs (any reports or presentations that will result)
- summary of costs
- timeframes.

### Project or Business Plan (optional)

To support your application, you may submit a project plan or business plan.

## Successful applicants

Once funding has been approved, all successful applicants will receive a funding agreement. This is a formal contract which outlines what is expected of recipients, the amount of funding the Trust is granting, and any in-kind support that the Trust will provide. The funding agreement will also outline the reporting requirements for recipients and will incorporate a sunset clause that determines the money will be forfeited within the period stipulated, if not uplifted in accordance with the agreement conditions.

## Reporting requirements

All successful applicants will be required to formally report to the Trust on the use of monies granted.

A report must be provided to the Trust no more than eight weeks after completion of a feasibility study and should include the following:

- a copy of any outputs produced, for example, reports
- proof of how the funding was used (invoices paid)
- details of the outcomes resulting from the work completed and next steps.

These reporting requirements may be varied by the Trust depending on the nature of the application.

## The Trust's discretion

The Trust reserves the right to:

- request applicants to provide additional information
- impose conditions on the approval or payment of funding
- take any other action that it sees fit in relation to the funding process.

## Part of the terms and conditions of funding

- The applicant must detail in their application any actual or potential conflict of interest (including anything which might have the appearance of a conflict of interest) which could compromise the decision on the application or bring the process or the Trust into disrepute.
- All applicants must disclose to the Trust any other funding sources related to the project (either confirmed or in process), as well as any corporate or commercial sponsorship arrangements.
- Applicants must not directly or indirectly seek to influence funding decisions in any improper or unethical manner (or in any way which might have the appearance of being so), nor attempt to solicit or garner non-public information which might give an unfair advantage in the application process.
- Each applicant warrants that all information provided in relation to its application is true and correct in all material particulars, always, and is not misleading whether by omission or otherwise. Applicants must disclose all matters likely to be material to the Trust's consideration of its application or which might have a bearing on the outcomes the Trust expects to be delivered from the funding.
- If circumstances or information change after making an application, or after the awarding of funding, the applicant must immediately notify the Trust.
- Each applicant consents to the Trust carrying out a due diligence review on its application, including the organisations and personnel involved, and relevant track records. The applicant consents to the Trust making enquiries from third parties in this regard and shall provide access to referees upon request.
- All applicants must disclose any affiliation, personal or professional relation with council staff, elected officials, local board members or the Trust's trustees or employees, or if their immediate family, has any interest or involvement in the event in any way.
- The information the Trust collects from an applicant (such as the names and contact details of officers) is being collected so that the Trust can assess the application for funding. All personal information provided to the Trust in connection with an application will be held, and may be used or disclosed only in accordance with, [Trust Tairāwhiti's Privacy Policy](#) and the Privacy Act 2020.

## Application questions

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### Contact details

Please correct the following errors and try again:

- Declaration
  - First name \*
  - Last name \*
  - Role
  - Phone number \*
  - Email \*
- ☒ Additional contact person
  - First name - Additional contact person \*
  - Last name - Additional contact person \*
  - Role - Additional contact person
  - Phone number - Additional contact person \*
  - Email - Additional contact person \*

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### Applicant details

Organisation name/Applicant name \*

Applicant is a \*

NZBN or Charity number GST number

Website URL

Street address \*

Address line 2

Suburb \* Town/City \*

Postcode \* Country \*

New Zealand

☐ Postal address (If different to physical address)

☐ This organisation/individual is a Trust Tairāwhiti beneficiary

- has a power account in the Gisborne District Council territorial authority boundary or
- has at any time been listed on a roll of voters entitled to vote at an election of councillors of the Gisborne District Council Region or
- is a ratepayer in the Gisborne District Council territorial authority boundary

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## Project details

This application is for \*

Feasibility Fund

Project / Programme / Event name \*

Project / Programme / Event detail (provide as much information as possible) \*

Total cost (\$) \*

Funding sought from Trust Tairāwhiti (\$) \*

Please note: If GST registered funds requested must exclude GST

Do you have other funders?

☐ Yes

☐ No

What is your project trying to achieve? \*

Start date

21/06/2024

End date

21/06/2024

Relevant quotes

Choose File no file selected

Proof of bank account details \*

Choose File no file selected

Name on bank account \*

Bank account number \*

Proposal

Choose File no file selected

☐ Review and accept the Feasibility Fund Guidelines \*

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## Declaration

Please correct the following errors and try again:

- Declaration
  - I confirm that
    - ☐ I have the authority to make this application. \*
    - ☐ The information provided is true and correct. \*
    - ☐ I have read and accept the terms and conditions outlined in the application guidelines \*

< Prev Submit