Proceeds of Crime Fund

Detailed Funding Proposal

[Enter Name of Proposal Here]

**Template Instructions**

This is the second step for seeking funding through the Proceeds of Crime Fund. This template should only be completed by organisations/agencies who have been informed that their Initial Proposal was shortlisted by the Panel.

All proposals must be submitted by one of the eligible agencies listed on the website <https://www.justice.govt.nz/justice-sector-policy/about-the-justice-sector/proceeds-of-crime-fund/>.

For further information contact [POCF@justice.govt.nz](file:///C%3A%5CUsers%5CIan%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CMJZPPWM1%5CPOCF%40justice.govt.nz)

Please note the information provided is subject to the Official Information Act 1982.

|  |  |
| --- | --- |
| **Document Info** | **Please complete fields below** |
| **Reference Number (received in your feedback on the Initial proposal)** |  |
| **Main contact person and email** |  |
| **Organisation/agency delivering the initiative, plus its legal and charitable status (eg Incorporated society, registered charity)** |  |
| **Eligible agency submitting the proposal (if different from above), contact name and email** |  |

**Contents**

[1 Initiative Summary 3](#_Toc101357513)

[2 Case for Change 4](#_Toc101357514)

[3 Consultation and Support 5](#_Toc101357515)

[4 Funding 5](#_Toc101357516)

[5 Delivery and Governance 8](#_Toc101357517)

[6 Risks 10](#_Toc101357518)

[7 Outcomes and Benefits 11](#_Toc101357519)

[8 Attachments 12](#_Toc101357520)

[9 Terms and Conditions 12](#_Toc101357521)

[10 Completion checklist 14](#_Toc101357522)

# Initiative Summary

## What is your proposal?

Briefly explain what you are seeking funding for and what tangible outcomes you hope to achieve (this should be consistent with your initial proposal). **Maximum 100 words.**

|  |
| --- |
|   |

## Summary of funding

*If funding is approved, it needs to be transferred into the correct appropriation before it can be used. If the money is going to more than one Vote, copy the table below for each Vote.* ***Consult with your eligible agency’s finance team to ensure the correct appropriation, Minister and Vote are identified.***

| Minister:*[Enter name of Minister responsible for the Vote]*Vote:*[Enter name of Vote where funding will go to*] | **$ millions** |
| --- | --- |
| **2022/23** | **2023/24** | **2024/25** | **2025/26** | **Total** |
| Appropriation:[*Identify whether Departmental or Non-Departmental expense]**[Enter Title of appropriation*] | - | - | - | - | - |
| Appropriation:[*Identify whether Departmental or Non-Departmental expense]**[Enter Title of appropriation*] | - | - | - | - | - |
| **Total** | - | - | - | - | - |

## How does this align with the Proceeds of Crime Fund criteria?

Complete the table below for all the criteria your proposal aligns to. (This may be copied from the initial proposal and updated if there are any changes).

| **Funding criteria** | **How does your proposal align to this criterion?** |
| --- | --- |
| **Expands alcohol and other drug treatment services** |  |
| **Fights organised criminal groups dealing in methamphetamine and other drugs** |  |
| **Addresses mental health in the criminal justice system** |  |
| **Addresses crime-related harm and improves community wellbeing** |  |

## How does your proposal align with the purpose of the fund?

The fund purpose is to:

* Address organised crime harm and drug-related harm
* Test innovative solutions to complex issues relating to crime-related harm
* Enable agencies to build an evidence-based case of what works in addressing crime-related harm. **Maximum 150 words.**

|  |
| --- |
|  |

# Case for Change

## Problem definition

*What is the problem you are trying to solve? Briefly explain the intended intervention logic behind the proposed solution below.* ***Maximum 300 words.***

|  |
| --- |
|  |

## Proposed solution

*Describe the intervention you are seeking funding for, and what it will provide. Outline the intended scope and any known exclusions.* ***Maximum 300 words.***

|  |
| --- |
|  |

## Supporting Evidence

*Is there any scientific evidence/research to support your proposal? If so, please include it.*

|  |
| --- |
|  |

# Consultation and Support

## Consultation

*What consultation has been undertaken with Iwi, Māori, community, government agencies,
non-government organisations and/or other relevant groups? List these below and include the details of your main contact.*

| **Group/Agency** | **Contact Name, Job title** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

