



TARANAKI DISTRICT HEALTH BOARD

APPLICATIONS FOR FUNDING

McBroom Estate

Applications for funding from the McBroom Estate Trust to support a project or initiative that will show a public health or disability benefit to the Waverley and Patea communities.

Organisation(s) submitting application:

**Closing date for receipt of applications:
4pm Friday 1 June 2018**

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A Background

This call for applications arises from orders made by consent by the High Court in Wanganui on 12 November 2003 pursuant to Section 66 of the Trustee Act concerning the management and administration of the estate of the late William Cunninghame McBroom ("The Estate").

B Process

At the proceedings before the High Court it was agreed that:

- a) Taranaki DHB shall annually seek applications for funding from The Estate by applicants providing for public health and disability needs in the Waverley and Patea areas for those communities by placing advertisements in local newspapers to close on or before 1 June each year.
- b) In any one year the funds available to Taranaki DHB for distribution shall be the funds paid by Public Trust or accumulated by previous distributions from Public Trust.
- c) Taranaki DHB shall allocate funds on the following basis:
 - a. Applications shall only be considered if they show a benefit in the provision of public health and disability needs of the Patea and Waverley communities and shall not be allocated for funding of services that the Government ordinarily funds.
 - b. Taranaki DHB shall allocate the funds equitably.
 - c. Taranaki DHB shall consider and allocate funds from The Estate annually and such allocations shall be made no later than the first day of July in any one year.
- d) Should Taranaki DHB in its absolute discretion receive and grant applications which total less than the fund available for distribution, then the Taranaki DHB may accumulate such funds in an interest bearing account. Such account shall be entitled "McBroom Estate" and shall only be available for distribution in terms of the Consent Orders referred to herein.
- e) Following decision as to allocation, all parties who have applied shall be notified of the destination and allocation of funds in any one year.

C Call for Applications

Taranaki DHB is therefore calling for applications for funding from The Estate by applicants with a project or initiative that will show a public health or disability benefit to the Waverley and Patea communities.

D Timetable

The timetable for applications is outlined below.

Timetable	Process
1 April 2018	Call for applications advertisement process commenced.
1 June 2018	Closing date for applications
By 15 July 2018	All applicants notified of funds allocation and provided with a list of successful applicants. Publication of successful applications will be made after 1 August 2018.

E Evaluation Criteria

All applications will be evaluated against the following criteria to ensure that any initiatives or projects funded align with the criteria agreed at the High Court for the annual distribution of The Estate funds:

E1 McBroom Estate Criteria

- Applications must show a health or disability benefit for the Patea and Waverley communities.
- Applications shall not be allocated for funding of services that the Government ordinarily funds.

- Taranaki DHB shall ensure the allocation of the funds equitably.
- Taranaki DHB shall ensure that funds from The Estate are allocated annually and such allocations shall be made no later than the first day of July in any one year.

F Instructions for Submitting an Application

It is appreciated that writing an application can take some considerable time. In order for applications to have the best chance of success, they **MUST** clearly address the questions asked so that the evaluation panel can have a clear idea of **WHAT** project is being proposed, **WHAT** the key deliverables are, **HOW** the project it will be delivered and **HOW** and **WHEN** the success of the project will be communicated back to the Taranaki DHB. These are the most important points to note when writing the application.

- This is an invitation to submit an application only.
- No applications (part or whole) received after **4pm Friday 1 June 2018** will be considered as part of this call for applications process.
- Taranaki DHB reserves the right to fund all or part or none of the proposed initiatives or projects presented via this call for applications.
- Taranaki DHB reserves the right should any application be successful to vary the initiative or project specifics, terms, conditions, volumes and or price by mutual agreement.
- By the end of this financial funding round the Trustees will require evidence that you have successfully completed the project or initiative.

G Submitting an Application

All applications are to be completed using the following application template. Taranaki DHB prefers this document to be completed electronically and then printed and signed but if you are unable to do this please print and complete manually ensuring that the writing it is clearly legible and then sign.

1. **If you have a scanner** please scan the signed application form plus relevant background documentation and email the document to the address below before the cut-off time and date. If you wish to submit background documents that cannot be scanned please send these documents clearly labelled "McBroom application for *applicant's name*", by tracked-post or courier to the address below.
2. **If you do not have a scanner**, please send the signed application form plus relevant background documentation by tracked-post or courier to the address below ensuring the document pack will be delivered before the cut-off time and date. Please ensure all hard copy material is complete and that pages are clearly numbered.

