

Application for Community Projects

Complete all sections of this form. If you have any questions or would like support completing this form, email our team at waste@kapiticoast.govt.nz.

See our website, www.kapiticoast.govt.nz/WasteReductionGrants, for further information.

1. Contact information

Organisation/group/business:

Full name:

Address:

Contact email:

Role within the organisation:

Phone number:

How did you hear about the Waste Levy Grants?

2. Project plan

2.1 Briefly describe the proposed project:

2.2. Start date:

—/—/—

End date:

—/—/—

2.3 Is this a new or ongoing project?

- New
- Existing

3. Project details

See our website, www.kapiticoast.govt.nz/WasteReductionGrants, for information about the types of things are eligible for funding.

3.1 I am applying as a:

- Business
- Organisation
- Neighbourhood group with the direct involvement of at least five households.

If you are applying as a project with householder involvement, attach a copy of minutes of the meeting where your group resolved this application be made and listing the names, addresses and contact details of at least five participating households. If there are more than five households participating, please indicate the total number directly involved.

3.2 How will this lead to participants' long-term waste minimisation and/or behaviour change?

3.3 Project geographical boundaries:

3.4 How will success be measured and reported to Council?

3.5 Provide details of community support/involvement (where available):

3.6 Previous experience your business/organisation/project

group has had managing community projects:

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

4. Funding details

Check our website, www.kapiticoast.govt.nz/WasteReductionGrants, for a list of eligible and ineligible costs. Two supporting quotes are required (if possible) for any proposed equipment purchases.

4.1 Estimated total cost of project:

*If you are GST registered, do not include GST in your costs (excl. GST).
If you are not GST registered, please provide total costs (incl. GST).*

4.2 Total amount requested from the Waste Levy Fund:
Indicate incl. or excl. GST

4.3 Breakdown of application by task and item:

4.4 Have you applied to any other organisation for

funding/sponsorship for the same project?

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

- Yes
- No

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

4.7 Do you have any other information to support your application?

4.8 List any relevant supporting information (eg, meeting minutes resolving to undertake this project/apply to the fund, project plans) and attach copies

5. Declaration

By signing my name 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 the personal information collected in this application will be collected for the purpose of assessing grant applications in accordance with Kāpiti Coast District Council's Privacy Policy and the Privacy Act 2020. Personal information about an individual will be redacted from Committee meeting agendas and reports, which are public. Information collected will not be used for any other purpose, except as required by law. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact us at privacy@kapiticoast.govt.nz or **04 296 4700**. If this application includes personal information, I have obtained the consent of all persons concerned to provide it.

Ensure you have read and understood this statement before submitting your application.

Name:

Signature:

Date:

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Application checklist

Have you:

- completed all sections of this form
- read the supporting information on our website at www.kapiticoast.govt.nz/WasteReductionGrants and checked your application does not include any ineligible costs
- attached all relevant documentation including copies of quotes (if possible)
- read the declaration, and signed and dated this form.

Submitting applications

Please send completed forms by the closing date.

Email to: waste@kapiticoast.govt.nz

OR

Post to:

Waste Levy Grants
c/- Waste Minimisation team
Kāpiti Coast District Council
Private Bag 60 601
Paraparaumu 5254

OR

Hand deliver to:

Waste Minimisation Advisor
c/- Waste Minimisation team
175 Rimu Road
Paraparaumu, 5032