

eif

ENVIRONMENTAL INITIATIVES FUND

guidelines

2010



Auckland
Regional Council
TE RAUHĪTANGA TAIAO

Environmental Initiatives Fund 2010

You can fill out your EIF application online, visit www.arc.govt.nz/eif.

Funding Guidelines

These guidelines provide information on how to apply for funding. If you need more information please phone the ARC on 09 366 2000 and ask to speak with the [EIF Co-ordinator](#).

You can also attend one of our free public workshops. ARC project officers are available at the workshops to talk to you about your application and assist you with the application form. For more information on the workshops visit www.arc.govt.nz/eif.

Contents:

Section 1 - EIF vision, purpose and funding outcomes	pg 1-2
Section 2 - Who can apply	pg 2
Section 3 - What you can apply for	pg 2-3
Section 4 - General funding requirements	pg 3-4
Section 5 - Filling out the application form - sections A, B, C and D	pg 4-6
Section 6 - Special conditions (compulsory)	pg 6-8
Section 7 - Grant uplifting and reporting requirements	pg 8
Section 8 - Additional information requirements (compulsory)	pg 9
Section 9 - Sending in your application	pg 9
Section 10 - What happens once you have sent your application	pg 10
Section 11 - Application assessment criteria	pg 10-11
Section 12 - Helpful tips	pg 11-14

The EIF was established by the Auckland Regional Council in 1999 to support individuals and groups to improve and care for the region's natural, cultural and physical environments.

Around \$300,000 - \$500,000 is available annually to support projects across the Auckland region and more than 200 applications are received each year. The EIF is an umbrella for other funds including the Honda Tree Fund.

1. EIF vision, purpose and funding outcomes

Vision

The Environmental Initiatives Fund (EIF) supports Aucklanders to be actively engaged in the enhancement and conservation of important local environments and heritage.

Purpose

EIF provides funding, practical support and advice to members of the community to help them protect and enhance their local environment and heritage.

Funding Outcomes and priorities

EIF funding is allocated under four Outcome areas. Each Outcome has identified priorities. This means projects fitting these priorities are more likely to be funded. If your project falls outside of the priorities but fits one of the Funding Outcomes you are still eligible to apply.

Funding Outcome - Access, choice and opportunity

- For projects that build the capacity and provide opportunities for people to improve and care for the region's natural, cultural and physical environment. This includes education, skills development, training and taking action, awareness raising, disability access, health and fitness related to caring for the local environment and heritage.

Priority - Education for sustainability (environmental education) projects. This means projects that link action with learning.

Funding Outcome - Caring for people

- For projects that build community, cultural identity, knowledge and a sense of belonging. This includes heritage values, cultural knowledge, equal opportunities and healthy lifestyles focussed on connecting people with the region's environments and heritage.

Priority - Kaitiakitanga projects. This means projects that relate to the exercise of guardianship by the tangata whenua of an area in accordance with tikanga Maori in relation to natural and physical resources, and includes the ethic of stewardship. This is specifically targeted at tangata whenua groups undertaking projects that contribute to their role as kaitiaki on Maori freehold land or areas within their tribal boundaries. Tangata whenua groups include tangata whenua marae, iwi authorities and/or Maori landowners.

Kaitiaki often translates to mean guardian or steward in line with Maori protocol.

Tangata whenua or sometimes referred to as Mana Whenua or iwi of the region refers to those who maintain their customary connections to an area within the boundaries of the Auckland region.

Funding Outcome - Caring for place

- For projects that improve or restore particular locations or the physical environment. This includes archaeological sites, landmark buildings, streams, wetlands, ecological areas, significant landscapes, public spaces and built environments.

Priorities

1. Regionally and nationally depleted ecosystems including wetlands, dunes, lava and coastal forests as described in the New Zealand Biodiversity Strategy and Auckland Regional Policy Statement.
2. Sites meeting natural heritage criteria for ecological significance as set out in the Auckland Regional Policy Statement (Policy 6.4.7).
3. Projects contributing to ecological corridors and connections such as the area covered by the North West Wild Link Accord.
4. Conservation plans for historic heritage projects such as historic buildings and structures, and archaeological sites.

Funding Outcome - Caring for the coast

- For projects that improve and restore the coastal environment. This has included beach clean ups, dune restoration, marine biodiversity and projects promoting appropriate use and development of the coast.

Priorities - Same as Caring for place Outcome area, as above.

2. Who can apply

- Individuals, community groups, schools, early childhood centres, businesses, Mana Whenua groups and Maori community groups, can apply for projects within the Auckland region.
- To be eligible for funding the project has to be consistent with the EIF vision and purpose and fit at least one of the funding outcomes.
- The project must be non-profit making.

3. What you can apply for

- EIF is focussed on supporting Aucklanders to be more active and engaged with the natural, cultural and physical environment. You can apply for any items you think are needed to make your project successful.
- Some projects and items you may wish to apply for have special conditions. This includes planting and plants, fencing and fencing supplies. Please check section 6, "special conditions" below for further details.
- The maximum funding you can apply for is \$15,000.

EIF does not fund:

- Fencing, planting or pest (plant and animal) control required as part of resource consent conditions or mitigation requirements. This includes wetland or forest fragment planting and fencing required as part of subdivision consent/entitlement applications.
- Projects that are part of a current or future subdivision consent application.
- Work that requires a building or resource consent, archaeological authority or other statutory consent or permit, unless these have been issued at the time of the application and evidence to this effect is provided.
- Projects that may lead to a conflict of interest for council as a consent authority.
- Purchases made before funding is granted.
- Projects already completed.
- Projects whose sole purpose is beautification.
- Projects (or sites) that involve an activity that is illegal or not in accordance with ARC rules, policies or best practice.
- Projects that are the core business of council or other agencies.
- Supervisors for volunteers unless specialist skills are required or special circumstances prevail.
- Volunteer labour.
- Projects resulting in personal or commercial financial reward. Applicants may not apply to fund their own time or services.
- Auckland Regional Council and Territorial Local Authority projects.
- Projects funded by the Auckland Regional Council's Coastal Enhancement Fund in the same financial year.
- The same project twice or projects that are continuing – except where there are different project stages.
- Projects that form part of the requirements of a course of study e.g. university.

4. General funding requirements

- The EIF grant is paid as a reimbursement once copies of receipts have been presented to the EIF Co-ordinator.
- If the location of the project is on land which falls under the responsibility of another body, such as the Department of Conservation or local council, that body must also contribute towards, and demonstrate their support for, the project.

- Written permission is needed from any landowner(s) whose land is part of the project. Schools and early childhood centres do not need to submit landowner permission.
- You or your organisation must contribute at least 50% to the project and be able to clearly show this. You may include volunteer time as part of your contribution. This can be calculated at \$15 per hour for labour and \$25 per hour for professional assistance.

5. Filling out the application form

- You can now fill out your EIF application online, visit www.arc.govt.nz/eif. Online applications are preferred. Make sure you include all requested attachments (site map, quotes, photos, letter of support, etc).
You can upload these as part of your online application or you can post hard copies to the EIF Co-ordinator, Private Bag 92012, Auckland. Clearly identify all additional material.
- Please make sure you answer all questions on the application form as failure to provide all of the necessary information may result in funding not being allocated to you.
- Complete the checklist at the end of the application form to make sure you have included all of the necessary information and met all the special conditions.

SECTION A

Applicant type

EIF is open to individuals, community groups, schools, early childhood centres, businesses, Mana Whenua groups and Maori community groups, for projects within the Auckland region.

Please specify which of these types best describes you or your group/organisation.

Mana Whenua means those groups with a customary connection to an area in the Auckland region.

SECTION B

Proposed project information

These questions relate to your proposed EIF project. When answering this section think about the following questions and incorporate them into your answers. What do you want to do? Why do you want to do it? Where are you going to do it? Who is involved? How you are going to complete the project within a year? Who will benefit from this project? How will they benefit? What change will you see as a result of the project?

