

Economic Diversification Fund Application 2026-2027

Form Preview

Introduction and eligibility

* indicates a required field

Economic Diversification Fund

Welcome to the application form for the Queenstown Lakes District Council

(QLDC) Economic Diversification Fund 2026-2027. Please familiarise yourself with the [Economic Diversification Fund Guidelines](#) before beginning your application.

Applications are welcomed from collaborations between two or more organisations working to strengthen and diversify the Queenstown Lakes District economy.

The purpose of this fund is to support **collaborative and innovative projects** that help deliver the district's [Economic Diversification Plan](#) and contribute to the district's Wellbeing Outcomes as defined in our [Strategic Framework](#).

Projects supported through this fund should introduce **new value beyond business-as-usual**, strengthen local partnerships, and create benefits that extend across the wider economy or community.

The deadline for applications is Wednesday 30 September 2026.

The application platform allows you to save drafts and continue editing before submission.

We're here to help. Send us an email or get in touch with either Peter or Bex.

peter.harris@qldc.govt.nz | 027 230 9971

bex.woollard@qldc.govt.nz | 022 534 1231

Attachments to include with your application

Here is a list of documents you must include with this application. There will be a point in the form showing you how to attach these documents to the application. Please label all documents clearly with the name of your project.

All applications must include:

- Full **project budget**, showing all income and expenditure for the project
- **Partner certification** for each collaborating organisation confirming their commitment and contribution

Other optional attachments you may wish to include:

- Letters of support from partners or stakeholders
- Annual report or strategic/business plan for your organisation(s)
- Evidence of previous project or collaboration success (e.g. testimonials, data, photos)

Confirmation of eligibility

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To be eligible to apply for support from the QLDC Economic Diversification Fund 2025-2026, your organisation must meet the following requirements.

I confirm that the applicant organisation/s and proposed project meet all of the following eligibility requirements:

- ☐ The project involves a collaboration between two or more organisations.
- ☐ All partners are contributing resources to the project – this may include volunteer hours, donated materials or services, and/or financial support.
- ☐ A Queenstown Lakes-based legal entity (e.g. company, trust, or incorporated society) will accept funding on behalf of the group and take responsibility for reporting outcomes.
- ☐ The project is scheduled to be completed by 31 December 2026.
- ☐ The applicant has no outstanding debts or unresolved reporting obligations from previous QLDC funding.
- ☐ The project will comply with all relevant QLDC regulatory and statutory requirements, including obtaining any necessary permits or consents.

I confirm that the applicant organisation/s and proposed project meet all of the eligibility requirements listed above: *

☐ Yes ☐ No

You must confirm that all statements above are true and correct. For further information about eligibility criteria, refer to FAQs at <https://www.qldc.govt.nz/community/community-funding/#faqs>

Contact Information

* indicates a required field

Collaborating Organisations Overview

Please **list** all **organisations** involved in this project and **briefly describe their roles**.

(This helps us understand the collaborative nature of your initiative before we dive into individual partner details).

Organisation Name

Organisation Involvement and Role *

Word count:

Lead Partner Information *

Please make sure the contact person listed is the best person for us to communicate with about this application. This person must have approval to answer questions about the application on behalf of your community organisation.

*** Lead partner accepts the funding and takes responsibility for submitting reporting on results.**

Organisation name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation.

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Primary Contact *

First Name

Last Name

Phone number *

Email address *

Website or social media site

Must be a URL.

Contribution towards the project *

Word count:

Must be no more than 100 words.

Does your organisation have an New Zealand Business Number (NZBN) or Charities Registration Number (CRN)? *

- ☐ Yes
☐ No

Applicant NZBN - If you have a NZBN please add below, otherwise leave this field blank

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information

NZBN

Entity Name

Registration Date

Entity Status

Entity Type

Registered Address

Office Address

Must be formatted correctly.

Applicant CRN - If you have a CRN please add, otherwise leave this field blank

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

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New Zealand Charities Register Information

Charity Registration

Number

Organisation Name

Other Names

Status

Street Address

Postal Address

Telephone

Fax

Email

Website

Date Registered

Must be formatted correctly.

Partner 2 Information

Partner Organisation *

Organisation Name

Partner Primary Contact Person *

First Name

Last Name

Partner Primary Phone Number

Partner Primary Email *

Must be an email address.

Role in the project *

Contribution towards the project *

Word count:

Must be no more than 100 words.

Are there additional partners involved in this project? *

- ☐ Yes
☐ No

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Partner 3 Information

Second Partner Organisation *

Organisation Name

Second Partner Primary Contact *

First Name

Last Name

Primary Phone Number ***Primary Email ***

Must be an email address.

Role in the project ***Contribution towards the project ***

Word count:

Must be no more than 100 words.

If more than three partners please attach an additional document with the same format.

Attach a file:

About the funding request

* indicates a required field

Project name ***Short project description ***

Word count:

Must be no more than 200 words.

Provide a short description (100 words recommended) of your project - what are you out to do?

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What is the total amount of funding requested from QLDC? *

Collaboration

Please describe how the groups will work together e.g. governance arrangements, decision-making processes, and how you will manage shared responsibilities such as reporting, data, and intellectual property.

How will the involved organisations collaborate? *

Word count:

Must be no more than 200 words.

Strategic Fit

Which specific objective or project from the Economic Diversification Plan does your project support? *

- ☐ 1.1: Future-Focussed Infrastructure
- ☐ 1.2: Build Diverse Skills
- ☐ 1.3: Innovate and Grow
- ☐ 2.1: Lifetime Value of the Visitor
- ☐ 2.2: Exportable Tourism
- ☐ 2.3: Film and Creative Industries
- ☐ 2.4: Learn Queenstown Lakes
- ☐ 3.1: Technology
- ☐ 3.2: Outdoor Products
- ☐ 3.3: Environmental Enterprise
- ☐ 3.4: Food and Beverage
- ☐ F.1: Collaboration and Oversight
- ☐ F.2: Support Māori Economic Diversification
- ☐ F.3: Update Queenstown Lakes Brand and Marketing Strategies
- ☐ F.4: Resources and Capacity
- ☐ Other:

Provide a more detailed description of your project, including:

How did you identify the problem or opportunity the project is focused on? *

Word count:

Must be no more than 200 words.

Who will benefit from your project if it is a success? (This must go beyond the organisations involved) *

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Word count:

Must be no more than 200 words.

How does the project add new value and go beyond what is already happening to support diversification? *

Word count:

Must be no more than 200 words.

About the funding request (continued)

* indicates a required field

Your outcomes and how you'll measure them

List up to three key outcomes your project aims to achieve. For each, identify a measurable target and how you'll collect evidence of progress.

Outcome	Target / Metric	Collection method
One per row. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, administrative data (e.g. case management data), observation/estimation, government or public dataset (e.g. Census), other datasets.

Viability and risk

What experience, skills, and resources does your team bring to ensure successful delivery of the project? *

How will the project be managed to ensure it can be delivered within the timeline and budget? *

Briefly outline your implementation plan (with key milestones outlined in the next section): *

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Please tell us about the key milestones you expect to pass through as part of your project.

Milestone	Start date	End date
One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.	Leave blank if date is unknown or not relevant. Must be a date.	Leave blank if date is unknown or not relevant. Must be a date.

What risks could impact the delivery or impact of the project and how will you manage them?

Risk	How will this be mitigated/managed

Budget and Funding

Please submit a full project budget listing all income and expenditure items for the project.

Where relevant, upload quotes and estimates you may have.

If you need a project budget template, please refer to this page on the Community Matters website: <https://www.communitymatters.govt.nz/budgets/>

Please upload your full project budget: *

Attach a file:

Your budget should show all planned income and expenditure for the project

Apart from the income in your budget, is there anywhere else you have sought funding from?

Funding Organisation	Amount requested (\$)	Funding status	Approved Amount (\$)
	Must be a dollar amount.		Must be a dollar amount.

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Certification and feedback

* indicates a required field

Conflict of interest

Applicants affiliated in some way to elected members or employees of QLDC can still be considered for grant funding. However, community organisations in this category should note any possible conflict of interest (or perception of a conflict of interest) in their application, to ensure any necessary steps can be taken to mitigate this.

Does your community organisation have a conflict of interest with QLDC elected members or employees? *

- ☐ No
☐ Yes

Describe conflict of interest and mitigation

Please describe the what the relationship is between the QLDC Councillors/ employees and the organisation/s and how any perceived conflict of interest will be mitigated. *

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Certification

This section confirms that you have authorisation to submit this application on behalf of the applicant organisation.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

- ☐ Yes ☐ No

Name of authorised person *

First Name

Last Name

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Must be a senior staff member, board member or appropriately authorised volunteer

Position *

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Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

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We may contact you to verify that this application is authorised by the applicant organisation

Contact email *

Must be an email address.

Date *

Must be a date

Partner Certification

Each partner organisation must also certify their commitment to the project.

Please attach a supporting document from each partner organisation that includes the following certification:

"We confirm our organisation's commitment to the proposed project and agree to contribute the resources outlined in the application. We understand our responsibilities as a collaborating partner and support the submission of this application to the Economic Diversification Fund."

Each partner certification must include:

- Name of authorised person
- Position held in partner organisation
- Organisation name
- Project role of the organisation and resources committed
- Contact phone number
- Contact email
- Date

*

Attach a file:

Supporting documents

Attachments to include with your application

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Other optional attachments you may like to submit to support your application:

- Annual report of organisation/s involved

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- Strategic plan / business plan for organisation/s involved
- Letters of support from key stakeholders or partners
- Evidence of previous project or organisation/s successes e.g. photos, survey data, testimonials from volunteers.

Please label each document clearly with '**Document Name - Project name - Application submission number**'.

Attach a file:

Additional Information

Please use this space to provide any further details, explanations, or documents relevant to your application. Your input here can help us better understand your project and its impact on the community.

Is there anything else you would like to share with us regarding your application?

Word count:

Must be no more than 200 words.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

☐ Very easy ☐ Easy ☐ Neutral ☐ Hard ☐ Very hard

How many minutes in total did it take you to complete this application?

Must be a number.

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.