



**NEW ZEALAND
FOREIGN AFFAIRS & TRADE
Manatū Aorere**



PACIFIC INNOVATION HUB

Facilitating business initiatives for sustainable impact

Pacific Innovation Hub - Expression of Interest

The Expression of Interest is the first step in applying for the Pacific Innovation Hub’s Ideas Lab or Viability Gap Fund. The expression of Interest allows applicants to check their eligibility before putting together an application.

If your Expression of Interest is successful, the Pacific Innovation Hub will send you an invitation to apply, the relevant application form, other documentation and information about the next assessment date. If you are not successful, the Pacific Innovation Hub will outline the reasons why and connect you to other options where possible.

Before completing this form, please refer to the [Pacific Innovation Hub Application Guide and website](#) for information on eligibility requirements and the application process.

If you have any questions about completing this form please contact the Pacific Innovation Hub team at: PacificInnovationHub@mfat.govt.nz

Submitting your expression of interest

Please send your completed expression of interest to PacificInnovationHub@mfat.govt.nz

Applicant Details

| | | |
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| Organisation Name (Applicant) | <i>If there isn't an organisation yet, please state the person responsible for leading the initiative. Note, we will use the terms 'applicant' and 'organisation', interchangeably to refer to the applicant throughout this expression of interest form.</i> | |
| Address | | |
| Key Contact Name | | |
| Contact details | <i>Phone:</i> | <i>Email:</i> |
| Organisation Type (limited company, partnerships, trust, sole trader etc) | | |

Initiative Summary

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| Application Number: | <i>(to be completed by Pacific Innovation Hub)</i> | |
| Name of the Initiative: | | |
| Date of submission: | <i>(to be completed by Pacific Innovation Hub)</i> | |
| Summary of the initiative: This should be a short description of the initiative (up to 50 words). | | |
| Pacific Island Country(s) which the initiative will be based in. | | |
| Sector <i>Please select one</i> | Agriculture, Forestry and Fisheries Business services and finance Construction Education Energy Engineering Health | Hospitality ICT / Software Infrastructure Tourism Waste to Value Other: |
| Impact Theme <i>Select up to three, please note which is the primary.</i> | Climate Change Resilience Climate Change Adaptation Climate Change Mitigation Disaster Risk reduction / response Education Environment Environment: Biodiversity Equity and Inclusion Gender Equality | Government and Governance Health Health Reproductive, Maternal, Newborn, Child Health Disability Improved Livelihoods Infrastructure Trade Development Other: |
| Key stakeholders <i>Please list the stakeholders who are crucial to the initiative's success.</i> <i>Please include;</i> | | |
| <ul style="list-style-type: none"> • <i>stakeholders directly involved in leading the initiative</i> • <i>stakeholders paying for the initiative (if different from above)</i> • <i>stakeholders benefiting from the initiative</i> • <i>stakeholders who will help deliver the initiative</i> | | |

Benefit to the Pacific

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| <p>Which of the Pacific Innovation Hub’s outcomes does the initiative align with?</p> | <p>a. Enhance economic resilience in the Pacific through increasing innovation and diversification in the Pacific private sector and by identifying and catalysing commercial opportunities with development outcomes.</p> | <p>b. Provide a platform to better leverage the New Zealand private sector’s willingness and resources to deliver the Sustainable Development Goal¹ outcomes in the Pacific.</p> |
| <p>Need/Opportunity</p> <p><i>Please describe the need in the Pacific that the initiative will address or the opportunity it will create.</i></p> | | |
| <p>Proposed Solution</p> <p><i>Please include a brief description of how the initiative will address the identified need, help realise the opportunity, or both.</i></p> | | |
| <p>Innovation/Novelty</p> <p><i>Please briefly describe the innovation and how it compares to what already exists or how it creates a new product/service/approach.</i></p> | | |
| <p>List the short term benefits the initiative will deliver.</p> <p>These must be SMART – specific, measurable, achievable, relevant, time bound.</p> | | |
| <p>List the medium and long term benefits the initiative will deliver.</p> | | |
| <p>Does the initiative contribute to inclusivity in the Pacific?</p> <p><i>Note: This is not compulsory.</i></p> | Yes | No |
| <p>Will the initiative improve outcomes for women in the Pacific?</p> <p><i>Note: This is not compulsory.</i></p> | Yes | No |

¹ UN Sustainable Development Goals

Initiative’s fit with the Ideas Lab/Viability Gap Fund

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| <p>What support is the applicant looking for from the Pacific Innovation Hub? Please indicate which services you would like to engage with and how these would add value to your initiative.</p> | <p><i>Ideas Lab</i> Yes No</p> <p><i>Viability Gap Fund</i> Yes No <i>Undetermined.</i></p> <p>Comments section:</p> |
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| <p>Has the applicant investigated the support available from other development programmes (including MFAT)? Which ones?</p> | <p>Yes No</p> <p>If yes, which ones</p> |
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| <p><i>Idea’s Lab applicants only</i></p> <p>Does the applicant understand the time and resource commitments that will be required of you during the Ideas Lab process and are you committed to fulfilling them?</p> <p>If you have questions about what this involves, please speak to an Engagement Manager.</p> | <p>Yes No</p> <p>Comments section:</p> |
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| <p><i>Idea’s Lab applicants only</i></p> <p>Who are the key stakeholders who need to be involved in the Ideas Lab process? Are they committed to being part of the Ideas Lab process?</p> <p>You will be asked to provide evidence of this in the application.</p> <p><i>*Engagement Managers can help Ideas Lab participants with connections to stakeholders in MFAT networks.</i></p> | <table border="1"> <thead> <tr> <th style="background-color: #4b0082; color: white;">Stakeholder</th> <th style="background-color: #4b0082; color: white;">Role</th> <th style="background-color: #4b0082; color: white;">Commitment Yes/no/to be determined*</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> | Stakeholder | Role | Commitment Yes/no/to be determined* | | | | | | | | | | | | | | | | | | |
|---|---|-------------------------------------|------|-------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Stakeholder | Role | Commitment Yes/no/to be determined* | | | | | | | | | | | | | | | | | | | | |
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Funding Requirements – only relevant if you will apply to the Viability Gap Fund

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| <p>What level of funding will be requested from the Viability Gap Fund?</p> <p><i>Payments will be in NZ\$ and can be up to \$100,000.</i></p> | <p>\$</p> |
| <p>How much co-funding will the applicant and partners commit to the initiative?</p> <p><i>The Viability Gap Fund requires 50% co-funding.</i></p> <p><i>A case can be made to reduce this to 30% in exceptional circumstances. Please speak to an Engagement Manager</i></p> | <p>\$</p> <p><i>Please note amount, inclusive of the in kind contribution.</i></p> <p><i>If wanting to reduce funding to 30% please briefly outline reasons why</i></p> |
| <p>Is there an in-kind contribution included within the applicant's co-funding? If so, how much.</p> <p><i>In-kind funding is acceptable within an applicant's co-funding contribution, up to 30%. This equates no more than 15% of the total of the co-funding by MFAT and the commercial entity.</i></p> | <p>Yes/No</p> <p>Amount: \$</p> <p>Proportion:</p> |
| <p>Does the applicant have access to financial resources to fund the co-funding as well as other business expenses for the duration of the initiative?</p> <p><i>Note, you will need to provide evidence of your access to these resources in the Viability Gap Fund application. This can be cash, internal capital (e.g. shareholders), external capital (e.g. investors), loans, it can also include a group of people/companies coming together.</i></p> | <p>Yes/ No</p> |
| <p>Why does the applicant require funding from the Viability Gap Fund?</p> <p><i>The Viability Gap Fund is designed to fill funding gaps. What alternate funding or financing options have you investigated?</i></p> | |

