

Kanorau Koiora Taketake Indigenous Biodiversity Community Grant Application Form

Please read the Horizons Regional Council Kanorau Koiora Taketake - Indigenous Biodiversity Community Grant Guidelines carefully before completing this form. It contains important information on eligibility requirements and details of how your application will be assessed.

- You may provide one additional supporting document as part of your application.
- The completed, signed copy of this application form and optional supporting information should be submitted by email to communications@horizons.govt.nz **by 1pm on Friday 4 June 2021**.

Any questions?

If you have any questions about this form or would like to discuss your application, please contact the biodiversity coordinator – freephone 0508 800 800.

1 SECTION A: Project Summary

Name of individual or community group:		
Project title:		
Project summary: <i>Briefly summarise your project (max. 500 characters.)</i>		
Primary focus area: <i>(Select one only)</i>	<p>Predator control</p> <p>Threatened species</p>	<p>Habitat restoration</p> <p>Other <i>(please specify)</i></p>
Project district: <i>If your project goes across multiple districts, please select the district where most of the work will take place.</i> <i>Please note only projects within the Horizons Region are eligible to apply for funding.</i>	<p>Waitomo</p> <p>Stratford</p> <p>Ruapehu</p> <p>Taupō</p> <p>Whanganui</p>	<p>Rangitīkei</p> <p>Manawatū</p> <p>Horowhenua</p> <p>Palmerston North City</p> <p>Tararua</p>
How many years are you seeking funding for?	<p style="text-align: center;">1 year</p>	<p style="text-align: center;">2 years</p>
		<p style="text-align: center;">3 years</p>

<p>How much funding are you requesting from the Kanorau Koiora Taketake Indigenous Biodiversity Community Grant Guidelines? <i>(Exclusive of GST if you/your group is GST registered, inclusive of GST if not registered.)</i></p>	\$
<p>What is the total cost of the project? <i>(Exclusive of GST if you/your group is GST registered, inclusive of GST if not registered.)</i></p>	\$

2 SECTION B: Applicant Details

Legal entity status:	Incorporated Society	Charitable Trust	Ahu Whenua Trust	Family Trust
	Company	Individual	Other <i>(please specify)</i>	
Postal address:				
Website/Facebook page <i>(if applicable)</i>				

Primary contact	
Name of contact person:	
Position (in group):	
Phone number:	
Email address:	

Secondary contact	
Name of contact person:	
Position (in group):	
Phone number:	
Email address:	

3 SECTION C: Project Location and Land Status

Project location:	
Size of project site in hectares:	
Land ownership:	Public land Private land Other (please specify)
Current legal protection: <i>Does any part of the site have legal protection, e.g. QEII Trust Covenant or similar? If so, please describe.</i>	
List the property owner(s) and whether they have agreed to the proposed project being undertaken on their land:	

Written authorisation from the landowner will be required for all work undertaken. If the land is public land, or by private landowners, written authorisation from the land manager/authorised representative will be required before a Deed of Grant can be signed. This must include confirmation that they are complying with their duties and obligations under the Health and Safety at Work Act 2015 in respect to you working on the land they manage.

4 SECTION D: Project Details

What activities are you proposing and how will this contribute to improving New Zealand's indigenous biodiversity? <i>What outcomes are you seeking to achieve? E.g. improved ecosystem health, increased populations of a species.</i>	
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Is this project part of a larger, ongoing programme?

If yes, briefly explain the linkages between this project and the overarching programme

Will you be undertaking any monitoring and evaluation as part of the project?

If yes, describe what monitoring or evaluation activity will be undertaken and when.

Describe how the biodiversity benefits of the project will be maintained after the project is completed.

Provide details of any ongoing maintenance or monitoring activities and who will complete these.

Does your project incorporate Mātauranga Māori and/or Te Ao Māori?

If yes, describe how

Provide details of partner organisations or individuals and how they will contribute to the delivery of the project.

E.g. iwi/hapū, other community groups, local council, volunteer labour/expertise, equipment or donated materials that will directly support the project).

Are any permits, permissions, licenses or consents required to deliver your project?
If 'yes', what are these and when do you expect to obtain them?

Note that if you are successful, funding is conditional upon all required permissions/ approvals being in place prior to a Deed of Grant being signed.

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5 SECTION E: Experience and Capability

Briefly outline the experience held by you/your organisation relevant to the delivery of this project.

You should be able to demonstrate the necessary skills, experience and technical expertise to successfully plan, manage and deliver the project.

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Please identify an additional skills or experience that may be needed to make this project a success.

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Do you currently have a Health and Safety Plan to support the safe delivery of the proposed activities?

It is important that you have the necessary health and safety policies, resources, and expertise to safely undertake and complete the project.

Yes

No

If yes, state when this was last reviewed/updated.

