

AGMARDT

FUTURE SHAPERS

INDIVIDUAL CAPABILITY DEVELOPMENT
GRANT
GUIDELINES

CONTENTS

Objective	3
Principles	3
Eligibility	3
Ineligible Courses	3
Application Process.....	4
Reporting.....	4
Payments.....	4
Initial Payment	4
Final Payment	5
Terms and Conditions	5
Dissemination/Commercial Sensitivity	5
Confidentiality.....	5
Intellectual Property.....	5
Late Applications.....	5
Declined Applications.....	5
Resubmission of Declined Applications	5
Grant Withdrawals	5
Change of Key Personnel	6
Independent Audit	6

OBJECTIVE

AGMARDT supports initiatives that develop future leaders and improve the leadership and governance skills of individuals involved in agribusiness. There is limited depth of leadership and governance skills within the agribusiness sector, and there are those who are missing development opportunities on a regional basis, which has the potential to limit New Zealand's ability to take advantage of beneficial market opportunities.

The objective of this programme is to deliver transformational change through individuals, encouraging capability development, long term commitment and benefits to New Zealand Agribusiness.

AGMARDT recognises the significant benefit to the New Zealand Agribusiness sector from supporting future leaders and capability programmes for individuals and groups to grow their potential through domestic and international management and leadership training opportunities including experience and exposure to global markets.

Capability grants will provide opportunities for individuals to:

- Achieve their potential through a personalised development plan that will motivate, inspire and transform;
- Develop and advance their personal management, leadership capability and expertise;
- Provide and/or participate in management, leadership and governance programmes that make a positive difference to agribusiness and are aligned with AGMARDT's strategic interests;
- Gain international market experiences that will inspire and promote transformational change within New Zealand Agribusiness value chains;
- Commit to a career within New Zealand Agribusiness.

PRINCIPLES

Individual funding assistance will be considered on a case-by-case basis and at the absolute discretion of the Trustees.

Grants may be available for individuals wishing to advance their leadership or governance skills necessary to take on future leadership roles within agribusiness and beyond.

In providing leadership and governance support, AGMARDT expects that all applicants will where applicable and appropriate recognise AGMARDT support for the programme.

AGMARDT provides significant direct funding to particular organisations as a 'strategic partner', to assist with providing leadership and governance training initiatives. Where AGMARDT is a strategic partner to a particular organisation, grants will not normally be provided to individual applicants to attend specific training provided by that organisation.

ELIGIBILITY

To be eligible for funding, applicants must:

- Be a New Zealand resident
- Be someone who has an interest in the New Zealand agricultural, horticultural or forestry sectors;
- Clearly demonstrate how the programme will assist them to attain leadership or governance positions in the future;
- Identify what difference AGMARDT's funding would make to the individual and their development.

INELIGIBLE COURSES

AGMARDT provides significant direct funding to organisations as a 'strategic partner', to assist with providing leadership and governance training initiatives. Where AGMARDT is a strategic partner to an organisation, grants will not normally be provided to individual applicants to attend specific training provided by that organisation.

This exclusion currently applies specifically (but not exclusively) to:

- Kellogg Rural Leadership programme
- Nuffield NZ Scholarship Programme
- Agri-Women's Development Trust (AWDT) programmes

AGMARDT may consider individual applications based on genuine hardship, or other exceptional circumstances, provided the following requirements are met:

- Applicant is referred to AGMARDT directly from the CEO or Board of the specific training organisation; and
- Reference is to include specific details with regard to the nature of the applicant' circumstances and future leadership and governance aspirations within the primary sector.

The decision to support such applications remains entirely at the discretion of the Trustees and should not be expected.

APPLICATION PROCESS

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

REPORTING

Successful applicants must comply with all the reporting requirements. The AGMARDT Board of Trustees views all reports provided.

A final report template has been created and can be found in the [Resources tab](#) on the application portal (<http://applications.agmardt.org.nz/>).

Please note: 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, and grant number;
- Provide a broad outline of the objectives and intended outcomes of the programme and whether these were achieved;
- What did you get out of the programme and how you intend to apply the lessons learnt to your organisation and the wider agribusiness community;
- Your views on where the programme fits in terms of other leadership development courses offered in New Zealand and internationally;
- How do you think the programme will help you develop and advance your leadership skills within agribusiness; and
- Whether you would recommend the programme to others, and if so, who would benefit most from attending the programme.
- Show examples of how AGMARDT support was acknowledged.
- Summary of project – Using bullet points describe the main outcomes of the project or course of study and what has made it a success.
- KPI reporting - Report against the Key Performance Measures (KPIs) as outlined in the grant application.

PAYMENTS

INITIAL PAYMENT

All payments must be applied solely and exclusively for the project AGMARDT has funded. Unless otherwise agreed with the General Manager, payment of 60% for the grant will be paid on receipt of the initial 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.

FINAL PAYMENT

The final 40% payment is withheld until the final report has been approved by the Trustees at the next 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.

TERMS AND CONDITIONS

DISSEMINATION/COMMERCIAL SENSITIVITY

As a not-for-profit charitable trust, AGMARDT usually makes the information arising from its grants publicly available.

Unless otherwise agreed to by AGMARDT and the applicant, AGMARDT may publish a summary of the aims of the project, and or the final report. 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.

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.

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.

DECLINED APPLICATIONS

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

RESUBMISSION OF DECLINED APPLICATIONS

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

GRANT WITHDRAWALS

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

- Reports have not been provided or have not been provided in a timely manner;
- Supporting information around expenses incurred or co-funding 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.

CHANGE OF KEY PERSONNEL

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

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.