

**Habitat Protection Fund Application Form 2017 Round 2**

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| **Before you apply** |
| **Before you start filling out this form** read the[***Habitat Protection Fund Application Guide***](http://www.wwf.org.nz/what_we_do/community_funding/habitat_protection_fund/)to help you decide whether you are eligible to apply to the Habitat Protect Fund (HPF).  If you have any questions about your application contact WWF on 0800 435 7993 or 04 499 2930.  You must complete all sections of the form. |

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| **Once you have completed your application** |
| Once your form is complete save it with your organisation’s name.  Please check all **supporting information** is attached.  **Applications forms must be saved in Word document format, any other format will not be accepted.**  **Applications must be emailed to** [**hpf@wwf.org.nz**](mailto:hpf@wwf.org.nz)  Completed application forms and supporting information must be received by 5pm on the closing date.  We will acknowledge receipt of your application by email.  If your application is unsuccessful you will be notified in writing within 2 months of the closing date. |

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| **Section 1: About your organisation** |

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| **1. Contact Details** | |
| **Contact name** |  |
| **Role in organisation/project** |  |
| **Postal address**  Include post code |  |
| **Email** |  |
| **Website** (if applicable) |  |
| **Facebook** (if applicable) |  |
| **Phone number**  *Landline and mobile* | and |

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| **2. Organisational Details** | |
| **Organisation/group name** |  |
| **Briefly describe your organisation’s main purpose, activities** |  |
| **Please list your group’s track record of conservation and/or restoration activities** |  |
| **How long has your group existed?**  *Years, Months* |  |
| **Do you have a constitution or set of rules?**  Yes  No | |
| **Do you have a bank account?**  Yes  No | |
| **The following financial controls should also be in place**  *Please confirm if the following exist:* | |
| **Two signatories to bank accounts**  Yes  No | |
| **Maintenance of a cash book or similar**  Yes  No | |
| **Appointment of a treasurer who is responsible for keeping the financial records**  Yes  No | |
| **Regular financial reporting to every full meeting of committee or board of trustees**  Yes  No | |

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| **Section 2: About your project** |

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| 1. **Project Details** | | |
| **Project name** |  | |
| **Location of project**  *Region (e.g. Northland* |  | |
| **Local Authority** |  | |
| **Outline the project and its outcomes**  *Provide a summary of what is being proposed, what to achieve and why.* | | |
| **Do you have a strategic plan?**  Yes  No *If no, what plans do you have to produce one?*  **Do you have an operational plan that identifies project milestones, timelines and resources required?**  Yes  No *If no, what plans do you have to produce one?*  *You do not need to send these to us at this stage but will need to be able to provide a copy if requested*  *.* | | |
| **Briefly list the technical expertise you have available to the group**  *Complete the table* | | |
| **Name** | | **Technical expertise** |
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| **2. Project Priorities** |
| **Please identify the HPF priorities the project meets. *As outlined in the***[*Habitat Protection Fund Application Guide*](http://www.wwf.org.nz/what_we_do/community_funding/habitat_protection_fund/)  Projects in areas close to population centres with the objective of increasing awareness of  biodiversity conservation and increasing community involvement in conservation action  **AND/OR**  Projects working in areas of lowland biodiversity including  Freshwater environments and catchments  Coastal and dune systems  Wetlands and estuarine systems  Threatened indigenous species habitat  Lowland and coastal forest and scrub communities  **AND/OR**  Projects in areas where there are remaining patches of high quality habitat which are threatened by habitat fragmentation, changes in land use or invasive species |
| **Does your project meet local conservation priorities identified by DOC Conservation Management Strategy or Council biodiversity action plans or strategies?**  Yes  No  *If so please say how?* |

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| **3. Cost of Project** | |
| **Total cost of project** *(one year)* |  |
| **Amount requested from WWF** *GST Exclusive*  *Funding is allocated for one year. Maximum allocation is $15,000.00* |  |
| **Have you received funding from WWF before?** | Yes  No  *If yes, when, and from which Fund and how much?* |

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| **4. Project Budget** | | |
| **What activities do you intend to use the funding for (Exclusive of GST)?**  *Complete the table,*  *For eligible costs and activities refer to HPF Guidelines page 6* | | |
| **Activity**  *e.g. Pest animal control revegetation, monitoring, surveys*  *administration, coordinator time* | **Briefly describe**  e.g. number of*bait stations, traps, or plants to be purchased*  *hours for contractors and staff* | **Cost** |
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| **Total Cost** | |  |

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| **5. Project Monitoring** | | |
| **List the outputs that will result from WWF’s contribution**  *e.g. The production of a detailed management plan for x reserve, possum control in xha* | | |
| **How will you measure the success of your project?**  **Describe how you will monitor your project outcomes what indicator(s) will you use**  *You can use the* [*HPF Monitoring Toolkit*](http://assets.wwf.org.nz/downloads/hpf_monitoring_toolkit.pdf) *as a guide.*  *Complete the table* | | |
| **Outcome**  *Tangible results your project is trying to receive.* | **Indicator**  *What you will measure*  *e.g. possum abundance, bird*  *abundance, bird distribution,*  *water quality aquatic invertebrates* | **Measure**  *How you will measure e.g. five minute bird counts, tracking tunnels, RTC* |
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| 1. **6. Other Funding** | |
| **Have you secured other funding, for this project?**  Yes  No  **If yes complete the table below**  *Please note that volunteer time, in-kind donations of tools, equipment, publicity etc. can be counted as matched funding. To calculate the value of volunteer time, multiply the number of volunteer hours estimated by $25/hour* | |
| **Source of funding** | **Funding secured ($)** |
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| **Total secured** |  |
| **If you do not secure the level of funding you require from WWF or other funders explain how you will meet the shortfall?** | |
| **What measures have been taken to ensure the project becomes financially viable over the long term?** | |

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| **7. Community Support, Partnership and Collaboration** | |
| **Describe community support for the project and how you intend to involve the community further** | |
| **Describe how your group involves tangata whenua, and honours the principles of partnership under the Treaty of Waitangi, in the design and delivery of this project**  *What input, have you had from local iwi or hapu representatives in designing this project?* | |
| **List the names of organisations/groups providing support to the project or that you are collaborating with (e.g. council landcare agency, DOC, other restoration groups) in the table. It may help your application to provide letters of support from these organisations/groups** | |
| **Name of organisation** | **Details of support and/or partnership**  *E.g. technical support, funding, advice etc.* |
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| **8. Health and Safety** | |
| **IMPORTANT INFORMATION:**  **Please read this section carefully and complete it in full.**  **If you do not provide the required information and/or your health and safety documentation is not acceptable we may not be able to consider your application.** | |
| **What are the main project activities that will require Health and Safety management?** |  |
| **Has your organisation received any notices, warnings or prosecutions under the Health and Safety at Work Act 2015 or previous health and safety legislation?**  **If yes, please provide details:** | Yes  No |
| **Who will be responsible for coordinating health and safety for the project in this application?** |  |
| **Has your organisation been involved in any accidents or incidents resulting in environmental damage or pollution? If yes, please provide details:** | Yes  No |
| **You must provide a copy of your organisation's health and safety policy**  **See application guidelines for more detail** | included |
| **Does your organisation's health and safety policy include the following:** | |
| * **ensuring a work environment free from risks to health and safety** | Yes  No |
| * **safe equipment, structures and systems of work** | Yes  No |
| * **provision for safe use, handling, and storage of plant (including vehicles and tools), substances and structures** | Yes  No |
| * **adequate and accessible welfare facilities** | Yes  No |
| * **provision of relevant information, training, instruction, supervision and monitoring, including appropriate induction procedures competency assessment procedures including provision of all required qualifications** | Yes  No |
| * **emergency procedures protocols for all workplaces and activities** | Yes  No |
| * **risk identification and management plans for all workplaces and activities** | Yes  No |
| * **incident reporting, investigation and response procedures** | Yes  No |
| * **ongoing monitoring and review process for health and safety systems, worker health and workplace exposures** | Yes  No |
| * **if using contractors do you have policies and procedures for managing contractors and ensuring they meet legal health and safety obligations** | Yes  No |
| **You must provide a copy of your organisation's health and safety plan, including risk identification and management specific to the project in this application**  **See application guidelines for more detail** | included |
| **Does your project specific health and safety plan include the following:**  *Only include information applicable to the work you will be carrying out using Habitat Protection funding if your application is successful.* | |
| * **information about risks associated with this project, and how you will manage them** | Yes  No |
| * **ongoing processes for risk identification, assessment and management** | Yes  No |
| * **what safety equipment, structures and systems of work will be used** | Yes  No |
| * **how you will safely use, handle and store plant (including vehicles and tools), substances and structures on this project** | Yes  No |
| * **what welfare facilities will be provided** | Yes  No |
| * **identification of who will be working on this project, assessment of their skills, and any required qualifications and certification needed** | Yes  No |
| * **what relevant information, training, instruction, supervision and monitoring will apply, including appropriate induction procedures and briefings** | Yes  No |
| * **what other PCBUs will you be working with and how will you consult, cooperate with and coordinate activities with them** | Yes  No |
| * **emergency procedures and protocols, including equipment, communication plans, first aid equipment and training, and emergency contact details** | Yes  No |
| * **designated roles and responsibilities** | Yes  No |
| * **Intentions and check in/out procedures** | Yes  No |
| * **disclosure of any pre-existing injuries or medical conditions** | Yes  No |
| * **incident reporting, investigation and response procedures, including notifiable events** | Yes  No |
| * **how you will monitor and review processes for health and safety systems, worker health and workplace exposures** | Yes  No |
| * **any applicable permit to work systems to be used during the course of the work (example could include working at height).** | Yes  No |
| **NOTES:**  To find out if you need approved handler certification for the substance you will be using visit the Worksafe new Zealand website and <http://www.hazardoussubstances.govt.nz/hsno-calculator#RYTQBR>  Agrichemical users have a responsibility to demonstrate that they understand their obligations and best practice for the use of agrichemical products. The GROWSAFE certificate issued after completion of a [GROWSAFE course](http://www.growsafe.co.nz/certificates.asp#intz) provides credible evidence that you have the skills and knowledge to use agrichemicals correctly. | |

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| **9. Other Risks** | |
| *A risk is something that may affect the completion or success of your project. (Not including Health and Safety risks which are covered above)*  *Complete the table* | |
| **Potential risks**  *List potential risks* | **Strategy to mitigate**  *Describe the process you will use to minimise and manage the risk* |
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| **10. Land Information** | |
| **Who owns the land?** | |
| DOC  Maori Land    Regional Council  District council  Private  Other  *Please give name of landowner: If other please specify*:    ***If the applicant does NOT own the land or property*** *in the application, the following supporting documentation is required*   * *An agreement for the use of the land for the project from the owner* * *Support for the project from the organisation which has legal title to the project site if this is crown or local authority land* * *The reasons why the legal owner is not making the application* | |
| **Please give details of current protection status of the land your project is working on** | |
| Public conservation land  Unallocated Crown land  Council Reserve  Regional Park    QEII Covena*nt*   Nga Whenua Rahui  Private land no protection  Other  *please specify* | |
| *If not protected are there plans to increase protection in the near future e.g. by QEII Covenant?*  Yes  No *If so what?* | |

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| **11.Permissions, Consents and Licences** |
| In addition to landowner permission do you require any permissions, consents or licences to complete the project (e.g., resource management)  Yes  No  If yes, what permission is required, and when is a decision expected (if known)? |

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| **12. Staff** | |
| **Do you employ staff?** | Yes  No |
| **If yes, how many? Full time/part time?**  *Please give details of job titles and hours worked* |  |
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| **Supporting Information (see below)**  **I have included the required supporting information as outlined in** [***the Habitat Protection Fund Application Guide***](http://www.wwf.org.nz/what_we_do/community_funding/habitat_protection_fund/)  **Privacy Act**  Any personal information about individuals you provide in this application will be used only to assist with the administration and assessment of your application and in publishing the results of approved grants.  The group and personal information collected will be exclusively for the use of WWF New Zealand’s Board and staff, the Tindall Foundation and any other parties contracted by WWF New Zealand to act on behalf of WWF New Zealand. Groups and individuals have the right to check and correct any personal information held by WWF New Zealand.  **PLEASE NOTE** We may contact you and you may be asked to provide additional information to help us assess your application. |

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| **Declaration**  I declare that the statements made in this application are true and that the information provided is correct  **Signed:**  **Print name:**        **Position held in organisation:**    **Date:** |

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| **Supporting Information** |

**Please check you have provided**

Evidence of IRD charitable status

Details of any consents, permits or licences needed for the project

Evidence that the project has support from the Department of Conservation and/or local authority (for example a letter of support)

Details about consultation with the local hapu and/or iwi about the project, and letters of support where appropriate

Relevant health and safety documentation as requested in section 8

Ownership information **if the applicant does NOT own the land or property** in the application, the following supporting documentation is required

An agreement for the use of the land for the project from the owner or

Support for the project from the organisation which has legal title to the project site if this is crown or local authority land or

Explain the reasons why the legal owner is not making the application.