

Assessment Criteria 2019

Applications for workplace injury prevention grants will be assessed against the following criteria.

Section	Description
Project Description	
Strategic alignment	<p>The proposal aligns with the workplace injury prevention grant investment priority and give a clear reason why the project is necessary.</p> <p>Improve the quality of customer experience and outcomes and adopts a customer-centric approach for its design and delivery.</p>
Significance of problem or opportunity	<p>The proposed initiative is strongly relevant for the New Zealand workplace health and safety system, industry/ sectors, and workers.</p> <p>The application:</p> <ul style="list-style-type: none"> • clearly describes the outputs and outcomes the initiative will generate. • describes how significant the problem/opportunity is to workplaces benefitting from the proposal. • demonstrates the feasibility of the proposal, cross sector collaboration, justification of the requested grant amount, impact and sustainability of the project. Also, engagement with workers/staff. • clearly identifies target groups or audiences who will benefit from the initiative being funded, and describes the benefits to New Zealand workers, employers, workplaces, industry/ sectors and/or occupational groups. • provides sufficient evidence of research or other substantiation supporting the basis for the proposal. <p>The proposed initiative does not significantly duplicate or overlap with on-going or completed projects, programmes, or research programmes.</p> <p>The application demonstrates an innovative approach with appropriate linkages to other work. This includes:</p> <ul style="list-style-type: none"> • description of what is innovative about the initiative; • what new practices, methods, models or frameworks will be generated; and • indicates how the project provides a unique contribution to health and safety that no other resource can provide.

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Project Description	
Objectives Outcome and Benefits Collaboration Reach	<p>The application provides evidence that they can deliver on the proposed initiative and that the objectives (in SMART format) can be achieved in the timeframe and with the requested funding.</p> <p>The application demonstrates the potential benefit to accrue the industry sector (or group)/ supply chain and to other New Zealand sectors or groups:</p> <ul style="list-style-type: none"> • providing an outline of the project outcomes, outputs and associated performance measures that demonstrate achievement of project aims; and • providing an outline of the proposed evaluation and monitoring of the project plan. <p>The application demonstrates support from relevant parties, including those industry sectors affected by the health and safety challenge being addressed, workers being impacted, the regulator or any other relevant party.</p> <p>When relevant the application includes evidence of:</p> <ul style="list-style-type: none"> • adequate and appropriate consultation with overarching organisations to facilitate agreement regarding the design and implementation of the project • support of stakeholder groups not directly involved in, but affected by the initiative, e.g. employers, workers, trade unions, industry and/or professional associations.
Knowledge Transfer	
Amplification and sharing - Knowledge Transfer (KT) Plan	<p>The application demonstrates that the results from the initiative can be disseminated through networks, and the project team has the capability to develop and implement a robust Knowledge Transfer (KT) Plan that will lead to expected outcomes.</p> <p>When relevant, the KT plan includes evidence of:</p> <ul style="list-style-type: none"> • the applicants' capability to successfully distribute, commercialise, extend, share or implement the result of the initiative to achieve its outcomes • collaboration with other stakeholders in the health and safety system, and how these networks will be fostered. • monitoring and evaluation processes to ascertain KT Plan success • being able to maintain sustainability after the conclusion of funding.

Section	Description
Project Funding/ Milestones and Governance	
Project budget/ milestones/ and funding	<p>The application provides evidence that the grants, or any financing from other sources, will have adequate financial support to achieve the objectives of the proposal. The application describes:</p> <ul style="list-style-type: none"> • how the Injury prevention Grant funding and the applicant co-investment will be used to deliver on the proposal's objectives; • whole of life costs of the initiative; • any supporting third funding, and any funding sought unsuccessfully; • justification for purchasing equipment, including the detail on purchase, lease or rental of equipment and relevance to the proposed initiative
Ability to deliver and Project Management discipline	<p>The project plan needs to demonstrate a clear link between the project's objectives, deliverables and budget expenditure items, and include defined project milestones, start dates, and completion dates.</p> <p>The application provides evidence of:</p> <ul style="list-style-type: none"> • clear goals, critical milestones and realistic timeframes to ensure completion within specified time • a comprehensive, reasonable and achievable work plan is appropriate to the size of the initiative. The plan includes stop-go points and an exit strategy • a robust risk identification/management. Potential risks (including dependencies) are adequately assessed and relevant mitigation measures identified • sound project governance and project management that will provide oversight and direction (e.g. Prince2, Managing Successful Programmes (MSP) methodologies), including financial management and technical skills are applied to the initiative • the capacity of the applicant to effectively deliver the project plan.