

# Applicant Guide to the Restore Taranaki Environmental Grants 2020/2021

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## Introduction

Wild for Taranaki's Restore Taranaki Environmental Grant is focused on supporting projects in the region which contribute to the four goals of Restore Taranaki.

This guide outlines the grants programme eligibility criteria, application process and accountability requirements for successful applicants.

## Applying for funding – First steps

Before submitting your application, please make sure you:

- Read this guide carefully to ensure you fully understand the eligibility criteria, application process and accountability requirements.
- Download the application form

## Who can apply for grants?

Applications are accepted from Restore Taranaki guardians, community friends and Wild for Taranaki members who meet the goals and priorities of Restore Taranaki.

Projects can take place on public, private, Ministry of Education land or Māori land.

If you have an existing grant you are eligible to apply for further funding for the next stage of your project. Payment of new funds will be dependent on completion of currently funded work and accountability requirements.

## What can you apply for?

The Restore Taranaki Environmental Grants support a wide range of projects with priority in 2020/2021 given to:

- Restoration planting with appropriate native species (excluding funding for trees which reach 5m at maturity – these can be funded through [treesthatcount.co.nz](http://treesthatcount.co.nz))
- Pest plant control
- Fencing to protect native habitat

## Fund exclusions

Additional exclusions which apply to the Restore Taranaki Environmental Grants are:

- Activities or work that has already been completed including purchases already made (i.e. no retrospective funding).

- Activities or work that is required as a condition of a resource consent or mitigation requirements. This includes wetland or forest fragment planting and fencing required as part of subdivision consent/ entitlement applications.
- Projects that are part of a current or known future subdivision consent application.
- Projects that may lead to a conflict of interest for Wild for Taranaki or are identified as not in accordance with Wild for Taranaki's rules, policies or recommended best practice.
- Projects whose sole purpose is beautification.
- Projects that are currently identified and resourced in the work plan of Taranaki Regional Council, Department of Conservation, District Councils or other managing agency.
- Projects being carried out as part of the requirements for tertiary qualifications.

## How much can you apply for?

The Restore Taranaki Environmental Grants provides grants between \$1,000 and \$10,000 however smaller grants may be allocated.

In most cases you or your organisation must contribute at least 50% to the total project cost however in exceptional circumstances grants of a higher contribution towards total project costs may be approved.

You or your organisation's contribution towards the total project costs does not need to be financial and can include volunteer time or in-kind support.

You or your organisation's contribution towards the project must be clearly detailed in the application budget. For volunteer time this can be calculated at \$19.25 per hour for labour and \$30 per hour for professional assistance. For in-kind support this can be calculated using reasonable market rates. Please contact Wild for Taranaki's Restore Taranaki Environmental Grants staff for further information.

## How to apply

The Restore Taranaki Environmental Grants Programme operates as a contestable process, this means:

- Applicants are invited to apply for a grant during scheduled funding rounds, with publicly advertised opening and closing dates.
- Clearly defined processes will be applied to all applications.

## When can you apply?

The Restore Taranaki Environmental Grants Programme has one annual funding round.

Opening Date	Closing Date	Funding Decisions
1 February 2020	29 February 2020	Mid April

## How many applications can you submit?

Applicants can only submit one application to the Restore Taranaki Environmental Grants

## Preparing your application

All applications must be submitted on the application form via email to [contact@wildfortaranaki.nz](mailto:contact@wildfortaranaki.nz), with relevant documentation attached.

Key application requirements:

- Complete all the mandatory sections of the application form. Incomplete applications will not be accepted.
- You will be asked to explain how your project or activity contributes towards fund outcomes
- You will be asked to attach quotes in your project budget to substantiate costs you are requesting funding to support.
- You will be asked to attach project information as appropriate to your application; this can include site details, photos, maps, restoration plans, planting plans and plant lists.
- You will be asked to attach bank account details.

## Disclosure of Interest

All applicants must disclose if a Wild for Taranaki board member or employee has any interest or involvement in the activity they are seeking a grant for. You will be asked this question in the application form.

A Wild for Taranaki board member can be present at a meeting where the activity is considered, however, they may not take part in the decision process.

## Notification of decisions, funding agreements and accountability requirements

### Notification of decisions

Fund allocation decisions for the Restore Taranaki Environmental Grants will be made by the Wild for Taranaki Trust Board. Once allocation decisions have been made all applicants will be notified of the outcome of their application by email.

### Successful applicants

Once funding has been approved, all successful applications will receive a funding agreement. This is a formal document which outlines the conditions of the grant and the amount the grant is for. The funding agreement will also outline the accountability reporting requirements. Grant recipients will be required to sign these agreements and return to Wild for Taranaki to accept grants.

## **Accountability Requirements**

All Wild for Taranaki grants, are required to account for how the grants are spent.

### **Requirements include points below as relevant to your project:**

- How the conditions in the funding agreement have been met
- How did your project contribute to the Restore Taranaki priorities?
- What were your project/activity outcomes
- What changes did you make to the project/activity
- Number of participants/attendees
- How did the grant make a difference to your project?
- What were the highlights?
- What were your learnings and what would you do differently?
- Proof of expenditure
- How you have acknowledged Wild for Taranaki's support
- Photos during and at completion of your project
- What project measures, monitoring and evaluation approaches were used as part of the project and what were the results?
- Did you engage with other collaborators such as other community groups, entities or neighbours?

### **Project measures required will be appropriate to the project and may include (where applicable):**

- Number of people involved, the number of volunteer hours and number of contractor hours
- General planting projects: Number of trees planted, size of area planted (m<sup>2</sup>) and plant survival rate (%)
- General fencing projects: Type of fencing installed, Metres of fencing installed and size of area protected (m<sup>2</sup>)
- Animal pest control projects: What animal pests were controlled, animal pest control method used, area covered by pest control (m<sup>2</sup>), number of animals controlled and monitoring results.
- Plant pest control projects: What plant pests species were controlled, plant pest control methods used and area of pest control (m<sup>2</sup>) and monitoring results
- Number of workshops or open days held and number of attendees.

- Monitoring results: Please provide results of any monitoring carried out during the project. e.g. vegetation monitoring, bird counts, invertebrate monitoring or water quality monitoring, carbon emission savings.

Please note:

Wild for Taranaki will assess accountability reports to ensure they meet requirements. This may include a site visit by Wild for Taranaki staff.

Accountability reporting will form part of future funding assessments.

## **Contact Us**

Contact the environmental grants team via email: [contact@wildfortaranaki.nz](mailto:contact@wildfortaranaki.nz).