

# 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.
- This sample form is completed for three different projects as example for schools keen to include more than one projects in their application.
- 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](mailto: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: <a href="mailto:school.principal@educationcollege.govt.nz">school.principal@educationcollege.govt.nz</a> <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.

## Project One – Solar Panel Project

### Summary - A short description on what the application is proposing

#### Summary Description:

*Installation of 14kW solar system on north facing block 2 including 12kW battery storage. The system will provide day to day power during school hours and the battery system can sustain the school in the case of a blackout to allow vital services to continue to the end of the school day. This block has recently been re-roofed and has the longest lifespan for the housing of the system.*

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)

<b>Construction cost</b> <i>What are the costs of your project associated with the actual installation, materials purchased etc.</i>	<i>\$44,000</i>
<b>Associated fees</b> (e.g. project management, professional fees)	<i>\$1,000 (project management)</i>
<b>Contingency</b>	<i>\$4,500</i>
<b>Total cost</b>	<i>\$49,500</i>

Ongoing new cost to operate or maintain the asset (if applicable)	<i>\$230 per annum for cleaning</i>
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How will you fund the ongoing cost (PMG, Community Funding, From saving generated by the asset etc.)?

*This will be funded from savings generated.*

#### 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 – proposal from supplier attached with price breakdown (Attachment Name: Company Solar Proposal)*

*If yes, please attach these to your application*

### Infrastructure Considerations

Is your project to replace any existing property/infrastructure? *No*

*If yes, how old is the existing property/structure (if the existing infrastructure is >10 years old, there will need to be a compelling reasons for replacement)?*

*N/A*

Provide a description of the specific assets to be changed and/or created

*14kW solar system with 10kW hybrid inverter and 12kW battery storage (model and brand should also be included here, if multiple quotes, describe each model/brand offering)*

*Technical information is provided in the solar proposal attached to this application.*

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?

*Yes*

*(if yes, explain why this fund is the most appropriate funding channel)*

*This is a discretionary school project and our 5YA funding has all been spent on essential P2 infrastructure works. We've identified a non-sustainability project for our available SIP funding.*

Is this project identified in your 10YPP? *No*

What other projects will be able to be funded if you are successful?

*N/A*

When will the project be completed?

*The proposed project can be completed within 12 weeks of funding confirmation, we will align our timeline for completion to school holidays to avoid classroom disruption.*

Note schools should plan to complete projects before the end of June 2021.

Please state any third-party funding for this project. Please note all assets will be 100% Ministry-Owned regardless of any co-investment.

*None*

### Benefits and Sustainability Impact

How does the proposal align with the outcomes sought from the Contestable Fund?

**The proposed project will help to reduce energy consumption and resilience by using a renewable energy source:**

- *Solar system will allow us to reduce carbon emissions as grid power is generated from natural gas and we'll reduce our grid consumption by an estimated 2000kg CO2-e p.a.*
- *This also improves resilience for our remote rural school and community during natural disasters or blackouts.*
- *As part of enviro school programme, students will complete projects to focus on reducing energy consumption.*

How can the project create innovative learning opportunities for students at your school? How will it link to existing or planned curriculum items/activities?

*The system includes software to allow for reporting on use to be available and this will be incorporated into the maths and science curriculums to show the reductions and savings from the project. We will also be using this for enquiry learning projects, students will investigate what behaviours and practices the school can undertake to increase our efficiency and further reduce our need for grid power.*

Comment on any other benefits associated with the proposal

*Battery will allow vital services to continue if there is a blackout, we have experienced these before and expect to again so this will be very beneficial. We are a rural school and a civil defence hub so this will allow for charging of phones and other essential services in the case of a natural disaster*

## 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.

*Our solar provider has provided a turn-key proposal to include the installation from start to finish once funding is released.*

*We will engage our usual school project manager to oversee the installation and manage the supplier.*

*We have successfully delivered previous projects on time and are confident in our ability to manage this process.*

Comment on how you will manage any cost-overruns

*We've included a 10% contingency in the budget for this and any further cost overruns will be covered by BoT contributions, we do not expect that to be necessary as we've secured a final quote (attached) from the provider.*

A timeline for implementation including major milestones

- Day 1 – Funding approved*
- Week 1 – Proposal signed off by BoT & provider orders stock*
- Week 4 – Stock arrival*
- Week 5 - Installation begins (we will match this up with a school break dependant on when funding is released)*
- Week 7 – Installation complete*
- Week 8 – Electrical inspection and meter change over*

*Week 9 – Project closed out successfully  
Weeks 10-12 – Time lag in case of delays*

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

*Yes – solar system will be generating power*

*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.*

*System has reporting software which we will use to measure results*

#### 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

*Yes, warranty details are provided in the solar proposal as mentioned above and attached to this application.*

*Summary: Panels 20 year warranty, Inverter 15 year warranty, Battery 10 year warranty, Workmanship 20 year warranty*

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.

