

WASTE MINIMISATION COMMUNITY FUND 2024

Guidelines and criteria

Up to \$60,000 is available to support initiatives that promote the sustainable use of resources and cut waste throughout the Queenstown Lakes District.

WHAT IS THE FUND?

The fund arises from the Queenstown Lakes District Council's **WASTE MINIMISATION AND MANAGEMENT PLAN 2018**.

Its purpose is to support initiatives that minimise waste, maximise resource recovery and move us towards becoming a zero waste and sustainable district. We are particularly interested in initiatives that complement and enhance existing programmes, address gaps, create new opportunities, and encourage community participation in waste minimisation.

WHO CAN APPLY?

The fund is open to individuals, community groups, businesses, iwi/Māori organisations and education providers within the Queenstown Lakes District.

Before preparing an application, email zerowaste@qldc.govt.nz and check your idea meets our goals and criteria.

WHAT ARE WE LOOKING FOR?

Inspire us with your great idea to rethink, reduce or reuse! Projects must be consistent with the QLDC Waste Minimisation and Management Plan and achieve the following objectives:

- > Waste Reduction – reducing waste at source and/or,
- > Resource Recovery – diverting materials from landfill.

We're looking to support projects that shift us towards a circular economy approach where materials are kept in use for as long as possible.

Head to www.qldc.govt.nz/wmcf to find out more about previous recipients.

WHAT CAN THE FUNDING BE USED FOR?



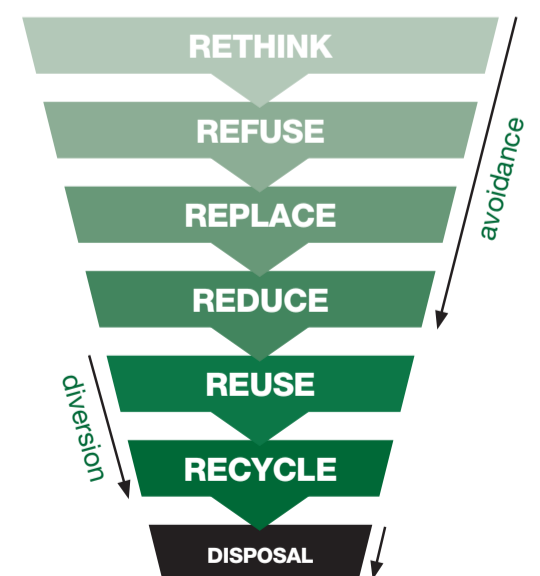
FUNDING CAN BE USED FOR:

- > Trials and pilot projects
- > Community outreach and education
- > Workshops, events, monitoring and surveys
- > Materials and equipment
- > Skills development and research (that is not aimed at supporting the attainment of a qualification)
- > Project implementation costs, including operational and capital costs
- > Payment of staff time for specific project deliverables; however, ongoing staff salaries and wages is excluded from this.



FUNDING CANNOT BE USED FOR:

- > Debt servicing
- > Retrospective projects where the work is already completed
- > Projects that involve waste generated outside the district
- > Activities that duplicate other projects
- > Feasibility studies and business cases
- > Costs in preparing an application
- > Projects focused on waste disposal, the treatment of waste or litter collection
- > Marketing programmes
- > Conventions, conferences, trade shows, private functions or meals
- > Projects that denigrate, exclude, or offend parts of the community
- > Projects that could cause harm to people, property, or the environment or that pose a significant risk to the public or QLDC
- > Ongoing financial support of existing activities
- > Rent or accommodation costs
- > Service and maintenance costs including utilities such as power and phone
- > Purchase of alcohol, tobacco, illegal substances, or gaming
- > Fundraising
- > Prize money or entrance fees
- > Legal expenses



Any questions? Email: zerowaste@qldc.govt.nz
Apply here: www.qldc.govt.nz/wmcf

HOW MUCH IS AVAILABLE?


