

Guidelines for applicants

September 2017

General information

The Palmerston North City Environmental Trust (PNCET) promotes positive environmental outcomes for Palmerston North by actively supporting groups and projects which enhance the environmental sustainability of our natural and physical environment. One way in which we do this is by making resources available to community groups for use in projects with a strong environmental focus, through a Contestable Grants Scheme. We are supported by Palmerston North City Council in this endeavour.

Objectives

- Support environmental activities of the Palmerston North community through the funding of sustainability projects;
- Promote public involvement in the process of solving the environmental problems of the city;
- Encourage innovation around environmental and sustainability issues through an open-minded approach to funding.

Grant applications

What types of projects can be funded?

Individuals and groups can apply. We aim to support new as well as ongoing projects to enhance the environmental sustainability of our City. For example, projects which:

- enhance the environment;
- increase the health and extent of native biodiversity on land and in water;
- promote and/or contribute to sustainable management of the natural resources;
- decrease use of water, energy and other resources;
- decrease waste;
- raise community awareness of environmental issues;
- enhance community resilience;
- provide environmental education, etc.

We are not supporting:

- proposals designed to generate personal or commercial profit or compensate individuals;
- finished projects. Funds cannot be provided to reimburse applicants for funds they have already spent;
- wages¹;
- scholarships;
- political campaigns and legislative lobbying efforts;
- projects which exclusively serve religious purposes.

¹ Generally, the trust does not fund wages and salaries, but exceptions will be considered on a case-by-case basis. The trust does not fund projects retrospectively.

How much money is available?

As always we will consider application up to **\$5,000** twice a year and small application up to **\$250** every month.

In addition, once a year we will consider bigger funding (up to **\$10,000**) for projects significant in scale and impact. By significant impact, we mean sustainable and long-term benefits for Palmerston North nature and the community. A successful application will also demonstrate cross-sectoral collaboration, good management and governance, as well as funding support from other sources. To help the Board with the decision, we may ask you to present your project on one of the Board monthly meetings.

Who can help you?

The Project Team is here to answer your questions and advise you on your application at any stage. Contact them by the email PNCETProjectCoordinators@gmail.com with the subject line 'Application help'. Do not hesitate to contact us if you have any questions related to this funding round.

How to Submit:

Please feel free to send through a draft proposal for feedback. When the application is completed, and you have ensured you have completed all required sections, please submit this application to: by email to PNCETProjectCoordinators@gmail.com with the subject line 'Contestable Grant Application'. Or, by mail to PNCET, Attn: Contestable Grants, P.O. Box 1271, Palmerston North.

Note: Ideally applications for the Large Grants should be received at least 6 weeks prior to the start of the project, for the Small Grant at least 4 weeks prior to the event. Please take into account that decisions are made at the Trust's monthly meeting on the second Monday of the month.

Applications for the September 2017 Grant Round will be considered on the 18th of September.

Contestable Grants criteria

Funds will be allocated using the criteria listed below. While no project is likely to meet all the criteria, successful applicants will address as many of the criteria as possible. The board endeavour to maintain diversity in the range of projects it funds.

- **General organisation and flow**
 - Does the project have all required information (budget, working plan etc.)?
 - Does the project have clear objectives?
 - Is the information presented in a logical and coherent way?
- **Does the project clearly identify and analyse the problem/issue it is trying to address and the reason why the solution is unique/helpful?**
- **How experienced and successful the applicant is in realising environmental projects?**
- **If applying as a group are there minutes attached to show support and agreement to carry out the project, and/or a letter from the board chair.**
- **How effective are the proposed methods in achieving the project's objectives?**
- **Clear working plan**
 - Do the actions in the plan correspond to the project objectives?
 - Does the working plan identify who is responsible for each action?
 - Does it state clear dates?

- **Realistic budget**
 - Is the project self-supporting? If not, is there a plan for the future financial support (outside of PNCET)?
 - Does the project have other sources of funding?
- **Direct (measurable) environmental contribution**
 - Does the project create measurable benefits for the Palmerston North city environment?
 - Does the project promote an environmentally-friendly lifestyle?
 - Does the project promote innovative environmental or sustainability practices?
- **Direct (measurable) socio-economic contribution**
 - Does the project include measurable benefits for local communities in economic and/or social terms?
 - Does the project include conservation and/or promotion of knowledge compatible with conservation and sustainable use of biodiversity?
 - Does the project aim to engage related interest groups and/or local communities?
 - Does the project create networking/collaboration opportunities with other institutions, NGOs, community groups, etc.?

Note that for any funded application, a report will be required on completion of the activity.