



**FEDERATION OF
MAORI AUTHORITIES INC. (FoMA)**
Me Uru Kahikatea

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1. FUNDING

IDEAS INNOVATION AND START-UP

POUTAMA TRUST

Poutama Trust can help your business with funding from *Te Putea Whanake* (Business Development Grant).

Putea Kimihia - Business investigation

Purpose: To help both new and prospective businesses investigate new ideas and/or strengthen existing business activities. Putea Kimihia covers, but is not limited to, the following activities:

- Development and implementation of business, strategic, financial, marketing and export plans
- Overseas market research and visits
- Information technology planning
- Provisional protection of intellectual property rights
- Land use planning
- Due diligence procedures.

Value: *Putea Kimihia* covers **50 %** of business investigation costs. It does not cover capital and set-up costs. If the funding sought is greater than \$7,000 (including GST) Poutama Trust may require your business to undergo a business evaluation. The evaluation is free and covers key areas such as finance, marketing, planning and the operation of your business.

Contact: Richard Jones CEO

	Phone:	04 473 2652 or 0800 4 Poutama
	Fax:	04 495 1136
	E-mail:	poutama@poutama.co.nz
	Internet:	www.poutama.co.nz

INDUSTRY NEW ZEALAND

Enterprise Awards Scheme

Purpose: To assist in testing and developing marketable concepts and early stage projects with high growth potential.

Value: Businesses and entrepreneurs can apply for 50% of the total costs of a project, and the Scheme will fund up to \$20,000 in any one year. Applicants can ask for an award for one or more of the following:

- Feasibility studies
- Prototype design and testing
- Electronic commerce strategy
- Business/Strategic planning
- Market research
- Human resource development; Business appraisal / capability assessment
- Protection of intellectual property
- Testing of financial viability and assessment of value; and Mentoring/counselling

Business Growth Service & Fund (Industry NZ)

Purpose: The overall objective of the INZ Business Growth Service and Fund is to assist businesses and sectors to realise their growth potential. The Service makes available to businesses, third-party specialist expertise, information and advice. All of which are vital in improving key business competencies and accelerating growth.

Eligibility: The scheme targets established medium-sized businesses, and groups of businesses with a sound track record and high growth potential. The firm or firms will typically be in a position where they can grow substantially if marketing, financial or other critical strategies can be developed and implemented.

Value: Grants are made on a \$ for \$ basis, that is they cover 50% of the total cost of the project up to the \$100,000 maximum made on a reimbursement basis. The applicant may not use any other source of government funding for the balance.

Contact: Industry NZ

	Phone:	04 910 4643 or 0800 22 44 80
	Fax:	04 910 4643
	E-mail:	
	Internet:	www.industry.govt.nz

WORK AND INCOME NEW ZEALAND

Employer Assistance

Besides a database of potential employees, WINZ provides employer incentives to encourage businesses to create opportunities for WINZ clients. Consider the following:

Employment Subsidies & One-off Disability Grants

http://www.winz.govt.nz/employ_someone/financial_support.html

Training Support - short-term training that is linked to a specific job you are offering.

http://www.winz.govt.nz/employ_someone/training_support.html

Enterprise Allowance Subsidy

Purpose & Eligibility: A temporary subsidy available to certain WINZ clients entering self-employment, *while their business is being established.*

Value: Up to \$214 per week can be paid for up to 52 weeks to a maximum of \$10 000. The amount will depend on:

- length of enrolment with WINZ you have been enrolled;
- the cash needs of your business; and
- your personal financial situation.

Enterprise Allowance Grant

Purpose & Eligibility: A lump sum payment available to certain WINZ clients entering self-employment for *capitalisation of essential start-up costs.*

Value: The grant can be given on its own or in conjunction with the Enterprise Allowance Subsidy. The maximum is \$5000 per client per project. Where a subsidy and grant are used in combination, the total cannot exceed \$10,000 per client over 52 weeks.

Business Training Advice Grant

Purpose & Eligibility: Helps WINZ client to consider or investigate self-employment by providing training and advice. Client must be registered with WINZ and intend to take up, or already be receiving an Enterprise Allowance.

Value: There is a maximum of up to \$600 per person per project.

Contact: WINZ

National Office, PO Box 12 136, Wellington	Phone: Fax: E-mail: Internet:	04 916 3300 or 0800 559 009 (all services) 04 918 0099 info@winz.govt.nz www.winz.govt.nz
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WORKBRIDGE INC

Self Start Grant

Purpose & Eligibility: To pay for support services needed to enter self-employment. You must have a disability that is likely to continue for as minimum of six months and which results in a reduction of independent function or social well being.

Contact: Workbridge

PO Box 24057 Wellington	Phone: Fax: E-mail: Internet:	04 499 7350 or 0800 836 736 04 499 1460 tonyk@workbridge.co.nz (Wgtn enquiries) In progress
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MINISTRY OF TOURISM

Tourism Programme Facilities Grants

Purpose: Provide funding to assist with the provision of facilities that can not be made available on a commercial basis.

The *principal objective* of this programme is to enhance the understanding and enjoyment of New Zealand by overseas visitors, through increasing the quality and number of nationally significant tourism facilities.

Value: Depends on annual Budget appropriation (\$300,000 in 2001/02).

Application considered twice yearly – December and June

Completed applications should be forwarded to the Ministry of Tourism by 1 October to be considered in the December round or by 1 April to be considered in the June round.

Contact: Glen Webber (Senior Policy Analyst – Maori)

The Ministry of Tourism PO Box 5640 Wellington	Phone: Fax: E-mail: Internet:	04 498 7440 04 498 7445 info@tourism.govt.nz www.tourism.govt.nz
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SKILLS MANAGEMENT – BUSINESS TRAINING AND UPSKILLING

POUTAMA TRUST

Putea Whakaako - Business Training

This funding aims to help business people to gain relevant skills or management support. Putea Whakaako covers, but is not limited to:

- Short, business-focused courses for business owners and managers
- Business mentoring (eg, an expert advises on daily business operations)
- Institute of Directors Training Courses (+)
- Business assessments and reviews to assist business owners and managers to increase profits and production
- Management support work by independent advisers or experts

Putea Whakaako covers up to 50 percent of costs, to a maximum of \$2000. Funding for training courses by any one provider is limited to \$10,000 per year.

Refer to the directory for contact details.

SKILL NEW ZEALAND

Industry Training Organisations (ITOs)

Purpose: ITOs provide industry-wide training solutions in around 50 industry groupings. They are supported in around 50 industries and partly by the industry training fund. The fund subsidises the cost of training where a registered training agreement is linked to an employment contract.

Contact:

PO Box 27-048 Wellington	Phone: Fax: E-mail: Internet:	04 801 5588 04 801 5598 information@skillnz.govt.nz www.skillnz.govt.nz
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AGRICULTURAL AND MARKETING RESEARCH AND DEVELOPMENT TRUST (AGMARDT)

Agricultural Research Scholarships

1. Ten doctoral scholarships for research in some branch of agriculture are provided at up to \$22,500 per annum plus \$2,000 in year one only.
2. Up to \$3000 is also available to attend relevant overseas conferences on application.
3. There are four post-doctoral fellowships within the agriculture area at a maximum of \$65,000 per annum.

AGMARDT Progressive Farming Grants Programme

Purpose: To assist groups of farmers/growers (comprising at least five active farmers) who have identified a problem and/or opportunity to access and manage scientific and technological solutions in a focused manner. Projects, which involve field evaluation and development, are included in this programme.

The selection process involves two stages:

1. The applicant submits a Project Inquiry (see website).
2. If the Project Inquiry is approved, the applicant is invited to submit a Grant Request.

Industry Support

Purpose: To promote and encourage New Zealand's interests in the agricultural, pastoral, horticultural and forestry industries by providing funding towards:

- (i) The initial setting up of an industry
- (ii) Assistance to emerging producer organisations
- (iii) Generic marketing initiatives
- (iv) Recruiting, retraining and developing people.

The selection process involves two stages:

1. The applicant submits an Industry Inquiry (see website).
2. If the Industry Inquiry is approved, the applicant is invited to submit an Industry Support Grant Request.

Value: Range from \$5,000 to in excess of \$100,000 (most are within the \$5000 to \$50,000 range).

Conferences and Sponsorship

A small percentage of AGMARDT funds are set aside to assist with costs for important agricultural conferences held in New Zealand such as venue hire, promotion material and travel costs for overseas speakers. See website for application information.

Contact:

PO Box 399 Shortland Street Auckland	Phone: Fax: E-mail: Internet:	09 373 3370 09 373 3488 www.agmardt.org.nz
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COMMUNITY AND REGIONAL INITIATIVES

MINISTRY FOR THE ENVIRONMENT

Sustainable Management Fund (SMF)

Purpose: To support the community, industry and local government in a wide range of environmental management initiatives.

The fund projects produce resource kits, guidelines, reports, training programmes, databases and decision support programmes.

Value: A maximum of 80% of the project cost is funded, or alternatively \$500,000 p.a. for up to 3 years. There are two funding rounds per annum with one major and one minor round.

Contact: SMF

P.O. Box 10-362 Wellington	Phone: Fax: E-mail: Internet:	04 917 7400 04 917 7523 smf@mfe.govt.nz www.smf.govt.nz
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MINISTRY OF AGRICULTURE AND FORESTRY

The Sustainable Farming Fund

Purpose: To support community driven programmes aimed at improving financial and environmental performance of land based sectors. To help communities overcome environmental, social and economic barriers.

Projects may include but will not be restricted to:

- Adding value and making market connections.
- Investigations into the efficient use of land-based resources, including water.
- Demonstration projects.
- Information/technology transfer.
- Identifying barriers to and options for improved land use and management.
- Access to information/knowledge.
- Resource inventory work.
- Access to tools to convert information/knowledge into options and to make informed decisions.

Value: A project may be co-funded from other Government funds, but the total Government contribution cannot exceed 80% of the total project cost. Contributions from partners and communities can be by cash or "in-kind".

The maximum grant payable will normally not exceed \$200,000 (GST inclusive) per project per year (i.e., \$600,000 over three years). There is no lower limit for funding. The Fund provides grants for projects lasting from one to three years.

Contact: Fund Administrator

Sustainable Farming Fund Min. Agriculture & Forestry PO Box 2526 Wellington	Phone: Fax: E-mail: Internet:	04 474 4100 or 0800 100 087 04 460 8781 info@maf.govt.nz www.maf.govt.nz
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INDUSTRY NEW ZEALAND

Regional Partnerships Programme

Purpose: To provide guidance and funding to assist regions, in partnership with local authorities, business, iwi and other representative local groups, to identify, and develop sustainable economic growth strategies, and put those strategies into action.

Value: Three levels of funding are available:

1. Up to \$100,000 per region for **strategic planning** to contribute to the costs of developing a regional growth strategy.

2. Up to \$100,000 pa for **building the necessary capability** to implement strategic plans. Activities funded include employing consultants to work and train local people, economic skill development for specific groups, and raising the profile of economic development in the region.
3. Up to \$2 million for major regional initiatives. See below for more detail.

Funding support for all levels will be conditional on:

- A range of appropriate central government agencies being involved in a full and meaningful way in the funded activities; and
- Local iwi and tangata whenua being consulted and involved in the process.

Please see the website for further details on application requirements.

Major Regional Initiatives (MRI)

Purpose: To support proposals from regions that contribute to "a smarter, innovative, responsible, internationally focused New Zealand as a potent force for higher growth".

Proposals considered for funding will have an emphasis on *promoting higher economic growth* within a region and do so by focusing upon one or more *key enablers for growth* and demonstrating a contribution to one or more *indicators*.

The following are considered key enablers for growth:

- Access to skills and management capability;
- Access to resources and infrastructure;
- Access to innovation and technology;
- Access to advice and information on opportunities;
- Promoting and supporting an enterprise and business culture; and
- A supportive regulatory and business environment.

The following are considered key indicators of growth:

- Increased level and quality of private sector investment;
- Promotion of higher levels of skills and management capability;
- The growth of quality, productive employment; and
- Raised revenues and incomes (especially export revenues).

It is considered that the following are factors that facilitate economic growth:

- Strong collaborative networks (for example, those generated by the initial stages of the RPP);
- The capacity of regional institutions and administrators to adapt to new conditions such as those generated by changing global circumstances;
- Broad participation and widespread regional benefits; and
- A long-term focus.

Value: A maximum of \$2 million for central government contribution to any single initiative in any single region with local part-funding or in-kind contribution of no less than 25% of requested funding amount.

MRI funding contributions will be made on a 'one off' basis with no expectation or requirement of any return on investment. There is also no liability for additional future contributions, and the MRI must not present significant risk of failure in the absence of support.

See the website for further details on application requirements

Refer to appendix for contact details

RESEARCH AND DEVELOPMENT/TECHNOLOGY

TECHNOLOGY NEW ZEALAND

Please see below for contact details regarding the following funding initiatives.

Technology for Business Growth

Purpose: Focuses on projects with the potential to enhance technical capability and enable firms to move towards high value, high margin products, processes, services and markets.

New Zealand owned businesses are given preference for Technology NZ funding.

Value: Funds of up to 50% of research and development costs are made available and are paid monthly in arrears, as well as scholarships for post graduate students to carry out projects which meet thesis requirements for a degree and achieve identifiable commercial goals.

Grants for Private Sector Research and Development

Purpose: To contribute to firm growth and build research and development management skills. Its objective is to increase the level of private sector investment in research and development and is aimed at small – medium enterprises with a base level of technology awareness.

Value: Support is limited to 33.3 % of programme costs to a maximum of \$100,000, which is only for research which represents an increase in a firm's research and development budget.

Technology for Industry Fellowships

Technology for Industry Fellowships supports business funded research and development projects with support for salaries/stipends for fellows from undergraduate level through to secondment of senior experts.

Enterprise Scholarships

Purpose: The focus is on research into areas that are likely to help create the knowledge economy of the future and that are relevant to Enterprises. Covers all disciplines, including science and technology.

Value: These scholarships are a 50/50 funding arrangement between Government and business

TechLink

The Techlink programme is a group of schemes focused on building awareness associated with technical innovation. Techlink removes the cost barriers for small to medium business for:

- Technology appraisal services.
- access to new technology
- Access to sources of guidance and assistance for technology based projects.

Technological Appraisal Services

Technically qualified consultants are used by small to medium sized businesses to determine their technological development priorities. The consultant provides an external appraisal of the business's position regarding effective use of technology, and identifies gaps and opportunities.

Value: Maximum \$1,125 (including GST) per business (paid directly to consultant).

TechNet Expert Access

For businesses that need advice on technical issues, Technology New Zealand has negotiated access for a limited period of consultancy with experts in Crown Research Institutes (CRIs), universities and research organisations.

Value: Maximum funding available is \$2,000 (including GST) per project.

Technological Consultancy Projects

Individuals with technological expertise will provide advice about: existing technologies that can assist a development goal; what is achievable where new developments are required; where sources of expertise can be found to assist the project; what the likely cost of development work is going to be.

Value: Maximum funding available is \$2,813 (including GST) per project.

International Technology Acquisition

Funding is available for assessment of potential technology solutions (both in New Zealand and overseas) to achieve specific development objectives.

Value: Matching finance is available to \$25,000 (including GST).

Water Studies Grant

Funds are available for water resource and irrigation feasibility studies (1.3m has been made available in the current financial year). Application forms for these additional funds can be downloaded from MAF's website -www.maf.govt.nz.

Also see the ***Research and Development: Technology for Business Growth*** under this section.

Maori Collectives

Purpose: To provide for the needs of Maori collectives, namely Iwi authorities, Trust Boards or incorporations; runanga; hapu, whanau or whenua-based trusts and marae committee. It has been specifically devised to assist Maori collectives that, for mostly commercial reasons, are ineligible for other grants within the scheme, yet have access to or control of scarce or valuable resources with clear commercial potential.

Contact: Alan Groves Investment Manager – Maori Innovation

PO Box 12-240 Wellington	Phone: Fax: E-mail: Internet:	04 917-7859 04 917 7850 alan.groves@frst.govt.nz www.frst.govt.nz
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BUSINESS EXPANSION

POUTAMA TRUST

Putea Tipuranga - Business Expansion

Putea Tipuranga is available for existing businesses only. Putea Tipuranga can be used to purchase products and/or services that will help your business growth, but only those required over and above normal business operational costs, for example, computer software specific to your business. Putea Tipuranga covers 50 percent of costs up to a maximum amount of \$10,000. To be eligible for this funding you need to:

- Have operated at least 6-12 months
- Demonstrate that you can not get access to funds from other sources, for example, banks or private investors.
- Produce a business plan (Poutama can assist you with this).
- Be prepared to undergo a business capability assessment, a free assessment undertaken either by Poutama or an independent provider
- Show how receiving the funding is essential to the operation of your business (i.e. if you don't obtain the product or service you want how will your business growth be restricted?)
- Be prepared to meet with Poutama business advisers to discuss your business activities and Putea Tipuranga requirements.
- Demonstrate that the funding will be used for purchase of assets specific to your industry

Putea Tipuranga cannot be used to pay for:

- Cash flow shortfalls or debt.
- Purchasing stock, furniture, motor vehicles or computers.
- Salaries/wages or general business operating costs like power, rates, legal, accounting, consulting fees.
- Conferences/seminars or overseas and domestic travel.
- Activities covered by Putea Kimihia and Putea Whakaako.

Refer to the appendix for contact details.

GOING GLOBAL

TRADE NEW ZEALAND

TradeNZ works in partnership with businesses to overcome challenges and achieve success in export markets.

Trade New Zealand provides four key areas of expertise:

- Information - to guide you through different stages of the export process
- Intelligence - facts and analysis about export markets, trade barriers, competition, sector trends
- Consultancy - services to suit your specific needs and objectives
- Opportunities - to help you identify leads and market potential and turn those into sustainable profits

Export Network Programme

The Export Network Programme administers limited financial assistance to groups of 3 or more exporters who wish to target specific, well-defined export opportunities. After assessment and approval of the business network's plan, Trade NZ will contribute to certain activities undertaken as part of a marketing strategy. These activities may include the cost of in-market visits, trade fair attendance and literature development. **Value:** Maximum up to 50% of the cost of approved activities.

Contact: Rino Tirakatene (Senior Account Manager – Wellington)

Pastoral House 25 The Terrace Wellington	Phone: Fax: E-mail: Internet:	04 496 6496 or 0800 555 888 04 473 3193 rino.tirikatene@tradenz.govt.nz or info@tradenz.govt.nz www.tradenz.govt.nz
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3. SERVICES

GENERAL

TE PUNI KOKIRI

Maori Business Facilitation Service

This is a business mentoring service set up by Te Puni Kokiri to provide advice, guidance and facilitation services to developing a new or existing business. It does not provide funding but will assist in identifying funding sources.

It also provides mentoring, networking, referral to other business' services, assistance with business planning, business expansion or turnaround strategy.

Contact:		
PO Box 3943 WELLINGTON	Phone: Fax: E-mail: Internet:	04-922 6000 or 0800 94 99 97 04-922 6299 tpkinfo@tpk.govt.nz www.tpk.govt.nz

BIZ INFO

BIZinfo is part of the BIZ programme managed by Industry NZ to provide a free business information service through its contracted BIZinfo centres. BIZ is recognised nationwide for practical, targeted advice and assistance for small and medium businesses.

BIZinfo can put you in touch with:

- People in government who can assist you and offer practical help
- Free management and upskilling training providers
- Business mentors and business assistance programmes
- Management advice from people who know about growing a business
- Organisations with specialist information, for example about exporting

People not yet commercially trading are eligible to enter Start-Up workshops.

The BIZ Training Programme

The BIZ Training Programme is funded by Industry NZ and is free for existing small & medium business owners. Training covers many business-related subjects such as planning, business system, compliance, E-Commerce, finance, managing resources, and marketing strategies.

See the website for a list of all BIZ training providers throughout the country.

Contact:

Petherick House 38 -42 Waring Taylor St WELLINGTON	Phone: Fax: E-mail: Internet:	0800 42 49 46 www.bizinfo.co.nz
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BUSINESS IN THE COMMUNITY (BITC)

Purpose: BITC provides a free Business Mentoring Service. You have access to experienced business people to mentor you at no cost.

Contact Pania Wilson

Private Bag 92114, Auckland	Phone: Fax: Internet:	Freephone - 0508 103 400 or 09-525 0380 in the Auckland area 09-525 0482 www.businessmentor.org.nz
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MAORI LAND & RESOURCES

MAORI LAND COURT

The Maori Land Court now have:

- Seven registry offices in Christchurch, Hamilton, Whanganui, Hastings, Gisborne, Rotorua, Hamilton, Whangarei;
- A website that you can find information and submit an enquiry to the court; and
- Three mobile information officers based in Auckland, Turangi & Wellington with access to court records in electronic form.

Contact:

National Office Vogel Building Aitken Street PO Box 2750 Wellington	Website: See here for all contact details:	www.maorilandcourt.govt.nz
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FEDERATION OF MAORI AUTHORITIES

Governance Training

Purpose: To increase the awareness of the skills for effective governance, required by trustees and directors of Maori organisations and enterprise. FoMA has a series of four workshops in Business Leadership, Strategic Planning, Investment, and Industry. Our facilitators have a great deal of experience and expertise to share in all of these areas.

Contact: FoMA Office

See www.foma.co.nz for more details

L5, 108 The Terrace PO Box 10758 Wellington	Phone: Fax: E-mail:	04-474 1480 04-473 3276 enquiries@foma.co.nz
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BIZ TRAINING

Trustee Training

Maori Trustee Training is available for Trustees and Managers of Maori trusts established under the Te Ture Whenua Maori Act 1993.

Refer to the appendix for contact details.

EXPORT

More information about this area will be included when the online database is established.

INVESTMENT

INDUSTRY NEW ZEALAND

Investment Ready Scheme

The Investment Ready Scheme is aimed at innovative businesses and entrepreneurs seeking funds to expand diversify or commercialise a new concept. It helps develop a greater understanding of the issues around funding and securing private investment.

All small and medium businesses and entrepreneurs are eligible to apply for provided they can supply evidence of a genuine need for funding to take their idea further. Assistance is given to projects with strong potential to attract investment.

Selected businesses or entrepreneurs are given the skills and contacts they need to raise up to \$5 million. They do not receive direct funding.

The scheme covers:

- investment readiness training (seminars and workshops), which guides people through the steps for raising capital in order to grow and develop their business or idea
- Deal brokering, where an appraisal process provides ideas brokering and deal making services to raise capital of up to \$5 million. This means help with assessing the commercial potential of ideas, and deal making expertise and assistance to encourage private investors to commit funds.

Refer to the appendix for contact details.

TRADE NZ

Visiting Investor Programme

Investment NZ provides a range of services to potential overseas investors to identify and evaluate business opportunities in New Zealand.

Investment NZ also assists New Zealand businesses looking for global investment, capital, management expertise, joint venture/partnership, or a combination or a combination of any or all of these.

Maori Enterprise Team

The Maori Enterprise Team addresses the difficulties Maori businesses can face in making effective use of the Trade NZ services in trying to successfully grow their business through exports.

The Maori Enterprise Team provides consultancy advice and can deliver services ranging from market research to support with trade missions. Their services have already proved to be successful for Maori businesses of all sizes and experience. Maori clients that use their services will export in excess of \$100 million in 2000/2001, an increase of 50% on the previous year.

Refer to appendix for contact details.

ANGEL INVESTMENT

<http://www.mine.org.nz/>

V CAPITAL

www.vcapital.co.nz

TENDERING FOR GOVERNMENT CONTRACTS

NEW ZEALAND INDUSTRIAL SUPPLIES OFFICE (NZISO)

Tendering for Government Contracts

The New Zealand Industrial Supplies Office (**NZISO**) is the portal for government tenders and opportunities. The NZISO is an operating unit within Industry New Zealand.

The **NZISO** is a Government funded organisation facilitating contact between Government and Industry in New Zealand and Australia. The **NZISO** provides Government and major project opportunities for local industry, by direct contact and via the Government Electronic Tenders Service (**GETS**) and liaises with ISONET and the ISO Network in Australia on Trans-Tasman opportunities, under ANZCERTA.

Contact:

PO Box 2878 WELLINGTON	Phone: Fax: E-mail: Internet:	04 910 4949 04 910 4304 general@nziso.govt.nz www.nziso.govt.nz
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COMPLIANCE

COMPANIES OFFICE

The Companies Office administers corporate body registration in NZ and provides a range of material for company information and registration. The pamphlets that have been published include:

- Guide to company registration;
- Company names;
- Incorporation;
- Statutory obligations of directors;
- Guide to financial reporting; etc.

Company name reservation, incorporation and document registration can all be completed online at a substantially reduced cost. Also useful for businesses are the searching functionality for company details by name, director(s), shareholder(s) and address (es).

Contact:

PO Box 5901 WELLINGTON	Phone: Fax: E-mail: Internet:	0508 266 726 04 495 1254 info@companies.govt.nz www.companies.govt.nz
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INTELLECTUAL PROPERTY OFFICE OF NEW ZEALAND (IPONZ)

The Intellectual Property Office of New Zealand is a business unit in the Ministry of Economic Development.

IPONZ role is that of registration of your patents, trademarks and designs for intellectual property protection.

The IPONZ website offers the public a place where they can search trademarks on-line by name, owner, class or schedule of goods, or service. Patents and designs can also be searched.

Contact:

PO Box 30687 Lower Hutt WELLINGTON	Phone: Fax: E-mail: Internet:	0508 4 47669 04 568 0747 info@iponz.govt.nz www.iponz.govt.nz
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INLAND REVENUE DEPARTMENT

The Inland Revenue Department's mission is to provide quality tax and social policy service to Government and the community. We aim to maximise compliance with New Zealand's tax and social policy legislation through education, quality service and fair, but firm, enforcement.

The IRD has a comprehensive website for information on tax and forms for business.

Contact: Maori Community Advisory Service

National Office PO Box 2198 WELLINGTON	Phone: Fax: E-mail: Internet:	04 473 0920 04 473 2815 www.ird.govt.nz
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ACCIDENT COMPENSATION CORPORATION (ACC)

ACC administers New Zealand's [accident compensation scheme](#), which provides accident insurance for all New Zealand citizens, residents and temporary visitors to New Zealand. In return people do not have the right to sue for personal injury, other than for exemplary damages.

Contact: Check here for details - <http://www.acc.govt.nz/contact-us/>

OCCUPATIONAL HEALTH AND SAFETY (OSH)

As an employer or employee you have a responsibility for identifying and controlling hazards in their place of work. The principal object of the Health and Safety in Employment Act 1992 is to provide for the prevention of harm to employees at work.

