

**TOURISM INFRASTRUCTURE FUND**

**Application Form**

**April 2023**

**Tourism Infrastructure Fund**

**Completing this form**

This form is designed to be completed in association with the ‘Guidance for Applicants’ document. If you need any assistance with completing this form, please contact the TIF secretariat on [tif@mbie.govt.nz](https://mako.wd.govt.nz/otcsdav/nodes/86623813/mailto%3Atif%40mbie.govt.nz).

Please complete the form in full, and submit it electronically to [tif@mbie.govt.nz](https://mako.wd.govt.nz/otcsdav/nodes/86623813/mailto%3Atif%40mbie.govt.nz). Completed proposals must be received by the TIF secretariat no later than 5pm on the deadline date. All deadlines are available on the TIF website and are subject to change.

MBIE reserves the right to accept late proposals in the following situations:

* if it is MBIE’s fault that the proposal was received late
* in exceptional circumstances, where MBIE considers that there is no material prejudice to other applicants. MBIE will not accept a late proposal if it considers that there is risk of collusion on the part of an applicant, or the applicant may have knowledge of the content of any other proposal.

There is no scope within the TIF process to assess out-of-round applications (including for feasibility studies). Applications submitted to the TIF Secretariat between funding rounds will be returned to the applicant for resubmission at the next funding round.

**Proposal checklist**

**Before you apply be sure to complete the following:**

☐ Check the TIF website to ensure you have downloaded the most recent version of each document.

☐Read the ‘Guidance for Applicants’ document available on the website.

☐Read the supporting information on the TIF website

**When filling out this form please ensure:**

☐All answers are typed into the space provided for each section in font no smaller than size 10 point.

☐You provide the information required for each question. This is outlined clearly within the TIF ‘Guidance for Applicants’ document.

☐You have read and understood the declaration details outlined in Section 4 and have signed the declaration.

Once you have completed this form, email a copy to the TIF secretariat at [tif@mbie.govt.nz](https://mako.wd.govt.nz/otcsdav/nodes/86623813/mailto%3Atif%40mbie.govt.nz) and ensure that you attach any supporting information you wish to provide.

**Note:** There is a 20MB size limit for emails. For larger applications, please separate them into different emails.

**Evidence**

When MBIE assesses proposals against the eligibility and/or the assessment criteria, we will consider whether the evidence provided supports the claims, as well as the quality of that evidence. Where questions ask for evidence to support claims, it is highly recommended that you provide reference sources that attest the accuracy and quality of the evidence.

MBIE will assess the application using the information provided by the applicant.

**Section 1: Eligibility and project overview**

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| **1.1 Eligibility checklist** | |
| **Do you meet AT LEAST one of the eligibility criteria below:**  Annual tourism revenue in your territorial authority less than $1 billion  Visitor to rating unit ratio of 5 or more  Local Government Finance Agency lending limits have been reached  **Project eligibility:**  Is your project for publicly-available infrastructure used significantly by visitors?  Is your project for new facilities or enhancements?  Have you ensured your project is not for the development of new attractions, accommodation or commercial activities?  Have you ensured your project will not compete with local private commercial activities?  Are you seeking co-funding of $25,000 or more?  Is your project financially sustainable?  Have you ensured your project is not receiving NZTA funding?  **NOTE**: If you do not answer ‘Yes’ to the project eligibility questions above, your project is unlikely to be eligible for TIF co-funding. | Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes  Yes |

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| **1.2 Project overview** | |
| 1. **Is your project addressing a need that is current or anticipated?** | Current  Anticipated |
| 1. **Will your project deliver visitor benefits and also benefits to your local community?** | Yes  No |
| 1. **Is TIF co-funding critical to the project starting, happening sooner, or being of better quality** [Tick all relevant boxes] | Starting  Happen sooner  Better quality |
| 1. **Is your proposed co-funding the maximum you can commit to the project, and in monetary form only?** | Yes  No |
| 1. **Do you have certainty of land access over the expected life of the proposed infrastructure?** | Yes  No |
| 1. **Does your organisation have systems in place to ensure the proposed project complies with health and safety regulations? (You will need to demonstrate this prior to contracting)** | Yes  No |
| 1. **Do your procurement processes require all external contractors involved in construction projects to have valid health and safety processes/plans in place?** | Yes  No |

**Section 2: Proposal and applicant key details**  
Please enter answers in the right-hand column.

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| **2.1 Proposal key details** | |
| **Name of project**  [A short title that describes your proposed project.] |  |
| **Short description of proposed project to be co-funded** |  |
| **Estimated total cost of project** |  |
| **Amount of TIF co-funding sought – this must exceed $25,000 (excl. GST)** |  |
| **Is this a discrete project or a bundle of projects?** | Discrete project  Bundle of projects |

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| **2.2 Applicants’ key details** | |
| **Applicant Organisation name**  **Applicant address, including postcode**  **Contact person**  **Job title or Role**  **Contact phone**  **Contact email address**  **Contact postal address (including postcode)(if different to applicant address)** |  |
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**Section 3: Project Description**

