

## Hastings District Council’s Waste Minimisation Fund

### Guidance for applicants - small and large grants

#### 1. Fund purpose

Hastings District Council’s Waste Minimisation Fund supports the development of innovative solutions for reducing waste in the Hastings district. It provides financial assistance to local waste minimisation initiatives that contribute to achieving the goals outlined in Hastings District Council’s current Waste Management and Minimisation Plan.

#### 2. What is available and when applications are assessed

Funding type	Amount available (GST exclusive)	Total pool available per year	When assessed
Waste Minimisation Fund – Small grants	\$10,000 and under	Combined pool of \$150,000	Closes last day of the month, February – November. Assessed monthly (by the 10 <sup>th</sup> day of each following month)
Waste Minimisation Fund – Large grants	Over \$10,000 and up to \$50,000		Assessed every six months (at the relevant mid-year and end of year HDC committee meetings)

#### 3. Who can apply?

Charities, businesses, community groups, events, individuals; anyone in the Hastings District can apply for Waste Minimisation Funding.

Separate funding pools are also available for schools, kura, kindergartens and kohanga reo. The School Waste Systems Fund and the School Recycling Servicing Fund are open to these educational establishments for kindergarten to high school age in the Hastings District.

#### 4. Eligibility:

Council’s Waste Minimisation Fund is here to help kick-start projects that aren’t already happening or that expand on existing activities in a different or new way. They are not designed to fund the same project year on year.

For example, if your project is already composting, we won’t fund the continuation of this. But if you would like to start worm farming in addition to composting or are wanting to build a community garden to use your compost, you are welcome to apply.

Hastings District Council prioritises support for projects and initiatives that avoid creating waste, rather than just managing it. This means “designing out” waste to prevent those materials from becoming a waste stream in the first place - think reusable steel cups rather than recyclable plastic cups. It aims to encourage innovation to avoid waste creation.

**Projects or initiatives must:**

- ✓ Align with one of the goals in the current Joint Waste Minimisation and Management Plan ([WMMP](#))
- ✓ Divert or reduce a waste stream that is currently being disposed of at landfill, or deliver education or research that contributes to this.
- ✓ Be a new project/initiative to reduce waste or expand on an existing initiative. (ie funding will not be awarded for existing activities or running costs)
- ✓ Fit with one of the six priority areas outlined below. (See section 9).
- ✓ Have clear goals that will be monitored, measured and evaluated, leading to a clear community and environmental benefits.
- ✓ Take place within the Hastings District boundary.
- ✓ Demonstrate a clear timeline with results achieved within one year. In some cases, multi-year funding may be awarded, with milestones and reporting requirements throughout the funded period.
- ✓ Show genuine commitment to waste minimisation outcomes. Ie include specific actions that aim to reduce waste or change behaviours towards waste creation.
- ✓ Provide follow up reporting if the funding application is successful.

**5. Co-funding requirements:**

- Applications from a registered business require a minimum of 50% contribution/co-funding of the project’s total cost from the applicant(s).
- For applications from a charity or community group, projects with a total value greater than \$50,000 require a minimum of 25% contribution/co-funding from the applicant.

**6. Additional information:**

- Council will ask all grant applicants what they (or others) will contribute to the cost of their proposed project, activity, or service. An applicant’s own contribution (co-funding) may include volunteer labour, donated materials, donated professional services and/or their own cash reserves.
- Depending on the value of the application, financial contribution or in-kind contribution (such as volunteer labour, donated materials or donated professional services) may be required.
- Council may take into account:
  - the applicant’s overall financial position, including their ability to support the project, activity or service from their own resources and/or to access grants from other sources.
  - Whether the applicant has received or applied for other grants
- Further information to support your application may be requested, such as references or letters of support from project stakeholders.

- Large applications are strongly encouraged to provide a project/business plan.
- For large applications, particularly for new businesses, we strongly recommend providing evidence that you are working with a qualified business advisor/mentor.

## 7. Types of activities we can fund

Examples of what we can fund include but are not limited to:

- Projects focused on understanding existing waste footprints or behaviours, to then take specific actions to reduce waste or increase recovery of materials. Eg feasibility studies, waste audits, surveys, data collection. Includes research and development not connected to the attainment of a qualification.
- Trials and pilot programmes
- Education programmes or workshops with a focus on waste minimisation.

Types of costs we can cover:

- Project expenses such as materials, equipment hire/purchase, venue hire and professional service fees, marketing, advertising, website and printing costs.
- Project wages including administration and office expenses (must be connected to an outcome and be project-based), professional fees (eg artists fees or volunteer expenses)
- Commercial property expenses including rent, leases, maintenance, insurances and utilities.

