Ministry for the
Environment
Manatū Mō Te Taiao

Weighbridge Infrastructure Funding Initiative application guidelines

Part of the COVID-19 Response and Recovery Fund:

Waste Minimisation and Resource Recovery Initiatives

As part of Budget 2020, the Government established the COVID-19 Response and Recovery Fund, which included a package of waste minimisation and resource recovery infrastructure initiatives.

In recognition of the need for improved waste data and levy compliance, this package included up to $2.2 million to fund the purchase and installation of weighbridges.

The Ministry for the Environment (the Ministry) is managing the distribution of this funding.

About this guide

Purpose

This document provides guidance on applying to the COVID-19 Response and Recovery Fund: Waste Minimisation Resource Recovery Initiatives (CRRF: WMRRI) – Weighbridge Infrastructure Funding Initiative.

It outlines the funding process, how to check your project's eligibility, and the online application process. Once you have checked whether your project is eligible, please ensure it aligns with the assessment criteria.

Further information will be issued to successful applicants who are invited to negotiate a deed of funding.

Intended audience

The audience for this document is those organisations that meet the advertised eligibility criteria.

How to use this guide

Use this guide in conjunction with the CCRF: WMRRI detail outlined on the Ministry for the Environment website. We suggest you read that information before you prepare your application.

Tēnā koutou, tēnā koutou, tēnā koutou, katoa.

Eligibility criteria

Check your project is eligible for funding

The first step in applying for funding is to check your project meets all the eligibility criteria set by the Ministry for the Environment.

Should your project not meet the criteria, other government funding options may be available.

Meeting the eligibility criteria alone does not guarantee your project will be funded. Applications can be declined if the application is incomplete or doesn't meet the assessment criteria that will be used by the Ministry to prioritise projects.

Important

Applications must be received before **midday 4 August 2021** via the Ministry's Fund Management System Client Portal. Projects that do not meet eligibility criteria or are incomplete are likely to be declined.

Applicant types

- Ahu whenua trust
- Charitable trust
- Cooperative company
- Family trust
- Incorporated society
- Limited partnership
- Territorial authority
- Limited liability company
- Other

Facility types

- Class 1 – municipal landfill
- Class 1 – monofill
- Class 2 – construction and demolition fill
- Class 3 – managed fill
- Class 4 – controlled fill
- Class 5 – cleanfill
- Transfer stations – where the primary use of the weighbridge will be for measurement of waste to landfill
- Community recycling centres/resource recovery centres – where the use of the weighbridge will include measurement of waste to landfill

Project scope

- Within weighbridge (broad) specifications:
    - the weighbridge asset/technology needs to be of a certain standard (eg, meets the requirements of the Weights and Measures Act 1987 and achieves verification by the Ministry of Business, Innovation and Employment)
    - the weighbridge asset power source options are limited to either mains or solar/battery retention
    - mobile weighbridges for sharing across multiple sites will be considered.
- Duration: limited to a 2-year (funded) project.

Co-investment

- Co-investment (cash, not in-kind) is required; some exceptions may be applied at the Ministry's discretion for applicants that do not have adequate cash reserves.
- The total available funding for each weighbridge project (subject to the co-investment requirement) is:
    - up to 100% of project costs to a maximum grant value of $100k
    - ancillary project costs (that is, non-asset expenditure including site design, preparation, traffic management, electrical work) of up to $20k of the total funding grant (eg, $80k toward the weighbridge asset and $20k toward ancillary project costs).
- The Ministry will not give loans.

Beyond business as usual

The project investment must be beyond business as usual. CRRF: WMRRI funding excludes repairs or maintenance to existing weighbridge assets. The project will be ineligible if the facility is required to operate a weighbridge as part of its existing consent and/or due to existing contractual obligations or conditions.

Other sources of funding

The project will be ineligible if it has secured funding from other Crown entities.

Assessment criteria

Check your project meets the assessment criteria for CRRF: WMRRI – Weighbridge Infrastructure Funding Initiative.

Achievement of outcomes

Project objective: site preparation and installation of weighbridge (milestone deliverables).
Project outcome: improving the efficiency of measurement and accuracy of data on waste to landfill.

Beyond business as usual

Evidence of how the proposed weighbridge is additional to business as usual for your organisation, wider industry and region.

Ability to deliver/governance

Demonstrate the project team has, or will acquire, the resources to deliver the project as outlined in Part B of the application form.

Risk identification and mitigation

Document, rate and describe the risks to the successful delivery of the project including any key dependencies.

Budget

Demonstrate the alignment of the project budget to the project description within the context of project scope. Include one weighbridge asset purchase quote/estimate dated within the past three months.

Site/facility consents

Evidence of:

- current activity status for the existing operation for the purpose of regional and district planning instruments, and copies of any relevant consents
- consent applications in progress
- project planning will inform consents required, eg, earthwork consents.

Application guidance

Components of a weighbridge to consider for your application:

- type: eg, above ground, below ground, materials, size, mobility

- site specific: foundations, drainage, 24-hour Dallas Tag system, power source

- traffic management: traffic flows, traffic lights, sufficient space for trucks

- ongoing software requirements, maintenance, verification and licensing, calibration

- project management and design.

Completing your online application

To complete your application you must be a registered user of the Ministry's online Funds Management System (FMS).

How do I register as an FMS user via RealMe?

If you already have a RealMe login, go to https://fms-cp.mfe-enquire.cloud/login, enter your RealMe username and password and log in.

If you do not have a RealMe account, you will need to create one. Select **Login**, then select **Create a RealMe** login. If you are unsure at any stage of the RealMe process, refer to https://www.realme.govt.nz/help/.

Why is RealMe asking me to download a Google Authenticator app?

RealMe requires you to either provide a mobile phone number or to use the Google Authenticator app to verify your registration. If you do not have Google Authenticator but wish to use this option, you will need to download it to your smartphone from your app store. Once verified, each time you log in, RealMe will send you a unique code to your mobile (by text or the Google Authenticator app). To complete your FMS login, you will need to enter a valid code.

Will my information from RealMe be transferred to FMS?

Once you have registered with RealMe, you will be redirected to FMS. RealMe and FMS are separate entities and RealMe does not share any of your details with FMS. RealMe manages your username and password so that you do not need a different password for FMS.

I am having issues with the FMS address finder; how do I update it?

If you have any issues with the address finder, select the location icon to enter an address manually. If you have issues entering a postal address then please enter your physical address and email your correct postal address to crrf@mfe.govt.nz.

I have registered myself; how do I create an account for my organisation?

Your organisation must only have one FMS account. If you are unsure of your organisation's FMS registration status, please contact us at crrf@mfe.govt.nz before you create a new organisation account. We can help you to connect your existing organisation account to your user login.

To register your organisation from the **Account Selection** screen, select the **Organisation** option. Select **Register** to create a new organisation account.

Complete the **Register your Organisation** form and save.

By default, you will be listed as the key contact for your organisation and be assigned the role of account administrator. This role can be re-assigned later to another contact at your discretion.

How do I manage different roles on the FMS?

You may need to invite others to the FMS to make applications on behalf of your organisation or to collaborate on reports. You can assign different roles to the contacts you invite to your account.

- An *account administrator* can update your organisation's information and manage who has access to your organisation's account.

- A *standard user* can view your organisation's information and collaborate on the completion of an application form or a client report.

How do I invite others to join my organisation account?

You must be an account administrator to invite contacts to your organisation's account. Click on your account name and then select **Account Details**.

If you do not see the person you wish to invite listed in the **Contacts** tab, select **Create Contact**. Complete the **Create Contact** form and select **Send Invitation**. Select **Role in Account** to assign, then **Save**. An invitation email will be sent to the contact on behalf of your organisation.

How do I invite others who are already listed?

If the person you wish to invite already shows in your contact list, select the **More** menu next to their name, then select **Invite**. Select their **Role in Account** and **Invite**. An invitation email will be sent to the contact on behalf your organisation.

How do I apply?

Grant funding opportunities you may be eligible for are listed on your FMS homepage. Click **View Details** to see more information (eg, guidance documents or documents to be completed as part of your application) or select **Apply** to go directly to the application form.

To start an application, select the **Apply** button.

How do I navigate the application form?

The application form has several steps. Click the step icon on the left-hand side pane to open the next step in the form. Alternatively, use the back and forward arrows to move between steps in sequence.

How do I save an incomplete application form?

Select **Save**. Ideally your form should be saved as you go. Your draft application form is saved on your **Home** page and remains accessible if you have logged out of FMS and then log in again to complete your application.

How do I resume a draft application?

Select **My Projects** on your homepage, then select the **Draft Application** form to resume applying.

How do I submit an application and download a copy?

Click **Download** to save a copy before submitting your application.

Check the required document uploads have been completed.

Click **Submit**; any missing mandatory information will be highlighted in red. Complete the missing information, then select **Submit** again.

What happens next?

When you submit your application form, you will receive an email notification with a copy of your application for your reference. Your application form will now be under the review and assessment process.

How do I withdraw my application?

Choosing not to proceed requires an instruction to the Ministry to withdraw your application from the process. If you do not intend to proceed, select no to each answer when issued with a **Confirmation of Intent to Proceed** form. Complete the declaration with Yes (to sign the form), then select **Submit**.

How do I work with online forms?

For short text fields: click in the field and type a short answer. The character counter will display how many characters you have used and how many are still available.

For long text fields: drag the edge of the text box to increase or decrease the viewable area for the field. The character counter will display how many characters you have used and how many are still available.

For number fields: enter the number without spaces or symbols (ie, do not enter the $ symbol for dollar amounts). Or, use the up and down arrows to select the number.

How do I work with option lists?

Click the down arrow to view the option list and use the scroll bar to browse the list. Select the option(s) you require.

How do I work with tables?

Add a row to a table by selecting the **Add Row** button. Enter your details and save.

Edit a row to a table by selecting the pencil icon. Enter your details and save.

Delete a row by selecting the trash can icon.

Who do I contact for help?

For help with the Ministry for Environment's grant process, clarifications on what is required, or questions about your application or project, please email our team: crrf@mfe.govt.nz

For help with IT technical issues with the FMS Client Portal, contact support@enquire.cloud

What do I do if I have forgotten my username and password?

To reset your password, go to the **Login** tab and select **Forgot Username or Forgot Password**? This will redirect you to the RealMe service where you will follow the process for resetting your password.

If I update my contact details in RealMe, will they automatically be updated in the FMS?

RealMe does not share any of your personal details the FMS. If your phone number, email address or other contact information changes, you will need to update your user profile in the FMS.

If I update my New Zealand Business Number (NZBN) details, will those details automatically update in the FMS?

The NZBN database does not currently share any organisation details to the FMS. If you update the NZBN details of your organisation, you will need to update these details in your FMS account.

Is there a user guide for the FMS?

Yes, you can find more information about the FMS in our Client Portal User Guide.