

# Environmental Grants Scheme

## Application Form – September 2024

Does your project involve work in a Nelson City Council Park or Reserve, or in a Significant Natural Area on private land? If so, please contact Council at [nelson.nature@ncc.govt.nz](mailto:nelson.nature@ncc.govt.nz), 03 546 0200, to discuss your project **BEFORE** completing the application.

Before completing this application form, you should have read the program guidelines.

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is important that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regard to these eligibility criteria, please contact us at [nelson.nature@ncc.govt.nz](mailto:nelson.nature@ncc.govt.nz)

**\* Required field.**

## Eligibility

Before proceeding, please confirm the following:

- the applicant has read and understood the council priorities and assessment criteria.
- the applicant is able to demonstrate alignment between your project and the priorities for this years funding.
- the applicant grant area is located within the Nelson City Council boundaries.
- the applicant does not owe any reports or money to Nelson City Council as a result of previous funding or grants.
- the applicant has the appropriate type and level of insurance for the activities that are the subject of this grant.

**You must confirm that all statements above are true and correct.**

Yes  \*

## Contact Details

### Privacy Notice

The information on this form, including your personal information, is being collected and will be used by the Environment and Science Team of Nelson City Council to help assess eligibility for an environmental grant, and to communicate with you in relation to your grant application and any follow up requirements (including accountability reporting).

The information will be retained in line with Council's obligations under the Public Records Act 2005. Please contact the Environment Grants Administrator or your Environmental Programmes Adviser in the first instance for any questions relating to the grants process or to update your information.

### Applicant details

Individual       Organisation  \*

Organisation

First name \*

Last name \*

Primary address \*

Primary phone number \*

Primary email \*

GST registered \*

Yes       Yes, but not claiming for this grant       No

Legal status of applicant/s \*

Individual     incorporated Trust     Charitable society     Other:

Primary Contact Details for the grant, if different from applicant.

First name \*

Last name \*

Position held in organisation

Primary address \*

Primary phone number \*

Primary email \*

## Organisational details

*(you can skip this page if you are an individual)*

What is your organisational purpose or mission? \*

What is your organisation's annual revenue? \*

- Less than \$50,000  
 \$50,000 or more, but less than \$250,000  
 \$250,000 or more, but less than \$1 million

Does your organisation have an NZBN or CRN?

- NZBN    CRN    Neither \*

Applicant NZBN

Applicant NZ Charity Registration Number (CRN)

## Project Details

Applicant name or project title \*

Anticipated start date \*

dd/mm/yyyy

Anticipated end date \*

dd/mm/yyyy

Physical address where the grant will be used \*

Type of site \*

Private property

Nelson City Council Park or reserve

Other:

Site permission \*

I own the property

I have written permission

*E.g. If the area is managed by Council or the Department of Conservation, or owned by someone else, do you have permission to carry out your project?*

Please attach the document giving written permission \*

Site focus. E.g., one or two patches within the area, or whole area – please specify. \*

Attach a detailed map of the site \*

Attach photos of the site \*

What ecosystems are present?

Riparian

Forest

Wetland

Other

Regenerating native bush

Native forest

Coastal

Select all that apply to your site. See the guide '[Living Heritage](#)' for more details)

Please provide a brief description of your project \*

*Be descriptive, but concise. Include a brief summary of what you will do (i.e. the activities you will perform), and what effects you expect to result from your activities (outcomes).*

What is the goal for this project? \*

*How will it help to improve the natural environment?*

Steps to achieve the project goal - List the key steps you will undertake to achieve your project goal. \*

*For example: ecological assessment, weed clearance (by hand or using agrichemicals), planting, fencing, pest trapping, constructing a wetland, volunteer days, water quality monitoring, bird counts etc.*

Alignment with Council priorities - How does your project align with Nelson City Council goals?

**Nelson Nature** funding is available for projects that aim to protect or enhance native biodiversity.

**Healthy Streams** funding is available for projects that aim to improve the health of waterways for either human or ecosystem health, e.g. habitat restoration, wetlands, or mitigation of nutrients.

**Sustainable Land Management** funding is available for projects that mitigate erosion through tree planting, stock exclusion fencing, or establishment of small wetlands to filter runoff.

Please mark all the below that apply to your project \*

- Community project to protect and restore biodiversity by controlling weeds or browsing animals (e.g. goats, possums).
- Community project to enhance native wildlife through predator control.
- Restoration project (e.g. planting and weeding) on private properties larger than 1 ha and where there is significant investment of time/resources from the landowners.
- Project that protects and restores a Significant Natural Area. SNAs are sites that contain significant indigenous vegetation or significant habitat of indigenous fauna.
- Project that restores riparian margins
- Project that reduces erosion on farming and forestry land
- Project that excludes stock from waterways
- Project that enhances soil conservation
- Project that reduces erosion from streambanks or steep slopes on farming and forestry land
- Project that restores wetlands
- Restoration projects of areas that support ecological connectivity across the Nelson landscape including rural, peri urban and urban areas.
- Restoration of important coastal ecosystems, including saltmarsh, estuary, and dune ecosystems

*At least 1 choice must be selected. Community projects are those that involve three or more landowners and/or involve public land.*

## Project Budget excluding GST

Total amount requested *	Total Project cost *
\$	\$
<i>What is the total financial support you are requesting in this application?</i>	<i>What is the total budgeted cost (NZD) of your project?</i>

### What can council provide to help you to achieve your project goal?

Please outline your project budget below. All amounts should be GST exclusive.

