# Resilience Fund Application Form

This form provides the minimum information for the application. A detailed project plan should be developed to inform this application and may be attached.

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| --- | --- | --- | --- | --- | --- | --- |
| Project title |  | | | | | |
| Date of application |  | | | | | |
| Details on application | | | | | | |
| Applicant *[CDEM Group must endorse/sponsor all applications]* |  | | | | | |
| Sponsoring CDEM Group |  | | | | | |
| Other local authorities, Groups or organisations supporting this proposal |  | | | | | |
| Project description | | | | | | |
| Executive summary *[200 words maximum]* | | | | | | |
|  | | | | | | |
| Challenge/opportunity *[200 words maximum]* | | | | | | |
|  | | | | | | |
| Alignment with priorities and objectives of the National Disaster Resilience Strategy (NDRS) *[200 words maximum]* | | | | | | |
|  | | | | | | |
| Alignment with Principles and Allocation Preferences *[200 words maximum]* | | | | | | |
|  | | | | | | |
| Application of outcomes/benefits to sector *[200 words maximum]* | | | | | | |
|  | | | | | | |
| Ongoing costs (post-project) and how it will be funded *[200 words maximum]* | | | | | | |
|  | | | | | | |
| Project design | | | | | | |
| Project manager |  | | | | | |
| Other project members |  | | | | | |
| External providers/contractors |  | | | | | |
| NEMA resource (if needed) |  | | | | | |
| Deliverables *[Note: payments will be made after successful completion of milestones identified]* | | | | | | |
| Key milestones | Date for completion | | Cost (invoice amount) | | | |
|  |  | | $ | | | |
|  |  | | $ | | | |
|  |  | | $ | | | |
|  |  | | $ | | | |
| Identified risks | | | | | | |
| Risks | Suggested mitigation / management | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
|  |  | | | | | |
| Funding request and use | | | | | | |
| CDEM Resilience Fund contribution | $ | | | | | |
| Local authority / organisation contribution | $ | | | | | |
| Other sources of funding or support |  | | | | | |
| Budget *[please supply spreadsheet]* | $ | | | | | |
| Applies if application exceeds $100,000 over the life of the project | Are you prepared to attend an interview in support of this application (if needed)? | | | Yes | | No |
| Application confirmation | | | | | | |
| Is this application from an individual or other organisation | | | | Yes | | No |
| Does the CDEM Group support this application? *[sign off below confirms support]* | | | | Yes | | No |
| Approval of Chief Executive [Chief Executive or Head of the organisation receiving the funding] |  | | | | | |
| Name: | | | | | |
| Approval of CEG Chair |  | | | | | |
| Name: | | | | | |
| All communications regarding the application, including approval decisions will be addressed to the Chief Executive and CEG Chair | | | | | | |
| CDEM Group comment | | | | | | |
|  | | | | | | |
| Note: Only complete forms will be considered for assessment. All completed forms and supporting documents must be emailed to NEMA at [resilience.fund@nema.govt.nz](mailto:resilience.fund@nema.govt.nz?subject=CDEM%20Resilience%20Fund:) | | | | | | |
| NEMA Assessment [internal use only] | | | | | | |
| **Principles** | | | | **Yes** | | **No** |
| Local / regional focus | | | |  | |  |
| Values the role of Māori in the Emergency Management System | | | |  | |  |
| NEMA involvement required | | | |  | |  |
| **Allocation Preferences** | | | | | | |
| Alignment with NDRS | | | |  | |  |
| Achieves equity of outcomes for Māori communities, marae, hapū, iwi and Māori organisations | | | |  | |  |
| Outcome focused | | | |  | |  |
| Applicable in other regions / CDEM Groups | | | |  | |  |
| Supports national consistency | | | |  | |  |
| Wider funding / resource commitment | | | |  | |  |
| Build on existing work | | | |  | |  |
| Operational expenditure (Opex) | | | |  | |  |
| Capital expenditure (Capex) | | | |  | |  |
| Other | | | | | | |
| Application from individuals or other organisations endorsed/sponsored by CDEM Group | | | |  | |  |
| NEMA Subject Matter Expert Comment | | Supported | | | Not supported | |
|  | | | | | | |
| NEMA Regional Emergency Management Advisor Comment | | Supported | | | Not supported | |
|  | | | | | | |
| NEMA Review Panel Comment | | Supported | | | Not supported | |
|  | | | | | | |
| NEMA Director Decision Sign-off | | Approved | | | Declined | |
| **Director of Civil Defence Emergency Management** | | | | | | |

###### Report Template

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CDEM Resilience Fund Project Status Report | | | | | | | | Date: DD MMMM YY | | | | | | |
| Project title |  | | | | | | | | | | | Project number |  | |
| Project manager |  | | | | | Contact details |  | | | | | | | |
| Executive summary of status | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | |
| Progress of deliverables | | | | | | | | | | | | | | |
| Milestones | | | | Status (on track, delayed, etc.) | | | | | | Progress this quarter and next steps | | | | |
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| Identification of any issues (actual or potential) | | | | | | | | | | | | | | |
|  | | | Issue | | | | | | Mitigation | | | | | |
| Schedule | | |  | | | | | |  | | | | | |
| Staff resources | | |  | | | | | |  | | | | | |
| Budget | | |  | | | | | |  | | | | | |
| Dependencies | | |  | | | | | |  | | | | | |
| Stakeholders | | |  | | | | | |  | | | | | |
| Quality | | |  | | | | | |  | | | | | |
| Other | | |  | | | | | |  | | | | | |
| Budget | | | | | | | | | | | | | | |
| Activity | | Expenditure to date | | | Budget to date | | | Full year budget | | | Budget forecast | | | Variance |
|  | |  | | |  | | |  | | |  | | |  |
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| Comment on variance | | | | | | | | | | | | | | |
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| Confirmation | | | | | | | | | | | | | | |
| I confirm the status report is accurately reflected and the invoice amount is correct. | | | | | | | | | | | | | | |
| **Project Manager** | | | | | **Chief Executive** | | | | | | **CEG Chair** | | | |
| Comment by Resilience Fund Coordinator | | | | | | | | | | | | | | |
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