



# 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 outlines the fund's eligibility and assessment criteria, provides an overview of the application and funding process and describes the information you will be asked to supply.

## About the fund

A primary focus of the Horizons' Kanorau Koiora Taketake | Indigenous Biodiversity Community Fund is empowering communities to reconnect with and improve indigenous biodiversity. The programme operates as a contestable process, supporting both one-off and multi-year project grants. 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.

## Eligibility

Any community-led projects focused on protecting and improving indigenous biodiversity in the Horizons Region can apply for a grant. The grants must be non-profit making.

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 for funding of this project.

Permission from any landowner whose property the project is taking place on must be presented at time of application.

## 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.

The fund cannot support:

- ✗ Volunteer labour, wages or salaries
- ✗ Debt servicing or repayment
- ✗ Legal expenses
- ✗ Activities that promote religious ministry or political purposes
- ✗ Medical expenses
- ✗ Public services that are the responsibility of central government (e.g. core education, primary health care)



- X Purchase of alcohol
- X Projects located outside of the Horizons Region
- X Projects which are core business of other agencies
- X Travel, conference, legal or accounting expenses
- X Landscaping, food gardening and wildlife pond projects
- X Proposals designed to generate personal or commercial profit
- X Purchase of large capital items of equipment or infrastructure
- X Any works/activities that are required as conditions of a resource consent
- X Projects that require but have not been granted resource consent
- X Retrospective costs
- X Land purchase
- X Projects whose sole purpose is beautification
- 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
- X Projects resulting in commercial and financial benefit

## Funding term

The Kanorau Koiora Taketake | Indigenous Biodiversity Community Fund supports both one-off and multi-year project grants. For one-off project grants, grant recipients will need to complete project work and grant accountability requirements within the financial year of the grant if offered (Council's financial year runs July – June).

A limited number of multi-year project grants are available. These grants allow applicants to apply once to receive funding annually for up to three years. To ensure that funding remains available for new applications the funding available for the second and third year of multi-year projects will be limited to approximately 25% of total available budget.





To apply for a multi-year grant applicants must:

- Provide a project plan and detailed budget for each year they are seeking funding.
- Multi-year grant recipients will be subject to grant accountability requirements at the end of each year that funding is provided.

It is recommended that applications for multi-year projects include an option for a single year's funding.

Receiving a project grant (for one-off or multi-year project) does not prevent applicants from submitting future applications for either one-off or multi-year 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').

### **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.



## How many applications can I submit?

Applicants can submit more than one application to the Kanorau Koiora Taketake | Indigenous Biodiversity Community Fund, however applications will need to be for different projects or activities. Applicants can also apply for grants from more than one grants programme for different projects and activities. Applicants will need to identify any other council grant programmes and other funding agencies they have applied to.

## 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. For volunteer time this can be calculated at \$20.00 per hour for labour and \$35 per hour for professional assistance. For in-kind support this can be calculated using reasonable market rates.

## Health and Safety

Horizons is 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.

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. Horizon 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.

## Submitting your application

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

- Applicants are invited to apply for a grant during scheduled funding rounds, with publicly advertised opening and closing dates
- Clearly defined processes will be applied to all applications

You may provide one additional supporting document of no more than 5 pages as part of your application to be sent in with your application

All applications must be submitted electronically. You must email your completed application form along with any supporting documentation to [communications@horizons.govt.nz](mailto:communications@horizons.govt.nz) no later than Monday 9 May at 1pm. No late applications will be accepted.

## How your application is 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 making a contribution in the form of material, labour, advisory role, education or financial contribution.

In addition to the criteria previously mentioned (place, biodiversity outcomes, community outcome and collaboration and partnership), all eligible applications will also be considered in relation to the following:

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

Desirable attributes include a robust project plan, a project budget providing visibility of all funding sources for the project and a clear method for monitoring and reporting the success of the project (appropriate to the size of the grant).

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. In years where the budget is not fully allocated Horizons may opt to run a second round. The key dates for the 2022 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).

If successful you must agree to provide regular progress updates about the project to Kanorau Koiora Taketake – Indigenous Biodiversity Community grants Committee (including photos). A final report must be submitted within two months of completing the project.



## Fund timeline

Date	Event
11 April 2022	Funding round opens for applications
9 May 2022	Funding round closes
May / June 2022	Assessment panel considers applications
End June 2022	All applicants are notified of decisions in writing
July – August 2022	Successful applicants finalise and sign Project Agreement, finalise Health and Safety Plans and projects begin
1 November 2022	Successful applicants must have signed Project Agreement by this date to receive funding.

## When will I receive my funding?

Upon confirmation of your successful application, your project Health and Safety Plan and a Project Agreement will be discussed with you. Horizons will need to approve your project Health and Safety Plan, prior to finalising and signing your Project Agreement. The Project Agreement needs to be signed and sent back to your designated Horizons Advisor within 4 months of receiving your confirmation letter. Funding cannot be provided for any works that occur prior to the Project Agreement being signed.

In most instances funding will be provided after completion of work and reporting. You will be required to invoice Horizons and attach copies of your receipts. Providing the funding has been spent and progress reports received as agreed, we will then reimburse you the grant amount. However depending on the scope of your project there may be alternative arrangements that can be made and this can be discussed at the time of signing the Project Agreement (in some circumstances, Horizons may assist with purchasing goods from the supplier directly).





## Reporting

Project goals, milestones, and reporting are required. These should be developed and included as part of your application. Milestones and reporting requirements should match the scale, size and nature of the project. 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. A longer funding relationship may have additional reporting requirements commensurate with the size and scale of the project.

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 form part of future funding assessments.

## 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 an uncertainty, the applicant should obtain independent legal advice.