



## WASTE MINIMISATION GRANTS 2024 – Applicant Guidelines

### 1. Introduction

The purpose of this funding is to enable community-led activities which lead to avoidance or reduction of waste, close the loop on valuable resources being waste, or support the development of a local circular economy.

### 2. Funding criteria

2.1. All projects must align with the goals and objectives of the Joint Waste Management and Minimisation Plan (<https://www.nelson.govt.nz/services/rethink-waste/council-plans/nelson-tasman-jwmp/>)

2.2. Projects will be evaluated against specific criteria published on Nelson City Council's website for each grants programme (<https://www.nelson.govt.nz/services/rethink-waste/waste-minimisation-grants/>), in tandem with our key assessment criteria:

- Does the project benefit the Nelson region and community?
- Where does the project fit on the waste hierarchy? Projects focusing on the top of the hierarchy (reduce/reuse) will be assessed more favourably.

Waste Hierarchy



- Does the project have clear objectives and measurable goals?
- Do the applicants have the skills and capacity needed to deliver the project?
- Will the project result in either a new activity, or a significant expansion in the scope or coverage of an existing activity?

- The extent to which proposals reflect kaupapa Māori or is of benefit to Māori may also be considered, alongside factors such as quality of the proposal and value for investment.

**2.3** Specific waste streams may be a focus with weighted value on individual grant programmes.

### **3. Who can apply?**

**3.1.** Applications will be considered from community groups, businesses, mana whenua, schools and education organisations and other community-based organisations operating in the Nelson region, subject to the conditions of each individual grant programme.

**3.2.** Applications are expected to come under the umbrella of a legal entity. Should this present a problem, please contact [rethinkwaste@ncc.govt.nz](mailto:rethinkwaste@ncc.govt.nz) to discuss.

### **4. What you can apply for**

**4.1.** Examples of acceptable activities include:

- Feasibility studies and business cases
- Materials/equipment
- Skills development
- Trials and pilot programmes
- Education programmes
- Monitoring and surveys
- Project execution/implementation costs

### **5. How much can you apply for?**

**5.1.** Funding amounts available will be specified for individual grant programmes published on the Nelson City Council website.

**5.2.** Grants will not be subject to GST. Costs must be listed exclusive of GST. If a group or organization is not GST registered, the council will make the necessary adjustments to the funding application. Transport and freight costs should be included if applicable.

### **6. Funding exclusions:**

**6.1.** More than one funding application for the same project in any one financial year or the stated funding period.

**6.2.** A new funding application where the conditions of a previous grant have not been met.

**6.3.** Projects which fall entirely outside of the Nelson district.

**6.4.** Expenditure or commitments made before the grant has been approved.

**6.5.** Any activity which has not been approved as part of the grant conditions, such as using the grant as a fundraising source or for debt repayment.

**6.6.** Projects that focus on waste disposal or on the treatment of wastes for disposal/clean ups.

**6.7.** Projects that are the responsibility of central government or other government agencies or public services or are already funded by Council or another organisation.

- 6.8. Projects which don't result in a new waste minimisation activity, either by implementing new initiatives or a significant expansion in the scope of existing activities.
- 6.9. Ongoing support of 'business as usual' activities such as the running costs of existing activities.

## **7. How to apply:**

- 7.1. Applications for projects of \$5,000 and over are requested to contact [rethinkwaste@ncc.govt.nz](mailto:rethinkwaste@ncc.govt.nz) to assess if their project qualifies prior to completing the application process.
- 7.2. An electronic application form will be provided on Nelson City Council's website for each individual grant programme.
- 7.3. Support is available to applicants to complete their application if required – please email [rethinkwaste@ncc.govt.nz](mailto:rethinkwaste@ncc.govt.nz) .

## **8. Who decides if funding is allocated?**

- 8.1. Using the criteria described, funding decisions are made at a panel meeting comprising local government officers with specialist knowledge in this area.
- 8.2. Council reserves the right to contact applicants for further clarification before a decision is made if deemed necessary.
- 8.3. Applicants for grants over \$5,000 will be offered the opportunity to attend a panel meeting to answer questions and present their project.

## **9. Health & Safety:**

- 9.1. You will be asked to advise what health and safety considerations you are taking into account for this project and provide evidence of how this will be implemented in the project or activity (for example by attaching a health and safety plan or policy with your application).

## **10. Receiving your grant:**

- Successful applicants must complete and sign the grant agreement before the release of funds.
- To receive your grant, you will need to provide a verified bank deposit slip and complete a creditor's application (unless you are already a Council creditor), after which a purchase order will be provided in order to invoice Council for the allocated funding.
- Funding may only be used for the purpose stated in your grant agreement.
- Unless otherwise agreed, projects must have started within three months of approval of funding, and should be completed within 12 months of funding, unless otherwise agreed.
- If you are unable to use the grant for the purpose for which the funding was provided, you will be able to submit an updated proposal which Council reserves the right to refuse if it does not achieve the purpose for which the funding was originally allocated. At this point you will be required to return the funding.

- Grants are made on the basis of recipients being organisations independent of Council. Nothing in these arrangements is to be construed as in any way implying any contractual arrangement for your organisation to deliver services or outcomes for Council, or that your organisation is working as a contractor or subcontractor to Council.

#### **11. Accountability and reporting:**

- In our application process we will ask you to consider what success looks like and how you're going to record it, and these outcomes should be included in the accountability report which will be provided to you. If the grant has been used to purchase goods or services, we will ask you for a copy of any relevant invoices.
- Where quantifiable diversion of waste from landfill is being achieved, greenhouse gas emissions reporting is requested (please contact [rethinkwaste@ncc.govt.nz](mailto:rethinkwaste@ncc.govt.nz) for assistance if required).
- Any unused funding should be returned to Council.
- Nelson City Council may choose to audit successful recipients – this may include a visit from Council staff during, or on completion, of the project.

If you have any questions about these guidelines, or would like advice or guidance about your project, please contact [rethinkwaste@ncc.govt.nz](mailto:rethinkwaste@ncc.govt.nz).