Ārohia Evidence Grant

Application Form Example

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| This application form example is intended to give you visibility of what’s required for an Ārohia Evidence Grant application. Please read the information about the Ārohia Evidence Grant on the [Callaghan Innovation website](https://www.callaghaninnovation.govt.nz/products/fund/arohia-trailblazer-grant/) , and complete the self-assessment tool, before completing this application.  **When you are ready to apply, log into the online portal (IMS). Please do not submit or upload this form. We recommend you use it to prepare your application, then copy and paste the information into the relevant sections in IMS.**   |  | | --- | | **GENERAL INFORMATION** | | General Information | |  |  | | --- | | **Guide to completing this application:**  This application has five sections:  **Section 1: Applicant Information**  This section collects information we need to know about your business.  **Section 2: Entity Eligibility Declarations**  Here we ask you to declare that your business is eligible to apply for the Ārohia Evidence Grant.  **Section 3: General Eligibility Declarations**  Here we ask for other general declarations and further information that affect eligibility for the Ārohia Evidence Grant.  **Section 4: Your Innovation – Evidence Required**  This is where we ask you about the evidence that you need to obtain, in order to demonstrate you meet the core attributes for a future Ārohia Trailblazer Grant application.  **Section 5: Ārohia Evidence Grant Work Plan & Costings**  This is where we ask about the types and costs of [activities](https://www.callaghaninnovation.govt.nz/assets/documents/Arohia-Trailblazer-Grant/Eligible-Activities-for-the-Arohia-Trailblazer-Grant-2024.pdf) you will carry out (using grant funding) if your application is successful.  **Spell check function:**  We recommend that you use the spell check function across each question as applicable as it is not automatic. You can action this from the toolbar at the top of each text box. | |

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| **SECTION 1: APPLICANT INFORMATION** | | | |
| 1.1 Application Summary | | | |
| **Purpose of the Ārohia Evidence Grant**  The Ārohia Evidence Grant aims to help you obtain the evidence to demonstrate the key attributes required to apply for the Ārohia Trailblazer Grant  The Ārohia Evidence Grant does not fund R&D activities. | | | |
| **Investment area:** | ***Ārohia Evidence Grant*** | | |
| **Contracting**  **organisation:** | The contracting organisation (‘business’) is legally responsible for signing the [Ārohia Evidence Grant Funding Agreement](https://www.callaghaninnovation.govt.nz/assets/documents/Arohia-Trailblazer-Grant/Example-Of-Arohia-Evidence-Grant-Funding-Agreement.pdf), should this application be successful. Please check that the correct entity is shown below, as it can cause processing delays if applications are received under the wrong business name.  The address information shown below is not editable by the applicant. Please email [fcmoperations@callaghaninnovation.govt.nz](mailto:fcmoperations@callaghaninnovation.govt.nz) to advise of any changes. | | |
|  | **[Read-only field – Pre-populated]** | | |
| **Postal and Courier addresses:** | **[Read-only field – Pre-populated]** | | |
| **New Zealand Business Number:** | *NZBNs are unique identifiers allocated to NZ businesses to make it easier for business to interact with government and with each other. Each NZBN is a 13-digit Global Location Number (GLN) provided by GS1 New Zealand.* | | |
|  | **[Read-only field – pre-populated]** | | |
| **Total costs:** | Enter your expected spend on eligible activities, as outlined in your Ārohia Evidence Grant Work Plan and Costings (Section 5.1) | | |
|  | **$ GST exclusive**  **Enter amount here** | **$ GST amount**  **[Pre-populated - Calc]** | **$ GST inclusive**  **[Pre-populated - Calc]** |
| **Innovation Project title:** | Provide a brief title of your innovation project, in a way that's not commercially sensitive. Please note that if your application is approved, the following will become public information: grant title, innovation project title, your business name and the value of funding received. | | |
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| **Proposed Start and End Dates:** | Enter the proposed start and end dates for the period during which you’ll be carrying out eligible activities using Ārohia Evidence Grant funding. The end date can’t be more than 12 months after the start date. The dates will be confirmed at time of contracting should your application be successful. They may differ from the dates recorded here, depending upon the approval date. Costs incurred prior to the start date and after the end date will be not claimable. | |
|  | **Start Date**  **[Enter date here]** | **End Date**  **[Enter date here]** |