*As mentioned above, the roof on block 2 has recently been replaced and as such is the longest term option for the system installation*

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

*Yes*

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

*Helioscope report included in proposal, details current power use and projected generation*

*Also attached, Return on Investment details from our school*

*Note: Helioscope is a software program which might be used by solar panel providers to generate reports about the potential solar generation at a site.*

## Project Two – Storm Water Project

### 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)

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

Ongoing new cost to operate or maintain the asset (if applicable)	<i>\$500 per annum</i>
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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

Is your project to replace any existing property/infrastructure? **Yes**

If yes, how old is the existing property/structure (if the existing infrastructure is >10 years old, there will need to be a compelling reasons for replacement)?

**Replacing 30 year old storm-water excess system, which is failing causing leaking, and flooding during heavy rain.**

Provide a description of the specific assets to be changed and/or created

**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.**

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?

**Yes (if yes, explain why this fund is the most appropriate funding channel)**

**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.**

Is this project identified in your 10YPP? **Yes**

**Remediation of the existing system is identified for the next year of the 10YPP.**

What other projects will be able to be funded if you are successful?

**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.**

When will the project be completed?

**The project will be completed in the 2021 term one holiday break, to minimise disruption.**

Note schools should plan to complete projects before the end of June 2021.

Please state any third-party funding for this project. Please note all assets will be 100% Ministry-Owned regardless of any co-investment.

**N/A**

### Benefits and Sustainability Impact

How does the proposal align with the outcomes sought from the Contestable Fund?

**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.**

How can the project create innovative learning opportunities for students at your school? How will it link to existing or planned curriculum items/activities?

**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.

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**

### Project Three – Composting Project

#### Summary - A short description on what the application is proposing

Summary Description:

Installing three hot composting boxes. This composting will then be used on our community garden.

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)

<b>Construction cost</b> <i>What are the costs of your project associated with the actual installation, materials purchased etc.</i>	\$9,600
<b>Associated fees</b> (e.g. project management, professional fees)	N/A
<b>Contingency</b>	\$1,000
<b>Total cost</b>	<b>\$10,600</b>

Ongoing new cost to operate or maintain the asset (if applicable)	\$0
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How will you fund the ongoing cost (PMG, Community Funding, from savings generated by the asset etc.)?

N/A

**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 **Quote from supplier attached**

If yes, please attach these to your application

### Infrastructure Considerations

Is your project to replace any existing property/infrastructure? No

If yes, how old is the existing property/structure (if the existing infrastructure is >10 years old, there will need to be a compelling reasons for replacement)?

N/A

Provide a description of the specific assets to be changed and/or created

We will be installing three hot compostable boxes, alongside our community garden to provide compost for the garden as part of our enviro-school program.

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?

Yes (if yes, explain why this fund is the most appropriate funding channel)

All our 5YA is allocated to essential infrastructure projects, this project is much lower value than our identified SIP project which will use all of our available SIP funding.

Is this project identified in your 10YPP? Yes/No

No

What other projects will be able to be funded if you are successful?

N/A

When will the project be completed?

Within a month of funding confirmation

Note schools should plan to complete projects before the end of June 2021.

Please state any third-party funding for this project. Please note all assets will be 100% Ministry-Owned regardless of any co-investment.

Community fundraising has raised sufficient funding for an fourth compost box and all the equipment

necessary to use the systems.

### Benefits and Sustainability Impact

How does the proposal align with the outcomes sought from the Contestable Fund?

The ability to compost food waste and other biodegradable substances will reduce the volume of rubbish going to landfill. It will also increase the productivity of our community garden. The reduction of rubbish in landfill will also decrease the carbon emissions from the rubbish breakdown in landfill conditions.

How can the project create innovative learning opportunities for students at your school? How will it link to existing or planned curriculum items/activities?

We are encouraging gardening and composting which will ensure those skills are not lost in future generations. This project will also tie into the biology and economics curriculums mentioned above.

Comment on any other benefits associated with the proposal

Any excess compost not used on the garden can be on-sold to the community at a lower price than commercial purchases.

### 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.

This project is very simple, it requires no construction. Boxes are supplied assembled from the quoted supplier. We have included a contingency for any delays or increased costs involved in delivery.

Comment on how you will manage any cost-overruns

We have included around 10% contingency, given the simplicity and low value of this project, we don't anticipate any overruns.

A timeline for implementation including major milestones

- Day 1- Funding approval received
- Week 1- BOT sign-off and order placed with supplier
- Week 4- Arrival of goods and set-up
- Week 5- Enviro student council trained on system usage

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

Yes - Waste will start being added to the boxes

*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.*

Measurement of the waste put into the system and the compost out of the system.

**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 boxes come with a ten year warranty

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*

N/A