Eligibility

* indicates a required field

Applicant Information

Before completing this application form, please read the **Climate Action & Investment Plan** and the outcomes we are looking to achieve in Tauranga.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. Please read the criteria prior to applying.

Incomplete applications and/or applications received after the closing date will not be considered.

Eligibility Criteria

To be eligible for funding organisations must:

- Be a New Zealand registered charity.
- Be a not for profit school, kura or Early Childhood Education.
- Be an organisation delivering Kaupapa Māori outcomes.

To be eligible for funding, projects must:

- **Advance climate resilience:** Projects focus on initiatives that advance climate resilience in Tauranga Moana by delivering on one or more of the following areas:
  - **Reducing emissions** and transitioning to low carbon solutions,
  - **Building community resilience** that prepares our city for a changing climate, and/or
  - **Supporting nature-based solutions** to enhance nature & biodiversity in our city.
- **Unlock untapped potential:**Projects are either new initiatives or complement, build upon, or scale existing initiatives.
- **Be solutions-oriented:**Projects address a need or problem by either researching or implementing climate solutions.
- If you have any questions please contact the Climate and Resilience team at Climate@tauranga.govt.nz

Confirmation of Eligibility

I confirm

- I have read and understand the eligibility criteria and confirm that the Applicant meets the criteria.
- I am able to demonstrate alignment between the project and the aims of the Climate Action and Investment Plan.
- You acknowledge and agree that, depending on the nature of Your Project, you may be considered to be a specified organisation pursuant to s24(1)(c)(ii) of the Children's Act 2014 ("CA"). You warrant that, in relation to the Project, You will comply with Your obligations under the CA (if any), including the obligation to undertake safety checks on persons employed or engaged as a children's worker. You shall provide TCC with

information (upon request) demonstrating the processes You have in place to ensure compliance with the CA and Your compliance with those processes.

Please confirm here: *
☐ Yes
You must confirm all statements above are true and correct.

Privacy Statement

Privacy Statement

Tauranga City Council (Council) is collecting information from you as part of this application, some of this information may be personal information. This includes your name, contact details, role, organisation info, bank account details and may include application responses or supporting information (including reporting). Your information and any supporting documents may be used to assess and process this application, verify information you have provided, administer and manage this grant, contact or notify you about any matter relevant to the grant and/or application (including monitoring and compliance of the grant funding terms and conditions), and to update you from time to time about our grant programmes. This application contains some fields that are mandatory, if you do not provide us with this information, we will be unable to process your application. We will not share your personal information with any other organisation or individual unless they are our contractor or other relevant 3rd party and disclosure is necessary for the specified purposes above. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like a copy of your information, or to have it corrected, please contact us at info@tauranga.govt.nz, or 07 577 7000. For further information about how Council will handle your personal information, please refer to Tauranga City Council's Online Grant Privacy Statement.

I confirm that: *
☐ I have read and understand the above Privacy Statement; and
☐ any personal information I include about any other person(s) in this application has been provided with their permission and can be used for the purposes identified above.

Contact Details

* indicates a required field

Applicant Details

Applicant *
○ Individual ○ Organisation
Organisation Name

Title | First Name | Last Name

For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation.

Trading name (if applicable)

Use this field only if relevant.

Organisation physical address
Address

Organisation postal address
Address

Organisation phone number *

Orgnisation email address *
Must be an email address.

Website (If applicable)
Must be a URL.

Primary Contact Details

Primary contact *
Title First Name Last Name
This is the person we will correspond with about this application.

Position held in organisation *
e.g., Manager, Board Member or Fundraising Coordinator.

Primary contact phone number *

Primary contact email address *
This is the address we will use to correspond with you about this grant.

NZBN

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly.

NZ Charity Registration Number (CRN)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration
Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

School/ECE Service Number

Other Contact Details

Are you applying on behalf of an organisation or individual?

☐ Yes
☐ No

If no, please go to the next section.

Secondary Contact

○ Individual ○ Organisation

Organisation Name

Title | First Name | Last Name

Secondary Contact Position

Secondary Contact Phone Number

Must be a New Zealand phone number.

Secondary Contact Email

Must be an email address.

Organisation Details

* indicates a required field

Applicant type (please select the most appropriate to you or your organisation) *

○ Not-for-profit / Charity
○ Community group
○ Educational institution (includes pre-schools, schools, universities & higher education providers)
○ Religious or faith-based institution
○ Philanthropic organisation
○ Social enterprise
○ Iwi / Maori organisation
○ Business
○ Political party / lobby group
○ Individual
○ Other:

Please choose the option that best applies to your organisation.

Have you received previous funding from Tauranga City Council? *

○ Yes ○ No

If yes, what type of funding and when was it received?

Project Information

* indicates a required field

Project Title *

Provide a name for your project/program/initiative. Your title should be short and descriptive.

Project start date *

If unknown, provide your best estimate.

Project end date

If unknown, provide your best estimate.

Project location *

Must be within Tauranga City Council boundaries.

Is this a new or existing project? *

- ○ New
- ○ Existing

Describe your project in one sentence. *

What is the project purpose and how will it deliver on Climate Action? *

Provide detail (250 words maximum) eg GHG emissions reduction or advancing climate resilience.

How do you know your project will be successful? *

Note if any best practices have been researched and if other projects have been consulted for lessons learned.

Please list all the people who will be delivering the project and their relevant experience. *

Word count:

Please list the milestones, deliverables, and timeframes for the project. *

Please describe how your project will continue after the funding ends *

E.g. how the project will become self-sustaining.

Community Engagement

Will the project be developed with any other stakeholders? If yes, please list the other stakeholders, how they will be involved and what support has already been provided. *

Word count:

Please note - it is preferred engagement with stakeholders is undertaken before submitting our application form, as this ensures there is the required support for the project.

If successful, how would you acknowledge Council's funding contribution? *

Word count:

Project outcomes, performance indicators and targets

What are the main outcomes of the project?	**What are the targets and performance indicators for each outcome? E.g. what will you measure to evaluate success?**
Ensure alignment with the outcomes in the Climate Actions and Investment Plan.	Eg amount of greenhouse emissions reduced, no. of people engaged, analytics, workshops, infrastructure, no of trees planted etc

Tauranga's Community Outcomes and Budget

* indicates a required field

Tauranga's Community Outcomes

Please remember to save your application before clicking on any links.

Tauranga City Council adopted Our Direction , the strategic framework for Tauranga. The strategic framework comprises five community outcomes and three approaches. The five community outcomes are:

Tauranga Mataraunui: we are inclusive

Tauranga Taurikura: we value protect and enhance our environment

Tauranga Tātai Whenua: we have a well planned city

Tauranga Ara Rau: we can move around our city easily

Tauranga a te kura: we support business and education

The three approaches are:

Te Ao Māori

Sustainability

Working beyond Tauranga

Select the community outcome from the drop down list which is most relevant to your project. *

- ○ Tauranga Mataraunui: an inclusive city
- ○ Tauranga Taurikura: a city that values, protects and enhances our environment
- ○ Tauranga Tatai Whenua: a well planned city
- ○ Tauranga Ara Rau: a city that we can move around easily
- ○ Tauranga a te kura: a city that we can move around easily

Select the approach from the drop down list which is most relevant to your project. *

Bank Account Details

Bank Account *
Account Name

Account Number

Must be a valid New Zealand bank account format.

Bank name *

Branch *

Bank Deposit Slip / proof of bank account *
Attach a file:

Financial Details

Please share any project management and financial budgeting experience that demonstrates your organisation's ability to deliver this project and that the funds will be used responsibly *

Budget Overview

Using the tables below, please provide a breakdown of your project budget, separated into items such as project management, monitoring and reporting, marketing, community engagement, resources etc. Ensure the cost of writing a final report has been accounted for.

Successful applicants will be required to provide evidence they have spent the funding on approved items e.g. receipts, invoices.

The minimum funding amount is $2,000 and the maximum $25,000 annually.

All budget figures must be exclusive of GST.

Applications will be looked at more favourably if they can secure funding from other sources

Please **do not add commas** to figures – e.g. type $1000 not $1,000 – this will ensure your figures for each table total correctly.

Project Budget (Expenditure)

Please outline your project expenses in the expenditure table below.

Expenditure description	Expenditure amount (budgeted)
Provide clear descriptions for each budget item. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time staffer x 40 hours'.	Enter the total amount to be spent on this budget item. Must be a dollar amount.

Project Budget (Income)

Please outline your projects income sources, including funding from TCC and other grants in the table below.

Income description	Income amount (budgeted)	Is this funding confirmed?
Provide a clear description for each budget item. Examples of income could include 'council community grant', 'trivia	Enter the total amount of income. Must be a dollar amount.	

fundraising night', 'company X sponsorship'.		

Budget Totals

Total Project Expenditure

This number/amount is calculated.

Total Project Income

This number/amount is calculated.

Total Project Expenditure minus Total Project Income

This number/amount is calculated.

Total Amount Requested (from TCC, GST exclusive)

Must be a dollar amount.
What is the total amount you are requesting from TCC in this application?

Applicant Summary

* indicates a required field

Additional information - is there anything else we need to consider about your application? Please explain any supporting documents submitted.

Please upload any supporting documentation
Attach a file:

or

Provide web link:

Must be a URL

Consent to receive further communications? *
☐ Yes, I consent to being contacted for further communications
☐ No, I do consent to being contacted for further communications

How did you find out about the Climate Action Fund?

Conflict of Interest

Please provide details of any perceived or actual conflict of interest with regards to the proposed project.

E.g. a staff member or trustee works for Council etc.

Terms and Conditions

Tauranga City Council Climate Action Fund Terms and Conditions

Agreement

1. The Application, the Letter of Acceptance (if Your Application is successful) and these terms and conditions shall constitute the entire Agreement between You and TCC. 2. You agree that the information provided in your Application is true and correct, that you are authorised to submit the Application and agree to the terms of this Agreement. TCC will use the information in Your Application to assess Your application for funding from TCC's Climate Action Fund and may request further information or clarification from You, if required. 3. The Application contains some fields that are mandatory, if You do not provide TCC with this information, we may be unable to process Your Application. TCC has sole discretion to determine funding applications to the TCC Climate Action Fund, and any decision made by TCC in respect of Your Application is final. TCC is under no obligation to provide reasons to You for any decision made in respect of Your Application.4. The Grant must be used for the purpose for which it was given (as described in the Application).5. Except as otherwise expressly provided, the obligations of TCC under this Agreement are obligations of TCC in its capacity as a contracting party. TCC has certain regulatory and statutory functions, responsibilities and obligations in its capacity as a local authority outside of this Agreement. TCC shall be deemed not to be acting in the capacity of a contracting party under this Agreement when exercising these functions, responsibilities and obligations. Record Keeping6. You will keep full and accurate records e.g. invoices, receipts, quotes and any other documents or information which show how and when the Climate Action Grant has been spent, and will provide it to TCC as part of the Accountability Reporting or as otherwise requested.Reporting7. You will provide TCC with:(a) Accountability Reporting on the Project which may include preparing a Progress Report (if requested); and (b) Any other information TCC may reasonably request during the course of the Project. 8. You must submit a Final Report to TCC within one month of the Climate Action Grant being spent, or within 12 months of Your receipt of the Climate Action Grant, whichever is earlier. The Final Report will comprise the following information:(a) A full expenditure report and reconciliation, including receipts, against the Climate Action Grant provided under this Agreement:(b) Evaluation of the outcome of the Project; (c) Highlights, innovations, lessons learned and next steps;(d) Any outstanding issues; and(e) Any other information or documents about the Project that TCC may request or should reasonably know about.Acknowledgement9.