Completed applications should be sent in time to arrive no later than **4pm, Friday 1 June 2018** to:

Corporate Administration – McBroom Applications
 Taranaki District Health Board
 David Street NEW PLYMOUTH 4310 (for courier)
 Private Bag 2017 NEW PLYMOUTH 4342 (for post)
 Phone: 06 753 7777 ext. 7269
 Email: Corporate.contacts@tdhb.org.nz



McBroom Estate Application Template

The application template has two parts, both of which must be completed for the application to be accepted:

Part A ORGANISATION DETAILS & CONFIRMATIONS

Please provide the following details for your organisation:

1.1 Full name of legal entity	
1.2 Legal Status	
1.3 GST number	

1.4 Details of Owners/Directors/Trustees

Name	Owner/Director/Trustee/Other (specify)

1.5 Contact details:

Contact person		Position	
Address			
Phone		Email	

1.6 What health or disability services does your organisation currently provide?

Please provide details as to the type of service(s) currently provided, including (but not limited to) the location, target group(s) and how long the service has been provided.

Service description	How is the service currently funded

1.7 Finances

Please provide the most recent set of financial accounts/balance sheet for your organisation.

1.8 Potential to benefit

1.8a Please advise what **geographical area** (i.e. Patea and/or Waverley) the initiative or project will be provided.

1.8b Please advise the **number of people likely to benefit** from this initiative.

1.9 The benefit provided

Please detail **how** you believe the proposed initiative or project will benefit the **health or disability needs** of the Patea and/or Waverley communities?

2. PROPOSED SERVICE/PROJECT

2.1 Please provide a comprehensive outline of the initiative or project for which you are seeking funding from The Estate.

2.2 Please outline who will be leading the initiative or project, who will be assisting with it and the expected timeframe for completion.

2.3 Quotes

Please forward any/all quotes you have for this project.

2.4 What evidence will you be able to provide to The Estate Trustees that the initiative or project has been successfully completed and by what date that will be provided?

3. FUNDING AND FINANCIAL

3.1 Please provide an indicative budget for the proposed initiative or project as follows: **NOTE: ensure that all funding is quoted *INCLUSIVE of GST*.**

Salary of staff	\$
Travel, Accommodation	\$
Fees	\$
Equipment	\$
Sundry costs (please specify)	\$
	\$
	\$
Total indicative budget of proposed service or project	\$ Inclusive of GST

Additional budget information:

4. ACKNOWLEDGEMENT & AGREEMENTS

- 4.1 Submitting this application constitutes your organisation's offer to The McBroom Estate Trustees to provide the initiative or project described, within the funding specified.
- 4.2 Neither Taranaki DHB's issue (on behalf of the McBroom Estate Trustees) of this Call for Application, nor your response to it will create any obligation on Taranaki DHB to enter into any agreement with you or any third party.
- 4.3 You are responsible for all the costs of submitting your application.
- 4.4 Taranaki DHB reserves the right to reject your application or terminate any offer/contract made to you, if any information provided by you is a false and/or an inaccurate representation.
- 4.5 By signing below, the signatory represents a person duly authorised to make this offer on behalf of the organisation(s) referred to in this application.

5. CONSENT FOR RELEASE OF INFORMATION

- 5.1 The organisation(s) submitting this application acknowledge(s) that it/they give permission for Taranaki DHB to make enquiries or request from any person for any information (including personal information about anyone who might have a role in providing the service) which may have a bearing in its/their ability to provide the service proposed.

- 5.2 Taranaki DHB may however disclose the fact that the organisation(s) referred to above submitted an application to provide the service and in submitting that application the organisation(s) referred to above accepts that Taranaki DHB may disclose all or part of the information provided (including prices) and any subsequent contract with you, in response to a request under the Official Information Act 1982 without reference to you.
- 5.3 If you are not successful in the selection process, please advise whether you want us to return the application to you, otherwise it will be destroyed.

Tick if application to be returned

Signed on behalf of the organisation(s) submitting this application:

Organisation:	
Signed:	
Full name: (please print)	
Position:	
Date: Contact phone number	

PLEASE ENSURE THAT ALL SECTIONS HAVE BEEN COMPLETED

Please remember to include;

- Balance Sheet**
- Quotes**

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS APPLICATION