

Chairperson and Committee Members
GRANTS ALLOCATION COMMITTEE

7 FEBRUARY 2019

Meeting Status: **Public**

Purpose of Report: For Decision

HERITAGE FUND GRANT ALLOCATIONS 2018-19

PURPOSE OF REPORT

- 1 This report summarises applications for grants from the Heritage Fund and makes recommendations on funding allocations.

DELEGATION

- 2 The Committee may make a decision under the following delegation in Sections B.6 of the Governance structure:

“This Committee will consider and allocate grant moneys in accordance with the meeting cycles and criteria of five granting programmes...Heritage Fund.”

BACKGROUND

- 3 The Heritage Fund was established in 2001 with the intention of assisting and actively encouraging landowners and members of the Kāpiti Coast community to manage, protect and enhance natural features throughout the district, including ecological, geological, historical and cultural sites.
- 4 To be eligible for funding, projects must meet the criteria set out in the Heritage Fund Application Criteria and Guidelines, attached as Appendix 3, or be a contribution to the establishment of a QEII Trust covenant.
- 5 A total of 10 applications for funding in 2018-2019 have been received requesting a total of \$30,455, slightly less than the \$30,461 available for allocation this year. All the projects meet the funding criteria and merit support.
- 6 Nine applications are for projects in the heritage feature management and preservation categories, and one is for a project in the research and education category. The following section will cover the details of each project and provide reasoning for the recommendations made. The location of projects is shown on a map (Attachment 1), and there are photographs of project sites (Attachment 2).

CONSIDERATIONS

95 Panorama Drive

- 7 This large (5.35ha) property includes edges of a much larger Ecological Site (KO95, 72ha) encompassing the top and eastern flanks of the north end of the Paraparaumu Escarpment. The property adjoins the Council's Kaitawa Reserve and includes riparian margins of the Wharemauku Stream. The applicant

proposes a natural heritage management project to control pest animals that predate native birds and insects and inhibit regeneration of native bush.

- 8 Ecological Site KO95 is regarded as regionally significant because it comprises under-represented kohekohe-titoki coastal forest and a large area of regenerating kanuka-mahoe forest. It also provides an ecological link between the Council-owned Raumati Escarpment (Matai Huka) and Kaitawa Reserve, both of which are undergoing restoration.
- 9 The owners of this property are dedicated conservationists who are committed to restoring the values of their ecological site. They have constructed predator fences along three sides of the property and for seven years have attempted to control pest plants and animals. They have applied for **\$1,554** out of a project cost of **\$11,600** to expand and maintain a network of bait stations and kill traps to control possums, stoats, rats, feral cats and hedgehogs.
- 10 The project meets the Heritage Fund criteria. The landowner's contribution is much greater than the amount stated in the application. Their outstanding pest animal control efforts merit full support, not least because they help protect Kaitawa Reserve; therefore it is recommended that funds are granted as requested.

182 Te Hapua Road, Te Horo

- 11 This application is for funding in support of establishing a QE II Trust covenant to protect in perpetuity a 10ha wetland, part of the regionally significant Te Hapua wetland complex identified as Ecological Site K057 in the District Plan.
- 12 The Te Hapua wetland complex is highly representative of the formerly extensive swamps that characterised the Kāpiti district, and is regarded as one of the best and largest remaining examples. The wetland provides habitat for threatened bird species such as spotless crane, Australasian bittern and dabchick. Many threatened and rare plant species are also found at Te Hapua, including *Ranunculus macrocarpus*, *Carex dipsacea*, *Potentilla anserinioides* and *Baumea articulata*.
- 13 Establishing the covenant at 182 Te Hapua Road will require construction of 3.8km of stock-proof fencing costing \$91,000. Though the QE II Trust and Greater Wellington Regional Council will provide subsidies, the landowner faces high establishment costs.
- 14 Under the Heritage Fund criteria, feature preservation projects of this type are accorded top funding priority because they result in the strongest possible legal protection in perpetuity. In this case part of the core of a regionally significant wetland will be covenanted, becoming subject to a trust deed requiring protective biodiversity management. Heritage Fund criteria also stipulate, however, that individual grants cannot exceed **\$5,000**. Therefore it is recommended that **\$5,000** is granted.

Paekākāriki Heritage Trail

- 15 This application in the research and education category is to subsidise the production of signs for a Paekākāriki Heritage Trail.
- 16 The Paekākāriki History Group, the Paekākāriki Station Museum and the Paekākāriki Community Trust are collaborating on the project, also supported by the Paekākāriki Community Board.

- 17 Signs bearing historical photographs and information would be installed around Paekākāriki, creating a Heritage Trail. The goal is to create a visitor attraction that would increase foot traffic around the village, while informing and entertaining locals.
- 18 The application is for a grant of **\$500** out of an estimated cost of **\$1,000** for producing and installing 10 signs around Paekākāriki. As the application meets the Heritage Fund criteria it is recommended that funding is granted as requested.

647 Rahui Road, Ōtaki

- 19 An escarpment runs above the end of Rahui Road that is partly clad in native bush, identified and protected in the District Plan Heritage Register as ecological site K025.
- 20 At 647 Rahui Road the bush covers the upper part of the escarpment, with the remainder of the steep slope in rough pasture. During the last three years the owners have fenced and retired a small area below the bush. With Council advice they have planted the retired area with local native trees, which have grown quickly.
- 21 The success of this pilot project has inspired the owners to fence, retire and plant a larger area of .24ha to buffer the ecological site and improve connectivity with an unprotected strip of native bush running along the toe of the escarpment beside Rahui Road. They have contacted the QEII National Trust with the intention of covenanting the ecological site and the retired areas to protect them in perpetuity.
- 22 The application is for funding to subsidise maintenance of restoration planting undertaken during the last three years. Further planting is needed to fill gaps among the 2,000 native trees planted, and regular weed control is needed for at least another year. The planted area of pioneering species will buffer the existing bush, and eventually merge with it through natural succession of canopy species such as kohekohe.
- 23 This restoration project meets Heritage Fund criteria and should have significant biodiversity benefits. In addition to buffering the ecological site a large new area of bush habitat will be created and eventually protected by covenant.
- 24 The application is for **\$1,500** out of a project cost of **\$3,000**. It is recommended that **\$1,500** is granted.

State Highway 1, Ōtaki

- 25 This is a heritage management project to restore Haruatai Forest, a regionally significant swamp forest remnant listed as Ecological Site K015 in the District Plan Heritage Register.
- 26 Haruatai forest covers 7ha, making it the second biggest swamp forest remnant in the district after Nga Manu-Jacks Bush. The remnant is a taonga of local iwi, and is included in Greater Wellington Regional Council's Key Native Ecosystem programme, which funds protective management of the region's top 64 biodiversity sites..
- 27 Though a corner of the forest extends into Haruatai Park most of the forest and surrounding farmland is in joint Maori ownership, administered by a trust. The

farmland is leased to a farmer who has grazed cattle in unprotected parts of the remnant.

- 28 Since 2008 Council's Biodiversity Programme Manager has collaborated with Greater Wellington Regional Council biodiversity staff to help the trust manage the forest by controlling pest plants and animals.
- 29 The forest is now used as an outdoor classroom by Te Wananga O Raukawa students. During the last three years 1,800 native trees were planted by students, trust representatives and Council staff as part of a biodiversity restoration programme.
- 30 The application is for **\$3,000** out of a project cost of **\$8,500** to continue the programme by planting more trees and controlling pest plants and animals. Greater Wellington Regional Council will contribute **\$5,000** from its Key Native Ecosystem programme.
- 31 Under Heritage Fund criteria the restoration of Haruatai Forest is a priority for funding because of its biodiversity and heritage values. Therefore it is recommended that funds are granted as requested.

1400 Ōtaki Gorge Road, Ōtaki

- 32 This is a Natural Heritage Management Project to assist the control of pest animals and weeds on a 125ha block on the edge of Tararua Forest Park. The block is part of Ecological Site K017 and is almost entirely covered by native bush, including primary forest on steep faces that escaped logging.
- 33 As such it is a valuable part of an evolving 'mountains to the sea' ecological corridor that has the potential to link the wilderness of the Tararua Ranges to Kāpiti Island via the Ōtaki River. The block provides habitat for keystone species such as kereru, and has resident populations of many native forest bird species including tomtit, whitehead, rifleman and bellbird.
- 34 Pest animal control on this block complements intensive control on adjacent Department of Conservation land conducted as part of 'Project Kākā', an innovative ecological management initiative designed to improve biodiversity in selected areas of the Tararua Forest Park.
- 35 The applicants are dedicated conservationists who have already spent large sums protecting and restoring biodiversity on their land. They are seeking a contribution of **\$3,850** toward the **\$8,000** cost of extending and maintaining an existing 3km network of bait stations and traps to control possums, stoats and rats.
- 36 This project meets the Heritage Fund criteria for natural heritage management. Therefore it is recommended that funds are granted as requested.

176 Te Hapua Road, Te Horo

- 37 This is a Natural Heritage Management project to enhance parts of the regionally significant Te Hapua wetland, which is registered as an ecological site (K057) in the District Plan Heritage Register. The parts of the wetland complex on this property are protected by a QE II covenant.
- 38 The owner is following a management plan for restoration of the wetland prepared by ecologist John Preece, and has received advice and support from Kāpiti Coast District Council, Greater Wellington Regional Council and the

Department of Conservation. The restoration sites were fenced to exclude stock, pine and willow trees and other pest plants that were degrading the wetland were removed, and the owner is replacing them with eco-sourced native plants grown in her own nursery. Pest animals such as possums and stoats are being controlled using traps. The owner keeps a restoration diary, and has recorded spending more than 200 hours a year on the project.

- 39 The owner helped establish a residents' care group for the greater Te Hapua wetland which has been active in promoting restoration and sustainable management.
- 40 The application is for **\$4,500** out of a project cost of **\$9,000**, to cover plant purchase, nursery expenses, and the employment of a labourer to help with heavy work too onerous for the applicant, who is in her 70's. The project meets the Heritage Fund criteria. Therefore it is recommended that funds are granted as requested.

701 State Highway 1, RD 1, Ōtaki

- 41 This application is to subsidise pest plant control and restorative planting around the margins of a stream and a wetland connected to swamp forest at the property colloquially known as 'Marycrest', north of Te Horo.
- 42 The property was purchased two years ago by owners keen to reverse years of neglect and opposition to protective ecological management of a significant swamp forest remnant. They supported adding the swamp forest and an associated wetland to the Proposed District Plan Heritage Register as Ecological Site K235, and have sought restoration advice from Council biodiversity staff.
- 43 Among many positive first steps the new owners installed a network of stoat and rat traps to reduce predation of native bird species. They also fenced and retired 180m of stream running into the wetland. They now seek funding to subsidise restorative planting of the stream margins. This will benefit both the stream and the wetland by improving water quality and fish habitat, and by increasing the area of habitat complementary to the remnant swamp forest.
- 44 Before European settlement tracts of ancient swamp forest were an outstanding ecological feature of the coastal plain, rich in biodiversity. Drainage and clearance reduced this forest type to a few scattered fragments, however, leaving Marycrest as a small but outstanding example, containing several of the district's biggest kahikatea trees.
- 45 The application is for **\$5,000** out of a project cost of **\$10,356**. As the application meets the Heritage Fund criteria for heritage management, and swamp forest remnants are a restoration priority, it is recommended that funds are granted as requested.

243 State Highway1 North, Ōtaki

- 46 O te Pua wetland north of Ōtaki is listed as Ecological Site KO13 in the District Plan and is part of Greater Wellington Regional Council's Key Native Ecosystem Programme, placing it among the region's top biodiversity sites.
- 47 The owners of the eastern end of the 25ha wetland have spent the last 20 years protecting and restoring a 7ha area to a model standard. They have controlled pest plants and animals and planted thousands of native plants in and around the wetland to create a haven for wildlife.

- 48 A bird survey conducted last year found the wetland provides habitat for threatened species such as dabchick, Australasian bittern, spotless crane and marsh crane.
- 49 The owners have placed a QE II Trust covenant on their part of the wetland to protect it in perpetuity.
- 50 They have applied for a Heritage Management subsidy to fence and retire a 1ha area adjacent to the wetland. The area will be planted with local native trees to provide complementary forest habitat beside the wetland.
- 51 The application is for **\$3,071** out of a project cost of **\$6,203**. As the application meets the Heritage Fund criteria for heritage management and protection, and O te Pua wetland is a priority site for restoration, it is recommended that funds are granted as requested.

71 Aston Road, Paraparaumu

- 52 This application is to support restoration of native vegetation to 2.7km of Waikanae River bank on a farm opposite the Waikanae Water Treatment Plant.
- 53 For the last five years the owners of the farm on the south bank of the river have sought and followed advice from Council biodiversity staff regarding protective management of five ecological sites on their property.
- 54 Council staff have also collaborated with Greater Wellington Regional Council biodiversity staff in helping the owners clear large infestations of blackberry and other weeds from the river banks as preparation for restoration planting. The aim is to restore native vegetation to the banks to connect bush remnants and complement mature bush growing on Council water supply reserve land on the north bank. This would further the Waikanae River Environmental Strategy objective of creating a 'Mountains to the Sea' ecological corridor linking the Tararua Ranges with Kāpiti Island.
- 55 The application is for **\$2,480** out of a project cost of **\$6,000** to fund the planting of ecologically sourced native trees in areas formally infested with blackberry. Restoring native bush to this large riparian area adjacent to ecological sites fulfils the Heritage Fund Criteria for a heritage feature management project. Therefore it is recommended that funding is granted as requested.

ADDITIONAL CONSIDERATIONS

Policy considerations

- 56 There are no policy implications associated with this report.

Legal considerations

- 57 There are no legal considerations.

Financial considerations

- 58 If funding is approved as recommended, the 2018-2019 Heritage Fund budget will be underspent by \$6. There are no other financial considerations.

Tāngata whenua considerations

- 59 There are no tāngata whenua considerations.

Strategic considerations

- 60 Enhancing the natural environment is one of four key challenges contained in Council's long term plan 2018-38. Grants from the Heritage fund contribute directly to meeting this challenge by improving biodiversity. They also align with the plan's 3-year focus by incentivising the protection and enhancement of local native flora and fauna as expressions of our distinct district identity, and by supporting the protection and restoration of native vegetation as a positive response to climate change.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

- 61 This matter is not deemed significant under Council's Significance and Engagement Policy.

Publicity

- 62 The opportunity exists for positive publicity associated with these projects. A press release will be prepared about the funding allocations.

RECOMMENDATIONS

- 63 That the Grants Allocation Committee approves funding to applicants from the Heritage Fund as set out in the following table:

Project	Total Project Cost	Requested Assistance	Recommended Assistance
95 Panorama Drive, Paraparaumu	\$11,600	\$1,554	\$1,554
182 Te Hapua Road, Te Horo	\$91,000	\$5,000	\$5,000
Paekākāriki Heritage Trail	\$1,000	\$500	\$500
647 Rahui Road, Ōtaki	\$3,000	\$1,500	\$1,500
SH 1, Ōtaki	\$8,500	\$3,000	\$3,000
701 SH 1 Ōtaki	\$10,356	\$5,000	\$5,000
1400 Ōtaki Gorge Road	\$8,000	\$3,850	\$3,850
176 Te Hapua Road, Te Horo	\$9,000	\$4,500	\$4,500
243 SH 1 North, Ōtaki	\$6,203	\$3,071	\$3,071
71 Aston Road, Paraparaumu	\$6,000	\$2,480	\$2,480
Total	\$154,659	\$30,455	\$30,455

