

# Environmental Management Fund Proposal

Application #:

Date open:

Date close:

## 1. Proposal

Title: \_\_\_\_\_

Fund amount being application for \$ \_\_\_\_\_ Total project \$ \_\_\_\_\_

This project contributes to:

- Mitigation response to adverse environmental Scheme effects identified by GSWERP
- Protect, enhance or restore native species, habitats, natural features, or historic or cultural heritage
- Improve sustainable land and water management
- Mitigate adverse environmental, social or cultural effects of the scheme construction or operation
- Increase community understanding and involvement that contributes to sustainable management and healthy resources
- Promote information/knowledge exchange of the natural management of rural communities
- Resource investigation and scientific study
- Complement landowner contributions and leverage contributions from other sources

## 2. Organisation

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number (day): \_\_\_\_\_ (evening): \_\_\_\_\_ (mobile): \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

GST number (if registered): \_\_\_\_\_





Legal status of organization: (depending on the nature of your organization, it may be registered with the Companies Office, the Charities Commission or various other regulatory bodies – if this applies, please state the legal status of your organization and provide the registration number)

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Does your organization have an umbrella organization?  
(if yes, please provide details of their legal status and registration):

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**3. Project Details**

3.1. What is your intended project? (Provide a brief description of your project.)

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3.2. How do you plan to complete the project? (What are the steps and/or activities you will undertake in carrying out your project?)

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3.3. Why do you want to do it? (What environmental issue(s) or enhancement(s) will your project address? How will the catchment environment benefit?)

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3.4. Previous experience – has your organization undertaken other projects in the community or can you point to other activities that reflect your ability to complete the proposed project? If so, could you please provide a brief description of the project and show how it demonstrates the capacity of your organization.

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Note: If you/your organization has no (or limited) relevant previous experience, preference will be given to proposals that have partnered with, or sought advice from, a relevant organization to ensure the success of this proposal.

3.5. Will you require licenses/permits/approvals to undertake this project? (If yes, please provide details of land ownership, written approval for access to private lands, licenses or permits required or obtained.) Please specify:

Yes  No

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3.6. Have these already been granted?

Yes  No

3.7. Land (Please tick box indicating the information and you will be supplying the supporting information)

- 1. If you own the land the project is on; please send us a copy of the Certificate of Title as proof of ownership
- 2. If you lease the land; please send us a copy of the lease agreement with the owner that authorizes you to use the land
- 3. If you neither own or lease the land; please attach a copy of the agreement with the owner that authorizes you to use the land
- 4. If the Crown owns the land; please send a copy of the relevant Gazette notice
- 5. If the land is Maori Land; please send a copy of the relevant Maori Land Court order





#### 4. Project Evaluation (Indicators/Measurement of Success)

It is very important that you establish clear results (goals) for your project as its success will be measured by how well these have been met. Based on the information provided in Section 3, what are the key results for your project and how will they be measured both during and after its completion?

4.1. Key results:

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4.2. How will you measure them?

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#### 5. Project Timeframe

How long will your project take and when will your project be completed?

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### 6. Other Funding Sources

Is your organization applying for or receiving other funding for this project?

Yes  No

If yes, please list:

Fund	Amount Requested	Approved/Declined/Pending
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 7. Funding Information

Financial summary		
Amount requested (excl GST if you are registered)	\$	% of project costs
Your organisation's contribution	\$	% of project costs
Other funding	\$	% of project costs
Total project income	\$	

Total project costs - EXCLUDE GST IF YOU ARE REGISTERED			
Materials to be purchased (Provide quote)	#	% of project costs	Sub total
		Sub total	



<b>Total project costs - EXCLUDE GST IF YOU ARE REGISTERED</b>			
Material supplied by your organisation	#	% of project costs	Sub total
		Sub total	
Paid workforce (provide number of hours and hourly rate or salary)	#	% of project costs	Sub total
		Sub total	
Volunteer workforce (value your volunteer workforce at \$15/hr for unskilled labour and \$50/hr for professional services)	#	% of project costs	Sub total
		Sub total	
Other costs (please list)			
Total of your contribution (Grey boxes)			
Remainder of Costs (White boxes)			
Total cost of project			
Any funding from other sources (Exclude GST if registered)			
Request from the MCEET (Exclude GST if registered)			



## 8. Declaration and Consent Requirements

8.1. I/We hereby declare the information supplied in this proposal is correct.

8.2 If the proposal is successful, I/we agree to:

(a) provide an accountability report (an accountability form will be sent to us in due course by Central Plains Water Limited) stating that the money received has been spent on the service agreed, including photos of the project within 12 months of the Commencement Date (**Accountability Report**); and

(a) execute the Funding Agreement provided to us by Central Plains Water Limited.

8.3 I/We acknowledge that Central Plains Water Limited will collect, use and share information and data about the Project, including personal information meaning information about an identifiable individual (**Personal Information**) (e.g. names of individuals, addresses, photographs or video content) (**Data**), to consider and assess our proposal.

8.4 I/We confirm that we have authorisation from the relevant parties to provide the Data.

8.5 Central Plains Water Limited may need to collect Data from, and share Data with, third parties for the purposes set out in paragraph 8.4, including, but not limited to, vetting. In some cases, those third parties may be located outside of New Zealand, but, where the Data includes Personal Information, Central Plains Water Limited will always ensure that it has in place safeguards comparable to those provided under the Privacy Act 2020.

8.6 To the extent that Data includes Personal Information, individuals have the rights to access and request the correction of that Personal Information in accordance with the Privacy Act 2020. Those rights can be accessed by contacting admin@cpwl.co.nz. There may be charges associated with exercising those rights.

8.7 I/We also consent to Central Plains Water Limited collecting and retaining the personal contact details of the persons listed in this application.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Position held: \_\_\_\_\_ Position held: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**NB:** Before placing your completed proposal in an envelope please check you have answered all the required questions, gained all required signatures and that you have attached all supporting information. Failure to include all relevant supporting information will result in your proposal being deemed ineligible.



**Additional information you might like to include:**

- Location map
- Photos
- Project plans
- Letters of support
- Legal documents (deed or constitution)
- Any additional information

**9. Sending Your Application**

**Send your EMF Application to:**

Central Plains Water Ltd,  
PO Box 9424, Tower Junction,  
Christchurch 8149

**Or email it to:**

admin@cpwl.co.nz

