

Youth Climate Action Fund 2026

Form Preview

Eligibility

* indicates a required field

Applicant Information

Before completing this application form, please visit the [Youth Climate Action Fund Website](#) for more detailed information about this grant.

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

Individuals cannot apply for funding – funds will be granted only to organisations that support young people. To be eligible to apply, the application must be made by one of the following organisation types, in partnership with young people:

- Youth-led organisations (e.g. youth clubs or groups)
- Youth-serving organisations (e.g. adult-led, supporting young people)
- Schools
- University/Polytechnic
- Registered charity or not-for-profit

Private companies, individuals or political parties or party-affiliated organisations are not eligible.

You can apply if:

- You have at least 2 youth aged 15-24 years who will be helping deliver the project
- Your project will be completed by 15 April 2027
- You are partnering with a support organisation who will apply for the funding on your behalf.
- Your project will take place in Tauranga
- Your project supports at least one of [Council's climate priorities](#):
 - Contributing to emissions reductions, e.g. transitioning to active and lower emissions transport, energy efficient homes and classrooms, waste and circularity
 - Supporting us, as a city, to understand our risks and prepare for a changing climate e.g. citizen science, education programmes
 - Enhancing nature and biodiversity to help us be more resilient to a changing climate e.g. coastal or riparian planting
 - Community action and awareness of climate change, e.g. events, exhibitions, workshops.

Eligible and Ineligible Project Expenses.

The following details which project expenses are eligible and ineligible for the Youth Climate Action Fund microgrants.

Eligible Microgrant Project Expenses

Youth Climate Action Fund 2026

Form Preview

1. Project supplies and materials, including rental and purchase of items directly needed to carry out the project, such as equipment, tools, art supplies, or technology.
2. Costs for organizing community events, workshops, or educational sessions, including venue rental, printing of materials for participants, and basic refreshments.
3. Costs for any necessary permits to implement the project in accordance with local regulations.
4. Reasonable ground travel expenses (such as public transit, ride shares, or taxis) for youth participants or team members directly involved in project implementation.
5. Promotional materials to raise awareness about the project, encourage engagement from stakeholders and the greater community, and share project results, including photography, editorial support, and videography.
6. Reasonable fees for training and mentorship offered in workshops with youth participants.
7. Administrative costs that local NGOs, civic groups, neighbourhood clubs, schools, or other organisations may charge for administering a microgrant on behalf of youth project leads. The costs should be no more than 15% of the microgrant value.
8. Small amounts to enable youth participation such as per diems for food or gift cards if these expenses are reasonable in proportion to the activities. In no event may these expenses make up the majority of the microgrant.
9. Capital investments when they do not exceed 50% of the microgrant and are an essential part of the project suggested and led by youth.

Ineligible Microgrant Project Expenses

1. Services/expenses covered by existing city initiatives.
2. Rent or utilities, unless specified above.
3. Nonprofit/NGO incorporation fees.
4. Speaker honorariums and speaker fees.
5. Scholarships.
6. Direct support to individuals or families.
7. Partisan political contributions or expenses.
8. Expenses related to political campaigns, fundraisers, or projects.
9. Expenses related to lobbying (attempting to influence legislation) or voter registration.
10. Expenses related to commercial activities
11. Capital campaigns, endowments, or endowed chairs.
12. Payments to government officials.
13. Events or fundraisers not related to youth climate action.
14. Regranting or sub-granting to other organizations or individuals.

If you have any questions please contact the Climate and Resilience team at youthclimateaction@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 Youth Climate Action Fund
- 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

Youth Climate Action Fund 2026

Form Preview

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

Organisation

Name of Organisation *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation.

Organisation Details

Trading name (if applicable)

Youth Climate Action Fund 2026

Form Preview

Use this field only if relevant.

Organisation physical address

Address

Organisation postal address

Address

Organisation phone number *

Organisation email address *

Must be an email address.

Website (If applicable)

Must be a URL.

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

- ☐ Youth-led organisations (e.g. youth clubs or groups)
- ☐ Youth-serving organisations (e.g. adult-led, supporting young people)
- ☐ School
- ☐ University/Polytechnic
- ☐ Registered charity or not-for-profit

Please choose the option that best applies to your organisation.

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

Youth Climate Action Fund 2026

Form Preview

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

Have you received previous funding from Tauranga City Council? *

☐ Yes ☐ No

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

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 *

Youth Climate Action Fund 2026

Form Preview

Primary contact email address *

This is the address we will use to correspond with you about this grant.

Other Contact Details

Secondary Contact

Title	First Name	Last Name

Position held in Organisation

Secondary Contact Phone Number

Must be a New Zealand phone number.

Secondary Contact Email

Must be an email address.

Please List Your Youth Project Leads?

Please list two young people aged 15 to 24 who will be actively participate in decision-making and oversight of this project.

Youth Project Lead 1 Name *

Title	First Name	Last Name

Please upload I.D. to your Youth Project Lead *

Attach a file:

Youth Project Lead 2 Name *

Title	First Name	Last Name

Please upload I.D. to your Youth Project Lead *

Attach a file:

Youth Climate Action Fund 2026

Form Preview

Project Information

* indicates a required field

Project Name *

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

Project location *

Must be within Tauranga City Council boundaries.

Project start date *

If unknown, provide your best estimate.

Note: project must be completed by April 15, 2027

Project end date *

If unknown, provide your best estimate.

Is this a new or existing project? *

- ☐ New
☐ Existing

Project Detail

As part of your application, you will need to identify at one measurable outcome/result that demonstrates your project's immediate achievements and progress. This needs to show evidence of changes in behaviour, increased knowledge or awareness, shifts in attitudes, or improvements to processes and practices.

The outcome/result you select should clearly show how your project contributes to meaningful climate action and must align with Tauranga City Council's climate action outcomes and strategic framework. Applicants should explain both how the outcome will be measured and the positive impact it is expected to create within the community.

Project Description - Provide an overview of your project, including its main goals and objectives, along with its expected effect on the community and the environment. *

Include examples of current issues or challenges your project aims to address and why this intervention is crucial now. (Max 300 words)

Youth Climate Action Fund 2026

Form Preview

Project Activities and Timeline - Describe the specific activities and steps your project will undertake? *

Include a clear timeline showing the project's activities and implementation will be completed by April 15, 2027. (Max 300 words)

Project Results - Describe at least one measurable result that will show your project's immediate accomplishments and progress. *

*Max 100 words

Project Impact - Describe how your project will create changes in behavior, knowledge, attitudes or processes *

*Max 100 words

Describe how young people will be involved in your project, including their roles, responsibilities, and opportunities for leadership. *

*Max - 200 words

Please estimate the total number of young people who will be involved in your project. *

Must be a number.

Including youth leads, volunteers and participants

Tauranga's Climate Priorities

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

Tauranga City Council has developed strategic outcomes and priorities for climate change. More information can be found on our website, including the [Climate Action and Investment Plan](#).

The strategic framework comprises four community outcomes which are:

1. Reducing emissions - Support initiatives that lower greenhouse gas emissions across Tauranga, including:

- Sustainable transport and active travel
- Energy efficiency or renewable energy ideas
- Waste reduction and circular economy initiatives

2. Building resilience - Helping Tauranga adapt to the impacts of climate change, such as:

Youth Climate Action Fund 2026

Form Preview

- Preparing for flooding, heat and extreme weather
- Strengthening community resilience and emergency preparedness
- Nature-based solutions (e.g. wetlands, coastal protection)

3. Protecting and enhancing nature - Restoring and protecting our natural environment to support biodiversity and climate outcomes:

- Native planting and biodiversity projects
- Pest control and habitat restoration
- Community gardens and urban greening

4. Community action and awareness - Empowering people to take climate action and build understanding:

- Climate education campaigns
- Behaviour change initiatives
- Community-led events and programmes

Through our priorities, we are committed to integrating the knowledge and values that underpin te ao Māori (the Māori worldview) and mātauranga Māori (Māori knowledge and perspective).

Which TCC Climate Priority Relates to your Project?

Select the climate outcome that is most relevant to your project. *

- ☐ Reducing emissions
- ☐ Building resilience
- ☐ Protecting and enhancing nature
- ☐ Community action and awareness

How does this Project respond to the selected climate priority? *

Budget and Accounting

** indicates a required field*

Bank Account Details

Bank Account *

Account Name

Account Number

Must be a valid New Zealand bank account format.

Bank name *

Youth Climate Action Fund 2026

Form Preview

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 requested funding amount must be between \$2,000 and \$8,000 NZD.

All budget figures must be exclusive of GST.

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.

Youth Climate Action Fund 2026

Form Preview

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 fundraising night', 'company X sponsorship'.	Enter the total amount of income. Must be a dollar amount.	

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 Youth Climate Action Fund, 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.

You can upload your project plans here (optional).

Youth Climate Action Fund 2026

Form Preview

Please upload any supporting documentation

Attach a file:

Consent to receive further communications? *

- ☐ Yes, I consent to being contacted for further communications
- ☐ No, I do not consent to being contacted for further communications

How did you find out about the Youth 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 Youth Climate Action Fund

Terms and Conditions

Funding from the Youth Climate Action Fund ("YCAF") is subject to the following terms and conditions. By submitting an Application for funding from the YCAF, You acknowledge that you have read and agree to these terms and conditions.

Agreement

1. Your Application, the Letter of Acceptance (if Your Application is successful) and these terms and conditions shall constitute the entire Agreement between You and TCC.

Application and Assessment

1. You agree that the information provided in your Application is true and correct, and that you are authorised to submit the Application. TCC will use the information in Your Application to assess Your application for funding from TCC's Youth Climate Action Fund and may request further information or clarification from You, if required. TCC may retain information provided by You for record keeping purposes and in accordance with relevant privacy laws.
2. The Application contains some fields that are mandatory. If You do not provide TCC with this information, TCC may be unable to process Your Application. TCC has sole discretion to determine funding applications to the TCC Youth 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.

Conditions of Grant

1. The Grant must be used for the purpose for which it was given (as described in the Application) and the Project must be completed by 15 April 2027.

Youth Climate Action Fund 2026

Form Preview

- 2.The Grant is provided subject to: a) the successful achievement of the objectives and targets set out in the Application and summarised in the Letter of Acceptance; and b) any additional conditions specified in the Letter of Acceptance.
- 3.You must use all reasonable endeavours to achieve the Project objectives and targets.

Payment

- 1.The approved funding amount will be paid to You (at TCC's option) either: a) in one lump sum; or b) in instalment payment(s) made based on Project milestones being completed. You must forward a valid tax invoice to TCC. Invoices shall include all information as TCC may reasonably request. Unless otherwise agreed in advance by TCC in writing, the invoice will be inclusive of GST, if any. TCC will arrange payment to be processed and paid accordingly by TCC upon receipt of a valid tax invoice.

Record Keeping

- 1.You will keep full and accurate records e.g. invoices, receipts, quotes and any other documents or information which show how and when the Grant has been spent, and will provide it to TCC as part of the Accountability Reporting or as otherwise requested. Project expenses must adhere to [Appendix A YCAF Eligible and Ineligible Expenses](#).

Accountability Reporting

- 1.You will provide TCC with:
 - Accountability Reporting on the Project which may include preparing a Progress Report (if requested); and
 - Any other information TCC may reasonably request during the course of the Project.
- 1.You must submit a Final Report to TCC by 29 April 2027. The Final Report will comprise the following information:
 - a full expenditure report and reconciliation, including receipts, against the Grant provided under this Agreement;
 - evaluation of the outcome of the Project;
 - highlights, innovations, lessons learned and next steps;
 - any outstanding issues; and
 - any other information or documents about the Project that TCC may request or should reasonably know about.

Publicity

- 1.To help us raise awareness of the Project and TCC's Climate Action Grants You will:
 - publicly acknowledge the receipt of the Grant in accordance with TCC's instructions (TCC will let you know how and when) and you agree that TCC may publicise the Grant and TCC's involvement in the Project;
 - 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;
 - acknowledge receipt of the Grant from TCC in your annual report if your organisation prepares one; and
 - allow TCC to publish the amount of the Grant granted to You on TCC's website or its other media channels.

Acknowledgement

Youth Climate Action Fund 2026

Form Preview

- 1.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.
- 2.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.
- 3.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 Grant

- 1.TCC may terminate this Agreement with immediate effect, by giving notice to you, at any time if:
 - 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;
 - You do not complete your obligations under this Agreement (e.g. the Project is cancelled in whole or in part);
 - You are in material breach of the terms of this Agreement;
 - You do something or fail to do something that in TCC's opinion results in damage to TCC's reputation or business;
 - You transfer ownership of the Project; or
 - You have a conflict of interest that in TCC's opinion is so material as to impact adversely on the Project or TCC.
- 1.If the Agreement is terminated, then TCC has sole discretion to determine whether the 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 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.
- 2.You will return any part of the Grant which remains unspent 12 months after receipt, unless agreed otherwise in writing.

Intellectual Property

- 1.You confirm You hold all necessary intellectual property rights to complete the Project and will not breach any third party intellectual property rights.
- 2.The Intellectual Property created in the course of the Project shall be owned by You.
- 3.You grant 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.

Liability

- 1.You will ensure that You, and the Project, remain compliant with all relevant legislation, regulations and other applicable rules including health and safety legislation.
- 2.You are solely liable for all debts, losses and expenses arising out of the project.
- 3.You indemnify TCC, and will keep TCC indemnified, against any action, claim, loss, cost, liability, damage or expense arising from Your:
 - breach of this Agreement;
 - negligent or wrongful acts in Project implementation;
 - false or misleading statements;
 - infringement(s) of third party rights;
 - 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 People

- 1.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.
- 2.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.

General

- 1.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.
- 2.The provision of the Grant does not constitute express or implied approval of any application for consent or approval relating to the Project that may be submitted to TCC in its capacity as a local authority. (For example, where the Project is proposed to take place on public open space, the provision of the Grant does not guarantee that You will receive 'event approval' from TCC to proceed with the event/Project.) Provision of the Grant in no way fetters TCC undertaking its functions, duties, and powers consistent with relevant statutory and regulatory requirements, adopted policies and common law.
- 3.Any dispute or difference which may arise between the parties concerning the interpretation of this Agreement or relating to any other matter arising under these terms and conditions will be actively and in good faith negotiated by the parties with a view to a speedy resolution of such dispute or differences. If the parties have been unable to resolve the dispute or difference, then the parties will refer the dispute or difference to the Chief Executive Officers (or their equivalent) of the parties who will jointly endeavour to resolve the matter. If the matter has not been resolved within 21 days from the date of referral to the Chief Executive Officers (or their equivalent), then either party may require that the matter be referred to a mediator. Either party may commence a mediation by giving the other notice in writing requiring the mediation. If the other party agrees and a mutually agreed mediator is appointed, the parties will then agree the rules for any mediation in full consultation with the agreed and appointed mediator before they commence mediation. Participation in a mediation will not prejudice any other right or entitlement either of them may have.
- 4.A waiver by TCC of any breach of these terms and conditions will not prevent the subsequent enforcement of those responsibilities and will not be deemed to be a waiver of any subsequent breach.
- 5.Any unlawful provision in this Agreement will be severed, and the remaining provisions enforceable, but only if the severance does not materially affect the purpose of, or frustrate, this Agreement.
- 6.This Agreement will be construed and take effect in accordance with the laws of New Zealand.

Definitions

- 1.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;

Youth Climate Action Fund 2026

Form Preview

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;

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 10 of these terms and conditions, and any other information reasonably requested by TCC;

Grant means the funding offered in the Letter of Acceptance;

Letter of Acceptance means the letter from TCC to You advising that Your Application was successful and confirming the amount of Youth Climate Action Grant offered by TCC;

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 Grant will be used; **TCC** means Tauranga City Council;

You or **Your** means the individual or organisation named as the "Applicant" on the Application for the Grant.

Declaration

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

By submitting this application, we agree to comply with the terms and conditions of the Youth Climate Action Fund and commit to using the microgrant funds responsibly and transparently to advance our project's objectives.

I agree: *

☐ Yes ☐ No

Name

Title	First Name	Last Name
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Date of declaration:

Must be a date.