

DRAFT APPLICATION FORM QUESTIONS

Thank you for your time in applying for the Workforce Futures Fund | Tahua Rāngaimahi Anamata. There are no word limits on questions below, however the people reviewing the applications will appreciate being given relevant information only.

If you have questions or technical issues with the form, please contact admin@workforcefuturesfund.nz. This is a busy time for the fund, so we ask that you read all the guidance material before making contact, including making sure you are eligible for the funds.

* equals compulsory question

Applicant information

- Your name*
- Your position title*
- Your email*
- Your phone number*
- Have you read the fund criteria (hyperlink) to check that your project is eligible for the Workforce Futures Fund | Tahua Rāngaimahi Anamata (checkbox)*
- Secondary **contact**
- Secondary contact's name
- Secondary contact's email
- Secondary contact's phone number

Commented [1]: Hint: We ask for a secondary contact should you be unavailable if we are needing more information quickly.

Organisation information

- Your organisation name*
- Where does the organisation offer services in Aotearoa New Zealand? (dropdown - national, then regions)*
- What is its legal status?* (drop down: registered charity; incorporated society; charitable company; company; Māori organisation (marae, rūnanga or other Māori authority)
- Please give us a link to your organisation's information on the Charities, Incorporated Societies or Companies register*
- Your organisation website*
- You are welcome to share any social media accounts with us
- What does your organisation **do**?*

Commented [2]: (Hint, what's its purpose, goals and or main services? Please provide a short summary, we recommend five to eight sentences, or two to four paragraphs)

Project information

- Project **title***
- Brief summary (we recommend two to four sentences, or one or two paragraphs)*
- Amount being **requested***
- Total cost of the project*
- Have you applied for other funding, or if you are seeking less than the total cost, how are you funding the **difference**?
- What industry workforces would this funding benefit? (Dropdown of the eight specified industries, can tick one or more)
- Please describe your existing relationship with that industry/those **industries**, and their involvement in your application?*
- Tell us about what you are wanting funding for? (*for all sections)
 - Describe the **project**
 - What is the need this project meets or the opportunity it will take advantage of?
 - Are you aware of similar projects - either current or historic - and if so please name them?
 - Who will your project **benefit**?
 - What will be the impact and how and when will you measure **success**?
 - Why will you be **successful**?
 - We welcome any additional information that is relevant to this funding request that you feel is important for us to know.
- Please upload a document or documents that outline your project plan (what you are going to do and when) and your **budget**.
- You are welcome to upload other information, including video content, that you think would be **helpful**.

Commented [3]: Hint: This will be what we call the project in our communication with you, and on our website if you are successful

Commented [4]: Hint: If a multi-year project, please detail how much you budget to spend in each year clearly in your project plan and budget.

Commented [5]: Asking the question in this way assumes that we will pay for the three years in total. This is a high trust model, reduces admin for both CSSITO and the applicant. However, it means that it's more a case of asking for money back, rather than refusing to pay future installments, if things go wrong.

Commented [6]: Hint, is the organisation part-funding it? Have you secured other funding and if so who from? Are you going to need to find additional funding and what are your options?

Commented [7]: Hint, it may be that you are an organisation that works in those industries; or it may be that you are a supplier to those industries. Please detail your engagement with these industries about this project. Note that applications from organisations that have no existing relationship with the eight specified industries and who do not have support from within the industries for their project will not be considered.

Commented [8]: Hint, what will you do and how? Note that in this section we suggest you give summary information. You are asked to upload a project plan/time line and also a budget later on.

Commented [9]: Hint: why is this activity needed? Do you have any research or statistics or user testing to support the need or opportunity?

Commented [10]: (Hint: Mention specific workforces or parts of the workforce (eg age, gender, culture; any geographical locations. Please indicate if it supports groups needing additional support and why)

Commented [11]: (Hint: you could talk about the number of people that will benefit, applicability to wider sector/other workforces, improvement to customers, workforces or employers. How will you evaluate the programme?)

Commented [12]: (Hint, include any collaborations that will support the success; skills and experience of people involved; relevant research; past experience)

Commented [13]: If you are seeking multi-year or phased funding, please outline when you would require funding payments and what project updates you would provide/milestones you would reach prior to seeking f...

Commented [14]: Hint: Note that funding is to support the workforces and industries, and anything that generates private profit or reserves will not be considered. Please make sure you provide sufficient ...

Commented [15]: Hint: Please make sure this is directly relevant to your application rather than general organisational information.

Financial information

- Please upload a copy of your most recent financial statements*
- You are welcome to make any comment around your finances as they relate to this project.

Declaration

- Please register any interests you have with those involved in making recommendations or decisions on fund distribution. For example, if you have a professional relationship with one of the panel or Board members. If you do not have any, write 'none'.*
- Check that you have given us your: financial statements; project budget and project plan or timeline.*

In submitting this application form I certify that:

- I am authorised by my organisation/the organisations involved to complete and submit this application.
- To the best of my knowledge, all details supplied in this application and attached documents are true and correct.
- I understand that if the fund approves a grant, my organisation will be required to comply with any terms and conditions applying to the grant and be bound by the content of my application to apply the funding for the purpose for which it was requested.
- I acknowledge that the information contained in this application is stored in the Grants database and will be held by The Workforce Futures Fund for the purpose of assessing the application submitted by me on behalf of my organisation.
- I acknowledge that the information will also be anonymously collated to support the fund to compile data on fund applicants to help it assess whether it is fulfilling its purpose. Anonymised data may be made publicly available as part of the fund's transparent approach and reporting.
- I understand the information will be made available to those involved in the decision-making process including the Grants Assessment Panel and the Board. These members have signed confidentiality forms.
- I acknowledge that the Board's decision on grants is full and final.

I have read and understood the declaration and privacy statement

(name and date)

Thank you for your time in making this application. The Grants Assessment Panel will review applications and make recommendations to the Board for decision making. We will advise you of the outcome in due course.