

## Objectives of the Policy

*To increase the range, scale and number of waste minimisation activities on the Kāpiti Coast through effective use of the waste levy fund.*

*To ensure optimal and transparent allocation of waste levy funding to waste minimisation projects.*

*To support the implementation of the Wellington Region Waste Management and Minimisation Plan.*

This Policy complements the Wellington Region Waste Management and Minimisation Plan (WMMP). One of the actions of the Kāpiti Coast District Council action plan within the WMMP is the provision of contestable waste reduction grants. This Policy specifies the process, categories and key criteria for the allocation of waste levy funded grants.

## Waste Levy Grants Allocation Process

- The grants budget available per grant category each financial year is set by the Waste Levy budget holder in consideration of other activities and projects to be funded, as guided by the WMMP. When the available budget is limited, the Community Projects category will be prioritised. Each year, \$20,000 - \$30,000 will be made available under the Community Projects category, and \$0 - \$40,000 will be made available under the Seed Funding and Business Waste Reduction category. This means that funding under the Seed Funding and Business Waste Reduction category may not be made available every year.
- Allocation of funding for the waste levy grants will be via an annual contestable process which calls for expressions of interest/applications to identify potential recipients for the fund.
- For Category 2A (Seed Funding Grants), grants allocation will be undertaken in a two-step process whereby applicants are required to submit a brief Expression of Interest (EOI) first. From the EOIs received, a panel of Council officers from the Sustainability and Resilience and Economic Development teams will select projects to proceed to the next application stage. Selected applicants will then be invited to submit a full application.
- Final approval of funding under all grant categories will be undertaken by the Grants Allocation Committee (Waste Levy).
- Grant categories, criteria and priority funding areas will be reviewed following each statutory review of the WMMP. The relevant Council Committee will approve any changes resulting from these reviews.

## Grant Categories for Allocation of Waste Levy Grants

The categories for allocation of the waste levy grants are:

### 1. Community Projects

To support practical waste minimisation projects which encourage community participation and education and/or are of benefit to the community of Kāpiti and lead to long term waste minimisation action and behaviour change.

### 2. Seed Funding and Business Waste Reduction

The Seed Funding and Business Waste Reduction category has two sub-categories:

**Category 2A: Seed Funding** seeks to encourage the establishment of waste minimisation businesses or initiatives on the Kāpiti Coast and create opportunities for waste minimisation and economic development.

**Category 2B: Business Waste Reduction** seeks to support existing businesses to implement measures that will lead to long term and measurable minimisation of the waste resulting from the businesses' operations.

### Key Criteria for Waste Levy Grants Projects

The key criteria to be met by projects under each funding category are outlined below.

Further application requirements, assessment considerations, and eligible and ineligible purposes are detailed in the Fund Criteria & Application Guidelines for each category.

Funding is only available for projects or portions of projects taking place within the boundaries of the Kāpiti Coast District.

### Category 1: Community Projects

The Fund is open to community groups, businesses, Iwi/Māori organisations, educational institutions, neighbourhood groups of at least five households, and other community-based organisations.

The key criteria for assessment of applications to the Community Projects fund are:

- The project will lead to long term waste minimisation actions and behaviour change by participants;
- The project proposal shows how success will be measured in terms of waste reduction and skills learnt. Success must be quantifiable and reported back to Council;
- The breadth and scale of community involvement in the project;
- The likelihood of the project becoming self-sustaining.

## Category 2: Seed Funding and Business Waste Reduction

The Fund is available to commercial entities and other organisations, including community-based or social enterprises.

### Priority funding areas

All projects must aim to achieve measurable waste minimisation. This covers the reduction of waste at the source, and the reuse, recycling and recovery of materials for further use or processing. Furthermore, Council particularly encourages waste minimisation projects targeting the following waste streams and areas:

- Organic Waste
- Construction and Demolition Waste
- Projects that fill a gap within current waste services in Kāpiti

Key criteria for the assessment of (full) applications under this category are:

#### Category 2A – Seed Funding

Provision of a business case which includes:

- Evidence that access to necessary waste streams is secured;
- Assumptions around waste stream costs, projected revenue, current and projected operating costs and end-use markets;
- Provision for contingencies and structured response to rising waste resource costs and/or end-use market failure;
- Estimates of performance post Council or other subsidy (will the project become self-sustaining);
- Estimates of the scale of performance in terms of waste minimisation, and proposed methodology to measure this;
- Clear indication of benefit to the local and/or regional economy, to the wider Kāpiti community, and the environment;
- For pilot programmes and trials an outline of:
  - a programme and process for testing;
  - a programme for business development of the end product/results of the project/trial.

#### Category 2B – Business Waste Reduction

- The project will lead to long term and measurable waste minimisation;
- Applications can be made for up to 50% of total project costs;
- The project proposal shows how success will be measured in terms of waste reduction. Success must be quantifiable and reported back to the Council;
- The project proposal provides an estimate of cost savings resulting from the project, if any. Priority will be given to projects where expected savings are not sufficient to cover project costs.

This policy was approved by Council on 27 August 2020  
Refer to Report CO20200827\_1934\_2249\_1