

Conference Support Guidelines

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OBJECTIVE OF THE PROGRAMME

AGMARDT provides travel assistance for international keynote speakers and experts to come to New Zealand to speak at conferences and forums to enhance stakeholder understanding of issues impacting upon the agribusiness sector. The aim of these visits is to transfer knowledge and international expertise to conference participants to create value to their operations in producing, manufacturing and/or marketing of agri-food and fibre products.

Conference support is provided for international flights and domestic travel and accommodation associated with the conference or forum.

AGMARDT will consider applications from professional societies and organisations involved in the agricultural, horticultural and forestry sectors intending to organise a conference or forum. There is an expectation by AGMARDT that the keynote speaker will be making a significant contribution at the conference and/or forum, and as such we expect they will be speaking for at least 45 minutes during their allotted session.

All applications will be considered by the Trustees and Management, and where necessary, independently assessed.

Application

Applications received via the online portal (<http://applications.agmardt.org.nz/>) will be considered by the AGMARDT Board of Trustees.

Expectations of Grant Recipients

In providing conference support, AGMARDT expects organisers of conferences to undertake the following:

- Acknowledge AGMARDT as a sponsor in all appropriate forums and advertising material, including but not limited to:
- Acknowledgement in all advertising, websites, brochures, posters, flyers, annual report and statement of intent, email promotions, any other marketing collateral produced in relation to the event and in internal and external signage including but not limited to placement of the AGMARDT logo;
- Acknowledgement in all media releases and press packs to the media related to the conference with copies provided to AGMARDT;
- Where appropriate, acknowledge AGMARDT in speeches;
- Incorporate AGMARDT logo in any appropriate PowerPoint presentations at the event;
- Where appropriate, allocate a speaking slot, a maximum of 5 minutes, to an AGMARDT representative to speak and announce AGMARDT's involvement.

The Applicant will allow AGMARDT to:

- Promote the AGMARDT relationship with the conference/forum/award/events on the AGMARDT website;
- Place the AGMARDT logo on the applicant's website and a link to www.agmardt.org.nz;
- Promote the event to key agribusiness media.

Additional recognition opportunities might arise from time to time and will be presented to AGMARDT for consideration and funding approval.

Eligible Costs

AGMARDT provides travel assistance for international keynote speakers and experts to come to New Zealand to speak at conferences and forums.

Conference support is provided for:

- Economy class international air travel, however pacific economy and/or business class will be considered where:
 - Total flying time, inclusive of at least one long haul flight of more than nine hours is required; and/or
 - The need to attend official business on the day of arrival; and/or
 - Medical reasons.
- Economy class domestic travel in the country of origin to connect with international flights.
- Domestic travel and accommodation within New Zealand which is directly related to the conference or forum attending.

Ineligible Costs

AGMARDT will not fund:

- Professional speaking fees. (*Rare occurrences may be funded at the discretion of the Trustees*)
- Speaker gifts.
- Private travel and accommodation that may be enjoyed in conjunction with the speaking engagement.

REPORTING REQUIREMENTS

Successful Applicants must comply with all the reporting requirements. The AGMARDT Board of Trustees view all reports provided by successful Applicants. A highly technical report is acceptable for specialist review but it must be accompanied by the AGMARDT Final Report found in the Resources tab on the website <http://applications.agmardt.org.nz/>.

Please note that all final reports are made publicly available on the AGMARDT website. If your report contains commercially sensitive information please discuss with AGMARDT and supply a summary report which can be made publicly available.

The final report must contain the following:

- Project Title, Group Name, Grant Number, Grant Amount
- Include information around the publicity associated with the speaker (media reports, profile within the sector, other presentations, etc);
- How was AGMARDT conference support acknowledged?
- Number of attendees;
- Whether the aims of the presentation / workshop were achieved;
- Whether the expectations of the speaker(s) were met (refer section 4.2 of the application);

AGMARDT's offer for conference support is subject to the applicant accepting the above conditions.

PAYMENTS

Payments are to be made in the name of the Applicant Group. All payments must be applied solely and exclusively for the conference/forum AGMARDT has funded.

Timing Initial 60% Payment

AGMARDT will make an upfront payment of 60% of the conference grant on receipt of a tax invoice. The invoice should include the grant number and name of the event which is being funded. These payments are usually made on the 20th of the following month.

Timing Final 40% Payment

The Final 40% payment is withheld until the final report has been approved by the Trustees at the next available Trustee meeting. This date will usually be communicated to you on receipt of the Final Report.

If the actual total costs for whole project comes to less than the maximum amount of the grant, the final claim must be adjusted as AGMARDT will only reimburse actual expenditure incurred.

The successful Applicant must respond promptly to any queries that AGMARDT might have when considering the Final Report and accompanying costs analysis.

On approval of the Final report and compliance with the requirements of the grant payment will be made 20th of the following month.

AGMARDT reserves the right to amend the payment schedule should certain conditions not be met.

GENERAL

Dissemination/Commercial Sensitivity

As a not-for-profit charitable trust, AGMARDT usually makes the information arising from its grants publicly available, and reserves the right to do so in the instance of all projects in respect of which AIG grants are provided.

AGMARDT will publish the final report on its website. Should the project be identified as commercially sensitive, AGMARDT and the applicant will discuss and agree on the information to be made publicly available having regard to AGMARDT's policy obligations.

Successful Applicants must not make any public statement or issue any press release or other publicity relating to this Funding Agreement, without the prior written approval of AGMARDT as to the form and content of such statement.

Declined Applications

It is AGMARDT's policy not to provide reasons why applications are declined.

Independent Audit

For financial performance and management of the project, the Trustees reserve the right to ask for an independent audit by an auditor of AGMARDT's choosing. The Trustees may, through AGMARDT's advisors, or if required AGMARDT appointed specialists, undertake a review of the work in progress and eventual outcomes.

Grant Withdrawals

A grant may be withdrawn at the sole discretion of the Trustees where:

- Reports and payments account receipts have not been provided or have not been provided in a timely manner;
- No part of the funding has been uplifted within one year of the grant being approved;
- There has been no response to AGMARDT's correspondence on the project;
- No satisfactory progress has been made;
- The Applicant Group goes into liquidation or receivership or ceases to operate; or
- There has been unauthorised variation to the project or budget.

Confidentiality

Advisors' and referees' comments are confidential to AGMARDT.

Intellectual Property

AGMARDT does not normally take ownership and/or management of intellectual property. It does, however, reserve the right to take a financial interest in intellectual property should this be agreeable to both the applicant and AGMARDT.

Change of Key Personnel

Applicants must inform AGMARDT of any change in key personnel working on the project being funded.

Resubmission of Declined Applications

Where a project Request has been declined, the applicant may resubmit after 12 months providing the project has been modified/updated.

Late Applications

Project requests received after close-off dates will be held over for consideration. Applications may be considered throughout the year at the discretion of the General Manager.