**Support for Energy Education in Communities Programme**

**Application for Funding  
*June 2021***

The Support for Energy Education in Communities Programme (**SEEC**) is part of a suite of new government initiatives focused on lifting people out of energy hardship. It is being administered by the Ministry of Business, Innovation and Employment (the **Ministry**).

The SEEC Programme will help build and expand the network of support services that can provide targeted, specialist energy advice to households to achieve warmer homes, and education and information on smart energy use that leads to lower energy bills.

The primary component of the programme is the **SEEC Fund**, which provides funding to expand the capacity of existing energy hardship initiatives, for new pilot schemes, or for related training services. The funding is also for initiatives that build the capability of those who can directly help households in energy hardship. It is not available for start-up costs.

There is also an associated **SEEC Equipment and Devices Fund**. Applicants can apply for this as part of their SEEC Fund application to purchase low-cost equipment (e.g. LED bulbs) and devices (e.g. sensors) to support the advice they provide to households in energy hardship.

If your organisation or group would like to apply for funding from the SEEC Fund and the associated SEEC Equipment and Devices Fund**, you must make *one* application using this form**. If you have further supporting documents that you would like to include, please attach the documents when you email your application.

**Applicants must be a New Zealand-based organisation or a New Zealand registered entity.**

**The maximum amount that can be sought for any one application in this second funding round is $200,000. This cap is for the total across the SEEC Fund and SEEC Equipment and Devices Fund.**

Applicants may collaborate with other organisations or businesses on a proposed initiative. Details of any collaboration should be included in the application. Note that, if successful, the Ministry will contract with and provide funding to the applicant only.

Your proposed initiative may involve non-government co-funding. Please outline in your application an estimate of the level of co-funding you may receive, and a description of any conditions, constraints or dependencies associated with it.

Please make note of any **actual or perceived conflicts of interest** where relevant in your application, and advise how these will be managed.

The final decision on the amount of funding to be awarded to an applicant rests solely with the Ministry and you are not guaranteed to receive the full amount of funding requested even if your application is successful.

Applications must be received **by 5pm, 30 July 2021**.

Applications will then be assessed by a panel against the funding focus and criteria. Applicants will be notified on the outcome and next steps once decisions are made. This is expected to be in September 2021.

**Section one: Proposal and applicant details**

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| **1.1 Proposal key details** | |
| **Title**  [A short title for your initiative, max of 10 words] |  |
| **Brief summary of your initiative**  [Note this may be used in media releases or other communications] |  |
| **Location of the initiative**  [Outline the location of the initiative and any regions within New Zealand that will benefit from the investment in this initiative] |  |
| **Total amount of funding sought in this application – up to $200,000** | [include the total for funding sought from both the SEEC Fund and the SEEC Equipment and Devices Fund – the combined total must not exceed $200,000] |
| **Estimated total cost of the initiative**  [Total cost of the entire initiative. Please include an outline of co-funding from partners and existing funding streams] |  |
| **Anticipated start date**  [When could the initiative commence if this application for funding is successful. Note any significant factors that may influence when the initiative can start/occur] |  |
| **Anticipated completion date**  [When the initiative will end. Note any significant factors that may influence the initiative’s completion date] |  |

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| **1.2 Applicant key details** | |
| **Legal name** |  |
| **Trading as (if different)** |  |
| **Type of organisation** | Limited liability company / Incorporated society /Trust / Other (please specify) |
| **NZ Business Number (NZBN) [if have one]** |  |
| **Street address [include postcode]** |  |
| **Website address (if applicable)** |  |

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| ***Contact person 1 details*** | |
| ***Name [given name and surname]*** |  |
| ***Job title or role*** |  |
| ***Contact phone number*** |  |
| ***Contact email address*** |  |

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| ***Contact person 2 details*** | |
| ***Name [given name and surname]*** |  |
| ***Job title or role*** |  |
| ***Contact phone number*** |  |
| ***Contact email address*** |  |

If you are collaborating with other parties involved in this initiative, please indicate this below.

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| **1.3 Details of other parties involved in this initiative (if applicable)**  Please provide key details such as legal name of the entity, type of organisation, website (if applicable). You also need to set out the nature of their involvement (e.g. co-funder, planning on delivering initiative together). |
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**Section two: Proposal description**

Please indicate which SEEC funds you are applying under:

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| ***This application is only for funding from the SEEC Fund*** |  |
| ***This application is for funding from both SEEC Fund and the SEEC Equipment and Devices Fund***  Please include details of how much funding you are seeking from the SEEC Equipment and Devices Fund, and what you propose to use it for in your answers below. |  |

In order for the panel to assess your proposal, it needs to understand what it is you are trying to do and achieve. Use this section to describe your initiative and what you are seeking funding for.

