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| This application form example is intended to give you visibility of what’s required for an Ārohia Seed Grant application. Please read the information about the Ārohia Innovation Trailblazer Grant on the Callaghan Innovation website before completing this application. **When you are ready to apply, log into the online portal (IMS), copy and paste the information into the relevant sections – please do not submit or upload this form.**

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| **GENERAL INFORMATION** |
| Application Checklist |

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| **Guide to completing this application**This application has 5 sections:**Section 1: Applicant Information**This collects information we need to know about your business.**Section 2: Entity Eligibility**This is to confirm that your business is eligible to apply for the Ārohia Seed Grant.**Section 3: Declarations**This is where we ask for declarations that affect eligibility for the Ārohia Seed Grant.**Section 4: Innovation Details**This is where we ask for information we need to assess your innovation.**Section 5: Ārohia Seed Grant Work Plan**This is where we ask about the types and costs of [activities](a%20href%3D%22https%3A/www.callaghaninnovation.govt.nz/sites/all/files/Eligible_Activities_Arohia_Seed_Grant.pdf%22target%3D%22_blank%22%3Eactivities%3C/a) you will carry out (using grant funding) if your application is successful. |

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| **SECTION 1: APPLICANT INFORMATION** |
| 1.1 Application Summary |
| **Purpose of the Ārohia Seed Grant**The Ārohia Seed Grant aims to help you:• test assumptions and fill knowledge gaps about your innovation, and• obtain evidence you need to complete a future application for the Ārohia Full Grant.The Ārohia Seed Grant does not fund R&D activities. |
| **Investment area:** | ***Ārohia Seed Grant*** |
| **Contracting** **organisation:** | The contracting organisation (‘business’) is legally responsible for signing the [Ārohia Seed Grant Funding Agreement](https://www.callaghaninnovation.govt.nz/sites/all/files/Funding_Agreement_Example_Arohia_Seed_Grant.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@callaghaninovation.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 Seed Grant Work Plan (Section 4.4). |
|  | **$ 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 grant title, innovation/project title, your business name and the value of funding received will become public information |
|  | **Enter text here** |

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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 Seed 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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| **Innovation/Project description: \***Provide a brief description (max 50 words) of your innovation/project, in a way that’s not commercially sensitive. This information will be used:* for reporting purposes, and
* to help us identify any potential conflicts of interest, should your application reach the stage where it’s assessed by a panel of external experts.
 |
| **Enter text 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 Seed Grant application with, and who we will send all grant and contract related information to. *Information required: Name, company 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)

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| **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 Innovation Trailblazer Grant supports non-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.***Please 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.

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| **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 |

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| **The table above requires three years of information to be entered, if you are not able to provide all of 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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| **Enter text here** |

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| 1.6 Additional Information |

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| **1.6.1 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.If you need support to engage with Māori, please contact your Funding Engagement Specialist, to connect you with our Māori Economy Team. Yes No**If yes, tell us about your engagement with local Iwi:**Maximum 250 words, bullet points preferred. |
| **Enter text here** |

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| **SECTION 2: STAGE 1 – ELIGIBILITY DECLARATION (Pre-populated)** |

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| 2.1 Eligibility |
| **2.1.1 Confirm that your business is an eligible business entity:**To be eligible for an Ārohia Seed Grant, you must be one of the following, tick one box from the list below:

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|  | 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 Company incorporated in another country but registered to do business in New Zealand (registered under the Overseas Register – ASIC or NON-ASIC) |
|  | A Limited Partnership registered under the Limited Partnerships Act 2008 |
|  | a Māori Trust or incorporation under the Te Ture Whenua Māori Act 1993, or a similar organisation managing Māori assets under multiple ownership |

 |
| **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• 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.** |
| **Enter text here** |

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| **SECTION 3: ENTITY ELIGIBILITY** |

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| 3.1 Eligibility Declarations |
| **The following declarations must be completed before we can assess your application for the Ārohia Seed Grant.** |
| **3.1.1 Non-R&D focus of Ārohia Innovation Trailblazer Grant**You’re aware that the intent of the Ārohia Innovation 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.* Confirmed
 |
| **3.1.2 Purpose of Ārohia Seed Grant**You’re aware that the purpose of the Ārohia Seed Grant is to enable evidence to be obtained which:* helps you test assumptions and fill knowledge gaps regarding your innovation
* will support a future application for the Ārohia Full Grant.

Shape, rectangle  Description automatically generatedConfirmed |
| **3.1.3 Ārohia Seed Grant 50/50 co-funding requirement**You’re aware that the Ārohia Seed Grant operates on a 50/50 co-funding basis, and if your application is successful:* Callaghan Innovation will contribute 50% of eligible activities, up to a maximum of $25,000
* You must secure the balance of the eligible activities, by the date on which your Funding Agreement is signed.

Confirmed |
| **3.1.4 Ārohia Full Grant 30/70 co-funding requirement**You’re aware that the Ārohia Full Grant operates on a 30/70 co-funding basis, and if you make a successful application for this grant in the future:* Callaghan Innovation will contribute 30% of eligible costs, up to a maximum of $4 million
* you must secure the balance of eligible costs, or have a strategy in place to secure your share within six months, by the date your Funding Agreement is signed

Confirmed |

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| **3.1.5 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 Innovation Trailblazer Grant to your business would not bring the reputation of Callaghan Innovation, the Grants Programme, the Government or the Ārohia Innovation Trailblazer grants programme 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 YesShape, rectangle  Description automatically generated No**If yes, outline the issues:**Please keep it brief, bullet points preferred. Your Funding Engagement Specialist will discuss these issues with you. |
| **Enter text here** |

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| **3.1.6 Crossover with other government support**You’re aware that you can’t receive support from the Ārohia Seed Grant for expenditure that is supported by any other government initiative, unless it is equity support (e.g. NZGCP).Shape, rectangle  Description automatically generated Confirmed |
| **3.1.7 Novelty of innovation**You’re aware that to be eligible for support, your innovation will need to meet the specific definition of “novelty”, as defined in 4.2.1 of this application.Shape, rectangle  Description automatically generated Confirmed |
| **3.1.8 Potential benefits for innovation ecosystem**You’re aware that to be eligible for support, your innovation will need to be assessed as having potential to deliver benefits to the New Zealand innovation ecosystem, as defined in 4.3.1 of this application. Confirmed |
| **3.1.9 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
* solvent and can pay its debts as they fall due.

 Confirmed |

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| **SECTION 4: INNOVATION DETAILS** |
| 4.1 Market Impact |
| **Please complete this section to help us assess whether your innovation meets the eligibility criteria for the Ārohia Seed Grant** |
| **4.1.1 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, i.e. who’s the audience that will benefit from your innovation?
* explain **why** this is an important and pressing problem/need to solve.

Word limit 300 words. Bullet point answers are fine. |
| **Enter text here** |
| **4.1.2 Solution - how it works and adds value for customers**Tell us **what** your innovation is, **how** it works, and how the customers you’re targeting will **benefit** from it.Remember to describe the integrated offering if your solution is a combination of innovations (e.g. product and process, service etc).Word limit 300 words. Bullet point answers are fine. |
| **Enter text here** |
| **4.1.3 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.

Word limit 300 words. Bullet point answers are fine. |
| **Enter text here** |
| **4.1.4 Market size**Provide the following details about the size of the market you intend to target:* the estimated size of the **total market** at the time of launch, i.e., the $ revenue opportunity (or relevant financial metric) if you achieve 100% market share (please specify any applicable market verticals and geographies)
* what **share** of the market you hope to capture
* what average annual **growth** (%) you forecast for the total market size and your share during the 3 years from launch
* approximately how many customers you hope to **acquire** in each of these 3 years.

Word limit 300 words. Bullet point answers are fine. |
| **Enter text here** |
| **Optional: Feel free to paste one diagram or image (maximum size A4) per question (i.e. a maximum of 4 diagrams/images for Section 4.1) into this field to support your answers**  |
| **Enter text here** |

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| Novelty |
| * + 1. **Novelty**

Tell us **how** your solution is **nove**l. Remember, novelty in the context of the Ārohia 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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| **Enter text here** |
| **Optional: Feel free to paste one diagram or image (maximum size A4) into the text field to support your answer:** |
| **Enter text here** |

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|  Potential Benefits for Innovation Ecosystem |
| * + 1. **Potential benefits for innovation ecosystem**

Tick all relevant boxes to indicate which potential benefits your innovation could deliver to the wider innovation ecosystem in Aotearoa New Zealand:Shape, rectangle  Description automatically generatedcreation of a new market category or product categoryShape, rectangle  Description automatically generatedintroduction of new in-country capability (physical or digital)Shape, rectangle  Description automatically generatedattraction of expertise to Aotearoa New ZealandShape, rectangle  Description automatically generatedexchange of knowledgeShape, rectangle  Description automatically generatedcreation of a more networked ecosystemShape, rectangle  Description automatically generatedwildcard benefit (any other benefits to the innovation ecosystem you can think of) |
| * + 1. **Explain how the innovation could deliver the benefits selected above.**

Word limit 600 words. Bullet points are fine. |

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| **Enter text here** |
| **Optional: Feel free to paste one diagram or image (maximum size A4) into the text field to support your answer:** |
| **Enter text here** |

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| **SECTION 5: Ārohia SEED GRANT WORK PLAN** |
| 5.1 Ārohia Seed Grant Work Plan |
| **Download and complete the Ārohia Seed Grant Work Plan, using the link below:****The Work Plan asks you to identify:*** what evidence you need to obtain to test assumptions and fill knowledge gaps to support a future [Ārohia Full Grant application](https://www.callaghaninnovation.govt.nz/sites/all/files/Grant_application_questions_Arohia_Full_Grant.pdf)
* what types of activities you propose doing to obtain this evidence and key costs involved.

**This will help us assess that:*** the [activities](https://www.callaghaninnovation.govt.nz/sites/all/files/Eligible_Activities_Arohia_Seed_Grant.pdf) and costs meet relevant eligibility criteria (including any expenditure limits that may apply)
* the activities are an appropriate way to obtain the evidence you need.

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

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



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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 (OIA) or the Privacy Act 2020 (PA).
* You consent to the disclosure of this application and all information relating to this application, to New Zealand Trade and Enterprises, 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 3 of this application.

**To submit your application, click the 'Submit to IMS' button in the 'Print and submit' section.**Note: The application must be submitted by your organisations ‘super user’ (If you do not hold this role, you will not see the “Submit to IMS” button.) |
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