



# Pūtea Hapori Urupare Āhuarangi - Community Climate Response Fund Guidelines

## About this guide

This guide is for people requesting grant funding from the contestable Pūtea Hapori Urupare Āhuarangi- Community Climate Response Fund (the fund).

It outlines fund eligibility and evaluation criteria, provides an overview of the application process and describes the information you will need to supply.

*Disclaimer:* While every effort has been made to ensure this guide is as clear and accurate as possible, the information contained should be considered general guidance only and does not constitute legal advice. In the event of any uncertainty, applicants should obtain independent legal advice.

## About the fund

The objective of the fund is to encourage community, school, marae, iwi/hapū projects that build resilience of communities and our environment to the effects of climate change or support the transition to a sustainable carbon neutral regional economy by 2050. One aspect of Horizons climate change approach is supporting people to make a difference. The fund aligns with that approach.

## Fund principles

- The fund will financially support community-led climate related initiatives.
- Mātauranga Māori/Māori knowledge will be respected, and acknowledged when fund applications are assessed and throughout the fund process.
- Any eligible organisation has an equal opportunity to be considered for a grant.
- Preference will be given to organisations based in the Horizons region and projects must occur within the region.
- Expectations of grant recipients will be clearly communicated, reasonable and proportional to the amount of funding they receive.



## What funding is available?

For the 2023-24 financial year, \$78,250 will be available for all projects.

## What funding can I apply for?

There is no cap on the amount that can be applied for, provided it is below the total amount available. However, Horizons want to fund multiple projects throughout the region each year. It's unlikely that applications requesting a large proportion of the fund amount would be successful.

## Who can apply?

- Not for profit organisations such as community groups, schools, early childhood centres, iwi/hapū groups are eligible. The project must be non-profit making.
- Applicants must be a legal entity registered in New Zealand, such as an incorporated society or charitable trust (not including for profit legal entities).
- Individuals seeking funding need to partner with a not for profit organisation. Their application will require written confirmation from that organisation endorsing the project and partnership with the individual.
- Preference will be given to organisations based in the Horizons region and projects must occur within the region.
- Only one application per project will be accepted in each funding period. Organisations may apply for more than one project each year.
- Applicants must have a valid bank account to receive payment.
- If your project will occur on private land, you must provide written landowner permission along with your application.

## Funding terms

Generally grants are for one off projects, recipients will have 12 months to complete the project work and grant accountability requirements.

Multi-year project grants will be considered if there are clear milestones and points of progress for payments. Those grants would allow applicants to apply once to receive funding annually for up to two years. Multi-year grants will make up no more than 25% of the total available budget for any fund period.



Projects will be considered where either the full cost of the project is applied for or a proportion of the full project cost.

## What the fund generally does not cover

- Projects solely undertaking investigations such as scoping, research or feasibility.
- Retrospective costs incurred or settled before the agreed commencement date of the funding agreement.
- Purchase of land and buildings.
- Air travel, accommodation, hotel/motel expenses.
- Projects that have received other Council funding in the same financial year.
- Projects that are considered to be the primary responsibility of the local or central government or another funding body.
- Conference fees and costs.
- Purchase of vehicles and any related ongoing maintenance, repair, overhead costs or road user charges.

## What the fund does not ever cover

- Debt servicing or re-financing costs.
- Stock or capital market investment.
- Gambling or prize money.
- Payment of any legal expenditure, including costs or expenditures related to mediation disputes or ACC, Employment Tribunal, Small Claims Tribunal, Professional or Disciplinary Body hearings.
- Payment of fines, court costs, mediation costs, IRD penalties or retrospective tax payments.
- Activities or initiatives where the primary purpose is to promote the religious ministry, political objectives, commercial or profit-oriented interests.
- Medical or healthcare costs, including treatment and insurance fees.
- Fundraising.
- Money that will be redistributed as grant funding, sponsorship, donations, bequests, aid funding or aid to other recipients.



