

Environmental Initiatives Fund - Application Form 2024

Form Preview

Purpose and Criteria

Fund Purpose

The purpose of the Environmental Initiatives Fund (EIF) is to support community groups undertaking projects which enhance ecological outcomes, or those that provide environmental education and/or raise community awareness of the benefits of preserving and restoring our regions unique native biodiversity.

Assessment criteria

All applications are assessed against the following criteria (not in any particular order):

Fit with Council's regional outcomes, strategic priorities, and policies

How the project fits within the Council's Strategic Direction for 2023 - 2025. A link to the Strategic Direction can be found [here](#).

Environmental enhancement

How the project will directly promote, enhance or protect the Waikato region's environment, with a focus on improved ecological and biodiversity outcomes.

Community participation and awareness

How the project involves iwi Māori, the wider community and increases public awareness of environmental issues. What is the level of mana whenua and community support for the project.

Collaboration and partnership

Whether the applicants have explored and developed any opportunities for collaboration and partnership with others, including any co-funding and support from other parties.

Viability

The likelihood of the project's success and the applicant's capability to deliver the outcomes of the project.

Value to mana whenua

Relative to the scale of the project, how the project involves iwi Māori including their cultural values, interests and associations, the effect on Māori historic heritage or the relationship of Māori and their culture and traditions with their ancestral lands, water, sites, waahi tapu and other taonga including fauna and flora.

Before you apply

Before you start filling out this form, please read the information and guidelines on our website [here](#) to help you decide whether you are eligible to apply to the Environmental Initiatives Fund.

You must complete all required sections of the form. Failure to provide the necessary information may impact the success of your application.

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If your application is successful, you will be required to participate in a discussion with Waikato Regional Council to discuss overlapping duties under the Health and Safety at Work Act 2015.

If you have any questions about your application please contact **Kate Pepper** on **0800 800 401** or email eif@waikatoregion.govt.nz

Applicant Information

* indicates a required field

Applicant Name *

Organisation Name

Must be the full legal name of your organisation.

Applicant Type *

- ☐ Incorporated Society
- ☐ Iwi/hapū
- ☐ Charitable Trust
- ☐ Business and Industry
- ☐ Education Institution

Please select your legal entity status. Only one choice may be selected.

Applicant NZBN

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.

If you don't know your NZBN number you can find it [here](#).

Applicant Contact Details

Primary Address *

Address

Postal Address *

Address

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If your address is a PO Box or Private Bag, click on "Can't find your address?" to enter it manually.

Phone Number *

Email *

Must be an email address.

Website

Must be a URL.

Project Contact

Project Contact Person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

The primary person responsible for this project

Project Contact Position *

Role within the organisation.

Project Contact Phone Number *

Project Contact Email *

Must be an email address.

Organisation Details

Please provide a brief description of your organisation *

Word count:

Must be no more than 200 words.

Include overall aims and objectives, types of projects you have undertaken and recent achievements.

How many staff does the organisation have?

Full time

Part time

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Volunteers

How did you find out about the Environmental Initiatives Fund? *

- | | | |
|---|---|--|
| <input type="checkbox"/> Council website | <input type="checkbox"/> Council staff member | <input type="checkbox"/> Applied previously |
| <input type="checkbox"/> Social media (e.g. Facebook) | <input type="checkbox"/> Media reports | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Waikato Biodiversity Forum | <input type="checkbox"/> Internet search | <input type="checkbox"/> Other: <input type="text"/> |

Financial Information

* indicates a required field

Is your organisation GST registered *

- ☐ Yes
☐ No

Please enter your GST number *

Must be at least 8 characters.

Bank Account Details

Bank Account *

Account Name

Account Number

Bank account must be in the name of the applicant organisation. Please note: Council does not pay to accounts belonging to individuals.

Please attach proof of bank account *

Attach a file:

Bank account proof can be any of the following:

- Pre-printed bank deposit slip
- Bank statement showing account name and number
- Certified bank details (stamped and signed by bank teller)

Internet banking screenshots are **not** accepted.

About Your Project

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* indicates a required field

Project details

Project title *

Must be no more than 10 words.

Primary Project Focus *

- ☐ Animal species protection
- ☐ Plant species protection
- ☐ Land based ecosystem protection / restoration
- ☐ Freshwater ecosystem protection / restoration
- ☐ Coastal / marine ecosystem protection / restoration
- ☐ Animal pest control
- ☐ Plant pest control
- ☐ Environmental education / communication

Please select the category that best describes your project. Only one option may be selected.

Short project description *

Word count:

Provide a short description of your project. (Must be no more than 200 words).

Is your project: *

- ☐ A continuation of previous work
- ☐ A new initiative

What is the environmental issue that your group is trying to address in this area?

Why does this work need to be done? *

Word count:

Please explain the need for this project and how the project will benefit the Waikato region's environment. (Must be no more than 200 words).

What are the planned activities? *

Word count:

Briefly list (bullet points) the specific activities that will take place, who will be undertaking them, how you will achieve them and where they will take place. Please provide timing. For predator control projects, please provide detail on numbers of traps/bait stations and km of traplines. (Must be no more than 500 words).

What are the expected outcomes of the project? *

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Word count:

Describe three things you want the project to achieve in terms of benefits for the environment and/or community environmental education or awareness (Must be no more than 300 words).

How will you know if these outcomes have been achieved? *

Word count:

Describe how you will measure the success of your project, and what indicators you will use. For predator control projects, trap types, locations and catch records must be recorded in the [Trap NZ](#) database. (Must be no more than 200 words).

How will the community be involved in your project? *

Word count:

Include a description of how volunteers and members of your group will be involved, as well as the wider community (e.g. schools and iwi). Must be no more than 200 words.

Explain how you have collaborated with other project partners and stakeholders *

Word count:

Your answer should include a description of how other parties are contributing to the project, particularly in-kind contributions and collaboration with tangata whenua. (Must be no more than 200 words).

Provide letter(s) of support from project partners or relevant stakeholders

Attach a file:

A maximum of 3 files may be attached.

Letters of support must be no more than 3 months old. Applicants are strongly encouraged to provide evidence of engagement with the project stakeholders.

Please attach any additional information that may support your application.

Attach a file:

A maximum of 3 files may be attached.

For example: an ecological restoration plan or operational plan for your project. Note that planting projects must be accompanied by a planting plan / map and detailed list of plant species and prices.

Project location

Within which territorial authority area is your project located? *

- | | | |
|---|--|--|
| <input type="checkbox"/> Hamilton City | <input type="checkbox"/> Rotorua | <input type="checkbox"/> Waikato |
| <input type="checkbox"/> Hauraki | <input type="checkbox"/> South Waikato | <input type="checkbox"/> Waipa |
| <input type="checkbox"/> Otorohanga | <input type="checkbox"/> Taupō | <input type="checkbox"/> Waitomo |
| <input type="checkbox"/> Matamata-Piako | <input type="checkbox"/> Thames-Coromandel | <input type="checkbox"/> Region-wide (all districts) |

Please select all options that apply to your project.

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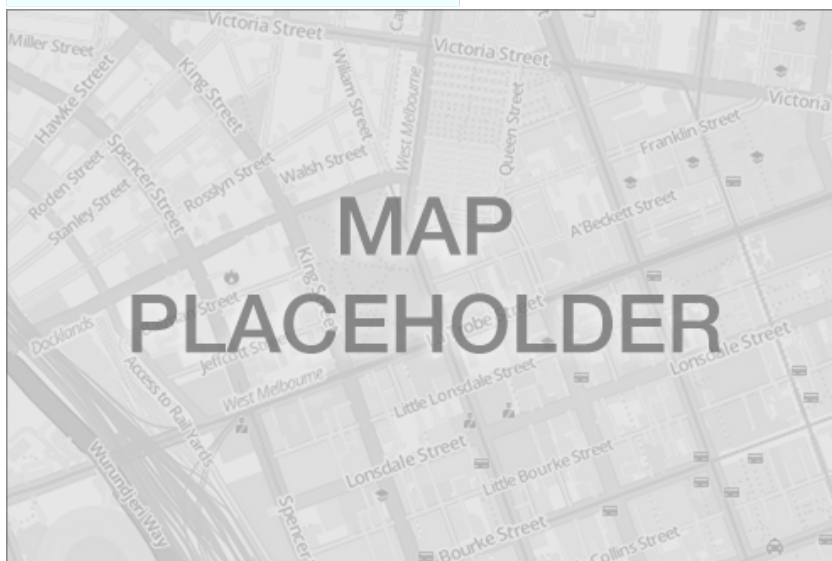
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Location details

Start typing an address into the field below and select from the list. Your location will be displayed on the map. You can re-position the pin on the map if required. Coordinates of the location you have selected will be displayed at the bottom of the map.

Address

Address



Total size of project area in hectares *

Enter a number only. Do not enter units.

Please attach a detailed map or diagram of the project site *

Attach a file:

This must be a site map or aerial photo of the project area showing the project boundary and relevant infrastructure (e.g. existing or proposed trapping or baiting lines, or areas proposed for planting)

Property ownership information

Does your project include work on: *

- ☐ Private land
- ☐ DOC land
- ☐ Council land
- ☐ Iwi land
- ☐ Multiple Māori owned land
- ☐ LINZ land

Please select all options that apply to your project

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Are you the owner of the property where the project is taking place? *

- ☐ Yes
☐ No

If no, you must attach written permission from the landowner(s). If your project is on public conservation land, an agreed working arrangement or permission letter from the Department of Conservation must be attached.

Written permission from the landowner(s) to operate on their property must be attached *

Attach a file:

Kauri dieback

Does your site have any kauri trees present? *

- ☐ Yes
☐ No

Describe the measures you will take to protect the trees from kauri dieback disease *

Word count:

Click [here](#) for more information on how to stop the spread of kauri dieback. (Must be no more than 100 words)

Climate change

Describe how your project will increase resilience to climate change impacts and/or contribute to positive carbon sequestration. *

Word count:

Please refer to Waikato Regional Council's [climate change webpage](#) for more information. (Must be no more than 200 words).

Resource consent requirements

If you are unsure whether your project requires a resource consent, please contact Waikato Regional Council's resource consent team on 0800 800 402.

Does your project require any resource consents? *

- ☐ No ☐ Yes

If yes, please attach a copy of any consent(s) granted for this project *

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Attach a file:

Proposed Budget

* indicates a required field

Important information - please read before preparing your budget

We are interested in the total cost of your project, and what proportion of this cost you are requesting from the EIF.

Each organisation may apply for up to **\$40,000**. Projects may be funded for up to 2 years but the total amount applied for must not exceed \$40,000.

- **If you are GST registered:** List all costs GST EXCLUSIVE
- **If you are not GST registered:** List all costs GST INCLUSIVE

Valid quotes MUST be attached for all items that you are requesting funds for. If you do not attach quotes your application will be deemed ineligible for funding.

Please check any quotes carefully and make sure the quote states if it includes GST. A GST calculator is available [here](#).

If your application is successful, please keep all invoices or receipts relating to the grant as these will be needed for proof of expenditure in your accountability reports.

Subtotals and totals are automatically calculated at the end of this section.

What is the duration of your project? *

☐ 1 Year ☐ 2 Years

Labour Costs

Please list all labour costs for your project, **attach quotes for contracted labour**, and identify what funding you are seeking from the EIF.

If you are requesting labour costs for a role within your organisation, please provide a role description in Section 5 Labour Quotes.

Please include all volunteer, in-kind or self funded labour contributions from your organisation (volunteer labour should be costed at \$20 per hour). These are not funded by EIF, but provide us with a complete picture of the costs involved with your project.

Fill in all fields in the row. You may add more rows if you need them.

Labour Costs - Year 1

Supplier Name	Labour type	Project Activity	No. hours	Hourly rate (\$)	Labour Cost (\$)	EIF funding requested (\$)
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	Please select one.	Identify the project activities to be completed by this resource.	Must be a number only		Automatically calculated	

Labour Quote(s)

Attach a file:

Quotes must be attached for every item you are requesting funding for. You can attach multiple files.

Labour Costs - Year 2

Supplier Name	Labour type	Project Activity	No. hours	Hourly rate (\$)	Labour cost (\$)	EIF Funding requested (\$)
	Please select one.	Identify the project activities to be completed by this resource.	Must be a number only		Automatically calculated	
				\$	\$	\$
				\$	\$	\$
				\$	\$	\$

Labour Quote(s)

Attach a file:

Quotes must be attached for every item you are requesting funding for. You can attach multiple files.

Material costs

Please list all material costs for your project, **attach quotes from each supplier** and identify what funding you are seeking from EIF.

Fill in all fields in the row. You may add more rows if you need them.

Material Costs - Year 1

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Description of materials	Quantity	\$ per unit	Materials Cost (\$)	EIF Funding requested (\$)
Please describe in detail	Must be a number only		Automatically calculated	
		\$		\$
		\$		\$
		\$		\$

Materials Quote(s)

Attach a file:

Quotes must be attached for every item you are requesting funding for. You can attach multiple files.

Material Costs - Year 2

Description of materials	Quantity	\$ per unit	Materials Cost (\$)	EIF Funding Requested (\$)
Please describe in detail	Must be a number only.		Automatically calculated	
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

Materials Quote(s)

Attach a file:

Funding contributions from other organisations

Please identify below any funding you have received or applied for for this project.

In-kind contributions from other organisations are captured in "About your project" on page 3 of this form.

Organisation name	Project activities these funds will be used for	Amount (\$)	Funding status
		Must be a dollar amount.	

Budget Totals

Below are the sub-totals and totals for your budget. Please check carefully to ensure they are correct.

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These fields are automatically calculated. If any information is not totalling correctly please adjust your budget detail above.

Sub-totals Year 1

Total costs	Labour requested	Materials requested	Total Requested
	\$		\$

Sub-totals Year 2

Total costs	Labour requested	Materials requested	Total Requested
\$	\$	\$	\$

Totals

Total project costs *	Total EIF funding requested *	Percentage EIF contribution *	Total other contributions
Automatically calculated.	Automatically calculated.	% of total project cost. Automatically calculated.	Automatically calculated

The Environmental Initiatives Fund is not intended to be a source of ongoing funding. How will you ensure that the project becomes financially viable over the long term? *

Word count:
Must be no more than 100 words.

If you do not secure the level of funding you require from the Environmental Initiatives Fund or other funders, please explain how you will meet the shortfall. *

Word count:
Must be no more than 100 words.

Declaration

* indicates a required field

In making this declaration I declare that:

- 1.I am authorised to do so, and to the best of my knowledge the information contained in this application is true and correct.
- 2.I have read and agree to the Terms and Conditions below.

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I agree *

☐ Yes

Name *

Title

First Name

Last Name

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Date *

Must be a date.

Terms and Conditions

- Waikato Regional Council may discuss my application with other persons or organisations as part of the evaluation process.
- Waikato Regional Council will determine funding allocations and their decisions will be final. Approval may be subject to conditions.
- Successful applicants will be required to sign a Funding Agreement with Waikato Regional Council outlining how funds will be spent.
- Projects must be started within six months of funds being paid. Should the project not proceed within six months of payment, funding approval will become null and void (with funds being returned to Council) unless other provisions are arranged between the applicant and the Council.
- Any successful applicant can only receive funding once per financial year (1 July - 30 June).
- Awarded funds from the Environmental Initiatives Fund are one-off contributions. A successful application does not guarantee funding in subsequent years.
- The successful applicant must provide Council with a Project Accountability report via SmartyGrants, supported by receipts as evidence of grant expenditure.

Privacy Statement

Any information you provide with your application is official information. Your information is held and administered by the Waikato Regional Council in accordance with the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993. This means that your information may be disclosed to other people who request it in accordance with the terms of these Acts. It is therefore important you let us know if your application includes trade secrets, commercially sensitive materials or any other information you consider should not be disclosed. Under the Privacy Act 1993 you have right of access to personal information held by the Waikato Regional Council.

When your application is submitted, Smartygrants will email you to confirm receipt. If you do not receive confirmation please check your 'spam' filter.

