

WASTE MINIMISATION COMMUNITY FUND

APPLICATION FORM

The information provided in this form will be used to assess your application. Please email, mail or drop off your application form to one of our Council offices in Te Awamutu or Cambridge.

If you have any further documentation that you think is relevant to your application, please include it via email.

**APPLICATIONS TO THIS FUND CLOSE AT
5PM ON FRIDAY 17 APRIL 2026.**

Please read the Waste Minimisation Community Fund Information Guide BEFORE completing this form – it will help you make a great application.

If you have any questions or need help, please get in touch before starting this form.

We're here to help!

 wastefund@waipadc.govt.nz  0800 WAIPADC (924 723)

APPLICANT DETAILS

Full name of applicant	Date of filling out this application	
Role within organisation		
Organisation/group name (<i>Full legal name if applicable</i>)		
Phone	Email	
How did you hear about this fund?		

PROJECT INFORMATION

Please provide a brief summary of your organisation.

What is your project all about? *Tell us all about your proposal, its purpose, and the method.*

Where will your project take place?

What is the type of waste your project will reduce? *e.g. Food waste, household waste, commercial waste.*

TRACKING PROGRESS AND EVALUATION

Please share how you will know your project was successful (e.g. *your evaluation plan*). Consider both qualitative (e.g. *learning outcomes achieved, changes in behaviour etc.*) and quantitative measures (*numbers/weights/volumes*).

How much waste will your project divert from landfill? (*If you're not sure, make an estimate and let us know how you calculated it.*)

COMMUNITY INVOLVEMENT

How many people can engage with your project? Is there limited capacity (e.g. *seated workshop*) or could anyone access it (e.g. *free "how to compost" video*)?

How will you encourage community participation/promote your project? *Please add paid advertising into the budget if you think you need it for your project to be successful.*

PROJECT MANAGEMENT

Please share any project management and financial management experience you (or members of the group) have. Explain how that experience will ensure you are able to deliver this project and that funds will be used responsibly to minimise the risk to Council.

BUDGET APPLIED FOR FROM THIS FUND

Budget applied for from this fund (Please collect receipts for purchases over \$100 for the final report).

	Quantity	\$/unit	Cost \$ including GST
Total project estimate			\$

YOUR CONTRIBUTION

It's great to demonstrate what you/your group is contributing to the project. Please think about the other ways your project will be supported and paid for, in addition to the budget applied for from this fund. Please include financial support from other sources, donated materials, venues you may provide free of charge, catering provided, volunteer hours (cost at \$30/hr/person) and estimate their value.

	Quantity	\$/unit	Cost \$ including GST
Total project estimate			\$

FINANCIAL DETAILS

Is your organisation GST registered? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is your GST number?
If the Waste Minimisation Community Fund is unable to fund the full amount requested, would a smaller grant still be helpful?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
What would be the minimum amount you require?	
Please explain what will need to change if you received less funding? You might be able to scale down the scope or limit the length of the project and still deliver it for a smaller amount.	
Waipā District Council may be able to help your project through non-financial means. <i>Please tick if you would like support with:</i>	
<input type="checkbox"/> Linking you with others within the community	<input type="checkbox"/> Data projector and screen for presentations (<i>borrow</i>)
<input type="checkbox"/> Mini event waste kit (<i>borrow</i>)	<input type="checkbox"/> Mug library (<i>borrow</i>)
<input type="checkbox"/> 3m x 3m marque (<i>borrow</i>)	<input type="checkbox"/> Advice on plans
<input type="checkbox"/> Printing, upon agreement	<input type="checkbox"/> Council venue hire
<input type="checkbox"/> Connections with professional services e.g. local designers and printers, fees will apply	
Council venue	
Other: <i>Please suggest what support you would like.</i>	

REPEAT FUNDING

To consider funding over more than one year we will need to meet with you to discuss the project. We'll be in touch soon after we've received your application to arrange a time to meet.

Are you interested in ongoing funding over multiple years?
To achieve your outcomes, how many years would your project need?

TERMS & CONDITIONS

I, the undersigned person, hereby declare that the information supplied here on behalf of my group/organisation/business or myself is correct. I understand that if our project does not proceed, that all funds must be reimbursed to Council. I consent to Waipā District Council collecting the personal contact details provided, and retaining and using these details.

If this application is successful, I/we agree to acknowledge Waipā District Council's Waste Minimisation Community Fund at event openings or workshops related to the project. I agree to use the fund's logo in all publicity (e.g. poster, flyers, e-newsletters, social media etc.) for the project and follow the guidelines for use of the logo. Logo and guidelines will be supplied to successful applicants.

Privacy Act 1993 – Protection of Personal Information: The information that you provide on this form is required so that your application can be processed. Applications are public records and in some cases part of a public process where a copy of the application is made available to elected members and the public. The application form will be stored as a public record and held by Council, and in some cases will be available on Council's website. Personal contact details such as mobile and email are optional for this reason. Submitters have the right to access and correct personal information.

I understand and accept the terms and conditions

Applicant	Date
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AFTER SUBMITTING YOUR APPLICATION

1. You will be notified by email (within 3 working days) that we have received your application and a date for when a decision on your application will be made (estimated to be mid-June). If additional information is required there will be at least seven days for that to be sent in.
2. After all projects have been assessed you will be notified if your application has been accepted or declined. If accepted, payment will be arranged. Successful applicants will need to submit an invoice (or tax invoice if they are GST registered) and proof of their bank account for their grant to be processed.
3. Please note that once your project is under way, Council will expect at least one progress update (verbal, email, face-to-face) on the stated outcomes and a completed final report (written) within six weeks of the end of the project. Projects are expected to be fully delivered within 12 months of the funds being received. If this is becoming an issue, get in touch to discuss options of a longer time frame or other mutually agreed outcomes. Any time extension will be confirmed by email. If delivery or communication is not forthcoming it will be requested that the funds are returned in full.

Please return the completed application and address to the Waste Minimisation Advisor

Deliver to:

101 Bank Street, Te Awamutu
OR 23 Wilson Street, Cambridge

Post to:

Waipā District Council
Private Bag 2402, Te Awamutu 3840

Email to: wastefund@waipadc.govt.nz

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