

DRAGONS' DEN – APPLICATION GUIDELINES

1. Purpose of the funding:

The purpose of this funding is to enable business-led initiatives, activities and projects which contribute to reducing greenhouse gas emissions within Nelson.

2. Who can apply?

Applications will be considered from any businesses operating within the Nelson City Council boundaries.

3. What funding is available?

- A total of \$25,000 is available to support successful projects.
- Projects that have received or will receive funding from other sources are eligible for grant funds (i.e. co-funding applications), provided the funding covers different activities within the same project.
- 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.
- The total Grant available is \$25,000 including GST if any, and costs must be listed inclusive of GST.

4. Examples of activities in the Nelson region which we might support:

The Council welcomes innovative proposals that directly or indirectly reduce greenhouse gas emissions within the Nelson region.

Applicants will need to calculate their emissions baseline to ensure outcomes can be measured and emissions reduction demonstrated.

- For direct emission reductions: Applicants will need to demonstrate an emissions reduction pathway after 6 months from project commencement, and an absolute or intensity reduction in emissions after 12 months.
- For indirect emission reductions: Applicants will need to estimate the expected emissions reduction when possible.

Nelson City Council wishes to prioritise the reduction of emissions in the region's highest emitting sectors – transport and energy. Some examples of projects which we might support include, but are not limited to, increased use of EVs, active transport for businesses or their customers, energy savings, switching to renewable energy sources, and peer to peer support amongst businesses to reduce emissions. We are interested to hear your ideas.

5. Assessment criteria:

| Assessment criteria | Key questions to consider in your application for funding |
|---------------------|---|
| Relevance | <ul style="list-style-type: none">- How will the project reduce greenhouse gas emissions from the Nelson region?- 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?- Is the project supporting public good (not only private gain)? |
| 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?¹ |
| 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? |

¹ See Appendix 1 for more information.

6. Funding exclusions:

1. Carbon sequestration projects fall outside the scope of this grant.
2. Projects exclusively targeting waste minimisation are already covered by the Waste Minimisation grants provided by the Nelson City Council.
3. Projects that have received other Council funding or are the primary responsibility of the local government.
4. 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.
5. Projects which do not have an impact in the Nelson district.
6. Projects which don't result in a reduction of greenhouse gas emissions, either by implementing new initiatives or a significant expansion in the scope of existing activities.
7. Expenditure or commitments made before the grant has been approved.
8. 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.
9. Ongoing support of 'business as usual' activities or funding for projects or initiatives that applicants are legally obligated to undertake.
10. Projects that are solely for scoping or research.
11. Activities that mainly benefit private or commercial interests without public good outcomes.
12. Costs that are related to debt servicing, re-financing, stock or capital market investment, gambling or prize money.
13. Legal expenses, fines, court costs, mediation costs, IRD penalties or retrospective tax payments.
14. Purchase of land, buildings, ICE vehicles and related maintenance, repair, overhead costs, or road user charges.
15. Activities that promote religious or political agendas.
16. Medical or healthcare costs, including treatment and insurance fees.
17. 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 "Dragons' Den" in the subject line.
- Apply through SmartyGrants. The link is available on the Council website.
- Applications for projects of \$1,000 and over are required to contact climatechangeteam@ncc.govt.nz prior to the deadline, with "Dragons' Den" in the subject line, to assess if their project qualifies prior to completing the application

process.

8. Who decides if funding is allocated?

There is a two-step process to making a funding decision for the Dragons' Den:

- Step 1: Applications are received through SmartyGrants and will be assessed by a panel comprising local government officers using the criteria described. The top five applications will progress onto Step 2.
- Step 2: The top five applicants determined through Step 1 will be invited to present their projects at the Dragons' Den. They will be assessed by a panel of Sustainability Professionals who will choose the successful project/projects.

Council reserves the right to contact applicants for further clarification before a decision is made if deemed necessary.

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 "Dragons' Den" 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.