



TOP ENERGY

Business Development Fund

To Encourage and Promote Economic Growth in the Far North

Application Form - Stage 1 - Q2 2018

ENTRY NUMBER (for office use only)

NAME OF BUSINESS

PHYSICAL ADDRESS

POSTAL ADDRESS (IF DIFFERENT)

Contact Details:

FIRST NAME

LAST NAME

POSITION IN ORGANISATION

PHONE (09)

EMAIL

The Top Energy Business Development Fund is a \$30,000 Grant awarded twice-yearly (Q2 and Q4) in support of business ideas or initiatives aimed at growing and diversifying the economy of the Mid and Far North.

Any private sector firm, organisation or association operating in the Mid or Far North can pitch for financial support on any idea or initiative that **helps grow and diversify the local economy**. For example, it could be a mentoring concept, an export promotion programme or an initiative that helps local businesses move from primary to secondary or even tertiary production through adding value.

This is a competitive grant. A judging panel will decide whether submissions qualify and will then select a winning submission from all qualifying entries. In the event that the judging panel decides that there are no suitable submissions, Top Energy reserves its right not to award a grant. Top Energy also reserves its right to split a single \$30,000 grant between several winning submissions.

Submission process :

Applying for a Top Energy Business Development Fund grant is a two-stage process:

Stage 1

Submit a short précis outlining the nature of your business or organisation and the idea or initiative for which you are seeking a grant. Please attach this page to the front of your application.

The deadline for Stage 1 submissions is 5pm on Friday 4 May 2018.

Stage 2

Successful applicants will be invited to complete a broader and more detailed questionnaire.

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Submission Content:

Please submit your application by email as a pdf attachment. Please email it to bdf@topenergy.co.nz by the deadline specified above.

Your application should be no longer than 500 words. It may contain charts and images but the entire submission should run to no more than three A4 pages.

Your application must contain the name, position, telephone number and email address of the person making the submission.

Please discuss:

1. The name of your business or organisation and a brief summary of what it does.
2. A comprehensive description of the idea or initiative for which the grant would be used.
3. An explanation of why you believe the idea or initiative meets the criterion of 'growing or diversifying the local economy'.
4. An explanation of why or how you believe the idea or initiative would succeed or (in the case of a pre-existing initiative) expand/grow.

Next Steps:

We will notify you by Thursday 17 May 2018 whether or not you will be invited to take your submission to the next stage.

If you are successful, the deadline for the second stage of your submission will be Friday 15 June 2018. A short-list of finalists may be interviewed by the judging panel.

The Q2 2018 grant winner will be announced on Wednesday 4 July 2018.

See IMPORTANT NOTES overleaf

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Important Notes:

- All information disclosed in this entry form, along with any attachments is **STRICTLY CONFIDENTIAL** and, outside the Awards Judging Panel, will not be disclosed to any third party. An objective and robust judging system is employed in the assessment of performance against specific business criteria.
- The grant is awarded on a \$ for \$ basis. Applicants must show proof that they have the capacity to self-fund an amount equal to the amount requested, either in cash or in equity.
- Only one application per applicant, per year, will be considered.
- Applications are invited from the area served by Top Energy's network only, from Hukerenui in the south to Cape Reinga in the north.
- Top Energy Business Development Fund grants are available to private sector organisations only.
- Funds cannot be used to pay for retrospective purchases/funding arrangements.
- Retail businesses are not encouraged to enter because in our opinion it is unlikely that retail ideas or initiatives will offer the broad economic growth potential we are looking for. However retail applicants who feel that they can demonstrate that their ideas and initiatives will have Far North-wide or otherwise significant economic impact may apply and be considered for grants in certain circumstances.
- The Top Energy Business Development Fund grant is for the sum of \$30,000 and is awarded every six months. Top Energy's intent is to award each grant to the single most deserving applicant so as to make a meaningful contribution to the applicant's success, and in turn, the economic growth of the Far North. However, Top Energy reserves the right to split the grant between several applicants if it believes this is of greater economic benefit.
- The Top Energy Business Development Fund grant is open to established businesses and start-ups. Because of the inherent risks associated with untested new ventures, start-ups will have to present a more convincing and compelling case for the success of their idea or initiative. They will also need to show proof that they can fund their venture.
- The decision of the judging panel is final and no correspondence will be entered into.