



# **He Poutama Rangatahi / Youth Employment Strategy**

## **Draft Guidelines for**

- **HPR application form**
- **HPR Capability and/or Capacity support application form**



## HPR Application for funding

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

Hard copies will also be accepted being sent to the following contact:

He Poutama Rangatahi  
Attention: Kate Riddell  
Ministry of Business Innovation & Employment  
PO Box 1473  
WELLINGTON 6140

An electronic version should also be sent with a hard copy to the email above.

***Terms and Conditions for applications can be found at the end of the document.***

### **Principles for allocation of the He Poutama Rangatahi / Youth Employment Funding:**

Applications will be considered against the eligibility and expanded principles outlined below through a clear and transparent process. Applications will also be considered against the expected outcomes – contributing to both an effective system and effective youth/employer support leading towards employment. These are likely to be a moving and evolving process and this document will be updated regularly.

MBIE Officials within the Central Project team do not have delegations on the decision making process. Decisions are made by the He Poutama Rangatahi Governance Group which is made up of Senior Officials from relevant agencies. If you would like further information on which these people are, please contact the He Poutama Rangatahi Central Project team.

## **1. Contact Details**

Legal entity information is required for contract information; in order for a Government Department to enter into a contract with a provider we require them to be a legal entity. Provide evidence to the type of legal entity you are. For example, if you are a trust we would require a copy of the trust deed and list of the current trustees.

Outline the structure of your organisation under the “Governance structure”, this will provide He Poutama Rangatahi the consistency of your leadership and how the structure of your organisation works including decision making to ensure a clear and transparent process.

## 2. Proposal Details

Outline your proposed activities, and explain how these will achieve sustained employment over time?
<i>Show your proposed activities and how they align with and/or compliment with the other providers in your region. You want to show how you can achieve sustained employment, have you spoken to other providers in your region? If you did what did they say? Think about how your programme will complement the long term goal of HPR – sustained employment.</i>
What is your experience in providing this type of service?
<i>Outline your experience in providing a similar service, so we can see your background and the skills and knowledge you have in this area and working with Rangatahi.</i>
What do you expect to achieve for your rangatahi, employers and broader community (after 6 months, after 12 months)?
<i>Outline what your milestones would be for the programme, not your target numbers; these will be used to tie back to case studies in a contract. What the outcomes of the programme after 6 months and after 12 months.</i>
How will you know you’ve been successful
<i>Demonstrate how you are going to show success for this programme, these will be used for measures in the outcomes agreement contract.</i>
Which rangatahi (e.g. age, ethnicity, etc.) is your proposal targeting, and what makes them 'most at risk of long term unemployment'?
<i>This will help us understand the proposed work, and type of characteristics will be needed for monitoring and evaluation which you will report against in the outcomes agreement.</i>
Which employers (e.g. sectors) are you targeting, and why are you targeting them?
<i>This will outline that you have had discussions with employers and how you are working across the community with them. In some cases it may not relate to your programme directly however demonstrating that you can work across and understand the community is a key aspect for HPR.</i>

<p>If your proposal focus on supporting Rangatahi, then how many rangatahi do you expect to after 6 and 12 months:</p> <ul style="list-style-type: none"> <li>a. commit to the kaupapa</li> <li>b. progress towards enabling sustained employment</li> <li>c. place in jobs</li> </ul>
<p><i>This information will help you identify your target audience and will be used in the outcomes agreement and will show the projected numbers of what you are aiming to achieve.</i></p>
<p>And/or if your proposal focuses on employers, then, how many employers do you expect to (after 6 and 12 months:</p> <ul style="list-style-type: none"> <li>a. commit to the kaupapa</li> <li>b. receive job placements</li> </ul>
<p><i>This may not be relevant to your type of proposal as you may not have direct contact with employers and that may not be your main outcome, and if it's not then leave this not applicable.</i></p>

### 3. Funding

<p>Please note down your cost/benefit breakdown request for funding across a four year period to align with a four year period.</p>
<p><i>You will need to outline your funding request over a four year period. If you have multiple projects requiring funding under the one proposal, these will need to be listed separately with a total funding at the bottom.</i></p> <p><i>Outline the relevant areas such as administration costing, any HR costs, the actual programme costs and any capital expenditure, as well as any other costs.</i></p>
<p>Please outline the relevant breakdowns above</p>
<p><i>Ensure you let us know what each of the breakdowns mean and what they will be used for.</i></p>
<p>Please provide a breakdown of your costs above and what they include:</p>
<p><i>Let us know what they are in detail under this section.</i></p>
<p>Are you currently funded for any aspects of this work with other and/or limited parameters? If so how will this proposal differ from your current funded contracts?</p>
<p><i>We are interested in understanding the parameters in your funding you are currently receiving, so we can understand the gaps HPR funding would be targeting. Please ensure you put detailed information in here about your current parameters and outline the difference you are seeking in this funding.</i></p>

Why do you need the funding from the He Poutama Rangatahi programme?
<i>Outlining clearly why you need funding from HPR vs obtaining from other agencies or provider, will help support your request.</i>
Have you consulted any other agencies or approached any other providers for funding for this programme?
<i>Let us know who you have approached already for funding, outline what the discussion outcome was.</i>
What current funding streams do you have? – Please disclose all funding streams related to rangatahi and employment.
<p><i>We need to know your current funding streams relevant to training and employment. This is because this programme is run across multiple agencies, and funding maybe appropriate from other agency.</i></p> <p><i>This will also help ensure it also ensures contract management can be smooth and efficient for the provider.</i></p>

## 4. Risks and mitigations

What are the risks and mitigating factors for this proposal and/or projects
<i>As a provider of a service, please identify any risk you for-see and identify the mitigations. For multiple projects under the single application please ensure you identify these all separately if required. Also outlining any supporting material and/or methods</i>

## 5. Proposal / Project Timeline

Provide an outline of your projected timeline

*Arrangements/structures for the governance and management of the project, how these are related, and the experience and qualifications of key individuals involved. Ownership/management of the end result of the project and how post-project evaluation will be carried out*

## 6. Next Steps

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

*What is your immediate next step if funding has been approved for this proposal?*

## He Poutama Rangatahi Central Project team next steps:

In addition to the aligned HPR principles and values, proposals should also be considered against the proposed outcomes within proposals, and specifically, how these outcomes contribute to sustained employment through:

- effective support for youth leading to employment; and
- an effective system at the local and national level.

Proposals will be considered against these, through a clear and transparent process (to support this, underpinning documentation, including model templates and a web page with supporting material, are being developed). All proposals will require measuring progress and effectiveness commensurate with the size of the project.

Criteria are draft and likely to continue to evolve; this document will be updated regularly to reflect any changes.

All proposals should be analysed to meet both the above criteria and values and the below matrix which shows where a proposal is best to sit in order to meet the requirements set out by the governance group.

### ***Matrix for scoring proposals***

Values	Matrix scoring		
Inclusive & collaborative	Not met - 1	Work required - 3	Met - 4
Relevant	Not met - 1	Work required - 3	Met - 4
Coherent	Not met - 1	Work required - 3	Met - 4
Credible & transparent	Not met - 1	Work required - 3	Met - 4

***Analysis of Proposal template for Central Project team***

Value	Matrix scoring	Rational	Feedback
Inclusive & collaborative			
Relevant			
Coherent			
Credible & transparent			

<b>Refer for Feedback to client:</b>
Date sent: Method delivered: Feedback provided: Next Steps:
<b>Refer to Governance Group:</b>
Date sent: Method received: Feedback provided: Next Steps:



# HPR Capability and/or Capacity support application form

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

Hard copies will also be accepted being sent to the following contact:

He Poutama Rangatahi  
Attention: Kate Riddell  
Ministry of Business Innovation & Employment  
PO Box 1473  
WELLINGTON 6140

An electronic version should also be sent with a hard copy to the email above.

Funding applications should be under \$100,000

***Terms and Conditions for applications can be found at the end of the document.***

## **Principles for the capability and/or capacity support which support the Long term Goal of HPR – Sustained Employment**

Applications will be considered against the eligibility and expanded principles outlined below through a clear and transparent process.

1. HPR respects community relationships and whanau and works with those individuals who can make a difference and those most impacted (employers and youth).
2. HPR collects evidence on regular cycles and uses this evidence for learning accountability and to share stories.
3. HPR would like to be able to see the movement and parallels along the pipeline to HPR long term goal and how this support will help your community grow, expand.

MBIE Officials within the Central Project team do not have delegations on the decision making process. Decisions are made by the Chair of the He Poutama Rangatahi Governance Group.

# Terms and Conditions

## General

The terms and conditions are non-negotiable and do not require a response. Each applicant that submits an application will be deemed to have agreed to these terms and conditions without reservation or variation.

## Investigations and reliance on information

Applicants must examine these Guidelines for a HPR Application for Funding (Guidelines) and any documents referenced by these Guidelines and carry out all necessary investigations before submitting an application. If you are in doubt as to the meaning of any part of these Guidelines, you must set out in your application the interpretation and any assumptions you used.

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 these Guidelines and application process.

## Reliance by applicants

All information contained in these Guidelines or given to any applicant by MBIE is for the purpose of allowing that applicant to prepare its application. MBIE has endeavoured to ensure the integrity of such information. However, it has not been independently verified and may not be updated.

## Reliance by MBIE

MBIE may rely upon all statements made by any applicant in an application and in correspondence or negotiations with MBIE or its representatives. If an application is approved by MBIE, any such statements may be included in the contract.

