# Envirolink Tools 2024 Investment Round Proposal Template

Use this template to complete your proposal for the Envirolink Tools 2024 Investment Round

By submitting a proposal, you are agreeing to [MBIE’s funding policies, terms and conditions](#_MBIE’s_funding_policies,).

You are responsible for ensuring that all parties cited in your proposal have:

* confirmed their personal details and the nature and level of their involvement in the work described in the proposal is correct
* read and accepted the terms and conditions of submitting a proposal and the information we may make public.

### Proposal Completion and Submission Requirements

* Use this template to complete your proposal in Microsoft Word and then copy the content into Pītau - our Investment Management System.
* You will need to [request access to Pītau](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/funding-information-and-opportunities/process/ims/) before you can complete your application. Please make sure you request access at least two weeks before you want to submit your application.
* Information requested in Pītau for the application may differ slightly and overrides any information requested in this template.
* Use plain language to complete the application, to make sure the assessors understand as quickly and completely as possible.
* Respond to all questions and use sub-headings - if appropriate - to improve readability.
* Do not pictures, graphs, and hyperlinks except where specified.
* Complete your application before 12 noon, 10 May 2024. If this date changes, we’ll let you by email.

## Proposal Template

### Section 1: Key information

|  |
| --- |
| * 1. **Project title**

In 12 words or less, provide a meaningful title that identifies the nature of proposal.Enter your answer here... |
| * 1. **Start date**

01 July 2024 will be prepopulated in Pitau for these applications |
| * 1. **End date**

Provide the proposed end date of your project. This can be a maximum of three years after the start date.Enter your answer here... |
| * 1. **Total funding requested**

This is prepopulated from the Funding Requested section  |
| * 1. **Contact details – Application Administrator**

Please supply a name, email address, and phone number for the following roles:* + Application Administrator – New Zealand contact for your application – This contact must have the authority to discuss your proposal with MBIE if needed. This person will receive MBIE communications and updates
	+ Backup Application Administrator – This person must differ from the Application Administrator.

Enter your answers here... |
| * 1. **Contact details – Contract Administrator**

Please supply a name, email address, and phone number for the following roles:* + Contract Administrator – New Zealand contact for contracts. Should your application be approved for investment this person must have the authority to discuss your contract with us and will receive MBIE communications and updates during the term of the contract.
	+ Backup Contract Administrator – This person must differ from the Contract Administrator.

Enter your answers here... |
| * 1. **Type of ecosystem involved:**
	+ Marine
	+ Terrestrial
	+ Freshwater
	+ Atmospheric

Enter your answer here… |
| * 1. **Public statement (250 words maximum)**

Provide us with a public statement that describes your project.This statement should:* + be engaging and easily understood by the general public.
	+ include:
	+ a brief description of the proposed tool
	+ why the tool is a high priority for Regional Councils
	+ the aims and outcomes of your project
	+ how you will go about achieving the aims and outcomes
	+ whether the tool will benefit other stakeholders
	+ publishable contact details that can be used by the public and/or the media.

Do not include confidential information, references, images, video, or audio files.If your proposal is funded, this statement will be published on our webpages and may be used in the public arena.Enter your answer here… |

### Section 2: Performance area

|  |
| --- |
| * 1. **Project overview (150 words maximum).**

**Envirolink Tools projects should be driven by regional councils’ environmental management needs, providing practical, effective ways to solve substantial environmental management problems. This is the opportunity for you to give a brief overview of the proposed tool and who will use it.** **Enter your answer here…** |
| * 1. **Regional Council participation**

**Select all the regional councils from the list below, who will be involved in the development of the tool.*** + **Auckland Council**
	+ **Bay of Plenty Regional Council**
	+ **Environment Canterbury**
	+ **Environment Southland**
	+ **Gisborne District Council**
	+ **Greater Wellington Regional Council**
	+ **Hawke’s Bay Regional Council**
	+ **Horizons Regional Council**
	+ **Marlborough District Council**
	+ **Nelson City Council**
	+ **Northland Regional Council**
	+ **Otago Regional Council**
	+ **Taranaki Regional Council**
	+ **Tasman District Council**
	+ **Waikato Regional Council**
	+ **West Coast Regional Council**

**Enter your answers here…** |
| **Assessment Criteria** **Envirolink Tools proposals are assessed against four criteria. The first two criteria consider potential benefits (Environmental and Science & Technology), the other two consider investment risk (Ability to Deliver, Implementation Pathway). Reflecting the intent of Envirolink, the Environmental Benefits & Implementation Pathway are given greater weighting. The weighting percentage for each criterion is shown in brackets below next to the criteria headings.** |
| **Environmental Benefits to New Zealand (30% weighting)** |
| * 1. **Describe the environmental problem that the development of the tool will address (250 words maximum)**

Consider the:* + the size or extent of the opportunity or problem
	+ the impact the problem has on the environment, the community, and people’s lives, now and in the future.

