

Apply for the Tauola Business Fund – Round 2

This application form is for the [Tauola Business Fund Round 2](#).

Before starting, please make sure you have read and understood the application process, reviewed the evaluation criteria and prepared your supporting material. We also recommend you check our [FAQs about the Fund](#), especially the eligibility criteria. You must meet **all** the minimum requirements to be eligible.

Evaluation criteria

Once you pass the eligibility questions in SECTION 2 of the application, and have uploaded your character reference and certificate of incorporation (if applicable), your application will be assessed against the following criteria in two parts:

APPLICATION: SECTION 4 (80%)	FINANCIALS (20%)
Productivity & Growth = 30% Success & Sustainability = 30% Employment Pathways = 15% Risk & Resilience = 5% Consider the % weighting for each criterion. The higher the weighting the more important it is. You want to spend more time and provide more detail on the higher % questions. There may be a couple of questions that relate to one criterion. If these questions are not individually weighted assume that they are of equal importance e.g. there are 2 questions within 'Productivity & Growth'.	If you meet all the eligibility criteria in SECTION 2. We will require the following documentation: Balance Sheet Statement for two consecutive periods [01 April 2021 – 31 March 2022 and 01 April 2020 – 31 March 2021] Profit and Loss Statement for two consecutive periods [01 April 2021 – 31 March 2022 and 01 April 2020 – 31 March 2021] Cashflow Statement Budget for the current financial year The Ministry's Finance Team will provide advice on the above documentation and this advice is weighted at 20% . These documents will be requested via email, if needed. Please do NOT email the above documentation with this form.

If you have issues with this form or have questions about the application process, please contact: tauola@mpp.govt.nz.

SECTION 1 – APPLICANT DETAILS

Primary applicant

- 1) Title / Cultural title / Matai (if relevant)
- 2) First Name: _____
- 3) Last Name: _____
- 4) Your email address: _____
- 5) Contact phone number: _____
- 6) Your role at the business: _____
- 7) How did you hear about the Tauola Business Fund? (choose one):

- | | | |
|---|---------------------------------------|------------------------------------|
| <input type="checkbox"/> MPP website | <input type="checkbox"/> Social media | <input type="checkbox"/> Email |
| <input type="checkbox"/> Colleague | <input type="checkbox"/> MPP staff | <input type="checkbox"/> MPP event |
| <input type="checkbox"/> Friend / word of mouth | <input type="checkbox"/> Other | |

8) **Are you of Pacific descent?**

- Yes No

9) **Which of the following ethnic groups do you identify with? (Select all that apply):**

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Cook Islands Māori | <input type="checkbox"/> Fijian | <input type="checkbox"/> I-Kiribati |
| <input type="checkbox"/> Māori | <input type="checkbox"/> Niuean | <input type="checkbox"/> Ni-Vanuatu |
| <input type="checkbox"/> NZ European | <input type="checkbox"/> Papua New Guinean | <input type="checkbox"/> Rotuman |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Solomon Islander | <input type="checkbox"/> Tahitian |
| <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Tongan | <input type="checkbox"/> Tuvaluan |
| <input type="checkbox"/> Other ethnic identities | | |

SECTION 2 – ELIGIBILITY QUESTIONS

The following questions will determine your organisation's eligibility to apply for the Tauola Business Fund, so please answer as honestly as you can.

Eligibility questions

10) **Is your business currently receiving funding from the Ministry for Pacific Peoples?**

- Yes No

If YES, please STOP completing this form. Unfortunately, you are not eligible for the Tauola Business Fund. However, through our Pacific Business Village we have other supports available to Pacific businesses, entrepreneurs, and sole traders. [Learn more.](#) **If NO, please continue below.**

11) **Is your business at least 50% Pacific Owned?** (To be eligible for funding, Pacific businesses must be at least 50% Pacific owned. Sole traders must be 100% Pacific-owned.)

Yes No

12) **Is your business GST registered?**

Yes No

13) **If you answered YES to the previous question, what is your GST number?**

14) **Does your business have a minimum turnover of \$60,000 per financial year?**

Yes No

15) **By March 2023, would your business have been trading for at least 12 months?**

Yes No

16) **Is your business able to contribute a minimum of 15% (excl. GST) of the requested funding amount?**

Yes No

17) **Is your business solvent?** (a solvent business, or person, is able to meet its financial obligations by paying off any debts and money it owes)

Yes No

If you answered NO to any of the questions 11) - 17), please STOP completing this form. Unfortunately, you are not eligible for the Tauola Business Fund. However, through our Pacific Business Village we have other supports available to Pacific businesses, entrepreneurs, and sole traders. [Learn more](#).

SECTION 3 – BUSINESS / ORGANISATION DETAILS

The following questions will help us understand your business maturity and ability to utilise our funding effectively.

Contact details

18) **Full business name** (please use registered name where applicable):

19) **Trading name** (if different to above):

20) **Business phone number:**

21) **Which region is your business based in?** (choose one)

- | | | |
|--|---|--------------------------------------|
| <input type="checkbox"/> Northland | <input type="checkbox"/> Auckland | <input type="checkbox"/> Waikato |
| <input type="checkbox"/> Bay of Plenty | <input type="checkbox"/> Gisborne | <input type="checkbox"/> Hawkes Bay |
| <input type="checkbox"/> Taranaki | <input type="checkbox"/> Manawatu-Whanganui | <input type="checkbox"/> Wellington |
| <input type="checkbox"/> Nelson | <input type="checkbox"/> Tasman | <input type="checkbox"/> Marlborough |
| <input type="checkbox"/> West Coast | <input type="checkbox"/> Canterbury | <input type="checkbox"/> Otago |
| <input type="checkbox"/> Southland | | |

22) **Website and social media links** (if applicable):

Business structure

23) **What is your business structure?** (choose one):

- | | | |
|--------------------------------------|----------------------------------|--------------------------------------|
| <input type="checkbox"/> Sole trader | <input type="checkbox"/> Company | <input type="checkbox"/> Partnership |
| <input type="checkbox"/> Other | | |

If you answered OTHER to the previous question, please specify:

24) **What sector is your business in?** (for example, automotive, tourism, retail, public transit, education)

25) **When did the business start operation?** (dd/mm/yyyy):

26) **Did the business start trading the same date?** (Trading date is when you started buying or selling goods and services)

- Yes No

27) **If you answered NO to the previous question, what date did you start trading?** (dd/mm/yyyy):

28) **Which of the following ethnicities apply to the business owners?** (Select all that apply):

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Cook Islands Māori | <input type="checkbox"/> Fijian | <input type="checkbox"/> I-Kiribati |
| <input type="checkbox"/> Māori | <input type="checkbox"/> Niuean | <input type="checkbox"/> Ni-Vanuatu |
| <input type="checkbox"/> NZ European | <input type="checkbox"/> Papua New Guinean | <input type="checkbox"/> Rotuman |
| <input type="checkbox"/> Samoan | <input type="checkbox"/> Solomon Islander | <input type="checkbox"/> Tahitian |
| <input type="checkbox"/> Tokelauan | <input type="checkbox"/> Tongan | <input type="checkbox"/> Tuvaluan |
| <input type="checkbox"/> Other ethnic identities | | |

29) **Does your business have a health and safety policy?** (you may be asked to provide this at a later date)

- Yes No

30) **If you answered NO to the previous question, please outline your plan to obtain health and safety certification to operate your business in a safe environment:**

31) **Briefly describe your current business activity, including key products and services** (200 words max):

Financial information

As outlined at the top of this form, the financial aspect of your application will be weighted at 20% of the overall evaluation criteria.

Following your application submission, if your business is eligible for further assessment, you will be asked to provide the following:

- Balance Sheet Statement for two consecutive periods [01 April 2021 – 31 March 2022 and 01 April 2020 – 31 March 2021]
- Profit and Loss Statement for two consecutive periods [01 April 2021 – 31 March 2022 and 01 April 2020 – 31 March 2021]
- Cashflow Statement
- Budget for the current financial year
- Two formal quotes from two different third-party suppliers who will be paid out of the funding, as part of your funding proposal.

If this information is required, we will request via email. Please DO NOT email this information with this form.

However, it could be useful to prepare the above documentation ahead of time, to expedite the assessment process if and when it is requested via email. The Ministry's Finance Team will provide advice on your documentation, once received.

32) Please itemise what you are seeking funding for and the cost (for example, vehicle = \$\$):

SECTION 4 – TAUOLA FUNDING DETAILS

As outlined at the top of this page, this section of the application will be weighted at 80% of the overall evaluation criteria. You will see the % for each heading when answering the questions.

This section will help us understand why you are requesting funding and how you will use it effectively. How your use of funding contributes to [the outcomes and objectives of the Tauola Business Fund](#) will be key, so please familiarise yourself with these before completing.

Please respond concisely to the questions and provide website links, if available, for further reference.

Your funding proposal

33) **What is the funding amount you are requesting?** (Must be under \$100,000 excl. GST):

Funding criteria 1 – Productivity and growth (30% weighting)

Your answers to the following questions will help us understand how Tauola funding will increase productivity and growth within your business.

34) **Briefly explain why you need Tauola funding and what will you use it for** (500 words max)

35) **Clearly demonstrate how Tauola funding will address your business needs** (500 words max)

36) **Briefly explain how Tauola funding will enable you to grow your business in terms of clientele, reach, scale, increased employment, profit or other opportunities** (500 words max)

Funding criteria 2 - Success and sustainability (30% weighting)

Your answers to the following questions will help us understand how your business will use Tauola funding to succeed long-term.

37) **Looking ahead, outline how will you measure the success and sustainability of your business.** For example, in 2025, where do you see your business? (500 words max)

38) **What plans/steps will your business take to ensure its success?** (500 words max)

Funding criteria 3 – Employment pathways (15% weighting)

Your answers to the following questions will help us understand how Tauola funding will help your business create employment pathways for Pacific peoples.

39) **Clearly describe how your business will use Tauola funding to create employment pathways for Pacific peoples.** Please include the expected number and type of specific jobs/roles; whether the roles are temporary or preferably permanent; and whether those roles will be offered the minimum or living wage (500 words max)

40) **Briefly explain how Tauola funding will support and/or create opportunities for current employees.** For example, through training or promotion (500 words max)

41) **Briefly explain what key supports your business has in place for Pacific employees, if relevant** (500 words max)

Funding criteria 4 – Risk and resilience (5% weighting)

Your answers to the following questions will help us understand how you identify and mitigate risk, as well as how the fund may help increase the resilience of your business.

42) **Briefly outline how your business plans for, identifies and mitigates risks.** For example, what steps do you take to help reduce or remove risks? (500 words max)

- 43) **Briefly outline how Tauola funding help will help address the impacts of COVID-19 on your business.** For example, how will it help you increase your business resilience? (500 words max)

SECTION 5 – SUPPORTING DOCUMENTS

Your funding application will need to include the following supporting documentation:

1. **a character reference** - from an independent person who knows the primary applicant and is familiar with the business applying for this funding. Your referee cannot be a family member.

Download and complete the following Character Reference Template (in either PDF or MS Word format):

Character reference template: [[MS Word format](#)] | [[PDF format](#)]

2. **a copy of your Certificate of Incorporation** (not applicable to Sole Traders) - you can obtain a copy of this from the [NZ Companies Office](#).

Please prepare this supporting documentation as separate documents. You'll be required to email these documents together with this completed form in order to complete your application. For more information, please see instructions at the end of this form and [our FAQs](#).

APPLICATION CHECKLIST

Before saving and submitting this form, please check you have:

- Completed all required questions, especially the funding criteria
- Prepared your character reference, using the template provided
- Prepared a copy of your Certificate of Incorporation
- Read and agreed to the Declaration below

Declaration

In digitally signing this Declaration, I:

- Confirm the information contained is true and accurate.
- Confirm I have read and understood my rights regarding the Privacy Act 2020.
- Confirm this initiative complies with the objectives of my organisation.
- Understand that there is no guarantee that my organisation will be successful in securing any funding from the Ministry for Pacific Peoples.
- Agree that the Ministry for Pacific Peoples may collect information about my organisation from any third party in respect of this application.
- Agree that, if the application is successful, the name of my organisation, purpose of investment and the amount of the Ministry for Pacific Peoples' investment will be available as part of the Ministry for Pacific Peoples' accountability for public funds.
- Agree that the information provided in this application can be used by the Ministry for Pacific Peoples for statistical purposes and/or policy development.
- Agree that, if successful, my organisation may be required, along with the targeted beneficiaries of the proposed project, to participate in an evaluation of the initiative.
- Accept full accountability and responsibility for all requirements associated with the completion of the initiative.
- Understand that the personal information I am being asked to provide is necessary to help determine how the Ministry for Pacific Peoples might be able to assist me with my funding aspirations, including eligibility for practical and financial assistance. It will be held by the Ministry for Pacific Peoples PO Box 833 Wellington 6140, the government agency that administers the funding grant. I understand I have the right to request access to MY personal information held by the Ministry for Pacific Peoples and, if appropriate, request that the information be corrected.

I agree:

- Yes No

44) **Full Name:**

45) **Role in your business:**

46) **Signature:**

How to submit this application for funding

Please complete, save and email this form to tauola@mpp.govt.nz, attaching your *supporting documents* (as separate documents).

IMPORTANT: Before emailing, please make sure your documents are only saved in either .doc, .docx, xls, xlsx or .pdf file format and use “TAUOLA ROUND 2 [YOUR BUSINESS NAME]” somewhere in the filenames when saving. This will assist our team to match your uploads with your application.

Following your submission, you should receive an email confirming receipt of your application. If you haven't received a confirmation email within 24 hours, please email tauola@mpp.govt.nz.

Questions?

Send questions about your application to: tauola@mpp.govt.nz.