



Ministry for the
Environment
Manatū Mō Te Taiao

Community Environment Fund

Guide for Applicants Round Two 2011

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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Environment
Manatū Mō Te Taiao

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About this document

Purpose of this document

The purpose of this document is to provide information about the Community Environment Fund (CEF), and guidance for completing an application for funding from the CEF.

It provides an overview of the full funding process, and focuses in detail on Stage I of the application process.

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

Intended audience

The primary intended audience for this document is anyone who is interested in seeking funding for a community environment project.

How to use this guide

Use this guide in conjunction with the following *Community Environment Fund application forms* (the application form) as follows:

- Application form requesting CEF funding of \$50,000 or more (for a 1, 2 or 3 year project)
- Application form requesting CEF funding of \$50,000 or less (for a one year project).

We suggest that you read both the guide and the relevant application form right through before you begin filling the application form out.

Further information

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

The Funds Management Team
Community Environment Fund
Ministry for the Environment
PO Box 10362
Wellington 6143

Phone: (04) 439 7546

Email: CEF@mfe.govt.nz

Web: www.mfe.govt.nz/withyou/funding

Confidentiality

Please be aware that 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 and 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. The Ministry will endeavour to contact you to discuss an OIA request relating to your application if one is received, and what the implications of releasing your information are.

The grounds for withholding 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.

Introduction

The Ministry wants to work with you to help make a positive difference to the environment.

The purpose of the Community Environment Fund (CEF) is to provide funding to ensure that New Zealanders are empowered to take environmental action. It also ensures that:

- partnerships (relating to practical environmental initiatives) between interested parties are supported and strengthened
- community-based advice and educational opportunities are increased
- awareness on environmental legislation and issues is heightened.

A bi-annual funding round is run for the CEF, in which the Ministry calls for applications for funding. Funding from the CEF is allocated to selected projects following consideration of the applications received during the funding round.

All applications will be assessed against the CEF eligibility criteria, the Ministry’s key priorities for the financial year, funding principles and their merit compared with other applications. See the Ministry’s [Statement of Intent](#) for further information about the priorities.

It is anticipated that the CEF will be oversubscribed and not all projects that meet the funding criteria will be able to receive funding.

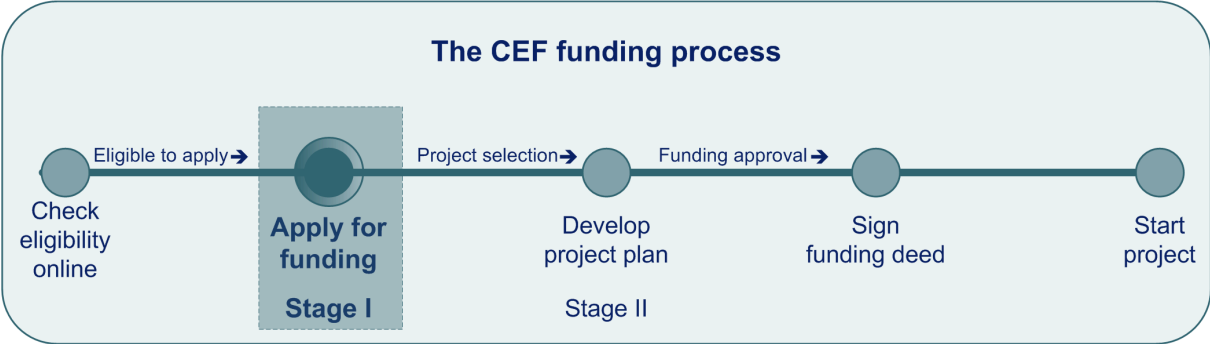
Funding principles

The following funding principles underpin the management of the CEF:

Principle	CEF funding supports projects that...
To support Ministry and Government strategic priorities	align with Ministry priorities, work programmes and desired outcomes.
To empower New Zealanders to take environmental action	empower New Zealanders to collectively take ownership of environmental problems and solutions, encourage positive behaviour change, and result in real results on the ground.
To support evidence-based policy development	test policy implementation to assess if policy is achieving the desired outcomes. All projects will provide data that is robust, transferable and can be used to develop evidence-based policy.
To focus on tangible outcomes and demonstrate value for money	provide a positive return upon investment, demonstrate value for money, and have a financial commitment from other funding partners.

Overview of the Community Environment Fund funding process

A successful application will go through each of the stages in the CEF funding process diagram below:



Check eligibility online

Potential applicants check their eligibility using the Online Eligibility tool on the Ministry [website](#), and if eligible, can download:

- the application form
- this guide
- an example of a Funding Deed.

Note: Read the terms and conditions of the Funding Deed carefully, and contact the Funds Team if you have any queries. You should discuss the standard terms and conditions with your lawyer. Please note that the Ministry will not grant any indemnity to the applicant/grantee. You will need to accept the standard terms and conditions.

Funding Deed
<p>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 details:</p> <ul style="list-style-type: none">• contracting parties and what their rights are• project duration• project description• approved grant• funding conditions• milestones, tasks and deliverables, and performance measures• intellectual property• liability• funding obligations and payment conditions.

Apply for funding (Stage I)

Applicants complete the CEF application form and submit it to the Ministry. As applications are received, the Ministry checks for completeness, and ensures that eligibility criteria are met. At the end of the initial assessment phase, applications that do not meet the criteria will not be assessed further, and the applicants will be sent a decline decision letter.

A CEF Assessment Panel (the panel) then reviews and assesses the applications, and makes recommendations to the Ministry.

The Ministry makes the final decision projects to be invited to proceed to Stage II of the funding process.

Note that an invitation to Stage II is not approval for funding.

Develop project plan (Stage II)

Applicants who have been invited to proceed to Stage II are allocated a Fund Analyst from the Funds Team to support them during the project plan development phase. Applicants complete their project plan using the template provided in Stage II.

