Initiative Schedule: *[name of Initiative]*

Agreement Name	*[agreement name on front page of Social Outcomes Agreement]*
Initiative #	*[# - unique reference identifier for this Schedule]*
Parties	**Social Investment Agency** (*Funding Partner*) ***[full legal name of delivery partner organisation]*** (*Delivery Partner*)
Initiative Start Date:	*[start date]*
Initiative End Date:	*[end date (such as end of the last Instalment period)]*

IMPORTANT NOTE: This template Initiative Schedule is a **draft** template – most recently updated in August 2026. This template identifies Initiative-specific details required for the template Social Outcome Agreement that accompanies it to operate as intended. As each Initiative will be different (e.g. outcomes, indicators, cohort, funding, reporting) this template will need to be populated as the relevant content is discussed and agreed to by the parties. This template may need to be added to or varied to address the needs and context of each Delivery Partner and Initiative. Appropriate subject-matter advice will be needed to create an Initiative Schedule that is 'fit for purpose'. That advice will depend on particular circumstances, including the relevant outcomes, the priority cohort, the method of evaluation, the nature and shape of delivery, Delivery Partner and Social Outcomes Agreement term, as well as an assessment of the known and perceived risks (including delivery, commercial and legal).

Grey text = notes to support development of schedule, to be deleted once complete

[Yellow highlights] = areas to be updated/completed/confirmed

1	**How this Schedule works**	1.1	This Schedule forms part of the agreement referred to on the cover page.
		1.2	Unless expressly provided otherwise in this Schedule: (a) if a term is capitalised and/or defined in this Schedule then that term will have that meaning in this Schedule and when applying the agreement to the Initiative; (b) everything contained in the agreement (including all the terms defined in it) applies to this Schedule; (c) nothing in this Schedule limits the application of the agreement or any other schedule to the agreement; and (d) if there is any inconsistency between this Schedule and the agreement, the agreement takes priority unless the inconsistency is expressed as being intentional.
2	**Initiative Leads**	2.1	The following are the Initiative Leads for the Initiative (see clause 6 of the agreement): (a) Initiative Lead (Delivery Partner): *[name and role]* *[email]*; and (b) Initiative Lead (Funding Partner): *[name and role]* *[email]*.
3	**Initiative background**	3.1	The Social Investment Fund New Investment pathway administered by the Funding Partner aims to invest in initiatives that strongly demonstrate a social investment approach.
		3.2	Following an open two-stage procurement process, the Funding Partner agrees to partner with the Delivery Partner to deliver the priority Outcome(s) to the Cohort(s) as outlined by the activities described in this Schedule.
		3.3	As the Initiative is being used (in part) to test and advance the use of a social investment approach in New Zealand, as part of the shared learning between the parties, the Delivery Partner acknowledges that reliable monitoring, measurement, evaluation and demonstration of the results achieved (by reference to the agreed priority Outcome/s) will be essential for both parties to gain the learning and insights that (in part) justify the decision to provide funding for the Initiative.
4	**Initiative description**	4.1	[*insert general description of the Initiative and the programme and/or services that participants will be enrolled in – form of initiative to be undertaken/supported (including key activities to be undertaken and identifying the innovations being tested or developed)*] (the ***Initiative***).
		4.2	[***OPTIONAL:*** The parties recognise that maintaining flexibility in operational design and delivery allows the Initiative to adapt as learning emerges. Adaptations and learnings will be shared in regular reporting, and the parties will discuss whether any updates are required to this Schedule or to any of the Initiative's plans or related documents.]
		4.3	The Delivery Partner confirms that, when both parties sign this Schedule, this Schedule contains an accurate and complete description of the Initiative and there are good reasons to support the view that the Initiative will be appropriate to meet the needs (and aspirations) of the intended Participants.
		4.4	The Delivery Partner acknowledges that it is responsible for the final design, implementation and efficacy of the Initiative and the Delivery Partner has made own

assessment of the risks and other matters relevant to the delivery of the Initiative and its ability to perform its obligations under the agreement.

4.5 An [Implementation Plan] for the Initiative accompanies [(or, once complete and agreed by the parties, will be appended to)] this Schedule and the Delivery Partner will be responsible for keeping it current and complete, although any changes must be approved in writing by the Funding Partner.

4.6 Any more detailed work or project plan and budget must be read subject to the terms of this Schedule.

5 Key dates and/or milestones

5.1 The following are the key dates and/or milestones for the Initiative: *[detail any key dates/milestones e.g.:*

(a) **Establishment Phase** - *[Month Year – Month Year]*, including:

(i) [*e.g. staff recruitment, pre-enrolment or set up phase*];

(ii) preparing and finalising a detailed Learning and Impact Plan;

(iii) [*any other milestone in the establishment phase significant to the Initiative*]; and

(iv) [*the commencement date for enrolments*].

(b) **Service commencement date –** [*Month Year*].

(c) [*Any other milestone significant to the Initiative*].

5.2 Following the execution of this Schedule, a detailed Learning and Impact Plan that meets the requirements of clause 11.4 must be developed, and accepted by the Funding Partner, by no later than [*Month Year*]. Otherwise, the key dates and/or milestones represent targets and timeframes against which the parties will assess progress and identify barriers, concerns or opportunities. Unless indicated otherwise, the key dates and/or milestones are not contractual obligations and a failure to achieve a particular key date and/or milestone does not have any automatic consequence.

6 Priority Outcome/s

The Initiative is intended to make a positive impact on the following priority Outcome/s below:

Domain/Outcome (Area)	**Fund Priority Outcome**
[*Add in 1-3 Outcome/s relevant to this Initiative*]	

7 Cohort/s

7.1 The Fund Priority Outcome cohort is/The Initiative is intended to support [*Describe cohort(s), including demographics or attributes as appropriate*].

7.2 [All/The majority of] Participants in the Initiative are intended to be members of this Cohort.

7.3 The Initiative aims to support a minimum of [XXX] Participants who have meaningfully engaged in, or completed, the relevant programme or service by the Initiative End Date.

8	**Location or geographic area**	8.1	*[primary location (TALB) for delivery associated with the Initiative]*
9	**Intervention logic**	9.1	[*provide a summary of the Initiative's Theory of Change (what will be done, how, with whom, and the expected outcomes) and the Logic Model (how activities lead to short, medium and long term outcomes, and why this will work in the relevant context)*]
		9.2	A Theory of Change and Logic Model accompanies this Schedule. The parties acknowledge that the Theory of Change may need to change or evolve during the term of the Initiative. The parties may amend the Theory of Change by agreement, without needing to formally vary this Schedule.
10	**Referrals**	10.1	[*describe the referral pathway required for this Initiative, including any external referrals (e.g. who can refer Participants and how these referrals will be made), whether there are any specific indicators/pre-requisites, whether the referrals can be refused, and if there is a maximum number of referrals within any period. Describe whether member of the Cohort can self-refer, or be referred internally. Describe any relevant timeframes for referrals]*
		10.2	[***OPTIONAL:*** Referrals to the Initiative will be received through agreed referral pathways and assessed against the priority cohort criteria set out in clause 7, alongside consideration of Participant needs, readiness to engage, and programme capacity.]
		10.3	[***OPTIONAL***: Where appropriate, a period of pre-enrolment engagement may be undertaken to support relationship-building and assess suitability for entry/ongoing participation. Participants will be considered enrolled once there is consent from the Participant (and their whānau) to participate in the Initiative.]
		10.4	Where the Initiative is not suitable for a referred individual or whānau, the Delivery Partner will use reasonable endeavours to connect them with appropriate alternative services.
		10.5	The Delivery Partner will monitor referral sources, acceptance rates, and enrolment patterns to inform service improvement and ensure the Initiative is reaching the intended cohort.
11	**Impact analysis – evaluation**	11.1	**Evaluation purpose and approach** The Initiative will be subject to an impact evaluation designed to generate Level 3 evidence of impact in accordance with the Social Investment Impact Measurement Standards. The agreed evaluation approach for this Initiative is: *[mixed-methods contribution analysis; OR counterfactual or quasi-experimental impact evaluation; OR a hybrid approach combining contribution analysis and counterfactual/quasi-experimental methods*].
		11.2	The evaluation will assess: (a) whether, and to what extent, the Initiative is contributing to the intended outcomes of the priority cohort; (b) how and why observed outcomes are occurring, including the mechanisms of change and relevant contextual or implementation factors; (c) the strength of evidence supporting conclusions about the Initiative's contribution to, or impact on, observed outcomes; and

	(d) Learning that can inform ongoing delivery, future investment decisions, and the wider evidence base. 11.3 The evaluation will integrate quantitative and qualitative evidence, as appropriate to the agreed evaluation approach, to provide a robust assessment of impact and the mechanisms through which change occurs. 11.4 The Learning and Impact Plan will set out how the agreed evaluation approach in clause 11.1 will be implemented. It will include, as relevant: (a) the Theory of Change, outcomes and mechanisms of change to be assessed; (b) the key evaluation questions; (c) the outcomes measurement framework, including indicators and measures; (d) quantitative and qualitative data sources, data collection methods and analytical approaches; (e) any comparison, counterfactual or other identification strategy, where relevant; (f) participant measurement and follow-up requirements, including timing and duration where relevant; and (g) arrangements for analysis, interpretation, reporting and learning. Once complete and agreed by the parties, the Learning and Impact Plan will be treated as if it forms part of this Schedule. 11.5 The parties may amend the Learning and Impact Plan by agreement, without needing to formally vary this Schedule. The Delivery Partner will be responsible for keeping the Learning and Impact Plan current and complete, although any material changes must first be approved by the Funding Partner. 11.6 Development of the Learning and Impact Plan will be led by the Delivery Partner's evaluation specialists, in collaboration with the Funding Partner, to operationalise the evaluation approach set out in clause 11.1. This plan will provide further detail on data collection methods, tools, and analysis, and may be refined over time to reflect implementation learning and emerging insights.
12 **IDI data collection**	12.1 In accordance with clause 15 of the agreement, the below data fields for each Participant will be supplied by (or on behalf) of the Delivery Partner to Statistics New Zealand for input into the IDI between one and three times a year during the term of the Initiative and that data (once de-identified) will be available to the Funding Partner through the IDI (subject to the Stats NZ Data Sharing Agreement the Delivery Partner has with Statistics New Zealand). These required data fields for each Participant are: **Minimum required data fields** (a) **Individual identifier(s):** Sufficient identifying information for Statistics New Zealand to identify the Participant and/or their family/whānau (such as a National Health Index identifier – but only if the identifier is already being lawfully collected by the Delivery Partner as part of its normal service delivery – or the Participant's name, date of birth and gender) – this data is used only by Statistics New Zealand for linking in the IDI and will not be visible to or shared with any others; (b) **Start date:** the Participant's start date in the Initiative; and

		(c) **Exit date:** the date the Participant exits from the Initiative – where both start and exit date are used to identify the period of engagement with the Initiative for the purposes of evaluating outcomes.
13 **Other Data collection**	13.1	[*describe any other data that will be collected and how it will/will not be shared. This can include how data on intermediate outcomes will be collected, how it may be shared (e.g. as de-identified raw data through a data exchange) and/or if it will be reported on in summary statistics/representative form in the Delivery Partner's regular reporting.*] (*If applicable, otherwise replace with* [NOT USED])
14 **Accreditation and personnel**	14.1	The Delivery Partner is required to have [or obtain] social sector accreditation at level [*X*] [within X months of signing this Schedule, and once obtained must maintain this accreditation] at all times while it is delivering the Initiative.
	14.2	The Delivery Partner must ensure any subcontractor identified in clause 15 or otherwise approved by the Funding Partner: (a) maintains social sector accreditation at a level approved by the Funding Partner at all times while it is involved in delivering the Initiative; and (b) is subject to all other applicable requirements relating to accreditation that apply to the Delivery Partner under the agreement and this Schedule.
	14.3	The parties acknowledge that the level of accreditation required may be influenced by the nature of the Initiative, including if changes are made to it. If any such changes occur, the Funding Partner and Delivery Partner will in good faith discuss and agree any changes necessary to the Delivery Partner's and/or subcontractor's accreditation.
	14.4	The Delivery Partner will also obtain and maintain all licences, authorisations, consents, certifications and approvals necessary for it (and its personnel involved with delivery related to the Initiative) to perform the role and undertake the activities the Delivery Partner is responsible for in connection with the Initiative.
	14.5	The parties acknowledge that Te Kāhui Kāhu (the accreditation provider responsible for social sector accreditation of the Delivery Partner and/or any subcontractor for the purposes of the agreement) may engage directly with the Delivery Partner or any subcontractor as required to achieve and/or maintain the required level of accreditation.
15 **Subcontractors**	15.1	[***OPTION 1*** *(approved subcontractor(s)):* The Funding Partner has approved the following subcontractors for the Initiative for the purposes of clause 20 of the agreement. If the circumstances of a subcontractor or the arrangements with them change the Delivery Partner must immediately notify the Funding Partner and seek re-approval of the subcontractor. Guidance on the approach the Funding Partner takes to determining whether an arrangement is subcontracting that requires its approval is available upon request [and at https://www.sia.govt.nz/social-investment-fund].

Subcontractor	**Aspect of performance approved for**

[full legal name of subcontractor] *[NZBN]*	*[scope of approval]* [Social Sector Accreditation: Level *X*]

OR

***OPTION 2** (no approved subcontractor), and delete table above:* The Funding Partner has not approved the use of any subcontractors for the Initiative for the purposes of clause 20 of the agreement. If the circumstances change and the Delivery Partner wishes to use a subcontractor for the Initiative the Delivery Partner must notify the Funding Partner and seek prior approval of the subcontractor. Guidance on the approach the Funding Partner takes to determining whether an arrangement is subcontracting that requires its approval is available upon request [and at https://www.sia.govt.nz/social-investment-fund.]

(refer clause 20 (Subcontractors) of the agreement)

16 **Regular monitoring and reporting**

[*this should be introduced by any narrative or contextual info about data provided to the IDI and/or direct to the Funding Partner; including the way this will be provided and when. Examples of establishment phase and quarterly reporting below*].

16.1 **[Establishment phase**

(a) For the purposes of the Initiative, the establishment phase is the period from the Initiative Start Date until the commencement of enrolment.

(b) During this period, regular progress reports and/or meetings on establishment will occur. The frequency of reporting and/or meetings will be by mutual agreement, but no less than once every month.

(c) Reporting is to cover the Delivery Partner's assessment of progress towards the establishment milestones and timelines, including intended start of enrolment and delivery.

(d) If not already included in the above reporting, reporting (at an aggregate, anonymised level) will also be provided on the following:

(i) Number and composition of team recruited; and

(ii) (*Where relevant)* Number of Participants.**]**

16.2 **[Quarterly reporting**

(a) [Once the establishment phase is complete], the parties will meet quarterly to share learnings, short and medium term outcomes, and look ahead to potential opportunities and challenges, and progress towards outcomes.

(b) Ahead of the quarterly progress meetings, reporting is expected to include the following:

(i) the Delivery Partner's assessment of progress towards the priority Outcome(s);

(ii) Summary of any survey or reports; and

(iii) any risks or issues related to the effective delivery of the Initiative and the priority Outcomes.

(c) If not already included in the above reporting, reporting (at an aggregate, anonymised level) will also be provided on the following:

(i) Number of Participants;

(ii) Number and composition of delivery team members;

(iii) Quarterly caseload/capacity; and

(iv) Referrer channel/s referrals for enrolments.**]**

16.3 **Additional monitoring and reporting**

Any additional monitoring and reporting will be as reflected in the Learning and Impact Plan and may be collected via a web-based portal.

17 **Maximum Amount Payable**

17.1 The Maximum Amount Payable under this Schedule for (or on account of) the Initiative is $[*XXXX.00*] (excluding GST, if any).

18 **Capital Expenditure**

(If applicable, otherwise replace with [NOT USED])

18.1 **[**The Funding Partner has authorised the Delivery Partner to apply funding received under this Schedule (not exceeding $[XXX] (excl GST)) to purchase [*capital item description*] to be used principally for [*purpose associated with the Initiative*] and which purchase must comply with clause 28 of the agreement. This authorisation constitutes approval under clause 29 of the agreement.

18.2 The Funding Partner will not own or have any responsibility for any capital item purchased under this clause.

18.3 When this agreement expires or terminates early or the Initiative comes to an end, the Delivery Partner will promptly notify the Funding Partner of the residual value (using the relevant Inland Revenue tax depreciation book value) of each capital item purchased under this clause, and after first discussing options with the Delivery Partner, the Funding Partner may elect to do one or a combination of the following:

(a) deduct that residual value from any final payment/s payable to the Delivery Partner; or

(b) require the Delivery Partner to pay that residual value to the Funding Partner.**]**

19 **Payments**

19.1 The funding is made up of the following instalments: [*describe payment schedule. Example schedule below*]

Instalment	**Target date/Invoice date**	**Criteria or preconditions**	**Delivery period**	**Target Payment date**	**Amount payable (excl GST)**
1	On signing of agreement	Signing of agreement by both parties	From date of signature of agreement to 30 June 2026	[*Day Month*] 2026	$XXXX.00

	2	10 July 2026	Learning loop and reporting by 5 July 2026	Quarterly payment for July – September 2026	20 July 2026	$XXXX.00

20 **Cost pressure adjustments**	20.1	The amounts referenced in clauses 17 and 19 (including the Maximum Amount Payable) have been calculated on a basis that incorporates an annual increase to account for cost pressures.
21 **Invoicing**		[*insert specific invoicing requirements, if any*].
	21.1	The first invoice submitted by the Delivery Partner shall include the following information: (a) Business Name: (b) IRD #: (c) NZBN: (d) Address: (e) Contact Name: (f) Contact Number:
	21.2	Before the first payment is made, the Funding Partner will undertake a bank verification of details process (usually confirmation of a deposit slip).
	21.3	Subsequent invoices will meet the standard required by Inland Revenue (https://www.ird.govt.nz/gst/tax-invoices-for-gst/how-tax-invoices-for-gst-work).
22 **Evaluation collaboration support**	22.1	To support the evaluation and learning activities associated with the Initiative, the Funding Partner may agree, in alignment with the Learning and Impact Plan, an additional funding contribution.
	22.2	Any further funding provided under this clause may only be used for the agreed evaluation and learning related activities.
23 **Buyer created tax invoice**	23.1	Where both parties agree and are GST registered, 'buyer-created taxable supply information' can be used (when it is more appropriate than the Delivery Partner invoicing the Funding Partner).
24 **Review**	24.1	Either party may at any time raise for discussion, or propose changes to, any aspect of the Initiative (including the content of this Schedule).
	24.2	At least once during the term of the Initiative (but not sooner than six months after delivery of the Initiative has commenced) the Initiative Leads will have a review meeting at which they will discuss whether the Initiative is performing consistent with expectations and consider whether (and if so, how) performance could be improved over the remainder of the term of the Initiative.
	24.3	If (including in response to an Intervening Event) one party wishes to propose a change to this Schedule (or a change to the way in which the Initiative will be carried out which is likely to be material from the perspective of the other party and which is beyond what the Initiative Leads are authorised or comfortable to address) then the parties will promptly (and at an appropriate level of seniority within each organisation) discuss that change (including its impact or implications for each

	party) and implement (including by agreeing in writing a variation to this Schedule) any agreed actions or changes.	
SIGNATURES	For and on behalf of **Social Investment Agency**: _____ Name: Position: Date:	For and on behalf of [***full legal name of Delivery Partner***]: _____ Name: Position: Date: