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| {Name of Applicant/Apply Organisation} |
| Targeted Outdoor Activity Fund Application 2017-2018  {Insert Logo and or Images} |

# Proposal Summary

{Short 200 word summary of who the applicant is, activity or programme proposed, for whom?, in partnership with whom?,}

**Applicant Information**

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| --- | --- |
| 1. **Item** | **Detail** |
| Trading name: | [insert the name that you do business under] |
| Full legal name (if different): | [if applicable] |
| Physical address: | [if more than one office – put the address of your head office] |
| Postal address: | [e.g. P.O Box address] |
| Registered office: | [if you have a registered office insert the address here] |
| Business website: | [url address] |
| Type of entity (legal status): | [sole trader / partnership / limited liability company / other please specify] |
| Registration number: | [if your organisation has a registration number insert it here e.g. company registration number] |
| Country of residence: | [insert country where you (if you are a sole trader) or your organisation is resident for tax purposes] |
| GST registration number: | [NZ GST number / if overseas please state] |

**Our Point of Contact**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| Contact person: | [name of the person responsible for communicating with the Buyer] |
| Position: | [job title or position] |
| Phone number: | [landline] |
| Mobile number: | [mobile] |
| Email address: | [work email] |

# How and why we developed this proposal

* Please tell us who this proposal is targeted toward, as well as why and how this proposal has been developed
* Please include evidence of engagement with likely participants or associated groups and organisations}

NB// Please provide a contact or contacts for any community organisations or groups you intend to be working alongside in delivering this activity

# Description of proposed activity

* A detailed description of the activities to be delivered and desired outcomes,
* An explanation of how you will ensure activity is appropriate and engaging for participants,
* A description of how you will evaluate participant outcomes
* A description of how consolidate lessons learned about engaging Target Populations in outdoor activity and how you would present these learnings to the Outdoor Sector
* A description of how you will help participants transfer or use what they learn on your activity after it is finished}

# Information about the applicant

* Describe your experience and capability in managing or delivering this activity,
* Please mention any relevant qualifications, training or certifications your organisation or the staff delivering the activity may hold,
* Feel free to refer reviewers to any online resources that describe what you can do,
* Please provide at least two credible referees that can attest to your capacity to deliver this work)

# Costing

* Please tell us how much money you need to deliver your programme and provide a breakdown of the costs (GST exclusive).
* In cases where you are applying for partial funding, please indicate where your other funding is coming from and a contact or referee that allows NZRA to evaluate this}

# Declaration

|  |  |  |
| --- | --- | --- |
| **Respondent’s declaration** | | |
| **Topic** | **Declaration** | **Respondent’s declaration** |
| **RFP Process, Terms and Conditions:** | I/we have read and fully understand this RFP, including the RFP Process, Terms and Conditions I/we confirm that the Respondent/s agree to be bound by them. | **[agree / disagree]** |
| **Collection of further information:** | The Respondent/s authorises NZRA to:   1. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, previous or existing client or community partner 2. use such information in the evaluation of this Proposal.   The Respondent/s agrees that all such information will be confidential to NZRA | **[agree / disagree]** |
| **Requirements:** | I/we have read and fully understand the nature and extent of NZRA’s Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver the programme proposed. | **[agree / disagree]** |
| **Compliance:** | In submitting this Proposal the Respondent/s warrants that it:   1. Complies with relevant New Zealand laws governing this activity in particular:    1. Health and Safety at Work Act 2015 (and the associated Adventure Activities Regulations 2016)    2. Vulnerable Children Act 2014    3. Minimum Wage Act 1983 2. has not directly or indirectly approached any representative of NZRA (other than the Point of Contact) to lobby or solicit information in relation to the RFP 3. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of NZRA. | **[agree / disagree]** |
| **Conflict of Interest declaration:** | The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the Respondent/s will report it immediately to the Buyer’s Point of Contact. | **[agree / disagree]** |
| **Details of conflict of interest:** [if you think you may have a conflict of interest briefly describe the conflict and how you propose to manage it or write ‘not applicable’]. | | |
| **DECLARATION**  **I/we declare that in submitting the Proposal and this declaration:**   1. **the information provided is true, accurate and complete and not misleading in any material respect** 2. **the Proposal does not contain intellectual property that will breach a third party’s rights** 3. **I/we have secured all appropriate authorisations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.**   **By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.** | | |
| **Signature:** |  | |
| **Full name:** |  | |
| **Title / position:** |  | |
| **Name of organisation:** |  | |
| **Date:** |  | |