**WASTE MINIMISATION COMMUNITY FUND APPLICATION FORM**

**The information provided in this form will be used to assess your application.**

**Please email, fax, mail or drop off your application form to either one of our Council offices in Te Awamutu or Cambridge. If you have any further documentation that you think is relevant to your application, please include it. If you do not have enough room to answer the questions please write on the back of the page.**

**CONTACT DETAILS**

# Company details

Organisation name:

*(Full legal name if applicable)*

Postal address:

Phone:

**Applicant details**

Full name of applicant:

Role within organisation:

Phone: Email:

Preferred method of communication *(Please highlight):* Post Email Phone Date of filling out this application:

**PROJECT INFORMATION**

**The Project Site**

Where is the project taking place?

#  About the project

What type of project is this? *Please highlight as many as are relevant.*

Behaviour change Research and development

Materials, bins and equipment Social enterprise

Educational

Feasibility studies and business cases

Monitoring, surveys, data collection and waste auditing Other (please explain):

**Waipā District Council, Private Bag 2402,**

**Te Awamutu 3840**

**P: 0800 924 723 |F: 07 872 0033**

**info@waipadc.govt.nz**

# waipadc.govt.nz

What is your project all about?

What is the purpose of your project?

How does your project support the vision of the Waipā District Council’s Waste Strategy?

*“Building zero waste and sustainable communities”*

Waipā District Council wishes to target the below priority waste streams/topics. What waste stream will you be working with? *Please highlight as many as are relevant*. Some projects are not on this priority list, and that’s okay.

Agricultural waste, chemicals and containers Commercial waste

Food waste

Fill a service gap within current waste services in Waipā e.g. oil collection, home health care client waste, home hazardous waste collection etc.

Green/organic waste Product stewardship

Resource Recovery Networks

Waste streams of national importance e.g. tyres or e-waste

If your application is about another waste stream, please explain that here:

**Tracking progress and evaluation**

Please share how you will know your project was successful *(e.g. your evaluation plan)*. Consider both qualitative

*(e.g. learning outcomes achieved, changes in behaviour etc.)* and quantitative measures *(numbers).*

How much waste will your project divert from landfill?

*(If you’re not sure, make an estimate and let us know how you calculated it.)*

**Community involvement**

How will you encourage community participation?

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**Project management**

Please share any project management and financial management experience you (or members of the group) have. Explain how that experience will ensure you are able to deliver this project and that funds will be used responsibly to minimise the risk to Council.

**In-kind donation or support**

It’s great to demonstrate what you/your group is contributing to the project. Please think about inputs into the project e.g. financial support from other sources, donated materials, venues you may provide, catering, volunteer hours (cost at $30/hr/person) and estimate their value.

cost $

Total in-kind donation or support $

|  |
| --- |
| **Budget *(please collect receipts for purchases over $100)*****Project estimate** |
|  | Quantity | $/unit | cost $ |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total project estimate |  |  | $ |

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**Financial details**

Is your organisation GST registered? Yes No If yes, what is your GST number?

If Waipā District Council is unable to fund the full amount requested, would a smaller grant still be helpful? Yes No

What would be the minimum amount you require?

How would this affect your project? You might be able to scale down the scope or limit the length of the project and still deliver it for a smaller amount. Please explain what will need to change if you received less funding.

Waipā District Council may be able to help your project through non-financial means.

*Please highlight what you would like support with.*

Council venue

Equipment loan (e.g. data-shows, small scale event waste kit) Other: Please suggest what support you would like

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**Bank details**

Account name:

Bank name:

Branch:

Bank account number: *(e.g. 12 – 1234 – 1234567 – 12)*

**Repeat funding**

**To consider funding over more than one year we will need to meet with you to discuss the project. We’ll be in touch soon after we’ve received your application to arrange a time to meet.**

Are you interested in ongoing funding over multiple years?

To achieve your outcomes, how many years would your project need?

**Terms & Conditions**

I, the undersigned person, hereby declare that the information supplied here on behalf of my club/organisation/business is correct. I understand that if our project does not proceed, that all funds must be

reimbursed to Council. I consent to Waipā District Council collecting the personal contact details provided, and retaining and using these details.

If this application is successful, I/we agree to acknowledge Waipā District Council’s Waste Minimisation Community Fund at event openings or workshops related to the project.

I agree to use the fund’s logo in all publicity (e.g. poster, flyers, e-newsletters, social media etc.) for the project and follow the guidelines for use of the logo. Logo and guidelines will be supplied to successful applicants.

**Privacy Act 1993** – Protection of Personal Information: The information that you provide on this form is required so that your application can be processed. Applications are public records and in some cases part of a public process where

a copy of the application is made available to elected members and the public. The application form will be stored as a public record and held by Council, and in some cases will be available to Council’s website. Personal contact

details such as mobile and email are optional for this reason. Submitters have the right to access and correct personal information.

I understand and accept the terms and conditions

*(please highlight)*

# Applicant.............................................................................................................................. Date...................................

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**After submitting your application:**

1. You will be notified by letter that we have received your application and also a date for when a decision on your application will be made. Additional information may be required.
2. You will be notified if your application has been accepted or declined. If accepted, payment will be arranged. Successful applicants will need to forward a Tax Invoice for their grant if they are GST registered.
3. Please note that once your project is under way, Council will expect at least one progress update (verbal, email, face-to-face) on the stated outcomes and a completed final report (written) within six weeks of the end of the project.

***Please return the completed application and address to the Waste Minimisation Officer:***

**Deliver to:**

**101 Bank Street**

**Te Awamutu**

**or 23 Wilson Street**

**Cambridge**

**Post to:**

**Waipā District Council**

**Private Bag 2402, Te Awamutu 3840**

**Email to:**

**sally****.fraser@waipadc.govt.nz**

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