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 at 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 backside 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 the organisation:

Phone: Email:

Preferred method of communication: Post / Email / Phone *(please circle)*

Date of filling out this application:

PROJECT INFORMATION

The Project Site

Where is the project is taking place?

About the project

What type of project is this? *Please tick 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):

What is your project all about?

What is the purpose and goals of your project?

How does your project support the vision of the Waipa District Council’s Waste Strategy?  
*“Building zero waste and sustainable communities”*

Waipa District Council wishes to target the below priority waste streams/topics. What waste stream will you be working with? *Please tick as many as are relevant.*

* Agricultural waste, chemicals and containers.
* Commercial waste.
* Food waste.
* Fill a service gap within current waste services in Waipa. E.g. oil collection, home health care client waste, home hazardous waste collection.
* 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

How will you measure your projects’ success? Please share how you will know your project worked *(e.g. your evaluation plan).* Consider both qualitative *(numbers)* and quantitative measures.

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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P: 0800 924 723 |F: 07 872 0033 info@waipadc.govt.nz

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| In kind donation or support | **$** |
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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.

Budget *(please collect receipts for purchases over $100)*

Project estimate

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| --- | --- | --- | --- |
|  | Quantity | $/unit | Cost $ |
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| Total project estimate |  |  |  |

In kind donations and other funding partners.

Please outline how you are investing in the project. E.g. estimate of volunteer hours, financial support from other sources, donated materials etc. Council, Private Bag 2402, Te Awamutu 3840

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Financial details

HIs your organisation GST registered? Yes / No

If yes, what is your GST number?

If Waipa 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 a lower amount of funding.

Waipa District Council may be able to help your project through non-financial means. Please tick what you would like support with.

* Council venue
* Advertising
* Social media marketing
* Equipment hire (data-shows)
* Other: Please suggest what support you would like.

Waipa District Council, Private Bag 2402, Te Awamutu 3840

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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 is correct. I understand that if our project does not proceed, that all funds must be reimbursed to Council. I consent to Waipa District Council collecting the personal contact details provided, and retaining and using these details.

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 tick)*

Applicant............................................................................. Date.............................................

Waipa District Council, Private Bag 2402, Te Awamutu 3840

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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 underway, 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 or 23 Wilson Street   
 Te Awamutu Cambridge

Post to: Waipa District Council  
Private Bag 2402, Te Awamutu 3840

Email to: sally.fraser@waipadc.govt.nz