

CLIMATE CHANGE COMMUNITY GRANT 2024/25

Applicant Guidelines

1. What is the grant for:

The purpose of this grant is to enable community-led climate change adaptation and mitigation initiatives.

2. Activities in the Nelson region eligible for support:

The Council welcomes innovative proposals that directly or indirectly reduce greenhouse gas emissions within the Nelson region (mitigation) and proposals that increase our resilience to the impacts of climate change (adaptation).

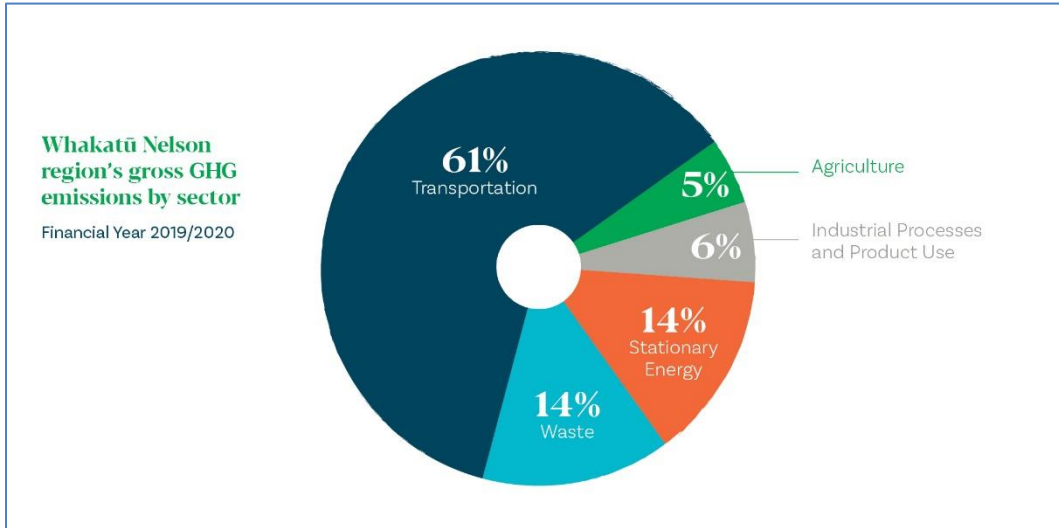
Some examples of projects which we might support include:

Mitigation:

- Campaign to get people to 'Drop One' fossil fuel vehicle journey per week by using public or active transport, ride sharing or working from home.
- Work with businesses, schools or event organisers to encourage uptake of walking, cycling, carpooling and public transport to work, school or sports events.
- Partner with community centres to replace old light bulbs with energy-efficient LED bulbs, reducing energy consumption and emissions.
- Implement pedal-powered projects to promote renewable energy use, such as installing stationary bikes for charging devices or batteries during power outages.
- Develop a community battery system for residents with solar panels to store unused electricity for use at peak times when energy demand and cost is higher¹.

¹ See [here](#) for further information.

Applicants will need to demonstrate an understanding of current (baseline) levels of emissions to be able to show the impact of the project in terms of emissions reductions (direct or indirect).



Adaptation:

- Establish a network of community members who can assist vulnerable populations (e.g. disabled) during extreme weather events.
- Host educational sessions on topics such as climate change impacts, water conservation, and renewable energy.
- Develop and implement tools to educate community members on climate change impacts, such as models to display in public places or games that explore climate change scenarios.
- Develop and implement an adaptation plan to address site-specific risks.

We are interested to hear your ideas. Feasibility studies will also be considered, subject to meeting funding assessment criteria.

Projects excluded from this funding:

- Carbon sequestration projects fall outside the scope of this grant.
- Projects exclusively targeting waste minimisation are already covered by the Waste Minimisation grants provided by the Nelson City Council.

3. Assessment criteria:

Assessment criteria	Key questions to consider in your application to this grant
Relevance	<ul style="list-style-type: none">- How will the project reduce greenhouse gas emissions from the Nelson region or increase the Nelson community's resilience to the impacts of climate change?- What is the source of emissions, issue or opportunity being addressed?- Will the project result in either a new activity, or a significant expansion of an existing activity?
Benefit	<ul style="list-style-type: none">- What is the nature and scale of the climate-related benefits to be delivered by the project?- Is the project scalable?- Who will benefit from this project, in what ways and by how much?
Legacy	<ul style="list-style-type: none">- Does the project have enduring benefits and how will these be delivered beyond the funding period?
Deliverable	<ul style="list-style-type: none">- Do the applicants have the skills, experience, resources or support needed to successfully deliver the project and achieve its benefits?- Is the project ready and able to proceed within three months of receiving funds and can the project be completed within twelve months or by clearly defined and achievable milestones?
Partnership	<ul style="list-style-type: none">- How has Kaupapa Māori been considered in the proposal and/or how does this project benefit or involve Māori?²
Measurable	<ul style="list-style-type: none">- Does the project have clear objectives and measurable outcomes?- How will the applicant measure and report project success (qualitative or quantitative data) and share learnings?

² See Appendix 1 for more information.

4. Who can apply?

Applications will be considered from any Te Taihū iwi, community group³ or non-profit organisation operating in the Nelson area subject to the conditions of the grant.

The preference is for funding applications to come under the umbrella of legal entities. Please contact climatechangeteam@ncc.govt.nz, with “Community Grant” in the subject line, if the project does not have an umbrella entity.

5. What funding is available?

- The Council has allocated a total of \$50,000 to this grant in the 2024/25 financial year. Applicants can apply for up to \$25,000.
- The Council will consider co-funding projects that have received funding from other sources.
- Funding can be requested for operational aspects (e.g. staff time) and for materials or equipment needed to successfully deliver the project benefits. Applications seeking to purchase equipment will need to have quotes.
- Grants will not be subject to GST. Costs must be listed exclusive of GST. If a group is not GST registered, Council will make the necessary adjustments to the grant application.

6. Funding exclusions:

1. Projects that have received other Council funding or are the primary responsibility of the local or central government or another funding body.
2. More than one funding application for the same project in any one financial year or the stated funding period, or where the project is in receipt of funding for a similar activity.
3. A new funding application where the conditions of a previous grant have not been met, or for 2023/2024 grants where progress towards the grant conditions cannot be clearly demonstrated.
4. Projects which do not have an impact in the Nelson district.
5. Projects which don't result in an additional climate change mitigation or adaptation activity, either by implementing new initiatives or a significant expansion in the scope of existing activities.
6. Expenditure or commitments made before the grant has been approved.
7. 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.

³ A “community group” is an organised collective of individuals within a specific geographic area who come together to address shared interests, goals, or issues, often focusing on local development, social well-being, or environmental sustainability. These groups are usually volunteer-driven and aim to promote community engagement and empowerment.

8. Ongoing support of 'business as usual' activities or funding for projects or initiatives that applicants are legally obligated to undertake.
9. Projects that are solely for scoping or research.
10. Activities that mainly benefit private or commercial interests without public good outcomes.
11. Costs that are related to debt servicing, re-financing, stock or capital market investment, gambling or prize money.
12. Legal expenses, fines, court costs, mediation costs, IRD penalties or retrospective tax payments.
13. Purchase of land, buildings, ICE vehicles and related maintenance, repair, overhead costs, or road user charges.
14. Activities that promote religious or political agendas.
15. Medical or healthcare costs, including treatment and insurance fees.
16. Air travel, accommodation, hotel/motel expenses or conference fees and costs.

7. How to apply:

- Support is available to applicants to complete their application if required – please email climatechangeteam@ncc.govt.nz, with “Community Grant” in the subject line.
- Please use the following link to register on SmartyGrants and complete your application: <https://ncc.smartygrants.com.au/climatechangecommunitygrant>
- Applications for projects of \$5,000 and over are required to contact climatechangeteam@ncc.govt.nz prior to the deadline, with “Community Grant” in the subject line, to assess if their project qualifies prior to completing the application process.

8. Who decides if funding is allocated?

Funding decisions are made at a panel meeting comprising local government officers using the criteria described.

Council reserves the right to contact applicants for further clarification before a decision is made if deemed necessary. Applicants may be invited to attend the panel meeting to answer questions about their project.

9. Health & Safety:

You will be asked to advise what health and safety factors you are considering 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 release of funds.
- To receive your grant, you will need to provide a verified bank deposit slip and complete a creditors application (unless you are already a Council creditor), after which a purchase order will be provided to invoice Council for the allocated funding.
- Funding may only be used for the purpose stated in your grant agreement. 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.
- Unless otherwise agreed, projects must have started within three months of approval of funding and should be completed within 12 months of funding. Multi-year funding is not provided under this funding agreement.
- Grants are made on the basis of recipients being independent of Council. Nothing in these arrangements is to be construed as in any way implying any contractual arrangement for your group to deliver services or outcomes for Council, or that your group or organisation is working as a contractor or subcontractor to Council.

11. Accountability and reporting:

- In our application process you will be asked to consider what success looks like and how you're going to record it. These outcomes should be included in the online accountability report form which applicants are required to complete through our website 12 months after receiving the grant.
- If the grant has been used to purchase goods or services, you will be asked to upload a copy of any relevant invoices when you complete the online accountability report form.
- Any unused funding should be returned to Nelson City 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 climatechangeteam@ncc.govt.nz, with "Community Grant" in the subject line.

Appendix 1

The extent to which proposals reflect Kaupapa Māori (integrating Māori traditional knowledge, skills, attitudes and values)*, or is of benefit to/involve Māori**, will be a key consideration in our evaluation.

This includes:

- **Kaitiakitanga (guardianship):** Striving for the collective goal of environmental respect and sustainability, focusing on how resources can be utilised for the benefit of many.
- **Whanaungatanga (building collaborative relationships):** Exploring ways your project can foster meaningful partnerships to effect change, potentially involving collaboration with iwi organisations or rangitahi when appropriate.
- **Manaakitanga (compassion):** Emphasising kindness and respect in interactions, giving back to the community, and valuing the knowledge and perspectives of others.
- **Mahaki (generosity and humility):** Sharing knowledge with openness and humility to empower the community and promote collective wellbeing.
- **Ako (learning and teaching):** Committing to educate future generations – both Māori and non-Māori, while preserving and honouring ancestral knowledge.

* Principles of Kaupapa Māori: <https://whatworks.org.nz/kaupapa-maori/>

** Section 2 – Empowering Māori of Aotearoa New Zealand's [First Emissions Reduction Plan](#) and the [Te Taihū Intergenerational Strategy](#) provide additional information to assist this component of your application.