Report prepared by Approved for submission Approved for submission

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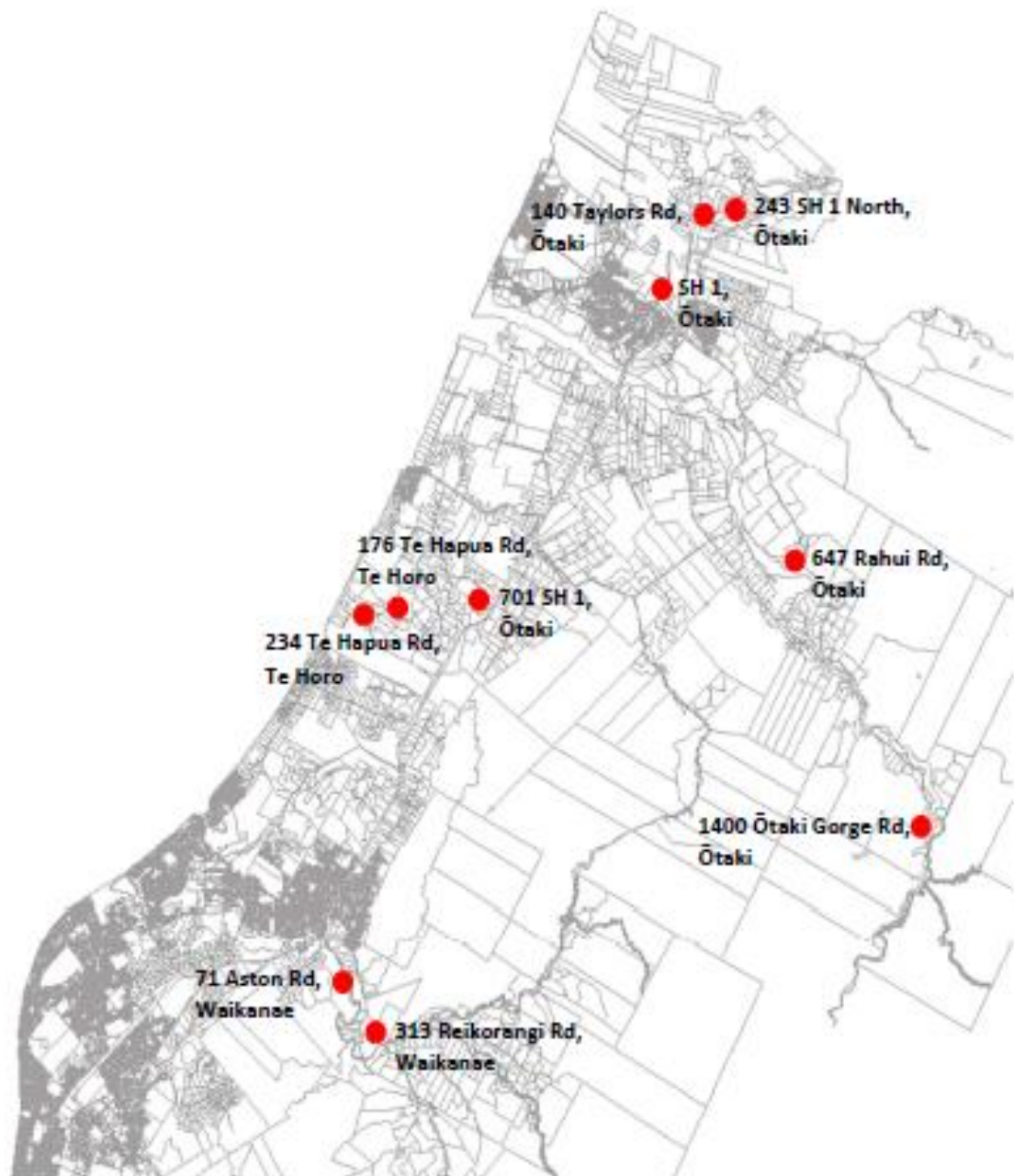
ATTACHMENTS

Appendix 1 Map showing location of properties

Appendix 2 Pictures of project sites.

Appendix 3 Heritage Fund Criteria and Guidelines.

Appendix 1



1:130,000

Appendix 2

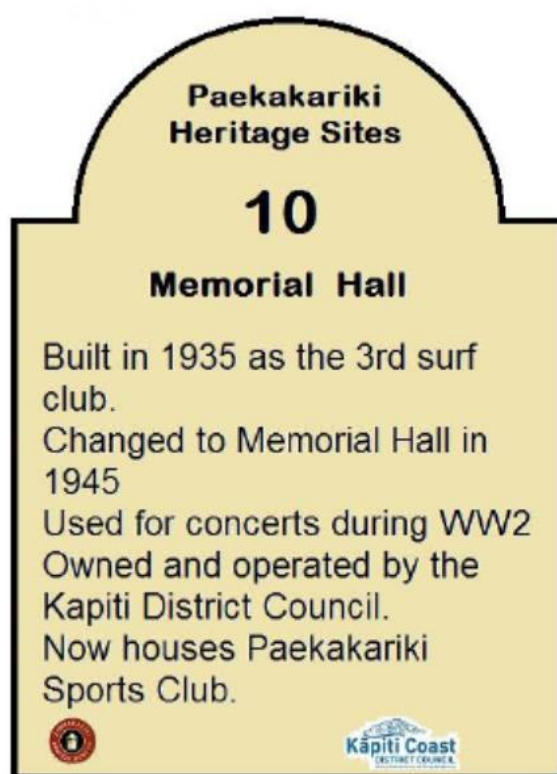
95 Panorama Drive, Paraparaumu



182 Te Hapua Road, Te Horo



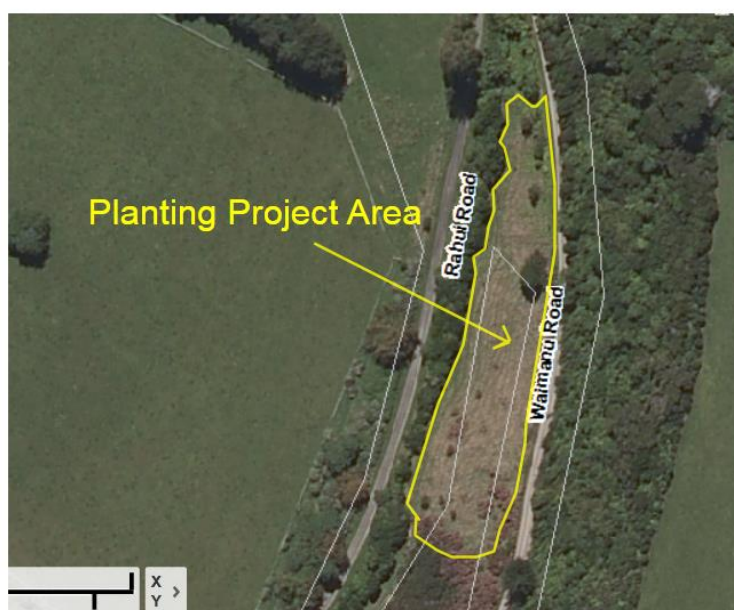
Paekākāriki Heritage Trail



A mock-up sign something along these lines would be used to attach to the various buildings around the village, showing a brief description and history.

There would then be a map in a central location within the village showing where the various sites are located.

