



Regional Freshwater Community Project

Application Form

Additional documentation can be provided by applicant if insufficient space available in application form.

CONTACT NAME OF APPLICANT:

NAME OF ORGANISATION:
(if applicable)

Contact phone number(s):

Email address:

Website address:

Postal address:

Physical address:

TYPE OF ORGANISATION:

- | | | |
|--|---|--|
| ☐ Incorporated Society | ☐ Charitable Trust | ☐ Educational facility (School/ECE/etc) |
| ☐ Local community group | ☐ Iwi/hapū | ☐ Other |

Is your organisation GST registered? ☐ YES ☐ NO

If yes, please state your GST number:

ORGANISATION'S OBJECTIVES:

HOW DID YOU HEAR ABOUT THE REGIONAL FRESHWATER COMMUNITY PROJECTS PROGRAMME?

☐ NEWSPAPER

If so, which one?

☐ FRIEND/COLLEAGUE

☐ ONLINE/WEBSITE

If so, which one?

☐ OTHER

Please explain:

2 APPLICATION DETAILS

NAME OF PROJECT:

PROJECT SUMMARY: Give a brief overview of your project.

PROJECT OBJECTIVES: Please outline the objectives of the project.

Start date of project:

End date of project:

Location of project:

Describe how this project will enhance people's understanding of freshwater issues, engagement with freshwater, or result in improvements in water quality.

How will this project engage the community?

Who will be involved with the project?

Please outline how your project will become self supporting without on-going financial contributions.

Demonstrate how the outcomes of the project would be maintained in the future.

Is this application supported by the wider community? *(Please attach letters of support if applicable).*

Has funding for this project been provided in the past? ☐ **YES** ☐ **NO**

If yes, please list previous funding sources for this project over the past 24 months.

Please attach a project plan and timeline.

If you require any advice on planting timeframes and species available please contact Horizons Regional Council's Freshwater and Partnerships team **0508 800 800**.

3 LANDOWNER DETAILS

We need authorisation from the landowner where the project is taking place before we can provide funding. If the land is public land, or owned by private landowners, written authorisation for the work must be given by the landowner or an authorised representative before a Deed of Grant can be signed. This must include confirmation they are complying with their duties and obligations under the Health and Safety at Work Act 2015 in respect to you working on land they manage.

List the landowner/s of this location:

Do you have written authorisation from the landowner/s for this project? ☐ **YES** ☐ **NO**

Are any permits, permissions, licenses or consents required to deliver your project? ☐ **YES** ☐ **NO**

If yes, what are these (e.g. gun licenses, resource consents) and when do you expect to obtain them?

4 BUDGET

This section gives you an opportunity to provide a breakdown of the activities that will be completed during your project and the total estimated budget. 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.

We are unable to fund for wages or salary. You can include costs for labour from an independent contractor for specialised works. If you are looking to use a contractor please include the estimated number of hours/days and rates.

Please include quotes where possible.

WHAT IS THE TOTAL BUDGET FOR THE PROJECT? \$

(Include contributions from landowners or other funding sources, please identify the source and \$ amount)

What is the total amount (GST excl.) that you are seeking from this application? \$

What does this funding include? *(Please specify components of project seeking funding including administration costs).*

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Activity	Description	Cost

Please attach quotes if relevant.

5 PROMOTION AND EVALUATION

Are there opportunities for other community groups to take part in this project?

☐

YES

☐

NO

If yes, please explain:

Are there opportunities to involve local media?

☐

YES

☐

NO

If yes, please explain further.

How will you evaluate the success of the project?

Is there any other information you believe is relevant to support your application?

6 CHECKLIST

- ☐ I have completed all sections of the application.
- ☐ I have attached copies of quotes where applicable.
- ☐ I have attached evidence of landowner's permission where applicable.

7 DECLARATION

If your application is successful you agree and acknowledge on behalf of your organisation or group the following:

- ☐ I agree to ensure that the sponsorship amount and any products or services received as part of the sponsorship will be used solely for the activities specified in this application and for no other purposes.
- ☐ I agree to provide a brief report about the activity to Horizons Regional Council and provide photos if available within agreed timeframe.
- ☐ If this application is on behalf of an organisation, group or other entity I confirm that I have informed them of this application and will provide acknowledgement of sponsorship receipt via the entity supported (i.e. on official letterhead or alternative official means).
- ☐ If the project is being carried out on land not owned by the applicant I confirm that I have sought permission from the landowner to carry out planned activity.
- ☐ 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 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 Local Government Official Information and Meetings Act 1987, other legislation, and court orders.
- ☐ I understand that a site visit may be required to validate the project objectives prior to the applications consideration for funding approval.
- ☐ 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 the Department of Conservation or other agency responsible for the land before a Deed of Grant will be signed.
- ☐ I understand that if my project involves trapping, I will need to provide a trap location map and enter data into www.trap.nz as part of my project report.
- ☐ I understand that if my project involves trapping that traps must be approved by National Animal Welfare Advisory Committee (NAWAC) and approved for use on the target animal.
- ☐ 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.
- ☐ I understand that in order to receive funds I must provide a valid bank account number in the name of the applicant and until this is verified I will not be able to claim any funding.
- ☐ I understand that if the application is successful, a Deed of Grant is required to be signed no later than 1 November 2026 which will outline the reporting requirements, grant amount and obligations prior to any funds being available.

FULL NAME:

ORGANISATION:

SIGNATURE:

DATE



24 hour freephone
0508 800 800
www.horizons.govt.nz