

Waste Levy Fund for Seed Funding

Fund Criteria & Application Guidelines

2021/22 funding round

Aim

The Waste Levy Fund for Seed Funding seeks to encourage the establishment of waste minimisation businesses or initiatives on the Kāpiti Coast and create opportunities for waste minimisation and economic development.

Who can apply?

The Fund is available to commercial entities and other organisations, including community-based or social enterprises.

Funding is only available for projects, or portions of projects, that occur within the boundaries of Kāpiti Coast District.

The Fund is contestable and each application will be assessed on its merits, on a case-by-case basis.

Priority funding areas

All projects must aim to achieve measurable waste minimisation. This covers the reduction of waste at source, and the reuse, recycling and recovery of materials for further use or processing. Furthermore, Council particularly encourages waste minimisation projects targeting the following waste streams and areas:

- Organic Waste
- Construction and Demolition Waste
- Projects that fill a gap within current waste services in Kāpiti

How much funding is available?

Expressions of Interest (EOIs) for the 2021/2022 fund pool of \$20,000 are open from 14 June 2021 to 25 July 2021. The fund pool of \$20,000 is shared between the Seed Funding and Business Waste Reduction categories. There is no minimum amount per application. Each application will be assessed on its merits, on a case-by-case basis.

When will I know if my application is successful?

Seed Funding projects will be selected in a two-stage process: In the first stage applicants will be required to submit a brief Expression of Interest (EOI). Selected applicants will then be invited to submit a full application. The timeline for the allocation of Seed Funding grants is as follows:

| Action | Date |
|---|-------------------|
| EOI submissions open | 14 June 2021 |
| EOI submission deadline | 25 July 2021 |
| EOIs to go forward to full application stage selected | 16 August 2021 |
| Full application submission deadline | 13 September 2021 |
| Project selection made by the Council | November 2021 |
| Applicants notified of results | November 2021 |

What criteria does my application need to meet?

All applications for Seed Funding must address all the criteria listed.

Stage 1 - Expression of Interest (EOI)

At the EOI stage, you will need to provide a brief overview of your project including an estimate of required funding.

Your project overview needs to include information on:

- How your project will achieve waste minimisation;
- How your project will benefit our local and/or regional economy, the wider Kāpiti community and the environment; and
- How your project will become self-sustaining post Council or other subsidy.

Stage 2 – Full Application

If your EOI was successful, you will be asked to submit a full application including a detailed business case for your project.

You will need to provide the following information:

- Evidence that access to necessary waste streams is secured;
- Assumptions around waste stream costs, projected revenue, current and projected operating costs and end-use markets;
- Provision for contingencies and structured response to rising waste resource costs and/or end-use market failure;
- Estimates of performance post Council or other subsidy (will the project become self-sustaining);
- Estimates of the scale of waste minimisation and proposed methodology to measure this;
- Clear indication of benefit to the local and/or regional economy, the wider Kāpiti community and the environment;
- For pilot programmes and trials an outline of:
 - Programme and process for testing;
 - Programme for business development of the end product/results of the project/trial;
- Evidence of previous project management experience;
- A project plan to show how you will develop/market/manage your project;
- Demonstrated awareness of relevant local and regional regulations (that may require consent);

- The proportion of project funding being sought and how any remaining proportion will be funded;
- Details of any other sources of funding/sponsorship, or applications made for such;
- Proof of an entity, organisation or project bank account requiring multiple signatories.

Eligible projects and purposes

Eligible purposes include but are not limited to:

- Equipment which is necessary to achieve the outcomes of the project (please submit two quotes per item of equipment, where possible);
- Publicity or educational material directly related to the aims of the programme;
- New initiatives or improvements/expansions to existing programmes using proven existing technologies;
- Trials and pilot programmes using proven existing technologies;
- Training needs of workers;
- Skill development of project participants;
- Administration costs;
- Wages which are directly related to the project;
- Travel (The cost of travel will ONLY be funded if it can be demonstrated that it is essential for the project and is a reasonable cost. Each journey will be evaluated on its individual merit to the project).

Ineligible purposes

These will not be funded:

- Feasibility studies;
- Waste disposal, treatment or recycling costs;
- Ongoing financial support of existing activities or running costs;
- Duplications of other demonstration projects or pilot studies;
- Debt servicing;
- Retrospective projects / work already completed;
- Legal expenses;
- Any costs involved in preparing the application; and
- Catering costs.

Financial details

If you are registered for GST, please **do not** include GST in your costs. Please attach quotes and any other supporting documentation to your application. Two quotes are required for the purchase of equipment.

How do I apply for funding?

Electronic applications are preferred. Please fill in an EOI form and send your application, to be received by 5pm 25 July 2021:

Electronically to: waste@kapiticoast.govt.nz

By post to: Waste Levy Fund
Waste Minimisation Officer
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

Or deliver to: Waste Minimisation Officer
Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

All EOIs will be acknowledged by email within 5 working days of receipt.

Applications will be checked by Council staff to ensure they have been completed correctly and sufficient detail has been provided. Where applications are considered incomplete or deficient, they will be returned to the applicant for further information or clarification. Where an application is referred back to the applicant for further clarification or information, the applicant will be given a set period to respond.

All applications will be reviewed by the Grants Allocation Committee, who will then decide how the Fund will be allocated. Successful applicants will be notified immediately after the (public) meeting of the Committee.

Progress reporting and notification of project start and completion

Unless otherwise agreed, projects are expected to have started within three months of approval of funding and, for short-term projects, progress must be completed within 12 months of receipt of funding. For longer-term projects, progress towards agreed upon targets must be made within 12 months of receipt of funding.

All successful applicants will be required to report back to the Waste Minimisation Officer on an agreed timeframe, detailing their progress in completing the project, particularly the completion of significant milestones.

The applicant must notify the Waste Minimisation Officer once the project has been completed and accompany this notification with a final report on the project. Furthermore, the applicant is asked to notify the Waste Minimisation Officer of any major developments within five years of project completion (such as major expansion or cessation of the initiative).

You will be asked to submit proof of purchase for any equipment or travel costs with your Final or Progress Report.

The Kāpiti Coast District Council reserves the right to visit any project or use it for

promotional purposes where grant assistance has been given. In principle the applicant will be notified of a visit.

The Kāpiti Coast District Council reserves the right to suspend and to refuse further grant payments if, in its opinion, the grantee wilfully or through neglect causes the project to fail. The decision of the Council shall be final and there shall be no rights of appeal or review, and no right to compensation or damages of any nature.

If the project fails or finishes early for any reason, then Kāpiti Coast District Council may require any equipment purchased with grant money to be transferred to it for reallocation to another project.

Council staff who can help

- Senior Waste Minimisation Officer
- Waste Projects Manager

Phone 04 296 4700

Email waste@kapiticoast.govt.nz