

AGMARDT Individual Capability Development Grant Guidelines

1. AGMARDT Long Term Outcomes

All Individual Capability Development Grant must align with at least one of AGMARDT's long term outcomes. These are as follows:

- a. Increased entrepreneurial skills.
- b. Increased capacity to think big and differently.
- c. Increased cross-sector networking and collaboration.
- d. Increased ability to think more strategically.
- e. Increased confidence and resilience.
- f. Increased technical skills.

2. Objective of the Individual Capability Development Grant

The objective of the Individual Capability Development Grant is to enable and empower fresh thinkers to advance their management, leadership and/or governance skills so they can take on future roles within New Zealand Food and Fibres Sector.

The Individual Capability Development Grant provides individuals with an opportunity to:

- a. Achieve potential through a comprehensive, personalised development plan.
- b. Develop and advance management, leadership and governance skills.
- c. Explore activities/experiences beyond NZ borders.
- d. Participate in unique programmes/activities that will have a positive impact on New Zealand's food and fibres sector.

3. Who can apply?

The applicant must be involved in New Zealand's agricultural, horticultural and forestry sectors with a programme that will benefit the New Zealand Food and Fibres sector.

4. When can I apply?

Individual Capability Development Grant applications are open all year round. Please check our website and social media for key dates.

5. Who does AGMARDT invest in?

Investment will be provided to individuals that are seeking assistance to further progress their professional development plan which can include multiple programmes offered domestically and/or internationally.

6. Is a personal or employer financial contribution required?

AGMARDT Individual Capability Development Grants exist to motivate and inspire individuals while reducing or eliminating financial barriers to development.

We recognise not everyone has the personal means to contribute or an employer that can offer financial assistance however, where possible, Trustees like to see individual and or employer contributions as this shows a commitment to the programme/applicant.

7. What are our assessment criteria?

The Individual Capability Development Grants are designed to allow applicants to undertake professional development programmes/activities that would otherwise be unattainable without AGMARDT support.

The Trustees are looking for a programme of activity that will address individual capability gaps as well as address wider gaps across the food and fibres sector.

AGMARDT encourages programmes/activities that are unique and not limited to New Zealand.

The Individual Capability Development Grant is assessed against the following criteria. The application must clearly demonstrate:

- a. How your development aligns with AGMARDT's long term strategic objectives.
- b. How your development aligns with the objectives of the Individual Capability Development Grant.
- c. Your potential as a leader within New Zealand's food and fibres sector
- d. That you can articulate the impact you will make as a leader (i.e., you can show you are doing something differently).
- e. That you have a well-developed professional development plan that highlights the gaps you are looking to fill with the programmes/activities you are applying for.
- f. A unique and well thought out programme of activities with consideration given to both domestic and international opportunities.
- g. A commitment to retaining the value and benefits arising from your development within New Zealand's food and fibres sector.

8. What are the exclusions – what do we not support?

AGMARDT provides significant direct investment to many sector organisations as a **'strategic partner'** to assist with providing leadership and governance training initiatives at subsidised rates. We therefore do not provide financial support for individuals participating in these programmes. This includes (but not limited to):

- Kellogg Rural Leadership programme.
- Nuffield New Zealand Scholarship programme.
- Agri-Women's Development Trust (AWDT) programmes.

To ensure access to these programmes for deserving individuals, AGMARDT has provided additional discretionary scholarship funding to the Kellogg Rural Leadership and Agri-Women's Development Trust's Escalator programmes. These AGMARDT scholarships are selected and administered by these respective organisations so please contact them for further information.

9. GST & AGMARDT Funding

AGMARDT is a "public authority" as defined in section 2 of the Goods and Services Tax Act 1985. Where grants are made by a public authority the recipient will be required to return GST output tax on the grant if they are GST registered and the grant relates to their taxable activity. This is because the GST Act deems the grant payment to be consideration for a supply of goods/services to AGMARDT by the recipient of the grant. Grant requests are made GST inclusive (if any), to ensure the grant covers the GST output tax (if any) the recipient is required to pay. Where the recipient is not GST registered, there is no deemed supply, and the recipient does not need to return output tax.

Therefore, where the recipient is GST registered and the grant forms part of their taxable activity, they will be required to return GST output tax on the grant received. Please ensure this is considered when completing the funding amount in the application form.

Where the recipient is not GST registered, there is no deemed supply and the recipient does not need to return output tax, therefore they do not need to allow for this in the funding amount in the application form.

AGMARDT is unable to advise you on the correct treatment of GST for you or your business. We advise that you seek advice from an Accountant.

10. Reporting

Successful applicants must submit a progress **or** final report along with any invoice and comply with all the reporting requirements.

Progress and final reports are approved by the Trustees at their board meetings held. Please refer to the application closing dates found on the [AGMARDT](#) website for board meeting dates. You must send through your final report at least two weeks prior to the next board meeting. The date will usually be communicated to you on receipt of the final report.

Progress and final report template can be found in the Templates tab on the [Application Portal](#).

11. Payments

All payments must be applied solely and exclusively for the development AGMARDT has supported. The applicant must have their own bank account. Invoices are to be made out to AGMARDT and in the name of the Applicant.

AGMARDT only pays for actual cost incurred which are in line with the approved application. It is expected that the applicant will pay for the programme and other related costs upfront and then invoice AGMARDT. Where this is not possible, approval from the General Manager must be sought in writing in advance.

Each claim for payment must include:

- A tax invoice made out to AGMARDT and received from the individual that is named in the application that was approved.
- Receipts to support claim/invoice (made out to applicant).
- A progress* or final report*.

*Download all templates from [Templates tab](#) in the [Application Portal](#)

Progress Payments

All progress payments which have satisfactorily complied with the requirements of the grant are made 20th of the following month.

Final payment

AGMARDT requires a minimum final payment of **25%*** of the total AGMARDT Individual Capability Development Grant funding and will be withheld until the final report is approved by the Trustees at the next meeting held.

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.

* The 25% final payment can be amended but only by application in writing and must be approved by the Trustees or General Manager.

12. General Terms & Conditions

Please see website for AGMARDT's general [Terms & conditions](#).

13. Contact

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Website: www.agmardt.org.nz

Email: info@agmardt.org.nz