



POUTAMA PGF INVESTMENT PROCESS



CRITERIA



- Business should have at least \$120,000 turnover p.a
- Business should be operating for at least 12 months
- Between 20%-50% financial contribution is required from the business
- Business must have at least 50% Māori ownership
- Business should demonstrate one or more of the following; potential to scale, diversify, innovate, export
- Business should demonstrate job creation and business activity within 6 months of receiving funding support
- Business should demonstrate wider social outcomes of the funding e.g. direct employment, training & upskilling opportunities
- Business need to show why their business be funded over other businesses in regards to unfair competitive advantage
- Retrospective costs will be declined i.e. costs incurred before date of receiving the application will not be considered
- Grant amounts are up to \$100,000 plus GST
- Fund can be used for purchase of equipment & services
- Fund will be paid direct to independent third party provider of product and/or service
- Fund is specifically for businesses located in Regional NZ
- Operational - day to day expenses will not be considered e.g. purchase of stock
- Fund can't be used to employ people, undertake feasibility, research, planning or strategy development
- Fund can't be used purely for private gain
- Amount of funding approved is at discretion of Poutama & PGF. This will be between 50%-80% of total amount applied for up to 100k
- Funds may be paid out in stages according to milestones achieved e.g. employment

ORIGINATION



- 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](#) - Wairariki & Tairāwhiti, [Richard Jones](#) – Te Rohe Potae & Te Waipounamu, [Vonese Walker](#) - Heretaunga, Manawatu, Whanganui, Wairarapa, Taranaki. [Te Miringa Sherman](#) – Waikato & Hauraki. Back up support provided by [Tai Jones](#) & [Maaria Hingston](#)

PRE-ASSESSMENT PROCESS



- 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
- Applicant should show why they cannot get funds from other sources e.g. [Business Finance Guarantee Scheme](#) or [IRD Small Business Loan Scheme](#), general bank loan, borrowing against assets, whānau & friends
- Applicant should demonstrate how jobs will be created, retained or protected as well as training & upskilling opportunities (and wider social outcomes – sustainability, mitigating or adapting to climate change etc)
- Applicant should provide detailed information of funding required for purchase of equipment and/ or service

ONLINE APPLICATION



- 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](#))
- Please ensure you upload quotes for equipment and/or service
- **All application questions have to be answered** – just putting refer to 'Business Plan' will not be accepted and will result in application being put on hold until questions are answered

ASSESSMENT



- Poutama business advisor to assess online application and undertake below activities
- Due diligence undertaken – in line with PDU Processes
- Financial ratio analysis undertaken of applicant's financial accounts
- Succinct focused summary write up of business undertaken by Poutama business adviser
- Engagement if necessary with PDU advisor to review and make additional comments application
- Application recommendation made to approvals board

APPROVAL



- 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

PAYMENTS



- Applicant emails invoices and proof of payment to their designated Poutama Business Advisor
- 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.