

SSCIF Application Form - 2024

Form Preview

Purpose and criteria

Fund purpose

The purpose of the Small Scale Community Initiatives Fund (SSCIF) is to support volunteer community groups and individual landowners undertaking ecological restoration through animal and plant pest control in the Waikato region.

Assessment criteria

All applications will be assessed against the following criteria:

1. Fit with priorities in the [Waikato Regional Pest Management Plan](#)
2. Biodiversity protection and enhancement: How effectively will the project promote, enhance or protect biodiversity, and is there outcome monitoring proposed?
3. Ecological significance of the site: Is there a Significant Natural Area or Feature being protected?
4. Community participation and awareness: How effectively will the project engage with community and utilise volunteer support?
5. Collaboration and partnership: Have applicants explored and developed opportunities for co-funding and/or collaboration with stakeholders e.g. DOC, iwi/Māori, other agencies and community groups?
6. Project budget: Cost versus perceived outcomes are compared.
7. Viability: Likelihood of the project's success and inclusion of a map that clearly shows what is planned.

To be eligible for the fund your project must align with the above and you must include all requested information.

Before you apply

Before you start filling out this form, please read the guidelines below to help you decide whether you are eligible to apply to the Small Scale Community Initiatives Fund.

Who can apply?

Volunteer community based groups or individual landowners.

Limitations

If you are already receiving funding for a project through the [Environmental Initiatives Fund](#) or the [Natural Heritage Fund](#) in the current financial year then you will not be eligible to apply for SSCIF funding for the same project.

What can be funded?

- Purchase of materials including traps, bait, bait stations or herbicide used in pest animal or pest plant control.
- Professional contracted services up to \$1,000 (e.g. the services of a qualified herbicide applicator or controlled substance licence holder).

What cannot be funded?

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- Reimbursement of landowner time or voluntary labour
- Projects located outside the Waikato region
- Debt repayment
- Projects which are core business of other agencies
- Travel, conference, legal or accounting expenses
- Plants, planting and landscaping projects
- Proposals designed to generate personal or commercial profit
- Purchase of capital items of equipment or infrastructure (e.g. GPS or vehicles)
- Any works/activities that are required as conditions of a resource consent
- Projects that require but have not been granted resource consent
- Retrospective costs

You must complete all required sections of the application form. Failure to provide the requested information will cause your application to be deemed ineligible.

The application must be completed in this electronic format. Physical or scanned versions of the application form will not be accepted.

Please preview the form before you start, as the required documentation may take some time to prepare. Please do not leave your application until the last minute.

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 Renee Denby on **07 859 0907** or email smallscalefund@waikatoregion.govt.nz.

Applicant Information

* indicates a required field

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Applicant type *

- ☐ Incorporated Society
- ☐ Iwi/hapū
- ☐ Charitable Trust
- ☐ Individual

Please select the applicant type that best applies to you. If your organisation is not a legal entity you must apply as an individual.

Please provide a brief description of your organisation *

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Word count:
Include overall aims and objectives, types of projects you have undertaken and recent achievements
(Must be no more than 100 words).

Applicant Contact Details

Primary Address *

Address

Postal Address *

Address

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

Phone Number *

Email Address *

Must be an email address.

Applicant Website

If applicable.

Project Contact

Project Contact Person *

Title

First Name

Last Name

Project Contact Phone Number *

Must be a New Zealand phone number.

Project Contact Email *

Must be an email address.

Financial Information

* indicates a required field

Are you GST registered? *

☐ Yes

☐ No

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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.

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.

Project Details

* indicates a required field

Project Title *

Please give your project a name (must be no more than 10 words)

Short project description *

Word count:

Provide a short description of your project - what do you plan to do? (Must be no more than 100 words).

Why does this pest control need to be done? *

Word count:

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For example, are there any native species present that will benefit from this control? What habitats or ecosystems are being protected, such as forests or wetlands? (Must be no more than 200 words).

What pest animals and/or pest plants are you targeting for control using Council funding and what methods will you use? *

Word count:

List the species you intend to control and what control methods will be used for each species (Must be no more than 200 words).

How will you ensure this project is completed? *

Word count:

For example, describe your plan to have volunteers/staff set up the traps/bait stations and who you will have servicing them once they are in the field. Will this be completed before the spring breeding season? (Must be no more than 200 words).

What are the expected outcomes of the project? *

Word count:

What do you hope to achieve by delivering this project? For example, benefits for native species, stakeholders and/or the wider community. (Must be between 30 and 200 words).

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

Word count:

How will you measure how successful your pest control has been? For example: reduced Rat Tracking Index (RTI) count, increased bird populations, photopoints. For predator control projects refer to [Predator Free NZ](#) for information on monitoring techniques and tools (Must be no more than 200 words).

Please attach any additional information that may support your application (e.g. reports, photos, letter(s) of support from project partners or relevant stakeholders)

Attach a file:

A maximum of 3 files may be attached.

Do not attach quotes here. These must be attached to the budget.

Are there any kauri trees in your project area? *

- ☐ Yes
☐ No

If yes, successful applicants will be required to work with Council to develop a kauri protection plan.

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

Word count:

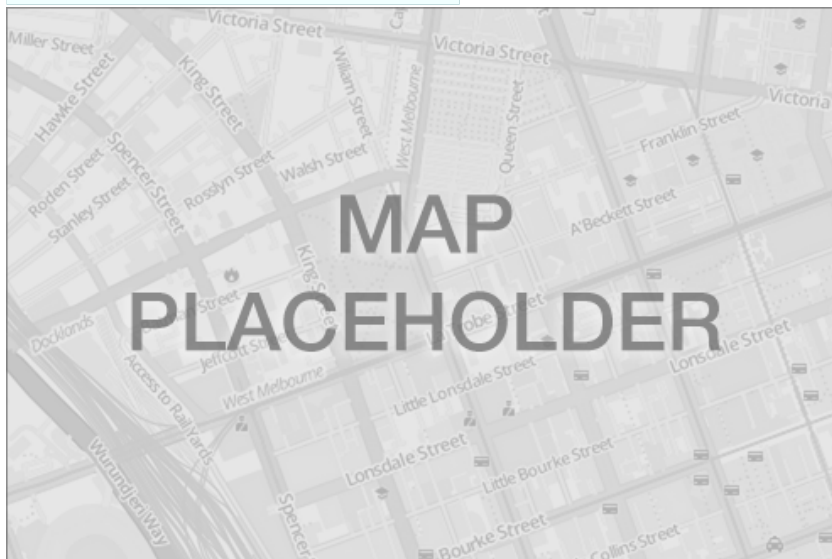
Click [here](#) for more information on how to stop the spread of kauri dieback. (Must be no more than 100 words)

Project Location

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.

Location Address *

Address



The map above is designed to give a general indication of the project location. A detailed map showing the extent of the project area must be attached below.

Property Valuation Number *

Must be formatted correctly (for example 04003/183/01). You can find the property valuation number using Council's [rates calculator](#). If you are unsure what the valuation number is, please contact us. If there are multiple valuation numbers, please separate with commas.

Total size of project area *

Enter the number and the unit as either hectares or square metres (e.g. 14.7 hectares)

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Attach a detailed map of the project site that clearly shows what is planned *

Attach a file:

Map must show property boundaries and existing or proposed traps or bait stations (as in [this example](#)), or areas proposed for weed control. [Trap NZ](#) provides a useful mapping tool for animal pest control.

Please provide any additional notes to support your map

Word count:

Please include any information that can help explain your project map (e.g., if you were unable to include a key or legend on your map, explain any details here). Must be no more than 100 words.

Which territorial authority area is your project located in?

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

Please select all options that apply to your project.

Are you aware of any nearby pest control operations that could connect with your work? *

- ☐ Yes
☐ No

Please provide details on any nearby pest control operations and how your project may complement them *

Word count:

Must be no more than 100 words.

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

- ☐ Yes
☐ No

Select 'Yes' only if you are the owner of all the properties in the operational area.

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

Attach a file:

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Project Budget

* indicates a required field

Important information - please read before preparing your budget

You can apply for up to **\$5,000** total, including contracted services.

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

Valid quotes (less than 6 months old) MUST be attached for each item you are requesting. Screenshots from supplier websites are accepted where they show the supplier's name, product and the cost.

Any quotes must clearly show the GST amount. A GST calculator is available [here](#).

Contracted Services

You can apply for up to **\$1,000** for professional contracted services (e.g. the services of a qualified herbicide applicator or controlled substance licence holder).

You can add more rows if you need them.

Contracted Services	Hours	\$ per hour	SSCIF Funding Requested	Quote(s)
		\$	\$	
		\$	\$	
		\$	\$	
Type of services (please be specific).	Must be a number only.	Must be a dollar amount.	Automatically calculated (Maximum \$1,000)	Valid quotes must be attached.

Materials

Each item needs to be on a separate line, noting if these are single or multi-packs. Freight should be added as a separate line.

Valid quotes (less than 6 months old) MUST be attached for each item you are requesting. Screenshots from supplier websites are accepted where they show the supplier's name, product and the cost.

Not sure which trap to use? Check out Predator Free New Zealand's simple [trapping guides](#) or the [DOC Trapping Guide](#) to help you decide, or get in touch with us.

Refer to [Weedbusters](#) for advice on pest plant control.

Materials	Quantity	\$ per unit	SSCIF Funding Requested	Quote(s)
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	

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For example: trap type, bait type, herbicide type (be specific regarding size/units - e.g. Pestoff 10kg bag).	Must be a number only.	Must be a dollar amount.	Automatically calculated (Maximum \$5,000).	Valid quotes must be attached.

Toxins (pesticides and herbicides) must be used in accordance with label instructions and relevant health and safety requirements at all times. A list of available baits that don't require a controlled substances licence is available [here](#).

Where possible choose a toxin with a low environmental persistence that suits the control option you want to undertake. Council staff can provide advice on appropriate toxins. Contact Renee Denby on **07 859 0907** or email smallscalefund@waikatoregion.govt.nz.

Totals

Total contracted services

\$

This number/amount is calculated.
Maximum \$1,000.

Total materials

\$

This number/amount is calculated.

TOTAL REQUESTED FUNDS *

\$

This number/amount is calculated.

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.

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 staff 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).
- Small Scale Community Initiatives Fund grants are one-off contributions. A successful application does not guarantee funding in subsequent years.
- Within 12 months of the receipt of the Approved funds the Successful applicant must provide Council with a Project Accountability report via SmartyGrants.

Privacy Statement

Any information you provide with your application is official information. Successful applicants will be published on Waikato Regional Council's website (including applicant names). 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.