

Waste Minimisation Fund: Application Questions

This document shows the questions you will need to answer online when applying for Hastings District Council's Waste Minimisation Fund. It is intended to help you prepare your application.

Applications must be submitted via the online form at www.hastingsdc.govt.nz/waste-minimisation-fund using the Smarty Grants portal.

Applicant details

Applicant name, position, address, phone number, email address

Organisation type, name and description

Project idea and process

1. Project name
2. Provide a high level overview of your project and the specific waste minimisation outcomes
3. Project start and end dates
4. Where will the project take place?
5. Provide an estimated figure of the weight of waste (kg or tonnes) that this project anticipates diverting from landfill. If educational, provide the estimated number of people this initiative will directly reach.
6. Why do you think there is a need for the waste minimisation delivered by this project?
7. Provide a brief action plan of the steps you will take to deliver this waste minimisation project.
Include timelines and any key stages/ milestones. If you have a written project plan, please attach it at the end of this application form
8. How will you monitor and evaluate the project's success? Include any information you will track and evaluate at the end of the project / trial period
9. Which other organisations or groups will be involved in the project (if applicable)? State their verbal or written commitment to support your project

Benefits to community

10. Describe how you will measure the reduction in waste to landfill and/or the education/behaviour change on waste minimisation as a result of your project
11. From a waste minimisation perspective, describe how the community and/or environment will benefit from this project or initiative. Give specific examples.

12. Estimated number of people the project will benefit
13. Will this project support waste minimisation for marae and community facilities, community organisations and registered charities. If "yes," please explain how.
14. Will this project create better waste minimisation outcomes for Māori or other cultural groups? If yes, please explain.

People / organisation

15. Describe the relevant skills and experience of the organisation(s) or individual(s) involved to deliver this project successfully. Include any technical capabilities needed or relevant networks you have established
16. Outline the governance structure for the project

Project time frame

17. Is this project/initiative designed to be long term/ongoing, short term or one-off? If long term, please describe how it will be financially sustainable.

Health & Safety

You shall be responsible for ensuring all relative legislation is complied with relating to the purpose of this grant. This includes, but not limited to the Health and Safety at Work Act 2015 and Regulations.

(Applicant must agree)

Budget:

Project income

18. List the sources of income for this project. You can also include any other funding sources for this project.

Project costs

19. List the specific costs you wish to cover with this Waste Minimisation Funding application. Quotes may be required.
20. Total amount requested

Project cost details

21. Please describe exactly what you will use the funding for. Explain the costs you have listed.

Applicant contribution to the project

22. What is the applicant's financial contribution or in-kind contribution (e.g. volunteer hours, professional services or donated materials) to the project?

23. If your group/organisation previously received funding from Hastings District Council please specify: name of project, year received, amount received and attach accountability report.

Supporting documents:

24. Please attach any supporting documents you would like considered alongside your application. This could include things like project plan, research/evidence for the project, written letters of support from stakeholders and CVs of any key people. Provide quotes for any items over \$100 where possible.

For grant applications over \$20,000, we recommend you attach a project plan or business plan.

Large grants only (over \$10,000):

Project feasibility questions

1. How much money is needed to start the project and keep it running until it is established or completed?
2. Who is your target audience/customer?
3. Who are your main competitors?
4. Do you have any compliance/legal obligations?