

Te Whakawhiwhi Whakahekenga Tango

Waste Minimisation Grants Policy 2021



Ngā Wāhanga
Te Rautaki ā-Rōpū

Department
Solid Waste

Te Tūmomo Kaupapahere:
Mō Āwaho

Policy Type:
External Policy

Te Rā o te Whakataunga e te Kaunihera:

Council Resolution Date:

Ko te pūtake o tēnei kaupapahere | Policy Purpose

This Policy supports the Council's Community Outcomes and the well-being's (Environmental, Economic, Cultural and Social). It also gives effect to the requirements of the Waste Minimisation Act 2008 to allocate waste levy funding received from the Ministry for the Environment for waste minimisation projects;

- To ensure optimal and transparent allocation of the national waste levy funding to waste minimisation projects.
- To increase the range, scale and number of waste minimisation activities in Matamata-Piako through effective use of the waste levy fund.

Ngā Tautuhinga | Definitions

Definition	Detail
10-Year Plan	Council's adopted Long-Term Plan (LTP) as defined by the Local Government Act 2002.
Community Organisation	A not-for-profit organisation that has the primary objective to provide programmes, services or activities that benefit the social, cultural, arts and environmental wellbeing of communities in Matamata-Piako.
Business /Company (or other legal entity)	A legal entity such as a business or company registered under the New Zealand Companies Office that is active in the area of waste minimisation Also includes trusts under the Trusts Act 2019.

Kaupapahere | Policy

The total financial assistance provided by the Waste Minimisation Grant is to be determined each year. The funding amount will be notified as part of the funding round each year.

Funding is allocated through the Ministry for the Environment Waste Levy. From 1 July 2021, the Government is progressively increasing and expanding the national waste disposal levy. It uses the revenue gathered from the waste disposal levy for initiatives to reduce waste and encourage resource recovery (e.g.,



composting and recycling). Some of the levy revenue is returned to Council to support waste reduction initiatives.

The Waste Management and Minimisation Plan (WMMP) 2021 provides for a contestable grant to support waste minimisation initiatives in our local community. Part of the Levy funding returned to Council is to be allocated for this purpose.

Ngā kaupapa ka tautokona ā-pūtea | What we fund

The Waste Minimisation Grant funds projects from Community Organisations and Businesses that;

- Achieve a reduction in waste to landfill as the overriding goal
- Lead to waste reduction behaviour change
- Focus on waste minimisation and aim to achieve a high level of community involvement in practical on-the ground experience which encourages a network of community participation and long term action.
- Encourage the establishment of waste minimisation businesses in Matamata-Piako and maximise opportunities for minimisation and economic development through innovative processes and technologies.
- Provide for reuse of materials that would otherwise end up in landfill
- Undertake research on an innovative idea or concept.
- Require assistance with project setup costs

A maximum of \$10,000 can be granted per applicant, per year.

The types of applications may include composting workshops, worm farming, recycling or food waste and organic initiatives as examples.

Minimum project requirements:

- the project will lead to long term waste minimisation actions by participants; and
- the project has a minimum involvement of either 5 households linked to the project or involves businesses or organisations active around waste minimisation and;
- details are provided on the costs of the project and how the contribution sought from the fund will be used.

Secondary criteria & considerations:

- Young people are involved in the project;
- Iwi are actively involved in the project;
- The project draws on skills and knowledge held within the community about waste minimisation and /or reducing the need for waste (e.g. knowledge of preserving rather than wasting food held by an older person);
- The breadth and scale of community involvement in the project;
- Other sources of funding that may be available to a project;
- The proportion of project funding being sought and how any remaining proportion will be funded; and
- The likelihood of the project becoming self-sustaining, where relevant (recognising that some initiatives will be one-off projects).

Ngā kaupapa kāore e tautokona ā-pūtea | What we don't fund

- Applications for purposes that do not directly relate to the purpose of the grant
- Subscriptions and memberships;
- Projects or programmes and related costs which have already occurred
- Any costs involved in preparing the application
- Catering costs except for reasonable costs incurred as part of an overall event, for example light



- refreshments provided to attendees of an all-day composting workshop
- Projects or operational costs already substantially funded by Council
- Political organisations
- Repayment of debt, loan, mortgage repayments or investments of any kind
- Project costs that will be directly paid back to Council

How we fund

Applications will be invited during an annual funding round, for a time-period specified each year.

It may be specified as a condition of funding that Council will only provide funding upon completion of the project. This will generally be the expectation where business or commercial entities have been granted funding. For non-profit Community Organisations Council may waive this at its discretion in which case payment would be provided upfront.

All successful applicants must submit an accountability report, including providing evidence of how the funding was spent, within 3 months of completion of the project or within 6 months of receiving the grant funding.

How will I know if funding has been approved?

All complete applications will be assessed by Council staff. Applicants will be notified in writing once a decision on their application has been made.

The Council delegates to its Chief Executive Officer and in his/her absence the Group Manager Services Delivery, or Solid Waste Lead the responsibility for reviewing and deciding grant applications. If the name of any of the above position titles change without substantial changes being made to the position holder's job description (in respect of the function to which this delegation relates), the current delegations in the name of the previous position title are and shall be effective for the position holder of the new position title.

The Council or its Committee will be informed of application approvals within six weeks of applicants being notified of the outcome.

Ngā Hua | Outcomes

Organisations receiving grants are expected to demonstrate how their projects will relate to the Council's community outcomes, and contribute to the well-beings (Environmental, Social, Cultural and Economic) and the purpose of the Matamata-Piako WMMP (Waste Minimisation Management Plan).

Kaupapahere Te Mātaitanga, me te Arotakenga | Policy monitoring and review

Implementation of this policy will be monitored by the Solid Waste Lead and Solid Waste Working Party. This policy will be reviewed, at the request of the Council, in response to any relevant legislative amendment, or every three years (whichever comes first).



Funding Process

Fill in [Online Application](#) form and Submit

MPDC Staff are available to help throughout this step



Your application will be assessed against criteria and guidelines

Assessment by MPDC staff for completeness



CEO makes the funding decision

Solid Waste Lead makes recommendations to CEO



Decision Letters

You will receive notification of the Decision within 6 weeks of the Grant closing date



Sign Grant Agreement/Contract

If you are successful you will need to return a signed grant agreement with an invoice



Payment

You will receive payment on the 20th of the following month upon receipt of invoice Funds must be uplifted within 3 months of being granted



Accountability report

You must fill in an accountability report online as per grant agreement



Schedule 1 – Guidelines

How must applications be made?

All Applications must be made through the Matamata-Piako District Council [online system](#)
No paper applications will be accepted.

What must accompany the application?

In the application process, you will be asked for the following information to be provided:

- Details of any other sources of funding/sponsorship, or applications made for the project
- A project plan to show how you will develop/market/promote your project
- Evidence of community support
- A breakdown of budget expenses and income as per the MPDC budget form
- Likelihood of self-funding in the longer term (if the event is recurring)
- Demonstrated awareness of relevant Council bylaws and/or regulations
- If you are applying as a project with householder involvement, a copy of minutes of the meeting at which it was resolved that this application be made and listing the names, addresses and contact details of at least five participating households

What requirements have to be met?

- All successful applications will be required to complete a grant agreement prior to payment of the grant.
- Successful applicants must adhere to the funding reporting requirements as prescribed by Council.
- All recipients of community grants will provide periodic accountability reports documenting how their activities have contributed to the objectives for which the funding was allocated.
- Recipients that fail to submit acquittal reports, or that have not spent the money in accordance with the application/contract shall not be eligible for any further Council grants until:
 - Accountability conditions have been met and/or grant monies returned and;
 - the organisation can demonstrate their ability to meet Council's eligibility criteria for a grant;
 - and the organisation is capable of delivering the project outcomes of which they are making an application for.

How will I know if funding has been approved?

Applications will be assessed and decided by Council. You will be notified of the decision via email on your application form. The decision of the Council is final.

