



WASTE MINIMISATION MATCH FUND ROUND TWO – Applicant Guidelines

1. What is this funding for?

The purpose of this funding is to trial different approaches to supporting community-focused activities which lead to avoidance or reduction of waste, or close the loop on valuable resources being wasted.

Examples of ideas we might support include repair cafes, workshops and education programmes, materials and equipment, project implementation costs or feasibility studies.

Projects will be evaluated against a range of factors, including:

- Where does the project fit on the waste hierarchy? Projects that support rethink, reduce and reuse will be considered, but recycling is not an activity which will qualify.
- Is the project community-focused, with longer term benefits that will reach a wider number of people?
- Does the project have clear objectives and measurable goals?
- Do the applicants have the skills and capacity needed to deliver the project?



2. Assessment criteria

Projects should:

- Focus on the avoidance or reduction of waste using the waste hierarchy (rethink, reduce, reuse)
- Lead to measurable waste reduction
- Take place within Nelson or be for the benefit of Nelson residents
- Be from a legal entity or under the umbrella of a legal entity
- Use the funds within 12 months of receiving the grant
- Applicants should demonstrate the necessary skills and capacity to deliver the project
- Provide permits or licences where required prior to funding approval

Preference may be given to projects which take a match fund approach, eg by demonstrating what applicants are contributing.

Examples of applicant contributions include:

- Volunteer hours @ \$25 per hour
- Donation of professional services
- Donations of goods or services required to deliver the project
- Other donations or contributions (please describe)

3. What won't we fund?

- Activities which do not meet the criteria of this fund.
- Items which can be considered 'business as usual' such as salaries and overheads, or operational expenses which do not relate directly to the project.
- Purchase of land or buildings, or the improvement of privately owned facilities.
- Travel outside of the Nelson region.
- Expenditure or commitments made before funding has been approved and the agreement signed.
- Funding for alcohol, tobacco, illegal substances or gaming.
- Projects by groups that have failed to complete previous projects for which Council funding or support has been granted.
- More than one application per project per financial year.
- Waste disposal, recycling or clean-up activities. Visit these organisations if you want to get involved in clean-ups: (<https://tasmanbayguardians.org.nz/rubbish-free-beaches/> and <https://www.knzb.org.nz/year-round-clean-up-event/>).
- Waste minimisation at events – support for this activity is available here: <http://www.nelson.govt.nz/services/rethink-waste/waste-minimisation-grants/grants-to-avoid-or-reduce-waste-at-events/>
- Fundraising or debt repayments.
- Anything that has the potential to cause harm to people, property or the environment.
- Projects which are in receipt of other Nelson City Council funding for a similar activity.

4. How much can you apply for?

For Round Two up to \$14,000 will be available (\$10,000 for this round, plus \$4,000 rolled over from Round One).

The maximum grant size of \$2,000 and the minimum grant size is \$500 (plus gst if applicable).

The balance of the total funding of \$30,000 will be released in a final round in April 2021.

Please note that we are happy to hear from you if you have a project which doesn't fit the funding available in this round as the purpose of this trial is to identify the most effective way to provide support and we may be able to better accommodate your needs in a future round.

5. Who can apply?

Applications will be considered from any organisation, group or individual subject to the conditions of this grant programme.

6. When can I apply?

Applications for Round Two will open from Monday 22 February and closes on Friday 19 March 2021, with final decisions on funding provided to all applicants within 15 working days of the closing of the application period.

7. Health & Safety:

You will be asked to advise what health and safety considerations you are taking into account for this project (or attach a health and safety plan if you prefer).

8. How to apply:

Contact us rethinkwaste@ncc.govt.nz if you would like to check if your project qualifies for a grant before completing the application form on the grants page of our website. Notification of whether funding is granted will be provided within 15 working days of the close of the contestable funding period.

9. Receiving your grant:

To receive your grant, generally you will need to provide a verified bank deposit slip and complete a creditor's application (unless you are already a Council creditor), after which a purchase order will be provided in order to invoice Council for the allocated funding.

10. Accountability and reporting:

In our application process we will ask you to consider what success looks like and how you're going to record it. If the grant has been used to purchase goods or services, we will ask you for a copy of any relevant invoices when we catch up with you at the end of your project to find out how it went. Any unused funding should be returned to Council.

13. Who decides if funding is allocated?

Using the criteria described, funding decisions are made at a panel meeting comprising Nelson City Council officers with specialist knowledge in this area. Council reserves the right to contact applicants for further clarification before a decision is made if deemed necessary.