

## Climate Action Grant application

Please complete all sections of the application. If you have any questions or would like support completing this form, please email our team at [climate.sustainability@kapiticoast.govt.nz](mailto:climate.sustainability@kapiticoast.govt.nz).

See our website, [www.kapiticoast.govt.nz/ClimateActionGrants](http://www.kapiticoast.govt.nz/ClimateActionGrants), for further information and closing dates for applications.

Note that you may attach additional pages to this form if needed.

### 1. Contact information

Name of organisation:

Organisation address:

Website (if applicable):

GST number (if applicable):

Briefly describe the purpose of your organisation:

## 2. Primary contact person

Name:

Role in the organisation:

Email:

Mobile phone number:

Alternate phone number:

## 3. Secondary contact person

Name:

Role in the organisation:

Email:

Mobile phone number:

Alternate phone number:

## 4. Further details

**4.1 Are you on our system as a supplier?**

*(You'll be on our system if you've received funding from Council before, or if you have done work for us as a contractor)*

- Yes
- No

**4.2. Please let us know if you are on our system under a different name:**

**4.2. Provide a summary of any funding you've received from Council in the last two years.**

**4.3 Have you discussed your project proposal with the Community Sustainability Advisor?**

- Yes
- No

## 5. Project details

**5.1 Provide a project overview, including how the project aligns with the Climate Action Grant objectives and criteria:**

**5.2 What are your project aims and goals?**

**5.3 Provide an outline of how your project will be developed, delivered, managed and promoted (if applicable):**

5.4 Provide a project timeline:

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## 6. Estimated project costs

Expense	\$ Cost	Provide any quotes where relevant (indicate attachment)

## 7. Budget totals

**7.1 Total project cost amount**

**7.2 Total amount requested:**

*(Must be dollar amount)*

**7.3 If you're not applying for the full project cost, how will any remaining project costs be funded?**

## 8. Project monitoring and review

**8.1 Provide outline of how success will be measured in relation to the project aims and goals (include a timeline for project review)**

## 9. Assurance of capability to deliver on the project proposal

### 9.1 What is your capability to deliver on the project proposal?

*(eg relevant skills, experience, time availability and motivation of the project team)*

## 10. Health and safety

### 10.1 How will health and safety considerations be identified, assessed and managed for this project?

*(please discuss this with the Community Sustainability Advisor if you're unsure)*

## 11. Value for money

**11.1 This is a contested fund. How does your project offer value for money?**

## 12. Proof of identity

Please attach one of:

1. Proof of an entity such as organisation or project bank account requiring multiple signatories.
2. If you are applying as a group of households, written evidence of your agreement to collaborate, including the names, addresses and contact details of participating households.

## 13. Declaration

- We hereby declare that the information supplied here on behalf of our organisation is correct.
- We consent to Kāpiti Coast District Council collecting and retaining the personal contact details provided in this application and using these details for the purpose of assessment of this scheme.
- If the application is successful, we agree to use the monies for the purpose for which they are granted and account for them, or in the event that is not possible, such monies will be refunded to Council.
- We have obtained the consent of the other contact person to provide these details. This consent is given in accordance with the Privacy Act 1993.



## Submitting applications

**Please send completed forms by:**

**Email to:** [climate.sustainability@kapiticoast.govt.nz](mailto:climate.sustainability@kapiticoast.govt.nz)

*OR*

**Post to:**

Climate Action Grants  
c/- Sustainability Team  
Kāpiti Coast District Council  
175 Rimu Road  
Private Bag 60601  
Paraparaumu 5254

*OR*

**Hand deliver** to the above address or any Kāpiti Coast District Council Service Centre.