

Horowhenua Waste Minimisation Grant

Criteria 2021/2022

Purpose

A sum of \$10,000 has been set aside in 2021/2022 financial year to aid start-up costs of an initiative that diverts waste from landfill by reducing or reusing waste streams. This should contribute to the Vision, Goals, and Objectives for Waste Minimisation in the Horowhenua District, which are:

1. *To avoid creating waste.*
2. *To make it easy and safe to recycle.*
3. *To ensure households and businesses have access to appropriate disposal of residual waste.*
4. *To create opportunities for Horowhenua District - community partnerships, jobs, new products, more efficient businesses.*
5. *To reduce illegal dumping.*
6. *To improve community understanding of issues and opportunities for waste minimisation and management in the Horowhenua District.*

Initiatives that target the top of the waste hierarchy (i.e. Reduction or Reuse of resources) will be prioritised, however safe disposal and treatment methods will also be considered.

The Horowhenua Waste Minimisation Grant will be available in the 2021/2022 financial year. Another round will open in the following financial year. Activities with co-funding will be preferred.

Criteria

Applications must clearly demonstrate a link to at least one or more of the following criteria:

1. Reduction of waste at the initial source of a waste stream.
2. Recapture and reuse of products/waste streams.
3. Improve recycling, through reprocessing waste materials to produce new products, or increasing ease of recycling for residents and/or businesses.
4. Recapture and redistribution of food waste.
5. Composting of organic waste and green waste.
6. Implementation of a product stewardship programme with government accreditation for a priority product.

Ineligible Organisations

- Groups funded substantially from Central Government or who have other independent means of regular income
- Organisations needing considerable capital funding
- Organisations with unfinished projects from a previous funding round or outstanding accountability reports
- Applicants submitting an incomplete application

Applicant Instructions

Application must include:

- Written quotes for each expense item in your project budget that have a cost of over \$250. Local suppliers should be used where possible. Where a preferred quote is not the least expensive quote provided, this should be indicated by the applicant
- A copy of your organisations latest financial statements (accounts) that includes disclosure of financial assistance received from other sources. Funds tagged for specific purposes must be clearly identified.
- A bank deposit slip (or certified copy of a bank statement) for an account in the name of the applicant organisation (or parent body)
- Completed application form
- Relevant supporting documentation; cover letters, support letters etc.

Where there is missing information or documentation the applicant should explain why. Incomplete applications may result in a request for financial assistance being declined.

While the grant remains open for applications, Horowhenua District Council (HDC) Officers may attempt to give applicants an opportunity to rectify missing elements but no guarantee is given in this regard and no request for extra information infers eligibility for a grant.

Terms and Conditions

A grant recipient must:

- a. Uplift the funds by way of letter of intent within the specified timeframes outlined in the letter of success.
- b. Spend the grant within nine (9) months of a grant request being approved, within the approved time frame specified in the Accountability Reporting and Payments schedule.
- c. Spend the grant only for the purpose(s) approved by, and subject to any conditions imposed by, the Horowhenua District Council Community Recognition and Funding Committee.
- d. Where possible, recognition of HDC's grant is included in advertising or promotion of the project / event / activity etc.
- e. Return to the HDC any portion of the grant that is not spent on the approved purpose(s). If the grant payment includes GST, the grant recipient must also return the GST component of the grant.
- f. Complete an outcomes based accountability report including receipts when the grant has been fully spent, or within nine (9) months after the grant has been approved, or upon request by HDC (whichever comes first). Payment of any subsequent grants may not be made until all milestone accountability reporting requirements are met in full.
- g. Make any files or records relating to the activity or project available for inspection within 10 working days if requested by HDC.
- h. Keep financial records that demonstrate how the grant was spent for five (5) years after the end of the agreement term.
- i. Acknowledge the receipt of HDC grant as a separate entry in its financial statements, or in a note to its financial statements.
- j. Acknowledge that the HDC reserves the right to request that an applicant's financial accounts are reviewed or audited as a condition of any grant awarded.
- k. Inform HDC of any changes that affect the organisation's ability to deliver the activity(ies) or project(s) (e.g. changes to financial situation; significant events, or failure to meet child protection standards), before the grant has been fully used.
- l. Agree to notify HDC if any of the grant money is stolen or misappropriated and to consider if Police charges need to be laid.
- m. Agree that the HDC have authority to publish that the grant has been made to the grant recipient for the approved purpose.
- n. If necessary, request a variation to the purpose, term, or conditions of this agreement to HDC in writing. This needs to be requested before any expenditure, failure to do so will be treated as non-compliance with grant terms and conditions.
- o. Not spend allocated funds on any item that falls within the exclusions outlined by HDC.
- p. Acknowledge that failure to provide adequate and timely reporting on funding may preclude further applications to grants administered by HDC.

Failure to comply with any of the terms and conditions within this agreement, or the provision of false information in the request may result, without limitation, in Horowhenua District Council terminating this agreement and:

- Requiring repayment of all or part of the grant.
- Withholding payment of this and other HDC administered grants until issues are resolved.
- Imposing additional terms and conditions before any HDC funding is approved.
- Recommending to the Community Recognition & Funding committee, to decline future funding.

For the purpose of gaining or providing information relevant to the funding of the organisation, the HDC may disclose to, or obtain information from, any other government department or agency, private person or organisation.

The HDC is subject to the Official Information Act 1982 and may be required to release information unless there is good reason under the Act to withhold the information.