- Physical works (e.g. building work) that requires consents or permits prior to consents or permits being obtained.
- A project designed for commercial or personal profit.
- Purchase of alcohol

## Evaluation criteria

Applications will be evaluated by the following criteria:

| Evaluation Criteria   | Key questions to consider   |
|---|---|
| <p><b>Alignment with Horizons climate change objectives</b></p> | <p>How will the project meet Horizons' climate change objectives? Those objectives being:</p> <ul style="list-style-type: none"> <li>• Build the resilience of communities and our environment to the effects of a changing climate.</li> <li>• Support the transition to a sustainable, carbon-neutral regional economy by 2050.</li> <li>• Ensure central and local government efforts are aligned to the needs of our region.</li> </ul> <p>How will the project reduce greenhouse gas emissions in the Horizons Region or build resilience to climate change?</p> <p>What is the issue or opportunity addressed by the project?</p> |
| <p><b>Benefits of the project</b></p>                           | <p>Who or what (environment) will benefit from the project?</p> <p>Are benefits ongoing, for how long?</p> <p>Is the project innovative? Could benefits be replicated in the future?</p> <p>What level of community engagement is expected?</p> <p>Will the project enable whānau, hapū or iwi to practice their responsibilities as kaitiaki?</p>  |
| <p><b>The project is ready to be delivered</b></p>              | <p>Are the resources (including any additional financial requirements), skills, experience and</p>  |



|                            |   |
|----------------------------|---|
|                            | <p>support available to successfully deliver the project?</p> <p>Can the project be completed in twelve months or by clearly defined milestones?</p> <p>When will the project be ready to start?</p>  |
| <b>Measures of success</b> | <p>How will the project measure success and share learning?</p> <p>What will be the measurable, tangible outcomes achieved by the project?</p> <p>Are measures of success proportional to the size of the project?</p> <p>Is the method of project delivery cost effective?</p>   |
| <b>Funding options</b>     | <p>Are alternative funding streams available?</p> <p>(Including Central Government grants, HRC environmental grants and the Manawatū River Leaders Accord Community Grants).</p> <p>Is the applicant relying on another source of funding as well to be able to undertake the project? If so, have they been approved for or have they received that funding?</p> |

## Do I need to be GST registered?

No. However, government funding is a taxable activity. If your organisation is conducting a taxable activity and its annual income exceeds \$60,000 per annum, it must be GST registered. For further information, see [www.ird.govt.nz/gst](http://www.ird.govt.nz/gst) or phone the Inland Revenue Department on 0800 377 776.

## Do I need to include GST in my budget?

If you are registered for GST, you will need to provide all costs as GST exclusive. If you are not registered for GST, you will need to use GST inclusive costs in your budget.



## What if my project could also come under the Kanorau Koiora Taketake, the Indigenous Biodiversity Community Grant?

If you're unsure what fund to apply for, please check the fund criteria. If you are still unsure please call Horizons and ask.

If you apply to this Fund and we think your application should be considered under Kanorau Koiora Taketake, we will discuss that with you and if agreed transfer your application to that fund. That may require some additional information.

Funding will not be granted from both the Kanorau Koiora Taketake, the Indigenous Biodiversity Community Grant and the Pūtea Hapori Urupare Āhuarangi - Community Climate Response Fund for the same project.

## Fund timeline

These dates are indicative only and any changes will be advertised on Horizons' website.

If after the initial funding round there is significant budget remaining unallocated, a second round of applications may be considered.

| Date                 | Event  |
|----------------------|--|
| Monday 27 March 2023 | Funding round opens for applications   |
| Friday 5 May 2023    | Funding round closes   |
| May / June 2023      | Assessment panel considers applications  |
| Early July 2023      | All applicants are notified of decisions in writing  |
| Early August 2023    | Successful applicants finalise and sign fund agreements, and finalise Health and Safety Plans. |

## Decision-making process

After we have received your application, we will assess it against the criteria and other applications made. A fund panel will assess the applications and we will let you know whether or not your application is successful by early July 2023.

Projects are expected to begin within four months of agreements being signed.



## Reporting Requirements

Successful applicants receiving grants will be required as per project agreements to provide Horizons with progress updates (including photos) and a final report to be completed within two months of the project completion. Applicants will be required to complete a final report using the report template and acknowledge Horizons as the source of the grant.

## Conflicts of interest

Projects that present a conflict of interest for Horizons as a consenting authority will not be eligible for funding.