



Application Form

Please endeavour to complete all relevant sections of this form. If there are parts of it which you are having difficulties with we suggest you seek expert assistance from elsewhere rather than leave those parts blank. You are also welcome to contact enquiries@wceet.org.nz for advice and assistance in completing your application. It is important that you supply the Trust with all the information it needs to properly assess your application.

APPLICANTS DETAILS

Contact person:

Mailing Address:

Phone:

Fax:

Email:

If you are an individual:

Briefly describe your occupation, experience or qualifications relevant to your project:

GST number if appropriate:

If you are an organisation or community group:

Name of your organisation/group:

Describe the work your organisation/group does:

- Overall aims and objectives:

- Projects you have undertaken in the past:

- Projects you have that are ongoing:

GST number if appropriate:

Is your organisation/group registered as a trust or an incorporated society?

Is your organisation/group responsible to, or controlled by, any other organisation/authority? If so who?

When was your organisation/group formed?

What is the name and occupation of the person who will manage your project? What qualifications does this person have and/or what experience has this person had with other similar projects?

THE TRUST

How did you hear about the Trust? (Tick one or more)

- Media reports
- ENVIROFUNZ
- Trust advertising
- Internet search
- Information mailed or emailed directly from the Trust
- Other (*please specify*)

APPLICATION CHECK LIST

Your application must include:

- Applicants details
- Project Overview
- Project Plan
- Signed Personal Information Notice
- Signed referee's Statement

PROJECT OVERVIEW

Project name:

Project location:

Size of area *(if applicable)*:

Key objectives:

Estimated total costs:

Year 1

Year 2

Year 3

Amount applied for from WCEET (including GST):

Year 1

Year 2

Year 3

Is the community involved in the project? Yes/No

How will members of the organisation/group or the community participate in the project?

Have you consulted with other individuals or parties who might be affected, including iwi or hapu groups?

Will any stage of your project require consents under the Resource Management Act? If yes, please describe what actions will or are being taken to address this? *(Note that if consents are required, funding may be approved but will not be disbursed until it is clear that consents will be granted).*

Is this a new project or continuation of previous work?

Is this activity being undertaken voluntarily? Yes/No

Is it being undertaken as requirement of some other organisation? Yes/No

Are any other agencies/organisations contributing to the project? If so, who and in what way?

What will be your or your organisation/group's input?

The Waikato Catchment Ecological Enhancement Trust may not be a source of ongoing funding. How will the project be funded in the future, i.e. for maintenance, operations, etc.?

How do you propose to ensure the works you carry out will be maintained and managed after the project is completed, or that they remain in perpetuity (e.g. covenant, landowner agreement, future maintenance actions)?

To what extent does the project meet the purposes of the Waikato Catchment Ecological Enhancement Trust in terms of:

- contributing to the restoration, maintenance or enhancement of wetland values, and/or
- contributing to the restoration, maintenance or enhancement of indigenous biodiversity (*factors which should be considered include quality and quantity of habitat/area involved, local/regional/national status of ecological units/communities/ecosystems involved, local/regional/national status of species present, special features, threats/urgency for action*), and/or
- contributing to the restoration, maintenance or enhancement of sports fisheries or game bird populations (*factors which should be considered include quality and quantity of habitat involved, local or regional significance, threats/urgency for action, special features*), and/or
- contributing to the mitigation of any adverse effects of the operation of the Waikato Hydro System on the ecological environments in the Lake Taupo and Waikato River Catchments, and/or
- generating other ecological benefits (*e.g. creation of ecological corridors, enhancement of networks, creation of buffers, restoration of ecological sequences*), and/or
- contributing towards the identification of:
 - i) important habitats and/or species within the Taupo and Waikato River catchments, their past, present and likely status in the future and/or;
 - ii) the threats that might confront them, and practical means by which these threats could be effectively reduced or overcome and/or;
 - iii) practical means for enhancing these habitats and/or species?

The ways in which your project delivers on the Trusts objectives will be a primary consideration in whether your project is funded by the Trust, and the level of funding. It is recommended that you focus on these outcomes and take time to describe the specific nature of those outcomes as part of your application.

PROJECT PLAN

A well prepared plan can make the difference between success and failure. It helps focus your thoughts on what you wish to achieve and how you will do this. It also helps the Trust understand what you are proposing and to assess your proposal's merits fairly. It also means you will be "up and running" sooner if funding is approved. Where necessary please seek advice or assistance from organisations or individuals with the appropriate expertise to answer the more technical questions.

Your plan need not be lengthy, but we should be able to understand the what, how and when, and as a minimum should address the following headings:

Project Name

Site Details

Owner/Occupier (if different)

Location (street address and/or topographic grid reference, and please include a photocopy of a topographical map or road map with the project area highlighted)

Size and/or Dimensions of Area

Existing Features (e.g. landforms, hydrology, vegetation, flora and fauna)

Special Features/Significance of Site (e.g. threatened species, historic or cultural features, local/regional/national significance of habitats and/or ecological units, communities or ecosystems present for indigenous biodiversity and/or sports fish or game birds)

Site History/Current Condition/Threats (level of threat and urgency for action should be indicated e.g. in the case of a weed infestation what is its extent, and how rapidly is it spreading?)

Other Habitats or Natural Areas Within Vicinity (proximity, features, ecological connectivity)

Vision and Objectives (what you want to ultimately achieve, and the goals or steps along the way to get you there)

Management Approach (this will vary enormously subject to nature of works proposed, but should be broken down with a reasonably detailed description of each step involved, e.g. for a wetland revegetation/habitat restoration project you might need to provide information on:

- any physical/hydrological works, how and when these would be undertaken
- fencing – type, length, materials
- plant pest control – species involved, methods to be employed
- site preparation for planting – how, when
- pre- and post-planting animal pest control
- plants and planting – species, numbers, spacing, source, timing, labour
- maintenance of plantings – nature, frequency and timing of releases
- predator control – species, methods, operational targets (see comments below also)

Work Plan and Timeline (schedule showing tasks in step by step order and months in which these are to be undertaken)

Costs (table of itemised costs showing also, any financial or in-kind contributions from you or other parties. All Costs should include GST)

Monitoring (what are you going to monitor to measure the success of your project, how are you going to do this and when e.g. monthly bird counts, number of plants surviving after first year, annual photo points)

Some of these headings are unlikely to be relevant for proposals of an investigative or interpretive nature, or for setting up a facility such as a nursery, but project plans outlining objectives and approach, and providing a schedule of tasks, timing and costs will still be required.

Projects involving the control of predators or competitors need to identify very clearly not only what species are being targeted and how, but what the operational targets are in terms of residual population levels e.g. <5% RTC index for rats, <0.5% for stoats during summer, or <1% for possums. They should explain the rationale for the targets that have been set, and what features are to be monitored to determine the effectiveness of the control regime e.g. tunnel tracking rates or number of fledged young of a preyed on species or number of plants flowering/fruited. Particular emphasis will need to be placed on how benefits arising from the programme will be sustained if ongoing funding from the Trust is not available.

And finally, don't forget to include photos, drawings, or any other supporting information with your project plan that might assist us to more fully appreciate what you intend to accomplish.

PERSONAL INFORMATION NOTICE

Information about applicants and referees provided to the Trust will be held by the Secretary for the purpose of permitting the Trust to assess and evaluate the application, and to administer the grant.

Information may be passed to other agencies to assist with the evaluation of the proposal.

Names of grant recipients and the amounts of the grant may be made public, and will be published in the Trust's Annual Report.

Each applicant and referee consents to the use and disclosure of their personal and other information in the manner described above. If requested information with respect to the applicant and referee is not supplied, the application may be declined for consideration.

Applicants and referees may, under the Privacy Act 1993, request access to and correction of their personal information by the Trust. These requests must be in writing.

DECLARATION

I certify that to the best of my knowledge the information in this application is complete and correct.

In signing this form, and if this application is successful, I agree to provide the Trust with the following:

- Access to the site, if requested, by or on behalf of the Trustees for the purposes of assessing and evaluating the proposal and assessing project outcomes.
- Progress report(s) at six monthly intervals or at intervals as agreed by the Trust.
- A final report including an evaluation of how well the project met the stated objectives and outcomes as detailed in the application.
- Additional information if requested to do so by the Trust.
- Opportunity for the Trust to have appropriate signage or other publicity promoting the works or the Trust's activities.

I further agree that should money have been advanced by the Trust on a project which subsequently does not proceed I shall return such money, and acknowledge that where the grant is paid in instalments, failure to provide timely reporting may imperil continuance of the grant, and I agree to the conditions outlined in the Personal Information Notice detailed above.

Signature of applicant

Date

Signature of Director or other person
with authority to commit an organisation
to this application

Date

Referee's Statement

This section should be completed only by a suitable independent person who has sufficient knowledge of the applicant(s) and the project.

The referee cannot be the applicant or a member of the organisation or group making the application.

Please return this form with the application.

Project name and Applicant name:

Referee name:

Mailing address:

Phone:

Fax:

Email:

Comment on what qualifies you to act as referee.

Comment on the applicant's capability and qualifications to successfully complete this project.

What are the benefits and relevance of this project in relation to the purpose of the Waikato Catchment Ecological Enhancement Trust?

In signing this form I confirm that I have read the application form of the applicant and I agree to the conditions outlined in the Personal Information Notice on that form.

Signature of Referee:

Date: