

Waste Levy Fund for Community Projects

Fund Criteria & Application Guidelines

Aim

The Waste Levy Fund for Community Projects seeks to support practical on-the-ground waste minimisation projects which encourage community participation and education and/or are of benefit to the community of Kāpiti and lead to long term waste minimisation action.

Who can apply?

The Fund is open to community groups, businesses, Iwi/Maori organisations, educational institutions, neighbourhood groups of at least five households, and other community-based organisations.

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

How much funding is available?

Applications for the 2019/20 fund pool of \$20,000 open on 22 July 2019 and close on 20 September 2019. There is no set maximum or minimum amount per application. The Fund is contestable and each application will be assessed on its merits on a case-by-case basis.

What do I need to address in my application?

No application is expected to meet all the criteria, but all applications must address all the primary criteria listed. Secondary criteria will be used when the fund is oversubscribed.

Primary criteria

- The project will lead to long term waste minimisation actions by participants;
- If the applicant is not a business or organisation, the project must have the direct involvement of at least five households;
- Funding is only available for projects or portions of projects taking place within the boundaries of the Kāpiti Coast District; and
- The project proposal shows how success will be measured in terms of waste reduction and skills learnt. Success must be quantifiable and reported back to the Council (Council staff are available to provide guidance and support on methodology for reporting – see end of form for contact details.)

Secondary criteria & considerations

- Young people are involved in the project;
- The project draws on skills and knowledge held within the community about waste minimisation and /or reducing the need for waste (e.g. knowledge of preserving rather than wasting food held by an older person);
- The breadth and scale of community involvement in the project;
- Other sources of funding that may be available to a project;
- The proportion of project funding being sought and how any remaining proportion will be funded; and
- The likelihood of the project becoming self-sustaining.

What other information do I have to provide?

The application form also asks for the following information to be provided:

- Details of any other sources of funding/sponsorship, or applications made for such;
- Evidence of previous project management experience;
- A project plan to show how you will develop/market/promote your project;
- Evidence of community support;
- Three quotes (if possible) for any equipment purchases (screenshots from websites are acceptable);
- Likelihood of self-funding in the longer term (if the event is recurring);
- Demonstrated awareness of relevant Council bylaws and/or regulations;
- If you are applying as a project with householder involvement, a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least five participating households.

Eligible purposes

- Equipment which is necessary to achieve the outcomes of the programme;*
- 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 programme participants;
- Administration costs and project-related expenses (up to \$500);
- New programmes, projects or events; and/or
- Wages which are directly related to the project.

* Each item of equipment will be evaluated on its individual merit to the project. Three quotes are required (if possible) for the purchase of equipment.

Ineligible purposes

- Applications for purposes that do not directly relate to the scheme;
- Subscriptions and memberships;
- Debt servicing;
- Projects or programmes and related costs which have already occurred;
- Any costs involved in preparing the application; and
- Catering costs.

Financial details

If you are registered for GST **do not** include GST in your costs. Please attach **quotes** and any other supporting documentation to your application. Three quotes are required (if possible) for the purchase of equipment.

How do I apply for funding?

Electronic applications are preferred. Please fill in an application form and send the form and your supporting information to the address given on the form by 20 September 2019. All applications will be acknowledged by email within 10 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.

If you do not already have a bank account for your project, you will need to take a copy of minutes from the meeting at which you resolved to apply for funds to a bank and open a bank account for your group. Once the Council has received a deposit slip, the funds can be transferred to the account.

Action	Date
Applications open	22 July 2019
Applications close	20 September 2019
Committee decides on applications and allocates funds	December 2019
All applicants notified of outcome	December 2019

Progress reporting and notification of project completion

Projects must be completed within twelve months of notification that funding will be granted. Where this is not feasible, permission to extend the funding duration must be sought from the Waste Minimisation Officer (WMO).

All successful applicants will be required to report back to the WMO on a regular basis detailing their progress in completing the project, particularly the completion of significant milestones.

The applicant must notify the WMO once the project has been completed, and provide a final report. The final report must include an estimate of the amount of waste minimisation as a result of the project; this may be obtained by conducting a follow-up waste audit or other means. The final report must also include receipts/invoices to document spending of the grant.

The Council reserves the right to visit any project or use it for promotional purposes where grant assistance has been given. In all cases the applicant will be notified of a visit.

The Council reserves the right to suspend and to refuse further grant payments if, in the opinion of the Grants Allocation Subcommittee, 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 and Services Officer
 04 296 4765
waste@kapiticoast.govt.nz

