

# Contestable Waste Minimisation Fund - application guidelines

These application guidelines should be read before applying for the contestable Waste Minimisation Fund (WMF).

Fund criteria:

- focus on the reduction of waste
- focus on reuse, recycling and recovery of waste and diverted materials
- lead to measurable waste minimisation outcomes
- take place within Hamilton or be for the benefit of the Hamilton community
- use the funds accordingly within 12 months of offering applicants a grant
- be from a legal entity or fall under an umbrella legal entity
- align with the vision, goals and objectives of Hamilton City Councils Waste Management and Minimisation Plan (WMMP 2018-2024).

Although new waste minimisation activities are encouraged, an expansion of scope, or activity may be considered.

## Application Process

How much is available?	\$50,000 per annum
How much can I apply for?	<b>Standard funding:</b> minimum \$1000 – maximum \$5000 <b>Special projects:</b> minimum \$5000 – maximum \$15,000
When can I apply?	Fund opens: Monday 13 March 2023 Fund closes: Friday 14 April 2023
Grant decision	Applicants will be advised in June 2023

## Who can apply?

Community groups, businesses, Iwi/Maori organisations, educational institutions and other community-based organisations operating within Hamilton or whose aims and outcomes are for the benefit of the Hamilton community. Personal bank accounts are not permitted.

Application forms are to be completed and submitted using the online form.

- Please make sure you answer all questions on the application form as failure to do so may lead to a delay in processing your application.
- Please make sure you include all requested attachments and clearly identify all additional material.
- Applicants are required to supply evidence of the costs for which they are applying. This includes quotations, copies of product advertisements for which funding is sought, reports and budgets etc. Verbal quotes are not accepted.
- If applicants are GST registered, GST must not be included in the breakdown

of project costs. If applicants are not GST registered, Council will make the necessary adjustments to the funding application.

- Please complete the checklist at the end of the form to make sure you have included all the necessary information.

## What are the funding considerations?

Funding priority will be given to:

- Projects that align with a minimum of one action from Councils WMMP.
- Projects that achieve long-term benefits after the completion of the project and promote long-term behaviour change.
- Projects that see business partnering with the community.
- Projects developed in consultation with other bodies carrying out waste-related activities.
- Projects designed to be ongoing and become self-supporting.

There are a range of different types of projects that would be considered eligible for funding. Examples of acceptable activities are:

- feasibility studies
- materials and equipment
- skills development
- trials and pilot programmes
- education programmes
- workshops, neighbourhood meetings, events, neighbourhood mentoring and social learning
- monitoring and surveys
- project execution/implementation costs
- research and development not aimed at supporting the attainment of a qualification.

## Applicants should note:

- WMF grants are contestable each year. A previous grant recipient is not guaranteed funding from any other subsequent funding round.
- The scope of the Fund includes education projects that promote waste minimisation activity only but not general environmental education programmes.
- Projects that focus on waste disposal or on the treatment of waste for disposal are not eligible for funding E.g. recycling container procurement is not permitted.
- WMF does not fund ongoing existing activity or operating costs.

All decisions made by Hamilton City Council relating to a funding application will be final. Recipients may apply to a future funding round provided they have submitted a completed accountability form in respect to any previous project for which they have received contestable waste minimisation funding from Hamilton City Council.

## How do I apply?

Applications can be made online through Hamilton City Council Smarty Grants system  
<https://hamilton.smartygrants.com.au/2023WMF>

## What must accompany the application form?

A bank account in the name of the organisation and proof of financial stability through annual or audited accounts.

## Priority will be given to:

The following core criteria will be used to assess all applications:

### STRATEGIC ALIGNMENT

- Projects must align with the vision, goals and objectives of Hamilton City Council's Waste Management and Minimisation Plan. (WMMP 2018-2024)

### WASTE MINIMISATION

- Projects must reduce waste to landfill and/or target priority waste streams.

### COMMUNITY PARTICIPATION AND/OR COMMUNITY BENEFIT

- Projects should encourage community participation and education.
- Projects must result in tangible community benefit.

### EFFECTIVENESS

- Projects must reduce harm to the environment.
- Projects should be designed to be ongoing and become self-supporting.
- Project proposals which seek to build on existing initiatives must show clearly how they will add extra value and further progress the initiative.
- Projects must not undermine existing initiatives or other funded proposals.

### QUALITY

- The objectives of the project must be clear.
- The objectives must be measurable.
- The project must demonstrate the likelihood of success.

## Once you have sent in your application form:

You will receive an email to confirm we have received your application.

Your application will then be assessed by the voluntary Application Assessment Panel against the assessment criteria.

The panel comprises of five members, two Council staff members, two external community members and one Hamilton City Council Councillor.

The panel will make recommendations as to successful applicants and award amounts in the form of a report which will go to Council senior management for approval.

## **Allocation of grant and reporting requirements:**

Successful applicants are required to provide a grant agreement form and accountability report after 12 months which will include receipt of all payments. The accountability report will be on Smarty Grants ready to complete at least one month prior to the due date.

Please note, where outcomes and measurable benefits can only be observed after 12 months, an additional completion report may also be required at the most appropriate time in consultation with the applicant.

All applicants will be advised in writing.

Please ensure you read the application guidelines prior to submitting your application or call Belinda Goodwin to discuss.

[belinda.goodwin@hcc.govt.nz](mailto:belinda.goodwin@hcc.govt.nz)

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