Waste Levy Fund for Business Waste Reduction

Application form

***Please read the*** [***Fund Criteria & Application Guidelines***](https://www.kapiticoast.govt.nz/media/37974/business-waste-reduction-fund-criteria-and-application-guidelines-2020-21.pdf) ***before completing this form.***

**1. Group/business/organisation:**

Click here to enter text.

**2. Contact**

Full name:

Click here to enter text.

Role within business/organisation:

Click here to enter text.

Address:

Click here to enter text.

Phone numbers:

Mobile: Click here to enter text.

Secondary number: Click here to enter text.

Email:

Click here to enter text.

How did you hear about the Waste Reduction Grant(s)?

Click here to enter text.

1. **Project plan**

Briefly describe proposed project:

Click here to enter text.

Start date: Click here to enter a date.

End date: Click here to enter a date.

Is this a new or ongoing project?

[ ]  New

[ ]  Existing

1. **Project details**

How will this project lead to the long term reduction of waste from your operations?

Click here to enter text.

Project geographical boundaries:

Click here to enter text.

How will success be measured and reported to Council?

Click here to enter text.

Provide an estimate of cost savings to your business as a result of the proposed project (*if applicable*):

Click here to enter text.

How do you intend to develop, market or promote your project (*as applicable*)?

Click here to enter text.

1. **Priority funding areas**

Indicate what waste stream(s) or areas your project is targetting?:

[ ]  Organic Waste

[ ]  Construction and Demolition Waste

[ ]  Projects that fill a gap within current waste services in Kāpiti

[ ]  Other: Click here to enter text.

1. **Funding Details**

A funding pool of $20,000 is available for Business Waste Reduction projects 2020/21. This fund pool is shared between Seed Funding and Business Waste Reduction categories. There is no minimum amount per application. Check the [guidelines](https://www.kapiticoast.govt.nz/media/37974/business-waste-reduction-fund-criteria-and-application-guidelines-2020-21.pdf) for a list of eligible and ineligible costs. Two supporting quotes are required (if possible) for any proposed equipment purchases.

GST will be included in addition to the grant where the:

* applicant is GST registered
* project is part of the applicant’s taxable activity
* GST number is supplied (*upon request if application is successful)*

If you are registered for GST, do not include GST in your costs.

If you are not registered for GST, please provide total costs.

**Estimated total cost of project:** ($)

Click here to enter text.

**Total amount requested from the Waste Levy Fund:** ($)

*Please note that applications can be made for up to 50% of total project costs.*

*Please indicate incl. or excl. GST*

Click here to enter text.

**Breakdown of application by task and item:**

Click here to enter text.

Have you applied to any other organisation for funding/sponsorship for the same project?

Click here to enter text.

Is this project likely to recur or extend beyond the 12 months of this funding round?

[ ]  Yes

[ ]  No

If yes, what is the potential for the project becoming self-funding?

Click here to enter text.

Do you have any other information to support your application?

Click here to enter text.

Please list any relevant supporting information (e.g. meeting minutes resolving to undertake the project/apply for the Fund; project plans) and attach copies:

Click here to enter text.

1. **Declaration**

By typing my name in the box below, I certify that the information on this form is correct.

I understand that if the information is not correct, then the Council may refuse to consider the application, require immediate repayment of any grant, cancel any other entitlement granted and/or enforce its rights.

Every applicant must use grant monies only for the purpose for which they are granted and account for them.  If that is not done, any grant monies paid must be repaid to the Council on demand. If the actual cost of purchased equipment is lower than the initial quote, the difference will be repaid to the Council at the same time that the purchase price is paid. Proof-of-purchase will be forwarded to the Council.

I understand that any personal information collected in relation to this application will be treated in accordance with the Council's Privacy Statement and the Privacy Act 1993.

If this application includes personal information, I have obtained the consent of all persons concerned to provide it.

Please ensure you have read and understood this statement prior to submitting your application.

Full name: Enter full name to accept this declaration.

Date: Click here to enter the date.

1. **Checklist**

*Have you…*

[ ]  Completed all sections of this form?

[ ]  Attached all relevant supporting documentation including copies of quotes (if possible)?

[ ]  Accepted the declaration and dated the application form?

Send your application, to be received by 5pm, 20 October 2020;

electronically to: waste@kapiticoast.govt.nz

by post to: Waste Levy Fund

C/- Waste Minimisation Officer/Advisor

Kāpiti Coast District Council

Private Bag 60601

Paraparaumu 5254

deliver to: Waste Minimisation Officer/Advisor

Kāpiti Coast District Council

175 Rimu Road

 Paraparaumu