# Māori Trades and Training Fund Expression of Interest

(as at 1 July 2021)

##### About this form

The purpose of this form is for you to submit an expression of interest seeking funding from the Māori Trades and Training Fund (“**MTTF**”/the “**Fund**”).

The Fund is a government initiative administered by a unit within the Ministry of Social Development (“**MSD”/the Ministry**). It was allocated a total of $50 million over two years as part of the COVID-19 Response and Recovery Fund (**CRRF**) Foundational Package in Budget 20.

The Fund is flexible, contestable and grant based. It is designed to encourage Māori entities to try different approaches to engaging and retaining Māori in employment-focused training opportunities. It is not limited to specific regions, sectors, or occupations.

The overall objectives of the Fund are to support Māori entities to provide:

* tailored, community-led projects which take a partnership and investment approach with the Crown.
* delivery of initiatives developed by Māori, for Māori. There is a strong emphasis on delivering support in settings that are relevant and applicable to Māori.
* projects with paid, employment-based and training opportunities.
* address labour market barriers by delivering wraparound support services such as pastoral care and providing pathways to sustainable employment.
* Projects will deliver group-based approaches that involve Māori entities employing participants and playing a coordination function with one or more employers.
* initiatives strongly related to in-demand skills and/or will develop skills likely to be in demand over time, rather than just for an immediate project.

##### Completing this form

Please complete all sections fully and accurately. Square brackets and italics indicate guides.

Once complete, please email your completed form to MTTFund@MSD.govt.nz. By submitting your form, you are agreeing to the expression of interest terms and conditions for funding which can be found in Appendix 1.

If you are applying on behalf of a number of parties, you need their consent to submit this application. You can add other applicants during the application process. You will be the sole point of contact (on behalf of any other applicants), for the purposes of this expression of interest and must provide comprehensive information about all applicants involved.

##### Eligibility

All submissions will be checked they meet the fund criteria before they can progress to the assessment stage.

For full details of the fund criteria please refer to the “**Criteria and Assessment Approach for the Māori Trades and Training Fund”** document on the MSD website [www.workandincome.govt.nz](https://www.workandincome.govt.nz/)

##### Assessment

All submissions will be assessed once eligibility is confirmed. The assessment will determine how well the proposal overall meets the objectives of the Fund. Our team will be in contact regarding next steps once the assessment has been completed.

##### Support

Please see the website, or contact your regional relationship manager, for further support. Alternatively, you can email your query to MTTFund@MSD.govt.nz

##### Public disclosure

The Ministry is responsible for leading the Fund’s administration and monitoring its operation in consultation with other government agencies. In the interests of public transparency, successful applications may be published by the Ministry. Where the Ministry receives an OIA request that relates to your confidential information, we will consult with you and may ask you to explain why any information is considered by you to be confidential or commercially sensitive.

## Section 1: Key Applicant Information

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|  |

1. Project title
2. Please provide the details of the applicant organisation/entity for which funding is being requested:

|  |  |
| --- | --- |
| **Applicant Legal Name:**  |  |
| **Entity Type:**If other please specify: | Choose an item. |
|  |
| **Registered Offices / Place of Business:** |  |
|  **Identifying Number:** | [e.g. Company Number, NZBN, Trust/Society Number] |

1. Please provide the names of the individual team/project members including the Applicant’s Leadership Team, directors, partners, or trustees, or any key members of the project

|  |
| --- |
| **Project Team:** |
| **Full Name:** |  | **Role in Project Team** | Choose an item. |
| **Other (please specify)** |  |
| **Full Name:** |  | **Role in Project Team** | Choose an item. |
| **Other (please specify)** |  |
| **Full Name:** |  | **Role in Project Team** | Choose an item. |
| **Other (please specify)** |  |
| **Full Name:** |  | **Role in Project Team** | Choose an item. |
| **Other (please specify)** |  |

1. Please provide the contact details for a person who is the lead for this proposal:

|  |  |
| --- | --- |
| **Contact Name and Role:** |  |
| **Email Address:** |  | **Telephone:** |  |

