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Environment
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Waste Minimisation Fund

Guidance for Applicants for projects commencing

1 July 2010

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

The purpose of this document is to provide information about the Waste Minimisation Fund (WMF), and to provide assistance with completing an application for funding for a waste minimisation project.

It provides an overview of the full funding process, and focuses in detail on the Stage I application process. Further information will be provided to applicants who are invited to proceed to Stage II.

Intended audience

The primary intended audiences for this document is anyone interested in seeking funds for waste minimisation projects.

How to use this guide

Use this guide in conjunction with the *Waste Minimisation Fund Application Form for project funding 2010* (the Application Form).

We suggest that you read the whole guide and Application Form right through before you begin filling the form out. This guide is divided into six sections:

- **Introduction:** provides background information about the WMF
- **Overview of the WMF funding process:** gives an overview of the funding process, including the key dates
- **Eligibility and assessment criteria:** lists the eligibility and assessment criteria for the WMF
- **Applying for funding:** describes the process for applying to the WMF and guides you through the Application Form questions
- **What happens next?:** provides an overview of the next steps
- **Glossary:** lists terms used in this document

Further information

Further information is available from the Ministry for the Environment. Contact details are as follows:

Ministry for the Environment
Environment House, Wellington
Phone: (04) 439 7400
Email: wmf@mfe.govt.nz or info@mfe.govt.nz
Web: www.mfe.govt.nz

Introduction

Waste shows we use energy and resources inefficiently. To improve the environmental future of New Zealand, we need to start taking responsibility for the waste we produce by finding more effective and efficient ways to minimise waste.

The Waste Minimisation Act 2008 (the Act) defines waste minimisation as the reduction of waste; and the reuse, recycling, and recovery of waste and diverted material.

The Waste Minimisation Act 2008

The purpose of the Act is to encourage waste minimisation and a decrease in waste disposal, in order to protect the environment from harm, and to provide environmental, social, economic and cultural benefits. To help achieve this, the Act imposed a waste disposal levy of \$10 per tonne (plus GST) on all waste disposed of to landfill from 1 July 2009.

Half of the total money generated by the levy is allocated to territorial authorities on a population basis. The money is to be spent on promoting or achieving waste minimisation as set out in their waste management and minimisation plans.

The other half of the levy money, less administration costs, is allocated to waste minimisation initiatives, through the Waste Minimisation Fund (WMF).

What is the Waste Minimisation Fund?

The WMF has been set up to boost New Zealand's performance in waste minimisation. It will help fund waste minimisation projects that will increase resource efficiency, increase reuse, recovery and recycling, and decrease waste to landfill. Lifting our performance in recovering economic value from waste also provides environmental, social and cultural benefits, and reduces the risks of harm from waste.

Only projects that promote or achieve waste minimisation are eligible for funding. This includes educational projects that promote waste minimisation activity.

The purpose of the WMF is to provide some of the funding to ensure that:

- investment in infrastructure and systems for waste minimisation occurs
- educational and promotional capacity is developed.

The WMF operates an annual funding round, in which the Ministry calls for applications for funding.

Funding from the WMF is allocated to selected projects following consideration of applications received during the funding round. The Minister for the Environment makes the final decision about which projects will receive funding.

Please read the guide carefully to ensure your project supports the WMF objectives.

All applications will be assessed against the WMF criteria and objectives, the Ministry's key priorities for the financial year, and their merit compared with other applications.

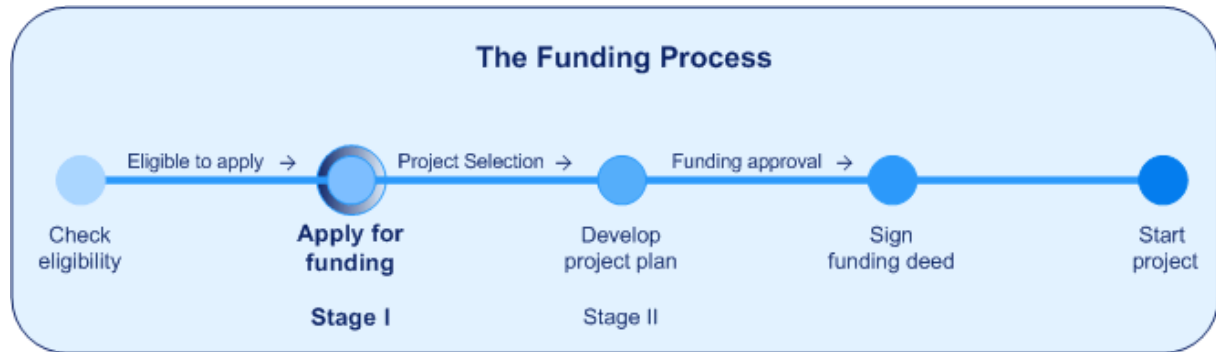
Please ensure your project fits these requirements before submitting an application.

Not all projects that meet the funding criteria will receive funding.

Overview of the WMF funding process

This guide is intended to be read as you work through the initial application process (Stage I of *The Funding Process* diagram).

A successful application will go through each of the following stages. Each stage is briefly explained below.



Check eligibility

Potential applicants check their eligibility using the Online Eligibility tool, and if eligible, download a copy of the WMF Application Form.

Apply for funding (Stage I)

Applicants submit the WMF Application Form to the Ministry. As applications are received, the Ministry checks for completeness, and ensures that eligibility criteria are met.

The WMF Selection Panel (the panel) then assesses the applications, and makes recommendations to the Minister. The Minister makes the final decision about which projects are invited to proceed to Stage II.

The WMF application process (Stage I) diagram on page 7 provides more detail about this stage.

Develop project plan (Stage II)

Applicants who have been invited to proceed to Stage II will be allocated a Ministry staff member to support them during the project plan development phase. Applicants will then complete their project plan, based on the template and guide provided.

If the project was recommended for funding for less than the amount requested, the applicant will need to adjust the project scope to reflect the new funding amount.

Applicants have one month to complete their plan, before submitting it to the Ministry for review and a final funding decision.

Sign funding deed

Applicants who were successful in completing Stage II, and have received funding approval, sign a funding deed based on their project plan and agreed performance measures.

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 their funding deed. Agreed payments are made as milestones are met.

Key dates

Dates are a guide only, and are subject to change at the discretion of the Ministry for the Environment.

If your project is not ready to commence between July and August 2010, please do not submit an application for this funding round.

Date	Event	Who
1 December 2009	Funding round opens (applications invited)	Applicant
1 March 2010	Funding round closes (deadline for applications)	Applicant
March 2010	Eligibility assessment period Ineligible applicants notified	Ministry
April – May 2010	Application assessment period	Panel
May 2010	Ministerial approval to proceed to Stage II	Minister
1 June 2010	Successful applicants invited to proceed to Stage II Unsuccessful applicants notified	Ministry
June 2010	Project plan and funding deed developed	Applicant/Ministry
July 2010	Final approval for WMF funding	Minister
July 2010	Funding deed signed	Applicant/Ministry
August 2010	Commencement of successful projects	Applicant

Important: If the application is incomplete, the Ministry will approach the primary contact person to request the missing information.

To ensure the funding round is not held up, there will be a time limit of two working days set on the provision of the information.

If the primary contact person is not available, or cannot source the necessary information within that time, the application will either be rejected or assessed in an incomplete state.

Eligibility and assessment criteria

The WMF has set eligibility and assessment criteria for projects applying for funding.

Eligibility criteria

Please ensure your project fits these eligibility requirements before submitting an application. You can test your eligibility using the Online Eligibility tool available on the Ministry's website.

Meeting WMF eligibility criteria does not guarantee that your project will be funded.

Eligibility for waste minimisation projects

- 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.
- 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 time frame 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 Fund.
- 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. The minimum grant for other projects will be \$50,000.

Examples: What the WMF will not fund

- Projects that do not meet eligibility criteria
- General environmental education projects (as distinct from education focusing on waste minimisation)
- Projects focused on waste disposal, treatment of wastes for disposal or clean-ups
- Monitoring and/or data collection projects that do not produce outcomes that result in waste minimisation
- Running costs of the existing activities of organisations, individuals, councils or firms
- Ongoing financial support of existing activities
- Retrospective and/or backdated costs

Assessment criteria

All applications that meet WMF eligibility criteria will be assessed using the WMF 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.
- 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

