# MPI colour logo jpg.JPG

# Application Form

**Erosion Control Funding Programme (ECFP) Community Project**

May 2017

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| --- |
| ***For office use only*** |
| Date received: | GMS project number: |

Refer to ‘***A guide to the Erosion Control Funding Programme (East Coast) – Community Projects***’ for further information about the programme, the eligibility criteria, assessment criteria and processes. This can be found on the MPI website at [www.mpi.govt.nz/ecfp](http://www.mpi.govt.nz/ecfp) under the heading ‘Community Projects’.

# How to complete this form:

Which type of project are you applying for?

|  |  |  |
| --- | --- | --- |
| Tick one | If you are requesting less than $250,000 of funding: | If you are requesting more than $250,000 of funding: |
| Feasibility study | Complete Sections A, B, C, E & G | Also complete Section D |
| Pilot project / Trial | Complete Sections A, B, C, E & G | Also complete Section D |
| Full project | Complete Sections A, B, C, E & G | Also complete Section D |
| Riparian treatment *(individual land blocks)* | Complete Sections A, B, F & G |
| Other | Complete Sections A, B, C, E & G | Also complete Section D |

You must complete all questions in the relevant sections.

You may attach additional information if required (e.g. if you require additional space or if you believe it will add important background, context or detail to your application) however, a longer application is not necessarily better. A concise, succinct application which clearly answers the questions is preferred.

If you have questions about this application form please email funding@mpi.govt.nz or phone 0800 00 83 33 and ask to speak to the Erosion Control Funding Programme team.

# Section A: Applicant Details

|  |  |
| --- | --- |
| **Applicant name:***(can be individual/trust/ business/community group)* |  |
| **Contact person:** |  |
| **Title/Occupational role:** |  |
| **Email:** |  |
| **Postal address:** |  |
| **Physical address:** |  |
| **Telephone Number:** |  | **Mobile number:** |  |
| **Legal entity for contracting:***(must be an individual/ trust/company/landholder)* |  |
| **Communications contact:** *(for public enquiries, if different from contact person listed above)* |  |

# Section B: Project Summary

|  |  |
| --- | --- |
| **Project title:** |  |
| **Amount of MPI funding requested (exclusive GST):** | $ |
| **Project start date:***(must be no less than 3 months after date of application submission, and no later than June 2021)* |  | **Project end date:***(When will all the project milestones and objectives be completed by?)* |  |
| **Project summary:** *(Briefly summarise the issue or opportunity, the project aim and proposed outcomes, maximum 200 words)* |  |

# Section C: Project Details

# Benefit to Gisborne region

|  |  |
| --- | --- |
| **What is the aim of the project? What are you hoping to achieve?** |  |
| **Who will benefit from the project?***(e.g. a specific landowner, community, business, the whole region)* |  |
| **How will the project improve erosion control outcomes in the Gisborne region?** |  |
| **Are there any other environmental/economic/ social outcomes?** |  |
| **What are the longer term benefits beyond this project?***(e.g. will there be ongoing benefits in 10 years, 20 years, 50 years etc)* |  |

# The problem or opportunity

|  |  |
| --- | --- |
| **What is the critical issue or opportunity that this project will address?** |  |
| **What is the impact of this issue?***(e.g. how big a problem is it, how widespread is it, any further downstream effects etc. Use numbers where available to describe the size, area (ha), numbers affected, costs)* |  |
| **What are the consequences if the issue/opportunity is not addressed?** |  |
| **Does the project link to any other regional initiatives or research programmes within the Gisborne region?***(e.g. Tairāwhiti Action Plan initiatives, community initiatives, local/national research, Sustainable Farming Fund projects etc)* |  |

# Project Management

|  |  |
| --- | --- |
| **What will the project deliverables/outputs be?***(e.g. feasibility report, reports on trials, extension workshops, guidance documents, number of hectares planted etc)* |  |
| **Project Manager:***(if you are seeking funding in this proposal for a project manager as a sub-contractor, please select ‘Yes’ under the contract out question)*  | Name:Occupation:Organisation/Company:Telephone/Mobile:Email:Sub-contract out: **Yes / No** *(circle one)* |
| **Finance Manager:***(must be a different person to the project manager)* | Name: Occupation:Organisation/Company:Telephone/Mobile:Email: |
| **Project governance arrangements:** *(if applicable, e.g. will there be a project chairperson, steering group?)* |  |
| **Will any technical subject matter experts be involved in the project? If so, provide names, occupations and expertise/deliverables they will provide.***(e.g. specialists in erosion, forestry, apiculture, horticulture, education, business etc)* |  |
| **What are the risks to the project, and how will these be mitigated?** |  |
| **How will you manage Health and Safety risks during the project?***(Will your company complete a health and safety plan and/or a risk management strategy for identifying any potential hazards in relation to this contracted work?)* |  |
| **Will there be a follow-up project and will you seek further funding?***(e.g. if this is a feasibility study, will you apply for funding for the next stage?)* |  |
| **Complete the project plan in Section E and submit it with your application.** |

# Community Involvement (note community may include local community, wider region, Iwi/Māori, local businesses, landowners – anyone who may be affected by the project outcomes)

|  |  |
| --- | --- |
| **Could this project cause any negative or unexpected impacts on the community? How will these be mitigated?** |  |
| **How will you engage with the community throughout the project?** |  |

# Capability building and knowledge sharing

|  |  |
| --- | --- |
| **What new skills, opportunities, technologies and/or information will be created in the Gisborne region?** |  |
| **How will you share knowledge gained during the project with others in the region for wider benefit?***(e.g. do you plan to host field days, site visits, discussion groups, workshops? Will you distribute newsletters with project updates, use social media?)*  |  |

# Co-funding

|  |
| --- |
| **List any co-funding/co-investment** *(e.g. have landowners, farmers, local community groups, businesses, organisations committed to providing additional financial support?)****Note:*** *this is not a funding requirement for all projects, but often demonstrates that there is community commitment to the project.* |
| **Name of person/organisation** | **Amount of co-funding ($)** | **Type of co-funding***Cash contribution or In-Kind contribution (In‑kind means non-cash resources such as time, materials or particular services)* |
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# Additional information

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| --- |
| *(you may wish to provide any additional and supporting information to your project proposal here)* |

# Section D: Additional Project Information for projects over $250,000

# Complete this section only if you are requesting more than $250,000 of funding.

|  |  |
| --- | --- |
| **Describe the project manager’s experience and history managing similar projects** *(Alternatively attach a CV. If you plan to use a sub-contractor as the project manager, please complete or simply state PM yet to be appointed)* |  |
| **Are there any critical project activities that must be completed (by a certain date) in order for the project to proceed to the next stage?***(e.g. planting must occur at a particular time of year, results of trial or survey must be analysed in order to plan next part of project)* |  |
| **How will you evaluate and demonstrate the success of the project?***(What will success look like? What methods will you use to measure it, e.g. surveys before and after? How will you monitor progress throughout the project?)* |  |
| **Provide more information about the project governance** *(e.g. who will be on the steering group? Who will the project chair be?)* |  |
| **You may be required to complete a more detailed project budget template and/or extension plan. This will be sent to you if required.** |

# Section E: Project Plan (For most projects, 3 to 4 stages per year is appropriate. Copy and paste more tables as required)

|  |  |  |  |
| --- | --- | --- | --- |
| Stage Number/Name: |  | Completion date: |  |
| Objective: |  |
| Activities: | Funding allocated: | To be completed by who: |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Evidence of completion: *(How will you demonstrate that the activities are complete? Will you submit reports, plans, photos, promotional material for extension activities, maps, meeting minutes, etc)* |
|  |
| Total MPI funding: |  | Cash co-funding: |  | In-kind support: |  |
| Amount of MPI funding to be used for overheads: (N*ote that a maximum of 10% of MPI funding can be used for overheads)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Stage Number/Name: |  | Completion date: |  |
| Objective: |  |
| Activities: | Funding allocated: | To be completed by who: |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Evidence of completion: *(How will you demonstrate that the activities are complete? Will you submit reports, plans, photos, promotional material for extension activities, maps, meeting minutes, etc)* |
|  |
| Total MPI funding: |  | Cash co-funding: |  | In-kind support: |  |
| Amount of MPI funding to be used for overheads: (N*ote that a maximum of 10% of MPI funding can be used for overheads)* |  |
| Stage Number/Name: |  | Completion date: |  |
| Objective: |  |
| Activities: | Funding allocated: | To be completed by who: |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Evidence of completion: *(How will you demonstrate that the activities are complete? Will you submit reports, plans, photos, promotional material for extension activities, maps, meeting minutes, etc)* |
|  |
| Total MPI funding: |  | Cash co-funding: |  | In-kind support: |  |
| Amount of MPI funding to be used for overheads: (N*ote that a maximum of 10% of MPI funding can be used for overheads)* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Stage Number/Name: |  | Completion date: |  |
| Objective: |  |
| Activities: | Funding allocated: | To be completed by who: |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| Evidence of completion: *(How will you demonstrate that the activities are complete? Will you submit reports, plans, photos, promotional material for extension activities, maps, meeting minutes, etc)* |
|  |
| Total MPI funding: |  | Cash co-funding: |  | In-kind support: |  |
| Amount of MPI funding to be used for overheads: (N*ote that a maximum of 10% of MPI funding can be used for overheads)* |  |