OSH administers the following legislation:

- Dangerous Goods Act 1974
- Explosives Act 1957
- Health and Safety in Employment Act 1992
- Machinery Act 1950

Contact:

National Office PO Box 3705 WELLINGTON	Phone: Fax: E-mail: Internet:	04 915 4444 04 499 0891 www.osh.govt.nz
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BUSINESS NETWORKS

CHAMBERS OF COMMERCE

Purpose: To promote, support, and encourage sustainable, profitable business. A nationwide network of Chambers aims to provide the best commercial environment in which you can achieve your business goals. In terms of exporting, not only will you be able to associate with businesses in the export market, the Chambers of Commerce are able liaise with their network of international counterparts.

Contact: <http://www.nzchambers.co.nz/>
<http://www.businessclub.co.nz/>

BUSINESS INCUBATORS

Purpose: A Business Incubator is a facility designed to assist businesses to become established and profitable during their start up phase. It does this by providing premises, business advice and services, networking and mentoring to its tenants.

Contact: See here for details of regional incubators
<http://www.industry.govt.nz/business/incubators/status.asp>

TOURISM

NZ TOURISM BOARD

The NZ Tourism Board uses *www.purenz.com* to market New Zealand to the world. New Zealand tour operators can promote their activities on this site free of charge.

To register, visit the excellent New Zealand Tourism Information site. This site also offers all those interested in or operating in the tourism industry, free information, up-to-date news and studies worth up to \$2 million. These studies include market snapshots by country, spending & travel habits, etc

Contact:

Head Office PO Box 95 WELLINGTON	Phone: Fax: E-mail: Internet:	04 917 5400 or 0508 868 747 04 9153817 www.tourisminfo.govt.nz or purenz.com
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INBOUND TOUR OPERATORS COUNCIL OF NEW ZEALAND (ITOCNZ)

A business association of inbound tour operators.

Contact:

P O Box 1888 Wellington	Phone: Fax: E-mail:	(04) 499 0104 (04) 499 0786 secretariat@itoc.org.nz
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INFORMATION & COMMUNICATIONS TECHNOLOGY

More information about this area will be included when the online database is established.

4. LINKS TO OTHER BUSINESS SUPPORT

NEW ZEALAND

- Government Small Business Assistance Search <http://www.innovation.govt.nz/gbas/index.cfm>
- The National Business Review www.nbr.co.nz
- The Small Business Company www.tbsc.co.nz
- Wise women <http://www.wisewomen.org.nz>
- B-Zone www.bzone.co.nz
- I-Start www.istart.co.nz
- Home Biz www.homebizbuzz.co.nz
- A Govt-funded project providing information on e-commerce for New Zealand businesses. www.nzecommerce.co.nz
- New Zealanders Importers/Exporters Directory <http://www.nzexporters.co.nz/>

INTERNATIONAL

- Australian Govt Business Entry Point <http://www.business.gov.au/>
- China <http://www.nztochina.com/>
- Biz APEC <http://www.bizapec.com/>
- UK Small Business Service <http://www.businessadviceonline.org/>
- Canada Business & Consumer <http://strategis.ic.gc.ca/engdoc/main.html>
- Benchmarking & Performance <http://www.bpir.com>
- Comprehensive links page to Industry and Business news from around the world <http://globalpetroleum.com/oilheadlines.htm>

3. CAPITAL - ETHICAL INVESTORS

This section identifies initiatives that are targeted toward specific groups or areas of small business to achieve social objectives. Usually applicants must meet certain criteria. Loans are the main type of financing that these organisations offer. Some also offer grants.

MAORI ETHICAL INVESTORS

MAORI WOMEN'S DEVELOPMENT INCORPORATION (MWDI)

Purpose: To provide loans to Maori women, and now Maori men, to help set up business, expand existing business, and provide financial advice and mentoring services.

Value: The loan limit is up to \$20,000. Market interest rates apply and security is required for a loan term up to five years.

You will be required to provide evidence of business education undertaken, a business plan including basic research about the business, its place in its industry and the economy.

Contact: Dame Georgina Kirby

PO Box 68 372 AUCKLAND 1001	Phone: Fax: E-mail: Internet:	09-307 7014 09-307 7017 mwdi@ihug.co.nz
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NGAI TAHU FINANCE LIMITED

Purpose: To lend funds to Maori small and medium sized businesses.

Ngai Tahu Finance Limited also lends for personal finance and vehicle purchase. Assistance is given for start-up costs, development, expansion, replacement and turnaround.

Value: Their investment range is between \$1000 – 500,000.

Contact: Ngaire Mason

PO Box 13 042 CHRISTCHURCH	Phone: Fax: E-mail: Internet:	03-371 2603 03-371 2647/365 4098 jmm@awh.co.nz
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NON-MAORI ETHICAL INVESTORS

JUST DOLLARSS CHARITABLE TRUST

Just Dollars\$ is supported by people wanting to make donations or ethical investments to support local initiatives. It provides a vehicle for funds donated and lent to be made available to approved ventures.

Elibility: Non-profit as well as commercial ventures are eligible for assistance. Applicants are Canterbury-based ventures, must be unable to secure bank finance, and must be on 'low incomes'. Assistance is given for start-up costs, development, expansion and turnaround. Their investment range is from \$200 to \$10,000.

Assessment of proposals is made on the strength of business plans, which demonstrate a strong likelihood of a venture being able to repay the loan. Loans are repaid over a maximum of four years.

