# Agricuture & Investment Services - Crest Logo - Green & Black Text

Sustainable Land Management and Climate Change (SLMACC) – Extension Funding Round 2020/21 Application Form

All applications must be submitted by **3pm 1 May 2020** to [funding@mpi.govt.nz](mailto:funding@mpi.govt.nz)

Please note- if your application is successful, some of the details from this form will be transferred to the SLMACC funding contract.

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## SECTION 1: PROJECT SUMMARY

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| **1.1 Project title**  Title will be used to refer to the project quickly and for press releases *(Max 5 words).* | *Example: “AgMatters.nz”* | |
| **1.2 Project description**  Briefly describe the project (Max 25 words). | *Example: “Develop a website that provides farmers and rural professionals with the basic science and information they need on farm-based greenhouse gas emissions, and climate change.”* | |
| **1.3 Project summary**  State a project summary to be used on the website, if successful *(Max 100 words).* |  | |
| **1.4 Applicant name(s)**  Please name all parties if this is a joint bid - see Section 4 for applicant details of the lead organisation. |  | |
| **1.5 MPI funding request**  Enter the *total* amount of funding.  Co-funding is *not* mandatory for this fund. | MPI funds requested | $ |
| **1.6 Project duration**  Please note these are anticipated dates. Final dates will be confirmed during contracting of successful applications. The earliest possible date projects are expected to start is 1 July 2020. Projects can run up to 1 year. | How many years are you seeking funding for? |  |
| Expected start date |  |
| Expected finish date |  |

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## SECTION 2: PROJECT DESCRIPTION, Budget, MILESTONES and DELIVERABLES

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| 2.1 Project background  The background should clearly indicate how this project fits in with current knowledge. | | | | |
| *Length guide - Maximum 3 pages, not including references. References should be listed in Section 2.3 of this application form.* | | | | |
| 2.2 Project proposal (objectives and methodologies)  The project proposal should provide a clear statement of the work to be undertaken and must include objectives being tested for the proposed work, expected significance of each and their relationship to each other.   * The objectives must be specific, measurable and achievable and must relate clearly to the particular challenge the project is responding to. * For each objective, outline the general plan of work, including the outcomes and the broad design of activities to be undertaken and provide a clear description of experimental methodologies and procedures. Key areas to address are:   1. who is carrying it out;   2. what is being carried out;   3. where it is being carried out;   4. when it is being carried out;   5. why it is being carried out; and   6. how it is being carried out. State which project milestone(s) each objective relates to. | | | | |
| *Length guide - Maximum 5 pages, including charts, flow diagrams, maps, and photographs if applicable.* | | | | |
| 2.3 Bibliography (if appropriate)  Please provide a bibliography of all references cited in Section 2.1 and 2.2. | | | | |
| *Length guide - Maximum 2 pages.* | | | | |
| 2.4 Project funding | | | | |
| Income | Contributions for each financial year (FY) (1 July to 30 June) | | | |
| FY1 | FY2 | FY3 | FY 1+2+3 |
| 2020/2021 | 2021/2022 | 2022/2023 |  |
| MPI Funding |  |  |  |  |
| Co-funding (optional) |  |  |  |  |
| In-kind (optional) |  |  |  |  |

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| |  |  |  | | --- | --- | --- | | **2.6 Outcomes**  Please state the outcomes your project will achieve and the measures you will use to demonstrate that you are on track and/or are achieving your goals. These must be SMART (Specific, Measurable, Achievable and Realistic) within the Timeframe of your project. If your application is successful, the measures will be included in your contract and you will be expected to report on them annually.  For full list of outcomes refer to appendix 2 | | | | Outcome 1 – *Example:* *More resilient communities* | Outcome 2 - | Outcome 3 - | | Measures | Measures | Measures | | *Example: 5 workshops – 100 attendees at each workshop* |  |  | | *5 videos produced – 2000 views per video* |  |  | |  |  |  | |