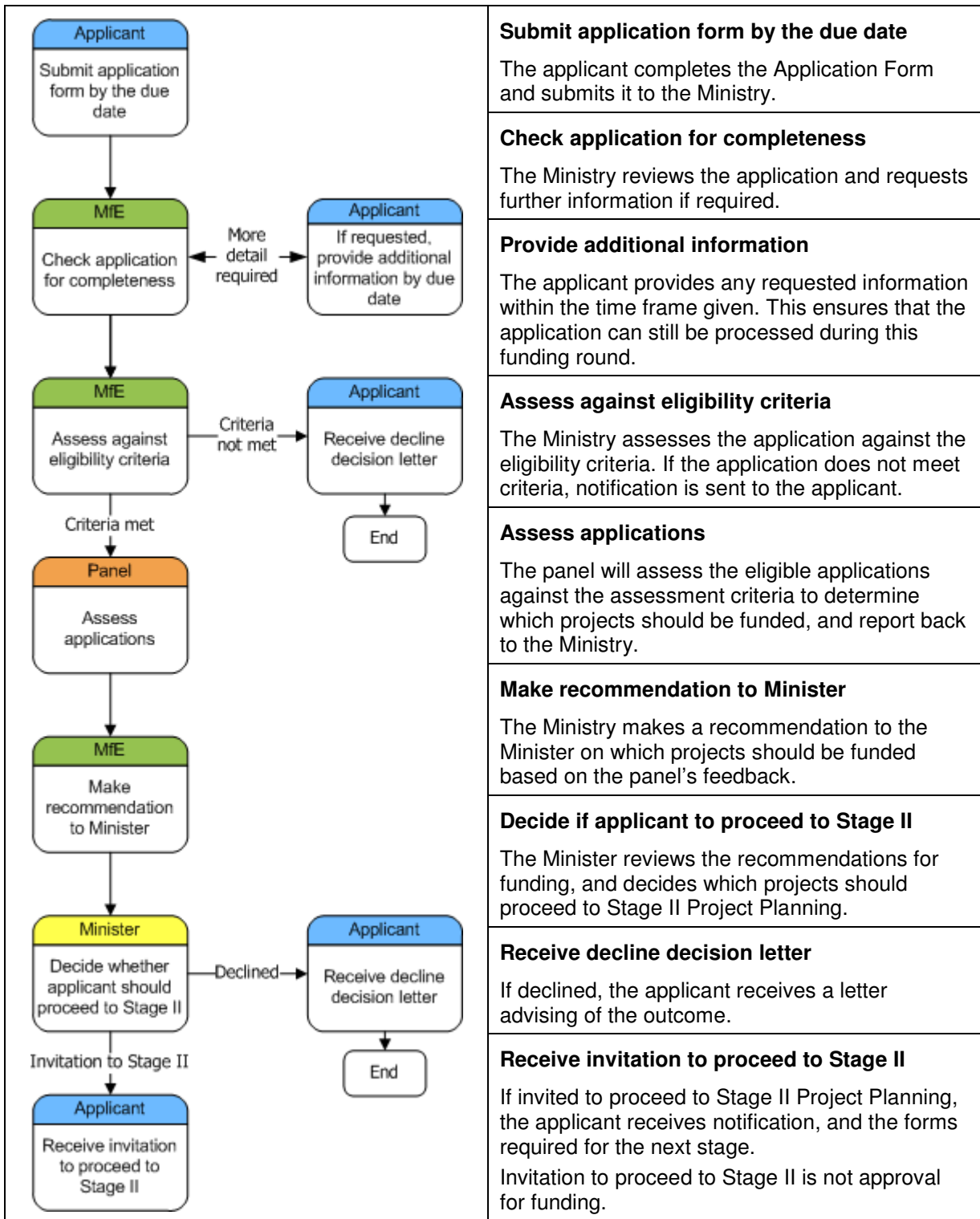
- 5 The applicant must demonstrate:
 - ability to deliver the project
 - how the project will achieve its goals
 - how the effectiveness of the project will be monitored, evaluated and reported
 - if and how the project will be used to promote waste minimisation to the wider public
 - if and how the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

Applying for funding

Once you have confirmed your eligibility using the Online Eligibility tool, you will be given the opportunity to download a copy of the WMF Application Form. You can also request a copy of this form from the Ministry.

The WMF application process (Stage I)

The figure below illustrates the WMF application process (Stage I).



Assessing the application

Before you begin filling out the Application Form, you should have an understanding of how your application will be assessed, and who will decide whether to recommend the project for funding.

Who makes decisions on applications to the WMF?

A selection panel will be involved in decision making on applications to the WMF. The panel will consist of internal Ministry for the Environment staff and external members (which may be from other government agencies, the community or industry), and will make recommendations to the Minister.

The Minister for the Environment will determine which applications will be invited to continue on to Stage II of the funding process. The Minister's decision is final.

How we measure projects against assessment criteria

The panel will review and score applications that meet WMF eligibility criteria. Not all projects that meet the funding eligibility criteria will receive funding. Projects may also be recommended for funding, but for less than the requested amount.

The panel may recommend not allocating the entire amount of funding for the round if there are not enough projects of sufficient quality.

Category	How good is the project?
Project benefits	<ul style="list-style-type: none"> • How will the project achieve its goals? • What is the volume of waste reduction, and the degree of reduction of harm? • What are the economic and non-economic benefits of the project? • What are the ongoing benefits after the funded phase of the project is complete? • Can the project be extended to other areas, other wastes, or be implemented by other organisations? • Can project outcomes be used to encourage others to become involved with waste minimisation? • Could the project act as a catalyst for other waste minimisation activities? • Which projects collectively give the largest net benefit over time?
Capability	<ul style="list-style-type: none"> • Does the project manager have the necessary skills and experience? • Does the applicant have the necessary resources to succeed? • Are partner organisations involved with the project? • Is project governance representative of project partners? • Does project governance define the decision-making accountabilities? • What risks are identified? How are they being mitigated or managed? • Is the project likely to succeed?
Funding	<ul style="list-style-type: none"> • How much is required to fund the project? • Do the milestones clearly indicate the significant events or key achievements of the project? • Are the due dates and estimated costs realistic? • Can the applicant, or other funding sources, contribute 20% or more of the total project cost? • Does the project have adequate systems and checks in place to ensure spending is properly managed and recorded?
Evaluation	<ul style="list-style-type: none"> • How will the effectiveness of the project be monitored, evaluated and reported against key performance indicators (KPIs)? • Are results monitored for a sufficient period after the activities are complete?

Help for the WMF Application Form

This section provides question-by-question help for completing the *Waste Minimisation Fund Application Form for project funding 1 July 2010*.

Applications must be lodged by 5.00 pm on the closing date. Applications lodged after this time will be ineligible for consideration.

See the *Key dates* section on page 4 for more information on time frames

Accessing the Application Form

The Application Form is available from the Ministry website in the following formats:

- Microsoft Word 2003 (DOC) documents
- Rich Text Formatted (RTF) documents, which are suitable for most word processing software
- Portable Document Format (PDF) documents, which are suitable to print and complete manually. Once you have completed the form, scan and email or post it to the Ministry for the Environment.

We prefer you to apply via email using the electronic (RTF or Word) form. This electronic format allows you to download a copy to your computer, then complete and save your answers as you go. It also performs some of the calculations for you. Once you have completed the form, send it via email to wmfapplication@mfe.govt.nz with 'WMF Application' in the subject line.

Completing the application

A significant number of applications are expected during the funding round, and each eligible application needs to be reviewed by the panel. In order for the assessment process to occur in a timely way, we ask that you keep your responses brief.

Complete the form by fully answering all questions relevant to your organisation and project. When attaching documents:

- please do not answer questions with 'refer to' or 'see attached'
- only attach documentation that the Ministry has specifically requested
- do not include requested documents as part of an answer in the body of the application but ensure they are attached separately
- please send copies of documents rather than originals, as we do not return documents.

Larger projects

Applicants who are requesting more than \$200,000 are considered to be 'larger' projects, and will need to provide a greater level of detail than other applicants.

If you are applying for more than \$200,000, you will need to provide a copy of:

- the project feasibility study
- the project business plan
- background material about the project and the organisation
- references from successfully completed publicly funded projects (if applicable)
- documentation which supports your capability statement.

SECTION 1: Applicant details

Organisation details

Include the name and details of the lead applicant or organisation, and a brief description of the organisation. The description should include the applicant's main activity, and any waste industry experience.

Applicants for larger projects (requesting over \$200,000) should also attach background information about their organisation. This might include detail about the organisation's vision, mission, values and strategy.

Legal entity status

The applicant must be a legal entity with capacity to contract with the Ministry. Legal entities include companies, limited partnership, individuals and incorporated societies,

You will need to provide proof of the legal status with your application.

Entity Type	Proof of legal status
Incorporated Society	Registration with the Companies Office under the Incorporated Societies Act 1908
Limited Liability Company	Registration with the Companies Office under the Companies Act 1993
Cooperative Company	Registration with the Companies Office under the Co-operative Companies Act 1996
Charitable Trust	Registration with the Companies Office under the Charitable Trusts Act 1957
Limited Partnership	Registration with the Companies Office under the Limited Partnerships Act 2008

Contact person details

The contact person is the primary contact for this application. Should further information be required, the Ministry will contact this person.

The primary contact person needs to ensure that they are available during the 'completeness' checks of the Application Form.

See the *Key dates* section on page 4 for more information on time frames.

SECTION 2: Project details

- 1 What are the details of your project, and what level of funding do you require?

State the title, type, purpose, and location of the project. The project:

- purpose should be a short description of what you hope the project will achieve. You will have the opportunity to expand on this description later in this application.
- location is the area or region in which the project is located.

Estimate the total project cost, and the level of funding required. Applicants for larger projects (over \$200,000) should also attach background information about their project.

Project type

Project Type	Description
Infrastructure and/or services	Projects that directly minimise waste
Investigative	Feasibility studies, research and development, proof of concept, other investigative projects
Education and awareness	Training and educational projects

- 2 How does your project directly support the Ministry's waste minimisation objectives?

The Ministry has set specific waste minimisation objectives that are intended to increase resource efficiency, increase reuse, recovery and recycling, and decrease waste to landfill.

Select as many as apply to your project from the following list, then briefly explain how your project achieves that objective.

Objective	Definition
Reducing waste generation	<p>Lessening waste generation:</p> <ul style="list-style-type: none"> • including by using products more efficiently or by redesigning products • in relation to a product, lessening waste generation in relation to the product.
Reuse of waste	<p>Reuse is the further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose.</p>
Increasing recovery of resources from waste	<p>Includes both recovery and recycling:</p> <ul style="list-style-type: none"> • recovery is the extraction of materials or energy from waste or diverted material for further use or processing • recycling is the reprocessing of waste or diverted material to produce new materials.

3 How does your project result in new waste minimisation activity?

Projects must result in new waste minimisation activity, either by implementing new initiatives or by a significant expansion in the scope or coverage of existing activities.

Briefly explain the new waste minimisation activity that would result from your project.

Examples

- Implement an activity not currently done elsewhere in New Zealand.
- Expand an existing scheme to include new types of waste or diverted material, or significantly increase the volume of waste minimisation.
- Expand an existing scheme into new geographical areas.
- Implement a scoping or feasibility study that, if successful, will result in new waste minimisation activity.

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

Only answer this question if there are similar waste minimisation activities in your area or region. Funding is unlikely to be available for projects that displace existing activity.

Briefly describe the existing activity (what is currently happening, and who is doing it).

Explain whether your proposal competes with, complements or does not affect the existing activity.

Example

A current recycling service covers only 50 per cent of the area. Your project might extend the service to include the remaining 50 per cent of the area.

5 Will your project promote waste minimisation to the wider public?

If your project will promote waste minimisation to the wider public, please briefly describe how you will go about it.

Include details about your target audience, and the type of promotion you will be doing.

Applicants for larger projects (those requesting over \$200,000) should include this information in their business plan.

Examples

- Advertise that a newly established recycling service is available.
- Release the results of an investigation into the recovery of energy from tyres.

6 Has your organisation successfully completed a publicly funded project?

Provide the details of any other publicly funded project(s) that your organisation has successfully completed.

If your organisation has completed a number of publicly funded projects, please attach a list of these projects, and relevant details, to your application.

Briefly give details about the most recent project(s), including budget and outcomes. Include the details of a contact person from the funding organisation that we can talk to about the project.

7 Are you applying on behalf of a territorial authority?

Complete this question if you are applying as a territorial authority.

Please specify how this project differs from your statutory responsibilities under section 32 of the Waste Minimisation Act 2008 (the Act), and explain why this project is not funded out of the levy money received under section 32 of the Act.

SECTION 3: Project benefits

The panel will use this information to score applications in terms of each project's effectiveness, contribution to waste minimisation, and strategic value in achieving the purpose of the Fund. Preference will be given to projects that collectively give the largest net benefit over time.

8 What is the waste problem or opportunity that you plan to address with the project?

Describe the extent of the waste problem or opportunity. The project must focus on waste **minimisation** (eg, projects to clean up waste from beaches, or litter removal, are not eligible for consideration).

Include information such as:

- whether a demonstrated need exists
- the size of the problem (eg, number of tonnes currently going to landfill, percentage of people currently not recycling)
- the current method of disposal (eg, landfill, littered, or burnt).

Describe any benefits of addressing the problem or opportunity.

9 What is the solution you are proposing?

Describe the solution you are proposing in terms of your project's contribution to enhancing New Zealand's performance in waste minimisation.

Include details about the proposed method of reuse, recycling or reduction, if appropriate.

10 Which waste type(s) is your project focusing on?

Please describe the waste type(s) you are addressing.

For each waste type, estimate the current weight for that waste (eg, size of the problem) and the weight that your project proposes to reduce, reuse, or recycle or recover during the project. If you currently measure weight in terms of item or volume, please convert this amount to tonnes, (eg, if you measure in units, estimate the weight of each unit and then convert it to tonnes).

Include any additional details in the space beneath, including estimates of any profit gained by reducing, reusing, recovering or recycling the waste type, or the method of converting the weight to tonnes.

11 What objectives have been set for your project, and how do you intend to achieve them?

List the specific and measurable objectives and targets that your project is proposing. Include the anticipated time frame to achieve those targets.

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 or not.
- Achievable – are the objectives you set, 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 the types of activity(ies) that will be done as a part of your project, and how you will measure the activity (ie, your Key Performance Indicator (KPI) for the activity).

Examples

Project to raise awareness about harm done by electronic waste

Objective	To reduce electronic waste to landfill by 20% by 2012
Activity	Hold 10 seminars
KPI	1000 people

Project to implement new recycling method

Objective	To recycle 80% of all plastics by 2013
Activity	Install new sorting machine
KPI	50000 tonnes

12 What are the specific benefits of the solution?

Provide details of any benefits of the solution, in terms of economic, environmental, social and/or cultural benefits.

Benefit	Includes
Economic	Monetary benefits from the recovery of valuable materials from waste
Environmental	Reduction of harm to the environment (eg, reduction in greenhouse gases from waste, reduction in toxicity of leachate, reduction of waste to landfill)
Social	Creation of new employment opportunities, improvement in health and well-being of the community
Cultural	Better access provided to wide range of groups, current barriers to waste minimisation participation removed

13 What other stakeholders are going to be included in this project?

Preference will be given to projects that operate collaboratively. Select the stakeholder groups that will be included, and give a brief description. You will be given the opportunity to provide more information about Funding Partners later in this application.

14 How might your project influence, encourage or enhance other waste minimisation activities?

Explain how your project could enhance the uptake of waste minimisation or benefit other (current or future) waste minimisation activities. Applicants for larger projects (those requesting over \$200,000) should include this information in their business plan, and attach it to their application.

Examples

- The solution makes current waste minimisation activities easier, more popular, or more economic.
- The solution could be extended to other areas or other waste types.
- Other organisations could implement or build on the solution.
- The solution could act as a catalyst for other waste minimisation projects or activities.

15 How will you ensure the solution or the benefits of the project will endure, once WMF funding has ended?

A successful project is not only one that has immediate visible effects but also produces long-term sustainable outcomes. If you intend your project to continue after funding ends, please explain how you intend to make it self-sustaining at the end of the funded phase. This is particularly important if this is the establishment phase of a longer-term project. If your project is a short-term project, and will be complete once the funding ends, please explain how you intend to ensure that any benefits are not lost once the project is complete. Applicants for larger projects (those requesting over \$200,000) should include this information in their business plan.

SECTION 4: Milestones and funding

Please read the following instructions thoroughly before completing Section 4 of the Application Form.

The purpose of this section is for the panel to get a clear understanding about the milestones for the first year of the project, and if applicable, a summary of Years 2 and/or 3.

Applicants requesting more than \$200,000 should also attach a copy of their business plan.

Note: It is important that you keep a record of all your workings so you are able to explain this breakdown should funding be successful. If you are invited to proceed to Stage II, you will need to prepare a more detailed budget and project plan for final approval.

Milestones

16 What are the milestones in the first year of your project?

Milestone description and date

Please outline up to six milestones for Year One of the project, giving a description, a due date and the estimated cost for that milestone.

A milestone is a measurable event that indicates a significant development or a key achievement at a specific stage in the project. If a milestone is met, the project can move on to the next step; if it is not met, corrective action may be required.

Funding is paid in instalments tied to the achievement of each milestone.

If you are completing this section online, the total estimated cost will populate the Estimated Project Cost (A) in the *Funding summary* question for Year One.

Examples

- Five waste minimisation workshops for 150 participants held.
- Communications plan completed.
- Concrete foundation for plant laid.

Estimated total costs

Work out the total estimated cash cost of each milestone as accurately as possible. You can use the **Cost category** table on the following page to help you estimate your costs.

The panel will base their assessment on these figures. All costs must be exclusive of GST.

Note: 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.

Refer to www.ird.govt.nz/gst/ for more information.

If your organisation is involved in other activities or projects in addition to the WMF project, it may be difficult to allocate some costs (eg, 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.

Cost category table

Category	Description
Personnel	The wages/salaries of all the people directly involved in the project.
Administration	Expenses directly related to the project (eg, stationery, rent, insurance, postage, courier).
Consultants or contractors	Third parties you have sub-contracted to work on the project (eg, environmental consultancies, Crown research institutes).
Capital	Capital expenditure essential for project, including the cost of bringing the new asset to working order.
Equipment	Rental and leasing of equipment for the project.
Travel and accommodation	Specific travel and accommodation costs related to the project (eg, mileage, air travel, hotel accommodation).
Promotion and dissemination	Expenses that relate to promoting the project or waste minimisation (eg, the production of brochures, advertising costs, seminars).
Financial or legal expenses	Financial or legal expenses incurred solely in relation to the project.
WMF requirements	If you are successful in obtaining WMF funding, there are a number of reporting and compliance tasks that you are required to undertake which will involve a time commitment.

17 If you require funding for longer than one year, what is planned for the following year(s)?

Multi-Year funding

Only complete this question if you are applying for multi-year funding (up to three years).

For each year, briefly summarise what the project is expected to achieve, and the estimated project cost. Use the **Cost category** table above to help you estimate your costs. All costs must be exclusive of GST.

If your application for multi-year funding is successful, then funding for subsequent years will be conditional upon your project meeting deliverables and other agreed requirements. You will also need to submit an updated project plan on an annual basis, showing the new milestones, tasks and deliverables for that funding year.

If the funding is for the establishment phase of a longer-term project, then there will also need to be confidence that the project will continue after WMF funding ends.

If you are completing this section online, the total estimated cost will populate the Estimated Project Cost (A) in the *Funding summary* question for Years Two and Three.

18 How much are you requesting from WMF, and how much have you obtained from other sources?

Funding summary

Estimated total project cost (A)	<p>The total amount the project will cost you to complete. This is the sum of the estimated project cost for the Year One milestones, and any estimated costs from Years Two and Three.</p> <p>If you are completing the Application Form electronically (in RTF or Word), the amount will be calculated for you from your previous answers.</p>
Funding sought from WMF (B)	<p>Enter the total amount you are seeking from the WMF.</p> <p>The WMF can only fund a percentage of your estimated project cost and you need to secure the balance.</p>
Balance (A – B) = (C)	<p>The difference between the Estimated project cost (A) and the Funding sought from the WMF (B).</p> <p>If you are completing the Application Form electronically (in RTF or Word), the amount will be calculated for you from your previous answers.</p>
Cash contribution	<p>Enter the amount your organisation and/or partners are contributing to the project (if any).</p>
Other funding	<p>Enter the total amount of funding that other sources (excluding WMF) will contribute to your project.</p> <p>Only include funding that you have applied for, and is either approved or still pending (ie, not declined).</p> <p>You must also complete the Other funding sources table.</p>
Total income/funding (D)	<p>The sum of Cash income and Other funding.</p> <p>This figure should equal the Balance (C). If the figures do not match, you will need to either increase your request for funds, or contribute more income or other funding to the project.</p> <p>If you are completing the Application Form electronically (in RTF or Word), the amount will be calculated for you from your previous answers.</p>
WMF share of costs (E)	<p>The percentage of the estimated project cost that you are seeking from the WMF.</p> $\frac{\text{Funding sought from the WMF (B)} \times 100}{\text{Estimated project cost (A)}}$ <p>If you are completing the Application Form electronically (in RTF or Word), the amount will be calculated for you from your previous answers.</p>

Other funding sources

Other funding sources

You must complete this question if you identified **Other funding** in the previous Funding Summary table.

List all other sources of funding (excluding WMF) for the project. For each source, identify the amount, and the status of the funding, for example:

- confirmed offer (approved) and the date funding is expected
- pending application, and the expected decision date.

If your application is successful, we may contact the person nominated as the contact person to discuss the status of the funding.

SECTION 5: Capability

Applicants should be able to demonstrate that they have the skills, expertise and experience to undertake the project.

If successful in progressing to Stage II, applicants will need to submit a full project plan that demonstrates how the project will achieve clearly defined goals, how progress will be measured, and how the project will become self-sustaining at the end of the funded phase.

19 Who is your project manager, and what skills and experience do they have?

Provide details of the person who will have overall responsibility for delivering this project including their relevant technical skills and experience.

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

20 What resources does your organisation have to ensure successful completion of this project?

Describe the resources your organisation will require to complete the project successfully, for example:

- office space, IT equipment, internet access
- staff skills and experience.

21 What project governance is planned to be in place for the project?

Describe the project governance that you plan to have in place for the project, to ensure that decisions are made consistently and robustly, money is spent responsibly, and risk is managed effectively?

Project governance defines the accountability and responsibilities for strategic decision making across the project (eg, a project management hierarchy). It may also include processes for managing the project.

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

22 Are there any partner organisations that will be involved with the project?

Collaboration and partnerships may add expertise, additional resources or other attributes that strengthen the proposal. The degree of partnership and cross-sectoral collaboration will be taken into account in assessing the strategic value of proposals.

If you are completing the Application Form in RTF or Word format, and require additional lines, press the TAB key on your keyboard to add another row.

SECTION 6: Project evaluation

23 How will you evaluate your project?

Briefly describe how you will measure the effectiveness of your project.

How will you monitor, evaluate and report on the project?

How long will you monitor results monitored after the activities have been completed?

Examples

- Measurement of the volume of waste reduced, reused, recycled or recovered.
- Change in behaviour of a percentage of people attending education/awareness sessions.

SECTION 7: Additional information

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

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

Include any known conflicts of interest, for example relationships to panel members, Ministry for the Environment staff, or the Crown.

SECTION 8: Declaration

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

If completing the Application Form in RTF or Word format, the responsible person can type their name in the Signature field to complete the form electronically.

What happens next?

Sending in your application

Ensure your application is complete. If your application is incomplete you may miss out on this funding round.

For your application to be complete you MUST:

- complete all sections of the Application Form that apply to your project
- supply all information requested in the Application Form (where the information applies to your project).

Refer to the Checklist in the Application Form for the attachments you will need to include with your application.

Either submit your online application, or send your completed application to:

wmfapplication@mfe.govt.nz using the subject line 'WMF application'

or

Waste Minimisation Fund
Ministry for the Environment
Environment House
23 Kate Sheppard Place
PO Box 10362
WELLINGTON 6143

After you've sent in the application

The Ministry will acknowledge your application, and check your application is complete and meets the eligibility criteria.

If the application is incomplete, the Ministry will contact you to request the missing information. You will have two working days to provide the information. If you cannot provide the necessary information within that time, the application will either be rejected or assessed in an incomplete state.

Late or incomplete applications

Applications will not be considered if:

- they are received after the closing time on the closing date
- they are not filled out and completed on the designated Application Form
- the required supporting documentation has not been supplied within the time frame set
- supporting documentation has not been signed and/or verified where required
- the application is not signed.

Overview of Stage II

If you are invited to proceed to Stage II, you will be allocated a Ministry staff member to support you as you begin to develop your project plan.

Your support person will send you a copy of the project plan template and guide, and a copy of the standard WMF Deed terms and conditions, which you will need to review. They will also advise you of the time frames in which you need to develop and submit your project plan.

You will need to submit a draft of your project plan during the first two or three weeks. This ensures that any issues are dealt with at an early stage.

If funding is approved, your project plan will be used to produce the funding deed.

Funding deed

All successful applicants will be required to enter into a funding deed with the Ministry, which details all funding obligations and rights of the contracting parties. The funding deed will detail:

- contracting parties
- contract term (maximum of three years)
- project description
- funding conditions
- milestones, tasks and deliverables
- intellectual property
- liability
- payment conditions.

Milestones

The Ministry will only provide payment once the agreed deliverables have been produced.

Confidentiality

Please be aware that information presented to the Minister 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 and Ministry may have to be released under the OIA in response to a request from a member of the public for that information. If applicants wish to provide sensitive information to the Minister or Ministry which they do not want released, it is recommended the applicant consults 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 the information may be able to be withheld.

The grounds for withholding must always be balanced against public interest considerations 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.

Glossary

Term	Definition
Diverted material	The Waste Minimisation Act 2008 (the Act) defines diverted material as any thing that is no longer required for its original purpose and, but for commercial or other waste minimisation activities, would be disposed of or discarded.
Recovery	The Act defines recovery as the extraction of materials or energy from waste or diverted material for further use or processing. This includes making waste or diverted material into compost.
Recycling	The Act defines recycling as reprocessing of waste or diverted material to produce new materials.
Reduction	The Act defines reduction as lessening waste generation, including by using products more efficiently or by redesigning products. In relation to a product, it means lessening waste generation in relation to the product.
Reuse	The Act defines reuse as the further use of waste or diverted material in its existing form for the original purpose of the materials or products that constitute the waste or diverted material, or for a similar purpose.
Waste	The Act defines waste as any thing disposed of or discarded, and: <ul style="list-style-type: none">• includes a type of waste that is defined by its composition or source (for example, organic waste, electronic waste, or construction and demolition waste), and• to avoid doubt, includes any component or element of diverted material, if the component or element is disposed of or discarded.
Waste minimisation	The Act defines waste minimisation as the reduction of waste; and the reuse, recycling and recovery of waste and diverted material.
Waste Minimisation Fund	The Waste Minimisation Fund has been set up to boost New Zealand's performance in waste minimisation. The Fund will provide some of the funding to ensure: <ul style="list-style-type: none">• investment in infrastructure and systems for waste minimisation occurs• educational and promotional capacity is developed.