

CANTERBURY

OFFICIAL APPLICATION FORM

CONFIDENTIAL



Building mainland
business

CANTERBURY
EMPLOYERS'
CHAMBER OF
COMMERCE

Name/s of project leader:

Name: _____

Company: _____

Name: _____

Company: _____

Name: _____

Company: _____

Person completing the Entry Form:

(NB. these details will be used as the key point of contact throughout the application and judging process)

Telephone: _____

Cellular phone: _____

Email: _____

Fax: _____

Address: _____

Signature: _____

(This form will be faxed back to you for signature)

Please attach a brief bio on each of the members of the project team along with a disclosure of any perceived conflict of interest or other potential disclosures of relevance to the involvement of individuals.

Checklist

Bios of members of the project team attached

Project leader has signed the above page

SHORT-FORM BUSINESS CASE

In the template provided, please prepare a short-form business case using the maximum word counts for each question below that addresses each of the following:

1. The strategic case:

- Briefly outline your project including vision and key objectives
(p3 - up to 300 words)
- Describe how being selected for this initiative will allow your project to take place in a manner that would otherwise be prevented - *considerations could include pace, resources, spin offs for other projects, other economic impacts etc.*
(p3 - up to 300 words)

c) How different is this initiative to what is already happening in the Canterbury economy? *(p3 - up to 100 words)*
very similar not much

d) Does this project depend on external support and facilitation?
yes no

If yes, please outline what sort of support will be required: *(p4 - up to 150 words)*

e) Why do you think this is a good strategic fit for what is happening in Canterbury? *(p4 - up to 300 words)*

2. the economic case:

a) What is the perceived social and financial impact to be gained by the completion of this project? *(p4 - up to 300 words)*

b) What are the risks associated with the project? *(p5 - up to 150 words)*

c) Please list the threats to the success of this project: *(p5 - up to 150 words)*

d) Describe the potential revenue generation within New Zealand and/or internationally: *(p5 - up to 300 words)*

Potential revenue generation within:

New Zealand High medium low

Internationally High medium low

3. The financial case:

a) What work (if any) has been done to establish the financial feasibility of the project? *(p6 - up to 300 words)*

b) What (if any) financial support do you already have for the project? *(up to 100 words)*

c) What financial support do you perceive is required and what consideration have you given to where this may be obtained from? *(p6 - up to 300 words)*
Financial case: complete work in progress yet to start

4. The project management case:

a) Describe the roles of the key players in the project team and identify gaps in expertise and knowledge required to advance the project:
(p7 - up to 300 words)

b) List existing professional service providers you are currently engaged with to assist with the project e.g. bank, accountant, lawyer, marketing/PR:
(p7 - up to 100 words)

c) Broadly outline the key stages of execution assuming that feasibility is established: *(p7 - up to 300 words)*

Project management case:

ready to go needs some additions yet to be formed

Please ensure you complete pages 3 to 7 of the application form.

Please submit prior to 5:00pm on 30th September 2009 in confidence to:

Canterbury Employers' Chamber of Commerce

Email: leannw@cecc.org.nz

PO Box 359, Christchurch 8013

Questions about the process or the application can be submitted prior to the date of closing by contacting Leann Watson, Project Manager, Canterbury Employers' Chamber of Commerce by email: leannw@cecc.org.nz

1. The strategic case:

a) Briefly outline your project including vision and key objectives (*up to 300 words*)

1. The strategic case:

b) Describe how being selected for this initiative will allow your project to take place in a manner that would otherwise be prevented - considerations could include pace, resources, spinoffs for other projects, other economic impacts etc. (*up to 300 words*)

1. The strategic case:

c) How different is this initiative to what is already happening in the Canterbury economy? (*up to 100 words*)

1.The strategic case:

d) Does this project depend on external support and facilitation? If yes, please outline what sort of support will be required: *(up to 150 words)*

1.The strategic case:

e) Why do you think this is a good strategic fit for what is happening in Canterbury? *(up to 300 words)*

2.The economic case:

a) What is the perceived social and financial impact to be gained by the completion of this project? *(up to 300 words)*

2.The economic case:

b) What are the risks associated with the project? *(up to 150 words)*

2.The economic case:

c) Please list the threats to the success of this project: *(up to 150 words)*

2.The economic case:

d) Describe the potential revenue generation within New Zealand and/or internationally: *(up to 300 words)*

3. The financial case:

a) What work (if any) has been done to establish the financial feasibility of the project? *(up to 300 words)*

3. The financial case:

b) What (if any) financial support do you already have for the project? *(up to 100 words)*

3. The financial case:

c) What financial support do you perceive is required and what consideration have you given to where this may be obtained from? *(up to 300 words)*

4. The project management case:

a) Describe the roles of the key players in the project team and identify gaps in expertise and knowledge required to advance the project: *(up to 300 words)*

4. The project management case:

b) List existing professional service providers you are currently engaged with to assist with the project e.g. bank, accountant, lawyer, marketing/PR: *(up to 100 words)*

4. The project management case:

c) Broadly outline the key stages of execution assuming that feasibility is established: *(up to 300 words)*

Please ensure you complete pages 3 to 7 of the application form.

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PO Box 359, Christchurch 8013

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