

POUTAMA PGF INVESTMENT PROCESS





- Business should have at least \$120,000 turnover p.a
- Business should be operating for at least 12 months

- Business should demonstrate job creation and business

- party provider of product and/or service

- Poutama & PGF. This will be between 50%-80% of total amount applied for up to 100k



PRE-

ASSESSMENT

PROCESS

ONLINE

APPLICATION

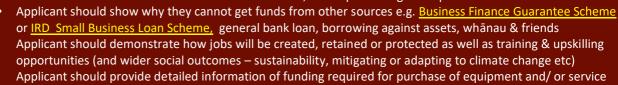
ASSESSMENT

- Investment fund eligibility and assessment criteria are to be socialised with stakeholders in the regions by Poutama supported by the PDU (Provincial Development Unit)
- Fund is targeted at current & new PDU/Poutama clients as well as at clients that are referred to PDU/Poutama
 - Referrals can be received from RBP, TPK, NZTE, CRIs & business community
- Ideally communication will occur with parties to discuss potential applicants before an application is lodged
- Regional connections from Poutama: Missy Armstrong Te Taitokerau, Jeanna Love Waiariki & Tairawhiti, Valker - Heretaunga, Manawatu, Whanganui, Wairarapa, Taranaki. Te Miringa Sherman – Waikato & Hauraki. Back up support provided by Tai Jones &





- Early engagement with applicant via kanohi ki te kanohi (face to face) and/or email, video call, social media
- Assessment undertaken of current business situation, development & growth potential

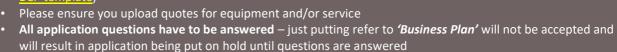






- Client applies through Poutama online application. This can be with assistance from Poutama or PDU advisor
- Upload past 2-3 years of Financial Accounts from accountant along with 12 month Cashflow Forecast that shows impact of this funding. Upload Business Plan and Covid-19 Business Continuity Plan (please click here for BCP template)











- Investments \$20,000 < \$50,000 to be approved by Poutama Board
- Investments \$50,000 < \$100,000 max to be approved by Poutama Board and senior PDU staff
- Approval letter sent by Poutama for signing outlining funded activity, terms & conditions, reporting requirements and expiry date to uplift funding within 6 months
- Applicant signs and returns approval letter





- Finance Administrator checks Poutama received signed approval letter and payment documentation Important Please Note: Invoices must align with the amount(s) approved
- Business advisor checks and approves invoice(s) for payment or receipts for reimbursement
- Payments made on the 5th & 20th of the month.