# Section F: Riparian treatments

# Complete this section only if your project will establish riparian treatments on erodible riverbanks on individual land blocks. If your project is seeking to trial a new approach to riverbank stabilisation, or is a whole sub-catchment/catchment scale riparian project, please complete sections A, B, C, E (and potentially D depending on project value) instead of this section.

# Property Details

|  |  |
| --- | --- |
| **Name of property/properties where riparian treatment will be established:** |  |
| **Physical address location and access road:** |  |
| **Legal description/s of property/properties where the riparian treatment/s will be established:** |  |
| **Type of applicant:** | Landowner |  Leaseholder |
| Other *(add description)* |
| **If you are not the legal owner or leaseholder, please attach evidence that you have permission to carry out this treatment.** |

# Treatment Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Block/s name** | **Establishment date***(month & year, one date per row)* | **Species** *(can be a mix, please specify which species will be included in mix)* | **Estimated total area***(hectares)* | **Riparian strip width***(metres at narrowest point)* | **Stocking rate***(stems per ha)* |
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# Management Plan

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| --- | --- |
| **Site preparation** |  |
| **Stock management** |  |
| **Pest management** |  |
| **Ongoing maintenance of treatment** |  |

# Attach site plan (map plan, aerial photo or GIS shapefile) with north reference. Include GPS coordinates if known.

# Attach photos of area to be treated, showing any existing plant cover and/or erosion. Where possible, include dates photographs were taken.

# Section G: Declaration and Checklist

**Consent must be given to the following (please tick)**

**□** I/we agree that any work to be done on land not owned by the applicant will be done with the written permission of those landowners, and evidence of permission will be provided to MPI.

**□** I/we hereby declare that no part of area to receive funding for planting or other treatment establishment has been registered for the Erosion Control Funding Programme (under a land treatment grant) or the Afforestation Grant Scheme, and that the application area does not have funding assistance for afforestation from the Hill Country Erosion Scheme.

**□** I/we hereby agree that measures will be put in place to prevent disruption/damage to and protect any areas registered with the Pouhere Taonga Heritage New Zealand as historic places or areas; Significant Natural Areas; Sites of Special Wildlife Interest; or Recommended Areas for Protection (with the exception of indigenous afforestation planting that enhance the conservation values of the protected area).

**□** I/we consent to information contained in this application being stored in an electronics database controlled and administered by MPI.

**□** I/we hereby agree that the Ministry may collect and share information about our application with other parties, and may liaise with local and national organisations about this application, in order to assess eligibility and quality and to monitor the ongoing benefits of successful applications.

**□** I/we hereby declare that the above statements and particulars are correct and complete, and that the information supplied by me/us shall form the basis of an ECFP Grant Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of applicant/s** | **Print name** | **Position/Occupation** | **Date** |
|  |  |  |  |
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|  |  |  |  |

**How to submit your application:**

**Post to:** Erosion Control Funding Programme

Ministry for Primary Industries
PO Box 2122,
Gisborne 4040

**Email to:** funding@mpi.govt.nz

**In person to:** Erosion Control Funding Programme

Ministry for Primary Industries

59 Awapuni Road

Gisborne

For assistance in completing this application email funding@mpi.govt.nz or phone 0800 00 83 33 and ask to speak to the Erosion Control Funding Programme team.

#

**Checklist**

Please check that you have completed all of the following before submitting your application. MPI is available to review applications for completeness before submission. Email funding@mpi.govt.nz or phone 0800 00 83 33 and ask to speak to the Erosion Control Funding Programme team.

**□** All relevant sections of the form complete (refer to page 1 for list of sections to complete).

**□** Project Plan table completed and included in application.

**□** Written permission from affected landowners (e.g. landowners on whose land work will be completed under this project) attached to application.

**□** CV of Project Manager attached to application (for projects requesting over $250,000 only).

**□** Site plan and photos attached for riparian or other work (e.g. trials, other planting, etc) that will be completed on specified areas.

**□** Declaration signed.