**Tourism Data Partnership Fund**

**Application Form**

**July 2024**

**Version 1.0**

**Tourism Data Partnership Fund: Completing this form**

If you need any assistance with completing this form, please contact us at IVL@mbie.govt.nz.

Please complete the form electronically, and attach the following:

☐ Your bank account details and third-party verification (such as a bank statement or screenshot of your internet banking)

☐ Your GST number

Submit your completed application to IVL@mbie.govt.nz. Proposals must be received by MBIE **no later than 5pm on** **Monday 26 August 2024.**
 **Note:** There is a 20MB size limit. For larger applications, please separate them into different emails.

**Before you apply to the Tourism Data Partnership Fund, please read the website material to make sure you or your organisation and project meet the eligibility criteria.**

 **Section 1: Proposal and applicant key details**

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|  **Applicants’ key details** |
| **Business Legal Name:**  |  |
| **Business Trading Name:** |  |
| **Entity Type:** | Choose an item. |
| **Business address, including postcode:** |  |
| **Business Website:** |  |
| **Key point of contact’s name and role:** |  |
| **Email Address:** |  | **Telephone:** |  |

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|  **Data provider key details** |
| **Business Legal Name:**  |  |
| **Business Trading Name:** |  |
| **Business address, including postcode:** |  |
| **Business Website:** |  |

**Section 2: Eligibility**

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| **Eligibility check list** |
| **Is your Industry Body on the eligibility list?** | Yes/No (Delete one) |
| **Do you have at least 50% co-funding for the project?** | Yes/No (Delete one) |
| **Is your application for a data project that will focus on either:****a. improving sector productivity; or****b. reducing carbon emissions/improving environmental outcomes?** | Yes/No (Delete one) |
| **Is the project for the tourism and hospitality sector only?** | Yes/No (Delete one) |
| **Is this your only application?** | Yes/No (Delete one) |
| **Can you confirm the project does not:****a. duplicate other data initiatives identified in the Strategic Business Plan,** **b. cover outbound tourism or c. is not a one-off-piece of research?** | Yes/No (Delete one) |
| **Do you agree to transfer data to MBIE for use in the Tourism Evidence and Insights Centre in the public domain?** | Yes/No (Delete one) |
| **Will this project provide either a national dataset, or be replicable at a national level?** | Yes/No (Delete one) |
| **Is the project for up to one year of data collection?** | Yes/No (Delete one) |
| **Has the project received or is it receiving funding from any other government source? If so, please list** |  Yes/No (Delete one) |

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| **Section 3: Project Details**

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| **General Details of Project**  |
| **Data project objective/purpose.**  |  |
| **Which, if any, other organisation(s) (e.g., NGOs, RTO, academia etc) excluding the data provider are you partnering with?** |  |
| **What is the timeframe for your project?** *Please list proposed dates for key milestones including frequency the data can be collected and provided to MBIE.* |  |

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| **Assessed Project Details** |
| **Quality of services***Describe the project methodology. Include:** *validity of the measurement approach (i.e., is it recognised as best practice?),*
* *how well does it represent what is trying to be measured?)*
* *completeness and representative of the data set (what is the sample frame and target sample size?*
* *What biases may exist? Is the sample frame replicable in the future?*

*Identify whether or not this is pilot/prototype work (which is allowable).* |  |
| **Breadth of services***Describe the types/quantity of measures that will be available and indicate whether or not (and how much) regional data will be available.*  |  |
| **Practicality***Briefly discuss the infrastructure and processes that will enable this work to be successfully delivered (where possible existing infrastructure should be used).* *Briefly discuss the working relationship between the applicant and the data supplier.*  |  |
| **Transformational***Identify in what ways the project embraces innovation to add-value to the tourism data system; this may include the degree to which this data is unique and therefore would genuinely fill one or more data gaps.*  |  |
| **Sustainability***Discuss possible regular investment strategies (independent of the TDPF) which would enable future replication, and the likelihood of these being realised. Regular investment does not need to be annual.*  |  |
| **Combined capability of the applicant and the supplier***Identify if you (the applicant) and supplier have previously successfully worked together. If yes, discuss.* ***Alternatively:****Discuss previous successful data contracts that have been managed by you (the applicant). Where possible identify individuals with appropriate experience.* *Similarly, identify the supplier’s track record in delivering quality data services to the tourism and hospitality sector (where possible identify individuals with appropriate experience).*  |  |
| **Capacity of the supplier to deliver***Please outline the availability of resources/staff to deliver the services within the identified timeframes.* *At a high level identify how capacity risks will be managed through contractual arrangements.* |  |
| **Impact***Describe how the data will add-value to the tourism & hospitality data system and be used in decision-making to enable improved sector productivity or improved environmental outcomes.* *Overall impact should be demonstrated by identifying number of uses as well as the significance of each use.*  |  |
| **Public good***Describe how New Zealand generally / New Zealanders will benefit from the availability of this data. These benefits may fall into one or more of the following broad outcomes (economic, social, cultural, environmental).* |  |

**Section 4: Budget Details** |
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| **Project Budget Details** *The following information in conjunction with the quality and breadth of services will be used to assess the criteria - value for money.*  |
| **What is the total cost of the project?***Please provide an indicative budget breakdown of the project. Cost categories should include tool/ method design, data collection, data preparation, analysis and reporting and overheads at a minimum.*  |  |
| **Amount of TDPF funding sought for the project** |  |
| **Amount of co-funding available for the project from applicant and partners** |  |

**Section 5: Declaration by applicant**

I declare on behalf of the applicant(s), that:

* This declaration outlines the basis on which this application is made;
* I confirm that I have read the funding requirements relating to funding for the Tourism Data Partnership Fund on the MBIE website;
* the statements in this application are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentation made;
* I understand MBIE and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the applicant(s) or Project for the purposes of gaining or providing information related to the processing and assessment of this application;
* the applicant(s) will, if requested by MBIE or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel;
* I understand MBIE may undertake due diligence checks as needed to meet government requirements, and I consent to checks required being carried for those purposes;
* I consent to the public release, including publishing on the Internet, of the name of the applicant(s), the amount of grant approved, and a general statement of the nature of the activity/project, and undertake to cooperate with MBIE on communications relating to this application;
* I understand MBIE’s obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this application, the provisions of this Act apply to all of the information provided in this application;
* the application involves an activity/Project that is a lawful activity that will be carried out lawfully;
* the applicant(s) is not in receivership or liquidation nor will the project be managed by an undischarged bankrupt or someone prohibited from managing a business;
* where external providers are being employed as part of the Project/activity, the relevant providers will not be employees or directors of the applicant, and nor do they have any other direct or indirect interest in the applicant, whether financial or personal unless specifically stated in the application;
* I am authorised to make this application on behalf of the applicants identified in section 1**.**

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| **Signature of applicant****This acknowledgment must be signed by a person with the legal authority to commit your organisation to a transaction (e.g., Chief Executive or senior executive)** |
| **Name** |  |
| **Title** |  |
| **Organisation** |  |
| **Signature** |  |
| **Date** |  |