Referees who can vouch for the integrity of the applicant are also required. Proposals are vetted to make sure they will not have a negative effect on the community or the environment.

Contact: Peter Taylor

PO Box 4232 CHRISTCHURCH	Phone: Fax: E-mail: Internet:	03-366 9978 03-366 9971 mail@justdollars.org.nz www.justdollars.org.nz
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NELSON ENTERPRISE LOAN TRUST (Charitable Trust)

Purpose: To facilitate employment opportunities by making loans to small enterprises in the Nelson region that are unable to obtain finance from mainstream sources. By operating regionally and inviting investment from local people, the fund encourages wealth to remain in the region thereby strengthening the sense of regional community.

Investments

Investments in NELT are held with the Nelson Building Society, and can be either on call or term deposits. On call deposits are interest-free. Term deposits can be made for a minimum of 12 months. Investors nominating a nil or lower rate of interest than that currently available from the Nelson Building Society, effectively donate interest to NELT, which helps achieve the goal of being self-funded. Investments can be from \$500 to \$100,000.

Loans

Applications for loans up to \$5,000 will be considered in respect of ethical (socially and environmentally responsible) enterprises being established in the Nelson region that are unable to access mainstream funding. NELT's loan application policy requires a detailed business plan and three character referees. Mentoring services, utilising the skills of business people in the district are available to work alongside successful applicants.

Contact: Bruce Dyer

PO Box 1487 NELSON	Phone: Fax: E-mail: Internet:	03-548 7284 03-548 7284 NELT@ts.co.nz nelt.nelson.org.nz
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PROMETHEUS ETHICAL FINANCE

Purpose: To lend to socially valuable and environmentally friendly projects throughout New Zealand. Contact them for more details. A loan application pack will then be sent requesting details about:

- *The Project* - a brief description of the enterprise, its aims, purpose, and short and long term plans. Community support for the project must also be evident.
- *The People* - brief biographies outlining the experience and skills of the key people and how decisions are made. Two credit references need to be supplied as well as the names of the banker, solicitor and any professional advisor to the initiative.
- *The Loan* - how much money is required, for what purpose, for how long, and the collateral proposed to secure the loan (personal guarantees form part of the security of every Prometheus loan to reflect the community support for the venture).

- *The Finances* - the applicant's personal income, expenditure, assets and liabilities and the financial accounts of the enterprise for the last two years need to be included. Also required is a monthly cash-flow projection for the next two years (and the assumptions on which these figures are based).

Contact: Gypsy Bruce/Ton Van der Meer/Terry Creighton		
PO Box 969 NAPIER	Phone: Fax: E-mail: Internet:	06-835 7138 06-835 1628 ethical@prometheus.co.nz

QUAKER INVESTMENT ETHICAL TRUST

Purpose: The Trust operates a \$400,000 fund to provide low cost loans to individuals and businesses. Funds are available to those who have invested in the Trust, Quakers, and other parties, which meet the Trust's social objective.

The primary aim of the Trust is ethical investment. To protect investors (predominantly small) they are very conservative on security requirements for lending. For particularly worthy causes or to people in special need, the Trust may lend at very low interest rates. Personal Quaker guarantors may secure these loans.

Contact: Lyn Wilson

PO Box 4631 CHRISTCHURCH	Phone: Fax: E-mail: Internet:	03-389 7527 03-389 7538 derry@clear.net.nz
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RECOVERED MATERIALS FOUNDATION CHARITABLE TRUST

Purpose: They have set up three funds to encourage new business in the reuse/recycling area. These are:

- the Business Development Investigation Fund (BDIF)
- the Business Development Feasibility Fund (BDFF), and
- the Business Development Loan Fund (BDLF)

Eligibility: New or existing businesses in the Canterbury provincial area:

- who deal with or wish to deal with recovered waste material
- who demonstrate a marked commitment to recycling, or
- who can show a direct impact on reducing the amount of solid waste to landfill

Value: Up to \$5,000 for BDIF. The funds are to be used primarily to research and explore the soundness and viability of a new idea, concept, or technical advancement that may have the potential to become a sustainable business. Applicants must match in kind or cash on a one-to-one basis.

The BDFF provides grants of up to \$20,000 for any individual applicant per year. The funds are to be used primarily to fully develop the commercialisation of a business proposal such as that produced by the BDIF.

The BDLF will be used to assist in the setting up, or expansion of, an existing business. The level of funding will be on a case by case evaluation but typically in the range of \$5,000 to \$120,000.

Contact: Joan McSweeney

PO Box 6320 Upper Riccarton CHRISTCHURCH	Phone: Fax: E-mail: Internet:	03-348 0595 03-348 0578 jmcsweeney@rmfchch.co.nz
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THE METHODIST EMPLOYMENT GENERATION FUND

Purpose: To provide assistance to ventures within Northland, Auckland, and South Auckland districts.

Support will be given to ventures showing good possibilities for employment generation and a commitment to social objectives. The Fund favours ventures with a commitment to youth employment.

Value: The Fund provides direct loans of up to \$10,000. Financial assistance may be provided to ventures at the development stage or those wanting to expand. Funds may also be made available to provide skills and financial assistance for meritorious ventures in danger of failure.

The Committee administering the Fund generally avoids applications from the retail and service industries

Contact: Phil Hickling

PO Box 5104 Wellesley Street AUCKLAND	Phone: Fax: E-mail: Internet:	09-302 5390 09-309 0665
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PACIFIC BUSINESS TRUST

The Pacific Business Trust provides a professionally managed loan programme business start-up or expansion to New Zealanders of Pacific Island descent. Maximum loans are for \$100,000 for up to a five year term. Applicants must be able to contribute at least 15% of the total cost of the project and provide security to cover the amount borrowed (subject to some conditions).

Other services include:

- financial and advisory services
- education and management development, and
- business development

Contact: Frances Hartnell – CEO

PO Box 23 696 Papatoetoe AUCKLAND	Phone: Fax: E-mail: Internet:	09-270 1003 09-270 1004 pibdt@pibdt.co.nz www.pacificbusinessstrust.co.nz
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THE WOMEN'S LOAN FUND

The Women's Loan Fund is an alternative lending agency for women. It is designed by women, for women, to meet the individual and collective purposes of women. The Fund provides small interest-free loans to women for a variety of reasons, including business assistance, education, and situations of financial distress. The Fund started in Wellington in 1992 and is now established in 11 centres throughout New Zealand.

Contact: Marilyn Simkin

PO Box 11 731 Wahine Putea WELLINGTON	Phone: Fax: E-mail: Internet:	04-499 6691 04-499 9968 womens-loan.fund@xtra.co.nz
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5.APPENDIX – CONTACT DETAILS

Agriculture and Marketing Research Development Technology

Contact:

PO Box 399 Shortland Street Auckland	Phone: Fax: E-mail: Internet:	09 373 3370 09 373 3488 www.agmardt.org.nz
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Business in the Community (BITC)

Contact Pania Wilson

Private Bag 92114, Auckland	Phone: Fax: Internet:	Freephone - 0508 103 400 or 09-525 0380 in the Auckland area 09-525 0482 www.businessmentor.org.nz
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Biz Info

Contact:

Petherick House 38 -42 Waring Taylor St WELLINGTON	Phone: Fax: E-mail: Internet:	0800 42 49 46 www.bizinfo.co.nz
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Companies Office

Contact:

PO Box 5901 WELLINGTON	Phone: Fax: E-mail: Internet:	0508 266 726 04 495 1254 info@companies.govt.nz www.companies.govt.nz
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Industry New Zealand

Contact:

Custom House Quay PO Box 1193 Wellington	Phone: Fax: E-mail: Internet:	04 910 4643 or 0800 22 44 80 04 910 4643 www.industry.govt.nz
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Inland Revenue Department

Contact: Maori Community Advisory Service

National Office PO Box 2198 WELLINGTON	Phone: Fax: E-mail: Internet:	04 473 0920 04 473 2815 www.ird.govt.nz
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Intellectual Property Office of New Zealand

Contact:

WELLINGTON	Phone: Fax: E-mail: Internet:	
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Maori Land Court

Contact:

National Office Vogel Building Aitken Street PO Box 2750 Wellington	Website: See here for all contact details:	http://www.courts.govt.nz/maorilandcourt http://www.courts.govt.nz/maorilandcourt/contactus.htm#national
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Ministry for the Environment

Contact:

P.O Box 10-362 Wellington	Phone: Fax: E-mail: Internet:	04 917 7400 04 917 7523 smf@mfe.govt.nz www.smf.govt.nz
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Ministry of Agriculture and Forestry

Contact: Fund Administrator

Sustainable Farming Fund Min. Agriculture & Forestry PO Box 2526 Wellington	Phone: Fax: E-mail: Internet:	04 474 4100 or 0800 100 087 04 460 8781 info@maf.govt.nz www.maf.govt.nz
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New Zealand Tourism Board

Contact:

Head Office PO Box 95 WELLINGTON	Phone: Fax: E-mail: Internet:	04 917 5400 or 0508 868 747 04 9153817 www.tourisminfo.govt.nz or purenz.com
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Occupational Health and Safety Standards

Contact:

National Office PO Box 3705 WELLINGTON	Phone: Fax: E-mail: Internet:	04 915 4444 04 499 0891 www.osh.govt.nz
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Poutama Trust

Contact: Richard Jones CEO

PO Box 10416 Wellington	Phone: Fax: E-mail: Internet:	04 473 2652 or 0800 4 Poutama 04 495 1136 poutama@poutama.co.nz www.poutama.co.nz
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Skill New Zealand

Contact:

PO Box 27-048 Wellington	Phone: Fax: E-mail: Internet:	04 801 5588 04 801 5598 information@skillnz.govt.nz www.skillnz.govt.nz
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Te Puni Kokiri

Contact:

PO Box 3943 WELLINGTON	Phone: Fax: E-mail: Internet:	04-922 6000 or 0800 94 99 97 04-922 6299 tpkinfo@tpk.govt.nz www.tpk.govt.nz
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Tech New Zealand

Contact: Alan Groves Investment Manager – Maori Innovation

PO Box 12-240 Wellington	Phone: Fax: E-mail: Internet:	04 917-7859 04 917 7850 alan.groves@frst.govt.nz www.frst.govt.nz
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Trade New Zealand

Contact: Rino Tirakatene (Senior Account Manager – Wellington)

Pastoral House 25 The Terrace Wellington	Phone: Fax: E-mail: Internet:	04 496 6496 or 0800 555 888 04 473 3193 rino.tirakatene@tradenz.govt.nz or info@tradenz.govt.nz www.tradenz.govt.nz
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Work and Income New Zealand

Contact:

National Office PO Box 12 136 Wellington	Phone: Fax: E-mail: Internet:	04 916 3300 or 0800 559 009 (all services) 04 918 0099 info@winz.govt.nz www.winz.govt.nz
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