



Ministry for the
Environment
Manatū Mā Te Taiao

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Waste Minimisation Fund

Guide for Applicants

2018

Disclaimer

While every effort has been made to ensure that this guide is as clear and accurate as possible, the information it contains is general guidance only, and does not constitute legal advice. In the event of any uncertainty, the applicant should obtain independent legal advice.

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About this document

Purpose of this document

This document provides information about the Waste Minimisation Fund (WMF), and guidance on completing an application for funding for a waste minimisation project.

It provides an overview of the full funding process, and focuses in detail on Stage I of the application process. After checking whether your project is eligible, please read the guide carefully to ensure your project matches the assessment criteria.

Further information will be provided to applicants who are invited to proceed to Stage II.

Intended audience

The audience for this document is anyone interested in seeking funding for a waste minimisation project from the WMF.

How to use this guide

Use this guide in conjunction with the Waste Minimisation Fund application form.

We suggest you read the guide and the application form before you start preparing your application.

Tēnā koutou tēnā koutou tēnā koutou katoa.

Official information and privacy

Official Information Act 1982

Important: Information presented to the Minister for the Environment or the Ministry for the Environment is subject to disclosure under the Official Information Act 1982 (OIA). Certain information may be withheld in accordance with the grounds for withholding information under the OIA. Further information on the OIA is available at www.ombudsmen.parliament.nz.

Information held by the Minister or Ministry may have to be released under the OIA in response to a request from a member of the public (or any other body) for that information. If you wish to provide sensitive information to the Minister or Ministry which you do not want released, it is recommended you consult with the Ministry as to whether the information is necessary for the application, and whether there may be grounds in the OIA for withholding the information. For instance, if release of the information would disclose a trade secret, or be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information, then there may be grounds to withhold the information. If an OIA request relating to your application is received, the Ministry will endeavour to contact you to discuss it, and what the implications of releasing your information are.

The grounds for withholding information must always be balanced against consideration of public interest that may justify release. Although the Ministry does not give any guarantees as to whether information can be withheld under the OIA, it may be helpful to discuss OIA issues with the Ministry in advance if information provided with an application is sensitive.

Privacy Act 1993

Important: The Ministry for the Environment (Environment House, 23 Kate Sheppard Place, Thorndon, Wellington) may collect, use, hold or disclose personal information for the purpose of assessing eligibility and suitability for Waste Minimisation Fund funding. Individuals have the right in accordance with the Privacy Act 1993 to request access to and correction of their personal information. While the provision of personal information is not mandatory, failure to provide requested information could lead to a delay in considering the application or a decline of the same.

Further information

Further information is available from the Ministry for the Environment (the Ministry).

Phone: 0800 499 700

Email: wmf@mfe.govt.nz

Web: www.mfe.govt.nz/wmf

Introduction

The production of waste generally results from using energy and resources inefficiently. As a society we need to take responsibility for the waste we produce by finding more effective and efficient ways to minimise waste.

What is the Waste Minimisation Fund?

The Waste Minimisation Fund (WMF) is funded through the waste disposal levy that was introduced under the Waste Minimisation Act 2008. Fifty per cent of the money collected from the levy is distributed to territorial authorities to spend in accordance with their Waste Management and Minimisation Plans. The remainder (minus administration costs) is used for the WMF.

The purpose of the Act is to encourage waste minimisation and a decrease in waste disposal in order to—

- (a) protect the environment from harm, and
- (b) provide environmental, social, economic, and cultural benefits.

The Fund enables projects that improve waste management and minimisation to be developed and implemented. The WMF helps fund waste minimisation projects that:

- increase resource efficiency
- increase reuse, recovery and recycling
- decrease waste going to landfill
- address litter.

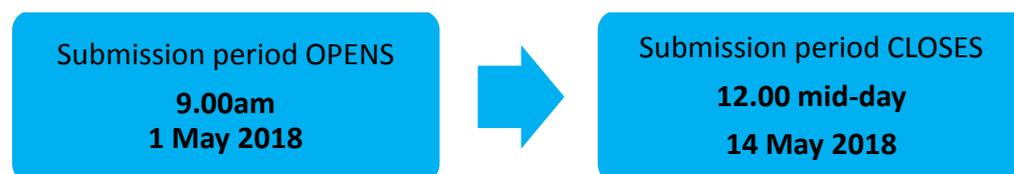
Projects must result in new waste minimisation activity, either by implementing new initiatives, or a significant expansion in the scope or coverage of existing activities. Please refer to page 19 of this guide for a definition of reduce, reuse, recycle and recover.

A list of projects that have been awarded WMF funding can be viewed on the Ministry's website at www.mfe.govt.nz/more/funding/waste-minimisation-fund/projects-funded-date.

Applying to the WMF

An annual contestable funding round is run for the WMF, in which the Ministry calls for applications for funding. Funding from the WMF is awarded by the Minister for the Environment to selected projects following assessment of the applications by an assessment panel.

Submission dates



Eligibility and assessment criteria

The Minister for the Environment has set criteria for the Waste Minimisation Fund. Only projects that promote or achieve waste minimisation are eligible for funding. The application form contains a **self-assessment checklist** which must be completed as part of the application process. Applicants must be able to answer 'yes' for each of the criteria below. If your project does not meet **all** the eligibility criteria there may be other government funding options available to you. For a list of other funding options see www.mfe.govt.nz/more/funding.

Note that meeting the eligibility criteria does not guarantee that your project will be funded. If you have any questions about the eligibility criteria, please contact the [Ministry for the Environment](#).

Eligibility criteria

1. Only waste minimisation projects are eligible for funding. Projects must promote or achieve waste minimisation. Waste minimisation covers the reduction of waste and the reuse, recycling and recovery of waste and diverted material. The scope of the fund includes educational projects that promote waste minimisation activity and projects that address litter.
2. Projects must result in new waste minimisation activity, either by implementing new initiatives or a significant expansion in the scope or coverage of existing activities.
3. Funding is not for the ongoing financial support of existing activities, nor is it for the running costs of the existing activities of organisations, individuals, councils or firms.
4. Projects should be for a discrete timeframe of up to three years, after which the project objectives will have been achieved and, where appropriate, the initiative will become self-funding.
5. Funding can be for operational or capital expenditure required to undertake a project.
6. For projects where alternative, more suitable, Government funding streams are available (such as the Sustainable Management Fund, the Contaminated Sites Remediation Fund, or research funding from the Foundation for Research, Science and Technology), applicants should apply to these funding sources before applying to the Waste Minimisation Fund¹.
7. The applicant must be a legal entity.
8. The fund will not cover the entire cost of the project. Applicants will need part funding from other sources.
9. The minimum grant for feasibility studies will be \$10,000.00. The minimum grant for other projects will be \$50,000.00.

Note

- 1 Since notifying the criteria in the *New Zealand Gazette*, the Sustainable Management Fund mentioned in criteria 6 has been disestablished and the Foundation for Research, Science and Technology is now part of the Ministry of Business, Innovation and Employment.

All eligible applications will be assessed against the WMF assessment criteria and the Minister's priorities for the WMF. We recommend that you consider the assessment criteria in detail before completing an application to the WMF. Many eligible applicants are unsuccessful due to the large interest in the WMF and we typically receive a very high number of applications.

Assessment criteria

Project benefits

1. Preference will be given to projects that collectively give the largest net benefit over time. The assessment of the effectiveness of projects will include the extent to which the projects can demonstrate:
 - likelihood of success
 - reduction of harm to the environment
 - reduction in the volume of waste disposed of
 - economic, environmental, social or cultural benefits
 - longer-term benefits after the completion of the project
 - how the project will accelerate New Zealand's transition to a circular economy.
2. Projects will be assessed for their strategic value in achieving the purpose of the fund. Strategic value means the likely ability of projects to act as catalysts that enhance and extend the uptake of waste minimisation.
3. The degree of partnership and cross-sectoral collaboration will be taken into account in assessing the strategic value of proposals.
4. The level of funding from other sources will be taken into account. Shared funding is preferred.

Project delivery

5. The applicant must demonstrate:
 - ability to deliver the project
 - how the project will achieve its goals
 - how the effectiveness of the project will be monitored, evaluated and reported
 - if and how the project will be used to promote waste minimisation to the wider public
 - if and how the project will continue after funding ends and become self-sustaining, particularly if the funding is for the establishment phase of a longer-term project.

Overview of the WMF funding process

A successful application will go through each of the stages in the WMF funding process diagram below.



Check eligibility criteria

As part of the application you will need to confirm your project's eligibility. Projects that do not meet **all** of the eligibility criteria will be declined.

