

NAME OF BUSINESS

PHYSICAL ADDRESS

POSTAL ADDRESS (IF DIFFERENT)

Contact Details:

FIRST NAME

LAST NAME

POSITION IN ORGANISATION

PHONE

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 that has been operating for at least 2 years and is currently 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 new product innovation, marketing initiative, an export promotion programme or a value added opportunity.

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 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 8 October 2021.

Stage 2

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

# Top Energy Business Development Fund

## Submission Content:

Please submit your application by email as a pdf attachment. Please email it to [bdf@topenergy.co.nz](mailto: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 and a brief summary of what it does. It should also indicate how long your business has been operating.
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 in expanding/growing your business.

## Next Steps:

We will notify you by Wednesday 20 October 2021 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 Monday 15 November 2021. A short-list of finalists may be interviewed by the judging panel.

The Q4 2021 grant winner will be announced by Thursday 25 November 2021.

See IMPORTANT NOTES overleaf

# Top Energy Business Development Fund

## 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 only to established businesses that have been operating for two years or more.
- The decision of the judging panel is final and no correspondence will be entered into.