

Application for Pūtea Hapori Urupare Āhuarangi - Community Climate Response Fund



Please read the Horizons Regional Council Pūtea Hapori Urupare Āhuarangi Community Climate Response fund guidelines carefully before completing this form. It contains important information on eligibility requirements and details of how your application will be assessed.

Questions?
If you have any questions about this form or would like to discuss your application, please contact the Climate Action Coordinator on freephone **0508 800 800**.

The completed, signed copy of this application form and any supporting information is to be submitted **by email to communications@horizons.govt.nz by 5pm Friday 3 May 2024**

Please Note: If you need additional space for any of your answers, please use the sheet provided at the back of the form.

1

PROJECT SUMMARY

Name of the individual or community group:

.....
Please note: If you are an individual seeking funding, you must partner with a not-for profit organisation. Written confirmation from that organisation endorsing the project and confirming the partnership must be supplied with your application.

Project title:

Project summary: Briefly summarise your project (max. 500 characters.)

Project district:

If your project goes across multiple districts, please select the district where most of the work will take place. Please note only projects within the Horizons Region are eligible to apply for funding.

<input type="checkbox"/> Ruapehu	<input type="checkbox"/> Whanganui	<input type="checkbox"/> Rangitikei	<input type="checkbox"/> Manawatū
<input type="checkbox"/> Horowhenua	<input type="checkbox"/> Palmerston North City	<input type="checkbox"/> Taranaki	<input type="checkbox"/> Other district within the Horizons Region
.....			

Proposed project timeline (generally projects are expected to be completed within 12 months). Please include proposed start and end dates or months.

1 PROJECT SUMMARY CONT.

How much funding are you applying for?
(A total of \$50,000 is available to fund all projects for the 2024-25 financial year)

\$

What is the total cost of the project?
(A breakdown of estimated costs is to be included in section F, it may be easier to complete that section first)

\$

2 APPLICANT DETAILS

Legal entity status:

☐ Incorporated Society ☐ Charitable Trust ☐ Ahu Whenua Trust ☐ Other (please specify)

.....

Postal address:

Website/Facebook page (if applicable)

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:

Potential conflict of interest

If a member(s) of the organisation is a board member, trustee or otherwise holds a decision making role and also works for Horizons Regional Council or is a Councillor, please:

State who they are

State their role in your organisation and for Horizons

Note: Their situation would not stop the application being considered, it is to ensure any potential conflict of interest is appropriately managed.

Project location (please include full address if known):

For projects involving an activity undertaken on property not owned or leased by the applicant, please complete the rest of this section.

Land ownership:

☐ Public land ☐ Private land ☐ Other (please specify)

Current legal protection:

Does any part of the site have legal protection, e.g. QEII Trust Covenant or similar? If so, please describe.

List the property owner(s) and whether they have agreed to the proposed project being undertaken on their land:

Notes: Written authorisation from the property owner(s) will be required for work undertaken on land not owned by the applicant. Written authorisation from the land manager/authorised representative will be required before a grant agreement 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/ own.

Projects using leased or hired buildings or land that involve activities covered by existing lease or hire agreements would not need written owner permission. If you are unsure please check with the owner and if there is any doubt please provide written permission.

This section gives you an opportunity to state the project objectives; these should be **SMART (Specific, Measurable, Achievable, Realistic and Timely)**.

List the project's climate related objectives.

For example:

-Increase uptake of renewable energy -reduce consumption and support a circular economy

-Increased rates of active transport,

-Support kaitiakitanga of te Taiao within iwi, hapū and whānau.

Is this project part of a larger, ongoing programme?

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

☐

YES

☐

NO

What will benefits of the project be?

Examples:

-Promoting mātauranga Māori in climate change mahi within a hapū,

-Support a regenerative food system,

- Help a community adopt sustainable practices and behaviours,

-Reduce emissions and improve health by increasing active transport.

-Sharing learnings beyond the initial project.

How will you know the project is successful?
How will you be monitoring and evaluating the project?

Provide details of any monitoring activities and how success of the project will be assessed.

Does the project incorporate mātauranga
Māori or tikanga?

If yes, describe how.

☐

YES

☐

NO

Provide details of any 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.*

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 the grant agreement being signed.

☐

YES

☐

NO

Have you considered other funding sources? If yes, please record details including if you have been unsuccessful applying to another fund. If you have considered other funds but did not think your project met their criteria, please record those detail as well.

The information you provide in this section helps identify if Pūtea Hapori Urupare Āhuarangi-Community Climate Response Fund is the most appropriate source of funding for the project.

Any additional funding sources and amounts should be listed in Section 6.

☐

YES

☐

NO

Briefly outline the experience held by 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.

If your organisation is getting help delivering the project, please describe that.

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. If you don't have one, Horizons can provide a template if your application is successful. A health and safety plan would need to be completed prior to the grant agreement being signed.

☐ YES☐ NO

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

Please outline the activities and purchases you have planned. You can use the tables below to itemise each activity and costs separately.

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. Please be as accurate as possible, based on quotes or retail prices when you can.</i>	Total estimated cost	Funding requested if different from estimated cost (partial funding).
Example: Marae Kai project. Build raised-bed vegetable gardens for Marae Watering system Compost bids	Example: Wood, nails, screws, seedlings Hoses, drip irrigation Cost of transporting recycled timber	Example: \$2,020 \$250 \$150	Example: \$1000
Total costs		\$	\$

Volunteer and in-kind contributions (only include costs if known)

Contributions	Details	Costs
Example: Donated timber Volunteer labour	Example: 30 2 by 4 & 1 by 4 planks Labour approximately 100 hours	Example: \$2000

YEAR 2 (If applicable)

Activities	Resources	Total estimated cost	Funding requested if different from estimated cost (partial funding).
Total costs		\$	\$

Volunteer and in-kind contributions (only include costs if known)

Contributions	Details	Costs

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

If the application is successful, a grant agreement will be signed prior to any funds being distributed. That agreement will contain confirmation of grant amounts, reporting requirements and obligations of the applicant before and on receipt of the grant. The applicant will also need a health and safety plan covering the project.

By submitting your application, you agree to the statements noted below:

- ☐ I have the authority to submit the fund application on behalf of the organisation stated in the application.
- ☐ I declare that the details in all parts of the application are true and correct to the best of my knowledge.
- ☐ The organisation has a current, valid bank account that payments can be made into. A valid bank account is a requirement to receive funding.

Name:

(By typing your name in the space provided you are electronically signing this application)

Organisation:

Title / Position:

Signature of applicant: Date

Please check that you have fully completed the application.

- ☐ I have completed all sections of the application.
- ☐ I have attached copies of quotes where applicable to match the breakdown of costs.
- ☐ I have attached evidence of landowners' permission if required.
- ☐ Written endorsement and confirmation of partnership from the not for profit organisation (if you are an individual partnering with an organisation).

Please contact the Climate Action Coordinator on freephone **0508 800 800** if you require assistance with your application.

ADDITIONAL INFORMATION