

Contestable Fund: Sample Application form



Notes:

- **The information in this sample form is an example only.** The projects and prices are fictional. Please do not rely on this as a guide for price, technical specifications, or any other information.
- The example is meant only to demonstrate the acceptable level of detail and the types of answers the Assessment Panel is looking for, not to provide a template for applicants' answers. Your application details will be specific to your school.
- While we truly appreciate the time and effort you put into your application, please be aware that the selection process is highly competitive and even high quality applications might not be selected for funding given the limited budget available and high number of applications.
- Applications must be submitted by the school and cannot be submitted by a provider/supplier or the Ministry Property Advisor on behalf of a school.

Please complete this application form for the Ministry of Education Contestable Fund. Criteria and other information can be found at [Sustainability Contestable Fund](#). Please submit your completed application to Sustainabilityfund@education.govt.nz applications not submitted to this address by the Principal, BOT Chair, or an authorised staff/board member will not be considered.

School/applicant Name: <i>Education Example</i>	School Number: <i>xxx</i>
School Address: <i>xxxx</i>	
District/City Council: <i>xxxx</i>	
Submitter's Name: <i>School Principal</i>	Position: <i>Principal</i>
Contact Email Address: school.principal@educationcollege.govt.nz <i>Note any correspondence regarding your application will be sent to this address</i>	Phone: <i>xxx</i>
Have you received your Ministry Property Advisor's endorsement? <i>Yes – email attachment included</i> <i>(Attachment Name: Education Example PA Endorsement E-mail)</i> <i>If yes please attach a copy of their endorsement to your application</i>	

Note: If you are submitting multiple projects, please copy the below questions/sections and complete separately for each project as desired. Please keep all application answers in one document, where possible.

Summary - A short description on what the application is proposing

Summary Description:

Installation of 4x 3500 litre storm-water collection tanks on school grounds.

Which of the following outcomes will the proposal enable? *[please highlight/delete as relevant]*

- Reduced energy consumption
- Increased energy resilience
- Replacement of non-renewable energy
- **Reduction of waste and/or increase recycling**
- Reduced carbon emissions
- **Other property project that will deliver a positive sustainability impact**

Estimated Costs (excluding GST)

Construction cost <i>What are the costs of your project associated with the actual installation, materials purchased etc.</i>	\$35,000
Associated fees (e.g. project management, professional fees)	\$2,000
Contingency	\$4,000
Total cost	\$41,000

Ongoing new cost to operate or maintain the asset (if applicable)	\$500 per annum
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How will you fund the ongoing cost (PMG, Community Funding, From savings generated by the asset etc.)?

Mixture of water savings and community funding for community garden programme.

Notes:

- *No additional funding will be available to successful applicants. You should include sufficient contingency to deal with any cost-overruns in your application. **Do not** reduce your contingency amount in order to make your application appear more appealing, or avoid procurement thresholds.*
- *If your project cost is >\$100,000, more evidence and a compelling rationale for why the project should be funded will be necessary to be successful.*

Do you have quotes/estimates? **Yes**

*If yes, please attach these to your application- **quotes from local installer attached***

Infrastructure Considerations

<p>Is your project to replace any existing property/infrastructure? Yes</p> <p>If yes, how old is the existing property/structure (<i>if the existing infrastructure is >10 years old, there will need to be a compelling reasons for replacement</i>)?</p> <p>Replacing 30 year old storm-water excess system, which is failing causing leaking, and flooding during heavy rain.</p>
<p>Provide a description of the specific assets to be changed and/or created</p> <p>Replacing failing storm-water overflow tanks with a new, larger system. The new system will have twice the volume of the old, and will be connected to the irrigation system in our community garden.</p>
<p>Have you confirmed that this project cannot/should not be funded through other funding streams (e.g.5YA, SIP etc.) with your Ministry Property Advisor?</p> <p>Yes (if yes, explain why this fund is the most appropriate funding channel)</p> <p>All of our 5YA has been allocated to essential infrastructure projects, including remediation of the existing system as the leaking could become a health and safety concern.</p>
<p>Is this project identified in your 10YPP? Yes</p> <p>Remediation of the existing system is identified for the next year of the 10YPP.</p> <p>What other projects will be able to be funded if you are successful?</p> <p>If the old system is replaced, we can allocate the associated 5YA to a classroom refurbishment which had to be pushed out to years 6-10 of our plan due to the need to remediate the existing system.</p>
<p>When will the project be completed?</p> <p>The project will be completed in the 2021 term one holiday break, to minimise disruption.</p> <p>Note schools should plan to complete projects before the end of June 2021.</p>
<p>Please state any third-party funding for this project. Please note all assets will be 100% Ministry-Owned regardless of any co-investment.</p> <p>N/A</p>

Benefits and Sustainability Impact

<p>How does the proposal align with the outcomes sought from the Contestable Fund?</p> <p>The storm-water tanks will be used to water the community gardens at the school. These are currently watered from the school's mains water supply. This will reduce our water usage. It will also increase our ability to grow food in the gardens which is provided to the community.</p>
<p>How can the project create innovative learning opportunities for students at your school? How will it link to existing or planned curriculum items/activities?</p> <p>The development and success of the community garden will ensue that horticultural and enviro-school programmes can survive and thrive. The garden is being included as a learning tool in the biology and economics curriculums.</p>

Comment on any other benefits associated with the proposal

The community garden can provide food to members of our community. The water storage can also be used as non-potable water in emergencies, as our area is prone to periods of drought.

Project Management

Comment on how the project will be delivered and your school's ability to procure and manage suppliers (if relevant), and oversee the implementation.

The school will be engaging the local contractor who installed a similar system at a neighbouring school. We will be engaging the same project manager for all Fund projects.

Comment on how you will manage any cost-overruns

We have included a contingency of more than 10% in the application. We expect this to cover all cost overruns. Any further overruns will be funded from the money we currently have for our garden programme.

A timeline for implementation including major milestones

This will take place in the 2021 term 1 holidays to minimise disruption and ensure installation before rainy season begins. Contractors will be engaged in January 2021.

- Day 1- Old system decommissioned and removed
- Day 2- New system arrives on site
- Day 3- New system positioned in place and made earthquake proof
- Day 4- System connected to drains and overflows
- Day 5- System watertightness checks
- Day 6- System connected to garden irrigation system
- Day 7- Final QA checks and project close-out

Will you be able to verify the project has been completed?

Yes - The system will be storing rainwater and successfully irrigating the garden.

Note: that evidence of completion will need to be provided to the Ministry

Will you be able to measure results?

Yes

If yes, how will you measure the results? *Successful schools will be required to commit to ongoing performance reporting till June 2023, it is important you demonstrate how this will be possible.*

We will compare the reduction in water usage on our meter from last year

Technical Detail- Note some sections will not be applicable to all projects

Have you ensured your supplier will provide warranties that are at a minimum industry standard? Have you considered increasing any warranties? Do the warranties cover all components of the asset? Please detail below

The quoted supplier has provided a twenty year warranty on all products and workmanship.

Have you ensured your school's existing infrastructure can handle any increased load created by your asset? E.g. is your electrical infrastructure capable of meeting increased demands of switching to electric heating etc.

N/A

If installing Solar Panels is your proposed supplier a SEANZ-accredited installer?

N/A

Is there any technical detail of your proposal not mentioned elsewhere which you want the Panel to know? *If you have been provided/have generated technical reports or baseline data etc. please attach these to your application*

We have attached a report of our water usage for the last 12 months as comparison for the reduction if we are successful. **Report attached**