**CWMS Action Plan Budget application guidance document for southern zones (Ashburton, OTOP, Lower Waitaki and Upper Waitaki) - 2023-2024**

We have provided some guidance for applicants to the CWMS Action Plan Budget in the southern zones including:

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## How will the Committee recommend allocations of the budget?

The Committee will recommend allocation of the budget based on a range of criteria. The factors that will be considered include:

|  |  |
| --- | --- |
| **Criteria** | **What do we mean by this?** |
| Alignment with Committee’s Action Plan | Will the project support the implementation any actions that are listed in the **Committee’s Action Plan 2021-2024** (for a copy, contact Zone Facilitator or refer to the links in the application form) |
| The significance of the problem or opportunity | What is the problem the project will address and why does this matter? We’ll consider the urgency and scale of the problem/opportunity and what might happen if no action is taken. |
| Expected impact of the project | What do you think will be achieved, and how much of a difference will it make, including the scale of the impacts and how enduring they will be? We’re interested in short, medium and long-term impacts. |
| The extent to which the community are likely to be engaged | Community engagement can take a variety of forms – it could be a project that is community-led/delivered that may not involve a lot of people but is very important to the local community, or it may be something that involves a lot of people and will help build awareness of local values. We want to support children and young people in the community by providing opportunities for them to engage with us about issues that matter to them and Canterbury's future, so please tell if young people are involved in your project. |
| Mahinga kai values | Does the project work towards protecting, restoring, or enhancing mahinga kai values? Have mana whenua had or have some involvement with the project? |
| Value for money | Are the costs set out in the project budget reasonable? Is there potential for leveraging additional funding from other sources? Can we be confident that you will be able to meet all the project costs you have anticipated in your project budget? |
| Feasible, realistic, ready to start | Is the project feasible and realistic within the expertise, resources, and timeframes you have? Is the project ready to start or would it be better to wait a year or so to give you time to |
| Project management, including leadership and financial oversight | Who will be involved in delivering the project and what experience do they bring? We will expect to see details of what you are planning to do and a budget, including a clear description of what the funding from the CWMS Action Plan Budget will be spent on if you are successful. |

The Committee can also fund its own projects that it is carrying out. These still need to be approved by Environment Canterbury and administration and communications support is provided by Environment Canterbury. Committee members cannot personally receive any of the funding.

## Projects that can and cannot be funded

Applicants may be community groups, private landowners, or other organisations.

Projects may take place on any land (private and public) or waterway, provided the landowner has agreed in writing.

Applicants can apply for any type of project as long as it helps the Committee implement its action plan.

The Committee can also use the budget to fund projects and activities it wishes to carry out itself (Environment Canterbury still needs to approve these and administer).

Joint applications are fine, however one organisation needs to be responsible for receiving the funding and reporting on it.

Projects that are *unable* to be funded

* if they are required by a consent or a plan (e.g. LWRP or National Environmental Standards)
* if they generate personal or commercial profits or compensate individuals, including Environment Canterbury staff, Zone Committee members, and their immediate relatives (discretion can be given under certain circumstances).

Conflicts of interest:

If a Zone Committee member (and their immediate family) has a reasonable expectation of gain or loss of money as a result of a decision on any matter, where the gain or loss of money is not in common with the public, this would be a conflict of interest. In these cases, Zone Committee members are responsible for declaring this conflict of interest and to avoid participating in discussion and decision making in the matter.

## Specific considerations for some zones

Along with the criteria outlined above, specific zones may have additional considerations to support their decision making therefore, some zone committees may have additional information requirements. The Zone Facilitator will advise you if additional information is required when an application form is submitted or requested.

## What happens if you are successful and reporting expectations

If you are successful, you will be sent a draft grant agreement to check and then sign once finalised. For some projects, an alternative form of agreement will be used.

You will be expected to acknowledge the funding and support of the Zone Committee and Environment Canterbury in your promotion of your project.

The Committee and Environment Canterbury can choose to promote or share stories about the projects that it has helped fund, via the website, triannual and annual reports, social media, or other methods.

If you are successful in receiving budget, below sets out our reporting expectations. This varies depending on how much funding you receive and the specifics will be in your agreement.

Reports are expected to cover:

Who was involved (e.g. partners, number of volunteers or participants) (if relevant)

Activities carried out

Impact it will make/has made

How the funding was spent

Provide photos of the project, including before and after picture. If the photos include individuals who can be identified, their permission must have been received.

If you receive up to $15,000:

* Brief mid project update report e.g. half page
* Brief completion report e.g. half page
* Presentation to the Zone Committee if Committee would like this and it’s appropriate (either during project or after completion, as appropriate)

If you receive more than $15,000:

* The recipient must give a presentation to the committee before committee recommends allocations, so that committee can ask questions of the recipient.
* Detailed mid project update report e.g. one page
* Detailed completion report e.g. one page
* Presentation to the Zone Committee after project complete

If you receive more than $50,000:

* The recipient must give a presentation to the committee before committee recommends allocations, so that committee can ask questions of the recipient.
* Detailed mid project update report e.g. 3 pages minimum
* Detailed completion report e.g. 3 pages minimum
* Presentation to the Zone Committee after project complete

## Application checklist

Before you start, some things to have ready are:

* Charities Services or Incorporated Society registration number or NZ Business Number (if relevant)
* Contact details
* Information to demonstrate that your project aligns with the Committee’s action plan
* Project impact/outcomes, description, timeline, outputs
* Who’s involved and how you’ll engage the community (if relevant)
* Project budget , in-kind and info about other funding received or being applied for
* If your information is already in a document, e.g. a Word document or pdf, you will be able to upload these documents as you complete the application.
* If your project takes place at a specific location/s we will also need:
* A map and grid reference for the location/s
* Evidence of permission from landowner/s (if the project is taking place on land you don’t own)

## Budget guidance

If you already have a budget for the project, please upload it with your application.

If you don’t have a budget and are unsure how to present the information, this budget template [www.community.net.nz/assets/resources/example-project-budget.pdf](http://www.community.net.nz/assets/resources/example-project-budget.pdf)

**Income**

Include your project income from all sources and highlight the contribution to the total project cost from other funding sources or in-kind contributions.

Please list any unconfirmed sources of funding, ie applications to other funders, and when you expect confirmation of this funding.

**Information on calculating in-kind contributions:**

Note: For the CWMS Action Plan Budget we just need basic information. Other funders may need more detailed information (see below), no problem to provide the detail if you have it.

In-kind contributions can be community group/volunteer/landowner/staff time, materials or equipment that contribute specifically to your project. This can be provided by your organisation or by others who are involved in the project. For a contribution to count as in-kind, it must be specifically for the project and not something that would be done anyway. You may want to use volunteer hours as your in-kind contribution.

Table to help you convert volunteer hours or other in-kind contributions to a dollar amount:

|  |  |  |
| --- | --- | --- |
| **Type of in-kind contribution** | **Rate/s** | **Comments** |
| Labour – specialist or project management | Actual hourly rate for the labour, with a maximum rate of $70 per hour. | *This type of labour must make up no more than 15% of total project cost*  *Please be realistic about the amount of time being put forward. Factors to consider include whether that person is on site as part of their regular work.* |
| Labour – contractor/ skilled labour or staff time | Actual hourly rate for the labour, with a maximum rate of $45 per hour for skilled labour, or $50 per hour for fencing installation. | *Actual costs resulting from the project work. Review hourly rates.* |
| Labour – volunteer labour | Maximum rate of $26 per hour for unskilled manual labour (2023/24 living wage). | *Most of the volunteer workforce should fall into this category.* |
| Donated goods and services | Market based cost of the item, for example, cost of advertising or cost of renting machinery/ equipment | *Out-of-pocket expenses that are directly related to the project.* |

**Expenditure**

Include all anticipated expenses for the project. Please indicate clearly in your budget what CWMS Action Plan Budget funds will be spent on.

## How to find a grid reference for your location

If you are applying to work in a specific location, you need to put the X and Y grid reference points in your application. To find the X Y references, visit Canterbury Maps at [www.canterburymaps.govt.nz](http://www.canterburymaps.govt.nz) and click on map viewer. Once in the map viewer, click on the locate icon in the top right corner.

Getting XY coordinates without an address: Click the Map Input button. Find the project area on the map and click your left mouse button. The X Y coordinates will display in the locate box. Copy these into your application.

Getting XY coordinates with an address: Click the Map Input button. Enter address in Search Address/Location box and click on the area on the map. The X Y coordinates will display in the locate box. Copy these into your application.

## Application form

*Attached separately.*