# PTE Strategic Fund: Programme development and maintenance fund 2024 Proposal Template

## How to prepare your proposal

Please complete all parts of the application template. You should include all relevant information in your completed template, including reference to any additional evidence being submitted.

You can find information on the PTE Strategic Fund on our webpage. Please read this before you start your application.

[PTE Strategic Fund](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/pte-strategic-fund)

You can get detailed guidance on what information to include in each section, in the Application Guidance.

[Strategic-Fund-2024-Application-Guidance.pdf (tec.govt.nz)](https://www.tec.govt.nz/assets/Forms-templates-and-guides/PTE-Strategic-Fund/Strategic-Fund-2024-Application-Guidance.pdf)

This application is for the programme development and maintenance fund (PDMF) only. If you wish to apply for the national and regional skills priorities (NRSP) funding, there is a different application form on our webpage.

 NRSP application form

The application form is split into three parts:

1. Part 1: Organisation information and declaration
2. Part 2: Proposal Summary – outlining the proposed initiative, milestones and budget
3. Part 3: Proposal Detail – how your proposed initiative meets the assessment criteria.

Keep the information for each part clear and concise.

## How to submit your proposal

To submit your proposal:

1. Complete this application template and gather any additional documentation. Upload it to WorkSpace2 by 7 July 2023. Name your application template document: **[EDUMIS] – 2024 Strategic Fund Proposal.**
2. For additional documentation, please name and number each document like this: **[Your EDUMIS] – 2024 PTE Strategic Fund Evidence #1, [Your EDUMIS] – 2024 PTE Strategic Fund Evidence #2 etc**
3. Email customerservice@tec.govt.nz with subject **[EDUMIS] – 2024 Investment Plan documents** to advise your proposal has been uploaded. If uploading the application as part of other Investment Plan documents, mention this in the email. Or, if uploading separately, please inform us that that other Investment Plan documents will be uploaded at a later date.

## How we will assess your proposal

An assessment panel will consider your proposal against the following criteria:

* **Relevance**: The extent to which the proposal meets the criteria of the strategic component.
* **Alignment**: The extent to which the proposal aligns with the PTE’s wider operations, including delivery and learner components.
* **Need**: the extent to which the proposal will address identified need, including how key partners and stakeholders (eg, WDCs, industry, Māori and iwi) have and will be involved, and the extent to which it will complement and enable the network of provision.
* **Capability and Value**: Whether the PTE is able to deliver the proposal and its intended outcomes, including the extent to which the proposed funding demonstrates value for money comparable to similar proposals.

You can find more on how we will assess your application on our webpage.

[Application and assessment](file:///C%3A%5CUsers%5Cbker%5CObjective%5CBKer%5Cobjective-8008%5CObjects%5C%E2%80%A2%09https%3A%5Cwww.tec.govt.nz%5Cfunding%5Cfunding-and-performance%5Cfunding%5Cfund-finder%5Cpte-strategic-fund%5Capplication-and-assessment)

## More information on the Fund

For more information, please check the Fund pages on our website:

[PTE Strategic Fund](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/pte-strategic-fund)

For all other questions, please contact customerservice@tec.govt.nz with the subject line**: [EDUMIS] – 2024 PTE Strategic Fund query.**

# Part 1: Organisation Information and Declaration

## Organisation details

|  |  |
| --- | --- |
| 1.1 Legal name |  |
| 1.2 Organisation Chief Executive/Director/Board Chair |  |
| 1.3 EDUMIS number |  |
| \*1.4 Trading name *(if applicable)* |  |

## Lead contact details

|  |
| --- |
| This is the person we will contact for more information if required. This person will also receive the outcome notification.  |
| 1.5 Name |  |
| 1.6 Role or position within the organisation |  |
| 1.7 Phone |  |
| 1.8 Mobile |  |
| 1.9 Email |  |
| 1.10 Outcome notification email addresses*Please list all emails you would like to receive notification of the outcome.*  |  |

## Declaration

|  |
| --- |
| I declare that to the best of my knowledge the information given in this application is true and correct. |
| Signature |  |
| Name and Position |  |
| Date |  |

# Part 2: Proposal Summary

Our application guidance provides more information on completing this section.

[Strategic-Fund-2024-Application-Guidance.pdf (tec.govt.nz)](https://www.tec.govt.nz/assets/Forms-templates-and-guides/PTE-Strategic-Fund/Strategic-Fund-2024-Application-Guidance.pdf)

|  |  |
| --- | --- |
| 2.1 Initiative title |  |
| 2.2 Funding amount requested (GST exclusive) | $ |
| 2.3 Initiative brief description and public statement  |  |

|  |
| --- |
| 2.4 Proposed activities  |
| Milestone # | Activity taken  | Proposed timeframe |
|  |  |  |
|  |  |  |
|  |  |  |

|  |
| --- |
| 2.5 Proposed milestones |
| Milestone # and name | Deliverable | Due date | Proposed payment amount (in %) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2.6 Proposal budget |
| *Category* | *Activity or output detail* | *Estimated cost, excluding GST* |
| Personnel |  | 0.00 |
| General operating expenses |  | 0.00 |
| Other expenditure |  | 0.00 |
| **Total funding requested** |  | 0.00 |
| PTE contribution to initiative |  |  |

# Part 3: Proposal Detail

Our application guidance provides more information on completing this section.

[Strategic-Fund-2024-Application-Guidance.pdf (tec.govt.nz)](https://www.tec.govt.nz/assets/Forms-templates-and-guides/PTE-Strategic-Fund/Strategic-Fund-2024-Application-Guidance.pdf)

## Priority Area: Programme development and/or maintenance

|  |  |
| --- | --- |
| PDMF Priority Area | 3.1 Priority area(s) addressed by this application (X to indicate) |
| Development of a new programme or micro-credential |  |
| Maintenance of an existing programme or micro-credential |  |
| 3.2 Summary |
| New or existing programme or micro-credential | Programme or micro-credential name | NZ Qualification code | Qualification name | Mode of delivery |
|  |  |  |  |  |
|  |  |  |  |  |

## Relevance

|  |
| --- |
| The extent to which the proposal meets the criteria of the strategic component. |
| 3.3 Proposal details |  |
| 3.4 Supplementary information |  |

## Alignment

|  |
| --- |
| The extent to which the proposal aligns with the PTE’s wider operations, including delivery and learner components. |
| 3.5 Strategic alignment |  |
| 3.6 Wider alignment |  |

## Need

|  |
| --- |
| The extent to which the proposal will address identified need, including how key partners and stakeholders (eg, WDCs, industry, Māori and iwi) have and will be involved, and the extent to which it will complement and enable the network of provision. |
| 3.7 Evidence of need |  |
| 3.8 Stakeholder engagement |  |
| 3.9 Collaborations and partnerships |  |
| \*3.10 Joint applications (if applicable) |  |

## Capability and Value

|  |
| --- |
| Whether the PTE is able to deliver the proposal and its intended outcomes, including the extent to which the proposed funding demonstrates value for money comparable to similar proposals. |
| 3.11 Capability to deliver |  |
| 3.12 Proposed milestones and deliverables |  |
| 3.13 Outcome measurement |  |