Pacific Provider Development Funds (PPDF)

Application guidelines

2021/22

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# Overview

The Pacific Provider Development Fund (PPDF) is an $3.5 million annual fund designed to improve the capacity and capability of Pacific health and disability providers. Applicants must meet the **eligibility criteria** to be considered for PPDF funding.

The aim of PPDF support is to better enable providers to participate equitably and deliver effective health and disability services through organisational and workforce development opportunities across a range of capacity development areas as follows:

* + - 1. Pacific Organisation Values and Philosophy
      2. Mission, strategy and planning
      3. Service design and evaluation
      4. Human resources
      5. Information technology
      6. Financial management
      7. Governance and leadership
      8. Communications and external relations.

The eight development areas are from the Pacific Provider Development Assessment Tool.

Applicants must undertake:

* a self-assessment using the Pacific Provider Development Assessment Tool to identify areas that need development. The scoring from the Pacific Provider Development Assessment Tool informs the development of the PPDF application. Applicants must have completed the Pacific Provider Development Assessment Tool to apply for funding.
* Tiering Assessment Tool, which provides an indication of the provider’s tier (as per tier’s definition). This will help guide the contract term and support required from the Ministry.

Before you proceed with the PPDF application process, please ensure you **meet the eligibility criteria** for PPDF funding.

# Eligibility for PPDF funding

Applications must be submitted on the application form supplied and must include evidence to support eligibility (a checklist is included in the application form). The criteria are explained below.

Definition:

To be eligible for PPDF, providers are required to meet the following nationally set criteria:

1. be an existing Pacific health service provider (i.e. a provider that is owned and governed by Pacific peoples and provides service primarily, but not exclusively, for Pacific people),
2. hold a health service contract (with the Ministry of Health, a District Health Board (DHB), or a Primary Health Organisation(PHO)) within the last 18 months[[1]](#footnote-1), and
3. be a legal entity.

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| --- | --- |
| **Criteria** | **Evidence** |
| The applicant is a Pacific health and disability provider organisation. | Meets the definition in the table above*.* |
| The applicant holds a health service contract within the last 18 months. | Current health contracts, type and value including the funder’s details must be listed in the application form. |
| The organisation is a legal entity. | Current certificate supplied with application. |
| The organisation is registered with the NZ Charities Commission (if applicable). | Current certificate supplied with application. |
| Fifty percent or more of current Board members are Pacific and this is sustained. | A formalised process is documented in the constitution or similar document and supplied with the application. |
| The majority of members who appoint the Board are Pacific and this is sustained and/or the majority of owners/directors of the company are Pacific. | A formalised process is documented in the constitution or similar document and supplied with the application. |
| Where reasonable, it is intended that on wind-up or closure the organisation’s assets are disbursed to a Pacific community or a Pacific organisation with the same or similar service. | Constitution content or board directive. |

# Key dates

PPDF applications open **10.00 am Monday 15 March 2021**.

PPDF applications close **2.00 pm Friday 30 April 2021**.

Applications submitted outside the timeframe stated above, and those from organisations that are not eligible, will be **declined**.

## Process and funding allocation

Applications for PPDF will be released annually on the Ministry website.

The Ministry will process and allocated PPDF by District Health Board (DHB) regions. Ministry staff are assigned to manage PPDF applications on a regional basis working with the relevant providers and DHBs.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Region** | **DHBs** | **Fund allocation per region 2021/22** | **Fund allocation per region 2022/23** | **Fund allocation per region 2023/24** | **Fund allocation per region 2024/25** | **Fund allocation per region 2025/26** |
| Northern | Northland, Auckland, Waitemata, Counties Manukau | $2,250,000 | $2,250,000 | $2,250,000 | $2,250,000 | $2,250,000 |
| Midlands | Bay of Plenty, Tairawhiti, Waikato, Lakes, Taranaki, Hawkes Bay | $ 450,000 | $ 450,000 | $ 450,000 | $ 450,000 | $ 450,000 |
| Wellington - Central | Whanganui, Mid Central, Hutt, Wairarapa, Capital and Coast | $ 480,000 | $ 480,000 | $ 480,000 | $ 480,000 | $ 480,000 |
| South Island | Nelson Marlborough, West Coast, Canterbury, South Canterbury, Southern | $ 320,000 | $ 320,000 | $ 320,000 | $ 320,000 | $ 320,000 |
| Total |  | $3,500,000 | $3,500,000 | $3,500,000 | $3,500,000 | $3,500,000 |

Note that final PPDF allocation per region may vary following assessment of proposals and contract negotiation. Final PPDF allocation per region will be published in the Ministry’s website.

