

- Contact the WEDS Programme Manager using the contact form on our website www.growwairarapa.nz or email the Programme Manager directly at growwairarapa@wellingtonnz.com
- You'll need to provide details of your idea/project, including information about what work has been completed on the project to date, who is involved etc. and the Programme Manager will then contact you to discuss the idea/project and how it aligns with the WEDS, and how it could be further developed to align with the WEDS. Strong alignment with your project to the WEDS will increase the chances of your funding application being successful.
- The Programme Manager may recommend that you contact Leah MacDonell at the Provincial Development Unit to discuss the project further.

- Review the PGF criteria and eligibility guidelines at www.growregions.govt.nz to ensure that your project is a suitable fit for the PGF.
- Contact Leah MacDonell – the Senior Regional Advisor for the Provincial Development Unit who can provide feedback on whether your project would be suitable for an application to the Provincial Growth Fund (PGF). Leah can be reached at Leah.MacDonell@mbie.govt.nz
- If your project doesn't fit the criteria of the PGF, there may still be other funding sources available to you – the Senior Regional Advisor and/or the Programme Manager may be able to help you with finding a suitable funding source.
- If you contact Leah prior to contacting the Programme Manager, Leah may recommend that you contact the Programme Manager to discuss the project further.

- Once you have spoken with one or other – and preferably both of – the Programme Manager and the Senior Regional Advisor, and have confirmed that your project aligns with the WEDS and is suitable for an application to the PGF or another funding source, you'll need to prepare an application form for funding.
- The Programme Manager will be able to provide some advice and support around writing the application, as required, however they will not prepare the application for you.

- Once your application has been prepared, you'll need to submit this to the Programme Manager who will take the application to the WEDS Steering Group at their next meeting (meetings are held monthly).
- The WEDS Steering Group will review your application in light of its alignment with the WEDS, and may make recommendations for how to strengthen your application. They will provide these recommendations back to you within 7 days of their meeting, and will subsequently make a recommendation to the WEDS Governance Group as to whether the WEDS Steering Group supports your application.

- You can then submit your application, accompanied by a letter of support from the WEDS Governance Group (conditional on meeting the requirements above).