Waste Minimisation Community Fund Application
Form Preview

Introduction and eligibility

* indicates a required field

Welcome to the application form for the Queenstown Lakes District Council (QLDC) Waste Minimisation Community Fund.

The purpose of local government is to play a broad role in promoting the social, economic, environmental, and cultural wellbeing of communities. The Waste Minimisation Community Fund provides QLDC with the ability to support projects or activities that improve the wellbeing of our community as well as advance waste minimisation goals for our district.

Please familiarise yourself with the Waste Minimisation Community Fund Guidelines before beginning your application. If you have any questions, or want to check that your idea meets our goals and criteria before applying, please email zerowaste@qldc.govt.nz

We can only accept complete applications, so please answer all mandatory questions.

Please label attachments clearly with '**Document Name – Project Title – Application submission number**'.

To support your application, you may wish to include:

- Letters of support from key stakeholders or partners.
- Evidence of previous project or organisation successes e.g. photos, survey data, testimonials from volunteers.

To be eligible to apply for support from the QLDC Waste Minimisation Community Fund, the project must meet the following criteria:

- projects must take place within the Queenstown Lakes district and benefit the local community. You can view the boundaries here.
- for request over $1,000 the applicant must be a legal entity such as a trust, company, or incorporated society, and must be able to provide evidence of this status if requested.
- for requests under $1,000 applicants can be an unformed group or individual.
- the applicant must have no outstanding debt owing to QLDC.
- the applicant must comply with all QLDC regulatory and statutory requirements relating to the delivery of their services or projects, including obtaining all necessary permits and consents.
- the applicant must fully declare any additional council or local board funding, grant or koha/donation received for the project and must specify additional funding from their own or other resources, and/or in kind.
- the applicant must not have breached previous funding and legislative agreements with the council, including reporting criteria.
- the applicant must deliver services or projects within the timeframe of any approved funding, in alignment with the QLDC financial year (1 July to 30 June).

Confirmation of eligibility

I confirm that the applicant...

- has read and understands the QLDC Waste Minimisation Community Fund guidelines and eligibility criteria

Please select below: *

○ Yes   ○ No

You must confirm that all statements above are true and correct. For further information about eligibility criteria, refer to FAQs at https://www.qldc.govt.nz/services/rubbish-recycling/waste-minimisation-community-fund/

Applicant contact details

* indicates a required field

Applicant name *
Organisation Name

If applying as an organisation, please use the organisation's official full name.

Applicant primary address
Address

Applicant primary phone number *

Applicant primary email *

Applicant website

Must be a URL.

Social media website

Must be a URL.

Key contact

Please make sure the contact person listed is the best person for us to communicate with about this application. This person must have approval to answer questions about the application.

Key contact name *

Title   First Name   Last Name

Key contact role *

Key contact mobile phone number *

Key contact email *

Conflict of interest

Applicants affiliated in some way to elected members or employees of QLDC can still be considered for grant funding. However, applicants in this category should note any possible conflict of interest (or perception of a conflict of interest) in their application, to ensure any necessary steps can be taken to mitigate this.

Does you or your organisation have a conflict of interest with QLDC elected members or employees? *

○ No   ○ Yes

Describe conflict of interest and mitigation

If yes, please describe this conflict of interest and how this will be mitigated *

Tell us about you

* indicates a required field

Organisational structure

For requests over $1,000, applicants must be a legal entity as a trust, company, or incorporated society, and must be able to provide evidence of this status. If applicable, please identify the legal status of your organisation. *

○ Charitable trust
○ Incorporated society
○ Limited liability company
○ Sole proprietor
○ No formal legal structure

Where is your organisation based? *

○ Local (in the Queenstown Lakes District)
○ National
○ International
In the case you are an individual, please state where you are based.

How long have you or your organisation been established in the Queenstown Lakes district? *
○ Less than one year ago
○ 1-5 years
○ More than five years

In the last financial year, what was your organisation's total annual income (revenue)? *
○ Less than $10,000
○ $10,000 to less than $30,000
○ $30,000 to less than $50,000
○ $50,000 to less than $100,000
○ More than $100,000
Note: Only applicable for organisations and not individuals.

Does your organisation have an New Zealand Business Number (NZBN) or Charities Registration Number (CRN)? *
○ Yes   ○ No

Applicant NZBN - If you have a NZBN please add below, otherwise leave this field blank

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly.

Applicant CRN - If you have a CRN please add, otherwise leave this field blank

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration
Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

Relevant experience and capability

Tell us about yourself or your organisation and what relevant skills, resources, and experience you have to carry out your project. *

Word count:
Must be no more than 200 words. We may use this description in presenting your application to Council or online and in media releases if your funding application is successful.

Are you working with other stakeholders to deliver this project? *
○ Yes   ○ No

Stakeholder relevant experience and capability

Please outline the stakeholders' relevant skills, resources, and experience. *

Word count:
Must be no more than 200 words.

Outline the roles and responsibilities of all involved in your project. *

Word count:
Must be no more than 500 words.

Tell us about your project

* indicates a required field

Category

Select the category under which you are applying: *
○   Category A – Commercial Waste Minimisation.
○   Category B – Community Action and Behaviour Change.
Category A: Supporting commercial innovations that minimise waste and maximise resource recovery.
| Category B: Supporting projects that minimise waste, encourage community participation, and create
enduring change in behaviour.

Project title

What is the name of your project or initiative? *

We may use this title in presenting your application to Council or online and in media releases if your
funding application is successful.

Strategic alignment

Identify which of these strategic objectives your project will achieve: *
☐   Waste Reduction – Reducing waste at source
☐   Resource Recovery – Diverting waste from landfill
You may select more than one option.

Please identify which level of the waste hierarchy your project aligns with: *
☐   Rethink - redesigning systems so that less material goes to waste.
☐   Reduce - using less resources and consuming products only if you need them.
☐   Reuse - preserving the value, usefulness and function of a product so it can be used
again.
☐   Repair - fixing or restoring items that are damaged or malfunctioning, with the aim of
extending their lifespan.
☐   Recycle - salvaging and separating used materials and processing them into new
products.
☐   Compost - controlled decomposition of organic materials such as food scraps or garden
waste into nutrient-rich soil amendment.
You may select more than one option.

Outcomes

The QLDC Community Outcomes (Vision Beyond 2050) presents the aspirations of Queenstown Lakes communities. These are supported by our wellbeing framework and delivered through our strategic priorities and will be considered as part of the assessment of your application.

The Queenstown Lakes Wellbeing Framework includes:

PEOPLE

- **Healthy and fulfilled people:** People live safe, meaningful lives with good physical and mental health.
- **A good standard of living:** People have good livelihoods, with access to quality employment and education. Individuals, families and whānau are able to prosper and support themselves.

PLACE

- **A healthy natural environment:** The mauri of the taiao is respected and preserved. Air, water, land, and biodiversity is healthy and its natural beauty endures.
- **An enabling built environment:** Spaces, connections, and infrastructure empower people to live well

COMMUNITY

- **Connected communities:** Communities and networks are cohesive and provide opportunities for positive social interaction and support.
- **Belonging & Identity:** People of all backgrounds feel a sense of belonging. People are able to practice and share culture and traditions.
- **Participation & Governance:** Formal and informal governing bodies function effectively through active and diverse engagement.

Outcomes are the changes you expect to occur for those that benefit from your event (people, place or community). Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)
- Social, financial, environmental, physical conditions (these are generally long-term outcomes).

The table below requires information about the main outcomes your project aims to deliver and how these contribute to the wellbeing framework. Your application requires at least one outcome to be listed, with a maximum of three outcomes to be provided.

Successful applicants will be asked to report on how they achieved these outcomes.

Which of the wellbeing outcomes does your project contribute to?	How will your project contribute to this wellbeing outcome?
Which of our outcomes will your project contribute to? If multiple apply pick the most relevant. No more than 1 choice may be selected.	Please explain how your intended outcome helps contribute to ours.

Project details

What area of the Queenstown Lakes District will the project focus on? *

☐ Whole Queenstown Lakes District   ☐ Closeburn-Wilson Bay   ☐ Jacks Point   ☐ Quail Rise

☐ Whole Wānaka/ Upper Clutha area   ☐ Frankton   ☐ Kelvin Heights   ☐ Queenstown

☐ Whole Whakatipu area   ☐ Gibbston   ☐ Kingston   ☐ Shotover Country

☐ Arrowtown   ☐ Glenorchy   ☐ Lake Hayes   ☐ Sunshine Bay - Fernhill

☐ Albert Town   ☐ Hanleys Farm   ☐ Lake Hayes Estate   ☐ Wānaka

☐ Arthurs Point   ☐ Hāwea   ☐ Luggate   ☐ Other:

☐ Cardrona   ☐ Hāwea Flat   ☐ Makarora

Select all locations that apply. Projects must take place within the Queenstown Lakes District and benefit the local community.

Briefly summarise your project, including its overall goal. *

Word count:
Must be no more than 150 words.
We may use this description in presenting your application to Council and media releases if your funding application is successful.

Outline the waste challenge(s) you want to address through this project. *

Word count:
Must be no more than 150 words.
Please make sure to mention the expected project outcome(s), the activities you will undertake to achieve the outcome(s) and how you will measure the success of the outcome(s) and overall project.

Describe how your project will provide a solution to the waste challenge(s) identified above *

Word count:
Must be no more than 150 words.
Please make sure to mention the expected project outcome(s), the activities you will undertake to achieve the outcome(s) and how you will measure the success of the outcome(s) and overall project.

Collaboration and participation

Collaboration and active participation from the community can play a crucial role in shaping solutions and fostering lasting shifts in behavior.

If applicable, describe how your project seeks to respond to issues and opportunities through collaborative partnerships.

Word count:
Must be no more than 200 words.

Explain how your project aims to foster engagement within the community and/or instigate lasting shifts in behavior. *

Word count:
Must be no more than 200 words.

How many people do you anticipate will directly benefit from your project? *

Must be a number.
People who directly benefit from the service or project are those that use the service or participate in the project. e.g. volunteers planting trees or young people using the service.

Risks and mitigation

Please identify any potential risks and mitigations. *

Word count:
These are risks that may affect the completion and success of your project. Please outline the mitigations you will put in place to address these.

Tell us about your project continued

Your metrics - measuring success

A metric is a quantifiable measure used to track and assess the performance, progress, or success of a project or initiative.

There are two types of metrics.

Outcome Metric: An outcome metric measures the overall impact or result achieved as a result of the project or initiative. Outcome metrics typically answer the question: "What change or impact did the project achieve?"

Activity Metric: An activity metric, on the other hand, measures specific actions or tasks undertaken as part of the project to achieve the desired outcome. These metrics focus on the activities carried out rather than the ultimate impact. Activity metrics typically answer the question: "What activities or steps were taken to implement the project?"

Metrics work best when they:

- Are quantifiable/numeric
- Are clearly defined and succinct
- Contain all the context needed to gauge and compare the result (e.g. unit [e.g. cm, metres, people, people-days, %, etc]; direction of change [increase; decrease; etc.]; timeframe [e.g. per month; per year; etc])
- Have been tested, and/or are in common use, and/or are commonly understood as a relevant and useful indicator of performance in a particular arena
- Are used sparingly - you are much better off to ""ask one good question and answer it reliably"" than try to track many things at once
- Relate to a clearly articulated outcome or activity.

FOR EXAMPLE:

Metric TypeMetricTargetCollection method

Outcome metricReduction in single-use coffee cup consumption.50% decrease in coffee cup waste disposed of in landfills.Conduct waste audits before and after implementing the project.

Activity metricImplement a reusable cup incentive program, offering a discount to customers who bring their own cups.1000 single-use cups saved.This could be done through a point-of-sale system that records when customers receive a discount for using their own cups or through manual counting and recording by staff members.

Metric type	Metric	Target	Collection method
'Activity metrics' measure an activity (e.g. 'Number of visitors'). 'Outcome metrics' measure the change experienced by a population group (e.g. 'Number of young people gaining employment').	One per row. Add more rows if you want to list additional metrics.	Identify a target for the metric you have chosen - an estimated total for your project. Must be a number.	How will you collect and verify the data? E.g. survey, interviews/case studies, focus groups, observation/estimation, audits etc.

Milestones

Milestones are significant points or achievements that mark progress towards completing the overall project. They represent key moments in the project timeline where specific tasks or objectives are completed, or important decisions are made.

For example, in a single-use coffee cup waste minimisation project, milestones could include things like:

1. Launching a reusable cup incentive program at participating coffee shops.
2. Reaching a certain percentage reduction in single-use cup usage.
3. Conducting a community awareness campaign about the environmental impact of single-use cups.

Milestone	Start date	End date	Explanatory notes
One per row. e.g. Planning; recruitment; evaluation. Add more rows if you want to list additional milestones.	Leave blank if date is unknown or not relevant. Must be a date.	Leave blank if date is unknown or not relevant. Must be a date.	Add notes if you need to provide more context.

Project budget

* indicates a required field

What is the total cost of your project (exclusive of GST)

$

Must be a dollar amount.

What is the total amount of funding requested from this WMCF application (exclusive of GST)

$

Must be a dollar amount.

Full project budget

Please submit a full project budget listing all income and expenditure items for the project, **using the Project Budget template found on the Community Matters website HERE.**

Please clearly identify which expenses are to be funded by the QLDC WMCF in your budget.

Please upload your full project budget: *
Attach a file:

Please label your budget document clearly with 'Document Name – Project Title – Application submission number'.

Other project funders

If applicable, please list any other funders you have applied to (or plan to apply to) for project funding. Include how much funding you have requested and whether you have been successful in those applications.

Funder	Amount requested	Funding status
	Must be a dollar amount.	
	$	❍ Application submitted ❍ Yet to apply ❍ Funding approved
	$	❍ Application submitted ❍ Yet to apply ❍ Funding approved

	$	❍ Application submitted ❍ Yet to apply ❍ Funding approved

Previous funding

Have you or your organisation/group previously received funding from the QLDC WMCF? *

❍ Yes
❍ No

Previous funding details

Project name	Year	Amount
	Formatted as YYYY (e.g., 2024)	Must be a dollar amount.
		$
		$
		$

Certification and feedback

* indicates a required field

Supporting documents

Attachments to include with your application

Here are a list of attachments you must include with this application. Please label all documents clearly with the name of your community organisation and upload these.

All applications must include:

- Project budget. You should have attached the project budget on the 'About your project funding request' page.

Other optional attachments you may like to submit to support your application:

- Strategic plan / business plan
- Letters of support from key stakeholders or partners
- Evidence of previous project or organisation successes e.g. photos, survey data, testimonials from volunteers.

Please label each document clearly with '**Document Name – Project Title – Application submission number**'.

Attach a file:

Certification

This section confirms that you have authorisation to submit this application on behalf of the applicant.

Waste Minimisation Community Fund Application

Form Preview

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *　　　　　　　○ Yes　　　　　　　○ No

Name of authorised person *

Title	First Name	Last Name

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

We may contact you to verify that this application is authorised by the applicant organisation

Contact email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:
○ Very easy　　　○ Easy　　　○ Neutral　　　○ Hard　　　○ Very hard

How many minutes in total did it take you to complete this application?

Must be a number.
Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

How did you hear about this fund? (Select all that apply)
☐ Council website
☐ Radio
☐ Direct email
☐ Social media
☐ Council staff member

☐ Word of mouth
☐ Local newspaper
☐ Other: