



**MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT**
HĪKINA WHAKATUTUKI

Strategic Tourism Assets Protection Programme

Application Form

June 2020

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Strategic Tourism Assets Protection Programme: Completing this form

If you need any assistance with completing this form, please contact us at strategictourismassets@mbie.govt.nz.

Please complete the form electronically, and attach the following:

- Your bank account details and third party verification (such as a bank statement or screenshot of your internet banking)
- Two years of profit and loss statements
- Your GST number

Submit your completed application to strategictourismassets@mbie.govt.nz. Proposals must be received by MBIE no later than 5pm on **Thursday 18 June, 2020**.

Note: There is a 20MB size limit. For larger applications, please separate them into different emails.

For exceptional circumstances, there is scope to assess out-of-round applications, if they are considered urgent and funding is needed outside of the scheduled funding round. Please make this clear in your application.

Proposal checklist

Before you apply be sure to complete the following:

- Check the MBIE website to ensure you have downloaded the most recent version of each document.
- Read the supporting information on the MBIE website.

When filling out this form please ensure:

- All answers are typed into the space provided for each section in font no smaller than size 10 point.
- You provide the information required for each question.
- You have read and understood the declaration details outlined in Section 4 and have signed the declaration.

Evidence

When MBIE assesses proposals against the eligibility and/or the assessment criteria, we will consider whether the evidence provided supports the claims, as well as the quality of that evidence. Where questions ask for evidence to support claims, it is highly recommended that you provide reference sources that attest the accuracy and quality of the evidence.

MBIE will assess the application using the information provided by the applicant.

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Section 1: Proposal and applicant key details

Please enter answers in the right-hand column.

Applicants' key details			
Business Legal Name:	Glenbrook Vintage Railway Charitable Trust Board		
Business Trading Name:	Glenbrook Vintage Railway		
Entity Type:	Registered Charitable Trust		
Business address, including postcode:	201 Pukeoware Road RD1 Waiuku 2681		
Business Website:	www.gvr.org.nz		
Key point of contact's name and role:	Tim Kerwin General Manager		
Email Address:	tim.kerwin@gvr.org.nz	Telephone:	s 9(2)(a)
What is the primary activity of your business?	Attraction		
This project will be based in the region of (if multiple please pick National and specify):	National <i>Primarily Auckland (Franklin)</i> <i>With activities in Northland, Waikato, and Bay of Plenty.</i> <i>Area includes Tauranga, Whangarei, and Ohakune.</i>		

Section 2: Eligibility

Please read this section carefully:

The programme objective is not to protect all tourism assets, but only those of significance to New Zealand and/or its regions. You must meet **all three** of the eligibility criteria below to qualify for the Strategic Tourism Assets Protections Programme (STAPP).

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2.1 Eligibility criteria

1: Is the asset a tourism asset?

For the purposes of this Programme the definition of a tourism asset has been adapted from the statistical definition of a tourism characteristic industry use in the Tourism Satellite Accounts to describe tourism operations in scope.

Tourism Operations - a tourism characteristic business is one where either:

- at least 25 percent of the operations' output is purchased by tourists, or the operations output includes a tourism-characteristic product.

Yes No

Tourism Assets: you must meet one of the following types of assets:

- Attractions – this includes activities and natural attractions
- Access – the means of access to the tourism asset (note assets eligible under Ministry of Transport funding are **not** eligible for STAPP)
- Amenities – services and facilities. Intangible assets (for example intellectual property) can be considered eligible if they fit into the three asset categories

Attraction Access Amenity

2: Is the asset a tourism asset of strategic significance (national or regional, cultural, environmental and/or historic)?

An asset is likely to be considered strategic and eligible for the STAPP if it:

- Is a nationally and/or internationally recognised, AND
Yes No
- Is a key attraction for New Zealand or a region of New Zealand, AND
Yes No
- Is responsible for significant visitation to the region where it is located and in its absence, visitation to the region would be significantly diminished, AND
Yes No
- Generates significant spill over benefits to the region where it is located. Spill over benefits to the community (regional or New Zealand) means that the benefits of the tourism asset are shared with other businesses (including non-tourism businesses).
Yes No

<p>3: Has the applicant exhausted all other avenues of support (government broad-based and private)?</p> <p><i>Note: businesses with applications to Government funds (e.g. the Provincial Growth Fund) are eligible, but the STAPP will not provide support for the same purpose.</i></p>	<p>Applicants must be able to demonstrate that there is both a need for support to safeguard the asset and they have exhausted alternative options for support.</p> <ul style="list-style-type: none"> • Are there insurmountable costs/challenges to pausing and resuming operations? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • Is the applicant reliant to a high degree on revenue from visitor flows that are currently severely reduced? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • Is the applicant facing severe financial stress, for example unable to meet the minimum costs necessary to survive/hibernate until demand recovers and/or re-pivot their offering to the domestic market? For example, have other sources of cash flow, working capital been exhausted? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
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The following tourism assets are not eligible for STAPP:

- assets that do not meet all three eligibility criteria
- assets that can be readily repurposed
- assets that are eligible for support via other sector-specific COVID-19 recovery packages (such as the transport and aviation support package).
- assets which are new capital developments or upgrades
- assets which are a generic features of the tourism system, such as food and beverage, accommodation, transport and retail. Exceptions could include assets that are iconic, of notable cultural, environmental and/or heritage status, and/or feature prominently within the conservation landscape, and/or are uniquely critical elements of the tourism supply chain.