647 Rahui Road, Ōtaki



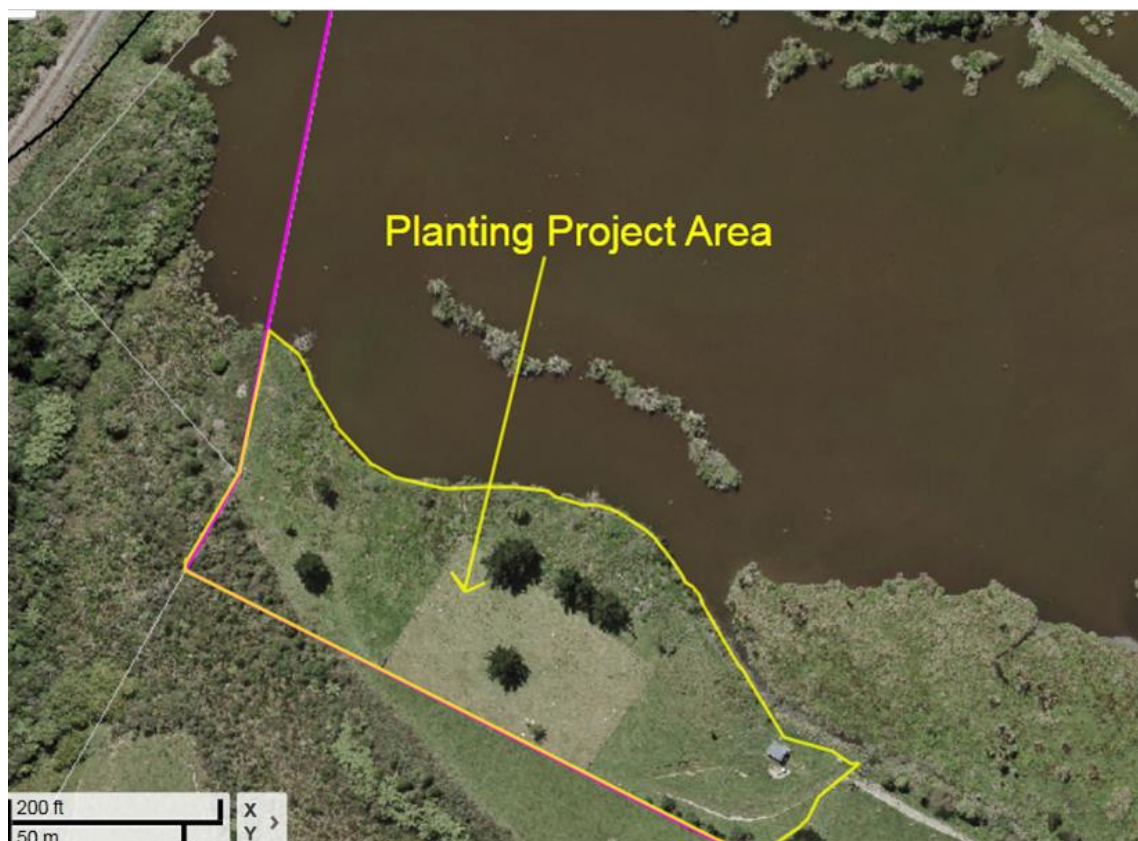
SH 1 Ōtaki – Haruatai Swamp Forest



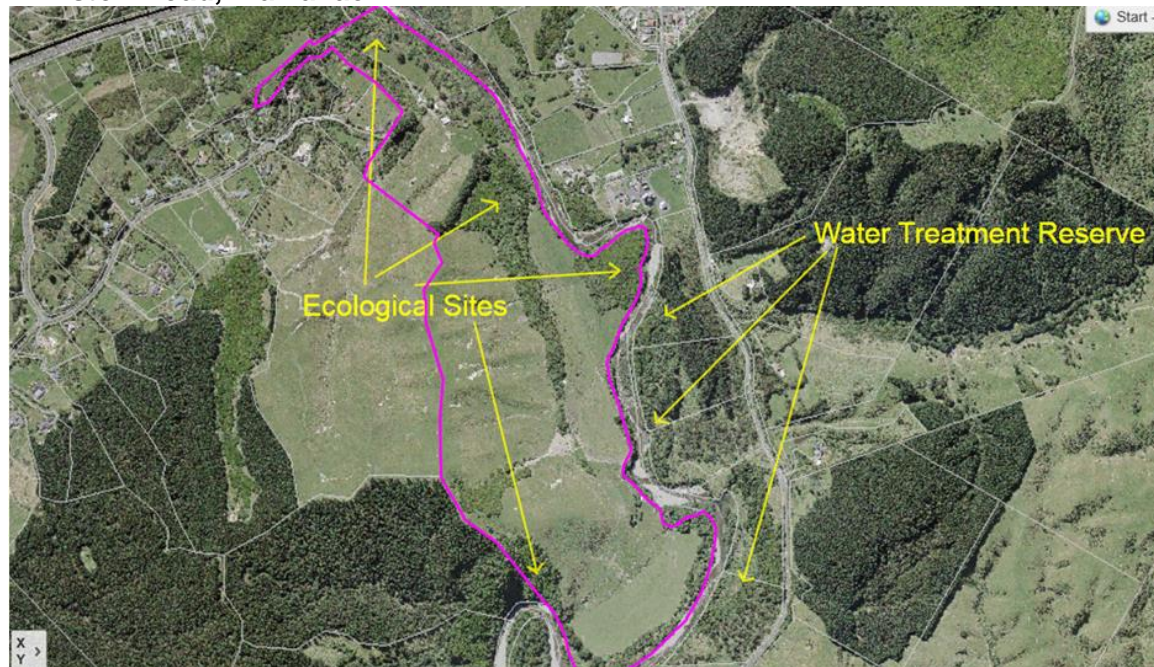
176 Te Hapua Road, Te Horo



243 SH1 North, Ōtaki



71 Aston Road, Waikanae



Appendix 3

Heritage Fund

Fund Criteria and Application Guidelines

Heritage Fund Criteria and Application Guidelines

Please read the fund criteria and guidelines BEFORE filling in your application form.

Reading these will save you time!

Please note: These guidelines specify procedures and conditions that are legally binding for successful applicants.

Aim of the Heritage Fund

“The Kāpiti Coast District Council’s Heritage Fund aims to assist and actively encourage landowners and members of the Kāpiti Coast community to manage, protect and enhance heritage features throughout the district including ecological, geological, historical and cultural sites.”

Funding Categories

Applications must fall into one of the following categories to be eligible for funding:

1. PRESERVATION

Heritage feature preservation – includes fencing and permanently protecting by covenant areas of native vegetation, heritage trees, wetlands or other heritage features.

2. RIPARIAN MANAGEMENT

i.e. retiring stream banks from farming; fencing and planting; pest animal and weed management.

3. MANAGEMENT

Heritage feature management – includes activities such as plant and pest management in protected native bush, heritage feature maintenance activities e.g. painting, restoration, pruning, planting, and reimbursement of resource consent fees for management projects.

4. RESEARCH/EDUCATION

For example historical research/ information gathering, education/promotion campaigns, signage, production of educational material like flyers, brochures or the running of presentations, seminars or workshops.

NB:

- I. The Heritage Fund is contestable and each application will be assessed on its merits.
- II. Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.
- III. Registered sites/features (e.g. identified in the District Plan Heritage Register, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.

1. Preservation Projects

For a project to be eligible in this category it must meet all of the following criteria:

- a) It is for an area of native vegetation, specific tree, a wetland or other natural area;
- b) It shall not be planted with any exotic vegetation once protected;
- c) Domestic stock must be excluded from the area to be protected;
- d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);
- e) It must meet the General Criteria listed in this document; and
- f) It must have a heritage management plan.

Preservation is limited to those areas which require permanent retirement from forestry, farming or general land use.

A high priority for funds will be given to preservation of heritage features under this category.

2. Riparian Management Projects (Stream Bank Retirement)

For a project to be eligible in this category it must meet the following criteria:

- a) The area must be permanently retired from grazing;
- b) Domestic stock must be excluded from the area;
- c) It must be for a length of stream no less than 100m;
- d) It must have a protective covenant registered on the title of the land (or be entered into as part of the funding application);
- e) It must meet the General Criteria listed in this document; and
- f) It must have a heritage management plan.

A high priority for funds will be given to projects under this category, especially in water catchment areas such as upstream of the water intake on the Waikanae River.

3. Management Projects

For a project to be eligible in this category it must meet the following criteria:

- a) Be a registered heritage feature (registered in the Kāpiti Coast District Plan Heritage Register, the New Zealand Archaeological Association Site Recording Scheme, or the Historic Places Trust Register); OR

Be any other heritage feature (including trees, buildings, wāhi tapu or wāhi taonga, heritage objects, or archaeological, historic or geological sites) BUT it must meet the General Criteria listed in this document; and

- b) It must have a heritage management plan.

With respect to (a) above, the site does not have to be listed in the District Plan Heritage Register at the time the funding is applied for. It is sufficient to agree to registration in the District Plan's Heritage Register.

Management under this category includes heritage features that cannot be easily modified through land use activities. For example, an eligible heritage feature could be an old steam boiler located in a paddock or it could be a historic building. There is no requirement to fence off or covenant heritage features under this category.

The funding for heritage features in this category may go towards maintenance of the feature. Any heritage feature recorded in the District Plan's register will require a resource consent if they are to be modified, altered or destroyed in any way unless it is a minor work as defined in the District Plan or it is pruning in accordance with approved arboricultural practices.

4. Research/Education Projects

For a project to be eligible in this category it must meet the following criteria:

- a) Involves a heritage feature listed in the District Plan Heritage Register; or
- b) Involves any other heritage feature that meets the General Criteria listed in this document;
- c) Will result in the protection and better management of a heritage feature that meets the criteria under (a) or (b) above; and
- d) Will provide new information about the heritage feature and will assist in public interpretation and understanding of the feature.

General Criteria

NOTE: Funding is only available for projects taking place on land within the boundaries of the Kāpiti Coast District Council.

a) Ecological Sites

*Representativeness**

- contains an ecosystem that is rare or under-represented in Kāpiti ecological districts*

Rarity

- contains threatened ecosystems *
- contains threatened species *
- contains species that are endemic to the ecological district*
-

Diversity

- diversity of ecosystems, species, vegetation *

Distinctiveness

- contains large/dense population of viable species *
- largely in its natural state or restorable *
- uninterrupted ecological sequence *
- contains significant land forms *

Continuity & Linkage within Landscape

- provides, or has potential to provide, corridor/buffer zone to an existing area *

Cultural Values

- traditionally important for Maori
- recreational values
- significant landscape value
- protection of soil values
- water catchment protection
- recreation or tourism importance
- aesthetic coherence

Ecological Restoration

- ability to be restored *

Landscape Integrity

- significance to the original character of the landscape
- isolated feature, does it stand out or blend in
- does it have a role in landscape protection

Sustainability

- size and shape of area
- activities occurring on the boundaries which may affect its sustainability
- adjoins another protected area
- links
- easily managed

b) Historical and Cultural Sites

General Values

- The extent to which the place/feature reflects important or representative aspects of New Zealand history
- The association of the place/feature with events, persons or ideas of importance in New Zealand history
- the potential of the place/feature to provide knowledge of Kāpiti Coast District and New Zealand history
- the community association with, or public esteem for, the place/feature
- The potential of the place/feature for public education
- The potential for recreation and access

Tangata Whenua Values

- traditionally important to iwi
- urupa or marae
- wahi taonga or wahi tapu
- archaeological site

c) Individual Trees

- Trees which, in the opinion of Council, are significant and worthy of protection; or
- Trees which have been assessed using the RNZIH Standard Tree Evaluation Method (STEM) for New Zealand (or equivalent) as having a score of 140 or greater.

NB: Copies of the RNZIH Evaluation Method are available for perusal at the Council Civic Building, 175 Rimu Road, Paraparaumu.

d) Geological and Soil Sites

- Listed in the New Zealand Inventory of Soil Sites of International, National and Regional Importance
- The extent to which the place reflects important or representative aspects of New Zealand geology
- The representative quality and/or a quality or type or rarity that is important to the district

Heritage Management Plans

Heritage Management Plans are required for any Heritage Fund application under the categories of Preservation, Management or Riparian Management Projects.

The landowner must comply with the heritage management plan once an application has been approved for funding.

A Heritage Management Plan:

- a. Is a document which sets out the approach to works and/or maintenance of the feature/site for future years;
- b. May have conditions (as is appropriate) that the landowner will be required to meet such as fencing, weed and pest control, keeping stock/domestic animals out of the area and restoration;
- c. Will help ensure that the site is managed in a manner that protects and enhances the heritage feature;
- d. Does not have to be complex and typically involves the following:
 - A line drawing of the property/farm on a A4 aerial photograph (photo can be obtained free of charge from the District Planning Department) showing the area of concern and the proposed management measures;
 - A description of the current problem/threats to the area (e.g. cattle grazing undergrowth of remnant forest, plant pests or animal pests like possums, goats, stoats etc which need controlling/eradicating);
 - The proposed annual work/maintenance programme to be carried out over the next 3 – 5 years.

The Council can provide free advice on preparing heritage management plans.

Timing of Applications

In each financial year, there will be one round of funding under the Heritage Fund. Advertisements will be placed in local newspapers advertising the annual funding round.

Applications will be considered by Council's Grants Allocation Committee.

Financial Details

In the application form sufficient details are required to enable the proposed project to be fully costed.

- 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.

The following costs are **not** eligible:

- Project costs incurred prior to the lodging of the application;
- Any costs involved in preparing the application; and
- Debt servicing.

The purchase of equipment is generally NOT eligible for funding unless it can be demonstrated that it is essential for the project (i.e. it cannot be leased, rented/hired etc) and is a reasonable cost. Each item of equipment will be evaluated on its individual merit to the project.

It is recognised that labour contributions (and associated tools and machinery) are an important component of many projects. However, this scheme is not a subsidised employment scheme. Labour contributions are eligible as a project cost but should ideally not form more than a third of the total project cost.

What Level of Grant Assistance Can I Get?

The maximum total grant allocated under the scheme is **\$5,000** (excluding GST). There is no minimum grant amount.

A maximum grant of **\$500** (excluding GST) applies to administration costs (includes photocopying, mailouts/postage etc) and the reimbursement of resource consent fees.

All grants are allocated on the basis of a cost sharing arrangement.

The maximum grant rate for all projects is a cost sharing of 50:50, i.e. the Council will only fund up to half of the project cost. The applicant must make a contribution to the costs.

Example: Project cost \$2,000 at 50% (excl. GST):

Heritage Fund Grant \$1,000

Individual share \$1,000

The applicant's share of the cost can be by way of in-kind contributions (e.g. labour), or cash.

GST will be paid in addition to the grant where:

- the applicant is GST registered;
- the project is part of the applicant's taxable activity; and
- the GST number is supplied on the application form.

How Can the Council Staff Assist Me?

Applicants are encouraged to complete the application form themselves.

Anyone experiencing difficulty in filling in the form should contact the Council's Programme Manager Biodiversity. The Programme Manager Biodiversity or delegated Council officer can help prepare your Heritage Management Plan. (NB: Staff assistance does not imply success or preferential treatment in the approval process).

Inspections of projects allocated funding will be undertaken by Council staff.

How Will the Council Select Successful Applications?

As the number of projects and their total value may exceed the amount of grant money made available by Council each year, funding will be prioritised.

Heritage Funding will be prioritised in the following order:

1. Preservation projects, where areas to be protected will be fully fenced off with no stock permitted and a covenant entered into;
2. Riparian management projects, where the stream banks will be fully fenced off with no stock permitted and a covenant entered into;
3. Management projects for heritage features, areas or items such as restoration work, identification and on-going works/maintenance;
4. Research projects, including education campaigns or historic investigations into heritage features.

NB:

1. Funding will only be allocated for projects taking place on land within the boundaries of the Kāpiti Coast District Council.
2. Registered sites/features (e.g. identified in the District Plan, Historic Places Trust Register, or similar) will have priority over non-registered sites/features.
3. Features may be protected by a section 221 consent notice (issued under the Resource Management Act)
4. Discussion and consultation will be undertaken with other agencies such as the Department of Conservation, Greater Wellington Regional Council and the QE II National Trust, as appropriate.

How Will Applications be Processed?

Applications should be addressed to Council's Programme Manager Biodiversity. All applications will be acknowledged within 10 working days of receipt.

Applications will be checked 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.

At the close of the application period, applications will be sorted into two categories:

1. Applications that will be reported to the Grants Allocation Committee for full consideration; and
2. Applications that are considered to fall outside the criteria and/or contain insufficient information.

Meetings of the Grants Allocation Committee are advertised and any member of the public is welcome to attend.

The applicant will be notified in writing within 10 working days of the Grants Allocation Committee making a decision on their application. Where an application is approved, the applicant will be sent a letter of approval specifying the grant.

The following conditions apply to any grants made:

1. Any expenditure on a project prior to the application being lodged will not be accepted for funding.
2. All costs associated with the project are first paid by the applicant unless another arrangement is approved in writing by Council. Receipts should be forwarded to the Programme Manager Biodiversity for processing. The grant will only be paid for approved costs.
3. The applicant must notify the Programme Manager Biodiversity once the project has been completed.
4. Any grant approval is personal to the applicant and cannot be reassigned without written approval from Council.
5. Grants must be uplifted within the time specified in the approval.
6. Grants are made subject to the Grants and Allocation Committee being satisfied that the information given is true and correct and that there has been no omission of any relevant fact or any misrepresentation given. Council retains the right to refuse payments to approved applicants in cases where it determines that it has been misled by the applicant or if the applicant has been placed in receivership or declared bankrupt.
7. In all cases, the decision of the Grants Allocation Committee shall be final and there will be no rights of appeal or review.

8. 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 all cases the applicant will be notified of a visit.
9. The Kāpiti Coast District Council reserves the right to suspend and to refuse further grant payments if in the opinion of the Grants Allocation Committee 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.

Once I have an approved grant, how do I claim it?

All accounts are first paid by the applicant, unless another arrangement is approved in writing by Council.

Receipts are sent to the Council officer administering the grant.

A maximum claim value of \$5,000 applies (excluding administration/resource consent fee costs where a \$500 maximum claim value applies)

Completed projects are inspected by a Council Officer.

Can I Change the Contract?

Once the cost of a project and the grant rate has been approved by the Grants Allocation Committee that amount may not be increased or any new categories of expenditure introduced.

Progress Reporting and Notification of Project Completion

All successful applicants will be required to report regularly on progress in completing the project, particularly the completion of significant milestones.

Successful applicants must notify the Council officer administering the grant once their project has been completed.

Council Staff Who Can Help

Community Services Group

Programme Manager Biodiversity – Rob Cross

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