



QEII NATIONAL TRUST

Ngā Kairauhi Papa Forever protected

The Stephenson 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 No

If registered, please include your GST number

Your connection to the covenant

Landowner Other

If other please describe (e.g. family member, project manager)

Have you/the landowner received a grant through a previous round of The Stephenson Fund to enable work on the covenant(s) this application relates to

Yes No

If yes, during which year

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>	
<p>Are you applying due to an adverse event e.g. flooding, fire, earthquake, or personal/financial hardship?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>If yes, please refer to the hardship application guidelines on our website and provide us with some background information</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 a 50% financial or in-kind contribution towards total project costs from the applicant. For example, if your project's total value is \$8,000 you can apply for a \$4,000 grant and must contribute \$4,000 (financially or in-kind). The exception to this criterion is if you are submitting a hardship application.
2. Please outline below if your contribution to matching the grant is financial or in-kind. 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 *in addition* to your matching the amount of the grant, please include that figure in your budget outline below.

Budget outline

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

5. If your application is successful

If you are successful in receiving a grant via the Stephenson 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 Terms & Conditions – 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: thestephenfund@qeii.org.nz or

2. Post your completed form to: The Stephenson Fund Coordinator, QEII, PO Box 3341, Wellington 6140

We will be letting applicants know late October whether projects have been successful in receiving a grant through this round of The Stephenson Fund.

If you have any queries about the application process, please email: thestephenfund@qeii.org.nz

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

Ngā mihi,

The Stephenson Fund Coordinator