

Climate Action Grants

Application Criteria and Guidelines

2023/2024 funding round

Objectives

The Climate Action Grants (CAGs) are for initiatives that will benefit the Kāpiti Coast in one or more of the following areas:

- *enabling Greenhouse Gas (GHG) emissions reduction*
- *helping to create a culture of climate change action*
- *supporting mana whenua vision and priorities*
- *improving resilience within local communities*
- *supporting an equitable transition to low carbon living*

Mana whenua vision and priorities for the Kāpiti district, as outlined in the Councils' Long Term Plan 2021-2041, are:

- Kaitiakitanga – sustaining the environment and people
- Ūkaipōtānga – identity
- Whanaungatanga – connectedness
- Pūkengatanga – preserving, creating, teaching and knowledge
- Manaakitanga – supporting each other

These objectives could be achieved through initiatives in multiple sectors, including but not limited to projects in education, transport, business, technology, agriculture/ horticulture, nature conservation and restoration.

Who can apply?

The Climate Action Grants are for:

- New projects or programmes based in the Kāpiti Coast
- Existing Kāpiti Coast based projects or programmes seeking to expand
- Existing national or international projects or programmes which could be established within the Kāpiti Coast

Funding is open to iwi and hapū of the Kāpiti Coast, neighbourhood groups of at least 10 households, community groups, organisations, businesses of up to 30 employees, and education institutions.

How much funding is available?

A fund pool of \$100,000 is available through the Climate Action Grants in 2023/2024 (applications close July 2023).

Application Criteria

Preference for funding will be given to projects which meet the following criteria:

- the project aligns with the Grant Objectives
- the project will continue to offer benefits to the Kāpiti District once Grant funding has been depleted
- the project proposal demonstrates equity in terms of project benefits being accessible and relevant across multiple community demographics
- the project proposal shows how success will be measured in relation to project aims and goals.

Other considerations

As part of the Councils' commitment to and partnership with mana whenua, applications which incorporate or refer to te ao Māori concepts in some way are encouraged.

What information do I have to provide in my application?

The project proposal needs to clearly demonstrate how it links to the Climate Action Grant Objectives and Criteria. The project proposal or plan must include:

- a) A project overview
- b) Rationale for the project
- c) Clear project aims and goals
- d) Overview of how the project will be:
 - i. Delivered
 - ii. Managed
 - iii. Marketed (if applicable)
- e) A project timeline
- f) Budget:
 - a. estimated costs associated with the project, along with any relevant quotes
 - b. the proportion of project funding being sought through the CAG
 - c. how any remaining project costs will be funded
 - d. details of any other sources of funding/sponsorship sought in relation to the project
- g) Project monitoring, review and evaluation:

- i. an outline of how success will be measured in relation to the project aims and goals,
- ii. what performance criteria will be used to monitor and evaluate the project
- iii. how performance will be monitored internally
- iv. how feedback will be gathered from other stakeholders, both during the project and on completion of the project
- v. a timeline for project evaluation
- h) Evidence of capability to deliver on the project proposal
- i) If you are applying as a group of households, a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least ten participating households
- j) Proof of an entity, organisation or project bank account requiring multiple signatories.

Eligible purposes

Eligible purposes include, but are not limited to:

- i. equipment which is necessary to achieve the outcomes of the programme (each item of equipment will be evaluated on its individual merit to the project; two quotes are required (if possible) for the purchase of equipment items exceeding \$300
- ii. publicity or educational material directly related to the aims of the programme
- iii. training needs of workers
- iv. administration costs and project-related expenses (up to \$500)
- v. wages which are directly related to the project.

Ineligible purposes

Ineligible purposes include, but are not limited to:

- i. subscriptions and memberships
- ii. debt servicing
- iii. projects or programmes and related costs that have already occurred
- iv. any costs involved in preparing the application
- v. catering costs

Grants will not be awarded to applications for the purposes of direct political, legal, or business advocacy.

Financial details

- If you're registered for GST, **do not** include GST in your costs.
- Attach quotes and any other supporting documentation to your application.
- Two quotes are required for the purchase of equipment items exceeding \$300

If your application is successful, you will need to provide the following bank details:

- Account payee's name
- Account payee's bank account number (further proof of bank account details may be required)

How do I apply for funding?

Electronic applications are preferred. Please fill in an application form and send your application, to be received by 5pm 25 July 2021:

Electronically to: xxxxxxxxxxxxxxxxxxxx

By post to: Sustainability Advisor Communities
Kāpiti Coast District Council
Private Bag 60601
Paraparaumu 5254

Or deliver to: Sustainability Advisor Communities
Kāpiti Coast District Council
175 Rimu Road
Paraparaumu

Links to application forms:

- [Climate Action Grant Application Guidelines 2023/24 \[PDF\]](#)
- [Expressions of Interest Guidelines \(for projects seeking funding of \\$30 000 or more\)](#)
- [Climate Action Grant – online application](#)
- [Climate Action Grant – download application and print \[PDF\]](#)
- [Expressions of Interest – online application](#)
- [Expressions of Interest – download application and print \(PDF\)](#)

All applications will be acknowledged by email within 5 working days of receipt.

Applications will be checked by Council staff to ensure they have been completed correctly and sufficient detail has been provided. Where applications are considered incomplete or deficient, they will be returned to the applicant for further information or clarification. Where an application is referred back to the applicant for further clarification or information, the applicant will be given a set period to respond.

Timeline

For applications of less than \$30,000	
Monday 22nd May	<i>Opening of Climate Grant Applications</i>
11.59pm, Sunday 9 th July	<i>Closing of all Climate Action Grant Applications</i> <i>Acknowledgement of applications will be provided as applications are received</i>
8 August 2023 24 August 2023	<i>Funding recommendations considered by the Climate and Environment Subcommittee</i> <i>Funding allocation decisions made by the Strategy, Operations and Finance Committee</i>
By Monday 28 August 2023	<i>Applicants advised of decisions</i>
From Monday 28 August	<i>Successful applicants announced publicly.</i>
For applications of \$30,000 or more	
Monday 22nd May	<i>Opening of Expressions of Interest (EOIs)</i>
11.59pm, Sunday 3 rd June 2023	<i>Closing of EOIs</i>
By Wednesday 7 June	<i>EOI submissions acknowledged by email</i>
By Wednesday 14 June	<i>EOI submitters advised whether to proceed with full application</i>
11.59pm, Sunday 9 th July	<i>Closing of all Climate Action Grant Applications</i> <i>Acknowledgement of reception of full application will be provided as applications are received</i>
8 August 2023 24 August 2023	<i>Funding recommendations considered by the Climate and Environment Subcommittee</i> <i>Funding allocation decisions made by the Strategy, Operations and Finance Committee</i>
By Monday 28 August 2023	<i>Applicants advised of decisions</i>
From Monday 28 August	<i>Successful applicants announced publicly.</i>

Progress reporting and notification of project completion

Unless otherwise agreed, projects are expected to start within three months of approval of funding. Short-term projects must be completed within 12 months of receiving funding. Longer term projects must achieve agreed targets within 12 months of receiving funding.

Interim reporting

Depending on the project and amount of funding allocated, you may need to provide interim project reports to council staff. Details of interim project report requirements will be provided on confirmation of successful funding application.

Final reporting

On completion of the project, you must advise the Kāpiti Coast District Council Sustainability Advisor Communities, and provide a final report within 2 months of the completion of the project. Details of what final report requirements will be provided on confirmation of successful funding application.

Funding recipients who do not provide satisfactory interim or final reports within required timeframes will not be eligible for future funding.

Assessment of applications

Applications will be initially assessed by a panel of Council officers from the Sustainability and Resilience team, along with other relevant teams (eg Community Engagement, Economic Development, Parks and Open Spaces, etc). Applications will then be presented to the Climate and Environment Subcommittee (CES). The CES will make recommendations to the Strategy, Operations and Finance Committee (SOF). The CES and SOF are elected panels of council members, iwi representatives, and community board members. The SOF will convene and grant funds as per Council's Governance Structure and Delegations for the 2022-2025 Triennium (click [here](#) for more information on this).

Other conditions

Council reserves the right to:

- revisit the Climate Action Grant application criteria and process in advance of each annual funding round
- conduct site visits of successful applicants' projects, or use them for promotional purposes. Applicants will be notified in advance of any proposed visits.
- suspend and refuse further grant payments if, in our opinion, the grantee wilfully or through neglect causes the project to fail; the Councils' decision is final and will be no rights of appeal or review, and no right to compensation or damages of any nature.

If the project fails or finishes early for any reason, then the Council may require any equipment purchased with Grant money to be transferred to the Council for reallocation to another project.

Council staff who can help

If you have any questions or would like to discuss your project or application further, please the Kapiti Coast District Council [Sustainability Advisor Communities, details](#) or email us at XX@kapiticoast.govt.nz.