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| **Provide ANZSIC Industry Code that best matches your business:**  ANZSIC is the Australian and New Zealand Standard Classification of Industries. These codes are published on the [StatsNZ website](http://aria.stats.govt.nz/aria/#ClassificationView:uri=http://stats.govt.nz/cms/ClassificationVersion/CARS5587). Select ‘Industry - ANZSIC06V1.0’ in the classification code finder. |
| **Enter text here** |

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| 1.2 Key Contacts |
| **Provide details for the contact person.**  The contact person is the person in your business we can discuss the Ārohia Evidence Grant application with, and who we will send all grant and contract related information to.  *Information required: Name, business email address and phone number.* |
| **Enter text here** |

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| 1.3 Bank Account |
| **Provide your business’s bank account information in the table below.**  The bank account must be in the name of the applicant (same as the contracting organisation) as noted in section 1.1)  The bank account provided must be from a registered New Zealand bank and in the name of the applicant**.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Bank account name** | **Account** | **Email address** | **Pay to account** | **Bank account name** | | Enter text here |  |  |  |  |     **Provide verification of the bank account information you have entered above:**  This may be a scanned bank statement or screenshot from online banking. Check that the bank account name and detail can be clearly seen on the documentation provided.  Once you have selected your file to upload, click on SAVE (at the bottom of the screen), which will upload the document. |

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| **Upload document** |

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| 1.4 Financial Information Table |
| **Enter information for the last three financial years, including total R&D\* spend and staffing levels (NZ$ excl. GST).**  *\*Even though the Ārohia Trailblazer Grant does not support R&D activities, this is standard information we require from all grant applicants, so that we can understand the scale of R&D in your business and the impact our grant funding has on businesses.*  **Update these figures using information from your most recent financial statements.**  If your business has been operating for less than three years, enter the information for each financial year since your business started operating.  Do not delete or overwrite any prior year data. Please ADD a new line for each relevant year as required.   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Financial Year End** | **Total revenue:** | **Earnings before Interest and Taxation (EBIT):** | **Net profit before taxation:** | **Exports revenue:** | **Total R&D spend:** | **Total staff (FTE):** | **R&D staff (FTE):** | | Enter date here | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | | Enter date here | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | | Enter date here | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value | Enter value |  |  | | --- | | **The table above requires three years of information to be entered, if you are not able to provide all this information, provide comment below:** | | **Enter text here** | | | |

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| 1.5 Business Background |
| **1.5.1 Provide a brief overview of your business, including its size, how long it has been in operation, and your core products, services and markets.**  If you are a new business, tell us about your recent business activity.  Word limit 150 words. |

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| **SECTION 2: ENTITY ELIGIBILITY DECLARATION** |

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| 2.1 Entity Eligibility |
| **2.1.1 Confirm that your business is an eligible business entity:**  To be eligible for an Ārohia Evidence Grant, you must be one of the following, tick one box from the list below:  *\*Control means 50% or more shares or voting interests in another entity, or control of appointments to an entity’s controlling board*.   |  |  | | --- | --- | |  | A Company registered (and incorporated) in New Zealand under the Companies Act 1993 that is not controlled\* by the government or one or more government agencies | |  | A Limited Partnership registered in New Zealand under the Limited Partnerships Act 2008 that is not controlled\* by the government or one or more government agencies | |  | a Māori Trust or incorporation under the Te Ture Whenua Māori Act 1993, or a similar organisation managing Māori assets under multiple ownership | |  | A Company incorporated in another country but registered to do business in New Zealand (registered under the Overseas Register – ASIC or NON-ASIC) | |
| **2.1.2 Confirm that you are not an ineligible entity:**  Ineligible entities include:   * Local authorities, Government departments or agencies * State Owned Enterprises and Public Finance Act 1989 Schedule 4A companies * Local, national and regional promotional bodies * Crown entities * Crown Research Institutes (CRIs) * Tertiary Education Organisations (TEOs) including foreign-owned TEOs * Entities controlled by any of the above * Callaghan Innovation * Sole traders * Charitable trusts * Partnerships * Unincorporated Joint Ventures * Unincorporated charities * Incorporated societies * Trusts (other than a Māori Trust as expressly stated under eligible criteria) * Confirmed |