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| **2.1 Proposal summary**  Provide a summary of the proposal and outline how you would spend any funding your organisation receives |
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**Section three: Information for assessment against focus and criteria**

In this section, you need to provide information to show how your initiative meets the funding focus and criteria. As a guide, answers should be at least 300 words long.

For this second round, there will be a **focus** on initiatives that are **pilots**, that are **scalable**, and that can be **substantially delivered within the next 12 months**.

The assessment process will be used to ensure there is diversity in the range of initiatives funded. Priority will be given to initiatives that fill gaps in terms of location, type and who is targeted, thereby building on the set of initiatives [funded in the first round](https://www.mbie.govt.nz/assets/seec-funding-recipients-round-1-april-2021.pdf).

The funding **criteria** that your application will be assessed against are:

Applicants must be:

* **Trusted** – able to provide credible, independent, energy-specific advice and support services, ideally personalised to the household
* **Connected** – able to effectively reach eligible households, especially those that are hard to reach and unaware help is available
* **Integrated** – able to link with other relevant services and, where possible, leverage additional non-government funding

Initiatives must be:

* **Targeted** – focused on helping households in energy hardship, including renters and owner-occupiers, and involve the account holder where possible
* **Measurable** – able to be measured and monitored to show results.

If you have made any assumptions and/or conditions about the delivery of the initiative, clearly state these assumptions and/or conditions.

The Ministry’s intention is to gain sufficient information from each applicant to fully inform the assessment and decision-making process. Please attach any further information or supporting documentation that will support or verify any statements made in response to these questions.

*Information to inform assessment against funding focus*

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| ***Focus on pilots*** |
| Please demonstrate how your initiative could be considered a pilot.  For example, describe how it could be rolled out in other regions or communities, or how it could be scaled up in future. |
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| ***Ability to scale*** |
| There is a limited amount of funding available. While applications can be made for funding of up to $200,000, there is no guarantee that you will receive the full amount you request.  Please give an indication whether your initiative could be scaled down. If so, how would this be done and what is the minimum level of funding you would need? |
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| ***Delivery within the next 12 months*** |
| There is a focus on initiatives that will be substantially delivered within the next 12 months.  Please demonstrate that your initiative is beyond the initial planning and development stage, and is close to having direct contact with those you propose targeting. For example, will your initiative deliver benefits to households before winter 2022? Would data on the outcomes you expect it to deliver be available in the latter part of 2022? |
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*Information to inform assessment against funding criteria*

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| **Trusted** |
| ***Applicants*** must be able to provide credible, independent\*, energy-specific advice and support services, ideally personalised to households.  If your proposed initiative provides training, how will it help others achieve the above?  *\*In this context, ‘independent’ relates to the advice provided. It does not mean the initiative must be independent from other organisations, suppliers or funders. For example, branded LEDs may be provided to households alongside impartial energy efficiency advice*. |
| **Guiding questions**  *What services will you be providing and who will deliver them?*  *How will you ensure the advice is credible and independent?*  *What kind of advice or training will you provide?*  *If you are providing in-home advice, how will you ensure it is personalised to households?* |
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| **Connected** |
| ***Applicants*** must have effective ways of reaching eligible households, especially those that are hard to reach and unaware help is available. |
| **Guiding questions**  *How will you identify households to participate in your initiative?*  *What ways will you contact and engage with them?*  *How will you get them to participate?*  *How do you plan to approach those households that are hard to reach?* |
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| **Integrated** |
| ***Applicants*** must have the ability to connect with other relevant services and, where possible, leverage additional non-government funding. |
| **Guiding questions**  *Which other relevant services and/or organisations have you connected with?*  *What relationship will you have with these services and organisations?*  *Have you already secured co-funding/third-party funding? If so, how much and from who? And are there any constraints, conditions, or dependencies associated with it that have implications for your proposal?*  *If you have not already secured co-funding, what ways have you engaged with potential third-party funders for your initiative? Or what plans do you have to do so?*  *What assumptions have you made about your third-party funding?* |
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| **Targeted** |
| The ***proposed initiative*** must focus on helping households in energy hardship*\**, including renters and owner-occupiers, and involve the account-holder where possible.  *\*While work is underway on an official definition and indicators of ‘energy hardship’, we are asking you to determine your own definition, which may be as broad or specific as you consider appropriate for you proposed initiative.* |
| **Guiding questions**  *Who does your initiative help?*  *How will you determine who is eligible for the help you will be providing?*  *How will you ensure it helps those in energy hardship?*  *How will you ensure that no households will be unintentionally negatively impacted by your interventions?*  *Can you reach and include the electricity account holder?* |
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| ***Measureable*** |
| The ***proposed initiative*** must be measurable – you must be able to monitor it to demonstrate that it is achieving positive outcomes*\**, and that key implementation milestones will be met.  *\*All eligible initiatives must be designed to achieve an outcome – no matter how big or small. This may be some kind of change, such as a household switching to more efficient lighting, or a specific result such as reduced household power bills. There is also a need to identify and report on any negative outcomes associated with the initiative.* |
| **Guiding questions**  *How will you monitor progress towards the outcome your initiative is designed to achieve?*  *A requirement under any funding contract with the Ministry will be the achievement of measurable milestones – what would you consider to be the key milestones for your initiative?*  *Aside from reporting to the Ministry if you are successful, who would you report to and how often?*  *In undertaking measurement and reporting, what systems and processes do you have in place to protect the privacy of those you are helping?* |
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**Section four: Initiative components**

Please provide a high-level description of the key components of your initiative, along with performance indicators, start and end dates, and cost information for each. Examples of initiative components are included in italics below.

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| **Initiative component** | **Key performance indicator(s) for completion** | **Estimated start date** | **Estimated end date** | **Total cost to deliver this milestone** |
| *e.g. providing LED lightbulbs to households in energy hardship* | *Number of households our organisation provides lightbulbs to.* | *01/09/2021* | *30/04/2022* | *$1000* |
| *e.g. providing training to staff members to educate people in energy hardship* | *Number of staff trained.* | *01/08/2021* | *30/11/2021* | *$2000* |
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**Section five: Declaration**

Please submit your application by **5pm, 30 July 2021**. By submitting an application you are agreeing to the following:

1. The Ministry may rely upon all statements you make in your application and in correspondence or negotiations with the Ministry or its representatives. If an application is successful, any such statements may be included in a resulting funding agreement.
2. You must ensure all information you provide to the Ministry is complete and accurate. The Ministry is under no obligation to check any application for errors, omissions, or inaccuracies. You must notify the Ministry promptly upon becoming aware of any errors, omissions, or inaccuracies in your application or in any additional information you provide.
3. Any application or information you supply to the Ministry will become the property of the Ministry and may not be returned to you. Ownership of the Intellectual Property rights in an application does not pass to the Ministry. However, in submitting an application, you grant the Ministry a non-exclusive, non-transferable, perpetual licence to retain, use, disclose, and copy your application for any purpose related to this application process.
4. You and the Ministry will each take reasonable steps to protect confidential information and, subject to paragraph 6, and without limiting any confidentiality undertaking agreed between them, will not disclose confidential information to a third party without the other’s prior written consent.
5. You and the Ministry may each disclose confidential information to any person who is directly involved in the application process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals or directors, but only for the purpose of participating in the application process.
6. You acknowledge that the Ministry’s obligations under paragraph 4 are subject to requirements imposed by the Official Information Act 1982 (OIA), the Privacy Act 2020, parliamentary and constitutional convention and any other obligations imposed by law. Where the Ministry receives an OIA request that relates to your application, the Ministry will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.
7. No contract or other legal obligations arise between you and the Ministry out of or in relation to this application or application process, until a formal written contract (if any) is signed by both you and the Ministry.
8. This application does not constitute an offer by the Ministry to provide funding or enter into any agreement with you. The call for and receipt of applications does not imply any obligation on the Ministry to contract any funding requested in your application. The Ministry will not be bound in any way until a contract is executed.
9. Any verbal communications made during the application process will not be binding on the Ministry.
10. The Ministry may make public the following information:
    1. the title of your initiative
    2. the name of your organisation
    3. the brief summary of your initiative provided under section 1.1 of the application form
    4. the total amount of funding and the period of time for which funding has been approved
11. The Ministry asks that you don’t release any media statement or other information relating to the process outlined in this application, or the submission or approval of any application to any public medium without providing sufficient advance notice to the Ministry.

Applicants need to complete the details below for the above SEEC funding application (“application”).

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| By checking this box you declare that the above information is true and accurate and acknowledge that if funding is approved, the Ministry of Business, Innovation and Employment retains a right to audit how funding was used. |  |
| The applicant 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: |
| Has this initiative ever been declined Crown Funding in the past? | Yes:         No: |
| Is the applicant or any individual in the organisation (including the Applicant’s Leadership Team, directors, partners, trustees, or any key members of the organisation) currently or ever been insolvent or subject to an insolvency action, administration or other legal proceedings? | Yes:         No: |
| Is any individual involved in the application or the initiative under investigation for, or has any individual been convicted of, any offence that has a bearing on the operation of the initiative. | Yes:         No: |
| It is understood that if the initiative is approved for SEEC funding, the information provided in this document and the support material provided as part of this application will be used to develop a funding agreement. | Yes:         No: |
| I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application. | Yes:         No: |
| 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 initiative.  Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to MBIE’s Energy Markets Policy team by emailing [energymarketspolicy@mbie.govt.nz](https://mako.wd.govt.nz/otcsdav/nodes/1602469/mailto_energymarketspolicy%40mbie.govt.nz) | Yes:         No: |
| 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. | Yes:         No: |

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