



**Te Tūāpapa Kura Kāinga**  
Ministry of Housing and Urban Development

# Local Innovation and Partnership Fund

## Round Three-Application for Grant Funding

# Application to the Local Innovation and Partnership Fund

Before completing this form, please read the Ministry for Housing and Urban Development Local Innovation and Partnership Fund Application Guidance.

Ensure that you provide an answer to every question in every section of the application form. Clearly reference any supporting documentation in the form with clear descriptive file names.

Please email completed application forms and supporting documentation to [InnovationandPartnership@hud.govt.nz](mailto:InnovationandPartnership@hud.govt.nz) by **5:00pm 31 January 2023** to be eligible for Round Three.

Please email [InnovationandPartnership@hud.govt.nz](mailto:InnovationandPartnership@hud.govt.nz) if you have any questions about the Local Innovation and Partnership Fund application form.

# Summary Information

1. Lead organisation details	
Provide details of the <b>lead organisation</b> making the application to the Fund on behalf of the partnership and who the grant will be made to	
Legal name:	
Trading name (if different):	
New Zealand Business Number (NZBN):	
Type of entity (legal status): <i>(E.g. Charitable Trust, Incorporated Society, Whanau Trust, Company, Limited Partnership, Trust, Territorial Authority)</i>	
Registration number of company/incorporated society/ registered charitable trust etc <i>(if relevant)</i>	
Number of years in operation	
Do you identify as an iwi/Māori provider)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Office address:	
Website (if applicable)	
Registered community housing provider	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social sector accreditation	<input type="checkbox"/> Yes, level accredited to: <input type="checkbox"/> No

2. Lead organisation contact persons details	
Contact person:	
Position in the organisation	
Phone number (Business):	
Mobile number:	
Email address:	
Office address <i>(If different from office address in question 1)</i>	
Postal address	

3. Geographic location of planned initiative:		
<input type="checkbox"/> Northland	<input type="checkbox"/> Taranaki	<input type="checkbox"/> Nelson/Marlborough/West Coast
<input type="checkbox"/> Auckland	<input type="checkbox"/> East Coast	<input type="checkbox"/> Canterbury (including Chatham Islands)
<input type="checkbox"/> Waikato	<input type="checkbox"/> Central	<input type="checkbox"/> Southern
<input type="checkbox"/> Bay of Plenty	<input type="checkbox"/> Wellington	

**4. Name and summary of the initiative**

Provide a title and brief description of your initiative: (150 words limit)

**5. What is the proposed start date of your initiative?**

**6. Total amount requested from the Local Innovation and Partnership Fund**

Total funding being applied for (exclude any co-funding):

Total value \$\_\_\_\_\_ (GST exclusive)

Total funding being applied for (exclude any co-funding):

Total value \$\_\_\_\_\_ (GST exclusive)

**7. Amount of funding requested for each year, up to three years if applicable (GST exclusive)**

Year one	Year two	Year three
\$_____	\$_____	\$_____

**8. Have you requested funding for this initiative in the past?  
(either from central government, local government or another funder)**

If yes, provide details:

<p><b>8. Have you requested funding for this initiative in the past? (either from central government, local government or another funder)</b></p> <p>If yes, provide details:</p>	
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**9. Have you requested funding from HUD before? Are you currently receiving funding from HUD?**

<p><b>9. Have you requested funding from HUD before? Are you currently receiving funding from HUD?</b></p>	
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If yes, provide details:	
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## Partnerships

Demonstrates that there is a joined-up approach in responding to the local needs. Community organisations, local government, iwi and Māori providers, and wider community partners collaborate and build on their strengths to plan and deliver the initiative.

If you have more than four partners, please provide their information in a separate document, and attach it to your email when submitting your application.

10. Partner organisation name	Key contact person
Organisation name:	Name:
	Position in the organisation:
	Phone:
	Email:
Describe the role of the partner organisation in this initiative, whether they identify as an iwi/ Māori provider and how you will be working together (100 word limit):	
Organisation name:	Name:
	Position in the organisation:
	Phone:
	Email:
Describe the role of the partner organisation in this initiative, whether they identify as an iwi/ Māori provider and how you will be working together (100 word limit):	
Organisation name:	Name:
	Position in the organisation:
	Phone:
	Email:
Describe the role of the partner organisation in this initiative, whether they identify as an iwi/ Māori provider and how you will be working together (100 word limit):	

Describe the role of the partner organisation in this initiative, whether they identify as an iwi/Māori provider and how you will be working together (100 word limit):	
Organisation name:	Name:
	Position in the organisation:
	Phone:
	Email:
Describe the role of the partner organisation in this initiative, whether they identify as an iwi/Māori provider and how you will be working together (100 word limit):	

## Outcomes

Demonstrates alignment of the initiative with the purpose of the fund - to reduce and prevent homelessness. The focus is on reducing and preventing homelessness rather than providing temporary solutions that do not work to support pathways to longer-term housing and wellbeing. Demonstrates the benefit to the priority homelessness groups: wāhine/women, rangatahi/young people, kaumātua/older people, Māori, Pacific, rural communities, and other groups at risk of homelessness.

(250 word limit for each of the following questions)

<p><b>11. How does your initiative align with the purpose of the fund? How and which priority groups will your initiative benefit?</b>  <i>(Refer to the purpose of the fund and priority groups referenced in the application guidance on HUD website)</i></p>

Please continue answer on next page

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**12. Describe the expected outcomes of your initiative.**

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**13. How will you evaluate the impact of your initiative?**

*(How will you track progress towards your expected outcomes? How will you measure the success of your initiative?)*

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# Innovation

Innovation refers to the research, development and implementation of a new or scaled up product, process or service or new way of working. 'Innovative' initiatives can include new services that have been tailored to cultural or regional needs, that may have been used elsewhere in New Zealand or internationally but are new to that particular region.

(250 word limit for each of the following questions)

**14. What local community need are you proposing to meet? How do you know this initiative is needed?**

*(What evidence do you have that shows the initiative is needed?)*

**15. How is your initiative innovative?**

*(See description of innovation. Describe the point of difference of your initiative from existing interventions/services in your local area.)*

## MAIHI principles

Demonstrates how MAIHI principles guide or influence the initiative or ways of working, or how their own set of values/principles align and achieve the same outcomes. Demonstrates that local iwi and/or Māori organisations have been or will be consulted or involved in planning and/or delivery of the initiative.

(250 word limit for each of the following questions)

**16. Describe how you will embed MAIHI principles in your initiative or how your existing organisational principles align with the MAIHI framework.**  
*(Refer to MAIHI principles referenced in the application guidance on HUD website.)*

**17. Explain how your organisation has engaged or plans to engage with local iwi and Māori organisations around your initiative.**

Please continue answer on next page

## Capability and capacity to deliver the initiative

Demonstrates capability and capacity to deliver the initiative (governance, payment systems, personnel, risk management).

(250 word limit for each of the following questions)

<b>18. Governance and management</b>
Outline the governance and management structure for the initiative, including: <ul style="list-style-type: none"><li>• Management of resources, both people and assets</li><li>• Operational management including service delivery and process</li><li>• How you will manage security of documents and information</li></ul>

**19. Payment and project systems**

Describe your processes around budget monitoring, reviewing processes, and methods of preventing budget overspends and slippage

**20. Roles and experience**

Outline the roles and experience of the personnel required to undertake your initiative, including:

- The number of people, role titles and specialist skills/experience required of the people engaged to deliver the initiative
- Capability of the people engaged to deliver the initiative and any training needed to build their capability

<b>21. Risk, health and safety management and mitigation</b>
Detail the risks involved with the initiative including any risks around and how these will be managed and mitigated, including health and safety risks, establishing critical enabling capabilities and any policies you may have to manage health and safety for this initiative

## Funding

<b>22. Budget per year</b>			
<b>What is the outline of the project budget (exclusive of GST) per year with a total project cost?</b>			
<i>The initiative cost categories have been created to show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the initiative over the whole-of-life of the grant funding.</i>			
Initiative cost category	Year One	Year Two	Year Three
Personnel (FTE) *	\$	\$	\$
Administration	\$	\$	\$
Purchase of permitted capital assets and other capital costs	\$	\$	\$
Venue and equipment	\$	\$	\$
Travel and accommodation	\$	\$	\$
Promotion/ marketing	\$	\$	\$
Financial and legal	\$	\$	\$
Health and safety	\$	\$	\$
Evaluation costs	\$	\$	\$
Staff development	\$	\$	\$
Other costs <i>(use if needed)</i>	\$	\$	\$
Other costs <i>(use if needed)</i>	\$	\$	\$
<b>Estimated total initiative cost for each year</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Estimated total initiative cost</b>	<b>\$</b>		

\*Personnel may include contractors or consultants filling in capability or capacity gap

Provide details of the assumptions you have used as well as any additional context you feel would be useful for us to understand your costings. For example, if you are applying for personnel, capital costs or purchase of capital assets, or other costs please provide details (150 word limit)

**23. Funding costs**

**What is the total amount of funding (exclusive of GST) being requested from the Local Innovation and Partnership Fund and other co-funding sources being used to undertake the initiative?**

*Detail funding sources including:*

- *Total amount of funding (exclusive of GST) being requested from the Local Innovation and Partnership Fund.*
- *Your contribution (exclusive of GST) to the initiative*
- *Co-funding sources (exclusive of GST) being used to undertake this initiative.*
- *Total costs (exclusive of GST) from all funding sources for this initiative*

	Status	Year One	Year Two	Year Three
<b>Local Innovation Fund being applied per year over a three-year period.</b>		\$	\$	\$
Your contribution to the project		\$	\$	\$
External funding source: <i>(Name of funder)</i>	<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	\$	\$	\$
External funding source: <i>(Name of funder)</i>	<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	\$	\$	\$
External funding source: <i>(Name of funder)</i>	<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	\$	\$	\$
<b>Total funding from all sources for each year</b>		\$	\$	\$
<b>Total of all funding sources</b>		\$		

If you (or another organisation) are making in-kind contributions, provide details of these contributions: (100 word limit)

If any of the external funding sources are still pending, what steps are still required to secure the funding? (100 word limit)

**24. If you do not receive the full amount requested from the Local Innovation and Partnership Fund or if other external funding is not provided, will you be able to deliver the initiative as currently proposed or will you need to scale it down?**

Yes       No

If yes, how would you scale it down (200 word limit):

## Referees, Checklists and Attachments

If you are a local council, a registered Community House Provider (CHP) or have Social Service Accreditation (SSA), **please go to question 26.**

### 25. Referees

The lead organisation is required to provide two referees. Each referee should be an external neutral party who is not involved in this initiative.

*Note: "in providing these referees you authorise us to collect relevant information about your organisation from the referees, and use such information in the evaluation of your application. You also agree that all information provided by the referee to us will be confidential to us".*

**Referee One**

Name of referee:	
Name of organisation	
Telephone:	
Email:	

**Referee Two**

Name of referee:	
Name of organisation	
Telephone:	
Email:	

**26. Supporting documentation**

Please email supporting documentation together with your application form to [InnovationandPartnership@hud.govt.nz](mailto:InnovationandPartnership@hud.govt.nz)

- If you are a local council, you don't need to provide the latest annual accounts.
- If your organisation's annual operating costs were more than \$500,000 for each of the previous two financial years, you must provide financial statements that have been externally reviewed for the most recent accounting period or financial year.
- If your organisation's annual operating costs were more than \$1 million for each of the previous two financial years, you must provide financial statements that have been externally audited for the most recent accounting period or financial year.
- If your organisation has existed for less than 18 months before a funding round closes, please provide your most recent statement of financial performance. This statement should be for a date no more than 3 months before the closing date for the funding round.

<b>Checklist of supporting documentation</b>		<b>Attached</b>
Latest audited (if applicable) annual financial accounts, not more than 18 months old	Required	<input type="checkbox"/>
Initiative deliverables with timelines	Required	<input type="checkbox"/>

# Declaration

27. Declaration	Tick
I confirm that information contained in all sections of this application form or supplied in support of this application is complete, true and accurate.	<input type="checkbox"/>
I represent, warrant and agree that I have authority to submit the application, to make the statements and to provide the information in the application.	<input type="checkbox"/>
I confirm this application complies with the objectives of our organisation as contained in the organisation's constitution, trust deeds or court order.	<input type="checkbox"/>
I confirm that this application is not being made by an organisation that is in receivership or liquidation or by an undischarged bankrupt.	<input type="checkbox"/>
I understand that there is no guarantee that our organisation will be successful in securing Local Innovation and Partnership funding.	<input type="checkbox"/>
I agree that the Ministry of Housing and Urban Development may collect information about our organisation from any third party in respect to this application.	<input type="checkbox"/>
I agree that information provided in this document can be used by the Ministry of Housing and Urban Development for statistical purposes and policy development.	<input type="checkbox"/>
I understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the application may result in the application being eliminated from further participation in the Grant process and may be grounds for termination of the Grant Agreement.	<input type="checkbox"/>
I agree that if the application is successful, the name of our organisation, the purpose of the funding and the funding amount will be published as part of the Ministry for Housing and Urban Development's accountability for public funds.	<input type="checkbox"/>
I agree that if successful, our organisation may be required to participate in an evaluation of the initiative.	<input type="checkbox"/>
I understand that if this application is approved, the initiative will not receive any funds until a Grant Agreement has been signed by the lead organisation and HUD. Further, I understand that HUD cannot reimburse any costs incurred by the lead organisation (or any partner) before the Grant Agreement is signed by both parties.	<input type="checkbox"/>
<b>Full name:</b>	
<b>Title / position:</b>	
<b>Name of lead organisation:</b>	
<b>Date:</b>	

# Privacy statement

As part of the LIPF application process, HUD collects the following personal information from you:

1. *Contact information for lead applicant (full name, contact number, contact email, address, role)*
2. *Contact information for partner organisations (full name, contact number, contact email, address, role)*
3. *Contact information for referees (full name, contact number, contact email, address, role)*

We take care to meet our obligations under the Privacy Act 2020, and relevant HUD policies and procedures at all times.

We only collect personal information where this is necessary to carry out the LIPF application process.

- We may collect personal information about you either directly from you or from other people or agencies, and we may generate personal information about you when we carry out our functions.
- We store all our data (including your personal information) on a secure Microsoft Office 365 application. We protect our data with all reasonable technical and process controls.
- You can ask us for a copy of your personal information at any time.
- You can request to change any of your personal information that we hold.
- We will only use and share personal information where necessary to carry out the functions for which we collected it, or if required by law.