



# Kanorau Koiora Taketake - Indigenous Biodiversity Community Fund Guidelines

## About this guide

This guide is for applicants who are requesting grant funding from Horizons Regional Council's *Kanorau Koiora Taketake | Indigenous Biodiversity Community Fund*. It explains who can apply for the fund, how applications are assessed, how the process works, and what information we'll ask you to provide.

## About the fund

The primary focus of the Horizons' *Kanorau Koiora Taketake | Indigenous Biodiversity Community Fund* is empowering communities to reconnect with and improve indigenous biodiversity. Projects may involve the restoration and guardianship or kaitiakitanga of indigenous biodiversity, supporting the regeneration and continuation of mātauranga Māori (Māori knowledge) through the enhancement and regeneration of biodiversity. People or organisations apply for funding through a competitive process. Successful projects can receive grants for a one to three period.

## Who can apply?

Any individual or group with a project that is focused on protecting and improving indigenous biodiversity in the Horizons Region and that has community engagement can apply for a grant. The projects must be non-profit making.

Permission from any landowner whose property the project is taking place on must be obtained prior to the application being submitted, and evidence of this should be included in the application.

Applications **are accepted** from:

- Community organisations, Charitable Trusts, Incorporated Societies, Co-operatives or Unions and Groups with umbrella organisations
- Hapū, Iwi, whānau or marae organisations, or any other Māori organisation
- Individuals and groups with no formal legal structure
- Commercial entities
- Community groups
- Kaitiaki groups
- Incorporated societies



- Community trusts
- Resident and ratepayer groups
- Territorial authorities
- Landowner groups (e.g. Landcare or Streamcare groups)
- Schools and Tertiary education institutions
- Businesses and industries

Applications are **not accepted** from:

- Political parties
- Horizons Regional Council Council-Controlled organisations, including facilities owned and operated by Horizons Regional Council Facilities
- Organisations receiving statutory funding from Horizons Regional Council via targeted rates
- Central Government Agencies

All applicants must disclose if a Horizons Regional Council councillor, local board member, a council employee or their immediate family has any interest or involvement in the activity they are seeking a grant for. A councillor or assessment panel member involved in a community organisation can be present at a meeting where the activity is considered. However, they may not take part in the decision process to fund this project.

## What can it be used for?

Grants can be used to support activities focused on conserving indigenous biodiversity. This includes costs associated with training (including health and safety) where it is included as a component of a project that includes on the ground activity. Administration costs can be included but must be reasonable and in line with the size of the project.

You may include cost for labour from an independent contractor for specialised works, but we are unable to fund for wages and or salary for any labour for volunteers or staff.

The fund **does not** support:

- X Wages, salaries or contribution to volunteer labour
- X Travel or conference expenses
- X Legal or accounting expenses
- X Debt servicing or repayment
- X Landscaping, food gardening and wildlife pond projects
- X Medical expenses



- X Purchase of alcohol
- X Purchase of large capital items of equipment or infrastructure
- X Land purchase
- X Retrospective costs
- X Any works/activities that are required as conditions of a resource consent
- X Projects that request funding to comply with regulations i.e. fencing, stock exclusion etc
- X Projects that would make personal or commercial profit
- X Projects whose sole purpose is beautification
- X Activities that promote religious or political purposes
- X Projects located outside of the Horizons Region
- X Public services that are the responsibility of central government (e.g. core education, primary health care)
- X Projects which are core business of other agencies
- X Projects that require but have not been granted resource consent
- X Projects that are currently identified and resourced in the work plan of Horizons Regional Council, DOC, MfE or other managing agency
- X Projects being carried out as part of the requirement for tertiary qualifications
- X Projects that are part of a current or known subdivision consent application
- X Projects that may lead to a conflict of interest for Horizons Regional Council as a consent authority or are identified as not been in accordance with the Horizons Regional Council's rules, policies or recommended best practice

## How long is the funding term?

The *Kanorau Koiora Taketake | Indigenous Biodiversity Community Fund* primarily funds single-year project grants, however a limited number of two- or three-year grants are available up to a maximum of 25% of the total fund available at the time of application. Note that Council's grant periods run from 1 July – 30 June.

### One-year grants

Recipients must be able to complete project work and grant accountability requirements within the one-year grant period.

### Multi-year grants

Applicants may apply once to receive annual funding toward a specific project for up to three years. Applications must include a project plan and detailed budget for each year that funding



is sought. Due to the limited number of multi-year grants available, it is recommended that applications for multi-year projects include an option for a single year's funding. Each year's allocation must have the associated project work completed within that grant year in order to receive any funding that has been allocated to it for the following year. Recipients will be subject to grant accountability requirements at the end of each year that funding is provided.

Receiving a project grant does not prevent applicants from submitting future applications for project grants in subsequent funding rounds.