Please include any other funding that you have applied for in regard to this project, whether it has been confirmed or not, under 'Other funding requested'.

Please **do not add commas** to figures – e.g. type \$1000 not \$1,000

All Total costs must be a dollar amount.

#### Cash

<input type="checkbox"/> Yes	<input type="checkbox"/> No *	Please explain what the funding would be used for	Total cost
			\$

#### Professional ecological advice

<input type="checkbox"/> Yes	<input type="checkbox"/> No *	Please specify what this is for	Total cost
			\$

*If not known contact [nelson.nature@ncc.govt.nz](mailto:nelson.nature@ncc.govt.nz) for an estimated cost for this work*

#### Trapping equipment

<input type="checkbox"/> Yes	<input type="checkbox"/> No *	Please specify the number and types of traps	Total cost
			\$

#### Herbicide

<input type="checkbox"/> Yes	<input type="checkbox"/> No *	Please specify the type and amount of herbicide	Total cost
			\$

#### Contractor support

<input type="checkbox"/> Yes	<input type="checkbox"/> No *	Please specify what this is for	Total cost
			\$

#### Fencing

<input type="checkbox"/> Yes	<input type="checkbox"/> No *	please specify how many metres of fencing	Total cost
			\$

*based on NZD 12.00 per metre (e.g. 12m@NZD12.00 = NZD144.00)*

Native plants

Yes  No \*

please specify area/plant numbers	Total cost
	\$

based on NZD3.50 per plant (e.g. 300 plants @ 3.5 = NZD1050.00)

Guards and stakes

Yes  No \*

please specify number	Total cost
	\$

based on NZD1.7 per guard (e.g. 300 @ NZD1.7 = NZD510.00)

Other funding requested

Yes  No \*

please expand	Total cost
	\$

Other expenses

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Please attach any supporting quotes and other relevant information \*

In-kind contributions

Outline what in-kind contributions you, your community group or other supporting organisations will be making to this project. \*

Note: Applications that outline a decent level of in-kind, co-funding contribution from the grant recipient will be looked at favourably. Please outline any funding of your own that you expect to spend on the project, as well as the amount of your time you expect to spend working on your grant project.

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For example: your time managing the project, volunteer labour, expertise, or financial investments.

Permits Licenses and Approvals

Do you require resource consent for any aspect of your project? If yes, please provide details of your resource consent. \*

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If you are unsure whether your project requires a consent, please contact nelson.nature@ncc.govt.nz (for example, a consent to clear weeds around a stream for planting may be able to be funded through this application).



Do you require Wildlife Act authorisations (approval to hold, catch, handle or release wildlife)? If yes, please provide details of your authorisation. \*

Do you require any specialist certifications (e.g. Growsafe certification for use of agrichemicals?) If yes, please specify. \*

## Applicant Capacity

Now that we know about your project, we want to find out more about your ability to undertake the work you propose. Please provide some information about you, your group or supporting organisation that will give us confidence that you can complete the work you've described in this application. \*

*Include in this section information about how you will complete this project within the proposed timelines.*

Would you be interested in attending a free workshop relevant to your project?

Yes    No \*

*e.g. a planting workshop if you are receiving plants.*

Is there ongoing maintenance required to achieve the project goal? If so, who will be doing this maintenance? What will it cost (in terms of time and/or money) and who is contributing this cost (of time and/or money)? \*

Do you have anything further you wish to tell us regarding your application?

Please attach any supporting documents.

## Certification

This section must be completed by an appropriately authorised person on behalf of the application (may be different to the contact person listed earlier in this application form).

**I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the agreement.**

I agree \*  Yes

Name of authorised person \*

First name

Last name

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Position (if organisation)

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Contact phone number \*

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Contact email \*

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Date \*

dd/mm/yyyy

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## Applicant Feedback

You are nearing the end of the application process. Before you review your application and SUBMIT, please take a few moments to provide some feedback.

Please indicate how you found the online application process: \*

Very easy       Easy       Neutral       Difficult       Very difficult

How many minutes in total did it take you to complete this application?

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*Estimate in minutes i.e. 1 hour = 60*

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

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How did you hear about this funding opportunity? \*

email from Nelson City Council       public notice       display in council window  
 Facebook       Our Nelson article       council website  
 word of mouth       Nelson North newsletter       Other:

## Documents checklist

- written permission (if required)
- map of area \*
- photos of site \*
- budget - supporting quotes and other relevant information.
- applicant capacity - any supporting documents.
- any other relevant documents

### Options:

#### 1. Email

Please save and send your completed application form to [nelson.nature@govt.nz](mailto:nelson.nature@govt.nz)

Along with your supporting documents.

#### 2. Print out and drop it off.

Print and fill out your application form, bring your completed form and supporting documents to NCC civic building and leave it with our customer service team.

\*Let them know who it's for: Missy Simpson, Science and Environment.

#### 3. We can print it out for you to fill in.

Contact us and we'll print it out and leave it with our customer service team at NCC civic house.