

Group Capability Development Grant Guidelines

1. AGMARDT Long Term Outcomes

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

- a. Increased regional resilience and growth.
- b. Improved environmental performance of the sector.
- c. Increased economic prosperity of the sector.
- d. Regional and community leadership.

2. Objective of the Group Capability Development Grant

The objective of the Group Capability Development Grant is to enable industry and sector groups to deliver effective and transformational capability development programmes, which in turn encourages long term commitment and benefits to New Zealand's food and fibres sector.

This Grant provides organisations/groups an opportunity to impact/support one of the following objectives:

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

3. Who can apply?

The Organisation/Group 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 we apply?

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

5. What does AGMARDT invest in?

Investment will be provided to organisation/groups that are seeking assistance to design and deliver capability development programmes/initiatives domestically or internationally.

6. What are the co-investment requirements?

While there is no minimum co-investment contribution required, Trustees like to see other funding contributions from applicant or others, as this shows a commitment to the programme/initiative.

7. What are our assessment criteria?

The Trustees are looking for a unique programme that will address wider capability gaps across the food and fibres sector.

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

- a. How your programme aligns with AGMARDT's long term strategic objectives.
- b. How your programme aligns with the objectives of the Group Capability Development Grant.
- c. The organisation/groups ability to demonstrate strategic thinking, leadership and execution.
- d. That you have a well-developed programme/initiative that highlights the key needs/gaps of the food & fibres sector you are looking to fill.
- e. A well thought out and unique programme/initiative.
- f. A commitment to retaining the value and benefits arising from your programme within New Zealand's food and fibre sector.

8. 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.

9. Reporting

Successful groups 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](#).

10. Payments

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

AGMARDT only pays for actual cost incurred which are in line with the approved application.

Each claim for payment must include:

- a. A tax invoice made out to AGMARDT and received from the organisation/group that is named in the application that was approved.
- b. A progress* or final report*.

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

Progress Payments

All payments must be applied solely and exclusively for the programme/initiative 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.

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 **40%** of the total AGMARDT Group 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.

11. General Terms & Conditions

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

12. Contact

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