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| **3.1 Problem definition and need for additional infrastructure** |
| **3.1.1 Briefly describe the challenge(s) you are facing as a result of current or anticipated visitor growth that underpin this application. Where possible, please provide qualitative and/or quantitative evidence to indicate the scale of challenge(s).** |
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| **3.2 Proposed infrastructure** |
| **3.2.1 Briefly describe the infrastructure you propose to construct, and how it addresses the challenge(s) you have identified above. Please also list the other options considered and explain why the proposed project is fit-for-purpose and offers value for money.** |
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| **3.2.2 Please demonstrate that the proposed project has the support of the local community (e.g. has gone through some type of consultative process), and has support from the local economic development agency or regional tourism organisation.**  Please Note: During the project recipients will be asked to keep the Ministry aware of any subsequent consultation process which could result in the project either not proceeding or requiring significant change from the original proposal. |
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| **3.2.3 List all the benefits that you expect will flow from your proposed project (focusing particularly at the visitor benefits).** |
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| **3.3 Funding the project** |
| **3.3.1 Briefly describe the current financial situation of your organisation and why TIF co-funding is required for the proposed project.**  **To support your application, please provide the following information:**   * **How the proposed project will be funded if TIF co-funding is not received (from debt, cash flow, or some other source)** * **If funded from rates, what will be the impact be on ratepayers? Will the impact be on a specific group or general ratepayers? If this will impact on a specific group, please identify the financial impact and which group this will be.** * **Brief analysis of the Council’s unallocated reserves (what are these, forecast levels, and proposed use over the period of the LTP)** |
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| **3.3.2 Describe what alternative sources of funding were explored before this co-funding request was made.** |
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| **3.3.3 Please list any other active TIF funded projects and provide an update on progress.**  **Please Note:** strong preference will be given to applications from councils that have completed previously approved projects. |
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| **3.3.3 Financials for proposed project** Provide a breakdown of the tasks and associated costs required to complete the project. All costs should **exclude GST.** Use the ‘insert row’ function if you wish to add more milestones/tasks.    Marginal operating and maintenance costs for the first 2 years may be taken into consideration by the TIF Panel when assessing an appropriate level of funding. i.e. the additional operational and maintenance costs when the proposed project is completed.  **Note**: In most circumstances TIF co-funding will not be available of obtaining land access, resource consents, building consents, staff resourcing or on-going servicing of existing infrastructure.  **Note:** The TIF decision-making process could take up to 2-3 months from the closing date of applications. Please take this into account when planning your project timeline, especially if the project start date is contingent on TIF funding being secured. | | | | | | |
| **Milestones and Project Tasks** | **Estimated Start Date** | **Estimated Completion Date** | **Total cost** | **TIF funding sought** | **Applicant co-funding** | **Key assumptions made in estimating costs** |
| **‘Milestone one’ - Enter Milestone Name Here** | | | | | | |
| * Enter Project task one here |  |  |  |  |  |  |
| * Enter Project task two here |  |  |  |  |  |  |
| * Enter Project task three here |  |  |  |  |  |  |
| **Sub-Totals (do not include Annual operating / maintenance):** | | |  |  |  |  |
| ***Annual* operating / maintenance cost only:** | | |  |  |  |  |
| **‘Milestone two’ -** | | | | | | |
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| **Sub-Totals (do not include Annual operating / maintenance):** | | |  |  |  |  |
| ***Annual* operating /maintenance cost only:** | | |  |  |  |  |
| **‘Milestone three’ -** | | | | | | |
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| **Sub-Totals (do not include Annual operating / maintenance):** | | |  |  |  |  |
| ***Annual* operating / maintenance cost only:** | | |  |  |  |  |
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|  | | | **Total Cost** | **TIF funding sought** | **Applicant co-funding** |  |
| **Totals (do not include Annual operating / maintenance):**  (Must equate to the project cost detailed in Section 1.1) | | |  |  |  |  |
| **Total Annual operating / maintenance costs only:** | | |  |  |  |  |

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| 3.4 Risks and Mitigations  Describe any risks associated with this project that you have identified and list the mitigations for each risk. | | | |
|  | **Risk** | **Mitigation** |
| *Example* | *Contractors not available for project due to diversion to deal with natural disasters* | *Alert MBIE as early as possible and renegotiate timeframes* |
|  | *Project task X can only be carried out in a particular/off-peak season* | *Note in project plan and account for it in project timeline.* |
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**Section 4: Declaration by lead applicant**

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

* I have read this form, and the Guidance for Applicants, and fully understand the procedures, terms, conditions and criteria for TIF co-funding;
* this application form outlines the basis on which this application is made;
* I have read, understand and accept MBIE’s standard form contract, including the terms and conditions, a copy of which is attached as Schedule 1 in the Guidance for Applicants;
* 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 sought, contact details of the applicant(s) 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**;**
* I understand that MBIE may withdraw its offer of funding should the proposed project fail to be completed within the agreed timeline (detailed in Section 3.2.4).

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| **Signature of lead 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 Mayor)** | |
| **Name** |  |
| **Title** |  |
| **Organisation** |  |
| **Signature** |  |
| **Date** |  |

**Section 5: Attachments**

[Attach here, as a PDF, any additional information you consider necessary to support your application. Note that there is a 20MB size limit]