

# WASTE LEVY GRANTS ALLOCATION POLICY

**5 September 2025**

## Version Control

Version	Policy title	Policy date	Reason for change
1.0	Waste Levy Grants Allocation Policy	August 2020	
2.0	Waste Levy Grants Allocation Policy	September 2025	Reviewed and updated after adoption of new WMMP. (Strategy, Operations & Finance Committee July 2025)
3.0			

# WASTE LEVY GRANTS ALLOCATION POLICY

## 1. Purpose

To support the implementation of Council's Waste Management and Minimisation Plan (WMMP) and grants allocation of the waste levy under that Plan. This Policy outlines the criteria and process for allocating waste levy funding through a grants process.

The objective of this funding programme is to assess applications and allocate Waste Levy grants for projects which achieve a high level of community involvement in practical on-the-ground waste minimisation projects which encourage community participation and long-term action.

## 2. Commencement, Review, and Availability

This policy is the Waste Levy Grants Allocation Policy 5 September 2025.

This Policy will take effect from 5 September 2025. The Policy will be monitored and reviewed after adoption of a new WMMP. It may be amended at other times as required to meet operational requirements and legislation.

## 3. Background

Councils have the ability under the Waste Minimisation Act 2008 (Section 47) to provide grants and advances of money to any person, organisation or group for the purpose of promoting or achieving waste management and minimisation within their district, in line with their WMMP.

Kapiti Coast District Council adopted the Wellington Region Waste Management and Minimisation Plan (WMMP 2023-2029) as its WMMP in December 2023.

This Policy supports the objectives of the WMMP:

- Objective 2: There is collective responsibility within the Wellington region for reducing our resource use and protecting our natural environment.
- Objective 3: The conditions are in place to support everyone to use fewer resources and minimise waste.
- Objective 4: Material circularity is increased through reuse, resource recovery, waste infrastructure and services.
- Objective 5: It is accessible and convenient to reduce waste, reuse materials, and minimise disposal to landfill in line with the waste hierarchy.

- Objective 7: Resource recovery facilities and waste systems are resilient and able to cope with emergency events.

Kapiti Coast District Council's Local Action Plan sits within the WMMP 2023-2029, and has the following actions:

- #4: Provide annual contestable waste minimisation grants for community groups and explore options for streamlining the community grants process.
- #6: Provide annual contestable business waste minimisation grants and explore options for streamlining the business grants process.
- #7: Work with local businesses to investigate, consider, trial and implement initiatives that achieve waste reduction.
- #14: Explore options for satellite Zero Waste/Recycling hubs in the district in collaboration with community groups, businesses, NGO's and other organisations.
- #15: Continue to support green waste diversion from landfill by composting or other methods.

## 4. The Objectives of this Policy

1. To increase the range, scale, impact and number of waste minimisation activities in the Kāpiti Coast district through effective use of the waste levy fund.
2. To ensure compliance to WMMP objectives, and an optimal and transparent process for allocation of waste levy funding to waste minimisation projects.

To support the implementation of the WMMP 2023-2029 and subsequent versions.

## 5. Grant categories

Grant allocations may be made under the appropriate categories outlined below. Projects cannot receive allocation from more than one category in any one year.

**Category 1: Community Projects** – up to \$50,000 total funding in one year.

To support practical waste minimisation projects that:

- encourage community participation and education
- benefit the Kāpiti Coast community
- lead to long-term waste minimisation actions and behaviour change.

This fund is available to:

- community groups
- businesses
- iwi/Māori organisations
- educational institutions
- neighbourhood groups
- other community-based organisation.

**Category 2: Local Business – up to \$50,000 total funding in one year.**

To support existing businesses to implement measures that will lead to long term and measurable minimisation of the waste resulting directly from the business's operations.

Applications can be made for up to 75% of the project's total cost. The internal council officer panel may recommend to Council a higher level of co-funding by the applicant on a per-application basis, based on expected realised impact, the above criteria, the reasonable likelihood of project success, and with consideration to overall demand for business waste reduction funding.

This fund is available to:

- Businesses.
- Organisations.
- Social Enterprises.

**Category 3: Small Grants (Community groups) – up to \$20,000 total funding in one year.**

For Community Project category grants not exceeding \$2,000 an internal panel of council officers will appropriately assess and approve eligible applications received against criteria in section 6 of this Waste Levy Grants Allocation Policy. Grant applications under this category can be submitted at any time and will be assessed not less than six monthly. The maximum funding pool available will be set at the start of each financial year by the waste levy budget holder.

This fund is available to:

- community groups
- iwi/Māori organisations
- educational institutions
- neighbourhood groups
- other community-based organisations.

**Category 4: Seed Funding & Innovation**

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.

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

Seed Funding applications will be selected in a two-stage process. In the first stage applicants will be required to submit a summary Expression of Interest (EOI). Shortlisted applicants will then be invited to submit a full application.

## 6. Criteria

**Primary criteria:**

All projects must aim to achieve measurable waste minimisation outcomes. These include the elimination or reduction of waste at the source, and the reuse, recycling and recovery of waste and diverted materials for further use or processing.

Council's waste minimisation priorities target the following waste streams and areas:

- circular economy development, infrastructure and logistics
- organic waste
- construction and demolition waste
- shift to a low or zero-waste society, with inclusive and equitable outcomes
- projects that fill a gap within current waste services in Kāpiti.

Within the primary criteria, when assessing applications and allocating funds the following factors will be considered:

- how closely the application fits with the objectives of the WMMP
- the clear aims and objectives of the applicant and the project for which the grant is requested
- appropriate evidence of a sound management structure and good financial management (commensurate with the level of funding being sought)
- the identification and evaluation of the local needs the project will be responding to
- the level of community involvement in the project
- the use of any previous money granted by Council for other waste minimisation projects, or any other Council grant-supported projects
- the expected outcomes and benefits of the service/project for the Kāpiti Coast District.

For Category 4: Seed Funding & Innovation additional criteria will apply to stage 2 of shortlisted applications:

Provision of a business case which includes:

- 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 performance in terms of waste minimisation, and proposed methodology to measure this;
- Clear indication of benefit to the local and/or regional economy, to the wider Kāpiti community, and to the environment;

For pilot programmes and trials an outline of:

- a programme and process for testing;
- a programme for business development of the end product/results of the project/trial.

## 7. Eligibility

Eligible projects, activities and costs:

- new programmes, infrastructure, projects, or events that directly promote waste minimisation
- measurable improvements or expansions to existing programmes
- equipment necessary to achieve the programme's outcomes (two quotes per item are required, where possible)
- publicity or educational resources directly related to the programme's objectives and outcomes
- specific training needs of workers involved in the project
- skill development of programme participants
- administration costs and project-related expenses (up to \$500)
- wages that are directly related to the project.

Ineligible projects, activities and costs:

- applications that do not align with the purpose of the Waste Levy Policy and its guidelines
- waste disposal and recycling costs
- ongoing financial support or running costs of activities (recurring activities like waste minimisation at public events may be funded for a maximum of three years)
- subscriptions and memberships
- debt servicing
- projects or costs that have already occurred or been committed to
- costs involved in preparing the application
- catering costs
- water and energy conservation.

## 8. Process

Allocation of Levy funds will generally be in accordance with the following process:

1. Available funding in each category will be confirmed at the start of each financial year by the Waste Levy budget holder. Not all categories may be made available annually, depending on Council priorities and budget constraints.
2. Applications are to be made online through Council's approved grant-management system. Paper application forms can be made available on request.
3. Council will use its established communications channels to notify the application period which may be adjusted annually due to committee availability.
4. A panel of council officers will be assigned at the start of each financial year, including the waste levy budget holder and/or appointed representative(s) from Waste Projects & Minimisation, and additionally Economic Development and Climate & Connected Communities teams (or for the latter from council teams that fulfil the same or similar functions).

**For grants \$2000 and under:**

5. A council officer panel will aim to consider applications not less than twice per financial year.

**For community & business grants over \$2000:**

6. An internal council officer panel will recommend funding to the Grants Allocation Committee (Waste Levy).

**For Category 4 Seed Funding:**

7. Grants allocation will be undertaken in a two-step process whereby applicants are required to submit a summary Expression of Interest (EOI) first.
8. From the EOIs received, a panel of Council officers will assess projects to proceed to the next application stage. Selected applicants will then be invited to submit a full application.
9. The preferred applicant's EOI and business case will be taken to the relevant committee (dependant on total amount recommended for funding) for approval.

## 9. What to include in proposals

The project proposal must include the following:

- An outline of how waste minimisation success and outcomes will be measured. Success must be quantifiable and reported back to the Council (Council staff are available to provide guidance on reporting methodology).
- An estimate of cost savings resulting from the project. Priority will be given to projects where expected savings are not sufficient to cover project costs.
- A plan for how the project will be developed, marketed, and managed (if applicable).
- The proportion of project funding being sought and how any remaining proportion will be funded.
- Details of any other sources of funding or sponsorship, or applications made for such.
- Proof of an entity, organisation, or project bank account requiring multiple signatories.
- Quotes and any other supporting documentation to your application. Two quotes are required for consideration of the purchase of equipment.

## 10. Grant Acceptance and Accountability Requirements

**Acceptance of grants**

Successful applicants with proposals/projects allocated funding will receive a funding agreement to review, sign and return to Council's waste minimisation team, with email being the preferred channel.

General terms for funds allocated will be available on Council's website at the time that applications are called and will subsequently form part of the funding agreement.

Specific terms for a particular proposal/project will be discussed with the successful applicant at the time they are notified of their successful application and will form part of the funding agreement.

The funding agreement must be signed and returned within 20 working days of receiving the email, or the Waste Team must be contacted to discuss the applicant's situation.

### **Accountability**

Where grant assistance has been given, Council reserves the right to:

- use the project for promotional purposes with respect to the fund or to waste minimisation activities within the district
- request progress updates, and/or visit any project to ascertain activity and progress (where possible the applicant will be given five (5) working days' notice of any visit).
- at its absolute discretion, to suspend and/or refuse further grant payments if, in its opinion:
  - the project is being managed in such a way that it is unlikely to succeed, or
  - the grantee is wilfully or through neglect, likely to cause the project to fail
- pursue reimbursement of funds advanced if the project is not to progress or funds have been used on activities and cost that are outside the stated scope of the project, or ineligible for funding under this Policy.

In respect to the withdrawal of funding, applicants accept that Council's decision is final, with no right of appeal or review, and no right to compensation or damages of any nature.

### **Report Back**

Not later than 12 months from funding approval by Council resolution successful applicants must complete and return via email to waste minimisation officers a project report back summary. This must include at minimum:

- Project achievements, challenges, lessons learnt, and a record of expenditure with evidence of purchases made with funds.
- Quantifiable waste minimisation outcomes that were stated in the project grant application.