Each applicant must ensure all information provided to MBIE is complete and accurate. MBIE is under no obligation to check any application for errors, omissions, or inaccuracies. Each applicant will notify MBIE promptly upon becoming aware of any errors, omissions, or inaccuracies in its application or in any additional information provided by the applicant.

## Inducements

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 application process.

Business-as-usual communications (relating to funding under existing arrangements between MBIE and the applicant) will be maintained with the usual contacts. However, during the application process, applicants must not use business-as-usual contacts to solicit or discuss details of this Application Guide or process with any person at MBIE or its agents, including the assessment panel members.

## Ownership and intellectual property

These Guidelines and any other documents supplied by MBIE to any applicant remain the property of MBIE. All copyright and other intellectual property rights in these Guidelines and any documentation and other information provided to any applicant or any other person by or on behalf of MBIE in connection with this Application Guide and process will remain with, and belong at all times to, MBIE or its licensors. MBIE may request the immediate return of all documents supplied and any copies made of them at any time. Applicants must comply with any such request in a timely manner.

Each applicant may only distribute these Guidelines to the extent necessary for the purpose of preparing its application.

Any application or information supplied by you to MBIE will become the property of MBIE and may not be returned to you. Ownership of the intellectual property rights in an application does not pass to MBIE. However, in submitting an application, each applicant grants MBIE a non-exclusive, non-transferable, perpetual licence to use, disclose, and copy its application for any purpose related to this application process.

By submitting an application, each applicant warrants that the provision of that information to MBIE, and the use of it by MBIE for the evaluation of its proposal and for any resulting negotiation, will not breach any third-party intellectual property rights.

### **Confidentiality**

MBIE will treat your application as confidential, but you should be aware that MBIE is subject to the Official Information Act 1982 and may be required to release information supplied in your application in accordance with that Act, or as otherwise required by law.

### **The application process**

You should be aware that MBIE reserves the following rights:

- Your application may not be approved.
- All or any application (s) may be rejected.
- These Guidelines and the process may be suspended or cancelled, or replaced with new Guidelines and process, at any time.
- Any date in the application process may be amended or extended.
- These Guidelines or any associated documents may be amended.
- Any irregularities or informalities in the application process may be waived.
- Part of an application from any applicant(s) may be accepted.
- This call for applications may be reissued.
- This application process may be suspended and/or cancelled (in whole or part) if a material or significant issue emerges during the process.
- Any information provided with an application may be retained or destroyed.
- Clarification may be sought from any applicant(s) in relation to any matter in connection with this application 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 application (s).
- MBIE may reject or not consider further any documentation related to your application that may be received from you, unless it is specifically requested.

- This application process may be run in such manner as MBIE may see fit.

### **No contractual obligations created**

No contract or other legal obligations arise between MBIE and any applicant out of, or in relation to, these Guidelines or application process, until a formal written contract (if any) is signed by both MBIE and the successful applicant.

These Guidelines and call for applications does not constitute an offer by MBIE to provide funding or enter into any agreement with any applicant. The call for and receipt of applications does not imply any obligation on MBIE to contract for any funding requested in any application. MBIE will not be bound in any way until a contract is executed.

MBIE makes no representations nor gives any warranties in these Guidelines and process.

Any verbal communications made during the application process will not be binding on MBIE and are subject to the terms of these Guidelines.

### **No process contract**

Despite any other provision in these Guidelines or any other document relating to this Application Guide, the issue of these Guidelines does not legally oblige or otherwise commit MBIE to proceed with or follow the process outlined in these Guidelines or to assess any particular applicant's application or enter into any negotiations or contractual arrangements with any applicant. For the avoidance of doubt, this application process does not give rise to a process contract.

### **Exclusion of liability**

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 any applicant, its affiliates or other person in connection with this application process, including without limitation:

- a) the assessment process
- b) the preparation of any application
- c) any investigations of or by any applicant
- d) concluding any contract
- e) the acceptance or rejection of any application
- f) the suspension or cancellation of the process contemplated in these Guidelines, or
- g) any information given or not given to any applicant(s).

By participating in this application process, each applicant waives any rights that it may have to make any claim against MBIE. To the extent that legal relations between MBIE and any applicant cannot be excluded as a matter of law, the liability of MBIE is limited to \$1.

Nothing contained or implied in or arising out of these Guidelines or any other communications to any applicant shall be construed as legal, financial, or other advice of any kind.

### **Costs and expenses**

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

**Governing law and jurisdiction**

These Guidelines and process 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 applications or any application.

**Public statements**

MBIE may make public the following information:

- the name of the applicant(s)
- the application title
- a high-level description of the proposed project/activity
- the total amount of funding and the period of time for which funding has been approved
- the region and/or sector to which the project relates

MBIE asks applicants not to release any media statement or other information relating to the process outlined in these Guidelines, or the submission or approval of any application to any public medium without providing sufficient advance notice to MBIE.