

Waste Levy Fund for New Technologies and Seed Funding

Fund Criteria & Application Guidelines

Aim

The Waste Levy Fund for New Technologies and Seed Funding seeks to encourage the establishment of waste minimisation businesses on the Kāpiti Coast and create opportunities for waste minimisation and economic development through innovative processes and technologies.

Who can apply?

The Fund is available to businesses, organisations or individuals.

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

The fund

The fund pool is subdivided into two categories:

- Category A is for new technology proposals
- Category B is for businesses using proven existing technologies and processes

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

How much funding is available and for how long?

Expressions of Interest (EOIs) for the 2019/2020 fund pool of \$50,000 are open from 22 July 2019 to 20 September 2019. Multi-year applications may be made up to a maximum of three years. Any agreement to provide funds for more than one year will be treated as a contract for service and recipients will be required to provide an annual report on progress against the contract performance indicators.

When will I know if my application is successful?

Projects will be selected from the EOIs during December 2019 and applicants will be invited to develop them into full applications. The closing date for full applications will be in February 2020 (the exact date will be announced after the EOI selection process in December). The projects to be funded will then be selected and discussed by the Grants Allocation Committee. Successful applicants will be notified of the decision following the Committee meeting planned for March/April 2020.

What criteria do I need to address in my application?

All applications must address all the criteria listed as relevant to the category applied for. Full details of how your project meets the criteria are not required in the EOI. However, a general description of the project which addresses these points should be included in the EOI.

Category A criteria for New Technologies proposals:

A proposal that includes:

- Description and/or proof of unique intellectual property (IP) contribution;
- Programme and process for testing;
- Programme for business development of the end product/results of the project/trial; and
- Indication of other funding contributors.

Category B criteria for Businesses using proven existing technologies and processes:

A business case is provided 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 (*review and (independent) sign off on one or more assumptions can be required by the Council*);
- Provision for contingencies and structured response to rising waste resource costs and/or end-use market failure (*review and (independent) sign off of this information can be required by the Council*);
- Estimates of performance post Council or other subsidy;
- Estimates of the scale of performance in terms of waste minimisation; and
- Clear indication of benefit to the local economy and/or regional economy.

What other information do I have to provide?

At the application stage, you will be asked to provide the following information:

- Details of any other sources of funding/sponsorship, or applications made for such;
- Evidence of previous project management experience;
- Proof of a business, organisation or project bank account requiring multiple signatories.

Eligible purposes

Eligible purposes include but are not limited to:

- Equipment which is necessary to achieve the outcomes of the project (*if your project is selected for a full application, you will be asked for two quotes, if possible/applicable, for each item*)
- Publicity or educational material directly related to the aims of the programme
- Improvements or expansions to existing programmes
- 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.*

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? The process:

Activity	Date
EOI submission deadline	20 Sept 2019
EOIs to go forward to full application stage selected	20 Sept – Dec 2019
EOI submitters notified of decisions	Dec 2019
Selected projects submit full applications	Dec 2019 – Feb 2020
Project selection made by the Council	March/April 2020
Applicants notified of results	March/April 2020

Please send your EOI, to be received by 12.00pm on 20 September 2019;

Electronically to: katharina.kennedy@kapiticoast.govt.nz

By post to: Waste Levy Fund
C/- Katharina Kennedy
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

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

All EOIs will be acknowledged by email within 10 working days of receipt.

A selection will be made from the EOI list for projects to be taken forward to the full application phase. It is intended that submitters of EOIs will be notified of the results of this process in December 2019.

Selected projects will make a full application for funding, using the application form provided in February 2020 (date tba).

Projects to be funded will be selected in March/April 2020 depending on a meeting of the Grants Allocation Committee and results of this selection process will be communicated to all applicants following the meeting.

Progress reporting and notification of project completion

All successful applicants will be required to report back to the Solid Waste Manager on an agreed timeframe, but at least once every four months, detailing their progress in completing the project, particularly the completion of significant milestones.

The applicant must notify the Solid Waste Manager once the project has been completed and accompany this notification with a final report on the project.

You will be asked to submit proof of purchase for any equipment or travel costs with your Final or Progress Report. Your contract for service (multi-year projects) may include a requirement to submit audited accounts each year.

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.

Council staff who can help

- Waste Minimisation & Services Officer (first point of contact)
- Solid Waste Services Manager

Please phone 296 4700