Enter your answer here... |
| * 1. **Describe how the tool will enhance environmental management activities of regional councils and other stakeholders (350 words maximum)**

**For example:*** + **Improved decision making for all new urban coastal developments.**
	+ **Improved allocation of groundwater resources for over 70% of the South Island’s lowland plains.**
	+ **Reduction in regional council spend on air quality monitoring by $X dollars per year.**

**Enter your answer here…** |
| * 1. **Describe what short-term benefits the tool will provide within the first year (150 words maximum).**

**Enter your answer here…** |
| * 1. **Describe what medium-term benefits the tool will provide in 2-5 years (150 words maximum).**

**Enter your answer here…** |
| * 1. **Describe what long-term benefits the tool will provide after 5 years (150 words maximum).**

**Enter your answer here…** |
| **Science and Technology benefits (20% weighting)****This criterion is primarily about building science-related capability and capacity in regional councils.** **Envirolink Tools projects should include mechanisms that stimulate at least some of the following: effective cross-council collaboration, sharing of expertise, better networks among scientists and practitioners, greater awareness of the role of R&D in environmental management, and building of scientific capacity in regional councils (e.g. capacity might be boosted by commitment of staff to implement the new tool, training initiatives, secondments, and the setting up of networking mechanisms).**  |
| * 1. **Describe how will the project improve the science capability and/or capacity of regional councils (200 words maximum).**

Enter your answer here... |
| * 1. **Describe how will regional councils ensure the science capability and/or capacity developed through the tool is sustained in the future (200 words maximum)**

Enter your answer here… |
| **Ability to deliver (20% weighting)**You must be able to show that the project will engage personnel with the required technical and project management expertise to successfully deliver the project. This criterion involves an assessment of the individuals and team involved in the project to ensure an appropriate team has been identified, including having access to all the necessary skills, research expertise and resources.  |
| * 1. **Describe the methodology/approach to the development of the tool (250 words maximum).**

Enter your answer here… |
| * 1. **Describe the team's relevant capability, skills, and access to resources required to develop the tool successfully (200 words maximum).**

Enter your answer here… |
| * 1. **Describe any scientific and technical risks to the tool being developed within the proposed budget and timeframe. Describe how you will mitigate these risks (200 words maximum).**

Enter your answer here… |
| * 1. **Do any similar tools exist internationally (200 words maximum)?**

Yes / No If yes, describe:* + how would this benefit the development of your tool
	+ how your tool differs from the similar international tool
	+ any implications involving patents

Enter your answer here… |
| **Implementation Pathway (30% weighting)**This section describes the pathway to implementation by regional councils e.g. in a new or modified council process, technology, guideline, strategy, protocol or plan. Projects should deliver a tool that is easily and cheaply/freely accessible to future users and include mechanisms that ensure prospective users are aware of the tool and understand its purpose, applications, limits and implications. If applicable, a plausible route or pathway in which the tool may be utilised by other end-users (other than regional councils) should also be provided. |
| * 1. **Describe your implementation pathway and how regional councils will adopt the tool (350 words maximum)?**

Enter your answer here… |
| * 1. **If the tool could be used by organisations other than regional councils, describe how you would make it available to them and how they could adopt it (200 words maximum).**

Confirm any commitments already in place by potential users.Enter your answer here… |
| * 1. **Describe any barriers to the implementation of the tool and how these will be overcome (200 words maximum).**

For example:* + any ongoing costs to maintain the tool once it is developed
	+ a new system might need extensive or very expensive data collection before it becomes workable

Enter your answer here… |
| * 1. **Describe how will you monitor/measure the success of the tool and its implementation (200 words maximum)?**

Enter your answer here… |

### Section 3: Work programme

This section focuses on clear identification of the major project plan, technical deliverables, milestones and tasks in a way that identifies the risk involved and resources required for each task. It is especially important to clearly define deliverables where the project risks can be evaluated and updated. Each deliverable may call for an alternative strategy, for example a go/stop or key decision point.

Deliverable: Describe the technical deliverables of your project. Deliverables described must be achievable within the project timeframe.

