



# Application for Funding Regional Infrastructure Fund (RIF)

## About this form

The purpose of this form is for potential projects to be tested by Kānoa – Regional Economic Development & Investment Unit ('Kānoa – RD') against the Regional Infrastructure Fund settings and eligibility criteria and to test your projects alignment with the RIF objectives. Before completing this form we recommend that you read the full eligibility criteria which can be found at: [RIF Eligibility Criteria](#) | [Grow Regions](#).

### If Kānoa – RD has invited you to apply:

Please complete the full application form and submit this to [Kanoa@mbie.govt.nz](mailto:Kanoa@mbie.govt.nz). Projects may be invited to apply by Kānoa – RD where potential applicants have discussed a project with a Kānoa – RD representative and they believe the project to likely be eligible. Please also supply all required documents as mentioned in Section 7, Question 22.1 of this form.

### If Kānoa – RD has not invited you to apply

Please complete and submit only Section 1 and Appendix 1 (Terms and Conditions and Declarations) of this application form and submit this to [Kanoa@mbie.govt.nz](mailto:Kanoa@mbie.govt.nz). Kānoa – RD will then assess the information in Section 1 to determine your projects eligibility, if your project has been determined as eligible you will then be invited to complete the remainder of the application (Section 2-7). If you are unsure if you are eligible for funding we encourage you contact your Kānoa – RD Regional Advisor through the enquiry portal [Contact us](#) | [Grow Regions](#).

## Completing and submitting your application

If you have any questions regarding the form or process please refer to the GrowRegions website [RIF Application Process](#) | [Grow Regions](#) or contact [Kanoa@mbie.govt.nz](mailto:Kanoa@mbie.govt.nz) or your Kānoa – RD regional contact.

If you are referencing content within documentation that is being supplied in addition to this application, e.g. a business case, consents, feasibility study etc., please reference the title and relevant page of the appropriate document throughout this form.

By submitting your application form and pro forma you are agreeing to the terms and conditions of applying for Regional Infrastructure Fund investment which can be found in Appendix 1.

If you are applying on behalf of several parties, you need the consent of all parties to submit this application. An Agent with Authority to act can add other applicants during the application process. You will be the point of contact for this application, but you must give us all required information about all applicants.

## Next Steps

1. Complete relevant sections of this form:
  - a. Section 1 and Appendix 1 only if you have not been invited to apply by Kānoa – RD.
  - b. The full application if Kānoa – RD has invited you to submit the full application.
2. Email your completed form to [Kanoa@mbie.govt.nz](mailto:Kanoa@mbie.govt.nz).
3. Applicants will receive acknowledgment of their submission.
4. Applications will be assessed for eligibility and alignment with RIF objectives.
5. Kānoa – RD will advise whether your application can proceed or is ineligible. If your application can proceed, you will be invited to complete the Sections 2-7 (for those that were not originally invited to apply).
6. Kānoa – RD will be in contact if there are any questions regarding the content of your application. If insufficient evidence or information is provided this will prevent Kānoa – RD's evaluation from proceeding.
7. Once assessment is complete, Kānoa – RD will provide recommendations to decision makers.

## Section 1: Key Information

### 1. Provide the details of the applicant organisation/entity for which funding is being requested:

Applicant Entity legal name:	<input type="text"/>
Contracting Entity legal name (if known):	<input type="text"/>
Contracting Entity type:	<input type="text"/>
Registered Office address:	<input type="text"/>
Entity or business website (if applicable):	<input type="text"/>
New Zealand Business Number (NZBN):	<input type="text"/>
Registered Company Number:	<input type="text"/>

### 2. Provide the details for the key contact person for this application:

Contact name and role:	<input type="text"/>	
Email address:	<input type="text"/>	Telephone: <input type="text"/>

### 3. Provide a brief description on what the funding sought from the Regional Infrastructure Fund would be used for:

Project Title:	<input type="text"/>
Brief project description:	<input type="text"/>

### 4. Describe what the co-funding (funding not from the RIF) will be used for. Additionally, if this is part of a wider project and/or programme, and/or it links to other projects, please provide details of this:

<input type="text"/>
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### 5. Provide the details of the proposed project location:

Region:	<input type="text"/>	District:	<input type="text"/>
Physical Address:	<input type="text"/>		
Owner(s) of the project land (according to Land Title):	<input type="text"/>		

**6. Select the sector that will benefit the most from the completion of the proposed project:**

Sector	
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**7. Please provide dates and commentary on the various stages of your proposal:**

Stage	Date completed or forecast to be complete	Description (include commentary on activities that the forecast is contingent upon e.g. when consenting or design needs to conclude)
Consenting		
Detailed design, costing and procurement		
Capital raise / co-funding secured		
Construction Commencement		
Construction period		

**8. Please check applicable boxes and provide brief information where necessary against each of the following eligibility criteria, please note this is only a portion of the eligibility criteria as some are answered throughout this form. For the full eligibility criteria please check [RIF Eligibility Criteria | Grow Regions](#):**

#	Criteria – The proposed project. . .	Check if applicable	How does your project satisfy the relevant criteria?
1	Will focus on delivering a ‘hard infrastructure’ asset or completing physical works that protect existing Crown/local infrastructure or assets developed through the RIF.	<input type="checkbox"/>	
2	Will contribute to improving regional resilience and/or productivity.	<input type="checkbox"/>	

3	Fits at least one of the RIF funding component definitions (Resilience or Enabling infrastructure <sup>1</sup> ).	<input type="checkbox"/>	Component:	
			Explain how:	
4	Is connected to regional priorities and can demonstrate evidence of relevant regional and local support, either through existing regional development mechanisms, or through another relevant body such as a council, iwi, economic development governance group or other representative group.	<input type="checkbox"/>		
5	Can be delivered, including an implementation plan appropriate to the size, scale and nature of the project, robust project governance/decision-making systems and risk identification and management.	<input type="checkbox"/>		
6	Requires government financial support to progress or to crowd-in private investment (either within the proposed region or elsewhere) – i.e., the project would otherwise not progress without RIF support.	<input type="checkbox"/>		
<b>Additional Eligibility Criteria if your project is for an asset in an individual business:</b>				
7	Will catalyse benefits or services for other businesses or the community.	<input type="checkbox"/>		
8	Be with a business that has a primary focus on at least one of the following areas: Energy security, Water Security, Food Security, Connectivity (transport solutions or digital connectivity) or growth of a Māori-owned business that is critical to enabling outcomes throughout a community or region.	<input type="checkbox"/>		

<sup>1</sup> For more information on Kānoa – RD key phrases please visit [RIF Key Phrases | Grow Regions](#)

**9. Please set out the proposed sources of funding to complete your proposed project:**

Source of Funding <sup>2</sup> :	Funding Type <i>[Grant / Loan / Equity / Asset / In-Kind / TBC]</i>	Amount (\$)	Status / Commentary <i>[i.e., secured / in principle / to be confirmed]</i>
Regional Infrastructure Fund (via this application)			
<b>Total Project Cost/Funding Required:</b>			

**Read before progressing**

If you have not contacted and been invited to submit a full application by your Kānoa – RD regional advisor (who can be contacted through [Contact us | Grow Regions](#) to discuss your projects likely eligibility), please complete Section One and Appendix One only and submit to [Kanoa@mbie.govt.nz](mailto:Kanoa@mbie.govt.nz), Kānoa – RD will then assess your eligibility information and either;

1. Invite you to submit a full application if you satisfy the eligibility criteria; or,
2. Advise you that your project is ineligible for funding from the Regional Infrastructure Fund.

The remaining sections (2-7) are only required in you have been invited to submit a full application.

<sup>2</sup> If you have more co-funding entities than lines available in this form, please email [Kanoa@mbie.govt.nz](mailto:Kanoa@mbie.govt.nz) with a full table breakdown of all co-funding entities along with the submission of your application.

## Section 2: Detailed Project Information and Outcomes

10. Please attach with this application a project budget with applicable milestones included.
11. Please provide a copy of any consents obtained for the proposed project with this application.
12. Estimate the average Full-Time Equivalents (FTE) per year required to deliver this project and created FTE as a result of the proposed project (if any):

Occupations	Average FTE (Annually)	
	During construction	Post construction
Managers (including project managers)		
Professionals (including accountants, engineers, architects, etc)		
Technicians and trades workers		
Machinery operators and drivers		
Labourers		
Retail, clerical and administrative workers		
Other		
<b>Total FTE</b>		

13. List the key benefits of your project on the wider community, region, economy and/or sector including years from commencement for realisation e.g. From Year 2, Years 2-5. If any economic impact assessment studies have been done, please attach submit them along with your application form.

Rank	Main benefits	How the project provides this benefit	Value (\$ or Low / Medium/High)	Year/s
1				
2				
3				
4				
5				

- 14. Please indicate which of the following RIF outcomes your project will contribute to, how it will deliver on the objective (if it does), and in what years from commencement will it contribute (Year 1, 2, 5, 30+ etc.). Projects do NOT need to fit all outcomes.**

Overall RIF outcomes	Applicable	How will the project contribute to this	From Year...	To Year...
Increased flood protection				
Reduced impacts of natural disaster				
Vital assets and services protected				
Increased water security				
Increased private investment in local economies				
Improved access to finance for local firms and Māori				
Strengthened local & Māori economies & communities				
More local jobs				
More high-pay local jobs				
Increased local innovation				
Increased local productivity				

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### Section 3: Commercial Information

15. Please provide a copy of any business case and cost benefit analysis (or equivalent) if you have one with this application.
16. Please describe the commercial case of the project in terms of:
- › Identified need for this infrastructure for users;
  - › Current and projected demand (indicate any offtake/supply agreements if there are any in place);
  - › Competitive environment and other key players in the market; and,
  - › Logistics requirements for movement of key materials and products.

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### Section 4: Financial Information

17. As part of the evaluation, we will undertake a financial analysis of the recipient, and the proposed project. Please provide information on the following aspects:
- › Financial position of the proposed funding recipient (historical financial statements, and forecasts – as set out below)
  - › Why funding cannot be sourced from other sources (e.g., banks, investors)?
  - › Details of any borrowings of the contracting entity
  - › Council applicants, please provide details of your most recent credit rating, debt ceiling limits and interest rates offered by the Local Government Funding Agency (LGFA).

18. Please attach with this application a copy of your financial statements for the last three years (including cashflow, balance sheet, profit and loss).
19. Please attach with this application a copy of qualified accountant produced profit and loss, cashflow and balance sheet forecasts (minimum 3 years), including a summary of underlying assumptions



## Section 5: Management Analysis

20. Please provide responses to the following questions to support Kānoa management analysis in relation to the proposed contracting entity:

#	Question	Response		
1	What is the ownership structure?			
2	What is the management structure?	Role	Name	Relevant Experience
3	Who will manage the project?	Role	Name	Relevant Experience
4	How will the project be delivered?			

5	What are the workforce requirements, and is this workforce available?	
6	How will this project impact on your delivery of your usual business?	
7	What are your plans for future ownership of this infrastructure and the operational requirements?	

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## Section 6: Risks and mitigations information:

21. Please describe the key risks (e.g. project delivery, construction, operational, macroeconomic) that you have identified and mitigations for each risk. If you have a risk management plan, please provide that with this application.

Risk	Mitigation	Rating [High / Medium / Low]

## Section 7: Applicant and submission readiness

22. Please check applicable boxes where necessary against each question of readiness.

#	Checklist for required and optional documents:	Check if applicable
1	Necessary documents include: <ul style="list-style-type: none"> <li>› Copies of Consents</li> <li>› Project budget identifying applicable milestone payments</li> <li>› Financial statements for the last three years (including cashflow, balance sheet, profit and loss)</li> <li>› Qualified accountant produced profit and loss, cashflow and balance sheet forecasts (minimum 3 years), including a summary of underlying assumptions</li> <li>› Trust Deed (if applicable)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	Optional documents if already available: <ul style="list-style-type: none"> <li>› Feasibility Study</li> <li>› Business Case</li> <li>› Cost Benefit Analysis</li> <li>› Information Memorandum (if used for capital raising)</li> <li>› Risk Management Plan</li> <li>› Economic Impact Assessment</li> <li>› Cultural Impact Assessment</li> <li>› Environmental Impact Assessment</li> <li>› Letters of Support</li> <li>› Governance Structure</li> <li>› Other, please describe in your response to Question 23.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

23. Is there anything else you would like to tell us about your project, that has not been covered in this application:

## Appendix 1 – Terms and conditions of this application

### General

The terms and conditions are non-negotiable and do not require a response. Each applicant that submits an application request for the Regional Infrastructure Fund (“RIF”) funding has confirmed by submitting this application that these terms and conditions are accepted without reservation or variation.

The Regional Infrastructure Fund is a government initiative which is administered by Kānoa – Regional Economic Development & Investment Unit (“Kānoa – RD”), a unit within the Ministry of Business, Innovation and Employment. Any reference to Kānoa – RD in these terms and conditions, is a reference to MBIE on behalf of the Crown.

### Reliance by Kānoa – RD

Kānoa – RD may rely upon all statements made by any applicant in an application and in correspondence or negotiations with Kānoa – RD or its representatives.

Each applicant must ensure all information provided to Kānoa – RD is true and accurate at the time of submission. Kānoa – RD is under no obligation to check any application for errors, omissions, or inaccuracies. Each applicant will notify Kānoa – RD promptly upon becoming aware of any errors, omissions, or inaccuracies in its application or in any additional information provided by the applicant.

### Ownership and intellectual property

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

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

### Confidentiality

Kānoa – RD 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 Kānoa – RD intends to treat information in applications as confidential to ensure fairness for applicants during the assessment and decision-making process, the information can be requested by third parties and Kānoa – RD must provide that information if required by law. If Kānoa – RD receives an OIA request that relates to information in this application, where possible, Kānoa – RD 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.

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

In the interests of public transparency, if an application is approved for funding, the application (and any related documents) may be published by Kānoa – RD. 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 Kānoa – RD, any other government agency, their officers, employees, advisers or other representatives about the content of your application does not commit the decision maker.

### No contractual obligations created

No contract or other legal obligations arise between Kānoa – RD and any applicant out of, or in relation to, the application and assessment process, until a formal written contract (if any) is signed by both Kānoa – RD and a successful applicant.

### No process contract

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

## Costs and expenses

Kānoa – RD is not responsible for any costs or expenses incurred by you in the preparation or processing of an application.

## Exclusion of liability

Neither Kānoa – RD 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, liability, loss or cost (including legal costs) incurred or suffered by any applicant, its affiliates or other person in connection with this application and assessment process, including without limitation:

- a. the assessment process
- b. the preparation of any application
- c. any investigations of or by any applicant
- d. concluding any contract
- e. the acceptance or rejection of any application, or
- f. any information given or not given to any applicant(s).

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

Nothing contained or implied in or arising out of the RIF 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 Kānoa – RD or any other government agency in connection with this application and assessment process.

## Governing law and jurisdiction

The RIF application 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 application.

## Public statements

Kānoa – RD and any other government agency, or any relevant Minister, may make public in whole or in part this application form including the following information:

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

Kānoa – RD asks applicants not to release any media statement or other information relating to the submission or approval of any application to any public medium without prior written agreement of Kānoa – RD.

## Use and disclosure of information

Kānoa – RD will require you to provide certain information, including personal information, on application forms if you wish to apply for funding and for the purpose of administering the RIF. Providing this information is voluntary, but If you do not provide all the information that is required on an application form, Kānoa – RD may be unable to process or otherwise progress your application.

If personal information is collected, it will be managed according to this privacy statement. MBIE will generally only use personal information provided in the application process for the purpose of administering the RIF which includes assessing an application you have submitted, contracting, monitoring compliance and reporting. Please do not provide more personal information about yourself or others than is required or requested. Information collected may be subject to Official Information Act and/or Privacy Act requests.

Kānoa – RD may use personal information provided to them through the application and while administering the RIF for other reasons permitted under the Privacy Act (e.g., with your consent, for a directly related purpose, or where the law permits or requires it).

MBIE may disclose the information collected, including personal information, within MBIE or externally, for example, with Ministers and other Government Agencies for the purpose of administering the RIF and reporting on it. Otherwise, MBIE will generally not otherwise disclose personal information provided or collected through this application unless required or otherwise permitted by law. For example, we may seek your consent to undertake additional due diligence checks and request information from other relevant third parties. If an application is approved for funding, information provided in the application and any related documents may be used for the purpose of contracting.

You have the right to ask for a copy of any personal information that is held about you and to ask for it to be corrected if you think it is wrong. To do so, please contact us at [Kanoa@mbie.govt.nz](mailto:Kanoa@mbie.govt.nz). Please also contact us at this email address if you would like certain information not to be externally disclosed, and MBIE will consider the request upon our own review of reasons raised to withhold information.

### Electronic signature

You can only file documents and information with Kānoa – RD using an electronic signature if you are the signatory or have authority to act on behalf of the signatory, and are using software that complies with Kānoa – RD standards, in particular keeping records of transactions where an electronic signature has been used. Once a document with your electronic signature has been filed with Kānoa – RD, the information is considered:

- › provided with your full knowledge and agreement
- › authentic and accurate
- › not amended after your electronic signature was added to the document, unless a change has been clearly marked on the document.

You're responsible for:

- › safeguarding how and when your electronic signature and credentials are used on documents and information
- › managing who has authority to use your electronic signature on your behalf, for example, a chartered accountant.

If your electronic signature on a document or information is filed with Kānoa – RD, you won't be able to dispute having signed and approved the document or information. If Kānoa – RD question the authenticity of an electronic signature or online transaction, you must be able to demonstrate on request the validity of the software used to apply your electronic signature to the document.

You must use electronic signature software that captures authentication, time and source details for any online transaction where a document with your electronic signature has been filed. These details must be held within the software itself, in the form of a file that:

- › is maintained in its original form with no amendments, and
- › can be provided to Kānoa – RD, if requested, within a specified time.

The file must be treated as a record, as defined by the Companies Act 1993, and a business record as defined by the Evidence Act 2006.

## Declarations

1. The contracting entity is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to health and safety and employment practices Yes:  No:
2. Has this applicant ever been declined Crown Funding in the past? Yes:  No:
3. Has the applicant or the contracting entity ever been insolvent or subject to an insolvency action, administration or other legal proceedings? Yes:  No:
4. Has any individual involved in the proposed project (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) 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 proposed project (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been adjudged bankrupt or is an undischarged bankrupt? Yes:  No:
6. Has any individual in the proposed project (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been under investigation for, or been convicted of, any criminal offence? Yes:  No:
7. The applicant has no outstanding tax or rate obligations as at the time of application. Yes:  No:
8. 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.<sup>3</sup> Yes:  No:

If you answered "No" to question 1 or "Yes" to any question from 2 to 8 please provide a description below:

<sup>3</sup> "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..." [www.oag.govt.nz/2007/conflicts-public-entities](http://www.oag.govt.nz/2007/conflicts-public-entities)

By completing the details below, the applicant makes the following declarations about its application for Kānoa – Regional Economic Development & Investment Unit funding for the project (“application”):

- I have read, understand and agree to the Terms and Conditions of applying for Kānoa – Regional Economic Development & Investment Unit funding which are attached as Appendix 1.
- The statements and the Declarations 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 Terms and Conditions of applying for Kānoa – Regional Economic Development & Investment Unit funding which are attached as Appendix 1.
- I consent to this application being publicly released if funding is approved.
- 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 Kānoa – Regional Economic Development & Investment Unit by emailing [Kanoa@mbie.govt.nz](mailto:Kanoa@mbie.govt.nz).
- 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 Kānoa undertaking due diligence including any third-party checks as may be required to fully assess the application.

Full name:

Title / position:

Signature / eSignature:

Date:

	/		/	
DD		MM		YYYY