



WASTE MINIMISATION MATCH FUND – Applicant Guidelines

1. What is this match fund for?

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

Examples of ideas in the Nelson region which we might support include repair cafes, workshops and education events – we are interested to hear your ideas. Feasibility studies will also be considered, subject to meeting grant criteria.

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?

Waste Hierarchy:



2. How will it work?

The Match Fund will provide up to 50% of the cost of projects which are assessed as meeting the criteria of the fund, with the applicant contributing the balance of costs. The principle is very straightforward – the applicants provide their expertise, support in kind, volunteer hours, financial and other donations, and Council meets them half way with a grant to support the project, up to a maximum agreed amount.

Applicant contribution examples 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)

(Where the project is listing goods or services please provide a supporting quote.)

Contact rethinkwaste@ncc.govt.nz to discuss if further information required.

3. How much can you apply for?

- **In Round one (9 November/7 December 2020), up to \$10,000 will be available for grants up to \$2,000 plus gst (minimum grant size \$500) for qualifying projects.** The balance of the fund will be released in additional rounds in early 2021 (a total of \$30,000 is available for this trial grants programme). 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.

4. Who can apply?

- Applications will be considered from any organisation, group or individual subject to the conditions of this grant programme.
- Whilst the preference is for funding applications to come under the umbrella of legal entities, other applications may be considered at the discretion of the funding decision panel. Please contact rethinkwaste@ncc.govt.nz to discuss.

5. When can I apply?

Applications for round one will open from 9 November to 7 December 2020, with final decisions on funding provided to all applicants within 15 working days of the closing of the application period. Any unused funding will be rolled over to funding rounds in early 2021.

6. Funding Criteria

6.1 Projects must:

- Be delivered in the Nelson region.

- Align with the purpose of this funding.
- Have completed the match fund application form, including a budget which shows the split between applicant contributions and the funding requested from Council, and demonstrates at least a 50% contribution from the applicant.
- Be completed by 30 June 2021.
- Provide a brief report on how the funding was used within four weeks of completion.
- Provide permits or licences where required prior to funding approval.

6.2 What won't we fund?

- Activities which do not meet the criteria of this fund.
- Items which can be considered 'business as usual' as such 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.
- 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.

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. 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, 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.