# lCorporate Information

|  |
| --- |
| **Lead Applicant key details** |
| **Legal name** |  |
| **Trading as (if different)** |  |
| Type of organisation | Limited liability company / Incorporated society / Trust / Charitable Trust / Incorporated Society / Other (please specify) |
| **NZ Company Number (if a company), NZBN or Charitable Trust/Incorp Soc number**  |  |
| **Street address**[Address, city/town, postcode] |  |
| **Brief organisational overview** [maximum of 50 words] |  |
| **Contact person details**This will be the only person who receives all the correspondence relating to the Registration. Fill out all fields unless otherwise indicated |
| **Name**[Title, First and Last name] |  |
| **Job title or role**[For example, Director, Manager, etc.] |  |
| **Contact phone number** |  |
| **Contact email address** |  |
| **Co-Respondent key details***Use the copy and paste function to add additional Co-Respondents if required* |
| **Legal name** |  |
| **Trading as (if different)** |  |
| **Type of organisation** | Limited liability company / Incorporated society / Trust / Charitable Trust / Incorporated Society / Other (please specify) |
| **NZ Company Number (if a company), NZBN or Charitable Trust/Incorp Soc number** |  |
| **Key personnel**Please provide contact details, role descriptions and brief profiles for each of the key personnel who will materially influence any subsequent projects.Name:Organisation:Contact details:Role:Qualifications or relevant experience: [Repeat for additional] |
| **Partner organisations**Please provide brief profiles for each of the key partner organisations who would be involved in delivering projects under the subsequent RFP. [Repeat for additional] |

# Minimum Eligibility Conditions – Corporate Information

To see the eligibility conditions please refer to Section 3 of the RFP document.

|  |
| --- |
| **Applicant Eligibility** |
| **Is the lead organisation associated with this project an eligible entity?** | * Yes ☐ No
 |
| **Has the RFP Response Form been completed in full?**  | * Yes ☐ No
 |
| **Health, safety, reputation** |
| **Are you committed to working safely, and ensuring the health and safety of workers and others affected by the proposed project work, and do you have appropriate systems and processes to undertake the work safely?** | * Yes ☐ No
 |
| **Are you committed to using EECA or Gen-Less branding in any marketing or Project Material with the Public?** | * Yes ☐ No
 |
| **Are you committed to working in a manner that will not damage EECA’s reputation?** | * Yes ☐ No
 |

# Proposed Funding Agreement

Together with the RFP document we provide a Proposed Funding Agreement. We need to know that you accept the terms and conditions set out in the Proposed Funding Agreement.

Please indicate below your acceptance of the Proposed Funding Agreement.

**Either:**

|  |  |
| --- | --- |
| [ ]  | Having read and understood the Proposed Funding Agreement for this round on the EECA website, I confirm that the terms and conditions within the agreement are acceptable. If successful, I agree to sign the Proposed Funding Agreement. |

**Or:**

If there are any clauses that you wish to amend in the Proposed Funding Agreement this is where you tell us and note below any suggestions or changes, referencing the appropriate clause number.

|  |  |
| --- | --- |
| [ ]  | Having read and understood the Proposed Funding Agreement for this round on the EECA website, I have the following suggestions to make. If successful, I agree to sign a Funding Agreement based on the Proposed Funding Agreement subject to negotiating the following clauses: |

It is important that, if asked, you can explain why your changes are important to you.

| Clause | Concern | Proposed solution |
| --- | --- | --- |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |
| [insert number] | [briefly describe your concern about this clause] | [describe your suggested alternative wording for the clause or your solution] |

Please use the ‘insert row’ function if you wish to add more clauses.

# Declaration

I declare on behalf of the Applicant, including any Co-applicants:

### Please check

|  |  |
| --- | --- |
| [ ]  | that I have read this form and the RFP document and I fully understand the procedures, terms, conditions and criteria. |
| [ ]  | that this Response Form (Proposal) and the RFP document together outline the basis on which this Proposal is made. |
| [ ]  | that the statements in this Proposal are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentations made. |
| [ ]  | that all named key personnel have agreed to be included in this proposal. |
| [ ]  | that EECA and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the Applicant or project (except that marked as “Confidential”) for the purposes of gaining or providing information related to the processing and assessment of this application. |
| [ ]  | that the Applicant will, if requested by EECA or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel. |
| [ ]  | that if successful, I consent to the public release, including publishing on the internet, of the name of the Applicant, the amount of grant sought, the amount of funding offered, contact details of the Applicant and a description of the activity/project, and undertake to cooperate with EECA on communications relating to this Proposal, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with EECA. |
| [ ]  | that I understand EECA’s obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this Proposal, the provisions of this Act apply to all of the information provided in this Proposal. |
| [ ]  | that all activities in the proposed project are lawful activities that will be carried out lawfully. |
| [ ]  | the Applicant is not in receivership or liquidation nor will the project be managed by someone who is undischarged as bankrupt or prohibited from managing a business. |
| [ ]  | where external providers are being employed as part of the project/activity, the relevant providers are not employees or directors of the Applicant, and nor do they have any other direct or indirect interest in the Applicant, whether financial or personal unless specifically stated in the Proposal. |
| [ ]  | that EECA has sole discretion to determine which Proposals (if any) will receive funding and that I understand that there is no agreement for EECA to provide funding until both parties have signed a Funding Agreement.  |
| [ ]  | that all necessary internal approvals (CEO, Board etc) and relevant budgets for the project to proceed will be in place within two months of the round closure date. |
| [ ]  | that I have flagged all of the changes to the Funding Agreement that I would like to discuss with EECA (if any).  |
| [ ]  | I agree to EECA's Privacy Policy. [EECA Privacy Policy](https://www.eeca.govt.nz/privacy/) |
| [ ]  | that the amounts specified as the total project cost, my co-funding, the funding sought identified in Section 3 equal the corresponding totals specified in Section 5. |
| [ ]  | thatI have considered any possibility for real or perceived conflict of interest as defined in Section 7.14 of the RFP document and confirm that:[ ]  I have no real or perceived conflict of interestOR[ ]  I may have a real or perceived conflict of interest as detailed below:Insert details here… |
| [ ]  | that I am authorised to make this Proposal on behalf of the Applicant (including any Co-applicant) identified in Section 1 of this form. |

### Signature

This declaration must be signed by a person with the legal and financial authority to commit your organisation to a transaction.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Print name**TITLE****ORGANISATION** |  | Signature |
|  |
| Date |

# Proposal

| Proposal key details |
| --- |
| **Title**[A short title for your project, of no more than 10 words] |  |
| **Success factors**[Maximum of 50 words. Describe why your Project will be a success] |  |
| **Location, provide an address and clear description of the site location** |  |
| **Location, provide a parcel ID, or title reference(s) for the site.** |  |
| **Estimated total cost of project (excl. GST)** |  |
| **Total amount of co-funding to be provided by you, any co-applicants and others (excl. GST)** |  |
| **Amount of EECA co-funding sought (excl. GST)** |  |

# Assessment Criteria

The following sections include details of the assessment criteria that will be used by the Assessment Panel when assessing Proposals.

Your Proposal will be scored against your answers to these criteria. Aim to give answers that are relevant, concise, and comprehensive.

If you have made any assumptions about the delivery of the project, clearly state these assumptions.

EECA’s intention is to gain sufficient information from each Applicant to fully inform the assessment and decision-making process. Please attach any further information or supporting documentation that will support or verify any statements made in response to these questions.

|  |  |
| --- | --- |
| **A. Meeting the Need** | **Weighting 30%** |
|  Describe how the Project meets the needs as described in the RFP.* Meeting the needs / urban EV charging for drivers who want to charge while simultaneously undertaking everyday activities (30 minutes to 2 hours).
* Improving accessibility, convenience, and capacity within urban communities.
* Identify the target market needs and match the proposed charger capacity with those needs.
* Accessible to a range of people – preferred sites will include provision for users with mobility challenges.
 |
| **B. The Project** | **Weighting 30%** |
| Describe how the project will be managed, and cover:* Speed of delivery.
* Total Cost, cost per charger, Public Value including value for money from cost per charger
* Public Value including value for money of the EECA contribution to the electrical connection to the location.
 |
| **C. Ability to Implement** | **Weighting 35%** |
| Describe the commercial situation and risk factors, including:How secure is your control of the land?* Site tenure, licence or lease agreements.
* Power supply certainty.
* Funding certainty.
* Partnership and management certainty.
* Project planning capability and risk management.
* Cost certainty and risks.
 |
| **C. Broader Outcomes** | **Weighting 5%** |
| Tell us how your involvement in the project will bring additional benefits to the local community, the local workforce, and/or will deliver social, economic and cultural benefits: |

# Project Cost and Timing

For the Panel to assess your Proposal, it needs to understand the different components of the project, their cost, and how performance and delivery would be measured. The milestone information you provide will be transferred to the Funding Agreement for successful applications.

To enable us to compare and assess your project fairly, check the EECA Chargers Cost and Contribution Table and use the cost descriptions to put the correct costs in each milestone. Refer to the table in 3.5 of the RFP document, to see the costs that are eligible for funding.

| **Milestone number and description** | **Guidance on costs to include in the milestone** | **Est. End Date** | **Estimated Project Cost** | **Co-funding Requested** |
| --- | --- | --- | --- | --- |
| 1 | Project planning and initiation |  A project plan for the delivery of the Project has been completed. Rregistration of project on EV Roam as planned project |  |  | Nil |
| 2 | Asset ordering complete |  Evidence of key project equipment ordered including charger specifications |  |  | Nil |
| 3 | Electrical connection agreement signed |  Copy of signed agreement and invoice(s) | xx/xx/202X |  |  |
| 4 |  Site construction and charger installation complete | A report containing evidence of the completion of Site construction and charger installation | xx/xx/202X |  |  |
| 5 |  Launch (Go-live) of the charger(s) | Evidence of the launch and promotion of the charger(s). Confirmation of registration with ‘EV Roam’ | xx/xx/202X |  |  |
| 6 |  Operational data for first six months of the chargers from date of commissioning |  A report containing operational data for the six-month period as specified in Schedule 3 of the Agreement | xx/xx/202X |  |  |
| 7 |  Operational data for first twelve months of the Project from date of commissioning | A report containing operational data for the twelve-month period as specified in Schedule 3 of the Agreement | xx/xx/202X |  |  |
| 8 | Project close- out interview with EECA |  An interview with EECA to discuss the outcomes of the Project, alignment with Project objectives and opportunities for knowledge sharing, such as industry conferences, papers and promotional activity | xx/xx/202X |  |  |
|  | Totals |  |  | $ | $ |

|  |
| --- |
| Funding Information |
| **Are you (and your co-applicants, if applicable) requesting co-funding of 100% of electrical connection costs?**  | [ ]  Yes [ ]  No[If yes, please provide details below] |
| **Please provide justification for why you are requesting 100% of electrical connection cost** |
|  |

# Minimum Project Eligibility Conditions

To see the eligibility conditions please refer to Section 3 of the RFP document.

|  |
| --- |
| Project Minimum Specification |

|  |  |
| --- | --- |
| **The site layout provides safety for pedestrians.** | * Yes ☐ No
 |
| **The layout demonstrates how charging numbers can be expanded.**  | * Yes ☐ No
 |
| **Charge status and cost is clearly displayed on site or within an app.** | * Yes ☐ No
 |
| **The project complies with the Charger Standard: SNZ Pas 6010:2023** | * Yes ☐ No
 |

Create an additional Project Form (empty)

Click here to

Create an additional Project Form (containing this information)

Click here to