Date:

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6 SECTION F: Project Objectives

This section gives you an opportunity to state the overarching project objectives; these must be **SMART (Specific, Measurable, Achievable, Realistic and Timely)**. If your application is

successful, the objectives will be included in your Deed of Grant and reported on as part of your progress report.

Objectives for the project

List objectives that must be achievable within the funded period (we suggest 1-3 objectives).

Examples:

- Establish a trap network in the 15-ha project area by the end of year 1.
- Achieve and maintain a residual trap-catch (RTC) of less than 5% for possums within the project boundary by the end of the project.
- Survey threatened species such as bittern or long-tail bats

7 SECTION G: Resources required and estimated budget

This section gives you an opportunity to provide a breakdown of the main activities that will be completed during your project and the total estimated budget (cash costs). You should provide enough information for the assessment panel to understand how the requested funding will be used. The assessment panel will use this information to determine whether the proposed costs are reasonable and realistic for the activities proposed.

If you are including costs for labour, include the estimated number of hours/days and rates or salary. Where possible, activities should be listed in chronological order. More rows can be added to the budget table.

Are you GST registered?

Please use GST exclusive costs if you/your group is GST registered and GST inclusive costs if not registered.

Yes

No

YEAR 1

Activities <i>List the main activities that will lead to the successful completion of your project. Insert additional rows if required.</i>	Resources <i>List the resources required to complete the activity.</i>	Total estimated cost	Funding requested
<i>Example:</i> Purchase traps	<i>Example:</i> 300 rat traps @ \$50 each	<i>Example:</i> \$15,000	<i>Example:</i> \$15,000
Build trap boxes	Wood, nails, screws	\$2,000	\$ –
Install trap network and monitor	Contractors engaged for 300 hours @ \$45/hr	\$13,500	\$13,500

Volunteer and in-kind contributions

<i>Example:</i> Volunteers to check traps	<i>Example:</i> Labour for 100 hours @ \$X/hr	<i>Example:</i> \$XXX	<i>Example:</i> \$ –
Wood for traps	Donated wood	\$500	\$ –

Project costs year 1	\$	\$
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YEAR 2 (if applicable)

Activities	Resources	Total estimated cost	Funding requested

Volunteer and in-kind contributions

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Project costs year 2		\$	\$

YEAR 3 (if applicable)

Activities	Resources	Total estimated cost	Funding requested

Volunteer and in-kind contributions

Project costs year 3:		\$	\$

Total project cost and funding requested	\$	\$
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<p>Has any funding been secured from other sources? Please confirm the other sources and their contribution to the total project cost. <i>Insert additional rows if required.</i></p>	<p>Funding source <i>List all funding sources.</i></p>	<p>Contribution (\$)</p>

8 SECTION H: Checklist

Use the following checklist to confirm that you have provided all the required information in your application.

- I have read the Kanorau Koiora Taketake | Indigenous Biodiversity Community Grant Guidelines and confirm that the proposed project meets the fund's eligibility criteria.
- I have completed all sections of this application form as accurately as possible. Incomplete applications may not be considered for funding
- I have checked that my budget is correct and adds up to the amount I am requesting funding for.
- I have added my project to the Predator Free NZ National Map (if applicable) see <https://predatorfreenz.org/tools-resources/national-map/>
- **Optional** – I have included additional documentation in support of my application.
 - *Note: This must be directly related to the activities you are seeking funding for (e.g. a restoration plan, pest management plan, species action plan or biodiversity strategy for your local area).*
- I will submit the application form, project budget and any supporting information as **a single email** to communications@horizons.govt.nz no later than **1pm on 4 June 2021**.
 - *Note: We cannot accept late applications.*

9 SECTION I: Declaration

As a duly authorised representative of the organisation as per Section A of this application form:

- *I declare that, to the best of my knowledge, the information contained in all sections of this application form or supplied by us in support of our application is complete, true and correct.*
- *I declare that I have the authority to sign this application form and to provide this information.*
- *I declare that this application is not being made by a legal entity that is in receivership or liquidation, or by an undischarged bankrupt.*
- *I understand that any information presented Horizons Regional Council is subject to disclosure under the Official Information Act 1982, other legislation, and court orders*
- *I understand that a Health and Safety Plan for the project must be in place before a Deed of Grant will be signed.*
- *I understand that if the project involves activities on public conservation land, work authorisation will be required in writing from Horizons Regional Council before a Deed of Grant will be signed.*
- *I understand that if the application is approved, the project cannot commence until a Deed of Grant has been signed by the grantee and countersigned by Horizons Regional Council. Note: We cannot reimburse any costs incurred before a Deed of Grant is signed by both parties.*

Name:	
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By typing your name in the space provided you are electronically signing this application form.

Title/position:

Date: