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| 1. **APPLICANT INFORMATION**
 |
| Applicant’s name: |  |
| Relationship to the covenant: | Landowner [ ]  Other [ ]  - please describe:  |
| Email address: |  |
| Postal address: |  |
| Landline: |  | Mobile: |  |
| How did you find out about this fund? *e.g. website, email, QEII Rep* |  |

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| 1. **COVENANT INFORMATION - *please ask your Regional Representative for help if unsure***
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| Covenant name or reference number: *e.g 5-12-123* |  |
| Covenant size (ha): |  |
| Covenant locality (road name and distance to nearest town):*For example: Tate Rd, 5 km south of Te Kuiti* |  |
| Covenant description:*What type of habitat, values or species does your covenant protect?* *Please note any special values.* |  |

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| 1. **WHAT WILL THE FUNDING BE USED FOR?**
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| Provide a brief outline of the work. |  |
| Expected project start and completion date: |  |
| Is this a new project? | Yes [ ]  No [ ]  |
| If no, list any funding received from other sources for this work:*Please list the source and $ amount* |  |
| Are you applying because of an adverse event or hardship (e.g. fire, earthquake)?  | Yes [ ]  No [ ]  |
| If yes, please describe: |  |

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| **4. PROJECT BUDGET AND** **TASKS** |
| List items to purchase and/or work to be completed to achieve your objectives. *Example: Purchase 5 DOC200 traps; Engage contractor for 20 hours to drill old pines in south corner.**State if your contribution is in-kind or financial. Please also note if you intend to do the work yourself or engage a contractor.* | **Funding** **requested** | **Landowner contribution**1*If in-kind, please state the number of hours*  | **Other contribution1** | **Total cost of task** |
|  | $ | $ | $ | $ |
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| **TOTAL CONTRIBUTIONS****(All figures +GST)** |  |  |  | **$** |

 In-kind labour is to be calculated at $25 per hour per person. You should include planning time, transport costs (mileage at 0.73c./km) and machinery costs (tractor: $20-$40/day; vehicles up to $40/day; quad bikes up to $60/day).

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| 1. **PROJECT OBJECTIVES**
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| How will this project benefit your covenant and how sustainable is the outcome? |  |
| Will this project contribute to similar work on adjacent land or in the wider community? |  |
| What is the urgency of this work? |  |

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| 1. **APPLICANT’S SIGNATURE**
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| [ ]  I agree to the terms and conditions.[ ]  I declare that the statements in this application are true and the information provided is correct. [ ]  I consent to QEII National Trust sharing project information, including biodiversity values and site photos, in communications and promotional materials. |
| Applicant’s name |  |
| Applicant’s signature |  | Date: |  |
| **To submit your application:** |
| 1. Discuss your project and any questions with your QEII Regional Representative. To find your local Representative please visit our website: https://qeiinationaltrust.org.nz/find-your-rep/, or phone 0800 467 367 ext. 823.
2. Complete sections 1-6.
3. Forward your application to the Fund Administrator: thestephensonfund@qeii.org.nz Applications may also be posted to: The Stephenson Fund, QEII National Trust, PO Box 3341, Wellington 6140.
4. **Deadline for applications: 10 August 2018**

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| 1. **TERMS AND CONDITIONS**
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| 1. A minimum of $2,000 and a maximum of $20,000 can be requested. All dollar amounts are **Exclusive of GST**.
2. Proposed work must benefit the purpose and objectives of your covenant agreement.
3. Funding will not be allocated when the application is for work that is a condition of a resource consent application, council plan or in lieu of a landowner’s obligations under their covenant agreement. However, an application may be considered for the latter example if special circumstances apply (for example, hardship or health burdens).
4. We cannot fund any retrospective activities or transactions already incurred prior to approval of the funding.
5. Revegetation projects must source site-appropriate indigenous species from the same Ecological District as the covenant in which they are being planted. Site preparation, planting and releasing work must be included in the task table (section 4).
6. Applications are expected to include a 50% financial or in-kind contribution towards total project costs from the applicant or other source, unless hardship or an adverse event is cited.
7. Applications are restricted to single year periods and approved funding must be spent within a year of allocation or be forfeited. Subsequent applications will be accepted for multi-year projects, but approval is not guaranteed.
8. Funds must be spent as outlined in the application.
9. If the actual costs are less than the proposed costs, the actual costs will be shared equally by the parties involved. The Stephenson Fund is not responsible for additional costs.
10. Funds will be paid on receipt of a tax invoice made out to the QEII National Trust. The invoice must include a GST number (if registered), an email address and receipts for all expenses claimed. A tax invoice template is available on request, please contact: thestephensonfund@qeii.org.nz
11. Before and after project photos must be provided upon project completion. Projects requesting more than $3,000 must be inspected by your Regional Representative before payment will be made.
12. If work is applied for on behalf of landowners, an email or letter from the landowners consenting to the project and associated publicity must be submitted with the application.
13. In applying to the Stephenson Fund, landowners agree to allow the QEII National Trust to share project information including biodiversity values and photos for communication purposes.
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