



QEII NATIONAL TRUST

Ngā Kairauhi Papa Forever protected

To apply for a grant via the Stephenson Fund

- You must be applying for a project on a registered QEII National Trust (QEII) covenant.
- If you are not the landowner, you must have the permission of the landowner to apply for the grant and undertake the project. If funding is applied for on behalf of the landowner(s), an email or letter from the landowner(s) consenting to the project and any potential associated publicity must be submitted with the application.
- Please discuss your project with your [Regional Representative](#) for their advice and input before submitting an application, as this may increase your chances of a successful application.
- A minimum grant of \$2,300 (GST inclusive) and a maximum of \$23,000 (GST inclusive) can be applied for.
- Whilst applications will be accepted over subsequent years, priority may be given to applicants who have not previously received a grant.
- All projects will be assessed against the extent to which they provide for stewardship, engagement with covenants, and the ecological enhancement of covenants.
- Applications must include a 50% financial or in-kind contribution towards total project costs from the applicant unless the application is due to hardship. (Note: if you plan to include funding from another source in addition to your required 50% contribution, please include that information in *Section 4, Budget Outline*).
- Applications citing hardship – i.e. circumstances beyond your control – are able to apply for up to 100% of the project cost or the applicant's 50% contribution can be reduced, however hardship applications must still meet the above covenant enhancement criteria.
- Projects must be designed to be completed within 12 months of a successful grant application being confirmed. Project variation or extension requests are possible at the sole discretion of QEII.
- Revegetation projects must use eco-sourced site-appropriate indigenous species from the same ecological district as the covenant in which they are being planted. QEII's eco-sourcing guidelines can be found [here on our website](#). Site preparation, planting and releasing information is to be included in *Section 3, Project Information*.
- Applications will not be accepted for works that are a landowner's obligation under their covenant agreement, or are required by a third party, e.g. are a condition of a resource consent (the exception being if an application is being made as a result of hardship – full details must be included in your application form).
- The Stephenson Fund grants cannot be applied for to fund any retrospective activities or transactions already incurred prior to approval of the grant.
- The decision to approve a grant is at the sole discretion of QEII.
- The information supplied in your application will be stored securely. You can further access information on our privacy policy [here on our website](#).



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To submit an application

1. Complete the online application form which we will then receive automatically (this is the preferred option); or
2. Download the application form and email your completed form to: thestephensonfund@qei.org.nz; or
3. Post your completed application form to: The Stephenson Fund Coordinator, QEII, PO Box 3341, Wellington 6140