



WASTE MINIMISATION GRANTS 2024/25 – Applicant Guidelines

1. Introduction:

The purpose of this funding is to enable community-led activities which lead to avoidance or reduction of waste or close the loop on valuable resources being wasted. The extent to which proposals reflect kaupapa Māori or is of benefit to Māori will also be considered.

Examples of activities in the Nelson region which we might support through our range of grant programmes include repair cafes, workshops, materials to deliver a project, skills development and education events – we are interested to hear your ideas. Feasibility studies will also be considered, subject to meeting grant criteria.

2. Assessment criteria:

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-jwmmp/>)

Projects will be evaluated against specific criteria published on Nelson City Council's website for each grants programme, in tandem our key assessment criteria:

- Does the project benefit the Nelson region?
- Where does the project fit on the waste hierarchy? Projects focusing on the top of the hierarchy (reduce/reuse) will be assessed more favourably.
- 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 of an existing activity which does not form part of how this activity would typically be delivered?

Waste Hierarchy:



3. Who can apply?

- Applications will be considered from any organisation or group subject to the conditions of each individual grant programme.
- Applications are expected to come under the umbrella of a legal entity. Should this present a problem, please contact rethinkwaste@ncc.govt.nz to discuss.

4. How much can you apply for?

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

5. Funding exclusions:

- More than one funding application for the same project in any one financial year or the stated funding period.
- A new funding application where the conditions of a previous grant have not been met.
- Projects which fall entirely outside of the Nelson district.
- Expenditure or commitments made before the grant has been approved.
- 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.
- Projects that are the responsibility of central government or other government agencies or public services or are already funded by Council or another organisation.
- 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.
- Ongoing support of 'business as usual' activities such as the running costs of existing activities of organisations, groups or individuals.

6. How to apply:

- Applications for projects of \$5,000 and over are requested to contact rethinkwaste@ncc.govt.nz to assess if their project qualifies prior to completing the application process.
- An electronic application form will be provided on Nelson City Council's website for each individual grant programme.

7. Who decides if funding is allocated?

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

8. Health & Safety:

- You will be asked to advise what health and safety considerations you are taking into account for this project (or attach a health and safety plan if you prefer).

9. Receiving your grant:

- 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.
- 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 outside of the terms of the waste minimisation grants programme. At this point you will be required to return the funding.

10. 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. If the grant has been used to purchase goods or services, we will ask you for a copy of any relevant invoices when we catch up with you at the end of your project to find out how it went. An accountability form will be provided.
- Any unused funding should be returned to Council.

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