



## WASTE MINIMISATION FUND

### GRANT APPLICATION

The purpose of the Kaipara District Council's Waste Minimisation Fund is to assist with the minimisation or diversion of waste from landfills. A portion of the fund is available on an annual basis to provide support for local initiatives trialling or supporting new waste minimisation initiatives.

Council has an important role to encourage communities and businesses to reduce the amount of waste generated and disposed of and reduce the environmental harm waste can cause. This role is recognised and legally formalised in the Waste Minimisation Act 2008. Council recognises that some of the best ideas and deliverers of waste minimisation projects come from our community.

Kaipara District Council administers the contestable Waste Minimisation Fund. There is limited funding available for this grant which is dependent on the Waste Levy grant from central government. To apply for funding complete the application form and return to Council's Waste Minimisation Leader. The maximum funding that can be applied for in one application is \$5,000 (excl. GST).

There may be an opportunity to apply for larger amounts of funding however these opportunities are very limited. If you would like to apply for a larger amount of funding, please contact the Waste Minimisation Leader to discuss, these will be assessed, and you will be advised if there are funds available prior to lodging your application.

All funding applicants are required to provide Business Plans, a Health and Safety Plan and need to include budget information that outlines the total cost of the project and the specific items for this funding.

The assessment criteria is guided by the vision, goals and objectives of Council's current Waste Management and Minimisation Plan. Applications will be assessed by the extent to which the projects can demonstrate: - likelihood of success - reduction of harm to the environment - reduction in the volume of waste disposed of - economic, environmental, social, or cultural benefits - longer term benefits after the completion of the project.

If you receive Council funding for your project, you will be required to sign a Funding Agreement. Kaipara District Council's support must be recognised in all promotion of the project. You will be required to report on your project, this will include but not be limited to the amount and type of waste that has been diverted from landfill.

Funding applications can be submitted all year round, granting of funds will be dependent on available funding.

## 1 Contact details

|   |                          |       |                          |    |
|---|--------------------------|-------|--------------------------|----|
| Organisation or business name                           |                          |       |                          |    |
| Is the applicant a volunteer organisation               | <input type="checkbox"/> | Yes   | <input type="checkbox"/> | No |
| Charity registration and/or incorporated society number |                          |       |                          |    |
| Role of applicant within the organisation if applicable |                          |       |                          |    |
| Full address of applicant                               |                          |       |                          |    |
| Telephone number  | Mobile                   | Other |                          |    |
| Email (this is the preferred method of contact)         |                          |       |                          |    |

## 2 Project details

|  |
|--|
| Project title  |
| Project site (where the project is intended to take place)   |
| Project purpose, objectives and expected outcomes  |
| Other project details including timelines  |
| How does your project contribute to the goals of Kaipara District Council's Waste Management and Minimisation Plan 2024-2030 and/or the Waste Minimisation Act 2008? |

|   |
|---|
| How does this project contribute to ongoing waste minimisation beyond the timeline of this project? |
| How will you know if the objectives have been met?  |
| How will you measure your projects success?   |
| What is the expected timeframe?   |

### 3 Health and Safety

Every application must include a Health and Safety Management plan for your project, this should include identified hazards and mitigations, risk analysis etc.

### 4 Budget details

|   |  |     |  |    |
|---|--|-----|--|----|
| What is the total cost of your project  |  |     |  |    |
| Amount applying for from KDC (maximum \$5,000) \$   |  |     |  |    |
| Is your organisation GST registered?  |  | Yes |  | No |
| If yes, your GST number   |  |     |  |    |
| Project budget list, all costs and projected income associated with this project/activity.<br><b>Note:</b> This should be completed on a spreadsheet and attached to application. |  |     |  |    |
| What specific items are you asking KDC to fund?   |  |     |  |    |

Have you applied for other funding for this project – if so please include amount applied for and the status of application.

## 5 Declaration and signature

In making this funding application I declare that I am authorised to do so, and the information contained herein is true and correct. Any funding received will be used for the project for which it is approved. I will provide an accountability report to KDC on completion of the project. I consent to KDC collecting, retaining and using the details that have been listed in this application. I agree to repay KDC all funding that is not used for the purposes outlined in this application.

|                                      |   |
|--------------------------------------|---|
| Name                                 |   |
| Signature<br>(electronic acceptable) |   |
| Date                                 |   |
| Attachments                          | Please include spreadsheet of your projected expenses, income and budgets from above. |

Please send completed application to:

Post: Waste Minimisation Officer  
 Kaipara District Council  
 Private Bag 1001  
**Dargaville 0340**

or email: [cmckee@kaipara.govt.nz](mailto:cmckee@kaipara.govt.nz)

### Check list

|  |  |     |  |    |
|--|--|-----|--|----|
| Business Plan attached                     |  | Yes |  | No |
| Health and Safety Management Plan attached |  | Yes |  | No |
| Budget and Breakdown Spreadsheet attached  |  | Yes |  | No |