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

The panel may decide to grant less funding than the applicant has requested. This means that the scope and scale of the project may need to be reviewed and amended.

Sign Funding Deed

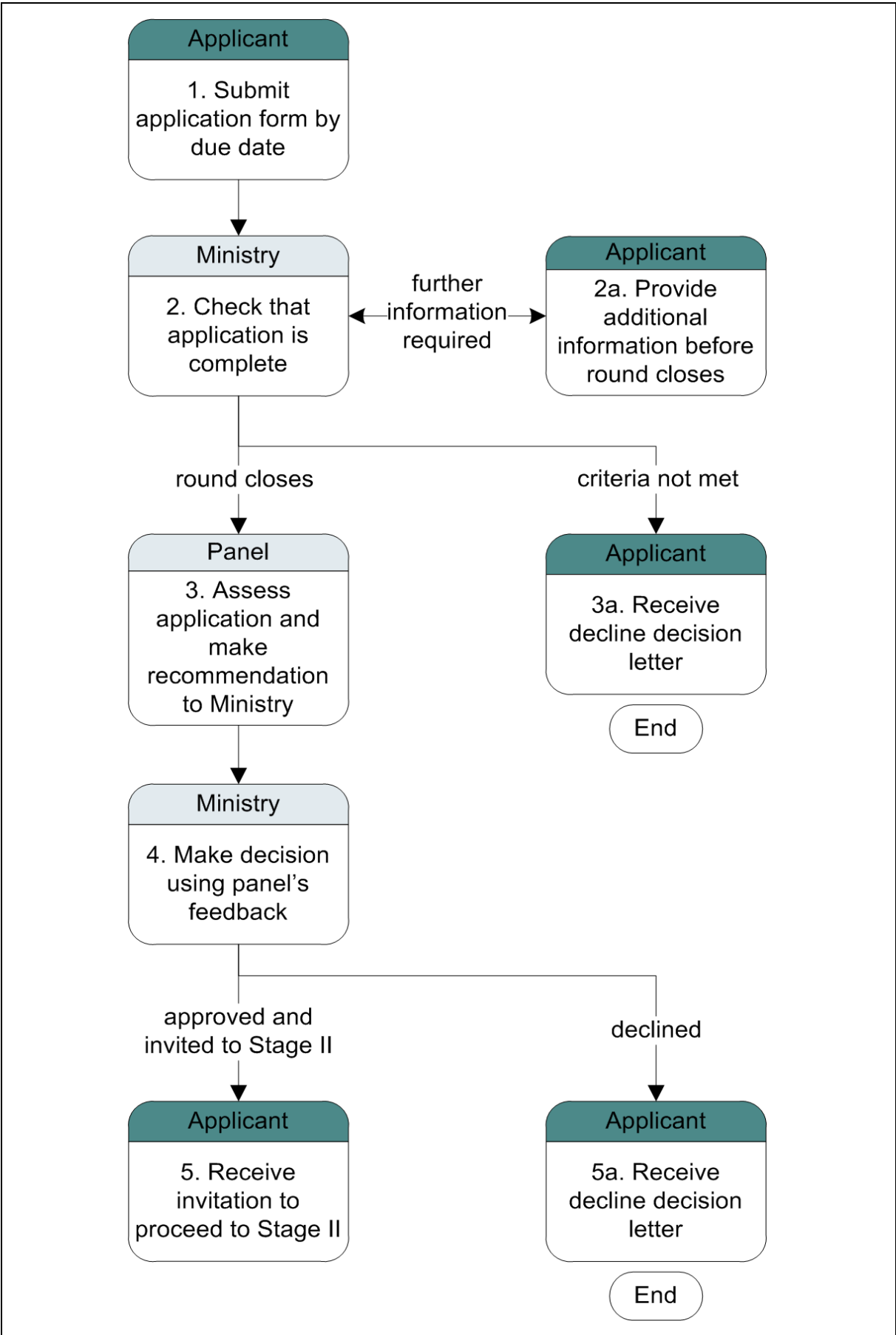
Applicants who are successful in completing Stage II, and receive funding approval, sign a Funding Deed based on their project plan and agreed performance measures.

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 once milestones are met and deliverables are completed.

The following diagram shows the Stage I funding process in further detail:



Eligibility criteria

The CEF has set eligibility criteria that a project must meet before an application may be submitted. Note that meeting the eligibility criteria does not guarantee that your project will be funded.

The following table provides the eligibility criteria:

Eligibility criteria	
1	<p>Preference will be given to applicants that demonstrate that their project will support more than one of the following objectives:</p> <ul style="list-style-type: none"> • Raise awareness and involvement in resolving environmental issues • Involve the community in practically focused action to improve environmental quality • Support and strengthen collaboration between environmental groups, business/farmers, industry, iwi and local authorities on finding community solutions to environmental challenges • Provide improved community-based advice, educational opportunities and public information about environmental legislation and policy • Provide wider economic, social or cultural benefits.
2	<p>Projects should be for a discreet timeframe of up to three years. After this the project objectives will have been achieved and, where appropriate, the initiative will have become self-funding. Preference will be given to projects that collectively give the largest net benefit over time.</p>
3	<p>The CEF is particularly focused on supporting community initiatives that contribute to reduce greenhouse gas emissions, improve freshwater management, coastal management, improved air quality, protecting biodiversity and some waste management initiatives.</p> <p>For projects where alternative, more suitable, Ministry for the Environment funding streams are available (such as the Waste Minimisation Fund, the Contaminated Sites Remediation Fund, or the Fresh Start for Fresh Water Clean Up Fund) applicants should apply to these funding sources before applying to the CEF.</p> <p>Applicants, should apply to alternative, more suitable, Government (or other) funding sources before applying to the CEF, where this is available.</p>
4	<p>Projects will be assessed for their strategic value in achieving the purposes of the Fund. Strategic value means the likely ability of projects to act at catalysts that enhance and extend the uptake of good environmental practice.</p>
5	<p>The applicant must be a legal entity.</p>
6	<p>The level of funding from other sources will be taken into account. Shared funding is preferred.</p>
7	<p>The minimum grant available is \$10,000, and the maximum is \$300,000. All amounts are exclusive of GST.</p>
7	<p>The applicant must demonstrate:</p> <ul style="list-style-type: none"> • Their ability to deliver the project • The likelihood of success of the project and how the project will achieve its goals • How the effectiveness of the project will be monitored, evaluated and reported • If the funding is for the establishment phase of a longer-term project, how the project will continue after funding ends and become self sustaining.

Help for completing the Community Environment Fund application form

This section provides question-by-question help for completing the CEF application form for project funding.

Accessing the application forms

There are two application forms as follows:

- Application form requesting CEF funding of \$50,000 or more (for a 1, 2 or 3 year project)
- Application form requesting CEF funding of \$50,000 or less (for a one year project).

These application forms are available in the following formats:

- Microsoft Word (DOC)
- Rich Text Formatted (RTF) – suitable for most word processing software
- Portable Document Format (PDF) – suitable to print and complete manually.

It is preferable to complete this application form electronically (Word or RTF). You can save a copy to your computer, then complete and save your answers as you go. If the PDF form has been completed manually, scan and email (or post) it to the Ministry.

All applications must be made using the application form.

If you need an additional copy of the application form and guide, phone the Ministry on (04) 439 7546, or email CEF@mfe.govt.nz and we will send you a copy.

Completing the application form

Complete the application form by fully answering all questions relevant to your organisation and project. If you have a question about the application form that is not covered in this guide, you can email CEF@mfe.govt.nz or phone (04) 439 7546.

Do not answer questions with 'refer to' or 'see attached'. Do not include requested documents as part of an answer in the body of the application form, but ensure they are attached separately.

A significant number of applications are expected during the funding round, and each eligible application will be reviewed and assessed by the panel. For this to be undertaken in a timely manner, it is important that the number of words for each answer falls within the word count limit for each question.

Tips for completing your application

A funding timeline is a useful tool. It documents the critical steps involved in getting the application completed on time. Work backwards from the closing date to set your deadlines for the major tasks that are associated with making an application.

Use the following tips when completing your application:

- Plan ahead by diarising the application opening and closing dates, and allow plenty of time to prepare the application. Take any holiday periods into account.
- A well-presented application that strongly aligns with the funding 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.
- Make a list of all the information you need to collect to answer the questions. Look at the information you already have, including any other applications you may already have submitted.
- Answer all the questions. If you are not sure about a question, refer back to the guide. If you are still uncertain, contact the Funds team.
- Ask a colleague/other third party to review the completed application for you.

Online resources

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

Resource	Website address	What it provides
Ministry	www.mfe.govt.nz/withyou/funding/	List of funding resources from 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
Keeping it Legal	www.keepingitlegal.net.nz	Free resource to help community groups understand and meet their legal obligations
Grants Online	www.cdgo.govt.nz	Enables visitors to complete online applications to Community Organisation Grants Schemes (COGS), etc
Fundraising Institute of New Zealand	www.fundraising.org.nz	Dedicated to promoting philanthropy and excellence in ethical fundraising
Technology New Zealand	www.biz.org.nz	Provides business information about a range of Government agencies and departments

SECTION 1: Project details

1 What are the details of your project?

State the project name, type, purpose, and location of the project.

Project name

Provide one name only, short and succinct.

Project objectives

Preference will be given to applicants that demonstrate how their project will directly support more than one of the following objectives. Select those that apply to your project.

- Raise awareness and involvement in resolving environmental issues
- Involve the community in practically focused action to improve environmental quality
- Support and strengthen collaboration between environmental groups, business/farmers, industry, iwi and local authorities on finding community solutions to environmental challenges
- Provide improved community-based advice, educational opportunities and public information about environmental legislation and policy.
- Provide wider economic, social or cultural benefits.

Purpose

The purpose should be a short and succinct description of the project objectives. It should show a clear link to more than one of the project objectives provided in the previous question.

Examples

- An initiative to reduce the use of household water.
- A practical in-house programme for businesses to improve sustainable business practices.
- The coordination of community freshwater management activities with councils and national sector organisations.
- A community project to reduce greenhouse gas emissions from transport, with a focus on providing information to people on ways they can change their behaviours.
- An initiative to provide advice to home builders and renovators to take practical action for sustainability.
- The development of a communal monitoring programme to assess the state of the local land, freshwater or coastal marine areas.
- A project that promotes or supports Māori household sustainability through iwi, hapū, marae-based or other Māori organisations.
- An initiative to reduce car travel.

Project location

The project location is the area or region in which the project is located. A project may also be implemented on a nationwide basis.

2 Are you applying on behalf of a local council?

If yes, explain why this project is not funded out of your council's baseline funding, and why it does not fall under your council's core responsibilities.

3 Are you aware of any similar environmental activities in your region?

It is important that you are aware of any similar community environment activities in your area or region. Only provide details if this is the case. 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.

Funding is not available for projects that displace existing activity.

4 How does your project directly support the Ministry's priorities?

The CEF is particularly focused on supporting community initiatives that contribute to the following priorities.

- Reducing greenhouse gas emissions
- Improving freshwater management
- Improving coastal management
- Improving air quality
- Protecting biodiversity.

You must be able to provide a clear link between the main priority you select and your project.

For projects where alternative, more suitable, Ministry for the Environment funding streams are available (such as the Waste Minimisation Fund, the Contaminated Sites Remediation Fund, or the Fresh Start for Fresh Water Clean Up Fund) applicants should apply to these funding sources before applying to the CEF.