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| 2.7 Project deliverables and milestone timetable  List 3 to 5 milestones per reporting year, including 1 outcome milestone per year (specified above in 2.6). Note: Funding payments will be made on the successful completion of a milestone. Please ensure that the due dates below match your planned cash flow for the project. Please ensure these details are correct as they will be directly inputted into the contract.  For full list of outcomes refer to appendix 2 | | | | | |
| No. | Milestone title | Actions undertaken | Due date | Evidence of completion | SLMACC funding |
| 1 | *Example: Design and development phase 1* | *Due diligence checks, purchase of domain name.*  *Begin content planning and analysis to inform design and information architecture work* | *30 August 2020* | *Progress report* | *$5,000* |
| 2 |  |  |  |  |  |
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## SECTION 3. ABILITY TO DELIVER RESULTS

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| 3.1 Potential risks  Please identify and provide details on any risks and other external factors that may affect the project and the process and how those risks will be mitigated. (*Add as many rows as you need)* | | |
| Risk | Action to mitigate | |
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| 3.2 Project team  Please provide a short summary of the skills and experience for each member of the project team who will be responsible for delivering this project. | |
| *No limit.* | |
| 3.3 Specific authorisations  Please provide details of any consents, approvals (including all ethics approvals), licences and permits required to carry out the proposal and state who is responsible for obtaining these, including approval from farmers to enter their property.  Note: It is the responsibility of the project team to obtain and keep up-to-date all specific authorisations. | | | |
| *No limit.* | | | |

## SECTION 4: APPLICANT DETAILS

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| 4.1 Organisation details  The lead institution for the application (for example, the organisation that would hold the contract for the project, referred to as “the Provider”) must nominate one person as the key contact person responsible for the application. MPI will correspond with this person on contractual and administration details. The technical liaison contact must also be nominated for MPI to correspond with on technical details of the proposal.  Please ensure these details are correct as they will be directly input into the contract, if successful. | | | |
| Full legal name |  | Address of registered office |  |
| Trading name (if different from above) |  | What is the legal status of your organisation? |  |
| 4.2a Key contact person (contract manager) | | | |
| Name (title, first name, last name) |  | Company name |  |
| Position/Job Title |  | Postal address |  |
| Email address |  | Telephone |  |
| 4.2b Technical liaison  *If different from above* | | | |
| Name (title, first name, last name) |  | Company name |  |
| Position/Job Title |  | Postal address |  |
| Email address |  | Telephone |  |
| 4.3 Providers profile  In this section, if a question is not applicable to your organisation please state “N/A”. | | | |
| Provide a brief summary of the services your organisation provides. |  | | |
| Please provide details of any relevant insurances that the applicant currently has in place. Please state insurer, minimum cover and maximum excess. | **Policy type** | **Minimum cover** | **Maximum excess** |
| *[Professional indemnity]* | $ | $ |
| *[Public liability]* | $ | $ |
| *[other e.g. Directors and officers]* | $ | $ |
| Is your organisation currently involved in any pending or threatened litigation or regulatory inquiries relating to matters that could have an impact on your operations or alleged violations of law? | Yes No (Delete one)  If yes, please provide details. | If successful, will your organisation complete a health and safety plan and/or a risk management strategy for identifying any potential hazards in relation to this contracted work? | Yes No (Delete one) |
| Is your organisation subject to insolvency, bankruptcy or liquidation proceedings including receivership and/or voluntary administration? | Yes No (Delete one)  If yes, please provide details. | Does your organisation intend to subcontract any part of the services? | Yes No (Delete one)  If yes, please provide names of known sub-contractors, organisation name and what services they will be providing. |
| Does your organisation have any direct or indirect conflicts of interest or potential conflicts of interest in providing the required services? | Yes No (Delete one)  If yes, please provide details and how you propose those conflicts to be managed (you may include attachments for this question | | |
| 4.4 Acceptance of contractual terms and conditions | | | |
| If selected by MPI, providers are required to confirm acceptance of the standard contract template, as provided. | Acceptance in whole of standard contract:  Yes No (Delete one) | | |

