

Waste Minimisation Community Fund Application 2023

Please refer to the Waste Minimisation Community Fund Guidelines before completing this application. If you have any questions, or want to check that your idea meets our goals and criteria before applying, please email zerowaste@qldc.govt.nz.

We can only accept complete applications, so please answer all mandatory questions. Any supporting documents must be labelled with your project or applicant name and must be uploaded as part of this application.

The information contained in your application will be treated as confidential.

NOTE: If you would like to save this application form to return to later, click "Next" on the page you have completed, then bookmark the form (or add it to "favourites") on your internet browser.

Contact Details

1. Please provide all relevant contact details in the fields below.

Name of individual or organisation

Primary contact person

Contact number

Email

Postal address

Town

Post code

Website

Facebook

Project Details

2. Select the category under which you are applying:
 - Category A – Commercial Waste Minimisation. Supporting commercial innovations that minimise waste and maximise resource recovery.
 - Category B – Community Action and Behaviour Change. Supporting projects that minimise waste, encourage community participation, and create enduring change in behaviour.
3. What is the name of your project?
4. What geographic area of the Queenstown Lakes District will the project focus on?
Note: Projects must take place within the Queenstown Lakes District and benefit the local community.
5. Identify which of these strategic objectives your project will achieve:
 - Waste Reduction – Reducing waste at source and/or,
 - Resource Recovery – Diverting waste from landfill.

6. Briefly summarise your project, including its overall goal. *Please limit your summary to no more than 150 words. You will be asked to go into more detail in the questions below.*
7. Outline the waste challenge(s) you want to address and why you think there is a need for this project.
8. Describe how your project will provide a solution to the waste challenge(s) identified above, making sure you include:
 - a. the expected project outcome(s)
 - b. the activities you will undertake to achieve the outcome(s)
 - c. how you will measure the success of the outcome(s) and overall project.

Note: Outcomes are the change(s) that will result from delivering your project; they are not activities or processes e.g., hosting an event is an activity, increasing awareness is an outcome. Outcomes should be specific, measurable, and achievable within the project timeframe.

9. Please list your project timeline and key milestones. You may also provide this as an attachment.
10. Describe how your project encourages community participation and/or delivers tangible community benefit.
11. Describe how your project will create enduring change in behaviour.

Project Financials

12. What is the total cost of your project?
13. How much funding are you seeking from QLDC's Waste Minimisation Community Fund?
14. Are you GST registered? Yes/No
15. Please upload a detailed project budget itemising the expenses this funding would be used for, and the amount requested for each expense item. e.g. venue hire = \$440. **Please list all costs exclusive of GST if registered.** If registered, your organisation will be responsible for meeting its GST obligations.
16. What other funding or sponsorship do you have for this project? List any other funding applied for, as well as corporate or commercial sponsorship and in-kind contributions.
17. Is this project dependent on funding sources other than the funding you are requesting from QLDC's Waste Minimisation Community Fund? If so, please provide details.
18. If your organisation/group has previously received funding from the QLDC WMCF, please provide details, including the project name, the year received, and the amount received.

Relevant experience and capability

19. For requests over \$1,000, applicants must be a legal entity as a trust, company, or incorporated society, and must be to provide evidence of this status if requested. If applicable, please identify the legal status of your organisation.

Multiple Choice Answers

20. Tell us about yourself or your organisation and what relevant skills, resources, and experience you have to carry out your project.

21. Outline the roles and responsibilities of all involved in your project.

22. Are any other stakeholders involved in this project?

23. If you are working with other stakeholders to deliver this project, please also outline their relevant skills, experience, roles and responsibilities.

24. Please identify any potential risks that may affect the completion and success of your project and the mitigations you will put in place to address these.

Supporting information

25. Is there any additional information you think the funding panel should consider when assessing your application?

26. Are there any conflicts of interest to declare?

27. Provide any other documents to support your application. These documents could include:

- Letters of support from key stakeholders, suppliers, and sponsors
- Evidence of previous project successes

Final check

28. Have you...?

- Read and understood the fund guidelines, including eligibility criteria?
- Completed all mandatory questions
- Uploaded a detailed project budget, clearly labelled with your project name
- Uploaded any relevant supporting documents, clearly labelled with your project name

29. How did you hear about this fund?

- Council website
- Radio
- Council mail out
- Social media
- Council staff member
- Word of mouth
- Local Newspaper
- Other (please give detail):

30. I declare that, to the best of my knowledge, the information supplied as part of this application is true and accurate.

Thank you for completing this QLDC application for Waste Minimisation Community Funding.

If you have any questions about your application, please contact us:
zerowaste@qldc.govt.nz