Section 3: Business situation

3.1 What is your tourism asset?

In this section, we want to understand the level of government support you are looking for and how this will be used to protect your business or specific asset(s).

In your response, please provide as much detail as possible.

<p>What asset(s) are you looking to protect? e.g. facilities, capability, intellectual property</p>	<p>Protect our core operating assets, that is New Zealand heritage locomotives, heritage carriages, railway track, buildings, and support/signalling infrastructure.</p> <p>Protect our regulatory and industry operating licenses, including maintaining current compliance of locomotives, carriages, and operating staff.</p> <p>s 9(2)(b)(ii)</p>
<p>What makes the asset(s) strategically important to your region and/or New Zealand?</p>	<p>We are the only tourism-focussed passenger rail operator based in the Upper North Island. We operate heritage steam and diesel trains on our private railway which is the most significant tourist attraction in Franklin and we are regarded as New Zealand's premier heritage railway and have an extensive collection of both operational and otherwise preserved heritage vehicles. Our trains are often used to transport hundreds of visitors to regional events such as the Te Kuiti muster,</p> <p>s 9(2)(b)(ii)</p> <p>We are one of coach tour operator Grand Pacific Tours' highest rated attractions (letter of support attached).</p>
<p>What type of funding is this application for?</p>	<p>Grant</p>
<p>Amount of funding sought (excl. GST)</p>	<p>s 9(2)(b)(ii)</p>
<p>Please provide a breakdown of how this funding will be spent. In your answer, please cover:</p> <ul style="list-style-type: none"> • Wages for staff • Operating expenditure • Fixed costs • Repairs and maintenance 	<p>s 9(2)(b)(ii)</p> <p></p> <p></p> <p></p> <p></p> <p></p>

<ul style="list-style-type: none"> Any other ways you intend to spend the funding <p>If your application includes assets in multiple regions, please indicate allocation for <i>each</i> region.</p>	<p>s 9(2)(b)(ii) [redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p>
<p>Has this funding been sought from other sources (e.g banks, investors)?</p>	<p>We have undertaken a ‘Crowdfunding’ campaign which to date has raised approximately s 9(2)(b)(ii). Grants and interim funding from other sources have been and continue to be investigated.</p>
<p>How would you like to receive the funding? e.g. quarterly payments over two years</p> <p><i>Please note that funding will not be allocated in an up-front lump sum, and is subject to conditions.</i></p>	<p>s 9(2)(b)(ii) [redacted]</p> <p>[redacted]</p>
<p>If your application is successful, how many of your staff will you retain? E.g retaining 35 critical FTE</p>	<p>s 9(2)(b)(ii) [redacted]</p> <p>[redacted]</p>
<p>What efforts have you undertaken to make the strategic asset more sustainable (e.g. paying staff at or above the living wage, monitoring and reducing waste)?</p> <p><i>‘Sustainable’ includes environmental, social and economic sustainability.</i></p>	<p>Social: s 9(2)(b)(ii) [redacted] and we have a good working relationship with the Rail and Maritime Transport Union. We provide extensive restoration and operational volunteer opportunities for youth as well as retirees. We donate tickets to many schools, sports clubs, and other community groups in Auckland and Waikato as well as operate subsidised trains for their fundraising events.</p> <p>s 9(2)(b)(ii) [redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p> <p>[redacted]</p>

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	s 9(2)(b)(ii) [REDACTED]
If your application is successful, how many of your staff will you still have to make redundant?	s 9(2)(b)(ii) [REDACTED]
How much would it cost to 'hibernate' your asset for the next 12 months?	s 9(2)(b)(ii) [REDACTED]
What is the minimum amount of funding to ensure that the asset can operate at minimum viability?	Bearing in mind money raised to date, we still need to obtain funding of s 9(2)(b)(ii) over the next s 9(2)(b)(ii) to remain viable. This will result in a reduction of the experiences we can offer.

3.2 Previous business situation

We want to understand your situation prior to COVID-19.

In your response, please provide as much detail as possible.

What were your visitor numbers in 2019?	s 9(2)(b)(ii) passengers recorded for 2018/19 season.
What was your estimated split between domestic and international visitors in 2019? e.g. 75% domestic, 25% international.	The split domestic to international for 2018/19 season is s 9(2)(b)(ii) by passenger number, s 9(2)(b)(ii) by profit.
Looking at your international market, please estimate the proportion of visitors from each country e.g. 60% Australian, 30% Chinese, 10% other	s 9(2)(b)(ii) [REDACTED]
What was your business revenue in 2019?	s 9(2)(b)(ii) [REDACTED]

<p>How many staff did you employ in 2019 (please break this down seasonally if applicable)? e.g. 50 FTE in summer, 25 FTE in winter</p>	<p>s 9(2)(b)(ii)</p>
<p>3.3 Current business situation In this section, we want to understand your current situation and how it has been impacted by COVID-19. <i>In your response, please provide as much detail as possible.</i></p>	
<p>On 13 May 2020, New Zealand moved to Alert Level 2. Since then, at what capacity have you been operating relative to 2019 levels?</p>	<p>Since Alert Level 2 we have progressively ramped up to our near-normal maintenance programme while we are unable to run trains, however it was not viable to run trains with the social distancing requirements under Alert Level 2. s 9(2)(b)(ii)</p> <p>[REDACTED]</p>
<p>What is your expected change in business revenue for 2020, compared to 2019?</p>	<p>Our projected drop in business operating revenue is approximately s 9(2)(b)(ii)</p>
<p>Since COVID-19, how have you adapted your business to continue trading? For example:</p> <ul style="list-style-type: none"> • Changing prices • adapting to the domestic market • additional borrowing from the private market (e.g. your bank) 	<p>s 9(2)(b)(ii)</p> <p>[REDACTED]</p> <p>We have launched a 'crowdfunding' appeal and are pursuing private grants and corporate sponsorship options.</p>
<p>How many staff have you made redundant as a result of COVID-19?</p>	<p>s 9(2)(b)(ii)</p>
<p>What (if any) COVID-19 Government support have you accessed?</p>	<p>MSD Wage Subsidy (first 12 weeks). Intend to apply for Extended Wage Subsidy (8 weeks).</p>
<p>Given the current situation, what is the current outlook for your business?</p>	<p>The outlook is fragile.</p>

Section 4: Declaration by lead applicant

The contracting entity is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to health and safety and employment practices

Yes: No:

Has this activity ever been declined Crown Funding in the past?

Yes: No:

Has the applicant or the contracting entity ever been insolvent or subject to an insolvency action, administration or other legal proceedings?

Yes: No:

Has any individual in the Applicant's team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been insolvent or subject to an insolvency action, administration or other legal proceedings, or actively involved in any organisation which has?

Yes: No:

Has any individual in the Applicant's team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been adjudged bankrupt or is an undischarged bankrupt?

Yes: No:

Has any individual in the Applicant's team (including the Applicant's Leadership Team, directors, partners, or trustees, or any key members of the project) ever been under investigation for, or been convicted of, any criminal offence?

Yes: No:

Are there any actual, potential or perceived conflicts of interest that the applicant or any of the key personnel have in relation to this project.

"In a small country like ours, conflicts of interest in our working lives are natural and unavoidable. The existence of a conflict of interest does not necessarily mean that someone has done something wrong, and it need not cause problems. It just needs to be identified and managed carefully..."

<https://www.oag.govt.nz/2007/conflicts-public-entities>

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Yes: No:

If you answered "Yes" to any of the above questions, please provide a description below:

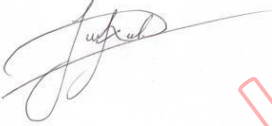
By completing the details below, the applicant makes the following declarations about its application to the Strategic Tourism Assets Protection Programme ("application"):

- The statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made;
- I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
- I have obtained the permission of each member of the Applicant's team to provide the information contained in this application and those individuals are aware of, and agree to, the Terms and Conditions of applying for the Strategic Tourism Assets Protection Programme;
- I understand that the application is subject to the Official Information Act 1982 (the OIA). The OIA enables MBIE to withhold information under certain conditions. Where possible, MBIE will consult with the application should an OIA request be received;
- The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application, or entering into a contract to carry out the project. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to MBIE by emailing strategictourismassets@mbie.govt.nz; and
- I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any contract awarded as a result of this application process.
- The applicant consents to the Strategic Tourism Assets Protection Programme undertaking due diligence including any third party checks as may be required to fully assess the application.

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Signature of applicant

This acknowledgment must be signed by a person with the legal authority to commit your organisation to a transaction (e.g. Chief Executive)

Name	Tim Kerwin
Title	General Manager
Organisation	Glenbrook Vintage Railway Charitable Trust Board
Signature	
Date	18/06/20

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Section 5: Attachments

[Attach here, as a PDF, any additional information you consider necessary to support your application. Note that there is a 20MB size limit]



Profit_and_Loss_17-18_18-20.pdf



GST_Number.pdf



Bank_Account_Details.pdf



Covering_Letter_GVR.pdf



Support_Letter_ATEE D.pdf



Support_Letter_Grand_Pacific_Tours.pdf



Support_Letter_Franklin_Local_Board.pdf



Support_Letter_Andrew_Bayly_MP.pdf

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