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## SECTION 5: INTELLECTUAL PROPERTY

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| Intellectual property management plan  All Intellectual Property (IP) developed during this project is property of MPI. Please refer to Schedule 2 of the Standard Contract template for MPI’s terms and conditions relating to IP and to Schedule 3 of the Standard Contract template for MPI’s general approach to IP. An agreed IP plan between MPI and the project team will be required before the contract can be signed. This will include a register of existing IP.  Please provide an IP Management Plan for this project. This Plan should reflect the project team’s approach to managing IP throughout the project and will form the basis of an agreed plan between MPI and the provider, which will ultimately be reflected in the project contract.  Please provide an overview of IP considerations including:   * Confidential Programme/ Project information. * Existing IP. * Programme/ Project IP. * Nationally significant databases or collections. * An explanation of how any Programme/Project IP is developed using multiple sources of funding and how it would be handled. |
| *Maximum 2 pages.* |

# SECTION 6 – DECLARATION

|  |  |  |  |
| --- | --- | --- | --- |
| **As a duly authorised representative of the organisation as per Section 4 of this application form:**   * I declare that, to the best of my knowledge, the information contained in all sections of this application form or supplied in support of this application is complete, true and accurate. * I declare that I am authorised to make this application and provide this information on behalf of the co-investors and / or co-funders. * I declare that I have informed the parties listed that they have been included in this application. * I declare that the parties listed in this application are not in receivership or liquidation. * I acknowledge that MPI may publicise any successes that result from this application (while respecting commercial confidentiality). * I acknowledge that MPI may be required to share information requested under the Official Information Act (OIA). * I confirm that the information on this application must remain confidential throughout the assessment process. * I grant permission for the content provided in the Project Summary (section 1.1 - 1.3), in the event of a successful application, to be used as the public project statement. | | | |
| Full Legal Name (Please PRINT) | Title/ Position | Signature | Date |
|  |  |  | / / |
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If there are more signatories than space provided, make further declarations below. It is your responsibility to know the amount of signatures required for your legal status.

Appendix 1

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| **2020/21 Priorities for SLMACC – Extension**  SLMACC – Extension focuses on communicating the newest research findings to farmers, growers and other primary industry professionals in a way that can directly influence engagement, implementation and lasting behaviour change. | |
| Key priorities | |
| 1. | Translate science into fit-for-purpose on-farm resources. Leveraging on existing platforms or work in the primary sectors (networks, websites etc.). |
| 2. | Establish a network of approved rural professionals who can hold workshops and facilitate knowledge transfer to farmers.   1. As a starter, train the trainer for rural professionals interested in upskilling in climate change and on farm mitigations to hold workshops in their regions and work with MPI’s Regional Economic Development team. |

Appendix 2

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| **Impacts** | **Improved environmental performance for the benefit of current and future generations** | **Economically prosperous food and fibre industries** | **Thriving and sustainable rural communities** | **Innovative, world-leading and future-ready primary sector** |
| **Outcomes** | Improved water quality | Higher value/lower impact land use | Improved mental health | Increased R&D investment and capability |
| Improved soil quality | Higher productivity | Improved worker safety | Improved information and insights |
| Reduced erosion | Increased farm gate returns | Managing and coping effectively with the impact of climate change | Agility to respond rapidly to changing needs |
| Improved waste management | Reduced production costs | Creation of regional employment opportunities |  |
| Reduced emissions | Development of new products, technology, IP | More resilient communities |  |
| Reduced chemical usage where it damages the environment | Higher-value sector growth | Improved animal health |  |
| More efficient water usage | Maintained/improved market access |  |  |
| Climate change mitigation and prevention | New high-value markets |  |  |
| Effective mitigation of Pests and Diseases | Right-sized labour supply |  |  |
| Genetic improvement | Improved capability |  |  |