

**He Poutama Rangatahi / Youth Employment Strategy**

**Application for Funding**

*Applications for funding should be emailed to:* [*HPR@mbie.govt.nz*](mailto:YEP@mbie.govt.nz)

*Hard copies will also be accepted but an electronic version should also be sent to:*

*He Poutama Rangatahi*

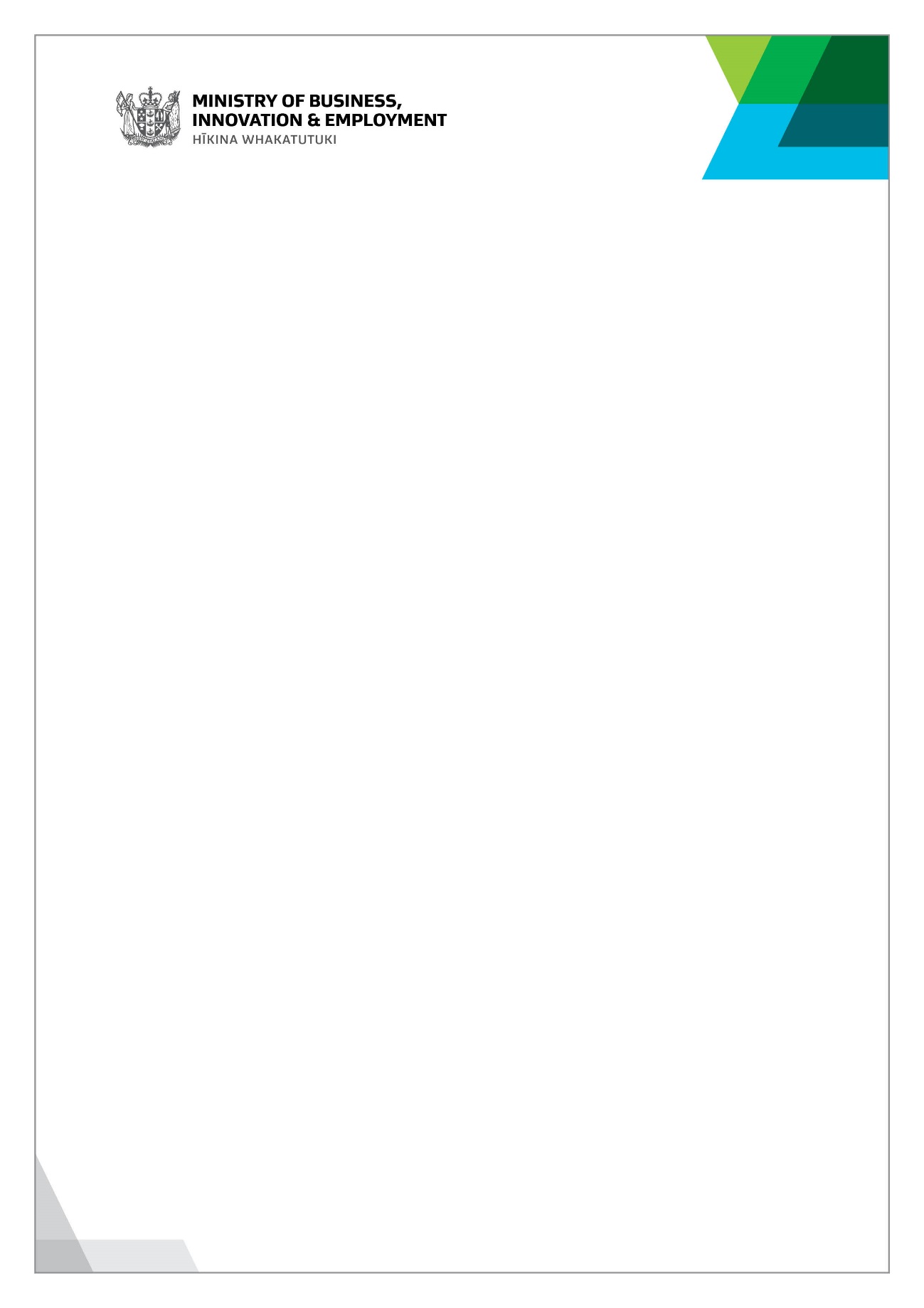
*Attention: Kate Riddell*

*Ministry of Business Innovation & Employment*

*PO Box 1473*

*WELLINGTON 6140*

***Terms and Conditions of applications can be found in the associated guidelines.***



1. Contact Details

|  |  |
| --- | --- |
| Proposal Name: |  |
| Company / Trust name (Legal entity name) |  |
| Legal entity type:  (Include proof of entity for example a trust deed). |  |
| Contact details:  *Address*  *Phone*  *Email* |  |
| Communities/Districts targeted: |  |
| Governance Structure: |  |

1. Proposal Details

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| --- |
| Outline your proposed activities, and explain how these will achieve sustained employment over time? |
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| What is your experience in providing this type of service? |
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| What do you expect to achieve for rangatahi, employers and broader community (after 6 months, after 12 months)? |
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| How will you know you're programme has been successful? |
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| Which rangatahi (e.g. age, ethnicity, young mothers, parents, etc) is your proposal targeting, and what makes them 'most at risk of long term unemployment'? (please be gender specific) |
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| Which employers (eg sectors) are you targeting, and why are you targeting them? |
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| If your proposal focuses is on supporting rangatahi, - How many rangatahi do you expect 6 and 12 months to:  a. enrol in the programme and then commit to the kaupapa b. progress towards enabling sustained employment c. place in jobs? |
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| And/or if your proposal focus on employers, How many employers do you expect, after 6 and 12 months, to:  a. enrol in the programme and then commit to the kaupapa b. receive job placements c. retain rangatahi in employment? |
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1. Funding

Please identify your cost/benefit breakdown the funding across the requested funding period you are applying for:

*For example, if you are applying for two years just fill in the first two years*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2017/18** | **2018/19** | **2019/20** | **2020/21** | **TOTAL** |
| **Total Funding request** | **$** | **$** | **$** | **$** | **$** |

Please break down your funding request above into relevant areas of spending:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2017/18** | **2018/19** | **2019/20** | **2020/21** | **TOTAL** |
| **Administrative costs** | **$** | **$** | **$** | **$** | **$** |
| **HR Costs** | **$** | **$** | **$** | **$** | **$** |
| **Programme costs** | **$** | **$** | **$** | **$** | **$** |
| **Capital Expenditure** | **$** | **$** | **$** | **$** | **$** |
| **Other costs** | **$** | **$** | **$** | **$** | **$** |

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| Please provide a breakdown of your costs above and what they include: |
| **Administrative Costs** |
| **HR Costs** |
| **Programme costs** |
| **Capital Expenditure** |
| **Other costs** |
| Are you currently funded for any aspects of this work ? If so, what are the parameters under existing funding agreements? How does this proposal differ from your current funded contracts? |
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| Why do you need the funding from the He Poutama Rangatahi programme? |
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| Have you consulted any other agencies or approached any other providers for funding for this programme? |
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| What current funding streams do you have? – Please disclose all funding streams related to rangatahi and employment. |
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1. Risks and mitigations

What are the risks and mitigating factors have you identified for this proposal?

*Provide an explanation of/reference to any documents or methods used to determine and assess risks, e.g. feasibility studies, economic/risk evaluations.*

| **Risk** | **Responsible party** | **Risk treatment / Mitigation** |
| --- | --- | --- |
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1. Proposal / Project Timeline

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| Provide an outline of your projected timeline |
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1. Next Steps

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| Outline the immediate steps to be taken in the first three to six months if funding is approved. |
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1. Supporting Documents

You should attach any supporting documents. This could include evidence of endorsement by the regional lead which will be responsible for the relevant project, and could also include letters of support from regional stakeholders, governance documents, designs/concept development, feasibility studies, economic or risk evaluations or any document which supports assumptions, measurements or judgements made in the business case. Please list these in order below, and reference each document.

|  |  |  |
| --- | --- | --- |
|  | **Document (title)** | **Purpose** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |