



What we are funding

The Putā Ora Food Security Fund is to support (through a grant fund) community organisations to implement new or existing initiatives that aim to increase access to affordable, healthy, and sustainable food in low-income communities and other communities experiencing food insecurity. These organisations will contribute to the resilience and sustainability of the community food sector.

MSD is looking for applications around initiatives that:

- increase access to affordable, healthy, and sustainable food for people, whānau and communities who experience the highest levels of food insecurity; and / or
- enable Māori to exercise food sovereignty; and
- will be sustainable in the long term.

In doing so, these initiatives will help increase long-term food security and reduce the dependency on foodbanks and food hardship grants.

The name of the fund (Putā Ora) refers to concepts of wellbeing and nurturing that comes from growing food and doing the work - kōia te māra, ka puta te ora (dig the garden to bring health into view).

The total funding available is \$4 million over twelve months from January 2023 to January 2024.

There is no set grant amount, but we estimate providing contributory funding to approximately 50 initiatives with grants averaging \$50,000 each, and 15 initiatives with grants averaging \$100,000 each.

What we are not funding

The following are examples of costs which are NOT eligible for the grant fund:

- Business-as-usual costs, such as usual staffing costs and overheads
- General restocking of food and supplies for foodbanks/pataka

What's important to us

We are seeking applications from organisations that are registered as a Charitable Trust, Incorporated Society or other not-for-profit legal entity, and are able to demonstrate:

- Their governance and management structures are reflective of the makeup of the communities in which they operate.
- Their organisation and initiative has connections to mana whenua/hau kainga and/or groups in their community that are experiencing food insecurity.
- The initiative will be sustainable beyond the length of the grant funding.
- They are actively working together with others in their community.
- The initiative is targeted at outcomes for communities disproportionately affected by food insecurity.
- They can coordinate and implement the initiative, and measure and evaluate the initiative.
- There is a fair and reasonable budget that is linked to outcomes and is value for money.

Note: If a provider/initiative has received Food Secure Communities grant funding or Food Secure Communities Implementation grant funding, they will need to be up to date on their reporting requirements to be eligible to apply for this fund. The application will need to demonstrate that the initiative and budget for this fund builds on previous funding

We recognise that initiatives will differ widely across communities as each have different needs, but successful applicants will be working towards the outcomes of:

- communities which are food secure, where everyone has access to affordable, sustainable and nutritious food,
- Māori exercising food sovereignty, and
- reduced dependency on foodbanks and food hardship grants.

Application process

To ensure a fair and transparent application process, applications are a single-step open competitive process. We are seeking applications from organisations that are registered as a Charitable Trust, Incorporated Society or other not-for-profit legal entity.

While we encourage you to apply for the funding that you need, please note that we expect high demand for limited funding. We expect that the average grant size will be \$50,000-\$100,000 over 12 months. We anticipate that this funding will likely be contributory to the total costs of the initiative, alongside other funding approaches.

Applications will be assessed by an evaluation panel, with grant funding awarded up to the total amount of funding available (\$4m). Please take the time to read and understand this background information and in answering the application form, to consider how it will be evaluated. The evaluation criteria are outlined below.

Please fill in the application form and email it to MSD_Food_Secure_Communities@msd.govt.nz before the closing date.

If anything is unclear or you have a question, ask us to explain.

Note: Applicants must ensure they complete all relevant sections on the application form. Incomplete information may mean your application is not considered for funding. A word limit of 150 words applies to some questions.

Key dates

Description	Date
Applications open	11 November 2022
Questions from providers	From 11 to 28 November 2022
Answers from MSD to questions provided	By 5pm 30 November 2022
Applications close	Please note applications have been extended from 3pm, 8 December 2022 to 3pm, 15 December 2022.
Outcomes communicated	Late February 2023
Grant agreements negotiated and signed	From late February 2023
Anticipated grant start date	March 2023

Who should I contact with questions?

If you have any questions, please email them to MSD_Food_Secure_Communities@msd.govt.nz.

We may provide details of your questions and answers to all respondents – we would summarise the question and not disclose anyone’s identity. A respondent may withdraw a request at any time. The question and answer may be posted on our website and/or emailed to participating respondents. We will also regularly update our FAQs page with your commonly asked questions.

Grant agreement

The successful providers will be contracted using the standard MSD Conditional Grant Agreement Template (attached at Appendix 1). The grant term is 12 months. Successful providers will be paid in full once contracts are signed.

Reporting requirements

A written report on the achievement of key milestones for the Activity/Initiative(s) will be submitted by the Provider by 30 June 2023.

The Provider will provide a final report at the end of the grant period. This should be submitted no later than 28 February 2024.

The provider will also maintain a relationship with MSD Food Secure Community relationship managers which will include at least one site visit.

The Evaluation Approach

Applications will be assessed by an evaluation panel members chosen for their relevant expertise and experience. In addition, we may invite independent advisors to evaluate applications, or any aspect of an application.

The evaluation model is a weighted attribute model whereby eligible proposals will be evaluated on their merits using the evaluation criteria, weightings, and a rating scale.

We may request clarification from applicants’ or additional information about your application.

The highest scoring eligible applications will be selected until the full \$4M is allocated, however MSD may negotiate with the highest scoring applicants to change the amount that we will fund. MSD will reserve the right to not spend the full \$4M.

Evaluation criteria

Applications will be assessed on the following:

Organisation overview	
Provide a brief description of your organisation. Include your connections to mana whenua/ hau kāinga and/or groups that are experiencing food insecurity, and how your governance and management structures reflect of the makeup of your community.	25%

<p>Ensure you demonstrate:</p> <ul style="list-style-type: none"> • How your organisation is solid and respected in your community. • The strength of your governance and management structures and how this reflects the makeup of the communities where you operate. • Strong and ongoing connections to communities vulnerable to food insecurity. • Your connections or engagement with mana whenua/hau kāinga. • Your organisation is culturally responsive to the communities where you operate. 	
<p>Initiative and target community</p>	
<p>Describe the initiative that your organisation is applying for funding for: Include how the initiative will increase access to healthy affordable food and/or will enable Māori to exercise kai sovereignty. What do you hope to achieve? How will the initiative be sustainable beyond the length of the funding? Has it been created in consultation with groups affected by food insecurity?</p> <p>Ensure you demonstrate:</p> <ul style="list-style-type: none"> • How your initiative will increase access to affordable, nutritious, and sustainable food and/or will enable Māori to exercise food sovereignty over food systems that feed and nourish whānau. • How the initiative will be sustainable beyond the length of the grant funding. • That the initiative is in partnership with or created following consultation with mana whenua and/or other communities affected by food insecurity. 	<p>25%</p>
<p>Describe how the initiative will benefit communities experiencing food insecurity? Is this initiative in a low-income community, or that is otherwise experiencing food insecurity or supporting Māori to exercise kai sovereignty? Which groups disproportionately affected by food insecurity will benefit from this initiative? Examples of communities that experience high levels of food insecurity include Māori, Pasifika, ethnic/migrant communities, and single mothers.</p> <p>Ensure you demonstrate:</p> <ul style="list-style-type: none"> • That the initiative is in a low-income community, or otherwise has a high level of food insecurity. • That the initiative is targeted at outcomes for communities disproportionately affected by food insecurity. • How these communities will benefit from the initiative. 	<p>25%</p>
<p>Implementation</p>	
<p>Describe how you will implement the initiative? What other organisations / communities will you be working in partnership with? What is your plan to implement the initiative? How will you measure and evaluate your impact?</p> <p>Ensure you demonstrate:</p> <ul style="list-style-type: none"> • How the initiative will be developed and implemented. 	<p>25%</p>

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| <ul style="list-style-type: none">• How the impacts of the initiative will be measured and evaluated.• Who will lead and coordinate the initiative.• That you are actively working together with others in your community. | |
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Other considerations are:

- Geographical spread of providers across the same region
- The reach to disadvantaged communities
- Strength of the application
- Diversity of types of groups receiving funding
- That if previous Food Secure Community grant funding has been received, that the initiative builds on this funding.
- Total costs for the initiative.

Do ensure that your application gives detailed and clear responses to ensure the panel can assess your application against the criteria above.

Changes to the process

If we need to change anything about the application process or want to provide additional information, we will let all providers know by placing a notice on the MSD Food Secure Communities website.

MSD Conditional Grant Agreement



**MINISTRY OF SOCIAL
DEVELOPMENT**
TE MANATŪ WHAKAHIATO ORA

DATE

Contact Name [should be name/address on the application]

Legal Name

Postal Address ['Po Box' Replace with capital 'O']

Tēnā koe/Dear Contact Name [Delete surname and ensure that the name is the same as that on the application]

We are pleased to offer a Food Security Grant to your organisation. Could you please review this Grant and arrange to have it signed in accordance with the rules of your organisation, provided it is satisfactory. Please ensure the following:

- The Grant is signed, scanned and emailed as a PDF to MSD Food Secure Communities MSD_Food_Secure_Communities@msd.govt.nz.
- The scanned document includes the whole Grant with all pages in order; and
- Please do not annotate the grant other than in the designated areas. If you have any suggested changes, please consult MSD Food Secure Communities Team.

Please include an invoice when you return this grant and ensure the invoice:

- is completed with the specified amount, includes your GST number, bank account details, and an invoice number (see example below); and
- if not done previously, attach bank account verification which could be either a pre-printed bank deposit slip, a letter from your bank confirming your bank account details or copy of a bank statement.

Further points to note:

- The Grant does not come into force until it is signed by both Parties
- A copy of the Grant will be emailed to you at <address> once it has been signed on behalf of the Crown.
- Please use the subject line: Puta Ora Food Security Fund and quote your Grant Number for all correspondence with us.

Purpose of this grant:

The Ministry of Social Development (**The Ministry**) would like to grant Legal Name (**The Provider**) a total of \$Total-Scheduled-Payments excluding GST under the terms and conditions contained in this Grant.

This Grant has been made to Legal Name to provide the following Activity/Initiative:

Activity/Initiative
One-off grant to support communities to implement or scale up sustainable initiatives which increase access to affordable and healthy kai within low-income communities and / or enable Māori to exercise food sovereignty over food systems that feed and nourish whanau; reducing dependency on foodbanks and food hardship grants.

Payment:

The Ministry will pay the Grant to the Provider as follows:

Payment (excluding GST)	Payment is subject to:
\$XX	Following the signing of this Grant by both Parties and upon receipt of a valid tax invoice.
\$Total-Scheduled-Payments	Total funding payable under this Grant.

Reporting

The Provider will report on the progress towards the achievement of key milestones for the Activity/Initiative to be submitted by **30 June 2023**.

The Provider will provide a final report upon completion of this grant. This should be submitted no later than **19 February 2024**.

Reports should be submitted to: MSD_Food_Secure_Communities@msd.govt.nz noting subject line: Puta Ora Food Security Fund and Grant Number.

Terms and conditions of Grant

The Ministry is paying the Grant to the Provider under the following terms and conditions:

1. The Provider must only use the Grant for the Activity/Initiative.
2. The Provider will inform the Ministry of any funding you receive from any other source for the Activity/Initiative.
3. The Provider agrees to acknowledge the assistance of the Ministry in any publicity about the Activity/Initiative.
4. The Provider will not do or omit to do any act that brings the Ministry into disrepute.
5. The Provider will repay a portion of the funding paid by the Ministry, if either the Provider does not satisfactorily deliver the Activity/Initiative; or does not complete the Activity/Initiative because this Grant is terminated.
6. This Grant is a one-off contribution to the Activity/Initiative for the term. The Ministry does not intend that there will be any money available to further fund the Activity/Initiative after the term and the Provider should not expect or rely on continuing funding.
7. The Ministry reserves the right to terminate the Grant if you do not comply with these terms and conditions.
8. The Provider will not subcontract or assign the benefits or obligations of this Grant with any organisation other than an organisation/s specified in this Grant without prior written permission from the Ministry, and no third party may enforce this Grant.
9. The Provider is required to submit their most recent financial accounts (preferably audited or reviewed) with their end of year report which will be subject to due diligence by MSD.
10. The Provider will maintain a relationship with MSD Food Secure Community relationship managers which will include at least one site visit.

Signatures **(Ensure all signatories are on the same page with text.)**

Ministry of Social Development

Signed by Serena Curtis
General Manager Pacific and
Community Capability
Programmes

I have a delegation under section 41 of the State Sector Act 1988 to sign on behalf of the Ministry of Social Development.

Signed Date

Legal Name

Signed by **Name** **Designation**

I have authority to sign for Legal Name and confirm this agreement has not been altered from what was last provided by the Purchasing Agency.

If you have any questions regarding this Grant or if there is a change in the circumstances under which you operate or to the Activity/Initiative being provided please contact me.

Nāku noa, na

Firstname Surname

Relationship Manager

Phone No

Email