

Chairperson and Committee Members
GRANTS ALLOCATION COMMITTEE

1 FEBRUARY 2018

Meeting Status: **Public**

Purpose of Report: For Decision

HERITAGE FUND ALLOCATIONS 2017-2018

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 Section 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 2017-2018 have been received requesting a total of \$30,997, slightly less than the \$31,114 available for allocation this year. All the projects meet the funding criteria and merit support.
- 6 All applications are for management and protection projects in the heritage feature 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

0 State Highway One, Ōtaki

- 7 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.
- 8 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.

- 9 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.
- 10 Since 2008 Council's Biodiversity Programme Manager has collaborated with Greater Wellington Regional Council biodiversity staff to help the trust protect and restore the forest by improving fencing and controlling pest plants and animals.
- 11 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.
- 12 The application is for **\$2,000** out of a project cost of **\$7,500** 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.
- 13 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

- 14 This is a heritage management and education project to enhance a walking track and 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 KO17 and is almost entirely covered with native bush, including patches of primary forest on steep faces that escaped logging.
- 15 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, kereru, rifleman and bellbird.
- 16 With Council support, the landowners have maintained a 3km track leading to the site of a failed hydro-electric scheme on the Pukeatua Stream. The track provides access for pest animal control, and proved a lifeline during the recent extended closure of Ōtaki Gorge Road, when it became part of the only foot access to Ōtaki Forks.
- 17 The landowners plan to enhance the track's potential as an attraction for day-walkers by installing professional interpretation signs with information about the flora, fauna and history of the area. They hope to raise money in support of pest animal and weed control by inviting donations from track users.
- 18 The applicants are dedicated conservationists who have already spent large sums of money protecting and restoring biodiversity on their land. They are seeking a contribution of **\$3,800** out of a project cost of **\$7,700** to subsidise track clearance required after recent storms, design and installation of interpretation signs and purchase of pest animal control bait.

- 19 This project meets the Heritage Fund criteria, and will result in improved access to and information about heritage features in Ōtaki Gorge, a popular visitor attraction of the district. Therefore it is recommended that funds are granted as requested.

243 State Highway 1 North, Ōtaki

- 20 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.
- 21 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.
- 22 A bird survey conducted this year found the wetland provides habitat for threatened species such as dabchick, Australasian bittern, spotless crane and marsh crane.
- 23 The owners have placed a QE II Trust covenant on their part of the wetland to protect it in perpetuity.
- 24 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.
- 25 The application is for **\$3,127** out of a project cost of **\$6,255**. 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.

701 State Highway 1, RD 1, Ōtaki

- 26 This application is to subsidise pest animal control around the margins of remnant swamp forest and to restore the margins of a stream running into an adjacent wetland at the property colloquially known as 'Marycrest', north of Te Horo.
- 27 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.
- 28 The property was purchased last year by owners keen to reverse years of neglect and opposition to protective ecological management. They supported adding the swamp forest and wetland to the Proposed District Plan Heritage Register as Ecological Site K235, and have sought restoration advice from Council biodiversity staff.
- 29 Among many positive first steps the new owners plan to install a network of stoat and rat traps to reduce predation of native bird species. They also propose fencing, retiring and planting 180m of stream running into the wetland. This will benefit both the stream and the wetland by improving water quality and fish habitat, and by increasing the area of complementary forest habitat.

- 30 The application is for **\$2,570** out of a project cost of **\$5,140**. As the application meets the Heritage Fund criteria for heritage management, and swamp forest remnants are a priority for restorative management, it is recommended that funds are granted as requested.

176 Te Hapua Road, Te Horo

- 31 This is a natural heritage management project for part of the regionally significant Te Hapua wetland complex, identified as ecological site KO55 on the District Plan Heritage Register. The wetland comprises 1.5ha placed under QE II Trust covenant in 2005, and is highly representative of a formerly extensive swamp considered one of the best and largest remaining examples on the Kāpiti Coast. The area provides habitat for threatened bird species such as spotless crane, marsh crane and Australasian bittern. It also contains threatened plant species such as *Ranunculus macropus*, *Carex dipsacea*, *Potentilla anserinioides* and others uncommon in the Wellington Region including *Gratiola sexdentata*, kapungawha and *Baumea articulata*.
- 32 The landowner is highly committed to the restoration of the wetland and is following a management plan by ecologist John Preece. With advice and support from Kāpiti Coast District Council, Greater Wellington Regional Council and the Department of Conservation, the owner has undertaken extensive pest plant and animal control, including the successful eradication of pampas grass, grey willow, and blackberry. Large areas dominated by exotic weeds and grasses have been planted with eco-sourced native species as part of an ongoing programme to protect and enhance the wetland. The plantings need intensive maintenance for five years to ensure their survival in what is an extremely harsh coastal environment.
- 33 The project's purpose is to follow the management plan's requirement to maintain plantings by frequent releasing to prevent smothering by exotic weeds and grasses. The application is for financial assistance (**\$3,000** out of a project cost of **\$6,000**) to employ a skilled contractor to work with the elderly landowner for three hours per week for 34 weeks, enabling the landowner to cope with the work required.
- 34 This project meets the Heritage Fund criteria as this wetland has the highest priority for natural heritage protection. Therefore it is recommended that funds are granted as requested.

647 Rahui Road, Ōtaki

- 35 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.
- 36 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.
- 37 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.

- 38 In 2015 and 2016 the owners applied successfully for a Heritage Fund grant to subsidise the planting of 2,000 native trees in the newly retired area. Council staff have monitored the site and noted good progress.
- 39 The current application is for funding to subsidise planting an additional 500 eco-sourced native trees to complete the project. The owners will maintain the trees until they are well established. 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.
- 40 This restoration project meets Heritage Fund criteria for a heritage management and protection project 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.
- 41 The application is for **\$2,500** out of a project cost of **\$5,000**. It is recommended that **\$2,500** is granted.

313 Reikorangi Road, Waikanae

- 42 This is a heritage management project to enhance Bluff Hill Bush, a 13.3ha remnant of kohekohe/tawa forest above the Waikanae River.
- 43 Bluff Hill Bush is protected by QE II Trust covenant and listed as Ecological Site K078 in the District Plan Heritage Register. Because of its size, quality and location the remnant is classified as regionally significant. Greater Wellington Regional Council has included Bluff Hill in its Key Native Ecosystem programme for the top biodiversity sites in the region.
- 44 In addition to covenanting Bluff Hill Bush, the owners have fenced, retired pasture, planted streams on their farm and controlled pest animals such as possums, stoats and rats.
- 45 They seek support for planting native trees in retired pasture around Bluff Hill to enlarge the bush and stop colonisation of the margins by weeds such as barberry and blackberry. Without assisted restoration the margins will be slow to regenerate and weeds will be a long term problem for the covenant and the surrounding farm.
- 46 The application is for **\$3,000** out of a total project cost of **\$6,000**. The funds would be used to buy ecologically sourced native plants from a local grower and to subsidise planting costs. The owners would prepare the site by controlling invasive weeds, assist with planting and maintain the plants to ensure establishment.
- 47 The application meets the Heritage Fund criteria. Bluff Hill covenant is a high priority for protective management. Therefore it is recommended that funds are granted as requested.

71 Aston Road, Waikanae

- 48 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.

- 49 For the last four 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.
- 50 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.
- 51 The application is for **\$4,000** out of a project cost of **\$8,000** 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.

140 Taylors Road, Ōtaki

- 52 This is a heritage management project to restore the margins of Ō te Pua wetland, north of Ōtaki.
- 53 Ō te pua wetland is the best and largest example of wetland-swamp forest associations in the Manawatu Plains Ecological District. These associations once dominated the landscape between Paekākāriki and Foxton, but have been reduced to small and scattered remnants. Ō te pua is considered regionally significant and is therefore a priority for biodiversity protection. In addition to providing habitat for native birds it is noted for containing rare plant species (*Korthalsella salicorniodes*, *Hypolepsis distans* and *Doodia australis*).
- 54 For the last 15 years Kāpiti Coast District Council and Greater Wellington Regional Council biodiversity staff have collaborated to encourage landowners who own parts of the wetland to protect and restore it.
- 55 As a result of these efforts the owners of 140 Taylors Road have controlled invasive weeds along a 150m margin of the wetland. They plan to restore native vegetation to this margin to buffer the wetland and provide complementary habitat for native wildlife.
- 56 The owners have applied for **\$1,500** out of a project cost of **\$3,000** to prepare the wetland margin for planting and purchase local native plants.
- 57 Planting of this type will further enhance the high biodiversity values of Ō te Pua wetland. The project meets the Heritage Fund criteria, therefore it is recommended that funding is granted as requested.

234 Te Hapua Road, Te Horo

- 58 The previous owners of 234 Te Hapua Road spent more than a decade restoring the 4.1ha wetland on their property. When they decided to sell because of advancing age their priority was to find a buyer who would continue their restorative work.
- 59 The new owners are not only continuing restoration but also increasing the wetland's size by retiring adjacent land from grazing and planting native wetland

species. They are also planting dry dunes beside the wetland to provide complementary habitat for birds, lizards and insects.

- 60 Protected by a QE II Trust covenant, the wetland is part of the Te Hapua wetland complex described in paragraph 31 above, and likewise listed in the District Plan Heritage Register as Ecological Site KO57.
- 61 The application is for **\$5,000** out of a project cost of **\$10,000** to subsidise fencing and the cost of native plants. Wetlands are a priority for protection and restoration, as Kāpiti has lost more than 97% of its wetlands since 1840, and wetlands are second only to estuaries as biodiversity hotspots. The application meets the Heritage Fund criteria for a heritage management and protection project, therefore it is recommended that funds are granted as requested.

Legal considerations

- 62 There are no legal considerations.

Financial considerations

- 63 Adoption of the recommendations will result in \$30,997 being spent from the 2017-18 Heritage Fund budget of \$31,114.

Tāngata whenua considerations

- 64 There are no tāngata whenua considerations.

PUBLICITY CONSIDERATIONS

- 65 A media release will be prepared to publicise the Heritage Fund grants.

SIGNIFICANCE AND ENGAGEMENT

Significance policy

- 66 This matter has a low level of significance under Council's Significance and Engagement Policy.

RECOMMENDATIONS

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

Project	Total Project Cost	Requested Assistance	Recommended Assistance
0 SH 1 Ōtaki	\$7,500	\$2,000	\$2,000
1400 Ōtaki Gorge Road, Ōtaki	\$7,700	\$3,800	\$3,800
243 SH 1 North Ōtaki	\$6,255	\$3,127	\$3,127
701 SH 1 Ōtaki	\$5,140	\$2,570	\$2,570
176 Te Hapua Road, Te Horo	\$6,000	\$3,000	\$3,000
647 Rahui Road, Ōtaki	\$6,000	\$3,000	\$3,000
313 Reikorangi Road, Waikanae	\$6,000	\$3,000	\$3,000
71 Aston Road, Waikanae	\$8,000	\$4,000	\$4,000

140 Taylors Road, Ōtaki	\$3,000	\$1,500	\$1,500
234 Te Hapua Road, Te Horo	\$10,000	\$5,000	\$5,000
Total	\$65,595	\$30,997	\$30,997

Report prepared by**Approved for submission****Approved for submission**

Rob Cross

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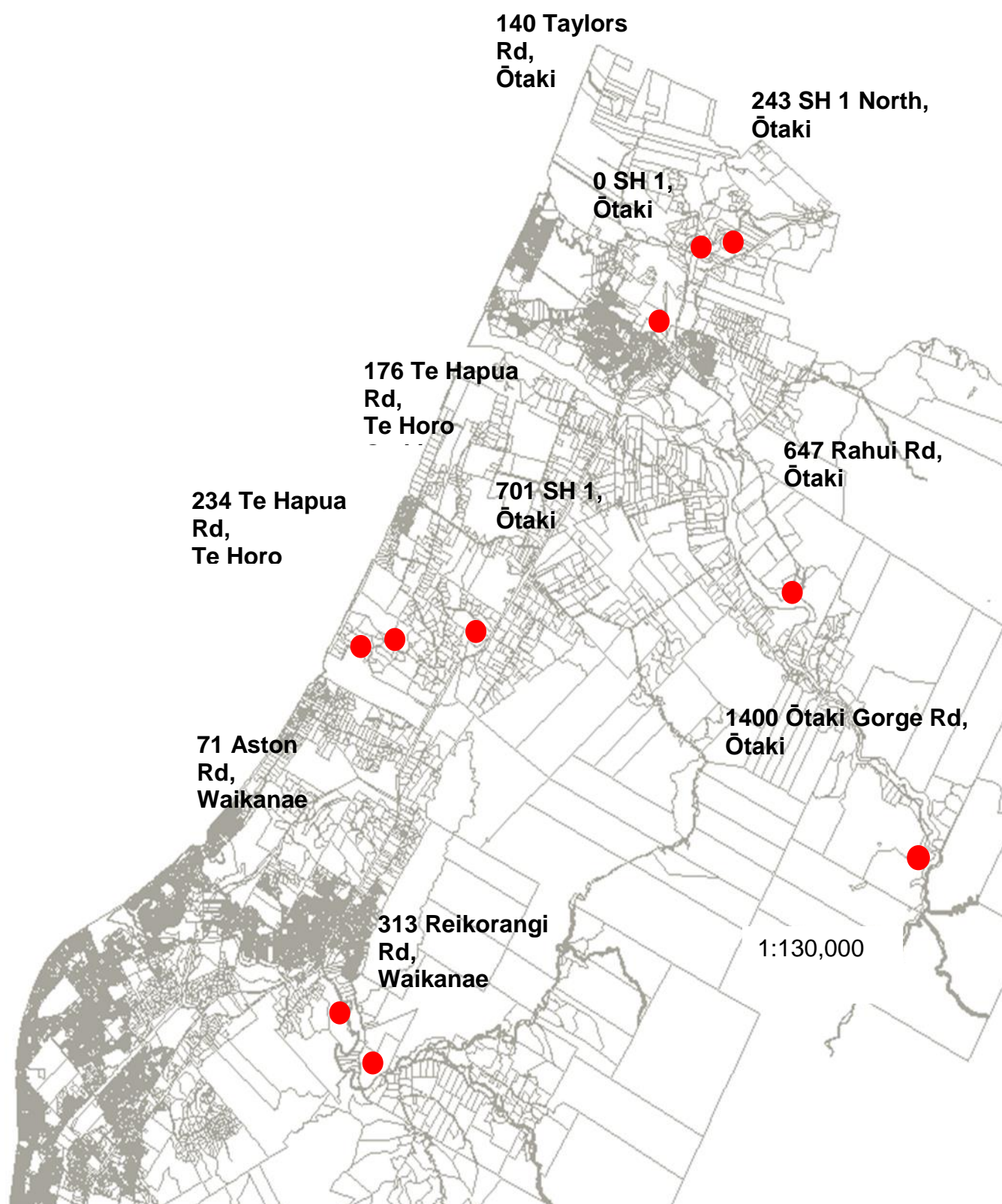
**Group Manager
Community Services**

ATTACHMENTS

Appendix 1 Map showing location of properties

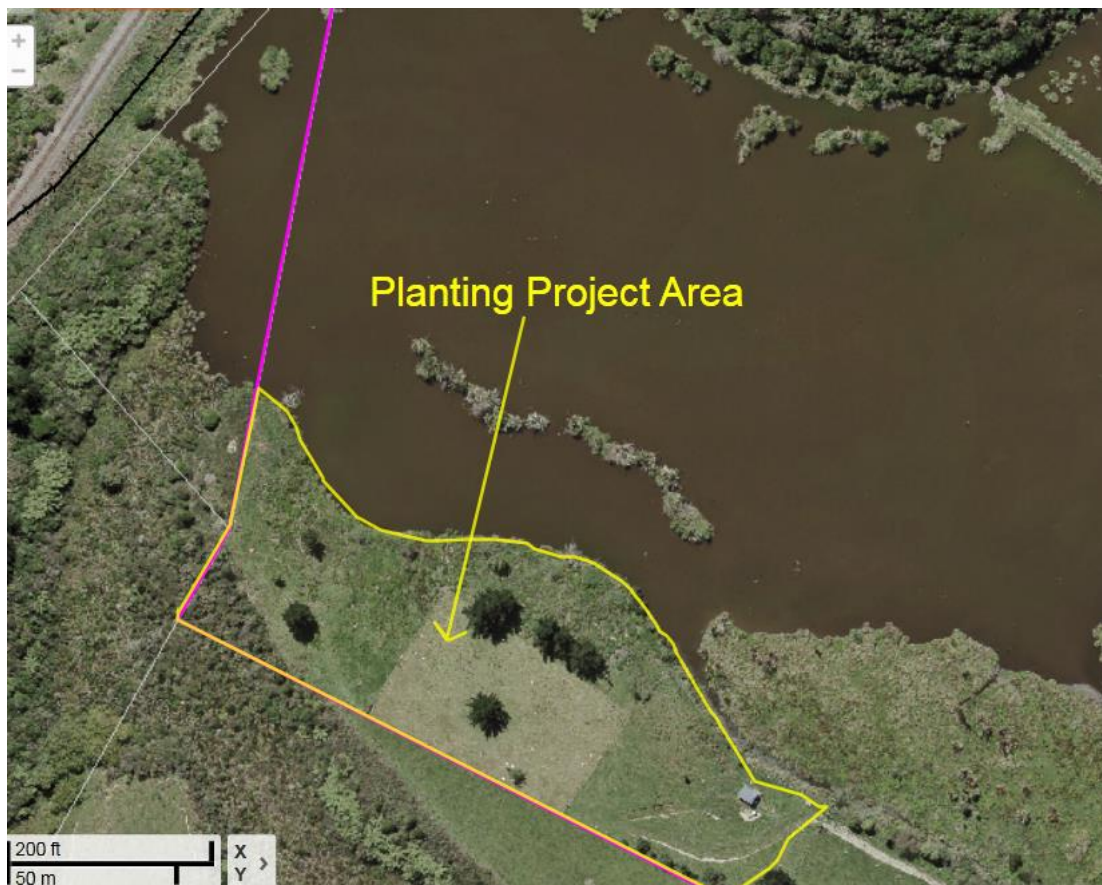
Appendix 2 Pictures of project sites.

Appendix 3 Heritage Fund Criteria and Guidelines.



Appendix 2.

243 SH 1 North, Ōtaki



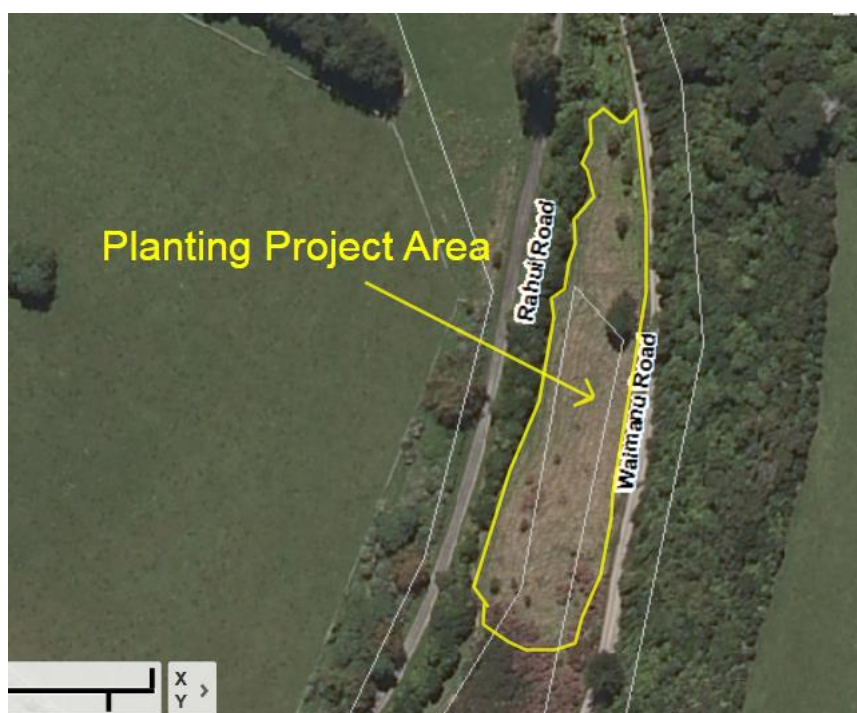
701 SH 1 North, Ōtaki ('Marycrest' swamp forest)



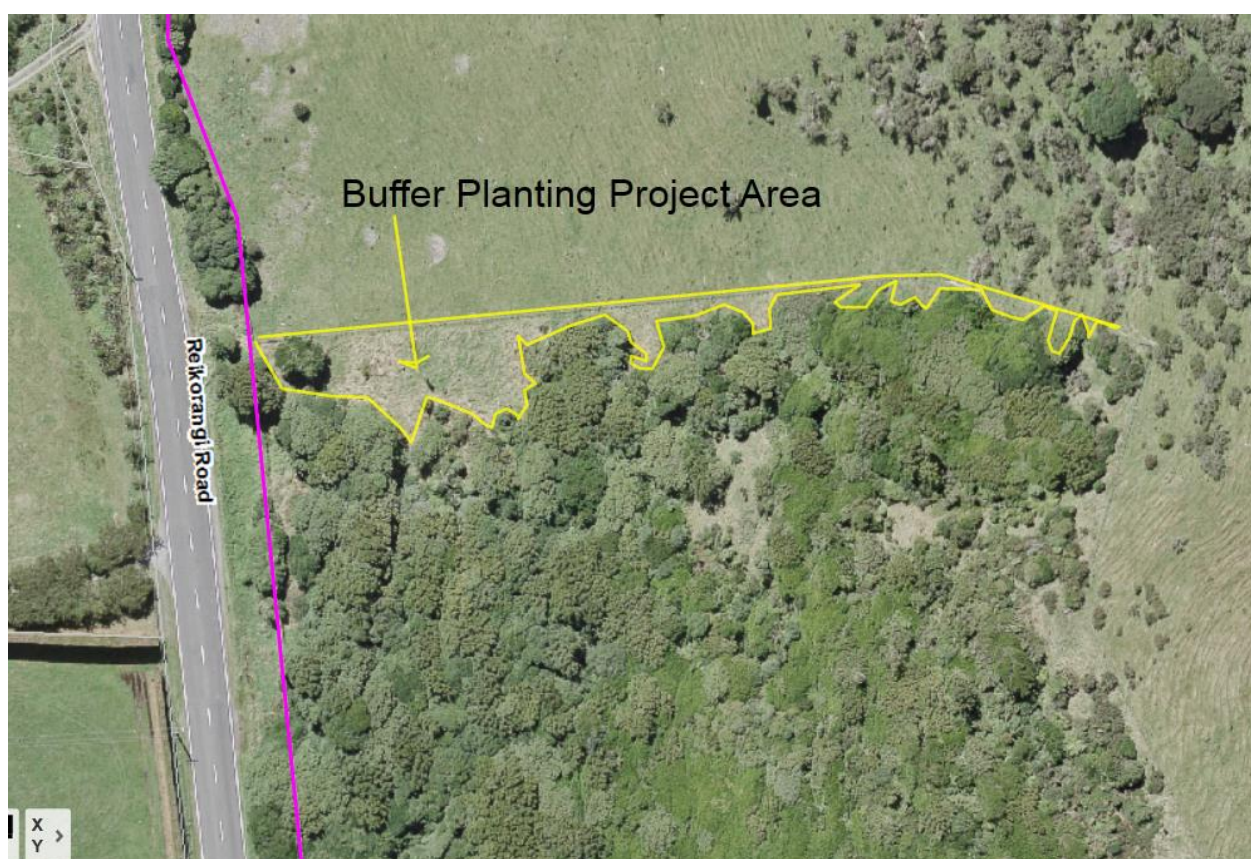
176 Te Hapua Road, Te Horo



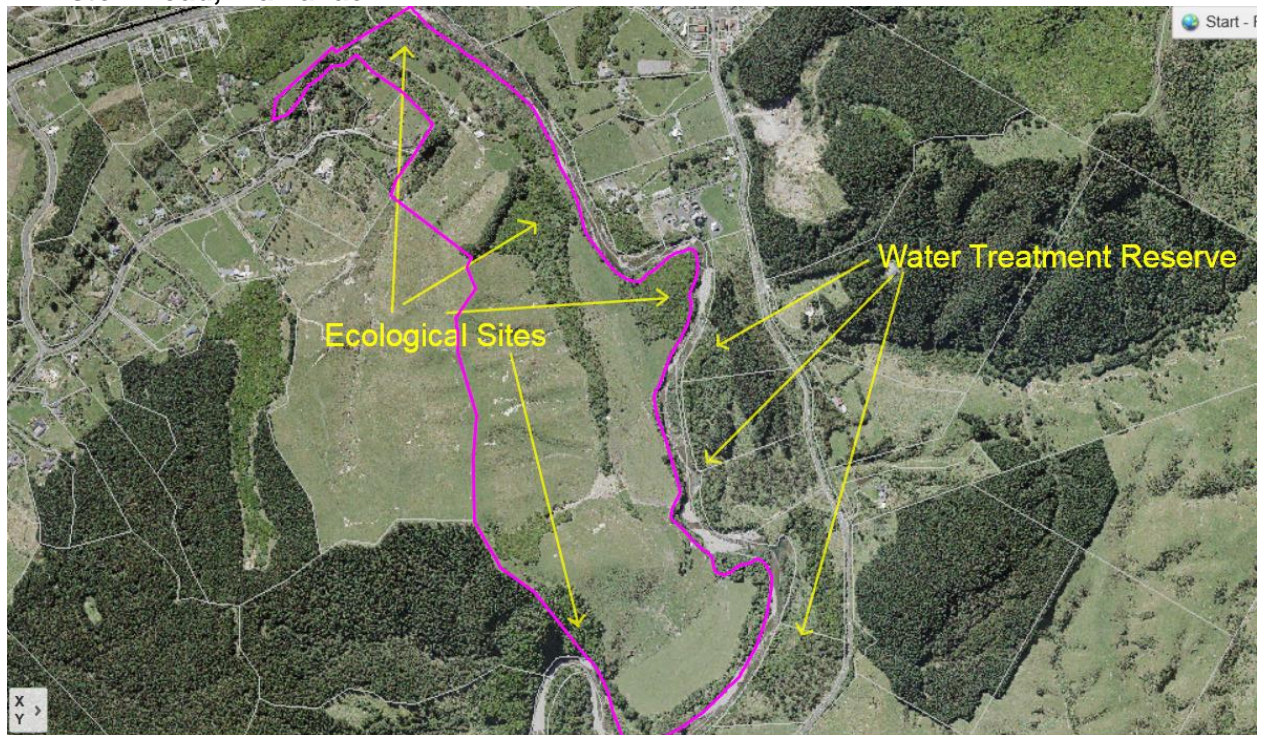
647 Rahui Road, Ōtaki



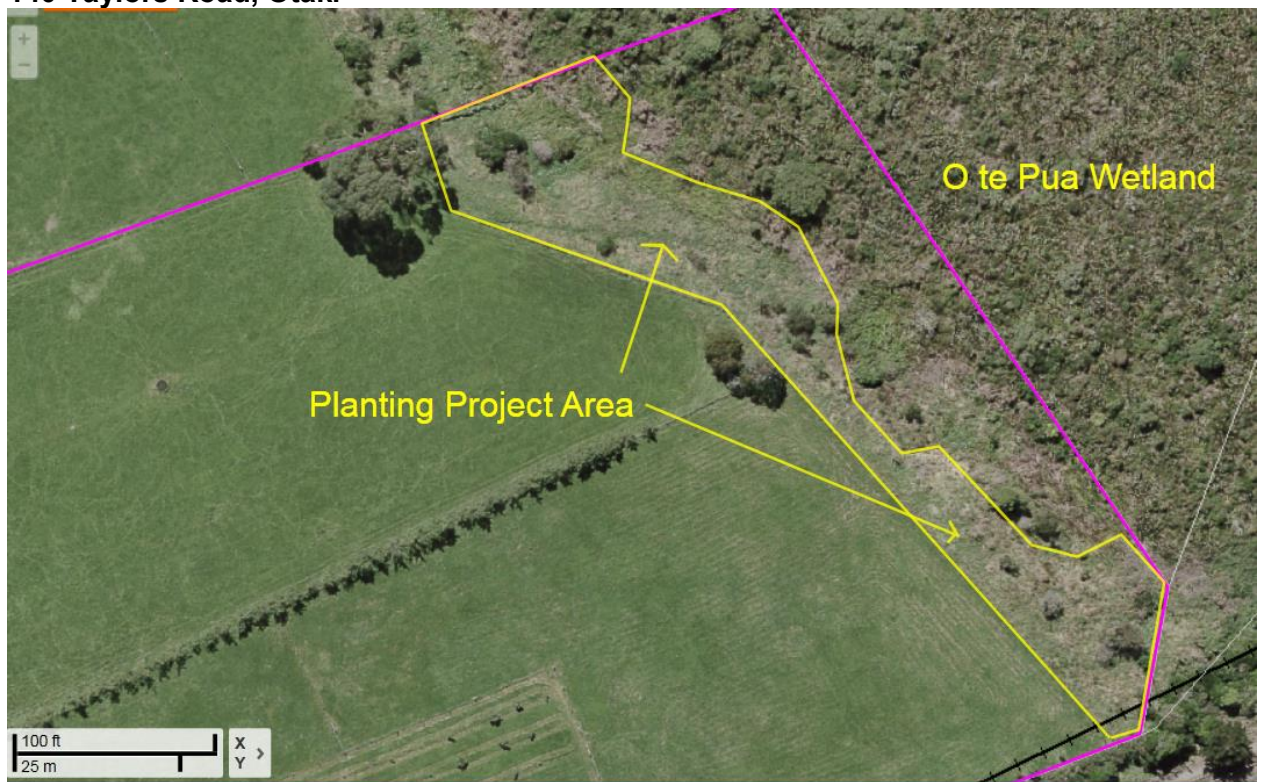
313 Reikorangi Road, Waikanae



71 Aston Road, Waikanae



140 Taylors Road, Ōtaki



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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