1. Please describe the main role or activity of the applicant organisation.

|  |
| --- |
| Note for completion: we would like to know your organisation’s primary function. |

1. This project will be based in the region of:

|  |
| --- |
| Choose an item. |
| [If multiple regions please specify:] |

1. Have you previously discussed this project with a part of the Government?
Yes: [ ]  No: [ ]

If yes, please list which part of the Government, and the nature of those discussions.

|  |
| --- |
|  |

1. Have you previously received Government funding for this project?
Yes: ☐ No: ☐

If yes, please list which part of the Government, when the funding was received, and how much.

|  |
| --- |
|  |

### Link with broader government outcomes

1. We intend to apply the principles of Te Arawhiti’s engagement framework in our communications with applicants and the assessment process:

It is the Government’s intent that engagement with Māori and the Māori Crown relationship itself be guided by the following values:

Partnership - the Crown and Māori will act reasonably, honourably and in good faith towards each other as Treaty partners.

Participation - the Crown will encourage, and make it easier for Māori to more actively participate in the relationship.

Protection - the Crown will take active, positive steps to ensure that Māori interests are protected.

Recognition of Cultural Values – the Crown will recognise and provide for Māori perspectives and values.

Use Mana Enhancing Processes - recognising the process is as important as the end point; the Crown will commit to early engagement and ongoing attention to the relationship.

These values provide a basis for working with Māori to respond to their range of needs, aspirations, rights and interests and provide active partnership with Māori in the design and implementation of processes and outcomes sought.

Using the table below, please outline how the project will contribute to the following government outcomes which seek to support the Crown’s intentions to be a good Treaty partner to Māori:

|  |  |  |
| --- | --- | --- |
| **Outcomes**  |  | **How will the project positively or negatively impact this outcome for the Māori entity identified?** |
| 1. Deliver on the Government’s objective of supporting a Māori Crown partnership
 |  |  |
| 1. Provides the opportunity to identify and capitalise on Māori economic and social strengths
 |  |  |
| 1. Help support Māori aspirations for labour market outcomes
 |  |  |
| 1. Supports the unlocking of investment to empower Māori entities to deliver tailored, community-based support to Māori workers and trainees
 |  |  |

## Section 2: Proposal

1. Please consider how your project proposal will meet the overall objectives of the Fund. The objectives are to support Māori entities to provide:

tailored, community-led projects which take a partnership and investment approach with the Crown.

delivery of initiatives developed by Māori, for Māori. There is a strong emphasis on delivering support in settings that are relevant and applicable to Māori.

projects with paid, employment-based and training opportunities.

address labour market barriers delivering wraparound support services such as pastoral care and providing pathways to sustainable employment.

projects delivering group-based approaches that involve Māori entities employing participants and playing a coordination function with one or more employers.

initiatives strongly related to in-demand skills and/or will develop skills likely to be in demand over time, rather than just for an immediate project.

1. Please complete each of the four sections and the sub categories:

|  |
| --- |
| Proposal Template and Guidance |
| Section One: Service Delivery |
| Sub category: Defined Target Group |
| [Consider how in your proposal you can demonstrate/describe/provide the following:* Māori focus
* Number of participants
* Identify, define or detail your target group, one or multiple target groups
* Aligning with the intent of the fund
* Any characteristics, descriptors of participants in the target group (e.g. age, gender, employment status, iwi affiliation)
* Articulate the connection of wider impacts of the target group relevant to regional workforce needs
* Target group is linked and/or relevant to national and regional labour force needs
* What evidence (if any) you can provide]
 |
| Enter information about the target group/s: |
| Sub category: Project and Service Description |
| [Consider how in your proposal you can demonstrate/describe/provide the following:* The minimum components that are relevant to your project i.e. employment, training/qualifications and pastoral care
* Links of the project/service to the criteria of the fund
* Cover Who, Why, What, Where, When and How
* Incorporate Māori learning styles and connections (such as matauranga Māori, kaupapa Māori)
* Delivering employment-focused training opportunities in a group or cohort setting
* Support of the project. Any connections to māori employers, community, training providers, other organisations and government agencies
* Employment opportunities and the proposed pipeline of work
* What evidence (if any) you can provide]
 |
| Enter information about the project and service: |
| Section Two: Partnerships |
| **Sub category: Partnerships** |
| [Consider how in your proposal you can demonstrate/describe/provide the following:* What a partnership approach looks like between your organisation and MTTF. This could include commentary of the strength of relationship with MTTF.
* How a true partnership approach for Māori and the Crown, can be done through programmes/projects designed and delivered by Māori, for Māori.
* What activities your organisation and suggestions for MTTF that would be helpful/useful to assist further development of a good relationship between Māori and the Crown.
* Information about the formal and informal partnerships with other organisations involved in and/or supporting the proposal
* Organisations are named and describing each partner’s expertise, function and/or connection and their involvement in the project and/or service
* Links between the partners and the target group
* Background and what each organisation does e.g. training providers, employer, funding, support etc
* What evidence (if any) you can provide]
 |
| Enter information about partnerships: |
| Section Three: Value for Money |
| Sub category: Expected Outcomes |
| [Consider how in your proposal you can demonstrate/describe/provide the following:* Outcomes the service or project will achieve and how they will be achieved
* Outcomes link to the criteria and are relevant/related to in-demand skills and/or in-demand industries.
* Describing any additional outcomes e.g. upskilling, gaining qualifications and/or sustainable employment.
* Information about how outcomes will be reported or measured and the reporting system or method you intend to use
* What evidence (if any) you can provide]
 |
| Enter information about outcomes: |
| Sub category: Financial Information |
| [Consider how in your proposal you can demonstrate/describe/provide the following:* Funding you are seeking is for operating expenditure (NOT capital expenditure)
* Rationale for categories listed in the funding/budget breakdown
* Funding items are within the scope of the fund and are aligned e.g. Employment, Training, Pastoral Care, Project Establishment, FTE's, funding from other sources etc.
* Funding Items are suitable and relevant to the project and service
* Financial information about the organisation is included e.g. entity's accounts, strategies, future planning, sustainability plans
* The minimum components must be completed i.e. Financial questions 10-12.
* What evidence (if any) you can provide]
 |
| Enter narrative information about financials: |
| **Sub category: Cost per outcome/participant** |
| [Consider how in your proposal you can demonstrate/describe/provide the following:* What the costs per outcome/participant are
* Rationale for costs
* Funding items relevant to participants are clear and rationale included
* Funding items for other categories NOT related to participants are clear and rational included
* What evidence (if any) you can provide]
 |
| Enter information about costs per outcome: |
| Section Four: Capability and Capacity |
| Sub category: Project Governance |
| [Consider how in your proposal you can demonstrate/describe/provide the following:* Governance and/or oversight of the project including who, how and when
* Information about the governance structure, roles & responsibilities of project leaders and staff, their expertise, any processes and methods e.g. escalation processes, timeframes, programme/project details
* Separation of duties is identified between governance and operations of the project
* Any risks and mitigations
* What evidence (if any) you can provide]
 |
| Enter information project governance: |
| Sub category: Entity Experience |
| [Consider how in your proposal you can demonstrate/describe/provide the following:* Information about previous and/or current experience in delivering similar services and/or government projects
* Information about successful and unsuccessful outcomes, issues and risks, learnings from previous and current experience
* Knowledge and familiarity with Government processes and timeframes
* Any information about the background, history, entity structure
* Information about support of the any projects from other government agencies, iwi, partners, any other organisations
* What evidence (if any) you can provide]
 |
| Enter information about entity experience: |
| Sub category: People Capability |
| [Consider how in your proposal you can demonstrate/describe/provide the following:* States, identifies the project staff required to deliver
* Number of staff, role description, and expertise required for the role
* Will the project staff/roles be Māori and/or there is a connection to Māori and rationale
* What evidence (if any) you can provide]
 |
| Enter information about people capability: |

## Section 3: Funding details

1. Please set out the proposed sources of funding for the Project:

|  |  |  |
| --- | --- | --- |
| **Source of Funding:****[please indicate where all other funding is sourced from, noting who the funder is]** | **$ (excl GST)** | **Status / Commentary[i.e. received / confirmed / in principle]** |
| Seeking from the Māori Trades and Training Fund (total) | $ |  |
| [please specify all other sources of funding, including prior Govt. funding] | $ |  |
| Total: | $ |  |

1. Please provide any supporting financial material about the other sources of funding and about your organisation e.g. approvals of previous government funding, recent financial statement, two years of your entity’s accounts.

[Any documents provided please note these in supporting documents list]

1. Please provide as a **separate document attached to your proposal a detailed funding breakdown** of how the funding being sought will be utilised:

[Please include the following:

For each item in the detailed funding breakdown you must categorise it as one of the categories in the table below (PM, EP, PC, TR, WS, OR)

Provide total amounts for each category in the table below

Where all other funding is/will be sourced from, noting who the funder is and whether the funding is monetary or in-kind; including funding already received from Government and/or other third parties.

Where appropriate indicate those costs applicable on a per participant basis

Funding sought must be for operating expenditure NOT capital expenditure

|  |  |  |
| --- | --- | --- |
| **Funding/Budget Breakdown Categories** | **$ (excl GST)** | **Commentary** |
| **Project Management (PM):**[This may include the following items: Salary costs - Manager, Administrator, Direct staff, Project staffOperating costs - Rent, leases (car/office), maintenance (building/vehicles/equipment), phones, computers, power, equipment, accountancy/auditProject Establishment/Set up costs - one off purchases (in year 1)] |
| **Project Management Total** | $ | *Enter any commentary* |
|  |
| **Employment Placement/Focus (EP):**[This may include the following:Salary costs - staff whose focus is on employment aspects Administration costs - expenses solely related to employment aspectsParticipant costs – expenses solely related to assisting participants in the employment aspects] |
| **Employment Placement/Focus Total** | $ | *Enter any commentary* |
|  |
| **Pastoral Care (PC):**[This may include the following:Salary costs - staff whose focus is on pastoral care aspectsAdministration costs - expenses solely related to pastoral care aspects e.g. vehicle leaseParticipant costs – expenses solely related to assisting participants in the pastoral care aspects] |
| **Pastoral Care Total** | $ | *Enter any commentary* |
|  |
| **Training (TR):**[This may include the following:Salary costs - staff whose focus is trainingAdministration costs - expenses solely related to trainingParticipant costs – expenses solely related to assisting participants in the training aspectsTraining resources - expenses for specific training materials, tools etc.Other training e.g. drivers licence, site safe etc.] |
| **Training Total** | $ | *Enter any commentary* |
|  |
| **Participant Wage Subsidy (WS):**[This category of funding may be sought providing your proposal meets the following circumstances:Requesting for new participants only (not existing participants/staff)There will be paid employment for participants from day one of the projectWage subsidy is not available or appropriate and is not already being received from any other source] |
| Wage subsidy (Year 1–up to $16,000 per new participant) – fixed maximum | $ |  |
| Wage subsidy (Year 2–up to $8,000 per new participant) – fixed maximum | $ |  |
| **Participant Wage Subsidy Total** | S | *Enter any commentary* |
|  |
| **Other (OR)**[Please specify in detail] | $ | *Must have commentary* |
| **Overall Total:** | **$** |  |

1. Supporting documents list for proposal

Please complete the table below listing any supporting documentation attached to your proposal

[Please insert lines if there are more documents you wish to provide for each proposal category.]

|  |
| --- |
| **Section One: Service Delivery** |
| **Sub category: Defined Target Group** |
| *[Insert document title]* |
| **Sub category: Project and Service Description** |
| *[Insert document title]* |
| **Section Two: Partnerships** |
| **Sub category: Partnerships** |
| *[Insert document title]* |
| **Section Three: Value for Money** |
| **Sub category: Outcomes** |
| *[Insert document title]* |
| **Sub category: Financial Information** |
| *[Insert document title]* |
| **Sub category: Cost per outcome/participant** |
| *[Insert document title]* |
| **Section Four: Capability and Capacity** |
| **Sub category: Project Governance** |
| *[Insert document title]* |
| **Sub category: Entity Experience** |
| *[Insert document title]* |
| **Sub category: People Capability** |
| *[Insert document title]* |

## Section 4: Declarations

1. Is the applicant receiving a wage subsidy or other similar apprenticeship support from any other source for the same apprentice(s) that this funding will be used for?
Yes: [ ]  No: [ ]
2. Is the applicant aware that, where they receive a wage subsidy or similar support for the same apprentice, this funding should provide for other support services unrelated to wages?
Yes: [ ]  No: [ ]
3. Has the applicant ever been insolvent or subject to an insolvency action, administration or other legal proceedings?
Yes: [ ]  No: [ ]
4. Has any individual in the project team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) (Project Team) ever been insolvent or subject to an insolvency action, administration or other legal proceedings, or actively involved in any organisation which has?
Yes: [ ]  No: [ ]
5. Has any individual in the Project Team ever been adjudged bankrupt or is an undischarged bankrupt? Yes: [ ]  No: [ ]
6. Has any individual in the Project Team ever been under investigation for, or been convicted of, any criminal offence?
Yes: [ ]  No: [ ]
7. Are there any actual, potential or perceived conflicts of interest that the applicant or any of the key personnel have in relation to this project (including, for instance, any contractors that are family members or business partners that will be delivering the project)?
Yes: [ ]  No: [ ]

"In a small country like ours, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong, and it need not cause problems. It just needs to be identified and managed carefully… *…”* [*https://www.oag.govt.nz/2007/conflicts-public-entities*](https://www.oag.govt.nz/2007/conflicts-public-entities)

If you answered ‘Yes’ to any question from 19 to 25, please provide a description below:

|  |
| --- |
|  |

By completing the details below, the applicant makes the following declarations about its application for Māori Trades and Training Fund funding for the project (“**application**”):

[ ]  I have read, understand and agree to the Terms and Conditions of this MTTF expression of interest which are attached as Appendix 1;

[ ]  The statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made;

[ ]  I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;

[ ]  I have obtained the permission of each member of the Project Team to provide the information contained in this application and those individuals are aware of, and agree to, the MTTF expression of interest which are attached as Appendix 1;

[ ]  I consent to this application being publicly released if funding is approved. I have identified any commercially sensitive and/or personal information.

[ ]  The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application, or entering into a contract to carry out the project. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to MSD by emailing MTTFund@MSD.govt.nz; and

[ ]  I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any contract awarded as a result of this application process.

[ ]  The applicant consents to MSD undertaking due diligence including any third party checks as may be required to fully assess the application.

|  |
| --- |
| **Full name:** |
| **Title / position:** |
| **Signature / eSignature:****………………………………………………………………………………………** | **Date:** |

## Appendix 1 – Terms and Conditions of this EOI

##### General

The terms and conditions are non-negotiable and do not require a response. Each applicant that submits an Expression of Interest (EOI) for Ministry of Social Development funding has confirmed by submitting this EOI that these terms and conditions are accepted without reservation or variation.

The Māori Trades and Training Fund (MTTF) is a government initiative which is administered by the Ministry. Any reference to the MSD in these terms and conditions, is a reference to the Ministry of Social Development on behalf of the Crown.

##### Reliance by MSD

The Ministry may rely upon all statements made by any applicant in an EOI and in correspondence or negotiations with MSD or its representatives.

Each applicant must ensure all information provided to MSD is accurate. The Ministry is under no obligation to check any EOI for errors, omissions, or inaccuracies. Each applicant will notify the Ministry promptly upon becoming aware of any errors, omissions, or inaccuracies in its EOI or in any additional information provided by the applicant.

##### Ownership and intellectual property

Ownership of the intellectual property rights in an EOI does not pass to the Ministry. However, in submitting an EOI, each applicant grants the Ministry a non-exclusive, transferable, perpetual licence to use and disclose its EOI for the purpose of assessing and decision making related to the MTTF EOI and any application process, where applicable. Any hard copy EOI or documentation supplied by you to the Ministry may not be returned to you.

By submitting an EOI, each applicant warrants that the provision of that information to the Ministry, and the use of it by MSD for the evaluation of the EOI and for any resulting discussions, will not breach any third-party intellectual property rights.

##### Confidentiality

The Ministry is bound by the Official Information Act 1982 (“OIA”), the Privacy Act 2020, parliamentary and constitutional convention and any other obligations imposed by law. While MSD intends to treat information in EOIs as confidential, to ensure fairness for applicants during the assessment and decision making process, the information can be requested by third parties and the Ministry must provide that information if required by law. If MSD receives an OIA request that relates to information in this EOI, where possible, the Ministry will consult with you and may ask you to confirm whether the information is considered by you to be confidential or still commercially sensitive, and if so, to explain why.

The Ministry may disclose any EOI and any related documents or information provided by the applicant, to any person who is directly involved in the MTTF assessment process on its behalf including officers, employees, consultants, contractors and professional advisors of MSD or of any government agency, including Te Arawhiti. The disclosed information will only be used for the purpose of participating in the MTTF EOI and assessment process, which may include carrying out due diligence.

In the interests of public transparency, if an EOI (or subsequent application) is approved for funding, the EOI (and any related documents) may be published by the Ministry. Commercially sensitive and personal information will be redacted by reference to the provisions of the Official Information Act 1982.

##### Limitation of Advice

Any advice given by MSD, any other government agency, their officers, employees, advisers or other representatives about the content of your EOI does not commit the decision maker (it may be Ministers or Cabinet depending on the level of funding requested and the nature of the project) to make a decision about your EOI.

##### No contractual obligations created

No contract or other legal obligations arise between the Ministry and any applicant out of, or in relation to, the EOI and assessment process.

##### No process contract

The MTTF EOI and assessment process does not legally oblige or otherwise commit the Ministry to proceed with that process or to assess any particular applicant’s EOI, or application, or enter into any negotiations or contractual arrangements with any applicant. For the avoidance of doubt, this EOI and assessment process does not give rise to a process contract.

##### Costs and expenses

The Ministry is not responsible for any costs or expenses incurred by you in the preparation of an EOI or subsequent application.

##### Exclusion of liability

Neither MSD or any other government agency, nor their officers, employees, advisers or other representatives will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by any applicant, its affiliates or other person in connection with this EOI and assessment process, including without limitation:

1. the assessment process
2. the preparation of any EOI or application
3. any investigations of or by any applicant
4. concluding any contract
5. the acceptance or rejection of any EOI, or
6. any information given or not given to any applicant(s).

By participating in this EOI and assessment process, each applicant waives any rights that it may have to make any claim against the Ministry. To the extent that legal relations between MSD and any applicant cannot be excluded as a matter of law, the liability of the Ministry is limited to $1.

Nothing contained or implied in or arising out of the MTTF documentation or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

##### Inducements

You must not directly or indirectly provide any form of inducement or reward to any officer, employee, advisor, or other representative of the Ministry or any other government agency in connection with this EOI and assessment process.

##### Governing law and jurisdiction

The MTTF EOI and assessment process will be construed according to, and governed by, New Zealand law and you agree to submit to the exclusive jurisdiction of New Zealand courts in any dispute concerning your EOI.

##### Public statements

The Ministry and any other government agency, or any relevant Minister, may make public in whole or in part this EOI form including but not limited to, the following information:

* the name of the applicant(s)
* the EOI title
* a high-level description of the proposed project/activity
* the total amount of funding and the period of time for which funding has been approved
* the region and/or sector to which the project relates

The Ministry asks applicants not to release any media statement or other information relating to the submission or approval of any EOI to any public medium without prior agreement of MSD.