To help us raise awareness of the Project and TCC's Climate Action Grants you will:(a) publicly acknowledge the receipt of the Climate Action Grant (TCC will let you know how and when) and you agree that TCC may publicise the Climate Action Grant and TCC's involvement in the Project. (b) Where reasonably practical, and if requested by TCC, provide TCC high resolution images and video content related to the Project for the purpose of TCC promoting the Project through its digital platforms including its website, social media and e-newsletters.(c) Acknowledge receipt of the Climate Action Grant from TCC in your annual report if your organisation prepares one; and(d) allow TCC to publish the amount of the Climate Action Grant granted to the Applicant, on TCC's website or its other media channels.10. You confirm that You have obtained all authorisations, consents and have done all things necessary in order to enter into this Agreement and to perform Your obligations under this Agreement. 11. You are not aware of anything which will, or might be reasonably expected to, prevent or impair You from performing all of Your obligations under this Agreement and that all information provided is complete and accurate and will not breach the intellectual property of any third party.12. TCC may be required to disclose information regarding the Agreement pursuant to its obligations under the Local Government Official Information and Meetings Act 1987.Termination / Return of Climate Action Grant13. TCC may terminate this Agreement with immediate effect, by giving notice to you, at any time if:(a) You become, or TCC considers you are likely to become, insolvent or bankrupt or subject to appointment of a liquidator, receiver, manager of similar person in respect of your assets; (b) You do not complete your obligations under this Agreement;(c) You are in material breach of the terms of this Agreement;(d) You do something or fail to do something that in TCC's opinion results in damage to TCC's reputation or business; or(e) You have a conflict of interest that in TCC's opinion is so material as to impact adversely on the Project or TCC.14. If the Agreement is terminated, then TCC has sole discretion to determine whether the Climate Action Grant (or part thereof) is required to be returned to TCC. You agree that any decision by TCC that requires all, or any part of the Climate Action Grant to be returned, is binding and you will return the amount specified by TCC within 14 days of receiving written notice from TCC to do so. 15. You will return any part of the Climate Action Grant which remains unspent 12 months after receipt, unless agreed otherwise in writing.Intellectual Property16. The Intellectual Property created in the course of the Project shall be owned by the Applicant.17. The Applicant grants TCC, or will procure the grant to TCC of, an unrestricted, perpetual, royalty-free licence to use Project outputs for climate action promotion and reporting purposes. Liability18. You will ensure that You, and the Project, remain compliant with all relevant legislation, regulations and other applicable rules including health and safety legislation.19. You are solely liable for all debts, losses and expenses arising out of the Project. 20. You indemnify TCC, and will keep TCC indemnified, against any action, claim, loss, cost, liability, damage or expense arising from:(a) Your breach of this Agreement;(b) Negligent or wrongful acts in Project implementation;(c) False or misleading statements;(d) Infringement(s) of third party rights;(e) Non-compliance with applicable laws i.e. all laws, regulations, rules, codes and standards applicable to the Project of the parties obligations under this Agreement.

Safety of Vulnerable People21. If the Project involves providing services to vulnerable people (children, older people and people with special needs) you will obtain a New Zealand Police vetting service report for any person undertaking work on the Project.22. You acknowledge and agree that, depending on the nature of Your Project, you may be considered to be a specified organisation pursuant to s24(1)(c)(ii) of the Children's Act 2014 ("CA"). You warrant that, in relation to the Project, You will comply with Your obligations under the CA (if any), including the obligation to undertake safety checks on persons employed or engaged as a children's worker. You shall provide TCC with information (upon request) demonstrating the processes You have in place to ensure compliance with the CA and Your compliance with those processes.Definitions23. In this Agreement, unless the context otherwise requires:Accountability Reporting means a Progress Report and/or a Final Report prepared by You reporting on the Project;Agreement means your Application, the Letter

of Acceptance and these terms and conditions;Application means the application you submitted to TCC's Climate Action Fund for a Climate Action Grant;Climate Action Grant means the funding offered in the Letter of Acceptance; Final Report means a report on the Project prepared by the Applicant, in the format provided by TCC, that contains the details outlined in clause 8 of these terms and conditions, and any other information reasonably requested by TCC;Letter of Acceptance means the letter from TCC to You advising that Your Application was successful and confirming the amount of Climate Action Grant offered by TCC;Personal Information means information about an identifiable individual;Progress Report means a report prepared by the Applicant, in the format provided by TCC, that provides a short summary of the Project including the progress of the budget, deadlines, objectives and deliverables (if any).Project means the project described in your Application for which the Climate Action Grant will be used;TCC means Tauranga City Council;You or Your(s) means the individual or organisation named as the "Applicant" on the Application for the Climate Action Grant.

Declaration

This section must be completed by an appropriately authorised person on behalf of the applicant organisation.

- I agree that funding must be used or committed before the end of the financial year.
- I agree to comply with the above terms and conditions of funding.

I agree: *
☐ Yes ☐ No

Name
Title First Name Last Name

Date of declaration:

Must be a date.