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| **2.1.3 If your business is a Māori Trust or a Māori statutory body, please identify the Act under which your business was established.** |
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| **SECTION 3: GENERAL ELIGIBILITY DECLARATION** |

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| 3.1 General Eligibility Declarations |
| **The following declarations must be completed before we can assess your application for the Ārohia Evidence Grant.** |
| **3.1.1 Purpose of Ārohia Evidence Grant**  You’re aware that the purpose of the Ārohia Evidence Grant is to enable evidence to be obtained which will support a future application for the Ārohia Trailblazer Grant.  Shape, rectangle  Description automatically generatedConfirmed |
| **3.1.2 Non-R&D focus of Ārohia Evidence Grant**  You’re aware that the intent of the Ārohia Trailblazer Grant is to support non-R&D activities involved in taking to market an innovation that has potential benefits for Aotearoa New Zealand’s innovation ecosystem. This grant does not support R&D activities.  Shape, rectangle  Description automatically generated Confirmed |
| **3.1.3 Ārohia Evidence Grant 50/50 co-funding requirement**  You’re aware that the Ārohia Evidence Grant operates on a 50/50 co-funding basis, and if your application is successful:   * Callaghan Innovation will contribute 50% of towards the cost of eligible activities, up to a maximum of $25,000 * You must secure the balance of the cost of the eligible activities, by the date on which your Funding Agreement is signed   Shape, rectangle  Description automatically generated Confirmed |
| **3.1.4 Ārohia Trailblazer Grant 30/70 co-funding requirement**  You’re aware that the Ārohia Trailblazer Grant can provide funding of up to $4 million on a co-funded basis, as follows:   * we can contribute 30% of up to $13.3 million of eligible costs, on the basis you will fund the other 70% * based on the $13.3 million limit, the maximum we can contribute is $4 million * you may choose to fund any costs over the $13.3 million limit yourself, but we can’t co-fund any amount above this limit * you can have up to 6 months to obtain your 70% share of the co-funded amount, from the date we sign a Funding Agreement with you (provided you have a strategy in place to do this when you sign the agreement) * your share of the co-funding doesn’t all need to be cash in the bank - it can include contractual agreements to provide payments over the period of the innovation project * you understand that your portion of the co-funding cannot be from another government source/entity * once a grant has been approved, we can’t increase the amount of funding we can provide * the minimum grant funding is $100,000, therefore, $333,334 total costs must be incurred to be eligible.   Confirmed |
| **3.1.5 Crossover with other government support**  You're aware that:   * you can’t receive support from the Ārohia Evidence Grant for expenditure that is supported by other government initiative/s, and * if this application is subject to audit in the future, you may be asked to provide evidence that no expenditure was supported by more than one government initiative.   .  Shape, rectangle  Description automatically generated Confirmed |
| **3.1.6 Legal status and solvency**  You declare that the business applying for this grant is:   * a legal entity capable of entering into a contract with Callaghan Innovation, and adhering to all obligations as set out in the [Funding Agreement](https://www.callaghaninnovation.govt.nz/assets/documents/Arohia-Trailblazer-Grant/Example-Of-Arohia-Evidence-Grant-Funding-Agreement.pdf) * solvent and can pay its debts as they fall due.   Confirmed |
| **3.1.7 Not yet in-market**  You declare that the product or service in your application is not yet for sale, or available to customers (not yet in-market) and you confirm you are aware that once your innovation is in market you are no longer eligible for funding.  You can find our full definition of “not yet in-market” on the [Ārohia Resource Hub](https://www.callaghaninnovation.govt.nz/products/fund/arohia-trailblazer-grant/arohia-trailblazer-grant-resource-hub)  Shape, rectangle  Description automatically generated Confirmed |

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| 3.2 Additional Information |

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| **3.2.1 Good character obligation**  **Are you aware of any issues (past, current or potential) relating to your business, its owners and directors (or equivalent), or your products and services that could bring the reputation of the Government, Callaghan Innovation or its grants programme into disrepute?**  This should include any actual or pending legal action against your business, major shareholders or directors.  Callaghan Innovation must be satisfied that providing an Ārohia Trailblazer Grant or Ārohia Evidence Grant to your business would not bring the reputation of Callaghan Innovation, the Grants Programme, or the Government into disrepute.  If you undertake actions, or we become aware during the course of the grant of actions which we deem likely to bring Callaghan Innovation, the Grants Programme or the Government into disrepute, we may choose to withdraw our support for your project.  Shape, rectangle  Description automatically generated Yes  Shape, rectangle  Description automatically generated No  **If yes, outline the issues:**  **If no, please write “N/A” as your answer to this question.**  Please keep it brief, bullet points preferred. |
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| **3.2.2 Does your innovation project involve using indigenous flora and fauna?**  As a Crown Agency we are committed to upholding the Treaty of Waitangi partnership. It is recommended that engagement is made with Māori to discuss any commercialisation or other issues, related with using indigenous flora and fauna.  A picture containing rectangle, screenshot, design, frame  Description automatically generated Yes  A picture containing rectangle, screenshot, design, frame  Description automatically generated No  **If yes, tell us about your engagement with local Iwi.**  **If no, please write “N/A” as your answer to this question.**  Maximum 250 words, bullet points preferred. |
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| **SECTION 4: YOUR INNOVATION – EVIDENCE REQUIRED** |
| Introduction to the Your Innovation – Evidence Required Section |
| In the Your Innovation section we ask you questions to help us assess whether your innovation exhibits the attributes needed for the Ārohia Trailblazer Grant, and what evidence you require support to obtain in order to apply for a future Ārohia Trailblazer Grant.  You should already be familiar with the sections covered, as they’re part of our self-selection tool and you should have spoken to a member of our team about whether you exhibit these attributes.  **Novelty (Section 4.1)**   * demonstrating that your product or service is truly new, unique, world-leading and ground breaking   **Potential Benefits to the Innovation Ecosystem (Section 4.2)**   * demonstrating that you’re creating something that helps other innovators in Aotearoa New Zealand to create new and unique products or services   **Market Impact (Section 4.3), Commercial Feasibility (Section 4.4) and Commercial Viability (Section 4.5)**   * demonstrating that your product or service is something customers want and will create a viable business   Refer to the [Ārohia Trailblazer Grant Assessment Framework](https://www.callaghaninnovation.govt.nz/assets/documents/Arohia-Trailblazer-Grant/Arohia-Trailblazer-Grant-Assessment-Framework-2024.pdf) to understand how your application and future Ārohia Trailblazer Grant application will be assessed. |
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| 4.1 Novelty |
| If your product or service is truly new and unique, world-leading and groundbreaking, we’d call it Novel.  You may already have evidence to demonstrate your innovation’s novelty, or you may be looking for support from the grant to collect evidence of novelty.  You can find our full definition of Novelty on the [Ārohia Resource Hub](https://www.callaghaninnovation.govt.nz/products/fund/arohia-trailblazer-grant/arohia-trailblazer-grant-resource-hub/#PercentageBlock_1260) |
| **4.1.1 Novelty**  Tell us **how** your solution is **novel**. Remember, novelty in the context of the Ārohia Trailblazer Grant is a product, process, service or business model (or a combination of these) that is completely new, or a significant enhancement or scaling up of what currently exists:   * in the world, or * within a sector/industry globally, or * in Aotearoa New Zealand, or * within a sector/industry in Aotearoa New Zealand.   If you’ve sought advice/undertaken research regarding freedom to operate or intellectual property, please reference this in your answer, to help demonstrate the novelty of your innovation.  Word limit 300 words. Bullet points are fine. |

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| **4.1.2 Do you require evidence to demonstrate your innovation’s novelty?**  A picture containing rectangle, screenshot, design, frame  Description automatically generated Yes  A picture containing rectangle, screenshot, design, frame  Description automatically generated No  **If yes, tell us about the activities you plan to conduct in order to get this evidence.** *(Note this information is also required within your workplan)*  **If no, please write “N/A” as your answer to this question.**  Maximum 250 words, bullet points preferred. |
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| **Optional:** Feel free to provide information to support your answer.  Ensure that your supporting information (such as diagrams or images - maximum of three A4 pages) are converted into a document format that is supported by the online portal (word, excel or pdf). Do not paste diagrams or images into text boxes.  Once you have selected your file to upload, click on SAVE (at the bottom of the screen), which will upload the document. |
| **[Upload document(s)]** |

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| Potential Benefits for Innovation Ecosystem |
| If your innovation helps other innovators in Aotearoa to create new and unique products or services, we’d say that you’re benefiting the innovation ecosystem.  You may already have evidence to demonstrate how your innovation is benefiting the innovation ecosystem, or you may be looking for support from the grant to collect evidence of benefits to the innovation ecosystem.  You can find our full definition of Innovation Ecosystem Benefits on the [Ārohia Resource Hub](https://www.callaghaninnovation.govt.nz/products/fund/arohia-trailblazer-grant/arohia-trailblazer-grant-resource-hub/#PercentageBlock_1271) |
| **4.2.1 Tell us in the table below, the potential benefits you have identified:**  For each benefit you have identified you are required to provide the following information, which will create a table (as shown below):   1. Select the Benefit type    * Introduction of new in-country capability (physical or digital)    * Attraction of highly sought after expertise to Aotearoa New Zealand    * Exchange of knowledge    * Creation of a more networked ecosystem    * Sets an example and enables innovation by innovators under-represented in the current ecosystem (e.g. regional; sector; ethnic; gender)    * Wildcard benefit (*any other benefits to the innovation ecosystem*) 2. Provide an explanation of how your innovation meets the benefit type selected.    * What is the new capability, expertise, knowledge, ecosystem, or example that will be created, attracted, shared, or presented by bringing your innovation to market? 3. Explain how the launch of your innovation will actively facilitate opportunities for further innovation by others within Aotearoa NZ    * How will your innovation help other innovators develop new ideas of their own, or to seize opportunities that wouldn’t exist without your innovation having entered the market? 4. Tell us specifically who the expected innovator(s) are that will be directly impacted by these opportunities. (*They may be groups, organisations or individuals.)* |

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| **Benefit type** | **How will your innovation meet the benefit type selected?** | **How will the launch of your innovation facilitate further innovation by others?** | **Who are the expected innovators that will be directly impacted?** |
| *Dropdown options:* | *Provide an explanation of how your innovation meets the benefit type selected.*  *What is the new capability, category, expertise, knowledge, ecosystem, or example that will be created, attracted, shared, or presented by bringing your innovation to market?* | *Explain how the launch of your innovation will actively facilitate opportunities for further innovation by others within Aotearoa NZ.*  *How will your innovation help other innovators develop new ideas of their own, or to seize opportunities that wouldn’t exist without your innovation having entered the market?* | *Name the groups, organisations or individuals that will be positively impacted by your benefit.* |
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| **4.2.2 Do you require evidence to demonstrate the potential benefits to the innovation ecosystem, as a result of your innovation?**  A picture containing rectangle, screenshot, design, frame  Description automatically generated Yes  A picture containing rectangle, screenshot, design, frame  Description automatically generated No  **If yes, tell us about the activities you plan to conduct in order to get this evidence.** *(Note: this information is also required within your work plan)*  **If no, please write “N/A” as your answer to this question.**  Maximum 250 words, bullet points preferred. |
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| **Optional:** Feel free to provide information to support your answer.  Ensure that your supporting information (such as diagrams or images - maximum of three A4 pages) are converted into a document format that is supported by the online portal (word, excel or pdf). Do not paste diagrams or images into text boxes.  Once you have selected your file to upload, click on SAVE (at the bottom of the screen), which will upload the document. |
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| 4.3 Market Impact |
| Market Impact refers to the impact your innovation will have in the marketplace, both in terms of: desirability/appeal to target customers, and the size of the market created and anticipated market share over time.  You may already have evidence to demonstrate your innovation’s potential Market Impact, or you may be looking for support from the grant to collect evidence of potential Market Impact.  You can find our full definition of [Market Impact](https://www.callaghaninnovation.govt.nz/products/fund/arohia-trailblazer-grant/arohia-trailblazer-grant-resource-hub/#PercentageBlock_1264) on the Ārohia Resource Hub |
| **4.3.1 Customer problem/need**  **What** is the specific problem or unmet need that your innovation will solve?  As part of your answer:   * tell us **who** has the problem/need * explain **why** this is an important and pressing problem/need to solve. * how large is the market that has this problem?   Word limit 300 words. Bullet point answers are fine. |
| **Enter text here** |
| **4.3.2 Solution - how does it solve the unmet need of the target customer?**  Word limit 300 words. Bullet point answers are fine. |
| **Enter text here** |
| **4.3.3 Competition**  Tell us how your solution will **differ** from, and be **better** than:   * anything competitors already offer, or * anything your intended customers already use, to address their problem/need.   We’d also like to know how you think your competitors might **react** to your offering, and how you would **respond** to this.  Word limit 300 words. Bullet point answers are fine. |
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| **4.3.4 Do you require evidence to demonstrate the market impact of your innovation?**  A picture containing rectangle, screenshot, design, frame  Description automatically generated Yes  A picture containing rectangle, screenshot, design, frame  Description automatically generated No  **If yes, tell us about the activities you plan to conduct in order to get this evidence.** *(Note: this information is also required within your work plan)*  **If no, please write “N/A” as your answer to this question.**  Maximum 250 words, bullet points preferred. |
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| **Optional:** Feel free to provide information to support your answer.  Ensure that your supporting information (such as diagrams or images - maximum of three A4 pages) are converted into a document format that is supported by the online portal (word, excel or pdf). Do not paste diagrams or images into text boxes.  Once you have selected your file to upload, click on SAVE (at the bottom of the screen), which will upload the document. |
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| 4.4 Commercial Feasibility |
| Commercial Feasibility refers to the critical factors involved in getting your innovation to market and operating it successfully.  You may already have evidence to demonstrate your innovation’s Commercial Feasibility, or you may be looking for support from the grant to collect evidence of Commercial Feasibility.  You can find our full definition of [Commercial Feasibility](https://www.callaghaninnovation.govt.nz/products/fund/arohia-trailblazer-grant/arohia-trailblazer-grant-resource-hub/#PercentageBlock_1264) on the Ārohia Resource Hub. |

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| **4.4.1 Do you require evidence or data to demonstrate the commercial feasibility of your innovation?**  A picture containing rectangle, screenshot, design, frame  Description automatically generated Yes  A picture containing rectangle, screenshot, design, frame  Description automatically generated No  **If yes, tell us about the data you intend to produce or the activities you plan to conduct in order to get this evidence.** *(Note: this information is also required within your workplan)*  **If no, please write “N/A” as your answer to this question.**  Maximum 250 words, bullet points preferred. |
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| **Optional:** Feel free to provide information to support your answer.  Ensure that your supporting information (such as diagrams or images - maximum of three A4 pages) are converted into a document format that is supported by the online portal (word, excel or pdf). Do not paste diagrams or images into text boxes.  Once you have selected your file to upload, click on SAVE (at the bottom of the screen), which will upload the document. |
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| 4.5 Commercial Viability |
| Commercial Viability refers to your innovation’s ability to financially succeed in the marketplace.  You may already have evidence to demonstrate your innovation’s Commercial Viability, or you may be looking for support from the grant to collect evidence of Commercial Viability.  You can find our full definition of [Commercial Viability](https://www.callaghaninnovation.govt.nz/products/fund/arohia-trailblazer-grant/arohia-trailblazer-grant-resource-hub/#PercentageBlock_1264) on the Ārohia Resource Hub. |

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| **4.5.1 Do you require evidence or data to demonstrate the commercial viability of your innovation?**  A picture containing rectangle, screenshot, design, frame  Description automatically generated Yes  A picture containing rectangle, screenshot, design, frame  Description automatically generated No  **If yes, tell us about the data you intend to produce or the activities you plan to conduct in order to get this evidence.**  **If no, please write “N/A” as your answer to this question.**  Maximum 250 words, bullet points preferred. |
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| **Optional:** Feel free to provide information to support your answer.  Ensure that your supporting information (such as diagrams or images - maximum of three A4 pages) are converted into a document format that is supported by the online portal (word, excel or pdf). Do not paste diagrams or images into text boxes.  Once you have selected your file to upload, click on SAVE (at the bottom of the screen), which will upload the document. |
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| **SECTION 5: WORK PLAN AND COSTINGS** |
| 5.1 Work Plan and Costing |
| **5.1.1 Download and complete the Ārohia Evidence Grant Work Plan & Costing template, using the link below:**  **The Work Plan asks you to identify:**   * what types of activities you propose doing to get the evidence you have highlighted in the previous sections, and * the estimated costs of these activities, broken down into cost categories.   **This will help us assess that:**   * the activities and costs meet relevant eligibility criteria, including any spending limits that may apply, and * the activities are an appropriate way to obtain the evidence you need.   **NOTE**: If your application is successful, when you are claiming you will be required to report against the activities on your work plan and provide evidence of the costs incurred. Make sure all your costs are eligible. You can refer to our [Evidence Grant Eligible Costs guide](https://www.callaghaninnovation.govt.nz/assets/documents/Arohia-Trailblazer-Grant/Eligible-Activities-for-the-Arohia-Evidence-Grant-2024.pdf).  *(This template is only available after you have created your application within the online portal (IMS)*  Once you've completed the plan, upload it using the section below. Once you have selected your file, click SAVE at the bottom of the screen, and your document will be uploaded.  **This must be an excel version as per the template provided.** |
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| **5.1.2 Will any activities that you seek support for under this grant be performed overseas?**  An overseas activity is an activity performed outside Aotearoa New Zealand where an item, good or service (e.g. external labour, expertise, materials and consumables) is performed/consumed in an overseas location (This does not include materials and consumables purchased from overseas vendors and consumed in Aotearoa New Zealand.)  Shape, rectangle  Description automatically generated Yes  Shape, rectangle  Description automatically generated No  **If yes, please explain:**   * which activity or cost on your work plan will incur an overseas cost * why it’s essential to perform those activities overseas, and * why performing the activities overseas won’t compromise your innovation’s potential to deliver benefits to the Aotearoa New Zealand innovation ecosystem.   **If no, please write “N/A” as your answer to this question.** |
| **Enter text here** |

*(This template is only available after you have created your application within the online portal (IMS)*

A screenshot of a computer screen

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| |  |  | | --- | --- | | **DECLARATION** |  | |
| **This section is to provide you with the opportunity to read the declaration that you must agree to, upon submission of your Application.**  You agree that by submitting this application to Callaghan Innovation, you declare and acknowledge the following:  **Disclosure of information**   * You consent to the release of information received and generated by Callaghan Innovation in relation to this application in accordance with Callaghan Innovation’s external reporting requirements or if required by law, including in accordance with the requirements of the Official Information Act 1982 or the Privacy Act 2020 * You consent to the disclosure of this application and all information relating to this application, to New Zealand Trade and Enterprise, Ministry of Business, Innovation and Employment, Callaghan Innovation, Inland Revenue, StatsNZ and other government departments or agencies for the purpose of achieving wider government policy objectives. * We will take reasonable steps to protect your personal, confidential and/or commercially sensitive information, including where necessary, de-identifying and/or redacting information that is not necessary to share to meet our obligations.   **Authority to release information**   * You declare that you are authorised to submit the application on behalf of the applicant.   **Accuracy of information provided.**   * You declare that the information in this application is true and correct.   **Awareness of eligibility declarations**   * You declare that you are fully aware of the eligibility declarations in Section 2 and 3 of this application.     **To submit your application, click the 'Submit to IMS' button in the 'Print and submit' section below.**  Note: The application must be submitted by your organisation’s ‘super user’ (If you do not hold this role, you will not see the “Submit to IMS” button.) |