5 Has your organisation successfully completed any projects funded by the Ministry for the Environment (or any other organisations) before?

Include information about any publicly funded project(s) that your organisation has completed, including project name and details, cost, how many people were involved, success of the project, name of the organisation that provided the funding, and any other relevant information. In addition, provide the name and details of a contact person from one of the funding organisations that we may wish to talk to about the project.

SECTION 2: Applicant details

Organisation details

The organisation details provide information about the lead applicant or organisation.

Brief description of organisation

The description should include the applicant/organisation's main activity, and relevant environmental experience.

Legal entity status

The applicant must be a legal entity with capacity to contract with the Ministry. Legal entities include incorporated societies, charitable trusts, companies, limited partnerships, and Māori trust boards.

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

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
Other (eg, individual person)	Copy of driver's licence or passport

GST-registration

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 CEF 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 in relation to the project.

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

Principal contact details

The contact person is the principal contact for this application. The Ministry will contact this person if further information is required.

The contact and back-up persons need to ensure they are available when the application is being checked by the Ministry for completeness.

SECTION 3: Project benefits

The panel uses the information from this section to score the application in terms of the project's effectiveness, contribution to the environment, and strategic value in achieving the purpose of the CEF.

Strategic value means the likely ability of projects to act as catalysts that enhance and extend the uptake of good environmental practice. The degree of partnership and cross-sectoral collaboration is taken into account when assessing the strategic value of proposals.

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

- Their ability to deliver the project
- The likelihood of success of the project and how the project will achieve its goals
- How the effectiveness of the project will be monitored, evaluated and reported
- If the funding is for the establishment phase of a longer-term project, how the project will continue after funding ends and becomes self sustaining.

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

The project objectives must focus on community action for the environment. Include the following types of information:

- whether a demonstrated need exists
- size or extent of the problem
- whether it covers a national or global perspective
- impact the problem has on people's lives
- likely future consequences of not addressing the problem now
- observations, feelings and experiences of the community and stakeholders.

7 What is the solution you are proposing?

Describe the solution you are proposing in terms of your project's contribution to the environment. What specific practical action does your project take to seize the opportunity or address the problem?

Include the benefits of taking the opportunity or addressing the problem.

Example

If the opportunity is to restore a degraded stream, then the solution may be to replant the riparian zone with native plants and trees.

8 What are the economic, social, cultural and any other environmental benefits of the project? Describe how they influence or encourage the community to be involved in environmental activities and focus on action for the environment, or raise environmental awareness to the wider public.

Projects must result in improved quality of the environment for the community, either by implementing new initiatives, or by a significant expansion in the scope or coverage of existing activities. This includes any reduction of harm to the environment.

Preference will be given to projects that collectively give the largest net benefit over time. Practical projects that encourage and promote community action are viewed favourably by the panel. ‘Community’ is not necessarily a group of people from the same geographical area. It could be a group of people who share common interests or form a distinct segment of society.

Include details about your target audience.

Benefit	Examples
Economic	<ul style="list-style-type: none"> • contribution to local economy and community development (eg, gross domestic product, qualifications and labour market, local money invested, tourism) • improved infrastructure (eg, reduced transport costs and congestion, extended landfill years) • enhancement of New Zealand’s international ‘clean green’ reputation and trade • reduction of compliance costs.
Social	<ul style="list-style-type: none"> • creation of jobs, volunteers, skills, etc • participation/ buy-in from the community, business and iwi, etc • improved human health, and health and safety of workers • improved aesthetics and amenities • enhanced ‘feel good’ factor (eg, individuals and communities working together) • enhanced cultural awareness/kaitiakitang (active protection and guardianship of environment) • increased embracing of sustainability ideas by business and community • increased compliance with environment, nuisance or health-related laws.
Cultural	<ul style="list-style-type: none"> • better access provided to wide range of groups, current barriers to environmental awareness and participation removed.
Other	<ul style="list-style-type: none"> • joint venture/enhanced relationship with key partners (eg, local council, iwi or industry) • cross-sector collaboration • springboard to wider scope or higher quality benchmark for the whole industry/region (eg, accreditation standard achieved) • spin-off project or business opportunities • sustainable business.

9 Which stakeholders are going to be included in this project, and how does your project support and strengthen partnerships between them, on practical environmental initiatives?

A stakeholder has a direct interest in the project, and may provide support and help. Examples of stakeholders include project volunteers, project committee or board members, staff, or other organisations or community groups that benefit from the project. Stakeholders may also be actual or potential funders.

Preference is given to projects that operate collaboratively. Select the stakeholder group(s) that will be included, and give details of their involvement and explain how your project will support and strengthen the partnerships between them.

Section 5 of the application form requests details of other partner organisations, including Council, that are involved in your project. These should be separate from the stakeholders that you list here (who have a direct interest in the project and may provide support and help) but do not generally share decision-making or expertise that partner organisations do.

10 How will you ensure the solution/benefits of the project will endure, once CEF funding has ended?

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.

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, explain how the benefits will endure once the project is complete.

11 Does your project have the potential to be implemented across the country?

Can the project be successfully transferred to other regions? This may be during or after the first year, if applicable.

Example
<p>The project may be about empowering a local coastal community to adapt to climate change. The aim of the project is to provide an adaptive approach to help mitigate the predicted effects of rising sea levels and increased storms. This would be achieved by working with the community to provide them with the skills to assess the state of their dunes, and to build resilient sustainable coastal communities. This type of project could then be transferred to other coastal communities in New Zealand to help them make a positive difference to the environment.</p>

12 How will you evaluate your project?

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.

Evaluation helps to:

- communicate a shared understanding of the outcomes you intend to achieve
- promote accountability and transparency (ie, you can tell the story of how efficient or valuable your project has been, to those funding or otherwise supporting your project)
- produce tangible proof of how well the project worked (whether as intended or not)
- build stakeholder confidence in your project and project delivery skills
- identify learning and areas for improvement.

Projects that are unable to be evaluated sufficiently will not be eligible for funding.

Requirements

You will need to provide the following information for your Funding Deed if you are invited to proceed to Stage II:

- baseline information (showing the benchmarks you'll be measuring the project against)
- evaluation activities in your deliverables (ie, activities that physically collect information to measure your progress against agreed KPIs)
- actual data for your Milestone Reports (measuring your progress against your KPIs).

See Appendix I on page 35 of this guide for tips and guidance on project evaluation.

Further information

Information may be obtained from the following Ministry sources:

- Fund Analyst (who has been allocated to your project)
- Ministry [website](#) (contains a lot of useful data or background information eg, results from surveys that may be a useful baseline for you to measure against, data relating to fresh water, land, air quality, biodiversity and oceans).

Refer to the following for other sources of information:

- Statistics NZ (www.stats.govt.nz)
- local councils
- www.surveymonkey.com (free/cheap website through which you can design and roll out an online survey. It includes common questions and survey templates).

SECTION 4: Milestones and funding

Read the following information thoroughly before completing Section 4 of the application form.

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 (in arrears) that are tied to the achievement of each milestone. It must only be used for proper purposes and within the scope of the project.

IMPORTANT:

Before you begin to complete this section of the application form we recommended that 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 and the tasks required to get the project done.

The CEF will pay for costs relating to the following categories:

- personnel
- administration
- consultants and contractors
- venue and equipment
- travel (domestic only) and accommodation
- promotion and dissemination of information
- financial and legal expenses, etc
- other miscellaneous costs, excluding purchase of capital assets or other capital costs.

Table A on page 19 of this guide provides a cost category table with examples to help you estimate your costs.

It is important that you keep a record of all your workings so you are able to explain this breakdown if you are invited to proceed to Stage II. You will also need to prepare a more detailed budget and project plan for final approval at that time so accuracy and careful up-front budgeting is very important. You will need to make sure that you have enough money to complete the project.

13 What are the milestones for your project?

The purpose of this question is for the panel to get a clear understanding about the milestones/significant developments for the project.

Milestone description

Clearly outline up to a maximum of six milestone descriptions for the first year (12-month period) of your project. Each description should articulate the main purpose of that milestone so that the panel can see the logical order of what will be delivered at each stage.

There may be many tasks that make up each milestone and these will be expanded upon if you are successful through to Stage II; however the purpose of this question is to demonstrate to the panel that you have thought carefully about the specific/key stages of your project.

Examples of milestone descriptions

- Establish a steering group and agree to (and sign) the Terms of Reference.
- Hold five community environment workshops for 150 participants.
- Complete a communications plan.
- Organise volunteers to participate in a clean-up day.
- Facilitate a practical farm planning workshop for landowners and stakeholders
- Complete an inventory of planting success.

Estimated due date

Each milestone must have an associated due date. This is the date by which the milestone must be fully completed so that you can submit a claim form to the Ministry for payment.

It is possible to work on more than one milestone at once, however the due dates need to be in chronological order. There are often dependencies, which mean that one milestone cannot be started until the previous one is finished.

Funding is paid in instalments (in arrears) that are tied to the achievement of each milestone. Ideally, your first milestone should be two months after the project has started (which is the date the Deed is signed). Your last milestone must not exceed the date indicated on the application form.

Total estimated cash cost (A)

Based on your careful budget planning (and ensuring all costs fit within the allowable categories as outlined on Page 19) insert the total estimated cash cost for each milestone.

All cost should be exclusive of GST. The panel will base their decision on these figures.

The costs that you provide on the milestone table must be for the entire project (not just the CEF funding sought). The CEF will only fund a percentage of your total project cost at the Ministry's discretion, you must secure the balance.

Do not include costs that relate to in-kind contributions.

The Funds Team is available to answer any queries regarding funding, and can be contacted by email (CEF@mfe.govt.nz) or by telephone on (04) 439 7546.

Table A

The CEF will pay for costs that relate to the following categories. Use this 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.
Administration	<p>administration expenses that are directly related to the project. The supporting documentation must be submitted to the Ministry.</p> <p>Notes:</p> <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 courier, etc.
Consultants and contractors	third parties you have sub-contracted to work on the project (eg, environmental consultancies, Crown research institutes).	A consultant may quote you \$129 per hour (exclusive of GST) for working 10 hours per week for 10 weeks. The estimated cost would be \$12,000.
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.
Promotion and dissemination of information	expenses that relate to promoting the project (eg, 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 and legal expenses, etc	<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.

Cost category	Includes...	Example
Travel and accommodation	<p>specific travel and accommodation costs related to the project:</p> <ul style="list-style-type: none"> • mileage (this may be charged at 74 cents per km for a private vehicle) • taxis/parking (costs may be claimed on receipt, for the purpose of the CEF project) • domestic air travel • hotel accommodation (up to \$140 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 CEF project may be claimed). <p>Notes:</p> <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 this is not encouraged. • 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 (eg, 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>	<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 74yy cents per kilometre. The estimated cost would be \$176.40.
Other	anything else that is not covered above.	-

If your organisation is involved in other activities or projects in addition to the CEF 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 CEF project. It is important that you are able to explain this breakdown at the project planning stage.

Cost recovery

Projects funded by the CEF are not permitted to generate a profit for an organisation, however aspects of the project may be self-funding (eg, if a requirement of your project is to produce a booklet, you may consider charging money for the booklet on a cost-recovery basis).

If this situation applies to your project, you will need to estimate the income that would be generated from sales.

14 How much cash funding have you secured from other external sources and/or your own organisation?

The CEF will only fund a percentage of your total project cost at the Ministry's discretion, and you are required to secure the balance.

Cash funding from other external funding sources (B)

List all other sources of cash funding (excluding CEF and your own organisation) for the project. For each source, identify the amount, and the status of the funding offer, for example:

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

Proof of the funding offer (eg, signed letter from the funding source) will be required if your application is successful.

All costs should be exclusive of GST.

Cash funding from your own organisation (C)

Provide the cash amount that your own organisation will contribute to the project (if any).

All costs should be exclusive of GST.

15 Funding summary

Complete the table by:

- Copying the 'Estimated cash cost' (A) from Question 13
- Copying 'Other external funding sources' (B) from Question 14
- Copying 'Your organisation's cash contribution to the project' (C) from Question 14.

'Funding sought from CEF (D)' should then equal (A) minus (B) and (C).

The CEF share of costs is the percentage of the estimated project cost that you are seeking from the CEF. The following ratio is used. **Funding sought from CEF (D) x 100 and divided by estimated project cost (A)**

See the information in **Table B** below when completing the funding summary table:

The level of funding from other sources is taken into account by the panel, and it is preferable that the CEF will only fund a percentage of the total project costs, at the Ministry's discretion.

Preference will be given to projects that have shared funding and can demonstrate that some of the required funding for the project has been obtained from sources other than the CEF (ie, a cash contribution from the applicant's organisation and any other external funding sources).

Table B

Funding summary	
Estimated total project cost (A)	The total cash amount the project will cost you to complete. This is the sum of the estimated total cash cost (A) outlined at Question 13. The estimated total project cost must not include in-kind contributions.
Other external funding sources (B)	The total amount of cash funding that other sources (excluding CEF and your own organisation) will contribute to your project. Only include funding that you have applied for, and is either approved or still pending (ie, not declined).
Your organisation's cash contribution to the project (C)	The cash amount that your own organisation is contributing to the project (if any).
Funding sought from CEF (D)	The total amount you are seeking from the CEF. This figure should equal (A) minus (B) and (C). The CEF can only fund a percentage of your estimated project cost and you need to secure the balance. The percentage is determined at the Ministry's discretion.
CEF share of costs (E)	The percentage of the estimated project cost that you are seeking from the CEF. Calculate this figure as follows: Funding sought from CEF (D) x 100 and divided by (A)

What funding does not cover

The following areas are not covered by funding:

Area	What funding does not cover
Research	<ul style="list-style-type: none"> • Academic costs or research aimed at supporting the attainment of a qualification • Duplication of demonstration projects (eg, model organic farm) or pilot studies • Fundamental or strategic research <p>Note: The CEF may pay for the development and implementation of existing knowledge (eg, dissemination of Resource Management Act 1991 knowledge).</p>
Capital costs	<p>Purchase and maintenance of capital items/assets.</p> <p>Note: Contact the Funds team if you have any questions about capital costs and any associated labour and lease expenses.</p>
Other funding sources, including Government agencies	<ul style="list-style-type: none"> • Projects that are clearly the responsibility of other funding sources, (eg, Government agencies). This includes project outputs to be used specifically for the development of central government policy • Statutory duties of local government (activities that councils are required to undertake by law, eg, local government planning, resource consent approval or monitoring functions)
Retrospective costs	<p>Retrospective or backdated costs (costs incurred before a Funding Deed is signed).</p>
Projects that are for financial profit	<ul style="list-style-type: none"> • Venture capital or commercial development such as setting up (new) or developing (existing) business activities, marketing a new idea, or making a financial profit • Projects that financially benefit private landowners
Normal operating costs	<p>Normal operating costs are funds for undertaking an organisation's 'normal' responsibilities. This includes:</p> <ul style="list-style-type: none"> • buying materials and equipment that are a normal part of an organisation's responsibility for managing their property and day-to-day business • the maintenance and running costs of vehicles (including warrant of fitness, registration, etc) • the purchase and/or maintenance of buildings. <p>Note: Normal operating costs are applicable to environment centres.</p>
Other	<ul style="list-style-type: none"> • Attendance at conferences • Patents or copyright (products or outputs that will not be freely available for public use, for non-profit purposes) • Set-up costs (registration charges, legal fees and recruitment costs, etc) • Projects that are more appropriately funded from other sources, including other Government agencies • Projects that involve the improvement of private land or financially benefit private landowners • Compliance with planning regulations • Making/challenging a resource or building consent application • Alcohol, entertainment, gifts or social expenses • Costs associated with supporting a political party or movement, running a political campaign, or lobbying against the Government.

16 Provide detailed information about the in-kind contributions that your project will receive.

An in-kind contribution is a cash-equivalent form of support that is donated and assists with the project costs. It is not the same as a cash contribution, and does not count towards the total costs of funding. Many organisations obtain in-kind support for their projects. The CEF recognises the value of donated resources and/or the time of volunteers and professionals who assist with the delivery of a project.

The Panel assesses how much community support the project has, by considering the level of in-kind contributions. Preference will be given to projects that have strong community involvement.

An in-kind contribution does not include time spent negotiating commercial arrangements unless the goods or services being negotiated are being provided free of charge. The in-kind contribution may be necessary for the completion of the project; however, no cash is exchanged for the service, goods, etc.

In your application you are required to provide information about the in-kind contributions for the project. Provide the estimated amounts based on a realistic amount or past experience for years one to three.

In-kind contributions do not count towards the total estimated cash costs of the project.

Further information on how to record and report on in-kind contributions is given to successful applicants in Stage II.

Professional services and goods

The professional who provides the service must act in role (eg, if a lawyer helps to plant trees, the tree-planting time is recorded as community volunteer time).

Use/donation of equipment, etc

This includes free use or donation of phone, internet, machinery, etc.

Community volunteers/staff time

The value of general work undertaken by community volunteers is recognised, whether it is counting birds or weeding native plantings. Time is recorded in this category for work undertaken by someone who is not a professional.

Ensure that a register is provided at activities such as working bees, for all community volunteers to complete. The following information is required:

- name
- date
- work undertaken
- hours completed.

Facilities provided

This includes free use of a venue, office space, workshops, other room or hall hire.

In-kind costs associated with home offices, mileage, etc are based on the IRD small business rates. See www.ird.govt.nz for further information.

The following table provides an example of a completed in-kind contribution summary table:

Example of in-kind contributions summary		
	Description examples	Examples of total estimated in-kind contribution
Professional services and goods <i>Calculate professional services using the actual hourly rate</i>	<ul style="list-style-type: none"> • A lawyer draws up a contract for a sub-contractor you intend to engage and provides three hours free of charge. This can be claimed as an in-kind contribution. • Dr Derek Bird provides professional advice on climate change issues (250 hours at a normal hourly rate of \$75). 	<ul style="list-style-type: none"> • 3 hours x \$140 per hour (actual hourly rate) = \$420 estimated in-kind contribution • 250 hours x \$75 per hour (actual hourly rate) = \$18,750 estimated in-kind contribution
Use/donation of equipment, etc	A local hire company provides your organisation with a rotary mower free of charge. They normally charge \$300 per day for the rental. You use the mower five times over a period of 12 months.	Mower borrowed five times x \$300 per day (actual rental charge) = \$1,500 estimated in-kind contribution
Community volunteers/staff time <i>Calculate at a rate of \$30 per hour</i>	Someone keeps the books for your project but they are not an accountant.	240 hours x \$30 per hour = \$7,200 estimated in-kind contribution
Facilities provided	A local company provides your organisation with office space. This would normally be let at \$450 per month; however the company is providing the space free of charge for a period of 12 months.	12 months x \$450 per month (lowest possible market rate) = \$5,400 estimated in-kind contribution

SECTION 5: Capability

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

If you are invited to proceed to Stage II, you 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.

17 Which other partner organisations, including Councils, will be involved in the project?

Collaboration and partnerships may add expertise, additional resources or other attributes that strengthen the proposal. An active working relationship with other organisations involves regular communication, including meetings, and working together towards a common goal. The degree of partnership and cross-sectoral collaboration is taken into account when assessing the strategic value of proposals.

Partners generally share the decision-making regarding a project, and must contribute resources to the project in terms of expertise, equipment or money. There may be a formal agreement (eg, contract) between the parties, who work together for a common goal and share the risks and benefits. You must be able to demonstrate that your project has strong support from partner organisations.

Applications from community groups (with limited experience in delivering projects) that can demonstrate strong support from partner organisations will be viewed favourably by the panel. These partner organisations include, but are not limited to, service organisations (eg, Lions and Rotary clubs), national groups (eg, NZ Landcare Trust, Royal New Zealand Forest and Bird) and Councils. They usually have experienced staff, governance structures, project management and financial processes in place, all of which are vital to effective project delivery.

Proof of involvement with other organisations (eg, signed letter of intent from the partner organisation) may be sought if you are successful to Stage II.

Council support

It is important that the project and the council/s work together towards a common goal, and share the benefits and risks.

The benefits of encouraging collaboration between local councils and CEF applicants include:

- increased level of commitment from local councils to local projects
- facilitation of a coordinated funding approach to ensure that projects fit with the priorities of the region
- reducing the likelihood of duplication of activities in the regions
- assisting local councils to achieve their environmental objectives in a more efficient, coordinated and strategic manner
- funding of priority projects in the regions.

The local council also usually contributes resources in terms of expertise, equipment or funds.

Preference will be given to a project that is partnered with the appropriate regional, district or city council.

Proof of support (eg, letter of support from the local council on letterhead, which has been signed by someone of authority) may be sought if you are successful to Stage II.

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

The project manager is the person responsible for managing major project tasks, and is likely to be the person who we liaise with during the project. 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?

19 What project governance is planned for the project?

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 that decisions are made consistently and robustly, that money is spent responsibly, and that risk is managed effectively.

Examples
<ul style="list-style-type: none"> • 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

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

It is important that your organisation has the necessary resources available to successfully complete the project.

SECTION 6: Additional information

21 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 (eg, relationships to panel members, Ministry staff, or the Crown) and any other applications for funding from other sources.

22 Is your organisation submitting any other application(s) to the CEF, or any other Ministry for the Environment fund, this year?

Include details about any person mentioned in this application form (or any other individual in your organisation) who is involved in any other application to any Ministry fund. This includes all people who are involved in your project.

23 Has your organisation previously submitted an application(s) to the CEF?

Include details about any previous application you have made to the CEF and the outcome of that application and any feedback you received, if applicable.

SECTION 7: Declaration

A person with the organisation's signing authority must complete the declaration (eg, 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?

The applicant checks the application before submitting it to the Ministry.

Completeness

Ensure your application is complete. You **must**:

- complete all sections of the application form that apply to your project
- sign and date the declaration
- attach proof of legal entity status
- attach all requested supporting documentation (where this applies to your project).

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

Only attach documentation that the Ministry has specifically requested. Send copies of documents rather than the originals, as we do not return documents.

Lodging the application

Once you have completed the application, send it by email to CEFapplication@mfe.govt.nz with 'CEF application' in the subject line.

Alternatively, post the application to:

The Funds Management Team
Community Environment Fund
Ministry for the Environment
PO Box 10362
Wellington 6143

Do not bind your application if you are submitting it in hardcopy format.

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 the eligibility criteria
- the designated application form is not used
- the application form is not signed
- the required supporting documentation has not been supplied within the set timeframe.

Important: If the application is incomplete, the Ministry will approach the primary contact person to request the missing information. You will have two working days (while applications are being received, before the closing date) to provide the information, to ensure the funding round is not held up. You will not have the opportunity to amend your application after the closing date.

If the primary or back-up contact people are not available, or cannot source all the necessary information within that time, the application will be rejected.

After you've sent in the application

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

Assessment criteria

Projects are measured against assessment criteria. The panel reviews, scores and assesses applications that meet CEF eligibility criteria. Projects may also be recommended for funding, but for less than the requested amount, or with specific terms and conditions.

Category	How good is the project?
Fit	<ul style="list-style-type: none"> • Does the project fit with the purpose of the CEF (to empower New Zealanders to take environmental action)? • Does the project fit within the scope of the Ministry's priorities?
Project benefits	<ul style="list-style-type: none"> • How will the project achieve its goals? • What are the economic and non-economic benefits of the project? • What are the ongoing benefits of the project? • Does the project reduce harm caused to the environment? • What are the economic, environmental, social and cultural benefits of the project? • Will the project be used to promote community action for the environment? • What are the longer-term benefits after the project is completed? • Can the project be extended to other areas, or be implemented by other organisations? • Can project outcomes be used to encourage others to become involved with community action for the environment activities? • Could the project act as a catalyst for other community action for the environment activities?
Strategic value	<ul style="list-style-type: none"> • Does the project act as a catalyst to enhance the uptake of community environmental action?
Partnership	<ul style="list-style-type: none"> • To what degree does the project partner and collaborate with other organisations/bodies? • Does the project have strong support from the local council? • Which new partnerships does the project hope to develop?
Capability	<ul style="list-style-type: none"> • If applicable, does the project manager have the necessary skills and partner organisations involved with the project? • Does the applicant demonstrate ability to deliver the project? • Is project governance representative of project partners? • Does project governance define the decision-making accountabilities? • Has the applicant demonstrated how the project will achieve its goals? • 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? • Is there shared funding and can the applicant, or other funding sources, contribute up to some of the total funding costs? • Does the project have adequate systems and checks in place to ensure spending is properly managed and recorded?

Category	How good is the project?
Evaluation	<ul style="list-style-type: none"> • How will the effectiveness of the project be monitored, evaluated and reported? • Are results monitored for a sufficient period after the activities are complete? • Will the project continue after funding ends, and will it become self-sustaining?

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

Assessing the application

Before you submit the application form, you should have an understanding of how your application will be assessed. We strongly encourage open communication with the Ministry, in a timely manner so concerns or issues are considered. Please talk to us.

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

Overview of Stage II

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

Your support person will send you a copy of the project plan template 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 within a month. 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.

Milestones

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

Appendix 1: Project evaluation information

You may already have relevant measures as part of your business (eg, customer satisfaction measures). Here are some other tips on how to evaluate your project:

Tip	Guidance
Evaluation planning	<ul style="list-style-type: none"> • As part of your project initiation process, identify what information you will need to measure your progress and success. Think about what you would tell a stakeholder as tangible proof of your success, or think about what your bank manager or investors would want to see in a business plan. What is the logical or causal chain effect of your project? • Consider including the deliverables of how you will communicate your results in your project plan (eg, presentation to stakeholders). The information should be: <ul style="list-style-type: none"> – clear – based on facts and not vague claims – scalable to the size of your project – relevant – available – usable. • Examples of ways to measure your progress and success include: <ul style="list-style-type: none"> – activity measures/efficiency (delivery to timeframes/within budget, customer or staff feedback on quality, levels of satisfaction, or number of complaints) – impact measures you can see immediately, including your KPI's (eg, number of participants, their before/after levels of support for and understanding about community environment activities) – economic contribution in dollars to the local economy, and number of new jobs.
Baseline information sources	<ul style="list-style-type: none"> • It is very important that you capture a baseline measure to compare progress against. Make sure the information is available before you commit to a KPI. You will need to find data that is relevant, timely (ideally less than five years old), and that can be updated (either by another source, or by you) by the end of your project. • Include any activities that you will need to undertake to collect the necessary information in your project plan and budget (or analyse and present it). • These are examples of useful information: <ul style="list-style-type: none"> – qualitative data (eg, asking for information in a survey, interviews, or focus groups. This information can be useful to evaluate before-and-after changes in levels of awareness, participation, support, customer satisfaction, and behaviour change) – quantitative data (eg, counting the number of products. This may include costs/profits, forecast proportions, market coverage, waste volumes or composition. This hard data information can be useful to evaluate efficiency, immediate impacts and end/longer term impacts).

Tip	Guidance
Smart key performance indicators (KPIs)	<ul style="list-style-type: none"> • Create SMART KPIs based on the information you can measure your success against. Make sure the KPI's are SMART (specific, measurable, achievable, realistic/relevant, and timely). You need to be specific and describe progress in a measurable way that is based on some realistic evidence, rather than picking a number out of the air. • KPIs are concise statements that answer the 'so what?' question about the reason for the project. They provide the key benefits you expect the project to achieve, and how this will be done. They are measurable and implicitly have a specific scope and timeframe. • As a general rule, aim for four to six KPI's: <ul style="list-style-type: none"> – must-have KPI's (project objectives, to measure the project's success) – optional KPI's (additional social, economic, environmental, or value-adding benefits, and milestone deliverables like a bundle of project activities or tasks). <p>Note: Individual project activities or deliverables are not KPIs, as they can be measured but are not key measures. Similarly, additional benefits, value-added elements or the measures themselves are not KPIs.</p>
Evaluation and reporting	<p>Plan how you want to use the results for maximised benefit to you, your stakeholders, and those you want to influence in the future. How do you want to celebrate, inform or defend your project?</p> <p>Examples:</p> <ul style="list-style-type: none"> • Visual presentation to stakeholders using graphs, case studies, photographs. • Progress report or media release, highlighting the key points. • Milestone reports and the final Evaluation Report to the Ministry. • Internal lessons learned brainstorming session(s).