Ministry staff will undertake an initial assessment of the applications including:

* eligibility,
* due diligence, and
* risk identification resulting in an initial recommendation.

A joint assessment will be undertaken regionally between relevant DHB(s) and the Ministry, resulting in an agreed recommendation for applicants. All applications will undergo the process listed in the following table.

|  |  |
| --- | --- |
| **Stages** | **Activity** |
| Assessment **May 2021** | The Ministry and relevant service funder conduct initial and joint assessments of the applications submitted by Pacific health and disability providers |
| Provider meetings **June 2021** | Providers and the Ministry meet to discuss the results of the application assessments and negotiate a contract |
| Contracting **June – July 2021** | New contracts processed and generated |
| **July 2021** | Contracts start |

# Pacific Provider Development Assessment Tool

From 2021, in order to apply for the Pacific Provider Development Funds (PPDF), the Ministry of Health requires **ALL** eligible Pacific health and disability providers to complete the Pacific Provider Development Self-Assessment Tool (the Tool) with every application for funding. The Tool is for determining the needs of Pacific Health and disability providers and measuring improvements in capacity and capability development.

The Tool helps Pacific health and disability providers identify capacity and capability strengths and indicates areas for further development. Information provided within the Tool will assist both the Ministry of Health and Pacific health and disability providers to determine the appropriate investment required, while also providing a useful framework for measuring growth in organisational capacity and capability over time.

The Tool scoring ranges from 0 to 4 where a score of 4 indicates that the organisation has full capability, therefore, in the majority of decisions, PPDF funding is applied or prioritised to areas identified as scoring 2.0 or below.

To access the Tool please go to www…….

**Providers’ Tiering system**

The tiering system recognises that organisations can be at significant different stages of organisational development. We would like all providers to have a closer relationship with the Ministry but we recognise that providers may need additional support to develop and implement an organisational plan.

Pacific health and disability providers will be divided into three tiers, based on their score across four criteria:

* Number of FTE,
* Operating Budget,
* How long in operation, and
* Current capability score (based on self-assessment tool score)

The tiering system is not designed to penalise Pacific health providers, but to provide the appropriate level of support. The tiering system will guide:

* the length of the contract for the provider,
* how closely the Ministry will work with the provider.

Note that at the end of the agreement term, providers will be required to re-do the tiering assessment tool, and movement may occur between tiers.

**Scoring criteria and description for tiering system**

The table below provides information on how the scores will work. Organisations may be required to provide evidence to support their scores.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Scores and description** | | |
| **1** | **2** | **3** |
| Number of FTE | less than 20 | between 20 and 40 | more than 40 |
| Operating budget | less than $1m | between $1m and $2m | more than $2m |
| How long in operation | between 0 and 5 years | 5 to 10 years | 10+ years |
| Capability area (based on self-assessment tool) | average score less than 2 | average score of 2 - 2.9 | average score of 3 - 4 |

|  |  |  |
| --- | --- | --- |
| **Tier** | **Score** | **What does it mean** |
| Tier one | Average score across four criteria above 2.5 | Indication that organisation is well established and self-sustainable.  Agreement may be up to five years (with annual reviews).  Organisation able to proceed to develop an implementation plan for PPDF without support.  High trust contract management from Ministry (e.g. six-monthly reporting and meetings) |
| Tier two | Average score across four criteria between 1.5 and 2.49 | Indication that organisation may be well established, but not yet fully self-sustainable  Agreement may be up to three years (with annual reviews).  Organisation able to proceed to develop an implementation plan for PPDF without support.  High trust contract management from Ministry (e.g. 6 monthly reporting and meetings) |
| Tier three | Average score across four criteria under 1.5 | Indication that organisation may not yet be well established an/or fully self-sustainable  Agreement may be annual.  Organisation may require additional support to develop an implementation plan for PPDF (e.g. by engaging a consultant and/or project manager).  High trust, with closer contract management from Ministry (e.g. three- monthly reporting and meetings) |

# Section 1: Provider details

## 1.1 Provider and contact details

Please complete **all** parts of this section.

## 1.2 Eligibility

1.2.1 Please answer **one** question in this section.

1.2.2 Provide all details relating to current health contracts.

## 1.3 Governance and legal entity

1.3.1 Provide all evidence required to support your organisation’s legal and governance status.

## 1.4 About your health workforce

1.4.1 Please provide numbers of staff members employed in health services **only**.

## 1.5 Pacific Provider Development Tool

1.5.1 All applicants must complete, and provide a copy with their application, of their capacity assessment using the Tool. There are **no exceptions**.

To access the Tool, go to [www.](http://www.sdasf.adfsadf)

# Section 2: Application form

## 2.1 Funding guideline

Please read this section to understand the conditions under which PPDF funding for 2021/22 will apply.

## 2.2 Pacific health provider tiering system

Please read this section to understand the tiering system that will be applied in 2021/22.

## 2.3 PPDF Project outline template

Projects will be based on low Tool scores with a view to improving capacity and capability of Pacific health and disability providers.

Use the instructions provided to develop each PPDF project outline. There are three templates, which is the maximum number of projects you can submit for each year.

# Section 3: Total budget

You must complete this table for the overall PPDF budget.

# Section 4: Other

## 4.1 Risk management

## 4.2 Additional information

## 4.3 Checklist

## 4.4 Provider endorsement

Read the funding conditions and electronically sign the form (page 15 of the application), which is now acceptable to the Ministry of Health.

# Activities that PPDF will not fund

Because PPDF is an organisational and workforce development fund to increase the capability of Pacific health and disability providers, there are specific areas excluded from PPDF funding as follows:

* service delivery as part of a current contractual arrangement (i.e. utilise PPDF to top up current service delivery)
* full or part-time permanent positions (i.e. positions which are not directly linked to a time limited project as per PPDF application)
* supervision or mentoring fees or costs – this exclusion only includes supervision and mentoring fees paid to senior staff within an organisation to supervise a junior staff within the same organisation
* lease or purchase of vehicles
* rent, lease or purchase of buildings or premises
* attendance (including travel and accommodation costs) at conferences/seminars
* international travel
* ongoing[[2]](#footnote-2) licensing fees/subscriptions for PMS/CMS/DBMS
* accreditation (accreditation fees will not be paid, however, capability activities which may support an organisation to achieve certain accreditation can be funded – as long as there is linkages with the Self-Assessment Tool)

# Reporting requirements

## Reporting and payment

It is expected that:

* For tiers one and two organisations two monitoring reports will be submitted per annum (due on **20 January** and **20 July for end of year report**).
* For tier three organisation, it is expected that four monitoring reports will be submitted. Due on **20 October**, **20 January**, **20 March** and **20 July for end of year report**.

Each monitoring report should discuss the progress against the deliverables identified in the PPDF contract and be received by the due date.

The 20 July monitoring report should include a financial report clearly identifying PPDF expenditure against deliverables.

Final reporting requirements will be agreed between the Ministry and the providers.

The first payment will be made upfront to ensure organisations are able to begin the projects on time. Following payments will be made upon receipt and acceptance of the progress reports.

## Audited financial report

Providers should submit a copy of their most recent audited set of financial statements or accounts. If the total amount you are applying for is more than $100,000.00 (GST exclusive), then your financial statements or accounts must have been reviewed by a chartered accountant. If your organisation was established within the last 12 months, please include a copy of your organisation’s interim financial statements and copies of recent bank statements.

## Use of information

* The Ministry may release summary information about the successful applicant(s).
* If your application for PPDF funding is successful, the Ministry may share the information in your contract, including contract details and the contract value, within the Ministry, District Health Boards and with other relevant government bodies.
* If your application contains information that you consider should be held confidential, you are advised to clearly identify such information and indicate the reason(s) why you consider the information should be held confidential.
* Please note that information held by the Ministry is subject to request(s) under the Official Information Act 1982. The Ministry also has other obligations in relation to information, such as reporting to Parliament and a duty to consult other interested parties at any time during the process.
* The Ministry will retain the right to publish, promote and make publicly available information about funded initiatives. The Ministry will consult with the applicant prior to any publication to ensure accuracy of information and acknowledge the provider’s contribution to any publication or reporting of the project.

## Evaluation

* Successful applicants must agree to participate in any evaluation of PPDF that the Ministry or its agents may wish to undertake.

# Email the application

Submit one (1) electronic copy (Word document) of the completed application form (including relevant documents). **No hard copies will be accepted.**

Email your electronic copy to: [xxxxxxx@moh.govt.nz](mailto:xxxxxxx@moh.govt.nz)

1. Note that Pacific health providers which only received COVID and/or Community innovation fund contracts do not qualify for PPDF (i.e. Providers which only hold one or both contracts and no other health contracts are not eligible for PPDF). [↑](#footnote-ref-1)
2. One-off funding **may** be available, at the discretion of the Ministry, for new providers or a project to change to a new IT system. [↑](#footnote-ref-2)