Freshwater Improvement Fund

GUIDE FOR APPLICANTS

2020

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. The Ministry for the Environment, its employees and agents accept no responsibility or liability to any person whatsoever for any loss or damage resulting from any error, omission in this document or arising from reliance on this document.

This document may be cited as: Ministry for the Environment. *2020. Freshwater Improvement Fund 2020: Guide for applicants.* Wellington: Ministry for the Environment.

This document is available on the Ministry for the Environment website: www.mfe.govt.nz.

Making Aotearoa New Zealand
the most liveable place in the world

Contents

About this guide

This guide explains how to apply to the Freshwater Improvement Fund (the FIF). It outlines:

- the eligibility and assessment criteria for funding

- the application and funding process

- the information you will be asked for if you apply.

The guide also includes information about how vulnerable catchments were identified.

Who it's for

This guide is for anyone interested in seeking funding through the Freshwater Improvement Fund, for a project to improve the management of freshwater bodies in New Zealand.

How to use it

Use this guide together with the application form (part 1) and estimated project budget (part 2) for the FIF.

We suggest you read through the guide and the application form before you begin filling out the form. This will help ensure you have the right information available, and help you answer the questions.

Contact us

You are welcome to contact the Freshwater Investment team if you have any questions about the fund.

Email: fif@mfe.govt.nz

About the fund

As part of its response to COVID-19, the Government has established the multi-agency Jobs for Nature Programme. Within this, the Ministry is continuing to administer the Freshwater Improvement Fund.

The fund supports initiatives which improve the management of freshwater within quality and quantity limits (see figure 1). This means improving the way we share and use water, as well as taking care with what we allow to flow into waterbodies.

> **What is a waterbody?**
>
> The term waterbody refers to rivers, lakes, streams, groundwater and wetlands.

The fund supports projects that will:

•   make a significant and measurable improvement to rivers, lakes, streams, groundwater and wetlands, and

•   support recovery from COVID-19.

The fund can support projects at different scales and over varying timeframes. This could include one-off, short-term projects up to one year, as well as longer-term projects taking up to five years. The fund will also help communities adapt to new ways of managing and using freshwater within the limits they set for water quality and quantity.

Targeted funding

The fund is focused on where we can get the greatest impact from the funding available. That's why we're giving priority to vulnerable lakes, rivers, streams, groundwater and wetlands that have not yet reached a tipping point – this is where it becomes much more costly and more difficult or impossible to return waterbodies to good health.

Encouraging collaboration

Improving New Zealand's freshwater management on the scale required will need a range of groups and funders to work together on individual projects. The fund is designed to encourage partnerships between government, iwi/hapū, the community, philanthropic and private sectors. Where appropriate the Ministry will facilitate connections between those seeking further funding and those who may be able to assist, as well as any funding from the FIF.

Eligibility criteria

The Minister for the Environment has set criteria for the Freshwater Improvement Fund. Projects must meet all of the following criteria to be eligible to apply. The application form contains a self-assessment checklist which must be completed as part of the application process.

Eligibility criteria	
1	The project must contribute to the improvement of the management of New Zealand freshwater bodies.
2	The project must address one or more of the following: • achieve demonstrable co-benefits such as: 　− improved fresh, estuarine or marine water quality or quantity 　− increased biodiversity 　− habitat protection 　− soil conservation 　− improved community outcomes such as recreational opportunity or mahinga kai 　− reduction to current or future impacts of climate change 　− reduced pressure on urban or rural infrastructure • increase iwi/hapū, community, local government, or industry capability and capacity in relation to freshwater management • establish or enhance collaborative management of fresh water • increase the application of mātauranga Māori in freshwater management • include an applied research component which contributes to improved understanding of freshwater interventions and their outcomes.
3	The minimum request for funding is $200,000 (excluding GST).
4	The project will be funded for a maximum period of up to five years, after which the project objectives will have been achieved or the project will be self-funding.
5	The project will achieve benefits that would not otherwise be realised without the fund or are not more appropriately funded through other sources.
6	The effectiveness of the project and its outcomes will be monitored, evaluated and reported.
7	An appropriate governance structure is in place (or will be established as part of the project).
8	The applicant is a legal entity.

If your project does not meet all the eligibility criteria, you may not apply for funding from the Freshwater Improvement Fund. However, there may be other government funding options available to you. For a list of other funding options see http://www.mfe.govt.nz/more/funding/sources-funding/funding-other-government-departments.

Assessment criteria

Applications to the fund are measured against assessment criteria. The assessment panel reviews, scores and assesses applications that meet the eligibility criteria by determining the extent to which and how well the project meets the assessment criteria.

Assessment criteria	
1	The extent to which the project addresses the management of freshwater bodies identified as vulnerable by community, iwi/hapū, local or central government
2	The project demonstrates improvement in the values and benefits derived from the freshwater body.
3	The project contributes to recovery from COVID-19 through such things as, but not limited to, generating new employment and maintaining existing workforce capacity.
4	The extent to which public benefit is increased.

Assessment criteria	
5	The project demonstrates a high likelihood of success based on sound technical information or examples of success achieved through comparable projects undertaken elsewhere.
6	The extent to which the project will leverage other funding.
7	Where applicants request more than 50% of the project costs, the extent to which the higher funding contribution is justified by the COVID-19 recovery outcomes likely to be achieved.
8	The project will involve the necessary partner organisations to ensure its success.
9	The project will engage personnel with the required skills and experience to successfully deliver the project.

The funding process

Funding from the Freshwater Improvement Fund is contestable.
Funding is made in rounds or stages – see key dates.

A successful application will follow these three stages:

STAGE 1: Application and decision

Step 1	Check if your project proposal meets the eligibility criteria. Projects that do not meet all of these criteria will be declined.
Step 2	If eligible, complete your application. You must complete all sections of the application form (part 1) and estimated project budget (part 2) in full, and provide all requested supporting information.
Step 3	Send all application documents in one email only, to fifapplication@mfe.govt.nz. Applications must be received electronically no later than: • FIF round 2 midday Monday 21 September 2020 • FIF round 3 midday Wednesday 10 February 2021.
Step 4	A panel assesses all eligible applications against the assessment criteria, and on their merit compared to other applications. Panel members' skills and experience will include knowledge of the Freshwater National Policy Statement and implementation requirements, freshwater ecosystems, mātauranga Māori and economics.
Step 5	The panel makes funding recommendations to the Minister for the Environment, who makes the final decision on the allocation of the fund. The panel may recommend granting less funding than requested.
Step 6	All applicants are notified of the funding decision. Successful applicants are invited to proceed to stage 2.

STAGE 2: Develop project plan and sign deed of funding

Step 7	Successful applicants work with the Ministry to refine and confirm their project details, and agree to the terms and conditions of the deed of funding. The deed of funding sets out the obligations and the rights of each party including: • objectives, activities and performance measures • detailed project budget and payment schedule • intellectual property and liability • any project-specific funding conditions. The standard funding deed terms and conditions will be available on the Ministry website in time for stage 2 of the funding process. The Ministry may add terms or conditions where necessary. The Ministry may undertake independent third party due diligence and reference checks on projects during project planning and before the deed of funding is signed. The Ministry may also verify information in the application form with other government agencies or other organisations.

STAGE 3: Project start

Step 8	Once the Ministry and the successful applicant have signed a deed of funding, the project can begin. Applicants begin work on their projects and report on milestones as these are met. Funding for the costs of delivering the project is not available for any activities done before both parties have signed the deed.
	The Ministry will monitor and assess each project against the agreed performance measures and conditions in the deed. Payment frequency will be determined by the size of the grant. Reimbursement payments will be made in accordance with the payments schedule in the deed.

Key dates

The table lists the key dates for the 2020 funding rounds. The dates are indicative and may change. Any change will be notified through the Freshwater Improvement Fund pages on the Ministry for the Environment website.

FIF round 2	
7 September 2020	Funding round opens for applications
21 September 2020 (midday)	**Funding round closes**
21 September to October 2020	Assessment panel considers applications
Mid-November 2020	Applicants are notified of decisions
Mid-November 2020 to January 2021	Successful applicants finalise project plans and sign deed of funding agreements
January 2021 onwards	Projects begin

FIF round 3	
27 January 2021	Funding round opens for applications
10 February 2021 (midday)	**Funding round closes**
10 February to March 2021	Assessment panel considers applications
Mid-April 2021	Applicants are notified of decisions
Mid-April to June 2021	Successful applicants finalise project plans and sign deed of funding agreements
June 2021 onwards	Projects begin

Applying for funding

Before you apply, you should have an understanding of how your application will be assessed (see assessment criteria). If you have any questions, please email us at fif@mfe.govt.nz.

Please note that the Ministry cannot give specific guidance on the content of your application, but can help with:

- advising on information to include in the application form

- confirming the process for assessing applications

- providing information on key dates for the fund.

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

Tips

- Plan ahead by putting the closing date for submitting applications in your diary, and allow plenty of time to prepare the application. Take any holiday periods into account.

- For the best chance of success, your application should strongly align with the fund's assessment criteria, and be clearly and concisely written.

- Write in plain English, and avoid jargon, clichés and overused phrases. Write so your reader will understand what you want them to know.

- Consider other applications you may have submitted to other funds in the past. If you were successful, what made it a good application? If you were unsuccessful, consider the feedback you received.

- Answer all the questions. If you are not sure about a question, refer back to this guide. If you are still uncertain, email us at fif@mfe.govt.nz.

- Ask a colleague or a third party to review and proofread your application.

> Important: Answers to some of the questions in the application form have a word limit. If you exceed a limit, the text beyond the limit may not be considered when assessing your application.

Completing the application form (part 1)

SECTION A: Applicant details

This section provides information about your organisation, including legal name, legal entity status and contact details.

1. Organisation details

Enter details of the organisation that will manage and deliver the project. This covers the type of organisation, including its main activities, legal entity status, GST registration and address.

Organisation name

Provide the full legal name of the organisation that is applying for funding, and who the Ministry would enter into a funding deed with. For example, for a registered company this would be the name listed on the Companies Office website.

Description of your organisation

Include the organisation's main activity and relevant environmental experience (maximum 80 words).

Addresses, telephone numbers and website

State the physical address, postal address (if different), telephone numbers, and website address for your organisation.

GST number

Government funding is a taxable activity. If you are conducting a taxable activity and your annual income exceeds $60,000, your organisation MUST be registered for GST. If you are not registered, you will bear the full cost of GST on goods and services you purchase for the project.

For more information, see www.ird.govt.nz/gst or phone the Inland Revenue Department on 0800 377 776.

Legal entity status

To receive funding from the FIF, applicants must be a legal entity with capacity to enter into a legally enforceable agreement with the Ministry. Legal entities include incorporated societies, charitable trusts, companies, limited partnerships and Māori trust boards. On the form, click on the box you wish to select: a cross should appear in the box.

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

Type of entity	Proof of legal status
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
Co-operative 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
Incorporated society	Certificate of Registration with the Companies Office under the Incorporated Societies Act 1908

Important: You must submit proof of legal entity status if you are invited to proceed to stage 2.

2. Contact details

Please provide primary and secondary contact details. Primary and secondary people need to ensure they are available if the Ministry needs to contact them.

SECTION B: Project details

This section provides summary information about the project name, description, location, number of years and amount of funding sought.

3.   Project overview

Project name

This should be short and succinct.

Purpose

Describe in about 100 words the problem your project aims to address, the solution you propose, and the long-term outcomes this will achieve. This should be a short, succinct overview of your project. You will be able to expand on this later in the application.

Region

Confirm the region where the project is located. If the project spans more than one region, select all that apply. A cross should appear in the boxes you select.

How many years are you seeking funding for?

The project should be for a minimum of one year or up to a maximum of five years.

Total project cost

This is the total estimated cash cost to deliver your project in full, including funding from the FIF, external funding and your organisation's contribution. The total project cost must:

- be at least NZ$200,000

- exclude GST

- be equal to the total project cost in your budget (application form – part 2).

Freshwater Improvement Fund contribution

This is the total amount of funding that you are requesting from the FIF. There is no maximum amount that you can request. However, the assessment criteria favour proposals requesting FIF contributions less than 50 per cent of the project's total cost.

The FIF contribution must:

- be at least NZ$200,000

- exclude GST

- be equal to the FIF contribution provided in your budget (application form – part 2).

- The proportion of FIF funding requested is considered when assessing the application.

Name and location

The fund will only support projects which improve the management of freshwater. State the name of the freshwater body and its location. If your project includes more than one waterbody, give details of all the waterbodies you aim to address, and their locations.

Type

On the form, select all the types of waterbody that your project will address. A cross should appear in the boxes you select.

Is the waterbody considered to be vulnerable by your community, iwi/hapū, local or central government?

If your project is in a vulnerable catchment, select 'Yes'. Otherwise select 'No'. Although the fund gives priority to projects in catchments identified as vulnerable, applications for other catchments are still eligible to apply for funding.

What information or data can you provide supporting your view that it is in a vulnerable catchment?

Investment will be targeted to projects for waterbodies in catchments that have not yet reached a tipping point (where it becomes much more costly, complex and difficult or impossible to return to good health), but appear to be heading that way.

You may provide your own information about the state of the catchment, or you may draw from other sources.

Other information to support an assessment of a catchment's vulnerability includes:

- scientific data and analysis (a summary analysis is sufficient; please do not include large amounts of raw data)
- case studies from your project location
- water quantities or flow regimes
- water quality trends
- cultural health indicators
- recreational significance (eg, fishing, kayaking or swimming)
- any other information you consider relevant.

If you are providing additional supporting information or data, we recommend:

- you use the most recent available data
- any scientific research is directly related to the issues your project addresses
- data is from reputable sources such as government agencies, councils, non-government organisations or academic or peer-reviewed journals. The table below lists some useful resources with information on freshwater.

Please provide the GPS coordinates of your waterbody

Using google maps, search for the type of waterbody your project will address. Hold the mouse on the project location, then double click. This will bring up your latitude/longitude coordinates (eg,-41.277770, 174.778907).

Resource	Website	What it provides
Regional council and territorial authority websites	Various – see list of councils and links to websites on the Department of Internal Affairs website	District and regional councils are required to monitor and assess the state of the environment. Monitoring data such as water quality, river flow and groundwater levels may be available from council websites.
Land Air Water Aotearoa (LAWA)	www.lawa.org.nz	LAWA displays water quality data collected by regional councils at over 1100 sites across New Zealand.
National Institute of Water and Atmospheric Research (NIWA)	www.niwa.co.nz	NIWA is a Crown research institute that provides public information on rivers, lakes, and groundwater conditions across New Zealand, including water quantity and quality.
MfE Data Service	www.mfe.govt.nz/more/data/mfe-data-service	Environmental datasets published by the Ministry for the Environment. It includes water quality data for rivers, lakes and groundwater.
The Environmental Research Institute (ERI)	www.waikato.ac.nz/eri/	ERI (part of the University of Waikato) researches environmental issues across a range of ecosystems, including freshwater.
LERNZ Freshwater Database – LERNZdb	http://lernzdb.its.waikato.ac.nz/	Database of water quality and biological data measured in lakes, rivers and wetlands in New Zealand. Part of the Lake Ecosystem Restoration New Zealand (LERNZ) Project.
Local iwi/hapū	Various	Iwi/hapū may have cultural monitoring data or information on local values and/or perspectives of freshwater ecosystems.
Local environmental and recreational NGOs	Various	Many NGOs involved in freshwater may provide local or regional information or data.

Which activities affect water quality or quantity?

Describe any activities that have contributed, or are contributing to, a decline in freshwater quality or quantity. Examples include legacy contamination, urban or intensive land use, industrial processes, diffuse/non-point sources of pollution (including sedimentation, animal effluent, fertiliser run-off, stormwater run-off or consented discharges) or water abstraction. You may also want to consider more long-term impacts, such as climate change.

Indicate whether the activities are ongoing. Consider the wider connection of the waterbody to the rest of the catchment. There will be little advantage in a restoration if there is a continuing upstream (or downstream) barrier to recovery.

5. Project details

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

Preference will be given to applications that collectively give the largest net benefit over time. This includes the extent to which applicants can demonstrate:

- the likelihood of success, and how the project has achieved its goals

- the degree of co-benefits from the project

- the overall potential public benefits to New Zealand in the long term

- how the effectiveness of the project will be monitored, evaluated and reported

- in the case of funding for the set-up phase of a longer-term project: how the project will become self-sustaining after funding ends

- the ability to deliver the project

- the contribution to recovery from COVID-19 through such things as, but not limited to, generating new jobs and maintaining existing workforce capacity.

What is the problem your project addresses?

The objectives must focus on practical, on-the-ground activities to improve freshwater management (**maximum 400 words**).

Consider:

- whether a demonstrated need, problem or opportunity exists

- the size or extent of the opportunity or problem

- likely consequences of not addressing the problem now

- the impact of the problem on the environment or people's lives

- why the waterbody is important to local Māori

- community and stakeholder observations, feelings, experiences and effects.

What solution or action do you propose?

Describe how your project will address the problem, and contribute to improving the management of a freshwater body (**maximum 400 words**).

Consider:

- the specific, practical action to address the problem

- the feasibility of the proposed solution

- the expected improvements to freshwater quality or quantity

- how the activities will contribute to community values and aspirations for freshwater.

How will your project develop the capability of iwi/hapū, the community, local government or industry?

Describe the specific ways your project will address this issue. Preference will be given to projects that can demonstrate that proposed improvements in capacity and capability will endure beyond the life of the project (**maximum 300 words**).

Project component	Examples
Development of capacity/capability	• Farm plans to increase farmer capability and promote sustainable and viable farming within environmental limits. • A regional engagement plan to promote co-learning among neighbouring hapū collectives with shared aspirations to increase their capability. • A water user group (formed for nutrient or water allocation management, or both) evaluates its members' current practices, understanding outcomes or impacts, and adopting improvements.

How will your project increase the use of mātauranga Māori in freshwater management?

Mātauranga Māori can be described as 'a Māori knowledge base' and includes scientific, historical, cultural and social aspects. It is a very broad term which enables groups to determine what mātauranga Māori they are developing, using and wanting to grow within their projects.

Māori perspectives, concepts, methods, cultural values and analytical tools are all important factors to support the ecological and cultural health of our waterways.

Describe the specific ways your project will address this issue.

Project component	Examples
Use of mātauranga Māori	• A Cultural Health Index to monitor the long-term cultural and biological health of the waterbody. • Project activities demonstrate kaitiakitanga and advance iwi/hapū towards their goals/objectives/aspirations for freshwater. • Greater connection between mana whenua (the right of a Māori tribe to manage a particular area of land) and awa (river, stream or other waterbody). This includes passing knowledge to younger generations through their active involvement in the project.

If applicable, how will your project establish or enhance collaborative management of freshwater?

Collaborative management can encourage communities to take part in managing freshwater, contribute to decision-making, and help meet local aspirations and objectives for freshwater. Preference will be given to projects that involve a range of groups working together on specific issues.

Describe how your project will address this issue (**maximum 300 words**).

Consider:

• Is collaborative management already in place, or will it be set up as part of the project?

- Who will be in the group, and do they represent those most likely to be affected by changes in water quality and quantity limits?

- How will you include the interests of those not represented?

- How will this arrangement enable parties to form a collective understanding of desired freshwater outcomes and how to achieve them?

- How will decisions be made and how does this fit with council planning and policy?

Project component	Examples
Collaborative management of freshwater	• A long-term catchment-specific management plan with actions agreed to by council, industry, iwi/hapū and community NGOs. • A water user group establishes compliance and auditing systems to collectively manage water allocation or nutrients, or both, to improve freshwater quality and habitat. • Project brings together different sectors of the community to develop a shared understanding of problems and collaborate on achieving outcomes. This includes site visits, workshops, seminars and restoration activities.

Does your project include an applied research component? If yes, describe how this will help understanding of the impacts of freshwater interventions and their outcomes.

Better science and information will allow communities and land and water users to identify and implement the optimal suite of mitigations over time. The fund will support projects that include a component of applied research. However, it will not support projects that are purely for research.

There is an expectation you would make publicly available any data/information developed through research which is supported through the fund.

If your project includes a component of applied research, explain how this will improve understanding of the impacts of freshwater interventions and their outcomes.

Consider:

- What is your overall research aim and how does this relate to the problem you are trying to address?

- What is your proposed high-level methodology?

- Are specialist technical resources or people required for the research and, if so, has their availability been confirmed (eg, universities or Crown research institutes)?

- Has any similar research been done before? If so, what were the outcomes?

- How does the research relate to better freshwater management or efficient setting of limits and managing within these?

- Is there an opportunity for others to take up your research?

- How will you communicate your research findings to other possible end-users?

Project component	Examples

Applied research	• Forestry sector partners with the regional council to investigate the effects of large-scale forest harvesting on sedimentation.
	
	• Pilot studies/restoration activities that make the link between intervention and outcome, for example:
	
	   – a controlled experiment with riparian native planting to find its effectiveness in decreasing nitrogen loading and improving on-land biodiversity
	
	   – a controlled experiment with various types and shapes of human-made wetlands and their impact on run-off into natural waterways
	
	   – investigation of artificial floating wetlands to absorb excess nutrients in lakes; this might include controlled experiments on different configurations or plant compositions in artificial floating wetlands and how these affect lake water quality.
	
	• Demonstration sites/innovative solutions, for example:
	
	   – regional councils, farmers, industry and research institutes partnering to assess the potential for using constructed wetlands to improve water quality in the catchment
	
	   – controlled experiments on innovative management solutions for reducing E. *coli* in waterbodies.

How will you ensure the outcomes continue beyond the funding period?

Explain how you intend to ensure any benefits are not lost once the project is complete. This may include ongoing monitoring of the waterbody, managing discharges and land use within catchment nutrient load limits, applying a long-term management plan, or changes to the regional plan to limit activities that may affect the water quality.

Although funding is only available for up to five years, the Ministry recognises that larger projects may have longer timeframes. If the project is part of longer-term activities to manage the freshwater body, describe how your proposal will support or integrate into the larger work programme, and how the funding to continue will be provided.

How many jobs will your project create directly? How does it contribute to recovery from COVID-19?

The government has made Freshwater Improvement Funding available through Jobs for Nature as part of its response to COVID-19. The Government has a particular focus on employment and job creation, alongside its focus on improving environmental outcomes and sustainable higher value production in the land-based sectors.

Jobs for Nature has three core objectives:

• creating jobs at pace with regional spread

• creating lasting benefits for freshwater ecosystems and water quality, biodiversity, climate change and cultural values

• supporting sustainable land use and the implementation of new regulatory requirements, including for freshwater, biodiversity and climate change.

Explain how your project will help to contribute to recovery from COVID-19, including the expected number of new jobs. Consider things such as, but not limited to, generating new

employment and maintaining existing workforce capacity. You can outline the local employment and economic context. Consider whether your project will:

- employ people in sectors immediately affected by Covid-19

- provide opportunities for skills development

- create contracting opportunities for local organisations facing a longer-term downturn.

Preference will be given to projects that deliver the most favourable level of job creation for each dollar of Crown money invested. Ideally, projects should produce one full-time-equivalent (FTE) per $100,000 investment, and summed by year. For example, a riparian planting crew of two people working six months per year for five years equates to 5 FTE (0.5 FTE * 2 people * 5 years). Stats NZ defines full-time employment as 30 hours or more per week.

6. Implementing the National Policy Statement for Freshwater Management (council applicants only)

If you are applying on behalf of a territorial authority or regional council, please explain how your project:

- relates to the territorial authority or council's implementation of the National Policy Statement for Freshwater (NPS-FM), and

- **supports the transition to managing water quality and quantity within limits.**

The assessment panel will use this information to understand how the project fits with the council's plans for setting limits on water quality or quantity.
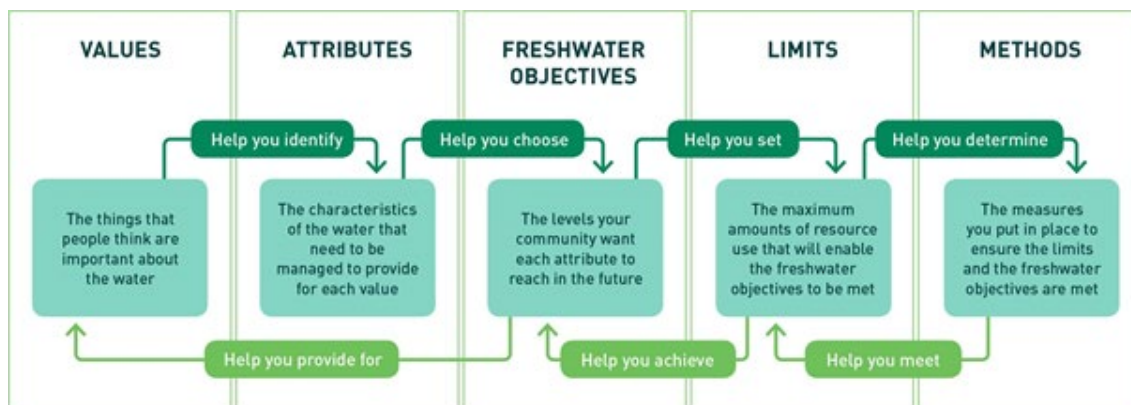
The new NPS-FM 2020 is due to come into force in early August. Until then the NPS-FM 2014 (amended 2017) remains in force.

The NPS-FM recognises the concept of Te Mana o te Wai (the integrated and holistic well-being of water). The NPS-FM directs regional councils to set objectives for every freshwater management unit in their regions. They must consider the matters set out in the NPS-FM, including the current state of the water and any implications for communities from meeting the limits to achieve the objectives.

Under the new 2020 statement, councils must notify planning instruments that set these objectives by the end of 2024. However, they have discretion over the timeframes for achieving the objectives.

A **freshwater management unit** is a waterbody, multiple waterbodies or any part of a waterbody determined by the regional council as the appropriate spatial scale for setting objectives and limits, and for accounting and management.

Figure 1: NPS-FM limit-setting process

VALUES	ATTRIBUTES	FRESHWATER OBJECTIVES	LIMITS	METHODS
Help you identify →	*Help you choose* →	*Help you set* →	*Help you determine* →	
The things that people think are important about the water	The characteristics of the water that need to be managed to provide for each value	The levels your community want each attribute to reach in the future	The maximum amounts of resource use that will enable the freshwater objectives to be met	The measures you put in place to ensure the limits and the freshwater objectives are met
← *Help you provide for*		← *Help you achieve*		← *Help you meet*

---

7.   What environmental, social, cultural and economic benefits will your project create?

A good way to identify additional benefits is to look at the ecosystem services your project generates.

Ecosystem services are processes of natural systems that directly or indirectly benefit humans or enhance social welfare. For example:

- food
- freshwater for drinking, irrigation, cooling
- habitats for species
- aesthetic appreciation
- spiritual experience, sense of place.

Consider:

- an estimated timeframe of when changes may occur (eg, short, medium or long term)
- the indicators (qualitative or quantitative) you will use to measure change
- any assumptions underlying the nature and estimated magnitude of the changes.

Project component	Examples
Values and benefits (using ecosystem services)	• **Wastewater treatment** – A constructed wetland will reduce sediment loads to a lake. Filtering of nutrients from surrounding farmland is more efficient, improving the lake's water quality. There is insufficient information to understand the timeframe for this; however, the council water quality monitoring programme will enable us to monitor ongoing nutrient levels of the lake. • **Food** – Enhancing habitat for tuna (eels) will improve mahinga kai (food-gathering places) (eg, creating fish passages and eel transfers). Species monitoring will measure changes in tuna populations and annual surveys will monitor use of the river as a food source. • **Regulation of water flows** – A water management system will provide for adaptive management of a waterbody in very dry or very wet times, and will enable community agreed values and those of the river to be closer to optimal. This will be done through storage infrastructure to manage flows in real time. • **Recreation and tourism** – Land retirement will reduce pastoral land use, lowering the *E.coli* load to a river. In the medium term, this is expected to

Project component	Examples
	improve water quality, encouraging more recreational use such as swimming and kayaking.
	• **Habitats for species –** A riparian buffer will enhance catchment biodiversity in the long term by improving river network connectivity for biota (living organisms) to upstream habitats. Annual monitoring of key species will measure improvements to habitat.
	• **Spiritual experience –** Clearing non-native plant species will immediately improve access to a river, including sites of spiritual significance to hapū and marae.
	• **Other** – Making a direct contribution to local economy and community development by providing three full-time jobs. Employment will continue through a long-term freshwater management action plan.

8. Project objectives

We strongly recommend that you read 'Appendix 1: Project objectives' before completing this part of the application form.

You must give a minimum of three and a maximum of six objectives for your project. These should clearly describe the tangible results you aim to achieve within the FIF funding period.

All objectives must be SMART (Specific, Measurable, Achievable, and Realistic within the Timeframe) for the FIF funding you are applying for.

For each objective, have at least two to six relevant key outputs. A key output is a measurable value that shows how effectively your project is achieving its objectives (eg, Number of kilometres of fencing erected, number of plants planted).

9. Risk management

Identify major risks and proposed mitigation that will ensure the project meets the time, cost, and quality requirements as outlined in the proposal.

A risk is something that could affect the completion and success of your project. It is good practice to identify all the concerns at an early stage. You may identify issues that can be resolved before the project starts.

Project risks should be reviewed throughout the lifetime of a project, as new risks may appear along the way. You should maintain and regularly update a risk register. This should include any new risks, and the mitigations to deal with them.

SECTION C: Resource and capability

This section outlines the partnership and collaboration, personnel, governance, health and safety, environmental compliance, and other publicly funded projects you may have completed.

10. Partnership and collaboration

You must be able to show that the project will involve the necessary partner organisations to ensure its success. Give details of organisations you will be partnering or engaging with.

Collaboration and partnerships may add expertise, additional resources or other attributes that strengthen your application. 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 about a project, and must contribute to the project in terms of expertise, equipment, time and resource. They may also provide funding. There may be a formal agreement (eg, contract) between the parties, who work together for a common goal, and share the risks and benefits.

Stakeholders have 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. The assessment panel will view favourably applications from groups that can show strong involvement from partner organisations or the wider community.

11. Project team

You must be able to show that the project will engage personnel with the required technical, project management and financial management skills to successfully deliver the project.

Please give details of your team, including a description of their roles and confirmation of their availability. Indicate as many team members as are known at this stage.

As a minimum you must give details of your project manager. Their role is to manage major project tasks, and they are likely to be the person who liaises with the Ministry throughout the project. If you have already appointed a project manager, please include their CV. If you are yet to appoint someone, outline your requirements for the role (eg, a job description or job advertisement).

We do not require CVs or job descriptions for other team members.

12. Governance and management structure

Describe the governance structures that will ensure monitoring and management of performance, and effective decision-making. Give details about the governance group and their skills.

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

A governance group should be separate from the project manager (who reports to it), and should include key stakeholders where relevant. It should:

- be the body that 'owns' the project and is responsible for ensuring it has the resources and direction to be successful

- assess key opportunities and risks, and confirm ways to realise or mitigate these

- review project performance

- give overall guidance.

A governance group can be an existing structure such as a board or a committee, or a subcommittee with appropriate membership changes (additions and removals) for governing the project.

Give details of project governance (maximum 300 words), and of how you intend to manage project funds (maximum 250 words). You might include the accounting system you will use, and how you will account for and demonstrate payments by external co-funders; for example, by opening a separate FIF project bank account for all contributions and payments.

13. Health and safety

Your organisation must have the necessary health and safety policies, resources and expertise to safely undertake and complete your project.

As a responsible funder, the Ministry requires that you comply at all times with the requirements of the Health and Safety at Work Act 2015 (HSWA). The HSWA is New Zealand's workplace health and safety law. It sets out the principles, duties and rights in relation to workplace health and safety.

The regulations, supported with information and guidance from WorkSafe New Zealand, are intended to help businesses (particularly small businesses) understand what they need to do to comply with the general duties of the HSWA.

For more information, see www.business.govt.nz/worksafe/hswa

If invited to proceed to stage 2, you must give the Ministry a copy of your organisation's health and safety policy, and its health and safety management plan for the project. If you do not have a policy, you can create one at the beginning of your project.

If you receive funding, you must provide details of any health and safety activities, and of any accidents and occurrences of serious harm or near-misses in your interim milestone reports to the Ministry. At all times during the project, you will need to keep the Ministry informed of health and safety information, including, but not limited to:

- reports of any safety incidents, details of injured personnel, damaged property, unsafe or hazardous acts or conditions (as soon as practicable)

- details of injuries, non-compliance or any new hazards or significant changes to your safety management plan

- evidence, if requested, that you are holding regular health and safety meetings and that you have completed scheduled audits.

Does your organisation have a health and safety policy?	Describe what health and safety policies your organisation has, and your process for updating and communicating these to employees, contractors, subcontractors and volunteers.
Has your organisation been issued with any notices under any health and safety legislation?	Disclose if your organisation has received any of the following: • a written warning from a health and safety inspector • an improvement notice • a prohibition notice • an infringement notice • a conviction for an offence under health and safety legislation • a hazard notice • a compliance order.
Is there currently a health and safety plan for the project?	Confirm whether you have a health and safety plan, and what it covers (eg, hazard register, site emergency plan, fire plan). You will be asked to provide a copy of the plan if you are invited to proceed to stage 2 of the funding process.
Who will be responsible for health and safety for the project?	Identify who is responsible for health and safety, their title, and skills and experience in this area.

14. Environmental compliance

You must give details of any permissions or consents that are required to complete your project. This may include resource consents, planning consents or landowner permissions. You should also indicate whether you have already applied for these, and if so when you expect a decision (if known).

You must also give details of any prosecutions under the Resource Management Act (1991) during the past five years.

SECTION D: Additional information

This section gives you an opportunity to identify any conflicts of interest, or provide any further information in support of your application.

15. Conflicts of interest

Put simply, a conflict of interest can arise where two different interests overlap. In the context of a Crown-funded project, this can be where a project manager or governance body member has an interest which conflicts (or might conflict, or might be perceived to conflict) with the purposes for which the Crown funding has been granted. Perception of a conflict of interest is as important as an actual conflict.

The key question is: **does the interest create an incentive for the person to act in a way which may:**

- **not be in the best interests of the project, or**

- **result in actual or perceived uses of Crown funds for purposes other than those for which the funding was intended.**

If the answer is 'yes', a conflict of interest exists. **The existence of the incentive is sufficient to create a conflict of interest.** Whether or not the appointee would actually act on the incentive is irrelevant.

Types of conflict of interest

A conflict of interest may take a number of forms. It may be financial or non-financial. It may be direct or indirect. It may be professional or family related. It may arise from:

- directorships or other employment

- interests in business enterprises or professional practices

- shared ownership

- beneficial interests in trusts

- existing professional or personal associations with the project governance body

- professional associations or relationships with other organisations

- personal associations with other groups or organisations

- family or iwi relationships.

A conflict of interest may be more perceived than actual. **Perception is a very important factor in the public sector**. The processes of government, including the use of government funding provided to third parties, must be fair and ethical, and must be very clearly seen to be so.

In identifying any potential conflict of interest, those involved should focus on interests that are specific to the project manager or project governance body member, rather than generic. Generic interests are those held in common with the general public or a significant sector of the general public (eg, where the project relates to an agency in the transport sector and the project member owns a car; or the project relates to an agency in the education sector and the project member has school-age children). Interests that are solely generic are not relevant and should be disregarded.

If you think a potential conflict of interest might exist (or might be perceived to exist), please err on the side of caution and include it in your application.

16. 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. Supporting information must be directly related to the project proposal, the issue you are trying to address or the proposed solution.

You may include up to 400 words in the application form.

Alternatively, you may provide one additional document only that includes:

- maps
- information to demonstrate the feasibility of proposed activities (eg, a feasibility study or examples of comparable projects elsewhere in New Zealand)
- a restoration or management plan for the project site.

If you provide one additional document, summarise it in this section and label the document clearly.

> Document size
>
> Your entire application, including parts 1 and 2 of the application form, and any supporting documents, must not be more than 15MB in size.

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 from the primary contact person for the application.

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

> Important: By electronically signing the declaration in the application you are agreeing to the contents of the declaration.

Completing the application form (part 2)

The estimated project budget must be provided on the 'Application form (part 2)' Excel template provided. This section helps you to complete the budget spreadsheet.

IMPORTANT

Before you begin to fill out the budget spreadsheet, we recommend you do most of your preparation and budget planning separately. This will enable you to work out how much the project is going to cost, based on the key tasks/activities for successful completion.

Funding must only be used for proper purposes, within the scope of the project as identified in this budget.

The assessment panel takes into account the level of funding from other sources.

Preference will be given to projects requesting FIF contributions that are less than 50 per cent of the project's total costs, that have shared funding, and that can demonstrate they have obtained the balance of the required funding (ie, a cash contribution from the applicant's organisation, and contributions from other external funding sources including in-kind contributions).

- All figures in the budget **must** add up and be consistent with the figures in the application form.

- All figures must be **GST** exclusive.

- In-kind contributions are eligible for inclusion in the budget.

- The spreadsheet will automatically calculate sub-totals for your project income and expenditure. It will also automatically calculate the 'budget summary'. Do not try to complete these sections of the spreadsheet.

A.   Project income

This section of the budget spreadsheet gives the estimated total income for the project. You must state the total amount you are requesting from the fund and all external funding sources, including the cash contribution from your organisation.

Freshwater Improvement Fund contribution

Specify the amount you are seeking from the fund for each year of the project. This must equal the amount stated in question 3 in the application form (part 1).

The minimum FIF funding available is $200,000 (excluding GST) over the lifetime of the project.

Other cash income

i. Cash funding from your own organisation

Confirm the cash amount your organisation will contribute towards each year of the project.

ii. External funding sources

Provide details about the other external funding you require for each year of the project. These figures MUST NOT include the amount you are requesting from the fund or the amount your organisation will be contributing to the project, or any in-kind contributions.

For each source, identify the organisation, amount and status of the funding offer.

You can include contributions from other central government sources as part of the external funding sources. This includes funds received directly or indirectly through grants, investment programmes or other government assistance.

If any funding is not yet confirmed, please summarise how much is 'pending' and when you expect to secure this. If funding for multi-year projects is not confirmed, you must outline a plausible pathway to confirming the additional income.

Note that if you are invited to proceed to stage 2 of the funding process, you must provide evidence that you have secured co-funding.

In-kind contributions

Provide details about the in-kind contributions you require for each year of the project. These figures may include the amount your organisation will be contributing to the project, or any in-kind contributions from external sources.

For each source, identify the organisation, amount and status of the funding offer.

If any in-kind contributions for your project are not yet confirmed, please summarise how much is 'pending' and when you expect to secure this. Where funding for multi-year projects is not confirmed, you must describe a plausible pathway to confirming the additional income.

Note that if you are invited to proceed to stage 2 of the funding process, you must provide evidence that you have secured in-kind contributions.

> Important: You must provide a letter from each of the organisations listed in the 'external funding sources' section who have confirmed co-funding for the project.

B. Project expenditure

Budget

Provide a breakdown of all the estimated, project-related costs (expenditure) for each year of the project, exclusive of GST.

In stage 2 you will be required to break down the costs in more detail.

C. Budget summary

This section is automatically populated using the information from the Project Income (A) and Project Expenditure (B) sections.

The budget summary includes a 'balance of funds' – this should be zero (ie, total income is equal to the total expenditure).

If the total balance of funds is showing as a negative amount in red, then the total estimated cost of the project in (B) exceeds the proposed project income in (A). If necessary, describe why your estimated income is less than the estimated expenditure in the Project Income (A) section of the spreadsheet. This may be the case if you require external funding for multi-year projects.

What costs does FIF funding cover?

The Freshwater Improvement Fund will pay for reasonable costs for:

- personnel

- administration

- consultants and contractors

- venue and equipment

- travel and accommodation (but only domestic) in line with the expense policy in the deed

- promotion and dissemination of information

- financial, legal and IT services

- health and safety equipment and training

- purchase of capital assets and other capital costs

- other miscellaneous costs.

Use the table to help you estimate your costs.

Cost category	Includes...	Example
Personnel	• Wages/salaries of all the people directly involved in the project • Staff recruitment and training	You 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	Administration expenses directly related to the project **Notes:** • Use the cheapest option for making phone calls • Personal calls are not covered • Phone calls charged to hotel bills are often extremely expensive: avoid where possible	Cost of stationery, insurance, postage, phone calls and couriers.
Consultants and contractors	Third parties you have sub-contracted (eg, environmental consultancies, Crown research institutes)	A consultant may quote $129 per hour (exclusive of GST) for working 10 hours per week for 10 weeks. The

Cost category	Includes...	Example
	Note: sub-contractors may need to be approved by the Ministry before being engaged	estimated cost would be $12,900.
Venue and equipment	• Venue hire • Rent • Rental and leasing of equipment for the project	You may need to hire or lease a vehicle or trailer, or pay rent on an office space.
Travel and accommodation	• Mileage (claimed at the standard mileage rate for motor vehicles stated on the 'Mileage rate for self-employed people and reimbursing employees' page on the Inland Revenue website, currently 72 cents/km for a private vehicle) • Taxis/parking (may be claimed on receipt) • Domestic air travel • Hotel accommodation (up to $160 per night for accommodation in New Zealand, exclusive of GST) • Meals (actual and reasonable expenses on receipt, for meals and other incidental expenses while on out-of-town business) **Notes:** • The Ministry encourages the purchase of the cheapest fares unless there are valid reasons not to • International air travel is not covered by funding • Where available, use alternatives to travel (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 • Alcohol purchases are a personal expense and cannot be charged back to the Ministry as part of travel expenses • Where mileage is via a private vehicle, the traveller is responsible for insurance. The Ministry will not be liable for any costs incurred in an accident in these circumstances	• Four flights from Wellington to Auckland at $500 return (exclusive of GST). The estimated cost would be $2000. • A return road trip from Auckland to Hamilton, at a total distance of 252km with mileage at 72 cents per kilometre. The estimated cost would be $181.44.
Promotion and dissemination of information	Expenses for promoting the project (eg, brochures, advertising costs, hui, workshops)	You may need to publish a brochure. To estimate the cost, you need to research the costs of designing, printing and distributing.
Financial, legal and IT expenses	• Financial or legal expenses • Accounting services • IT support	You may need to engage a lawyer or an accountant.
Health and safety equipment and training	• Personal protective equipment • Health and safety training • First aid kits	An effective health and safety plan may require additional equipment and training.
Purchase of capital assets and other capital costs	Essential capital expenditure, including the cost of bringing the new asset to working order, or any associated labour and lease expenses	The purchase and installation of infrastructure. Includes the costs of bringing the asset to working order.

Cost category	Includes...	Example
Other miscellaneous costs	Anything else not covered above (eg, plants, fencing, field equipment). This must be solely related to the project	

What the FIF fund does not cover

The following categories of expenditure are not eligible for funding from the Freshwater Improvement Fund:

Category	Not covered
Research	• Projects that are purely for research • Academic costs or research to support a qualification • Duplication of demonstration projects
Other funding sources, including government agencies	• Projects that would be more appropriately funded by other sources • Projects that are clearly the responsibility of other funding sources (eg, government agencies). This includes outputs specifically to develop central government policy • Statutory duties of local government (activities that councils are required to undertake by law, for example, local government planning, resource consent approval, or monitoring functions)
Retrospective costs	• Retrospective or backdated costs (incurred before both parties sign a deed of funding)
Projects for financial profit	• Venture capital or commercial development such as setting up (new) or developing (existing) business activities, marketing a new idea, or making a financial profit

Business as usual operating costs	• Costs relating to an organisation's normal activities. This includes but is not limited to:
	  – buying materials and equipment that are a normal part of managing property and day-to-day business
	  – the maintenance and running costs of vehicles (including warrant of fitness and registration)
	  – the purchase and/or maintenance of buildings

Other	• Attendance at conferences • Patents or copyright (products or outputs that will not be freely available for public use, nor for non-profit purposes) • Compliance with planning regulations and other legal compliance costs • 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

When your application is complete

Deadlines

- For round 2, completed application forms (including all supporting information) must be received by the Ministry for the Environment by midday 21 September 2020.

- For round 3, completed application forms (including all supporting information) must be received by the Ministry for the Environment by midday 10 February 2021.

Check your application for completeness before sending it by email to the Ministry.

Completeness

Ensure your application is complete. The checklist at the end of the application form (part 1) helps you confirm that you have included all the required information.

You **must ensure:**

- you have completed all sections of the application form (parts 1 and 2)

- you have electronically signed and dated the declaration

- all dollar figures add up and are consistent throughout the application

- answers remain under any word limits

- you have attached the required supporting information.

If your application is incomplete, or you have altered or edited the form templates in any way, your application will not be considered for funding.

Important: Only attach documentation the Ministry has specifically requested. You may provide the following documents in support of your application:

- one additional supporting document – this must be directly related to the project proposal, the issue you are trying to address, or the proposed solution

- a copy of the project manager's CV

- letters from organisations confirming co-funding for the project.

Do not include any other documents, emails or other correspondence to support your application as they WILL NOT be forwarded to the assessment panel.

Submitting the application

Email your completed application form and supporting documentation (as required) to fifapplication@mfe.govt.nz (with 'FIF application' and your organisation name in the subject line).

We will only accept one email per application – documents sent as multiple emails will not be accepted.

We will not consider an application if it is received after the closing date or closing time.

After you have emailed your application, you should receive confirmation that it has been received. If you have not received a reply within one working day please call to let us know. Emails can be blocked without notification (though rarely) to either party and we do not want to miss your application.

> Important: You must submit your application by email to fifapplication@mfe.govt.nz. The email subject line must contain the word 'application' and your organisation's name (for example, 'Freshwater Improvement Fund Application – 123 Company). We do not accept physically posted applications.

Appendix 1: Project objectives

Here are some tips on how to set objectives and key outputs for your project.

Tip	Guidance

SMART objectives	• You must provide between three and six concrete statements which describe the tangible results your project is trying to achieve. Objectives must be achievable within the timeframe of the FIF funding.
	
	• Set out objectives for each key issue your project addresses, rather than a single overall objective.
	
	• If the same or similar activities occur under more than one objective, consider combining them as one.
	
	• Make your objectives SMART:
	
	  – **Specific** – Objectives should be clear, well defined and unambiguous. Each objective should focus on one key outcome
	
	  – **Measurable** – Each objective should be measurable so you can show it has been achieved. Otherwise, it is not possible to know whether you are on track and have achieved the objective at project completion
	
	  – **Achievable** – Objectives should be realistic. Agreement and commitment from relevant stakeholders is a must to ensure objectives can be reached
	
	  – **Realistic –** You should be able to reach the objectives with the resources you have. Resources include access to individuals with relevant skills and knowledge, as well as the necessary tools
	
	  – **Timely** – Objectives should be achieved within a certain timeframe. This ensures commitment to a deadline, so you know where you want to get to and by when.
	
	• Objectives should not be confused with outcomes. These are the specific changes that result from your project, often beyond the life of the funded period (eg, long-term improvements in water quality or quantity).
	
	Example:
	
	• **Objective:** By 2018, build a wetland to manage stormwater run-off into the Southern River.
	
	• **Outcome:** Water quality downstream will improve, as the wetland will trap suspended solids and reduce the flow of sedimentation, nutrients and contamination directly into the waterbody. The wetland will also be an important habitat for wildlife, and a place for community recreation.

Key outputs	• Key outputs are measurable values that show how effectively your project is achieving its objectives. They will form the basis for monitoring and evaluation, and must be based on tangible evidence rather than randomly picking a number.
	
	• Individual project tasks/activities are not key outputs; they can be measured, but are not key measures. Similarly, additional benefits, value-added elements or the measures themselves are not key outputs.
	
	• As a general rule, aim for two to six key outputs for each objective:
	
	  – **must-have key outputs** relate directly to project objectives, to measure success
	
	  – **optional key outputs** can be other social, economic, environmental or value-adding benefits and milestone deliverables like a bundle of project activities or tasks.
	
	Examples:

Tip	Guidance
	• At least 80 per cent of farmers in the catchment have developed and implemented farm plans. • Kilometres of stream fenced and percentage of total streams fenced. • Number of visitors using the waterbody for recreation is increased by 25 per cent. • Proportion of swimming sites where 95-100 per cent of samples are at or above thresholds set in the NPS-FM.

Appendix 2: Online resources

The following resources can help you plan your project, and provide further support.

Resource	Website address	What it provides
Ministry for the Environment	www.mfe.govt.nz/more/funding/sources-funding	List of funding sources from the Ministry and other government agencies
Ministry for Primary Industries (MPI)	www.mpi.govt.nz/funding-and-programmes/	List of funding programmes available from MPI
Department of Conservation (DOC)	www.doc.govt.nz/get-involved/funding/	List of funding programmes available from DOC
Provincial Development Unit (PDU)	https://www.mbie.govt.nz/business-and-employment/economic-development/regional-economic-development/provincial-development-unit/	Information on the Provincial Growth Fund
Community Net Aotearoa	www.community.net.nz	Resources for setting up and running community organisations and projects, including a 'How to Funding Guide'
Funding Opportunities for Communities	http://generosity.org.nz/giv-us	Funding information for voluntary organisations, iwi and community groups
Wai Māori	https://waimaori.maori.nz/	Helps to advance Māori interests in freshwater fisheries
Fundraising Institute of New Zealand	http://www.finz.org.nz/	Dedicated to promoting philanthropy and excellence in ethical fundraising
Health and Safety at Work Act 2015	www.worksafe.govt.nz/worksafe/hswa	Information on the Health and Safety at Work Act 2015