

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 pest animal and pest plant control in the Waikato region.

Assessment criteria

Applications are assessed against the following criteria:

- 1. Fit with Council's regional outcomes, strategic priorities, and policies.**
- 2. 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.
- 3. 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.
- 4. 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.
- 5. Viability** - The likelihood of the project's success and the applicant's capability to deliver the outcomes of the project.
- 6. Value to mana whenua** - Where applicable and 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, wāhi tapu and other taonga including fauna and flora.

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?

- Individual landowners
- Charitable trusts
- Iwi/hapū
- Incorporated societies
- Community trusts
- Educational institutions
- Limited liability companies

Limitations

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- 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.
- If you have received a SSCIF grant in the past, you must ensure that you have completed your final accountability report before Friday 1 May.
- Starting from the 2024/2025 round, applicants to the SSCIF may only be awarded funding for a maximum of three consecutive years and will then be required to take a minimum of one years break before applying to the SSCIF again. This has not been applied retrospectively, thus, will not affect potential applicants until 2027.

What can be funded?

- Purchase of materials involved in pest animal and/or pest plant control including traps, lure, bait stations, bait, herbicide, monitoring materials, and personal protective equipment.
- 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?

- Plants and planting.
- Projects located outside the Waikato Regional Council administrative boundaries.
- Debt repayments.
- Projects receiving funding from other Waikato Regional Council programmes.
- Projects more appropriately funded through other Council programmes.
- Projects which are core business of other agencies.
- Travel, conference, legal or expenses incurred through participation in statutory processes.
- Landscaping, food gardening and wildlife pond projects.
- Proposals designed to generate personal or commercial profit.
- Purchase of large capital items of equipment or infrastructure.
- Any works/activities that are required as conditions of a resource consent.
- Any project that would have significant adverse impacts on the environment, regardless of the positive impacts.
- Projects that require but have not been granted resource consent.
- Retrospective costs.
- Land purchase.
- Projects that wish to redistribute funds to other recipients.

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 complete a Health and Safety Joint Responsibilities Acknowledgement Form discussing overlapping duties under with the Health and Safety at Work Act 2015.

If you have any questions about your application please see the Frequently Asked Questions (FAQs) on [our website](#) or 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
- Family Trust
- Limited Liability Company
- Education Institution

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 *

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 *

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Must be an email address.

Applicant Website

If applicable.

Project Contact

Project Contact Person *

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

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

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

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- Bank statement showing account name and number (dated within the last year)
- Certified bank details - stamped and signed by bank teller (dated within the last year)

Screenshots of an internet banking webpage are **not** accepted. However, an official downloaded online banking statement in PDF format is accepted.

Bank account name must match the name of the applicant.

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 SSCIF project - what do you plan to do? Must be no more than 100 words.

What habitats, ecosystems and/or native species will benefit from your project? *

Word count:

For example, placing DOC200s and rat traps around a wetland would protect the wetland ecosystem as well as specific native birds such as the moho pererū (banded rail). Must be no more than 100 words.

Activities

Explain the control methods you would employ with SSCIF funding. **List one per row.**

Include the role volunteers (landowners are counted as volunteers) will play in ensuring the work gets done.

Target Species	Control Method	How will you ensure this work gets done?	Comments
e.g., possums, rats, woolly nightshade, ginger. Must be no more than 10 words.	e.g., flipping timmy, AT220, cut 'n' paste, weed control contractor. Must be no more than 20 words.	e.g., we will have two volunteers take the traps into the field, we will have a working bee to remove the woolly nightshade. Must be no more than 40 words.	Add notes if you need to provide more context. Must be no more than 30 words.

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Outcomes

Please tell us about the outcomes you expect from your project.

You must have at least one "Improved native biodiversity" outcome.

Your outcomes	Alignment with our outcomes	Comments
What changes do you expect will occur as a result of your project (e.g. more birdlife, better seedling regeneration, more volunteers)? One per row. Must be no more than 30 words.	Which of our outcomes will your project contribute to?	Add notes if you need to provide more context. Must be no more than 30 words.

Measuring Outcomes

Here we would like you to tell us how you would measure progress towards your outcomes and which you would be able to report on.

Enter each measure in a different row.

You must have at least one measure for "Improved native biodiversity"

Measures	Target	Collection method	Comments
Which of our measures will you track? You will be required to report on your progress. Add more rows if you want to list additional measures.	Identify a target for the measure you have chosen - an estimated total for your project. Must be a number.	How will you collect the data? e.g., using Trap NZ, tracking tunnels. Must be no more than 20 words.	Add notes if you need to provide more context. Must be no more than 30 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.

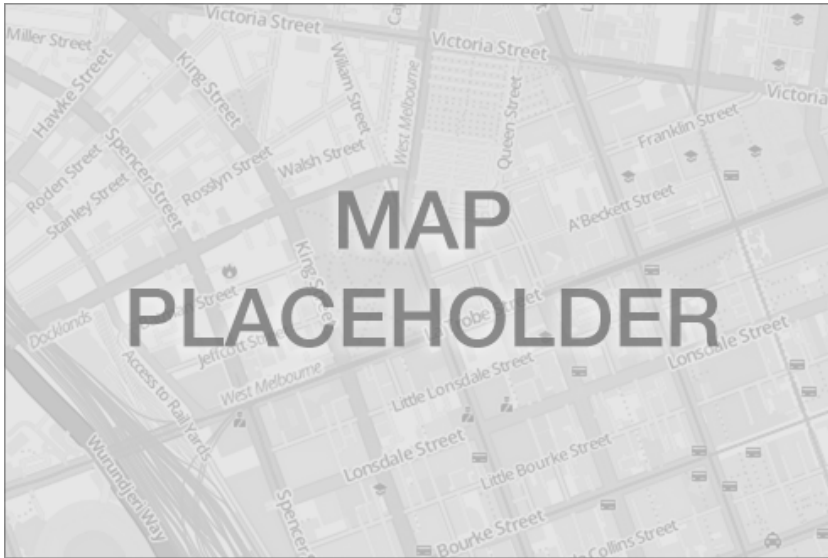
If you are working over multiple properties, choose one address to enter in the map.

Location Address *

Address

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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. If the property has no valuation number e.g., it is public conservation land, please enter NA and the reason.

Total size of project area *

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

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 city or district council is your project located in? *

- | | |
|--|--|
| <input type="checkbox"/> Hamilton City | <input type="checkbox"/> Taupō |
| <input type="checkbox"/> Hauraki | <input type="checkbox"/> Thames-Coromandel |

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- Otorohanga
- Matamata-Piako
- Rotorua
- South Waikato

- Waikato
- Waipa
- Waitomo
- Region-wide (all districts)

Please select all options that apply to your project.

Are you working nearby or in collaboration with other groups or individuals that are working towards biodiversity protection? *

- Yes
- No

Working nearby or in collaboration with others is a great way to contribute towards a landscape scale approach to biodiversity protection and enhancement.

Please provide details on any nearby pest control operations and how your projects may complement each other *

Word count:

Must be no more than 100 words.

Please attach any letters 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 six months old.

Kauri Protection

Are there any kauri trees in your project area? *

- Yes
- No

If there are kauri in your project area, you must have a kauri protection plan. See [our website](#) for more information.

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.

Landowner Permissions

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

- Yes
- No

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

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

Attach a file:

Council is required to have signed landowner permissions at the time of application in order to fund SSCIF projects. Please get in touch if you would like a template.

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.

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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)
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
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.

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:

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

I agree *

Yes

Name *

Title

First Name

Last Name

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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 and can be requested by the public through the Local Government Official Information and Meetings Act 1987. Successful applicants will be published on Waikato Regional Council's website (including applicant names). Any personal information you provide in this form will be held and protected by Waikato Regional Council in accordance with our [privacy policy](#).

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

Final Check!

Please ensure that you have completed this form fully, including:

- attaching all quotes
- attaching any signed landowner permissions

