

Waste Levy Fund for Community Projects

Fund Criteria & Application Guidelines

2020/21 funding round

Aim

The Waste Levy Fund for Community Projects seeks to support practical 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 and behaviour change.

Who can apply?

The Fund is open to community groups, businesses, Iwi/Māori 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 2020/21 fund pool of \$30,000 open on 1 September 2020 and close on 20 October 2020. There is no minimum amount per application. Each application will be assessed on its merits, on a case-by-case basis.

What information do I have to provide in my application?

To help us assess how well your project meets the aim of the Waste Levy Fund, you will be asked for the following information and supporting documents in the application form:

- How will the project lead to long term waste minimisation actions and behaviour change by participants;
- How will success be measured in terms of waste reduction and skills learned. 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);
- The breadth and scale of community involvement in the project (please provide evidence, i.e. letters of support or similar where possible);
- How you will develop/market/promote your project;
- Evidence of previous project management experience;
- The likelihood of the project becoming self-sustaining;
- 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;
- Two quotes (if possible) for any equipment purchases (screenshots from websites are acceptable);
- If you are applying as a group of households, 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

- New programmes, projects or events; and/or
- Improvements or expansions to existing programmes;
- Equipment which is necessary to achieve the outcomes of the programme*;
- Publicity or educational material directly related to the aims of the programme;
- Training needs of workers;
- Skill development of programme participants;
- Administration costs and project-related expenses (up to \$500);
- Wages which are directly related to the project.

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

Ineligible purposes

- Applications that do not meet the purpose of the Waste Levy Policy and its Guidelines;
- Waste disposal, treatment or recycling costs;
- Ongoing financial support or running costs of activities (some recurring activities, such as waste minimisation at public events, may be funded for a maximum of two years but no more);
- 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. Two 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 5pm 20 October 2020. 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 after the (public) meeting of the Committee.

If you do not already have a bank account for your project, you will need to 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	1 September 2020
Applications close	20 October 2020
Acknowledgement of your application by email	3 November 2020
Committee decides on applications and allocates funds	February 2021
All applicants notified of outcome	February 2021

Progress reporting and notification of project completion

The applicant must notify the Waste Minimisation Officer (WMO) that the project has started, and once the project has been completed. On project completion, a final report is to be provided.

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 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 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 or refuse further grant payments if, in the opinion of the Grants Allocation Committee (Waste Levy), 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

Waste Minimisation Officer/Advisor

04 296 4700

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