Note: For event waste minimisation, funding is available as a one-off. Further funding for any regular/annual event is only available for new initiatives to reduce waste or to expand on an existing initiative.

## 8. What can't you fund?

- Projects that focus on waste disposal, the treatment of waste prior to disposal, or commercial clean-ups. (However, aquatic clean-ups that involve education around waste may be considered)
- Projects that are inconsistent with Hastings District Council's current Joint Waste Management and Minimisation Plan and funding outcome areas
- Projects that are not in the Hastings district
- Subsidising the cost of waste to landfill
- Debt servicing
- Waste minimisation projects that have already been completed.
- Projects or initiatives that are not addressing/aimed at reducing waste to landfill.  
For example, material currently used as stock food instead of going to landfill would not be eligible, as the material is not currently going to landfill.

## 9. Priority areas and definitions

Projects will be assessed to determine which of the five priority areas listed below they best fit into. Projects that fit a higher-level priority will be given preference over other applications in lower priority areas if they score higher in the assessment process. If a project fits more than one priority area, they will be considered as the higher priority area.

The priority areas are, in order:

1. Minimisation, avoidance and/or reduction of waste creation
2. Reuse, repair and repurposing of waste materials
3. Resource recovery infrastructure and/or waste minimisation support for marae and community facilities, community organisations and registered charities.
4. Alignment with national waste minimisation policy or locally identified priorities
5. Recovery of waste materials (such as recycling, composting or generating energy)
6. Waste minimisation education programmes, workshops, data collection, feasibility studies, monitoring and waste audits.

1. Minimisation, avoidance and/or reduction of waste creation:

Reducing the resources being used and redesigning to avoid producing waste. This is about getting smarter about what we use and how we make things, to avoid generating waste in the first place. For example, not using unnecessary packaging; constructing things more efficiently, so there are fewer offcuts; selling soap in bars rather than in plastic bottles; and simply making things that last longer. (Aotearoa NZ Waste Strategy 2023)

2. Reuse, repair and repurposing of waste materials:

Reuse: means the repeated or continual use of products or components in their existing form, for the same purpose for which they were originally conceived, without the need for significant alteration, thereby extending the lifespan of those products or components and replacing the need for new products or components. To be reused, products or components may or may not require preparation for reuse between uses (WasteMinz, Reuse Working Group definition, 2023).

Reuse includes reusing containers, such as refill systems for beverages, and reusable coffee cups.

Repair and re-purposing: This includes keeping things in use for as long as possible, without significant reprocessing. It can include making it easy to get something repaired; or repurposing used timber to make raised garden beds. Repurposing includes food rescue and using unwanted by-products from one process as the raw materials for another process (Aotearoa New Zealand Waste Strategy 2023).

3. Resource recovery infrastructure and/or waste minimisation support for marae and community facilities, community organisations and registered charities.

Resource recovery is when energy, a material, or a product is taken from waste and used. (Collins Dictionary). Resource recovery infrastructure can include things like recycling bins and/or composting systems. It does not include cost of disposal of waste to landfill. Waste minimisation support could include educational workshops, programmes, advice and guidance, promotion or funding for specific items. Eg. nappy bank set up, reusable plates and cutlery.

4. Alignment with national waste minimisation policy or locally identified priorities

This includes alignment with the Aotearoa NZ Waste Strategy, local waste bylaws or significant issues, and any relevant regulatory changes.

5. Recovery of waste materials such as recycling or composting.  
Resource recovery is when energy, a material, or a product is taken from waste and used. (Collins Dictionary).
6. Waste minimisation education programmes, workshops, data collection, feasibility studies, monitoring and waste audits.

#### **10. Assessment criteria:**

All applications must meet eligibility requirements to be considered for waste minimisation funding. (See section 4)

##### **Small grants: \$10,000 and under**

Applications with a value of \$10,000 and under will be assessed on the following criteria.

- How well-developed and technically feasible the idea is.
- How well-conceived the planning, timeline, monitoring and reporting elements are.
- Relevant skillset and experience of the applicant, and ability to deliver the project/initiative.
- Level of waste prevention or educational opportunity for the community.
- How strong the project's financial information is, and how reliable its budget is.

##### **Large grants: over \$10,000**

Applications with a value greater than \$10,000 and up to \$50,000 will be assessed on the following criteria.

- Amount of waste diverted (kg) or prevented as a result of the project.
- Level of public engagement and education the project/initiative will deliver.
- Potential for ongoing waste minimisation education and/or diversion from landfill from the project/initiative.
- How well developed the idea is.
- Relevant skillset and experience of the applicant, and ability to deliver the project/initiative.
- How the project will be monitored, evaluated and reported.
- How strong the proposed project's financial information is, and how reliable its budget is.
- How technically feasible the project is.
- Timeline and approach to deliver the intended goals of the project/initiative.
- Level of engagement with, and buy-in, from key stakeholders.
- Ability of the project to create better waste reduction outcomes for Māori or other cultural groups.
- Level of financial investment the applicant is contributing to the project.
- Evidence of feasibility of the project

##### **Risk level**

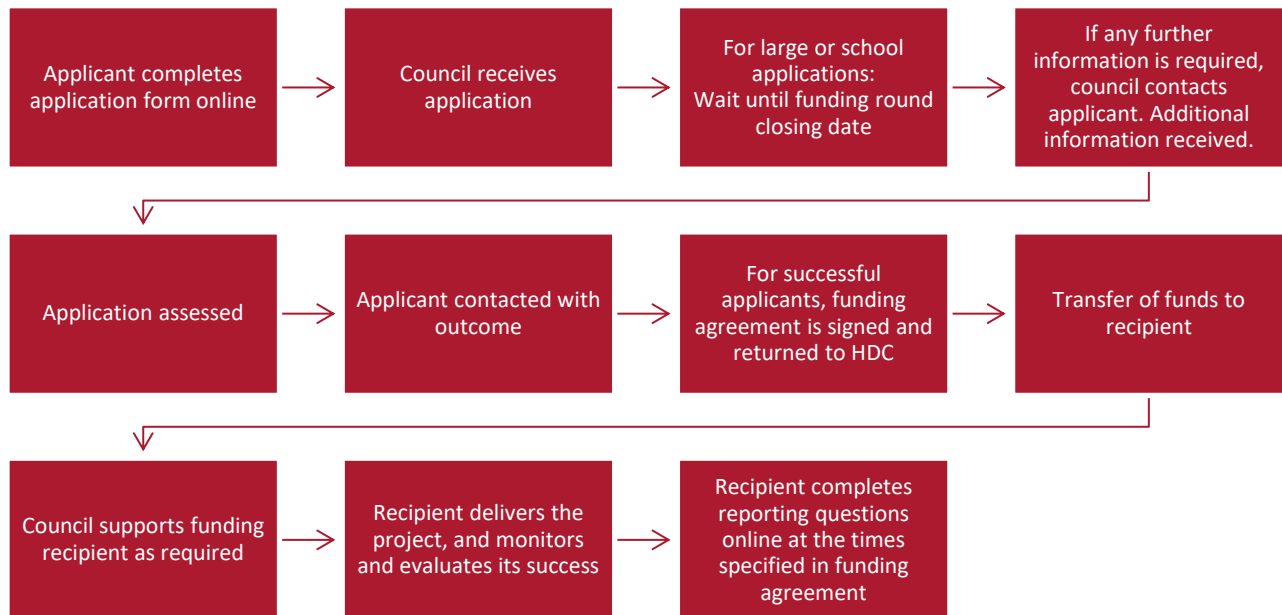
All applications will be assessed for risk and given a rating based on potential level of risk to council resulting from the project.

Priority areas and assessment criteria are reviewed each year and may change.

## 11. Application questions:

Application questions are available to view on the [HDC Waste Minimisation Fund](#) webpage prior to filling in the online application form.

## 12. Application process:



Please note: Large grants (over \$10,000) are approved by the relevant HDC committee and outcomes of these applications are dependant on the meetings schedule.

### Successful applicants

Successful applicants will be required to:

- Sign a funding agreement, which may have project-specific conditions.
- Acknowledge the assistance of Hastings District Council in promotion.
- Complete reporting questions via online funding platform on time (as specified in funding agreement).
- Inform council of any public media or issue arising out of the project or service, and any changes to the project.
- Act in a professional manner in all communications related to the project.

### 13. What we've previously funded

Types of projects that have received waste minimisation funding include: A cloth nappy bank, markets with upcycled items, sustainable fashion events, a repair café, farm waste oil collection point, a workshop on reusable period products, educational kits for schools, event recycling and food scrap separation, reusable cups trials, composting systems trials and a mobile wash station for events.

**14. Further information:**

Further information on HDC's Contestable Grants, Sponsorship and Funding Framework and Policy:

<https://www.hastingsdc.govt.nz/assets/Documents/Contestable-Grants/Contestable-Grants-and-Funding-Framework.pdf>

**Questions**

Applicants are welcome to contact Hastings District Council's Waste Minimisation Team with any questions about waste minimisation funding. Contact via [reducewaste@hdc.govt.nz](mailto:reducewaste@hdc.govt.nz) or phone 06 871 5000.