In this funding round we can distribute up to \$60,000, which is split between the following categories:

| FUND CATEGORY | GRANT RANGE | DESCRIPTION |
|--|----------------|---|
| Category A: Commercial Waste Minimisation. Sponsored by Waste Management NZ Ltd. | Up to \$10,000 | Supporting commercial innovations that minimise waste and maximise resource recovery |
| Category B: Community Action and Behaviour Change. Funded by QLDC. | Up to \$50,000 | Supporting projects that minimise waste, encourage community participation, and create enduring change in behaviour |

Funding is exclusive of GST. Your organisation will be responsible for meeting its GST obligations if registered.

ELIGIBILITY CRITERIA

All applications must meet the following criteria:

-  Projects must take place within the Queenstown Lakes District and benefit the local community.
-  For requests over \$1,000 the applicant must be a legal entity such as a trust, company, or incorporated society, and must be able to provide evidence of this status if requested.
-  For requests under \$1,000 applicants can be an unformed group or individual.
-  The applicant must have no outstanding debt owing to QLDC.
-  The applicant must fully declare any additional QLDC or local funding, grant or koha/donation received for the project/event.
-  The applicant must comply with all QLDC regulatory and statutory requirements relating to the preparation and delivery of the project, including obtaining all necessary permits and consents.
-  Projects must not have breached previous funding and legislative agreements with the council, including reporting criteria.
-  Applicants must specify additional funding from their own or other resources, and/or in kind.

ASSESSMENT CRITERIA

Applications will be assessed using the following criteria.

| CRITERIA | OUTCOMES AND OBJECTIVES |
|-------------------------|--|
| Strategic alignment | Aligned with WMMP vision, goals and objectives and QLDC wellbeing outcomes. An overview of the wellbeing outcomes will be included with the application information. |
| Waste minimisation | Waste is reduced and/or resources are recovered in line with the waste hierarchy. |
| Community participation | Community participation is achieved. Tangible community benefit is delivered. Behaviour is changed. |
| Value | Gaps and opportunities in existing waste minimisation services and projects are addressed. |
| Quality | The project has clear outcomes that are measurable. The organisation making the proposal can demonstrate ability to carry out the project, ideally shown by experience in projects of a similar nature. The project is technically and financially feasible, and does not represent an unacceptable level of risk to QLDC and the community. |

COMPLETING YOUR APPLICATION

- > Before you compile your application, get in touch with the team at zerowaste@qldc.govt.nz and check your idea meets our goals and criteria.
- > Applications will only be accepted via the online form provided. No hard copies please.
- > We can only accept complete applications so please answer all mandatory questions.
- > Any supporting documentation must be uploaded as part of your application. Please clearly state your project or applicant name on all supporting documents submitted.
- > Applicants must include a detailed project budget as part of their application.

WHAT HAPPENS NEXT?

- > Applications for funding close on 17 May 2024, after which all applications will be checked for completion.
- > Your application will be assessed and scored by a panel of QLDC staff and elected members against the assessment criteria detailed below.
- > You may be contacted by the panel and asked to answer any questions specific to your application.

WHAT HAPPENS AFTER ASSESSMENT?

- > Following evaluation, all applicants will be notified in writing about whether their application has been successful or not.
- > "Funding will be available to successful applicants from 1 July 2024 following acceptance of the fund terms and conditions.

REPORTING REQUIREMENTS & PROJECT COMPLETION

- > Successful applicants are required to provide progress updates when submitting an invoice or upon completion of project milestones identified in the application. QLDC reserves the right to contact you for an update at any time throughout your project.
- > Successful applicants will be required to submit a final report on completion of the project that shows how the identified outcomes were achieved.
- > QLDC may audit successful recipients. This may include a visit from QLDC staff during, or on completion of the project.
- > Projects must use the funding within 12 months of receiving the grant. The project must be delivered within the planned timeframe, after which the project objectives should have been achieved.



Any questions?

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