



Application Form

Important Information

- Please read the Guidelines for Applicants before completing this form.
- Please ensure that all relevant sections of this form are completed. The form may be completed and submitted in hard copy or by email.
- The closing date is 31 March each year.
- If there are parts of this application form which you are having difficulties with we suggest you seek expert assistance rather than leave those parts blank. You are welcome to contact the Waikato Biodiversity Forum Coordinator on 0800 BIODIV or m.cursey@xtra.co.nz, or the WCEET Secretary at 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.

SECTION A: APPLICANT INFORMATION

Applicant Name:

Applicant Type:

Individual

Community Group

Limited Liability Company

Trust

Incorporated Society

Other (please specify)

Primary Contact

Name of Contact Person:

Mailing Address:

Phone:

Fax:

Mobile:

Email:

GST number if appropriate:

How did you hear about WCEET? (please tick one or more)

Media reports

WCEET advertising

Info sent by WCEET

Funding Information Service

Internet search

Other (please specify)

Have you/your organisation received funding from WCEET in the past?

No

Yes (please provide details, including funded projects currently in progress)

If you are an individual:

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

If you are an organisation or community 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:**

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

No

Yes *(please provide details)*

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?

SECTION B: PROJECT LOCATION/SITE DETAILS

Property/Location Details

Project Location and/or Address:

- Please append to the application:
 - a map showing the location of your project within the Waikato River catchment; AND
 - a more detailed (ie. larger scale) map showing the main features and boundaries of the project area.
- Visit www.wceet.org.nz for a downloadable catchment map.

Legal Description:

Grid Reference:

Size of Total Project Area in hectares:

Within which District Council area is your project located?

Does your project include work on:

- public land private land both (please specify the area for each)

Owner(s) of Property:

- If you do not own the land where the project will take place you must provide written permission from the landowner(s).

Site Description

Describe the physical and ecological features of the project site. Please refer to the [Guidelines for Applicants](#) for further explanation about completing this section.

- Existing Features – Site Geography, Hydrology, Flora & Fauna:

- Significance of the Site - Special Features, Threatened Species:

- Other Natural Habitats or Areas Within the Vicinity:

Site History, Current Condition & Threats:

SECTION C: PROJECT PLAN

Please refer to the Guidelines for Applicants for further explanation about completing this section.

Project Description

Name of Project:

Is your proposed project: A continuation of previous work A new initiative

Please describe the vision, goals and management approach of your project:

To what extent does the project meet one or more of the following objectives of the Waikato Catchment Ecological Enhancement Trust? Please refer to the Guidelines for Applicants when completing this section, as the ways in which your project delivers on the Trust's objectives will be a primary consideration in whether your project is funded.

Contributing to the restoration, maintenance or enhancement of wetland values in the Lake Taupo and Waikato River catchments:

Contributing to the restoration, maintenance or enhancement of indigenous biodiversity in the Lake Taupo and Waikato River catchments:

Contributing to the restoration, maintenance or enhancement of sports fisheries or game bird populations in the Lake Taupo and Waikato River catchments:

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:

Additional Objectives

Generating other ecological benefits - such as the creation of ecological corridors, buffers and sequences:

- Contributing towards the identification of:
- important habitats and/or species within the Taupo and Waikato River catchments
 - their past, present and likely status in the future
 - the threats that might confront them, and how these threats might be overcome
 - practical means for enhancing these habitats and/or species:

Is this activity being undertaken voluntarily? Yes No

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

Is the community involved in the project? Yes No

How will members of your 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 as funding is contingent upon gaining the necessary legal approvals.*

Estimated total project costs (including 15% GST):

Year 1

Year 2

Year 3

Amount applied for from WCEET (including 15% GST):

Year 1

Year 2

Year 3

Are any other agencies/organisations contributing to the project? If so, who and in what way? Have you sought any expert advice to guide your project?

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)?

Work Plan & Timeline

Tasks	By when	What you will achieve

Expected Project Start Date:

Expected Project Completion Date:

Project Monitoring & Evaluation

Describe the key deliverables of your project and how they will be evaluated/monitored (refer to Guidelines for Applicants for more detail:

SECTION D: PROJECT BUDGET

- Project budgets should show financial or in-kind contributions from other parties. See below for a suggested budget table layout.
- All costs should include 15% GST.
- Please supply quotes to substantiate the costs for which you are applying.
- Voluntary/in-kind labour should be costed at \$15 per hour.

Key task	WCEET funding sought (\$\$)	Your funding and/or in kind contribution (\$\$)	Other sources of funding (\$\$ and whom)	Total cost of task (\$\$)	Rank importance
YEAR 1					
YEAR 2					
YEAR 3					
Total Costs					

Total Project Costs (including GST): \$

Total Funding Sought from WCEET (including GST): \$

Are you applying for other sources of funding for this project?

- It is an advantage to have funding from other sources.

Fund name	Amount requested	Amount secured	Details applied for

If WCEET are unable to fund the full amount you request, would a smaller grant still be of assistance?

Yes

No

SECTION E: APPLICATION CHECKLIST

Have you:

- Read the funding guidelines?**
- Completed all sections in the application form?**
- Made sure that all of the budget figures add up?**
- Attached written quotes for the goods and services to be purchased?**
- Attached a location map and site map?**
- Attached a plant list?**
- Attached photos?**
- Attached landowner permission if the project is not on your land?**
- Attached a signed Referee Statement(s)?**
- Signed and dated the Personal Information Notice?**
- Made a copy of your application and all attachments/supporting material for your own reference?**



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. Comment should be made on the project's objectives, feasibility and accountability aspects.

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:

Mobile:

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: