

# ***THE KAIKOURA BIODIVERSITY CONTESTABLE FUND APPLICATION FORM***

**APPLICATIONS CLOSE AT 4PM ON 30<sup>th</sup> MARCH ANNUALLY.  
DECISIONS WILL BE RELEASED BY END OF APRIL THE SAME YEAR.**

**Applications can be posted or delivered to:**

The Kaikoura Biodiversity Fund  
Kaikoura District Council  
PO Box 6 (or 34 Esplanade)  
KAIKOURA

If you have any questions about the fund, see Kd Scattergood at the Council,  
Ph. (03) 319 5026; or email [kdc@kaikoura.govt.nz](mailto:kdc@kaikoura.govt.nz)

***Please read 'Notes for Applicants' and 'Assessment Criteria' before completing this form. Please use additional sheets of paper if needed. Funding applications may not be accepted and sent back to the applicant if there is insufficient information.***



**KAIKOURA  
DISTRICT COUNCIL**



## Assessment Criteria

In order to assist you in making a successful application, please consider the points set out below – this is what the panel are looking for in each application. Some definitions have been provided also.

- The degree to which the work improves, benefits, enhances, restores or reinstates indigenous natural resources – in particular, land, vegetation, wetlands or wildlife habitat.
  - The indigenous natural values of the area to which the work relates, including:
    - ❖ Representativeness,
    - ❖ Distinctiveness,
    - ❖ Rarity
    - ❖ Long term sustainability.
  - The long term benefits of the work funded, including how it will be maintained and protected in the future.
  - The degree of current risk to the natural values being restored, enhanced, protected or maintained.
  - The efficiency, economics and feasibility of the project.
  - Particularly if part of a long term project, evidence of the applicant's commitment to it is required. The level of commitment required for successful funding, is at the discretion of the panel at the time. Projects covered by the likes of a covenant, are favoured.
  - The likely ecological outcomes.
  - The degree of ongoing protection for the work funded – for example, if new planting, that it is protected from stock.
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- ❖ **Indigenous** – a plant or animal species which occurs naturally in New Zealand.
  - ❖ **Representativeness** – the extent to which an area represents a habitat type of ecosystem that is typical of the area concerned.
  - ❖ **Distinctiveness/Rarity** – Based on rare or distinctive species or groups of species within an area.
  - ❖ **Long term Sustainability** – Regardless of significance, an unsustainable site is a lost cause. Sustainability must take into account what is happening at the site at present as well as what might potentially happen as a result of remedial work or enhanced management in the future.
  - ❖ **Ecological outcomes** – projects must provide a benefit to indigenous biodiversity and play an important role in the long term health of the wider ecosystem.

Examples of projects likely to meet funding criteria – riparian fencing and planting, fencing of native bush, fencing and planting of wetlands, pest and weed control.

Examples of projects not likely to meet funding criteria – landscaping that is not part of a larger biodiversity project, projects that generate profit or for commercial gain, projects which are required by or are the responsibility of a government agency.

### **Notes for Applicants**

1. The purpose of the fund is to encourage and assist with voluntary work that benefits the natural environment generally on private land.
2. The focus is on work that improves, benefits, enhances, restores or reinstates indigenous natural resources – in particular, land, vegetation, wetlands or bird habitat. Long term protection of sites is encouraged.
3. The fund is open only to residents and ratepayers of the Kaikoura District – individuals or groups – for work relating generally to private land.
4. It is a contestable fund, in which there is \$15,000.00 available a year.
5. A maximum amount allowable per project has been set at \$3000 (inc GST unless you are GST registered) to allow a range of projects to be funded each year. This may or may not be the full cost of the project – this decision is at the discretion of the panel.
6. The funding panel is a mix of independent community representatives and elected Council representatives. They represent on this panel voluntarily, with an interest in the community's biodiversity.
7. The fund cannot support:
  - a. Work that there is a legal obligation to do;
  - b. Research projects or projects that are a government or other public body responsibility (eg. Producer Boards);
  - c. Work that has already been completed. It is intended to assist with the cost of future work;
  - d. The entire cost of a project – this is at the discretion of the panel. Applicants are encouraged to contribute alongside funding opportunities.
  - e. Projects developed primarily for - beautification, financial gain, generating personal or commercial profit or which compensates individuals.
8. The application must be a signed original of this application form. The form can be collected from the Council offices or downloaded off the Council website ([www.kaikoura.govt.nz](http://www.kaikoura.govt.nz)). Applications may be handwritten, typed or emailed to .
9. We ask applicants to attach any supporting documents, such as plans, quotes where applicable, diagrams, maps, and photos. Please limit this to 15 pages.
10. The decision makers assessing the applications may request to see the sites. No Council employees will accompany them onto private property without the prior approval of the landowner.
11. The Council undertakes to maintain the confidentiality of any information supplied by an applicant. This refers to private property details or any personal information that an applicant does not want publicly released. Any information made public through a media release or any other means will only be done with the permission of an applicant. The information obtained from an applicant will otherwise only be used by the Council for no other purpose than for assessing the application.
12. By lodging the application, the applicant agrees that if funds are given to the applicant, the amount received and the applicant's name and photo may be publicised, and used for publicity purposes.

13. The Panel will have considered all applications by the end of April and decisions will be released thereafter.
14. Successful funds may be granted with some conditions. This at the discretion of the funding panel. Their decision is final.
15. The money granted is to be spent by the successful applicant within 12 months of receiving the grant. The recipient will be required to complete a signed "accountability form" when the funds have been spent, confirming that they have been spent in the manner set out in the application. Receipts will be requested so please ensure you keep an accurate record of all monies spent.
16. Council reserves the right to monitor project sites annually.
17. Project audits may be carried out once the project is completed.
18. Please note some types of work may require a resource consent from Regional or District Council – please ensure any requirements have been considered and actioned where necessary before commencing with any project works.

**PART A – Detail of applicant**

<b>Name of applicant:</b>				
<b>Name/status of contact person for this application:</b>				
<b>Address of applicant:</b>				
<b>Phone:</b>	(work)	(home)	(fax)	
<b>E-mail:</b>				
<b>Name and contact details of landowner (if different from applicant):</b>				
<b>Phone:</b>	(work)	(home)	(fax)	
<b>E-mail:</b>				
<b>Are you GST registered?</b>		<b>If yes: GST Registration Number:</b>		

**PART B – Summary of work**

<b>Aim of project (brief):</b>	
<b>Date project started:</b>	
<b>Expected duration and staging of project, including expected costs of each stage:</b>	


<b>What is the total cost of the project (GST inclusive)? i.e. material costs, labour, contractors etc.</b>
<b>If you are granted funds, specify how and when they will be spent:</b>
<b>Total Grant money requested? (GST incl)</b>
<b>Outline the landowner contribution to the project a) to date and b) in the future? Outline actual costs, contribution in kind, labour, materials etc.</b>
<b>Have you applied to any other fund for this project? If so, what fund?</b>
<b>Are weeds/pests a problem in the project area?</b>

**PART C – Detailed description of project**

<b>DESCRIPTION</b> Provide an overall description of the site and project, covering the matters set out in 'Assessment Criteria' (below):
<b>Representativeness -</b>

<b>Distinctiveness -</b>
<b>Long Term Sustainability -</b>
<b>Rarity –</b>

**WORK TO DATE**

Describe any work that has been carried out to-date toward the project (eg: fencing, pest control, planting, planning and design, etc)

If fencing is to occur as part of the project - Area to be fenced – if applicable (in ha's)

Length of protective fencing:

Fence specifications (eg: 3 posts/20m, 8 wire and battens between posts)

**FUTURE MANAGEMENT**

The maintenance of projects & future protection of a site is important in achieving positive results and giving fund providers security of the funds provided.

How will the site be protected and maintained long term?

Who will attend to damage, maintenance etc?

- QEII covenant
- Other covenant
- Written management plan/agreement designed by the applicant

**Do you consent to a Council employee contacting you to investigate whether any other sources of funding may be available for your work? (Yes / No)**

**PART D – Acknowledgement**

**I confirm that:**

- 1. I am authorised to sign this application on behalf of the applicant and/or I am the applicant.**
- 2. The answers given on this form are true and correct.**
- 3. The funds will be spent by the applicant in the manner declared in this application.**
- 4. If the applicant is a group, I will be personally responsible for how the funds are spent.**
- 5. I will inform the Kaikoura District Council in writing if I receive a funding grant from any other source before I am informed of a decision on this application.**
- 6. I have read and agree with the 'Notes for Applicants' above.**

**Signed** \_\_\_\_\_

**Name (please print)** \_\_\_\_\_

**Date** \_\_\_\_\_