

Waste Levy Fund for Business Waste Reduction

Fund Criteria & Application Guidelines

2021/22 funding round

Aim

The Waste Levy Fund for Business Waste Reduction seeks to support existing businesses to implement measures that will lead to long term and measurable minimisation of the waste resulting from the businesses' operations.

Who can apply?

The Fund is available to commercial entities and other organisations, including community-based or social enterprises.

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

The Fund is contestable and each application will be assessed on its merits, on a case-by-case basis.

Priority funding areas

All projects must aim to achieve measurable waste minimisation. This covers the reduction of waste at source, and the reuse, recycling and recovery of materials for further use or processing. Furthermore, Council particularly encourages waste minimisation projects targeting the following waste streams and areas:

- Organic Waste
- Construction and Demolition Waste
- Projects that fill a gap within current waste services in Kāpiti

How much funding is available?

Applications for the 2021/2022 fund pool of \$20,000 are open from 14 June 2021 to 25 July 2021. The fund pool of \$20,000 is shared between the Seed Funding and Business Waste Reduction categories. Projects under the Business Waste Reduction category can only apply for up to 50% of the total project cost. There is no minimum amount per application. Each application will be assessed on its merits, on a case-by-case basis.

When will I know if my application is successful?

Business Waste Reduction project applications are due on 14 June 2021.

The projects to be funded will then be selected and discussed by Council's Grants Allocation Committee. Successful applicants will be notified of the decision following the Committee meeting planned for November 2021.

| Action | Date |
|---|---------------|
| Applications open | 14 June 2021 |
| Applications close | 25 July 2021 |
| Acknowledgement of your application by email | 9 August 2021 |
| Committee decides on applications and allocates funds | November 2021 |
| All applicants notified of outcome | November 2021 |

What criteria does my application need to meet?

Applications for the Business Waste Reduction category must address all the criteria listed.

- The project will lead to long term and measurable waste minimisation;
- Applications can be made for up to 50% of total project costs;
- The project proposal shows how success will be measured in terms of waste reduction; 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 project proposal provides an estimate of cost savings resulting from the project, if any. Priority will be given to projects where expected savings are not sufficient to cover project costs;
- A project plan to show how you will develop/market/manage your project (if applicable);
- 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;
- Proof of an entity, organisation or project bank account requiring multiple signatories.

Eligible projects and purposes

Eligible purposes include but are not limited to:

- Equipment which is necessary to achieve the outcomes of the project (please submit two quotes per item of equipment, where possible);
- Publicity or educational material directly related to the aims of the programme;
- New initiatives or improvements/expansions to existing programmes using proven existing technologies;
- Trials and pilot programmes using proven existing technologies;
- Training needs of workers;
- Skill development of project participants;
- Administration costs;
- Wages which are directly related to the project;
- Travel (The cost of travel will ONLY be funded if it can be demonstrated that it is essential for the project and is a reasonable cost. Each journey will be evaluated on its individual merit to the project).

Ineligible purposes

These will not be funded:

- Feasibility studies;
- Waste disposal, treatment or recycling costs;
- Ongoing financial support of existing activities or running costs;
- Duplications of other demonstration projects or pilot studies;
- Debt servicing;
- Retrospective projects / work already completed;
- Legal expenses;
- Any costs involved in preparing the application; and
- Catering costs.

Financial details

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. Two quotes are required for the purchase of equipment.

How do I apply for funding?

Electronic applications are preferred. Please fill in an application form and send your application, to be received by 5pm 25 July 2021:

Electronically to: waste@kapiticoast.govt.nz

By post to: Waste Levy Fund
Waste Minimisation Officer
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

Or deliver to: Waste Minimisation Officer
Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

All applications will be acknowledged by email within 5 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.

Progress reporting and notification of project start and completion

Unless otherwise agreed, projects are expected to have started within three months of approval of funding and, for short-term projects, progress must be completed within 12 months of receipt of funding. For longer-term projects, progress towards agreed upon targets must be made within 12 months of receipt of funding.

The applicant must notify the Waste Minimisation Officer once the project has been completed and accompany this notification with a final report on the project. You will be asked to submit proof of purchase for any equipment or travel costs with your Final or Progress Report.

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 principle the applicant will be notified of a visit.

The Kāpiti Coast District Council reserves the right to suspend and to refuse further grant payments if, in its opinion, 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

- Senior Waste Minimisation Officer
- Waste Minimisation Advisor

Phone 04 296 4700

Email waste@kapiticoast.govt.nz