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| 1. **APPLICANT INFORMATION** | |
| Applicant’s name: |  |
| Relationship to the covenant: | Landowner  Other  - please describe: |
| Email address: |  |
| Postal address: |  |
| Landline/mobile number: |  |
| How did you find out about this fund?  *e.g. website, email, QEII Rep* |  |
| Are you GST Registered | Yes  No |
| If yes, what is your GST number? |  |

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| 1. **COVENANT INFORMATION - *please ask your Regional Representative for help if unsure*** | |
| 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?** | |
| Provide a brief outline of the work proposed |  |
| Have you received Stephenson funding before? | Yes  No |
| Is this a new project? | Yes  No |
| Does your project have funding from other sources?  *If yes, please list the source and $ amount* | Yes  No |
| Are you applying because of an adverse event or hardship (e.g. fire, earthquake)? | Yes  No |
| If yes, please describe: |  |

**Please note: Applications are expected to include a 50% financial or in-kind contribution towards total project costs from the applicant or another source.**

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| **4. PROJECT BUDGET AND** **TASKS** | | | | |
| List items to purchase and/or work to be completed to achieve your objectives.  *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** |
| *Example: Purchase 5 DOC200 traps; Engage contractor for 20 hours to drill old pines in south corner.* | $ | $ | $ | $ |
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| **TOTAL CONTRIBUTIONS** | **$** | **$** | **$** | **$** |
| **Please state if you have used GST excl. or GST incl. prices** | GST inclusive prices  GST exclusive prices | | | |

In-kind labour is to be calculated at $25 per hour per person. You should include planning time, transport costs (mileage at 0.79c./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** | | |
| 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? |  | |
| 1. **PAYMENT OPTIONS** | | |
| Request for funding is $5,000 or under | | |
| If the funding request is $5,000 or under, please indicate how you would rather have payment by (tick one): | Upon completion  Invoices paid upon completion of project. | Half and half  Half of funds up front, other half on completion. |
| Request for funding is over $5,000 | | |
| If the funding request is over $5,000 please indicate how you would rather have payment by (tick one):  Note: for either option you can request an upfront payment of $2,500 | Upon completion  Invoices paid upon completion of project. | By milestone  Timescale to be agreed upon by QEII National Trust and applicant. |
| Tick if required  Upfront payment of $2,500 | |

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| 1. **APPLICANT’S SIGNATURE** | | | |
| 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.  I consent to QEII National Trust using photos and material in printed and online publications. | | | |
| 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 1-7. 3. Forward your application to the Fund Administrator: [thestephensonfund@qeii.org.nz](mailto: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: 20 December 2019** | | | |

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| 1. **TERMS AND CONDITIONS** |
| 1. A minimum of $2,000 and a maximum of $20,000 can be requested as the QEII National Trust’s contribution. All dollar amounts are Exclusive of GST. 2. Applications are expected to include a 50% financial or in-kind contribution towards total project costs from the applicant or other source. 3. Proposed work must benefit the purpose and objectives of your covenant agreement. 4. 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). 5. We cannot fund any retrospective activities or transactions already incurred prior to approval of the grant. 6. The decision to approve a grant is at the sole discretion of the National Trust. 7. 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). 8. Applications are restricted to single year periods and the approved grant must be spent within a year of allocation. 9. The grant must be spent as outlined in the application. 10. If the project is not completed, QEII National Trust will require the grant to be returned. 11. If the actual project costs are less than the proposed costs in the application, the actual costs will be shared equally by the parties involved. 12. The Stephenson Fund is not responsible for any additional project costs. 13. Invoices are paid on the 20th of the month following the month that the invoice was received. Payment may be delayed if there is insufficient evidence of the work undertaken. Invoices for more than $3,000 may need to be inspected by your Regional Representative before payment will be made. 14. Before and after project photos must be provided upon project completion. 15. If work is applied for on behalf of the landowners, an email or letter from the landowners consenting to the project and associated publicity must be submitted with the application. 16. 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. These purposes include the open space magazine and our website. |