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| **SECTION 1: BEFORE YOU START - WHAT YOU NEED** |
| * You must have permission of the landowner to do the work, if you are not the landowner.
* You should discuss your project actions and timing with your QEII Regional Representative before submitting your application. To find your local representative please visit our website: <https://qeiinationaltrust.org.nz/find-your-rep/> or phone 0800 467 367 ext. 823.
* You must be able to complete your project within one year of accepting the funding, if successful
* If using a contractor, a quote needs to be provided.
* For goods, we need an example of the order or a quote for products.
* For revegetation projects please provide a species list.

Please note by applying you consent to this information been shared with Auckland Council and if successful your project may be used for publicity purposes by Auckland Council. |

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| **SECTION 2: APPLICANT INFORMATION** |
| 1. Applicant’s name:
 |  |
| 1. Relationship to the covenant:
 | Landowner [ ]  Other [ ]  - please describe:  |
| 1. Email address:
 |  |
| 1. Postal address:
 |  |
| 1. Landline/mobile number:
 |  |
| 6. How did you find out about this fund? *e.g. website, email, QEII Rep* |  |
| 1. Are you GST Registered:
 | Yes [ ]  No [ ]  |
| 1. If yes, what is your GST number?
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| **SECTION 3: COVENANT INFORMATION*****Please ask your Regional Representative for help if unsure*** |
| 1. Covenant name or reference number: *e.g 5-12-123*
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| 1. Covenant size (ha):
 |  |
| 1. Covenant locality (road name and distance to nearest town):

*For example: Tate Rd, 5 km south of Te Kuiti* |  |
| 1. Covenant description:

*What type of habitat, values or species does your covenant protect?* *Please note any special values.* |  |

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| **SECTION 4: WHAT WILL THE FUNDING BE USED FOR?** |
| 1. Provide a brief outline of the work proposed (e.g. what do you want to do and when will you do it)
 |  |
| 1. Is this a new project?
 | Yes [ ]  No [ ]  |
| 1. Does your project have funding from other sources?

*If yes, please list the source and $ amount* | Yes [ ]  No [ ]  |

**Please note: Applications must include at least a 1/3 financial or in-kind contribution towards total project costs from the applicant.**

**Other funds cannot be used (including The Stephenson Fund) as the 1/3 contribution\*.**

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| **SECTION 5. 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 state if you intend to do the work yourself or engage a contractor.* | **Funding** **requested** | **Applicant contribution**1*If in-kind, please state the number of hours*  | **Total cost**  |
| *E.g. 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).

\*Not for profit groups may be able to leverage other funds if no other options are available, please talk to your QEII rep first.

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| **SECTION 6: PROJECT OBJECTIVES AND TIMING** |
| 1. How will this project benefit your covenant and how sustainable is the outcome?
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| 1. Will this project contribute to similar work on adjacent land or in the wider community?
 |  |
| 1. When will the work occur?

*e.g. planting will occur in spring* |  |
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| **SECTION 7: 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 requiredUpfront payment of $2,500 [ ]  |

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| **SECTION 8: 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 with Auckland Council[ ]  I consent to QEII National Trust and Auckland Council using photos and material in printed and online publications.**Please note applications that do not grant consent to QEII and Auckland Council may not be considered.** |
| Applicant’s name |  |
| Applicant’s signature |  | Date: |  |
| **TO SUBMIT YOUR APPLICATION:** |
| 1. Complete sections 2-8.
2. Forward your application to the Fund Administrator: aucklandcouncilfund@qeii.org.nz Applications may also be posted to: The Auckland Council Fund, QEII National Trust, PO Box 3341, Wellington 6140.
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| **SECTION 9: TERMS AND CONDITIONS** |
| 1. A minimum of $2,000 and a maximum of $20,000 without prior arrangement can be requested as the Auckland Council contribution. These dollar amounts are exclusive of GST.
2. Applications are expected to include at least a one third financial or in-kind contribution towards total project costs from the applicant or other source if the applicant is a not for profit group.
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.
5. QEII 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 QEII.
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 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 Auckland Council 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 alongside a brief final report 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 Auckland Council Fund, landowners agree to allow the QEII National Trust to share project information including biodiversity values and photos with Auckland Council Auckland Council may choose to use this information for their publicity purposes. Additionally, QEII may use this information for their own publicity purposes including the Open Space Magazine, our website and social media.
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