



**WHANGANUI
DISTRICT COUNCIL**
Te Kaunihera a Rohe o Whanganui

**APPLICATION FOR WASTE MINIMISATION FUND
Explanatory Notes**

Please ensure that you read the following explanatory notes carefully **before** completing the Application Form.

This information relates to the questions in the Application Form which are marked with an asterisk *.

Question Four

The Privacy Act requires that you must obtain the permission of any other person before you can give their personal details to anyone else, even their name and address. Therefore you must have the permission of the person you name as the second contact person.

Question Six

If your organisation is registered for GST, any funding paid will have GST added. You must then account for the GST in the normal way. If your organisation is not registered, GST will not be included in any monies paid.

Question Eight

The word "**project**" has been used to describe the activity for which you are seeking funding. It is the intention of Council to encourage organisations to meet administration and running costs from fees and subscriptions, and to apply to Council for funding for specific activities or projects which will directly lead to increased waste minimisation outcomes.

Council will be "partnering" in these services with your organisation, and the funds approved will be payment for this partnership service. The services must therefore be capable of being measured, i.e. objectives should be set and, at the end of the year, you should be able to measure your performance in meeting those objectives.

Question Eleven

If there are other organisations in the community which provide the same or a similar service to that provided by your organisation, you should attempt to state why your organisation is different and why the Council should fund your project. This question is included in an effort to avoid an unnecessary duplication of services and funding within the community.

Question Fifteen

The first column should include details of all costs involved in the project you are undertaking. The second column should include full details of how you will meet the costs of the project.

Question Sixteen

This may include any salary subsidies received for employees under subsidised work schemes.

Question Seventeen

If funding is approved for your project, the Council expects that public acknowledgement of the support will be made. This should be made at a level which reflects the level of funding given, and could range from a letter of appreciation to a public acknowledgement in the newspaper.

Question Eighteen

The Council needs to ensure that public money given to community organisations as a form of payment for services must be able to be measured and assessed. Examples of performance measures include:

- a. an increase in product volumes or tonnage that is being recycled, recovered or reused;
- b. the hours during the week that a service is available to the public;
- c. completion of a pilot scheme or educational project;
- d. the number of clients receiving support;
- e. completion of construction of a building or facility.

It is intended that each organisation sets its own performance measurements to discuss with the Council, rather than these being imposed by Council. You should try to set performance standards which:

- a. are measurable;
- b. demonstrate achievement towards the waste minimisation goal;
- c. can be achieved within the financial year or life of the project;
- d. are a realistic goal for the size of your organisation and the project;
- e. can be achieved with the level of funds you have for the project.

Question Nineteen

You should consider how you will report to the Council on the achievement of your performance measures. As with the performance measures, the level of reporting should reflect the size of the project. For some projects, a report on completion of the project, or at the end of the financial year, will be sufficient, whereas for other very large projects, monthly or quarterly reports might be appropriate.

Question Twenty

In considering your future activities, you should provide details of Development Plans or Business Plans for the services you wish to provide, for facilities you operate, for training programmes etc. The level of Development Plan or Business Plan should be commensurate with the level of funding being sought.

The purpose of the Development Plan is to ensure that the organisation's future development is in line with the District Council's waste minimisation goals and as a funder Whanganui District Council can see that your organisation has thoroughly worked through the project proposed and it has a good chance of success.