

Waste Reduction Ideas – Fund

Application Guidelines

These application guidelines should be read prior to applying for the Waste Reduction Ideas – Fund.

Applications for the Waste Reduction Ideas Fund must:

- Focus on the reduction, reuse and/or recycling of waste and diverted materials
- Lead to measurable waste minimisation outcomes
- Take place within Hamilton or be for the benefit of the Hamilton community
- Result in a new waste minimisation activity, either by implementing new initiatives or an expansion in the scope/coverage of existing activities
- Be completed within 12 months of the Council offering applicants a grant award
- Must be from a legal entity or fall under an umbrella legal entity

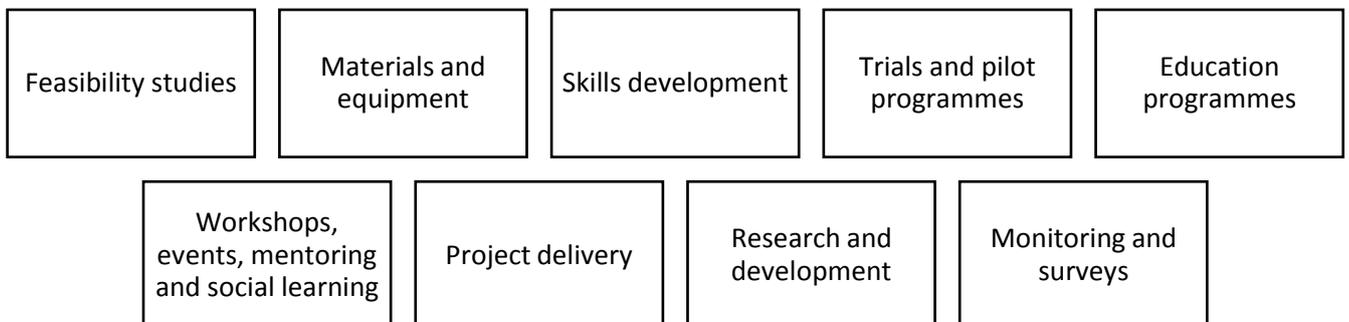
Applicants should note:

- Hamilton City Council cannot commit to ongoing financial support. A successful application and subsequent award of a grant does not guarantee any future grant award being made to the recipient.
- The scope of the Fund includes education projects that promote waste minimisation activity only but not general environmental education programmes.
- Projects that focus on waste disposal or on the treatment of waste for disposal are not eligible for funding.
- Funding is not for ongoing financial support of existing activities or for the running costs of existing activities of organisations or businesses.

All decisions made by Hamilton City Council relating to a funding application will be final. Recipients may apply to a future funding round provided they have submitted a completed accountability form in respect to any previous project for which they have received waste minimisation funding from Hamilton City Council.

Types of projects that might be eligible for funding

There are a range of different types of projects that would be considered eligible for funding.



Recommended attributes

The Council is looking for projects that will support the delivery of the Waste Plan. Attributes that the Council is seeking include:

- Projects that achieve long-term benefits after the completion of the project
- Projects that see business partnering with the community
- Projects developed in consultation with other bodies carrying out waste-related activities

Application assessment criteria

The following core criteria will be used to assess all applications:

Strategic Alignment

- Projects must align to the 2018-2024 Waste Management and Minimisation Plan

Waste Minimisation

- Projects must reduce waste to landfill and/or target priority waste streams

Community participation and/or community benefit

- Projects should encourage community participation and education
- Projects must result in tangible community benefit

Effectiveness

- Projects should be designed to be ongoing and become self-supporting
- Projects must reduce harm to the environment
- Projects must not undermine existing initiatives or other funded proposals
- Project proposals which seek to build on existing initiatives must show clearly how they will add extra value and further progress the initiative

Quality

- The objectives of the project must be clear
- The objectives must be measurable
- The project must demonstrate the likelihood of success

APPLICATION PROCESS

Application forms are to be completed and submitted using the online form.

Answer all questions on the application form, failure to do so may lead to a delay in processing your application.

Include all requested attachments and clearly identify all additional material.

Supply evidence of the costs of the project. This can include quotes, copies of product advertisements, reports and budgets etc.

- If you are GST registered, do not include GST in the breakdown of project costs.
- If you are not GST registered, Council will make the necessary adjustments to the funding application.

Please complete the checklist at the end of the form to make sure you have included all of the necessary information.

Award of grant and reporting requirements

Successful applicants are required to provide:

- a bank account and prove their financial stability through annual or audited accounts
- a signed confirmation stating that applicants will finish the project and supply mid- and end-of-project progress reports before grants are awarded.

Please note, where outcomes and measurable benefits can only be observed after 12 months, an additional completion report may also be required at the most appropriate time in consultation with the applicant.

Once you have sent in your application form

Once we have received your application form, you will receive an acknowledgement email.

Your application will then be assessed by the Application Assessment Panel against the assessment criteria. The panel comprises five members, two council staff members and two external community members and one elected member.

The panel will make recommendations as to successful applicants and award amounts in the form of a report which will go to senior management for approval.

All applicants will then be advised in writing.

FIGHT THE LANDFILL.CO.NZ