Stage I – Apply for funding

Applicants complete the WMF application form and submit it to the Ministry. Applications that do not meet all of the eligibility criteria or are incomplete will not be assessed further and the applicant will be sent a decline letter.

Applications are assessed by an assessment panel (the panel) against the WMF assessment criteria and on their merit compared to other applications. The panel makes recommendations for funding. The Minister for the Environment makes final the funding decision. Successful applicants are then invited to Stage II.

Stage II – Develop a project plan

Applicants invited to proceed to Stage II will need to complete a project plan using a template and guide provided by the Ministry in Stage II.

A draft project plan needs to be submitted within a month of being invited to proceed to Stage II. This ensures that any issues are dealt with at an early stage.

The Minister may decide to grant less funding than requested. This means the scope and scale of the project may need to be reviewed and amended as part of the project planning stage. In addition, the Minister may decide to grant funding subject to a number of conditions being met. Information about any conditions are provided at the beginning of Stage II.

Due diligence and reference checks

The Ministry undertakes independent third party due diligence and reference checks on all projects at the same time the funding deeds are being prepared.

Intellectual property

Under the terms and conditions of the funding deed, the recipient owns all intellectual property related to your project, on the condition that you permit the Ministry to use, and make available, any material created through the project.

You are also required to make any material created through the project freely available to any person who wishes to use it for non-profit purposes (e.g., by publishing information on a website).

This requirement applies indefinitely, beyond the term of the funding deed.

Sign funding deed

Applicants successful in completing Stage II will be required to enter into a funding deed with the Ministry, which details all funding obligations and rights of the contracting parties including:

- contracting parties and what their rights are
- health and safety management
- project duration (maximum of three years)
- project description
- approved grant
- funding conditions
- milestones, tasks and deliverables, and performance measures
- intellectual property
- liability
- funding obligations and payment conditions.

The standard funding deed terms and conditions are available on the Ministry website:

www.mfe.govt.nz/wmf.

Start project

Successful applicants begin work on their projects and report on milestones as they are met.

The Ministry monitors and assesses each project against the stated performance measures and conditions within the funding deed. Agreed payments are made once milestones are met and deliverables are completed. Payments on actual costs are made in arrears.

Retrospective and/or backdated costs before deed signing are not eligible for reimbursement.

Help with completing your WMF application

This section provides help for completing the WMF application form. Before you complete your application, you should have an understanding of how your application will be assessed. If you have concerns, questions or issues, please talk to us by emailing wmf@mfe.govt.nz or phoning 0800 499 700.

The Ministry may verify information contained in the application form with other government agencies.

Answer in full all questions relevant to your organisation and project.

Please note that the Ministry cannot give specific guidance on the content of your application for funding.

Important: Only provide supporting documentation that the Ministry has specifically requested. Additional information will not be provided to the assessment panel.

Tips for completing your application

- Plan ahead by putting the closing date for submitting applications in your diary and allow plenty of time to prepare the application. Take any holiday periods into account.
- An application that strongly aligns with the WMF assessment criteria and is written clearly and concisely stands the best chance of success.
- Write in plain English, and avoid jargon, clichés and overused phrases. Write so that your reader will understand what you want them to know.
- Consider other applications you may already have submitted (including to other funds in the past).
- Answer all the questions. If you are not sure about a question, refer back to this guide. If you are still uncertain, contact the [Ministry for the Environment](#).
- Ask a colleague or a third party to peer review your application.

Online resources

See the following online resources to help you plan your project and provide further support.

Resource	Website address	What it provides
Ministry for the Environment	www.mfe.govt.nz/more/funding/sources-funding	List of funding sources from the Ministry and other government agencies
Community Resource Kit	www.community.net.nz	Helps small or emerging community and voluntary groups
Funding Advisory Service	www.fis.org.nz	Funding information for voluntary organisations, iwi and community groups
Grants Online	www.cdgo.govt.nz	Allows you to complete online applications for Lottery Grants Distribution Committee and Community Organisation Grants Scheme (COGS) grants
Fundraising Institute of New Zealand	www.fundraising.org.nz	Dedicated to promoting philanthropy and excellence in ethical fundraising
Business Finance	www.bizfinance.co.nz/business-finance-funding-growth/	Provides business information about a range of government agencies and departments
Health and Safety at Work Act 2015	www.osh.govt.nz/law/hse.shtml	Information on the Health and Safety at Work Act 2015

SECTION A: Applicant details

This section provides information about the type of organisation that you represent, including legal name, legal entity status, and contact details.

1. Organisation details

GST number

Government funding is a taxable activity. If you are conducting a taxable activity and your annual income exceeds \$60,000 per annum, your organisation will need to be registered for GST. You will be able to offset the GST on any goods and services you buy against the GST amount that the WMF pays in addition to the funding.

If you are not registered for GST, you will bear the full cost of GST on goods and services you purchase for the project.

For more information, see www.ird.govt.nz/gst or phone 0800 377 776.

Legal entity status

The applicant must be a legal entity with capacity to contract with the Ministry. Types of legal entities are listed below.

You will be required to provide a certificate of incorporation if you are invited to Stage II of the funding process.

Type of entity	Proof of legal status
Incorporated society	Certificate of Registration with the Companies Office under the Incorporated Societies Act 1908
Charitable trust	Certificate of Registration with the Companies Office under the Charitable Trusts Act 1957
Limited partnership	Certificate of Registration with the Companies Office under the Limited Partnerships Act 2008
Māori trust board	Declared by any enactment to be a Māori trust board within the meaning of the Māori Trust Boards Act 1955
Limited liability company	Certificate of Registration with the Companies Office under the Companies Act 1993
Cooperative company	Certificate of Registration with the Companies Office under the Co-operative Companies Act 1996
Territorial authority	No proof of legal status is required
Other (e.g., individual person)	Copy of driver's licence or passport

Territorial authorities

Territorial authorities have a statutory responsibility to promote effective and efficient waste management and minimisation within their district, in accordance with the Waste Minimisation Act 2008.

If you are applying on behalf of a territorial authority, you will need to clearly explain why your project:

- is not funded out of your council's baseline funding
- does not fall under your council's core responsibilities
- is not funded out of levy money received under section 31 of the Waste Minimisation Act 2008.

2. Contact details for this application

The primary contact and back-up persons need to ensure they are available in case they need to be contacted by the Ministry about their application.

SECTION B: Project details

The section provides information about the project name, description, project type, location of the project, and number of years that funding is sought for.

3. Details of project

Project description

This is your opportunity to describe in approximately 100 words the problem, solution and long-term outcomes that your project will achieve. This should be a short and succinct description of your project as a whole. You will have the opportunity to expand on this description later in the application form.

Are you aware of any similar waste minimisation activities in your region?

It is important that you are aware of any similar waste minimisation activities in your area or region. Describe the existing activity (what is currently happening, and who is doing it), and explain how your project expands, competes with, or does not affect the scope or coverage of that activity.

The Panel will consider potential impacts of projects on other waste minimisation activities. Funding is not intended for projects that displace existing waste minimisation activities.

The Ministry encourages applicants to network with others in the sector. The responsibility is on the applicant to research what other activities are occurring in their region.

Project type

Select the project type that most closely fits your project:

- feasibility or investigative project
- infrastructure project
- services project
- education and awareness project

If your project type is not covered by the categories provided, please tick 'other' and specify.

How many years are you seeking funding for?

The project should be for a minimum of one year or a maximum of three years.

Total project cost

This is the total estimated cash cost to deliver your project in full including WMF funding, external funding, and your organisation's contribution. This figure should be GST exclusive.

WMF contribution

This is the total amount of funding that you are requesting from the WMF over the lifetime of your project. Please note that the minimum WMF contribution for feasibility or investigative project is \$10,000. The minimum WMF contribution for all other projects is \$50,000 (exclusive GST).

Projects requesting more than \$200,000 from the WMF

If you are applying for a total WMF contribution of **\$200,000 or more** over the duration of your project, you **must** submit a business plan in support of your application. The business plan must be submitted as one document only. Your application **will not** be assessed without this information.

Large applications are likely to require a comprehensive business plan. Feasibility studies, which can support the development of a business plan, are also eligible for funding under the WMF.

If you are applying for a total WMF contribution of **less than \$200,000** over the duration of your project, it is **optional** to submit a business plan in support of your application. However, we recommend that you at least attach a detailed budget to support your application.

The business plan may include (but is not limited to) the following:

- **Background information about the organisation**
(including age and history of the company, information about directors and shareholders, staffing levels etc.)
- **Background information on your proposal**
- **Feasibility of your proposal**
(including details of any feasibility studies undertaken, technical expertise required and critical success factors)
- **Financial summary**
(estimated budgets, what the funding will be used for, how much money is required to start the project and keep it running once it is established)
- **Market analysis**
(including current and forecast supplier and end-user markets)
- **Risk management strategy**
(risks to the successful delivery of the project and how these will be managed/mitigated)

Please provide **only one** supporting document in PDF format for this section (5MB file size limit). Only one document in support of this section will be provided to the assessment panel.

SECTION C: Project outline

The section provides detailed information about the problem your project will address and the proposed solution, project objectives, task and deliverables, the amount of waste your project will minimise and the wider benefits your project will deliver.

The panel uses the information from this section to score the application in terms of the project's effectiveness, contribution to waste minimisation, and strategic value in achieving the purpose of the WMF. Strategic value means the likely ability of projects to act as catalysts to enhance the uptake of waste minimisation activities.

Preference will be given to projects that collectively give the largest net benefit over time, including the extent to which projects can demonstrate:

- likelihood of success
- extent of waste minimisation activity
- reduction of harm to the environment
- economic, environmental social or cultural benefits
- long-term benefits after the completion of the project.

We recommend that you refer to the assessment criteria of the fund when completing this section.

4. What is the problem that you plan to address with the project?

This question provides an opportunity to describe in full detail the extent of the problem.

Include the following types of information:

- whether a demonstrated need exists
- size or extent of the problem (e.g., number of tonnes currently going to landfill, or percentage of people currently not recycling)
- current method of disposal (e.g., littered, landfill, or burnt)
- whether the project covers a national or global perspective
- likely future consequences of not addressing the problem now.

5. What is your proposed solution?

With reference to the problem described, this question provides an opportunity for you to provide detail about the solution you are proposing. You must clearly demonstrate that your project will address the problem you have outlined. What will you do? How will you do it? What are the next steps after the completion of the project? Explain the new waste minimisation activity that would result from your project.

The panel will assess whether the solution you are proposing is appropriate for the problem described.

6. Project objectives

A minimum of two and a maximum of six statements must be provided as your project objectives. Your project objectives should clearly describe the tangible results (or outcome) that your project will achieve. All project objectives must be achievable within the timeframe of the WMF funding period.

Make your objectives SMART:

- **Specific** – objectives should specify what they want to achieve.
- **Measurable** – you should be able to measure whether you are meeting the objectives.
- **Achievable** – are the objectives achievable and attainable?
- **Realistic** – can you realistically achieve the objectives with the resources you have?
- **Timely** – when do you want to achieve the set objectives?

For each objective, provide detail about how you will measure progress towards achieving the objective, and how you will know when the objective has been achieved. Evaluating your project is a valuable and integral part of the project. Planning and thinking about evaluation starts at the project initiation stage, not near the end of the project.

The 'baseline information' column should be used to describe the current situation.

7. Project key tasks/activities

List the main tasks/activities that will be undertaken in delivering your project in chronological order for each year (if applicable). The achievements of these tasks and activities will be a primary measure for evaluating the project's success.

8. What waste stream will your project address?

Please select one waste stream only. If there is not a primary waste stream that your project will address, please indicate as 'other' and specify the multiple waste streams.

WMF priority waste streams have been developed to support the 'reduction of harm to the environment' criterion. The priorities for the WMF reflect the Government's focus for waste, which is to reduce harm. See the [New Zealand Waste Strategy 2010](#) for the Government's strategic direction for waste management and minimisation in New Zealand. The WMF is still open to fund innovative or high quality, non- or low-priority projects.

WMF level of priority	Category
Very high	PCBs (polychlorinated biphenyls); timber (treated and non-treated); primary sector related hazardous waste; manufacturing and services sector hazardous waste; agrichemicals; medical waste; asbestos; contaminated soil
High	Oil; refrigerants; biosolids; primary sector related organic waste; household organic (food waste and green waste); paint; tyres; e-waste; nappies and sanitary; commercial green waste
Medium	Packaging – household and commercial; demolition materials – inert; paper and cardboard (household and commercial); plasterboard; construction materials
Low	Cleanfill; furniture; textiles
Other – assessed on a case-by-case basis	Other potentially hazardous; other organic; other – not specified elsewhere

9. How much waste does your project propose to reduce, reuse, recycle or recover?

The following table provides the definitions of the four R's.

Term	Definition
Reduce	To lessen the generation of waste, including by using products more efficiently, or by redesigning products. For a product, this includes lessening the generation of waste.
Reuse	To use waste or diverted material (in its existing form) further, for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose.
Recycle	To reprocess waste or diverted material to produce new materials.
Recover	To extract materials or energy from waste or diverted material, for further use or processing; and to make waste or diverted material into compost.

Please take care not double count tonnages. Use definitions provided on the applications form to identify the category of waste minimisation. Please note, some projects may not divert waste, for example feasibility studies. If this is the case, enter N/A.

For the first column in the table – 'Baseline'; how much waste are you currently diverting from landfill per year, if any?

For the second column in the table – 'Forecast after project completion'; how much waste do you expect to divert from landfill in the first year after the completion of the project?

In the text box provided, please describe the source of the tonnage data. If you are unable to provide tonnage figures for your project then please explain why.

10. What are the specific benefits that your project will deliver?

Please outline the economic, environmental, social and/or cultural benefits that will result from the completion of your project.

11. How will you ensure the solution you are proposing endures, once WMF funding has ended?

You will be assessed on how the project will continue after funding ends. You will need to demonstrate that your project is able to become self-sustaining, particularly if the funding is for the establishment phase of a longer-term project.

A successful project is one that has immediate visible effects and also produces sustainable long-term outcomes. Preference is given to projects that continue after funding ends.

If your project is a short-term project and will be complete once the funding ends, explain how the benefits will endure once the project is complete.

SECTION D: Funding summary

This section provides detailed information on your estimated project costs and funding sources. The level of funding from other sources is taken into account by the assessment panel, and the WMF will only fund a portion of the total project costs.

All costs provided in the Financial Information section **MUST** add up and be consistent throughout the application form. If the costs provided are inconsistent, or do not add up, your application may not be assessed further.

All costs **MUST** be exclusive of GST.

IMPORTANT

Before you enter data in the estimated project costs table of your application we recommend you do most of your preparation and budget planning separately. This will enable you to work out how much the project is going to cost you based on the key tasks/activities that will need to be undertaken to successfully complete your project. These key tasks/activities should be included in the table for question 7 of your application.

12. Estimated project costs

The estimated project costs presented in the outline project budget should include the total cost of your proposed project, not just the costs that you are seeking WMF funding for. Provide a breakdown of all the estimated, project-related costs (expenditure) for all the applicable years of your project, exclusive of GST.

Funding can be used for operating and capital expenditure required when undertaking a waste minimisation project. The WMF will pay a percentage of costs for the following:

- personnel
- consultants and contractors
- administration
- purchase of capital assets and other capital costs
- venue and equipment
- travel and accommodation
- promotion and dissemination of information
- financial, legal and information technology (IT) expenses
- health and safety
- other miscellaneous costs.

We strongly recommend providing a detailed budget in support of your application. Note that this is expected (within a business plan) for applications over \$200,000.

Complete the table with details of your estimated project costs (all costs should be GST exclusive). **The total amount for all years should be equal to the 'total project cost' provided in question 3.**

If your application for multi-year funding is successful, then funding for subsequent years will be conditional upon your project meeting the deliverables and other agreed requirements for the previous year(s).

Use the following cost category table to help you estimate your costs:

Cost category	Includes...	Example
Personnel	<ul style="list-style-type: none"> wages/salaries of all the people directly involved in the project staff recruitment and training. 	You will need to employ a part-time coordinator to work 20 hours per week, at a rate of \$25 per hour over 12 months. The estimated cost would be \$26,000.
Consultants and contractors	third parties you have sub-contracted to work on the project (e.g., environmental consultancies, Crown research institutes).	A consultant may quote \$129 per hour (exclusive of GST) for working 10 hours per week for 10 weeks. The estimated cost would be \$12,900.
Administration	administration expenses that are directly related to the project. Notes: <ul style="list-style-type: none"> The cheapest option should be used for making phone calls. Personal calls are not covered by funding. Phone calls that are charged to hotel bills are often extremely expensive and should be avoided where possible. 	Cost of stationery, insurance, postage, phone calls and couriers.
Purchase of capital assets and other capital costs	expenditure that is essential for the project, including the cost of bringing the new asset to working order, or any associated labour and lease expenses.	The purchase of a plant for a recycling operation.
Venue and equipment	<ul style="list-style-type: none"> venue hire rent rental and leasing of equipment for the project. 	You may need to hire or lease a vehicle or trailer, pay rent.
Travel and accommodation	specific travel and accommodation costs for the project: <ul style="list-style-type: none"> mileage (this may be charged at 77 cents per km for a private vehicle) taxis/parking (costs may be claimed on receipt, for the purpose of the WMF project) domestic air travel hotel accommodation (up to \$160 per night for accommodation in New Zealand, exclusive of GST) meals (actual and reasonable expenses on receipt, for meals and other incidental expenses while on out-of-town business for the purpose of the WMF project may be claimed). Notes: <ul style="list-style-type: none"> The Ministry encourages the purchase of non-flexible fares, as there is often little or no difference between buying two non-flexible fares and paying for a fully-flexible fare. This makes the risk of cancellation worthwhile; however, cancellation of flights is not encouraged. 	<ul style="list-style-type: none"> Four flights from Wellington to Auckland at \$500 return (exclusive of GST). The estimated cost would be \$2,000. A return road trip from Auckland to Hamilton, at a total distance of 252km with mileage at 77 cents per kilometre. The estimated cost would be \$194.04.

Cost category	Includes...	Example
	<ul style="list-style-type: none"> • The Ministry encourages the purchase of the cheapest fares unless there are valid reasons for not doing so. • International air travel is not covered by funding. • Where alternatives to travel are available, these should be used (e.g., video conferencing, teleconferencing). • Mini bar charges are a personal expense and cannot be charged back to the Ministry as part of the accommodation bill. • Where mileage is undertaken in a private vehicle, the person travelling is responsible for insurance coverage. <p>The Ministry will not be liable for any costs incurred in the event of an accident under these circumstances.</p>	
Promotion and dissemination of information	expenses for promoting the project (e.g., the production of brochures, advertising costs, seminars).	You may need to publish a brochure. The costs of designing, printing, and distributing need to be researched to calculate the estimated cost.
Financial, legal and information technology (IT) expenses	<ul style="list-style-type: none"> • financial or legal expenses incurred solely in relation to the project • accounting services • IT support. 	You may need the services of a lawyer or accountant.
Health and safety	<ul style="list-style-type: none"> • purchase fire-fighting equipment • health and safety training • first aid kits • personal protective equipment. 	-
Other	anything else that is not covered above (e.g., reporting and compliance tasks for the project).	-

If your organisation is involved in other activities or projects in addition to the WMF project, it may be difficult to allocate some costs (e.g., administration, electricity). In these cases, you may claim a proportion of costs equivalent to the time your organisation will devote to the WMF project. It is important that you are able to explain this breakdown at the project planning stage.

The following areas are not covered by funding

Area	What funding does not cover
Environment	<ul style="list-style-type: none"> • General environmental education projects (as opposed to education that focuses on waste minimisation). • Projects that focus on waste disposal or on the treatment of wastes for disposal/clean ups.
Research	<ul style="list-style-type: none"> • Academic costs or research aimed at supporting the attainment of a qualification. • Duplication of demonstration projects or pilot studies. • Monitoring and/or data collection projects that do not produce outcomes that result in waste minimisation.
Other funding sources, including government agencies	<ul style="list-style-type: none"> • Projects that are clearly the responsibility of other funding sources, (e.g., government agencies). This includes project outputs to be used specifically for developing central government policy. • Statutory duties of local government (activities that councils are required to undertake by law, such as local government planning, resource consent approval or monitoring functions).
Retrospective costs	Retrospective or backdated costs (i.e., costs incurred before a funding deed is signed).
Normal operating costs	Normal, ongoing operating costs are funds for undertaking an organisation's 'normal' responsibilities.
Other	<ul style="list-style-type: none"> • Purchase of land. • Attendance at conferences. • Projects that are more appropriately funded from other sources, including other government agencies. • Alcohol, entertainment, gifts or social expenses. • Costs associated with supporting a political party or movement, running a political campaign, or lobbying against the New Zealand Government. • Contingency or unforeseen costs.

13. Funding sources

The WMF will only fund a percentage of your total project cost. Complete the table providing the cash contribution from your organisation, external funding sources and the amount requested from the WMF. All figures should be GST exclusive.

The total from all funding sources MUST equal the estimated project costs in question 12.

Only include funding that you have applied for, and is either approved or still pending (i.e., not declined). If any of the funding is not yet confirmed, please provide details of how much is 'pending' and when you expect this to be secured.

In-kind contributions are **not** able to be considered as part funding from other sources.

If you are applying for multi-year funding (up to three years), provide the estimated amount based on information that is currently known.

All amounts should be cash only and exclusive of GST.
Note that in-kind contributions are not eligible under the WMF.

SECTION E: Capability

The WMF assessment criteria have a strong focus on projects delivery. For an applicant to be successful, they need to be able to demonstrate that they are ready to successfully deliver the project.

14. Project manager details

The project manager is the person responsible for managing major project tasks/activities, and is likely to be the person who liaises with the Ministry if the project is funded.

Complete the table if you have already nominated a project manager. Provide details about this person, including their relevant technical skills and experience. Include approximately how much time the project manager will spend on the project each week, and whether this is a full-time or part-time role.

If this person has not yet been appointed, what skills and experience will they be required to have?

15. Project governance and management structure

Project governance

Include information about how your project will be governed, including how the governance group will monitor and manage any slippage on project progress.

Project governance is about the direction, leadership, accountability and responsibilities for strategic decision-making across the project. It may also include processes for auditing, monitoring and reviewing the project.

Include the roles, groups and/or processes your project will have in place to ensure decisions are made consistently and robustly, that money is spent responsibly, and that risk is managed effectively.

Examples

- Project or steering committee (including responsibilities, schedule and members).
- Governance arrangements with sub-contractors or partners.
- Processes for tendering.
- Processes for monitoring and auditing the project.

Managing funds

Provide information about how you will manage the project funds if successful. Include information about how you will procure goods and services, approve payments, and monitor and address budget overspend.

16. Partnership and collaboration

Provide details of organisations that you will be partnering with in the **delivery** of this project (this may include territorial authorities). You will be required to provide a letter from each of the project partners outlining the nature of their involvement and what they will contribute to the successful delivery of the project.

Letters of support from organisations who are not directly involved in the delivery of your project **will not** be provided to the assessment panel.

17. Publicly-funded projects

Provide information on any publicly funded projects your organisation has completed in the past 5 years. For each project, include the name of the fund, a contact person for the fund that we can talk to about the project, and the amount awarded. Provide a brief summary of the project including; project name, objectives, whether the project was successful, and any other relevant information.

If your application is successful, we may contact you for further relevant information about the other projects.

18. Health and safety

It is important that you have the necessary health and safety policies, resources and expertise to safely undertake and complete the project. Please provide details on your health and safety policy including when it was last reviewed or updated and who will be responsible for the health and safety of staff, contractors and the public involved in the project. You must also provide details of any notices issued under the Health and Safety at Work Act 2015.

You will be asked to provide a copy of your health and safety plan if you are invited to proceed to Stage II. WMF funding can contribute towards the development of appropriate health & safety plans, resources and expertise if these are not already in place.

19. Environmental compliance

You must provide details of any consents that are required to complete your project e.g., resource management, building, planning or other consents. You should also indicate whether you have already applied for these, and if so when is a decision expected (if known). You must also provide details any infringement or abatement notices issued or any prosecutions under the Resource Management Act 1991 during the past 5 years.

SECTION F: Additional information

20. Is there anything else we need to consider about your application?

Provide any additional information your organisation considers important, but has not been covered in previous sections.

Include any known conflicts of interest (e.g., Ministry staff, or the Crown), any other applications for funding from other sources, and information about support for your project, including from local or regional councils.

21. Referees

Provide the names and contact numbers of two referees. We will contact them as part of the due diligence and reference checks if you are invited to proceed to Stage II of the funding process.

Declaration

A person with the organisation's signing authority must complete the declaration (e.g., the Chief Executive Officer or equivalent delegated authority). This person may be different to the primary contact person for the application.

Provide the name, position, signature and date of the person with the organisation's signing authority.

Submitting your application

Once you have completed your application, email the application and supporting documents in one email to: wmfapplication@mfe.govt.nz by mid-day Monday 14 May 2018.

Important: You must submit your application by email. Printed/posted applications will not be accepted by the Ministry.

Late or incomplete applications

Applications must be lodged by the due date. An application will not be considered if:

- it is received after the closing time on the closing date
- it does not meet all of the eligibility criteria
- the designated application form is not used
- the application form is not electronically signed
- The required supporting documentation has not been supplied.

After you've submitted the application

After you submit your application, you will receive an email to confirm receipt of your application.

Application timeframes

Applicants should expect an update about the status of their application approximately 10 weeks following the deadline for applications. Applicants successful at Stage I will be invited to complete the Stage II process.