### **Do I need a detailed budget?**

Yes. The assessment panel will use the budget information provided to determine if the proposed costs are reasonable and realistic for the proposed activity. Your budget should provide a detailed breakdown of all estimated project related costs (expenditure) for the full duration of the project. For materials and equipment, you need to specify the items and the individual costs. For labour costs, you need to specify the hours and the hourly rate. You should provide enough information for the assessment panel to fully understand how the requested funding will be used. Please use the templates provided adding rows as required (to add rows, right click on the table and click 'insert', then 'insert rows below'). Please include quotes for any contracted works or materials where applicable.

### **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 in your budget. If you are not registered for GST, you will need to use GST inclusive costs in your budget.

### **How many applications can I submit?**

You can submit applications for funding for more than one project. However, each project must be a stand-alone initiative that is not linked in any way to another project and does not form a different stage of a larger project.

Please note that you **do not** need to submit multiple applications for different activities within the same project. If your project includes several related activities, these should be included together within a single application.



## **What if my project could also be eligible under the *Pūtea Hapori Urupare Āhuarangi Community Climate Response Fund*?**

If you're unsure what fund to apply for, please check the fund criteria. If you are still unsure, please call Horizons on 0508 800 800.

If you apply to this Fund and we think your application should be considered under the *Pūtea Hapori Urupare Āhuarangi Community Climate Response Fund*, we will contact you to discuss. If we both agree your application would fit better under the Climate Fund, we will transfer your application over. You may be required to provide 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.

## **Co-funding**

Co-funding is not a requirement. However, for applicants who are requesting large grants and/or proposing projects that involve multiple stakeholders, it is preferred that the project has additional co-funders. Please include details of funding applications made to other funding bodies for your project.

## **Volunteer contributions**

Volunteer contributions are encouraged and will be considered favourably. You or your organisation's contribution towards the total project costs does not need to be financial and can include volunteer time or in-kind support.

You or your organisation's contribution towards the project must be clearly detailed in the application budget. Volunteer time can be valued at \$25 per hour for labour and \$35 per hour for professional assistance. In-kind support can be valued using reasonable market rates.

## **Health and Safety**

Horizons are committed to best practice health and safety and adhering to the requirements of the Health and Safety at Work Act 2015 (HSWA). Therefore, it is important that you/your organisation has the necessary health and safety policies, resources and expertise to safely undertake and complete your project. You may include costs associated with health and safety as part of your application provided, they meet grant criteria.



All applicants who are approved funding will be required to have a project specific Health and Safety Plan in place that is suitable to support the safe delivery of the project. Horizons are able to supply a template to create a Health and Safety plan for successful applicants. For further guidance on the HSWA, including resources to assist in the development of Health and Safety Plans can be obtained from WorkSafe New Zealand: [www.worksafe.govt.nz/managing-health-and-safety/](http://www.worksafe.govt.nz/managing-health-and-safety/).

## Permits, licences or approvals

You must confirm the details of any consents, permits or licences that are needed to deliver your proposed project. This may include (but is not limited to):

- Wildlife Act authorisations (approval to hold, catch, handle or release wildlife)
- Translocating approval(s) – you should have pre-approval before applying for funding
- Specialist certification (e.g. Growsafe certification)
- Resource consents
- Gun licences
- Controlled substances licences

If your project includes pest animal trapping, please make sure that any traps you are requesting funding for are approved by National Animal Welfare Advisory Committee (NAWAC) and approved for use on the target animal.

You can find information on animal welfare and trapping at <https://www.doc.govt.nz/nature/pests-and-threats/predator-free-2050/community-trapping/trapping-and-toxins/animal-welfare-and-trapping/>

## The Contestable Process

The *Kanorau Koiora Taketake | Indigenous Biodiversity Community Fund* operates as a public and contestable process, this means:

- Applicants are invited to apply for a grant during scheduled funding rounds, with publicly advertised opening and closing dates.
- A clearly defined assessment processes will be applied to all applications after the application window has closed.
- A panel will decide which projects will receive grants from the available fund based on the merits of their projects and their alignment with the grant's criteria.
- Successful applicants will have their names, project details and funding amounts published.
- The grant recipients must agree to provide regular progress updates, pictures and a final report to Council about their project which will also be published.



## How do I apply?

Before applying, you should have a clear understanding of your biodiversity project and the funding required to support it. Medium to large-scale projects, or those involving multiple activities, may benefit from using our [management plan template](#). This tool helps community groups turn broad ideas into practical, well-structured steps that improve the likelihood of project success.

Once you have a clear plan you must complete the [application form](#) provided, being careful to ensure:

- **Section A:** Your project summary clearly explains the purpose of what you are applying for funding for
- **Section B:** All the applicant details are completed and correct
- **Section C:** The project location is clearly described, and all permissions have been obtained
- **Section D:** The details of the project are explained clearly along with how they meet the grant's criteria
- **Section E:** There is clear evidence that the people involved have the experience and capability to complete the project
- **Section F:** Describes the ultimate goals of the project
- **Section G:** Resourcing required, and funding requested has been carefully and thoroughly filled out and the totals add up correctly
- **Section G:** No funding has been requested for ineligible items or activities e.g. wages
- **Section G:** Any other funding sources have been accurately declared
- **Section H:** The declaration section has been carefully read and completed
- **Section I:** The final checklist has been completed carefully
- **Attachments:** Quotes are attached as proof of the funding requested. *Optional* - No more than one additional supporting document (maximum 5 pages) is attached. Please do not attach your full management plan as part of your supporting documents.