## Community and Agency Support

*For each group above, explain any likely impact the initiative will have and how the group will respond (add more rows if required). Confirm the level of local, regional and national support in place.*

| **Group/Agency** | **Details of impact and support** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |

# Funding

## Funding History

*Has this initiative already received funding? If so, what has been achieved and when does funding finish?* ***Maximum 300 words.***

|  |
| --- |
|  |

## Funding requested

*Specify the capital or operating expenditure you are seeking funding for (add more rows if required).* ***Consult with your eligible agency’s finance team as necessary.***

*Note – you will be required to report on your actual spend vs approved funding in your six-monthly performance reporting. This reporting may be shared with the Fund Ministers.*

| **Preferred Option** **Expenses** | **$ millions** |
| --- | --- |
| **2022/23** | **2023/24** | **2024/25** | **2025/26** | **Total** |
| **Capital:** *(The items listed here are examples and can be changed as required)* |
| Buildings |  |  |  |  |  |
| Furniture and Fittings |  |  |  |  |  |
| Motor Vehicles |  |  |  |  |  |
| Computer Equipment |  |  |  |  |  |
| **Total Capital expenses** |  |  |  |  |  |
| **Operating:** *(The items listed here are examples and can be changed as required)* |
| Personnel |  |  |  |  |  |
| Professional Services |  |  |  |  |  |
| Depreciation  |  |  |  |  |  |
| Other Expenses |  |  |  |  |  |
| **Total Operating expenses** |  |  |  |  |  |
| **Total Capital and Operating funding sought\*** |  |  |  |  |  |

*\*Note: Total funding sought should match 1.2 Summary of funding*

## What will funding provide?

*What will this level of funding provide? (i.e. specify the type, location and level of service, communities and individuals reached, number of FTEs, number of contractors).* ***Maximum 300 words.***

|  |
| --- |
|  |

## Alternative option - financials

If funds are limited, what is a scaled option or minimum viable option for the proposal? **Consult with your eligible agency’s finance team as necessary.**

| **Alternative option****Expenses** | **$ millions** |
| --- | --- |
| **2022/23** | **2023/24** | **2024/25** | **2025/26** | **Total** |
| **Capital:** *(The items listed here are examples and can be changed as required)* |
| Buildings |  |  |  |  |  |
| Furniture and Fittings |  |  |  |  |  |
| Motor Vehicles |  |  |  |  |  |
| Computer Equipment |  |  |  |  |  |
| **Total Capital expenses** |  |  |  |  |  |
| **Operating:** *(The items listed here are examples and can be changed as required)* |
| Personnel |  |  |  |  |  |
| Professional Services |  |  |  |  |  |
| Depreciation  |  |  |  |  |  |
| Other Expenses |  |  |  |  |  |
| **Total Operating expenses** |  |  |  |  |  |
| **Total Capital and Operating funding sought\*** |  |  |  |  |  |

## Alternative option – narrative

Explain how this option is different from the full funding requested and the implications on the delivery of the initiative (i.e. what are the changes to service levels and staffing requirements. What will be delivered at this level of funding?) **Maximum 300 words.**

|  |
| --- |
|  |

## What other potential funding sources exist for this initiative?

*How are similar projects funded?* ***Maximum 300 words.***

|  |
| --- |
|  |

## Implications of not funding this initiative

*What are the implications of not funding this initiative? What is the next best alternative? Could this be provided by someone else?* ***Maximum 300 words.***

|  |
| --- |
|  |

## Ongoing sustainability

*What is the plan for this initiative when funding finishes? i.e. will future funding be required if the initiative is successful? Where might this come from?* ***Maximum 300 words.***

|  |
| --- |
|  |

# Delivery and Governance

## Project Delivery

*Describe the implementation plan, including: delivery, management, staffing, reporting lines, stakeholder management, and change management.* ***Maximum 300 words.***

|  |
| --- |
|  |

## Governance and Organisational structure

*Describe the governance structure that will oversee this initiative.* ***Maximum 500 words.***

|  |
| --- |
|  |

## Key milestones

*What are the key delivery milestones?*

*Note – you will be required to report progress against these milestones in your six-monthly performance reporting. This reporting will be shared with the Fund Ministers (add more rows if required).*

| **Milestone** | **Expected date** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Evaluation

*How will this initiative be evaluated? – Describe the methodology, rationale and process that you will undertake. How will learnings from the evaluation be shared? Please indicate if you have sought professional advice on an evaluation strategy and plan. What connection and support has been established with recognised subject matter experts (i.e in learning institutions such as Universities). Note the* Evaluation – good practice guide *on our website.* ***Maximum 500 words.***

|  |
| --- |
|  |

# Risks

## Risks

What key risks are involved in the implementation of this proposal? **Maximum 300 words.**

*A risk is something that hasn’t happened yet but has some probability of occurring (add more rows if required).*

* *List the key risks involved. Consider risks that relate to reputation, public confidence, deliverables, human resources, and finances.*
* *Consider the consequence or impact of each risk – minimal impact to the programme and agency or severe political/reputational damage, employees are harmed, severe impact on service delivery.*
* *Consider the likelihood of the risk occurring – almost never going to occur, possible, or almost certain to occur.*
* *Use the matrix below to identify whether the risk is low, medium, high or very high. Include the corresponding number in the table.*
* *What mitigation or controls can be put in place to lessen each risk?*
* *What residual risks will remain after mitigation and controls are put in place.*

| **Risk** | **Risk rating**  | **Risk Mitigation and/or controls** | **Residual risks** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Use the following matrix to rate each risk.

**

# Outcomes and Benefits[[1]](#footnote-1)

*You will be required to report progress towards your outcomes and benefits in your six-monthly performance reporting. This reporting may be shared with the Fund Ministers.*

## What is an outcome?

*Outcomes are the expected result on completion of your initiative. For example, ‘defendants spend less time on remand’, or ‘an additional hospital is now operational and serving regional demand for hospital care’. Each proposal should have at least one outcome.*

## What is a benefit?

*Benefits are the measurable improvement from an outcome perceived to be advantageous by one or more stakeholders. For example, ‘reduce elective surgery waiting lists’. Benefits should be related to one or more outcomes and an outcome can generate multiple benefits.*

*To demonstrate value, benefits should be:*

* *Measurable – able to be measured in some way*
* *Meaningful – there should be a direct relationship between the achievement of the measure and the achievement of the benefit*
* *Attributable – it can be reasonably claimed that the benefit measures results that are due to the initiative, and*
* *Aligned – to outcomes*

## How will benefits be measured?

*For each outcome identify the key benefits (one table per outcome, copy the table below if required).*

*For each benefit explain how it will be measured and what the targets are. Each benefit should have at least one performance measure (add more rows if required).*

| **Outcome 1 *[Enter name of outcome here]*** |
| --- |
| **Benefit** | **How will this benefit be measured?** | **When will this be measured?** | **Target** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

| **Outcome 2 *[Enter name of outcome here]*** |
| --- |
| **Benefit** | **How will this benefit be measured?** | **When will this be measured?** | **Target** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Attachments

*If you have included any attachments, please list them here. Please note attachments are not required (add more rows if required).*

| **Document Name** | **Briefly explain what value the attachment adds to the proposal** |
| --- | --- |
|  |  |
|  |  |

# Terms and Conditions

**Background**

1. The terms and conditions contained in this Agreement comprise part of the Detailed Funding Proposal template. If the Lead Agency’s funding proposal is approved, the Secretariat will write to the Lead Agency to confirm the decision specifying the approved funding amount, and agreement term (‘approval letter’). The approval letter will reattach these conditions. The approval letter and these terms and conditions will together constitute the agreement between the Secretariat and Lead Agency (‘the Agreement’).
2. In accordance with Cabinet’s decision (CAB-19-MIN-0087), the Secretariat is responsible for reporting back to the Minister of Justice and Minister of Finance on the progress and outcome of each funded proposal. The terms and conditions below are intended to assist the Secretariat in carrying out its responsibilities.
3. Agencies and organisations that are not eligible to apply directly to the Proceeds of Crime Fund (‘Fund’) may partner with an eligible agency to submit a proposal. The eligible agency is expected to take the role of Lead Agency. If a proposal is being submitted by multiple eligible agencies, one of these must identify as the Lead Agency.
4. By submitting a funding proposal to the Fund, the Lead Agency agrees to be bound by the following terms and conditions if funding is approved. The Lead Agency will be responsible for:
* Entering into any agreement with the partner agency and/or organisation relating to the use, monitoring, and reporting associated with the funding;
* Making funds available to the partner agency and/or organisation(s);
* Ensuring reporting is undertaken in accordance with the terms and conditions;
* Ensuring the partner agency and/or organisation(s) keeps and maintains full and accurate records in connection with the funding, and that these be made available to the Lead Agency upon request; and
* Resolving any issues between a partnering agency and/or organisation(s).

**Terms and conditions**

*Funding*

1. The Lead Agency must:
	1. Spend the funding in accordance with the funding proposal during the agreement term specified in the approval letter (‘term’).
	2. Return to the Crown any portion of the funding that is not used in accordance with the funding proposal during the term.

*Reporting*

1. The Lead Agency will ensure a report on the performance of the funded proposal is completed every six months during the term, and submitted to the Secretariat by the due dates as specified by the Secretariat. The report will be completed on the reporting template provided by the Secretariat, and will cover the following areas (taken from the funding proposal):
	1. Progress against the proposed milestones;
	2. Cost-to-date against the forecasted costs;
	3. Progress toward realising benefits and outcomes;
	4. Any anticipated or actual risks and issues potentially impacting the successful delivery of the proposal; and
	5. An indication of the funding proposal’s ’health rating’ (serious concerns (red)/some concerns (amber)/on track (green)) as detailed in the reporting template; and
	6. Any other information requested by the Secretariat to be included in the report.
2. At the conclusion of the term, the Lead Agency will provide a report to the Secretariat covering:
	1. A description of the overall achievements of the funded proposal; and
	2. A description of the long-term plan (if any) for the proposal.
3. The Lead Agency acknowledges that information in the reports in clause 2 and 3 may be used by the Secretariat in its reporting to Ministers.

*Review and audit*

1. The Lead Agency will:
	1. Keep and maintain full and accurate records, and shall ensure that any partner agency and/or organisation also maintains full and accurate records, in connection with the use of the funding and carrying out the funded proposal in accordance with all applicable laws, and retain such records for at least seven years after termination or expiry of the term; and
	2. Make, and ensure any partner agency will make, any files or records relating to the funded proposal available for inspection within 10 working days, if requested by the Secretariat.
2. The Secretariat has the right to appoint an auditor, at its cost, or inspect all records relating to the funded proposal and arising from this Agreement, from time to time until seven years after termination or expiry of this term.
3. The Lead Agency must notify the Secretariat immediately:
	1. of any changes that affect the Lead Agency’s ability to carry out/deliver the funded proposal (for example, an intention by a third-party service provider to wind-up or cease operations, or any other significant event); and
	2. if there are concerns related to the funding, such as funding is misappropriated or spent by a third-party or provider engaged by the Lead Agency or the partner agency not in connection or accordance with the funding proposal.

*Termination*

1. The Secretariat may terminate this Agreement and require repayment of all or part of the funding if the Lead Agency fails to comply with any of the terms and conditions in this Agreement.

*General*

1. During the term of this Agreement, the Lead Agency may request a variation to this Agreement by writing to the Secretariat. The Secretariat may approve or decline a variation request at its discretion. The variation request will only become a valid variation of the Agreement once approved by the Secretariat and recorded in writing.
2. All notices to the Secretariat regarding this Agreement may be sent to: PoCF@justice.govt.nz
3. The Secretariat, as part of the Ministry of Justice, is subject to the Official Information Act 1982. The Lead Agency acknowledges that the Secretariat may be required to release information related to the funding proposal, and subsequent information in connection with the use of the funding and carrying out the funded proposal, unless good reasons exist under the Official Information Act 1982 to withhold the information.

# Completion checklist

All sections of this template need to be completed. If you need support, contact your eligible agency or the Secretariat for the fund at PoCF@justice.govt.nz.

|  |
| --- |
| Initiative is submitted by one of the eligible agencies. |[ ]
| Name of proposal has been included on the front cover and header of this document. |[ ]
| Table on front cover has been completed. |[ ]
| **Sections 1 to 7** have been completed in full |[ ]
| Any attachments have been documented in section 8. |[ ]
|  |  |

1. Guidance on outcomes and benefits has been taken from Treasury Guidance document *Managing Benefits from Projects and Programmes: Guide for Practitioners* [↑](#footnote-ref-1)