



**QEII NATIONAL TRUST**

Ngā Kairauhi Papa Forever protected



## The Auckland Council Fund Application Form

It is a prerequisite of applying that you read the [TERMS & CONDITIONS](#) of the fund.

Please indicate that you have read the Terms & Conditions before completing this form. You will find these [here](#).

Yes  I have read the Terms & Conditions

### 1. Applicant information

Name	
Email	
Your Postal address	
Landline and/or mobile number	
Are you GST registered	Yes <input type="checkbox"/> No <input type="checkbox"/>
If registered, please include your GST number	
Your connection to the covenant	Landowner <input type="checkbox"/> Other <input type="checkbox"/> <i>If other please describe (e.g. family member, project manager)</i>
Have you/the landowner received a grant through a previous round of the Auckland Council Fund or The Stephenson Fund to enable work on the covenant(s) this application relates to	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes, during which year</i>

## 2. Covenant information *(please ask your QEII rep for assistance if you are unsure)*

Covenant reference number

*(e.g. 5-12-123)*

*Please include all numbers if your project spans more than one covenant*

Covenant address

*Please indicate if this is the same as your postal address above*

## 3. Project information

Please note: Projects that meet the fund's criteria will be evaluated and scored against the extent to which they provide for stewardship, engagement with covenants, and the ecological enhancement of covenants.

Is this a new project

Yes  No

*If an existing project, please let us know when it began, and how these funds would enable future project works*

Please outline your project plan.

This should include:

- project area (ha)
- what you plan to do
- when project works will take place

For revegetation projects please provide a species list (in line with QEII eco-sourcing guidelines, which you will find [here](#)).

Has your project received funding from any other source

Yes  No

*If yes, provide detail on the source and amount (\$)*

How will this project benefit your covenant, and how sustainable are the outcomes

<p>Will this project contribute to similar work on adjacent land or in the wider community</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please provide some supporting information</i></p>
<p>Please provide information on when the project work will occur</p> <p><i>(Let us know if there is any urgency with your project work)</i></p>	

**4. Project costs**

**We require an outline of the estimated project costs and work involved to be submitted with your application.**

**Please read the following information before completing the budget outline in the following section and speak with your QEII rep if you have any questions.**

1. Applications must include minimum one-third financial or in-kind contribution towards project costs from the applicant For example; if your project’s total value is \$9,000 you can apply for a \$6,000 grant and must contribute a minimum of \$3,000 (financially or in-kind).
2. Please outline below if your contribution to is financial or in-kind. In. In-kind contributions can include planning time, labour, transport costs, and machinery costs. If you are including in-kind contributions, please state the number of work hours anticipated.

In-kind labour	\$25/hour
Mileage	0.83c/km
Use of personal vehicles/machinery e.g. tractor, quad bike, ute	Up to \$40/day

3. Please state below if you intend to engage a contractor during your project and include a quote for those works with your application.
4. For materials/equipment, we require a quote or an example of the order included with your application.
5. If you plan to include funding from another source (e.g. another grant) please make this clear in the budget table below. If your project *does* include funding from another source, your contribution must meet the minimum one-third of the remaining project costs.

## Budget outline

Please list materials/equipment that would be purchased and the work required to achieve your project goals  Please provide <b>GST inclusive</b> figures only	<b>Auckland Council Fund request</b>	<b>Your contribution</b>	<b>Additional funds if applicable</b>	<b>Total</b>
	\$	\$	\$	\$
<b>Totals (incl GST)</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

## 5. If your application is successful

If you are successful in receiving a grant via the Auckland Council Fund, we would like to ensure the invoicing and reimbursement process works well for both parties. We will provide an invoice template you may like to use when seeking reimbursement, and the table below outlines the options that will be available to you:

Up to \$5,000 grant	Greater than \$5,000 grant
<u>Option 1 – one invoice</u> All projects can submit one total/final invoice covering the entirety of their grant for reimbursement when the project is complete. At this point, you will be required to submit evidence of your total financial or in-kind contribution.	<u>Option 1 – one invoice</u> All projects can submit one total/final invoice covering the entirety of their grant for reimbursement when the project is complete. At this point, you will be required to submit evidence of your total financial or in-kind contribution.
<u>Option 2 – up-front payment</u> You will be able to request up to 50% funding up-front/before project works begin. Receipts must be provided to QEII once an up-front contribution has been utilised.	<u>Option 2 – up-front payment</u> You will be able to request a maximum \$2,500 funding up-front/before project works begin. Receipts must be provided to QEII once an up-front contribution has been utilised.
	<u>Option 3 – progress payments</u> Invoices may be submitted as expenses are incurred, however the minimum amount you are able to invoice for at any one time is \$2,000 (N.B. you may submit more than once invoice at a time, as long as they total minimum \$2,000). You may also be required to provide evidence of your financial or in-kind contributions at this point.

If you are successful in receiving a grant, would you like to request a proportion as up-front funding as outlined above?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please indicate if you have read the <a href="#">Terms &amp; Conditions</a> – this is a requirement of submitting an application for funding.	Yes, I have read the Terms & Conditions <input type="checkbox"/>

## 6. Applicant signature

To confirm the information in this application is true and correct to the best of your knowledge, please check 'I confirm' below

I confirm

Date:

## To submit your application

1. Email your completed form to: [aucklandcouncilfund@qeii.org.nz](mailto:aucklandcouncilfund@qeii.org.nz) or
2. Post your completed form to: The Auckland Council Fund Coordinator, QEII, PO Box 3341, Wellington 6140

We will be letting applicants know mid-October whether projects have been successful in receiving a grant through this round of the Auckland Council Fund.

If you have any queries about the application process, please email: [aucklandcouncilfund@qeii.org.nz](mailto:aucklandcouncilfund@qeii.org.nz)

If you would like any advice on your proposed project, please contact your [Regional Representative](#).

Ngā mihi,

The Auckland Council Fund Coordinator