Strong applications include a well-developed project plan that meets the grant criteria, a clear budget showing all funding sources, and an appropriate method for monitoring and reporting project outcomes relative to the size of the grant.

You must submit your completed application electronically by emailing it, along with any supporting documentation, to [BiodiversityCommunityTeam@horizons.govt.nz](mailto:BiodiversityCommunityTeam@horizons.govt.nz) no later than **Friday 1 May 2026 at 5pm**. No late applications will be accepted.

After you have submitted your emailed application, you will receive a confirmation email from our team. If you do not receive an email advising, we have received your application within 5 days please get in touch with us on 0508 800 800 and ask for Christina Haynes.



## How are applications assessed?

Applications received will be considered on the following four criteria:

- **Place** - How does the project contribute to restoring or maintaining the full range of indigenous ecosystems within the Region? Projects that benefit threatened ecosystems will be higher priorities. Projects may involve the restoration and guardianship or kaitiakitanga of indigenous biodiversity, supporting the regeneration and continuation of mātauranga Māori (Māori knowledge) through the enhancement and regeneration of biodiversity
- **Biodiversity Outcomes** – Is there a clear benefit and is that benefit appropriate to the size of the investment? How will the project directly promote, enhance or protect biodiversity within the Manawatū-Whanganui Region? This includes the project’s likelihood of success and the applicant’s capability to deliver the outcomes of the project.
- **Community Outcomes** – Participation and awareness. How the project involves the wider community including iwi and increases public awareness of biodiversity. This includes consideration of the ongoing accessibility of the site to the community, the educational value, and the number of people involved.
- **Collaboration and Partnership** – Whether the applicants have explored and developed opportunities for collaboration and partnership with others resulting in contributory funding, expertise or assistance in kind from other parties. This also considers applicant contribution – whether the applicant is actively involved in the project and contributing in form of material, labour, advisory role, education or financial contribution.

In addition to these four criteria, eligible applications will also be considered in relation to:

- Project impact and design
- Applicant capacity
- Value for money

Applications received may require a site visit to validate the project objectives before funding is approved.



## When will I find out if I have been successful?

The *Kanorau Koiora Taketake | Indigenous Biodiversity Community Fund* has one annual funding round. The key dates for the 2026 funding round are provided in the table below. These are indicative only and may change. Any change will be notified through Horizons' website [www.horizons.govt.nz](http://www.horizons.govt.nz).

### Fund timeline

Date	Event
23 March 2026	Funding round opens for applications
1 May 2026	Funding round closes
May / June 2026	Assessment panel considers applications
End June 2026	All applicants are notified of decisions in writing
July – August 2026	Successful applicants finalise and sign Project Agreement, finalise Health and Safety Plans and projects begin
1 November 2026	Successful applicants must have signed Project Agreement by this date to receive funding.

## When will I receive my funding?

Before any funding can be released, we will discuss your Project Agreement and Health and Safety Plan with you. Horizons must approve your Health and Safety Plan before the Project Agreement (Deed of Grant) is finalised and signed. Please note that funding cannot be provided for any work completed before the agreement is signed.

In most cases, funding is paid after you have finished the work and submitted your report. You will need to send Horizons an invoice along with copies of your receipts. Once we confirm the spending and receive the required reports, we will reimburse your grant amount.

Depending on the size and nature of your project, alternative funding arrangements may be possible. These can be discussed when your Project Agreement is signed. In some situations, Horizons may be able to purchase goods directly from suppliers on your behalf.



## What reporting will I be required to do?

Project goals and milestones should be developed and included as part of your application. These should match the scale, size and nature of your project. Progress against these goals and milestones should be captured in your reporting.

In keeping with the significance and size of these projects, the level of accountability, monitoring and reporting will increase with the size of the Horizons grant. When funding is provided over a longer period, there may be additional reporting requirements to match the scale or duration of the project.

All successful grantees must submit a final report for each of their funded projects within two months of completing the project and no later than mid-July.

Please note: Horizons Regional Council will assess accountability reports to ensure they meet requirements. This may include a site visit by council staff. Accountability reporting will be taken into account when groups apply for further funding.

Horizons Regional Council would like to stay in touch with you beyond your funding agreement to keep up to date with how your project is progressing.

## Publicity and acknowledgement of HRC contribution

Information about your project and grant will be made publicly available, and further information may be sought in relation to your project for publicity purposes.

Horizons Region Council expects that acknowledgement of its support will be included in any publicity that you undertake about your project.

## **Disclaimer:**

*While every effort has been made to ensure this guide is as clear and accurate as possible, the information it contains is general guidance only and does not constitute legal advice. In the event of uncertainty, the applicant should obtain independent legal advice.*