

# Waikato Community Conservation Fund - Guidelines 2011



*The Department of Conservation is committed to working with communities to encourage hands on involvement in conservation. The Waikato Community Conservation Fund (the Fund) is a way of supporting community conservation projects or activities in Waikato Conservancy.*

## Purpose of fund

The Fund will assist community groups to undertake the following projects or activities:

- Protection, enhancement or restoration of native species, habitats, natural features or historic heritage (e.g., fencing or pest control).
- Improving recreational opportunities to increase public enjoyment of an area.
- Increased public understanding of, and involvement in, conservation through education, interpretation or public information (e.g. brochures or displays).
- Facilitation or administration costs of establishing a group, governance or training of members to help achieve conservation outcomes.

## Who can apply?

Any non-profit community group (existing or proposed) whose purpose is to be involved in a conservation project or activity on public or private land. Funding is restricted to projects that occur or will benefit conservation within the Department of Conservation's Waikato Conservancy boundaries.

## Exclusions

The following expenditure will not be funded:

- Reimbursement of costs incurred prior to the application being made or for projects already completed.
- Proposals designed to generate personal or commercial profit.
- Projects more appropriately funded by other agencies or through other funding sources administered by the department.

## Applicant's contribution

To receive funding, an applicant is expected to be actively involved in the project and make a contribution. This could be in the form of materials, labour, advisory role, education or financial contribution. It is important that applicants indicate their contribution to the project at page 3 of the application form.

The total amount allocated at any one time to an applicant will not exceed \$5000 (including GST). The funds are to be expended within 12 months of receipt although consideration will be given to a two-year term, depending on the type of project.



## Assessing applications

Applications will go through a multi-staged assessment. Following the closing date for applications, the department will make an initial assessment (and may contact you to discuss your proposal) and will then refer applications to a committee comprising representatives of the department and Waikato Conservation Board for consideration and recommendation.

The final decision will be made by the Waikato Conservator under the delegated authority of the Minister of Conservation. There is no obligation on the department to allocate the total amount in the Fund if insufficient qualifying applications are received.

### Assessment criteria

Criteria that will be considered are:

- The conservation outcomes or benefits that will accrue from the project or activity.
- How well the proposal aligns with the department's strategic directions and conservation priorities in Waikato Conservancy.
- The impact the project will have in terms of generating interest and involvement amongst a non-traditional conservation audience.
- The gains from linkages between the proposed project and other work being carried out in the area.
- Stage of development, i.e., whether it is a new initiative or existing project.
- The extent to which the project will be ongoing and become self supporting.
- The status of the land covered by the project (where applicable).
- Skills and experience available to undertake the project.
- Alternative funding sources that may be more appropriate for the project.
- Any previous contribution from the Waikato Community Conservation Fund and satisfactory performance on the part of the applicant in fulfilling the requirements of any previous grant from the Fund.
- Applicant's contribution to the project.
- Other agency support.

## Notifying applicants

All applicants will be notified of the outcome of their application as soon as possible after applications have been considered. The decision of the Conservator is final.

Successful applicants will be required to enter into a contract with the department to undertake the work or activity for which funding has been allocated. Should any group receiving a grant fail to complete the project then all monies granted under the Fund and not expended directly on the project will be required to be returned to the Fund.

Irrespective of whether an application is successful or not, the department will be aiming to follow up opportunities of working with community groups to achieve conservation outcomes.

## How to apply

Applications forms can be downloaded from

[www.doc.govt.nz/waikatocommunityconservationfund](http://www.doc.govt.nz/waikatocommunityconservationfund) or copies supplied upon request.

Complete the Waikato Community Conservation Fund Application Form 2011 and either

email to: [jsimmons@doc.govt.nz](mailto:jsimmons@doc.govt.nz) or send to:

Waikato Community Conservation Fund

Department of Conservation

Private Bag 3072

HAMILTON 3240

**Applications close 4.00pm on Monday 3 October 2011**

[newzealand.govt.nz](http://newzealand.govt.nz)

### For further information

Contact Jan Simmons  
Phone 07 858 1000