Task: Each deliverable should have between two and eight tasks that show the essential steps that must be achieved to deliver the milestone. These may also be decision (go/stop) points in the project. Tasks must be specific, measurable and time bound.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Number**  | **Type**  | **Title**  | **Description**  | **Start** | **Due** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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### Section 4: Resources

Key contacts should include: Project Support and Regional Council Officer

Note: CVs are not required for this application.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project role**  | **Full name CV** | **Organisation** | **ORCiD (Optional)** | **CV** |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

### Section 5: Financial information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5.1 **Funding Requested****Using the table below, enter the required funding per year for the proposed project.**

|  |  |
| --- | --- |
| **Period** | **Amount (ex GST)**  |
| Year one 1/7/2024 to 30/6/2025  |  |
| Year two 1/7/2025 to 30/6/2026 |  |

 |
| 5.2 **Income**Using the table below, enter the income per year for the proposed project. Income is made up of MBIE funding and any co-funding from other sources.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year one 1/7/2024 to 30/6/2025** | **Year two 1/7/2025 to 30/6/2026** | **Total** |
| MBIE funding |  |  | $ |
| Co-funding  |  |  | $ |
| Total | $ | $ | $ |

 |
| 5.3 **Expenses**For each year of the project, please provide a budget for the project using the table below. Budgets should be allocated as evenly as possible across the project years.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Year one 1/7/2024 to 30/6/2025 | Year two 1/7/2025 to 30/6/2026 | Total |
| Depreciation and interest (building and equipment) |  |  |  |
| Direct operating expenses |  |  |  |
| Other |  |  |  |
| Overheads |  |  |  |
| Personnel |  |  |  |
| Rental costs (including building and equipment) |  |  |  |
| Subcontracting |  |  |  |
|  |  |  |  |
| Total |  |  |  |

 |
| 5.4 **Expenses description** Please provide a summary of expenditure in 'Materials and Consumables', 'Subcontracting' or 'Other'..**Enter your answers here...** |

## MBIE’s funding policies, terms and conditions

By submitting an application, you are accepting and agreeing to MBIE’s funding policies, terms and conditions. Neither this funding opportunity, nor any contract resulting from the invitation process is intended to create a partnership, employment, or agency agreement between MBIE and the Applicant.

### Funding policies

Our funding polices show our commitment to:

* everyone having a fair and equal opportunity to participate in the science system to their fullest potential, and
* ensuring that all science data generated through its investments meets minimum expectations of good data management and public availability

For more see our web page [Agencies, policies and budget initiatives](https://www.mbie.govt.nz/science-and-technology/science-and-innovation/agencies-policies-and-budget-initiatives/).

### Funding terms and conditions

1. General

1.1 The terms and conditions are non-negotiable and do not require a response. Each applicant that submits a proposal (hereafter referred to as “you”) will be deemed to have agreed to the Call for Proposals terms and conditions without reservation or variation.

1. Investigations and reliance on information

2.1 You must examine this Call for Proposals and any documents referenced by this Call for Proposals and carry out all necessary investigations before submitting a proposal. If you are in doubt as to the meaning of any part of this Call for Proposals, you must set out in your proposal the interpretation and any assumptions you used.

2.2 MBIE will not be liable (in contract or tort, including negligence, or otherwise) to anyone who relies on any information provided by or on behalf of MBIE in or in connection with this Call for Proposals.

1. Reliance by applicants

3.1 All information contained in this Call for Proposals or given to you by MBIE is for the purpose of allowing you to prepare your proposal. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be up to date.

1. Reliance by MBIE

4.1 MBIE may rely upon all statements you make in your proposal and in correspondence or negotiations with MBIE or its representatives. If a proposal is funded by MBIE, any such statements may be included in a funding contract.

4.2 You must ensure all information you provide to MBIE is complete and accurate. MBIE is under no obligation to check any proposal for errors, omissions, or inaccuracies. You must notify MBIE promptly upon becoming aware of any errors, omissions, or inaccuracies in your proposal or in any additional information you provide.

1. Inducements

5.1 You must not directly or indirectly provide any form of inducement or reward to any assessment panel member, officer, employee, advisor, or other representative of MBIE in connection with this Call for Proposals.

5.2 Business-as-usual communications (relating to funding under existing arrangements between MBIE and your organisation) will be maintained with the usual contacts. However, during the Call for Proposal process, you must not use business-as-usual contacts to solicit or discuss details of this Call for Proposals or any application you have, or intend to, submit, with any person at MBIE or its agents, including the assessment panel members.

1. Ownership and intellectual property

6.1 This Call for Proposals and any other documents MBIE provides to you remain the property of MBIE. All copyright and other rights in this Call for Proposals and in any other documentation or information provided to you or any other person by or on behalf of MBIE in connection with this Call for Proposals will remain with, and belong at all times to, MBIE or its licensors.

6.2 MBIE may request at any time the immediate return of all documents supplied and any copies made of them. You must comply with any such request in a timely manner.

6.3 Any proposals or information you supply to MBIE will become the property of MBIE and may not be returned to you. Ownership of the Intellectual Property rights in a proposal does not pass to MBIE. However, in submitting a proposal, you grant MBIE a non-exclusive, non-transferable, perpetual licence to retain, use, disclose, and copy your proposal for any purpose related to this Call for Proposals process.

6.4 By submitting a proposal, you warrant that the provision to MBIE of the information contained in your proposal, and MBIE’s use of it for the evaluation of your proposal and for any resulting negotiation, will not breach any third-party intellectual property rights.

1. Confidentiality

7.1 You and MBIE will each take reasonable steps to protect Confidential Information and, subject to paragraph 7.3, 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.

7.2 You and MBIE may each disclose Confidential Information to any person who is directly involved in the Call for Proposals 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 Call for Proposals.

7.3 You acknowledge that MBIE’s obligations under paragraph 7.1 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 MBIE receives an OIA request that relates to your Confidential Information, MBIE will consult with you and may ask you to explain why the information is considered by you to be confidential or commercially sensitive.

1. The proposal process

8.1 Despite any other provision in this Call for Proposals, MBIE reserves the following rights:

* MBIE may amend, suspend, cancel and/or re-issue the Call for Proposals or any part of the Call for Proposals.
* MBIE may make any material change to the Call for Proposals (including any date) on the condition that you are given a reasonable time within which to respond to the change.
* In exceptional circumstances, MBIE may accept a late proposal where it considers that there is no material prejudice to other applicants.
* MBIE may waive irregularities or requirements in or during the Call for Proposals process where it considers it appropriate and reasonable to do so.
* Your proposal may not be approved for funding.
* All or any proposal(s) may be rejected.
* Your proposal may be accepted in whole, or in part.
* Any information you provide to MBIE with your proposal may be retained or destroyed.
* Clarification may be sought from any applicant(s) in relation to any matter in connection with the Call for Proposals process.
* Any applicant(s) may be contacted, which may be to the exclusion of any other applicant(s), at any time before or after the approval (if any) of proposal(s).
* MBIE may reject, or not consider further, any documentation related to your proposal that may be received from you, unless it is specifically requested.
* This Call for Proposals process may be run in such manner as MBIE may see fit.
1. No contractual obligations created

9.1 No contract or other legal obligations arise between you and MBIE out of or in relation to this Call for Proposals or Call for Proposals process, until a formal written contract (if any) is signed by both you and MBIE.

9.2 This Call for Proposals do not constitute an offer by MBIE to provide funding or enter into any agreement with you. The call for and receipt of proposals does not imply any obligation on MBIE to contract any funding requested in your proposal. MBIE will not be bound in any way until a formal written contract is executed.

9.3 MBIE makes no representations nor gives any warranties in this Call for Proposals.

9.4 Any verbal communications made during the Call for Proposals process will not be binding on MBIE and are subject to the terms of this Call for Proposals.

1. No process contract

10.1 Despite any other provision in this Call for Proposals or any other document relating to this Call for Proposals, the issue of this Call for Proposals does not legally oblige or otherwise commit MBIE to proceed with or follow the process outlined in this Call for Proposals or to assess your proposal or enter into any negotiations or contractual arrangements with you.

10.2 For the avoidance of doubt, this Call for Proposals process does not give rise to a process contract.

1. Exclusion of liability

11.1 Neither MBIE nor any assessment panel members, officers, employees, advisers or other representatives will be liable (in contract or tort, including negligence, or otherwise) for any direct or indirect damage, expense, loss or cost (including legal costs) incurred or suffered by you, your affiliates or any other person in connection with this Call for Proposals process, including without limitation:

* the assessment process
* the preparation of any proposal
* any investigations of or by any applicant
* concluding any contract
* the acceptance or rejection of any proposal
* the suspension or cancellation of the process contemplated in this Call for Proposals, or
* any information given or not given to any applicant(s).

11.2 By participating in this Call for Proposals process, you waive any rights you may have to make any claim against MBIE. To the extent that legal relations between MBIE and you cannot be excluded as a matter of law, the liability of MBIE is limited to $1.

11.3 Nothing contained or implied in or arising out of this Call for Proposals or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

1. Costs and expenses

12.1 MBIE is not responsible for any costs or expenses incurred by you in the preparation of an application.

1. Governing law and jurisdiction

13.1 This Call for Proposals 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 this Call for Proposals or any proposal.

1. Disclosure of information

14.1 MBIE may make public the following information:

* The proposal title
* The name of the successful Host (the Contracting organisation)
* The names of all Partner organisations
* The public statement (as provided in the proposal)
* The public statements in the Progress report(s) and/or Final report (if funded)
* The total amount of funding provided
* The contract number (if funded)
* The contract start and end dates (if funded)
* The contract status (if funded)
* ANZSRC information provided in your application (if funded)

14.2 You must not release any media statement or other information relating to the process outlined in this Call for Proposals, or the submission or approval of any proposal to any public medium without providing sufficient advance Notice to MBIE.