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| <i>What would the impact be on the initiative if the co-funding is not received?</i> | |
| Financial Management | Yes No |
| <i>Is the applicant in receivership or liquidation, bankruptcy, reorganisation, have a debt management plan, in breach of covenants or other funding or banking arrangements or unable to access suitable banking facilities or similar situation?</i> | <i>If yes, please provide details</i> |
| Is this expression of interest being made by someone in undischarged bankruptcy or prohibited from managing or directing a commercial entity, or with a poor commercial reputation? | Yes No |
| Is the applicant solvent and can it/you pay its/your debts as they fall due? | Yes No |

Ability to Deliver

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| Does the initiative and/or applicant require a licence to operate in the Pacific Islands and/or New Zealand? If so, does the applicant have this licence, and if not, does the applicant have a plan to obtain one? | <i>Require a licence: Yes No</i> <i>Have a licence: Yes No Have a plan</i> <i>If yes:</i> <i>Licence number(s):</i> <i>Country(s):</i> |
| Does the applicant own or have a licence to use all relevant IP? | Yes No |
| Does the initiative's delivery and management team have the necessary skills and experience? | Yes No <i>Notes:</i> |

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| <p>Will the applicant be able to provide a social lean canvas² with the application.</p> | <p>Yes No</p> |
| <p><i>For Viability Gap Funding applicants</i></p> <p>Is the applicant compliant with the Health and Safety at Work Act 2015 and will you complete a health and safety plan for the initiative if invited to apply? Health and Safety Information Acknowledgement Form</p> | <p>Yes No</p> <p><i>Notes if no:</i></p> |
| <p>Is the applicant compliant with MFAT's safeguarding policies, available here:</p> <p><i>MFAT will conduct due diligence on safeguarding risks before inviting applicants to apply. If invited to apply, you will be asked to address any potential risks in your application.</i></p> | <p>Yes No</p> <p><i>Notes if no:</i></p> |
| <p>Will the Pacific Innovation Hub's support for the initiative disadvantage any other business or organisation?</p> <p><i>We won't provide funding or ideas lab support to an organisation which is providing similar products/services that another organisation is already providing, at a reasonable cost.</i></p> | <p>Yes No</p> <p><i>Notes if yes:</i></p> |
| <p>Is the applicant aware of any issues (past, current, or potential) relating to the applicant (including its owners and directors or equivalent) or its products or services that could bring the reputation of the New Zealand Government, MFAT or the Pacific Innovation Hub into disrepute?</p> | <p>Yes No</p> <p><i>If yes, please briefly outline the issues which an Engagement Manager will then discuss with you.</i></p> |

Note, we will conduct due diligence on the organisation and key decision makers of initiatives which are invited to apply.

² See the applicant guide for more information on the Social Lean Canvas

Declaration

You agree that by submitting this expression of interest to MFAT, you declare and acknowledge the following:

- You are authorised to submit this expression of interest on behalf of the applicant.
- The applicant is a legal entity capable of entering into a contract with MFAT and adhering to all obligations set out in the Grant Funding Contract.
- The information in this expression of interest is true and correct.
- Information received and generated by MFAT in relation to this expression of interest may be released by MFAT in accordance with MFAT’s external reporting requirements or if required by law, including in accordance with the requirements of the Official Information Act 1982 or the Privacy Act 2020. Any release under the Official Information Act 1982 or the Privacy Act 2020 of confidential or sensitive information will be discussed with you first, where practicable.
- Information received and generated by MFAT in relation to this expression of interest may be disclosed by MFAT to third parties in accordance with its policies, procedures and processes, including for the purpose of conducting due diligence on the applicant and initiative.

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| <p>Signature:</p> <p><i>Note, cannot be digital signature</i></p> | <hr style="width: 80%; margin: auto;"/> | | |
| <p>Name:</p> | | <p>Date:</p> | |