For the question which asks, which ethnic group will benefit most from the project, please choose from the following list:

- New Zealand European (Pakeha)
- Maori
- Pacific
- Asian
- African
- European
- Latin American
- Middle Eastern
- All ethnic groups

This information helps us to understand if our promotion and distribution of EIF funds is reaching the diversity of Auckland ethnic communities.

SECTION C

Application costing

Your budget outline should show what it is going to cost to implement your project and what you intend to spend the EIF funding on. It is important to provide a detailed breakdown of your costs and any financial or in-kind contributions.

- All items listed in the budget should relate to an activity listed in your project plan. List your costs including GST and make sure you include transport and freight costs.
- Provide quotes for all goods and services for which funding is requested.
- Please check the special conditions for costing requirements for particular items.
- Please make sure you include and name other organisations' contribution in the applicant's contribution column.

Applicant's contribution

To receive funding from the EIF, you or your organisation is expected to be actively involved in the project and make a significant contribution. EIF can contribute up to 50% of the total project or programme cost completed in one year. You must be able to provide the remainder of the cost including your time, cash, other funding, or contributions such as voluntary labour or donated materials.

It is important to clearly identify your contribution in the costing section of the application form. As part of your contribution to the project, you can claim donated labour at a rate of \$15 per hour and \$25 per hour for professional assistance. You can also include administration time at \$15 per hour for collating the application and sourcing maps and quotes. Please note EIF will not fund any additional volunteer labour. This forms part of your contribution only.

Other organisations' contribution (included in applicant's contribution)

You can apply to more than one funding scheme for a project and this will not disadvantage your application. If you receive funding from other sources after you have submitted the application, please contact the EIF Co-ordinator. Please list any contributions and the organisations such as the local council, and other funding you have already secured for your proposed project. Please note, however, that the ARC is unable to award grants to an individual or group from both the EIF and Coastal Enhancement Fund for the same project in the same financial year.

Rank importance of EIF's contribution

Every year EIF is oversubscribed. We may not be able to fund your application in total. Rank the importance of the goods and services for which you require funding, with the number 1 being the first priority.

SECTION D

Site details

If the project is on public land (e.g. DOC or local council) then the landowner must make a contribution towards the project. This support can be in the form of labour, materials, advice etc, and must be detailed in the application costings table. You are required to supply a letter of support from the landowner if the project, or part of the project, is not on your own land. The letter of support for the project must include contact details of the landowner, details of how they are contributing towards the project, details of who is going to look after the project in the long-term, and details of any covenants.

Schools and early childhood centres do not need to submit landowner permission.

Technical advice is available from the ARC and applicants are encouraged to discuss their project with an appropriate council officer when preparing their application.

6. Special conditions (compulsory)

Native plants

- All plants used in EIF funded projects must be pure native species. EIF does not fund garden cultivars or hybrids. To help you identify pure native plants at a nursery, look at the label. Pure native plants always have a two -part Latin name e.g. *Phormium tenax* (New Zealand flax). Cultivated native plant varieties may have Latin species names attached to English names like "Phormium golden sunrise". Native plant identification books are useful and you can download lists of native plant species that may be suitable for your particular project from the ARC website www.arc.govt.nz. If you are unsure about a plant, contact the [EIF Co-ordinator](#).

- ° All plants must be eco-sourced (see [Section 12](#) for more information).
- ° All plants must be appropriate for the soil, aspect, exposure and topography of the site.
- ° A plant list is required to be submitted with your application.

Regeneration projects

EIF will support the purchase of native plants only in the appropriate size (PB2-PB5) and less than \$6 per plant. In some circumstances plants of root trainer size may be acceptable. Please check [section 12 "helpful tips, plant selection and planning"](#) below for further details.

EIF supports projects that seek to restore natural environments using current best practice methods. This usually involves planting that initiate natural processes and allow nature to do the rest. As such, the fund can only be used for species that are necessary for the project's success, not additional species that may be requested for beautification or landscaping purposes. Many types of native plants such as ferns, ground covers and large canopy trees (eg kauri, taraire) will establish naturally once the newly restored environment can support them. Adding these to a restoration too early may result in failure of the project. For further advice please contact the ARC Natural Heritage team on 09 366 2000.

Schools can apply for native plants up to the value of \$20 per plant.

Riparian projects

In addition to the above, if the site is riparian (permanent or ephemeral stream, lake, wetland, grassland channels or other water body) further guidelines are as follows.

Planting should start at the immediate stream edge and continue to an acceptable distance back from the stream edge to produce an effective riparian margin. The ARC recommends a riparian planting strip width of at least 5m-10m for an ephemeral stream or minor springs and drains. For permanent streams and rivers a minimum of 10m from the top of the bank of the stream or river is recommended. If you are able to plant more than 10m, this is preferred. For larger streams and rivers more than a 10m width is recommended. Riparian planting must have stock proof fencing erected at the perimeter of the planting (on both sides of the stream if possible).

Fencing projects

Fencing projects must use a substantial wire fence of 7 or 8 wires properly strained unless an alternative is better suited to the local conditions or land management circumstances. Please check [section 12 "helpful tips, fencing"](#) below for further details.

Built Heritage projects

Projects involving repairs or restoration of buildings or structures should include the following information in the application:

- Clear description of the proposed building work and why it is needed.
- Details of materials and repair methods to be used.
- Any relevant drawings, specifications or technical reports.
- Name of the builder or other contractor who will carry out the work and brief details of whether they have previously undertaken built heritage work.
- Name of conservation architect or other appropriate heritage specialist who has prepared the specifications and/or who will be supervising the building work.
- Description of why the heritage building or structure is significant.

Please attach separate documents to your application to address these issues if there is not enough space in the application form.

Priority will be given to built heritage repair and restoration projects that:

- have a conservation plan, condition assessment or other appropriate technical report, and/or
- use a conservation architect or other appropriate expert to prepare specifications for the project and to supervise the building work, and
- follow best built heritage conservation practice, e.g. aim to retain as much heritage fabric as possible.

Applications for financial contributions towards building or other work that requires a building consent, resource consent or other statutory consent or permit will not be accepted unless the required consents have been issued at the time of application and evidence to this effect has been submitted with the application.

7. Grant uplifting and reporting requirements

- Funding must be uplifted by 30 June 2011. Any funds not uplifted by this date will be returned to the funding pool and reallocated.
- Upon completion of the project a brief report (including photos if a physical location project) must be provided to the ARC.
- The ARC has a policy of randomly auditing successful funding recipients. This may include a site visit by ARC officers.

8. Additional information requirements (compulsory)

Written quotes - you are required to supply evidence of the costs you are applying for. This could include a quotation from a vendor detailing the goods and services required, or a copy of an advertisement featuring the price of the product you are requesting funding for. You need to submit only one quote. Verbal quotes are not accepted.

Plant list – you are required to supply a species list if you are applying for native plants. This list will be reviewed by the ARC’s Natural Heritage team and form part of your contract if your application is successful.

For physical projects only:

Site map – provide a clear site map showing where your project will take place and ensure you mark out property and project boundaries.

Before photos – provide “before photos” of your project location.

Landowner permission – you are required to supply a letter of support from the landowner if the project, or part of the project, is not on your own land. Refer to the site details in Section D.

9. Sending in your application

When applying online please make sure you complete your application and attach all supporting information. Once you have submitted your application you will receive an acknowledgement email. If you cannot attach all supporting information please post in attachments making sure you name all correspondence. If you cannot apply online please complete the hard copy application form and post to:

Postal : Environmental Initiatives Fund Co-ordinator
Auckland Regional Council
Private Bag 92 012
Auckland

Physical : 21 Pitt Street (corner of Pitt and Hopetoun Streets)

Note - we cannot accept incomplete or faxed applications.

Please do not bind your application.

Deadline

It is important to make sure the EIF Co-ordinator has received your application and all attachments by 5pm on Tuesday 27 April 2010. Late applications/attachments and incomplete applications will not be accepted.

10. What happens once you have sent in your application form?

- The EIF Co-ordinator will acknowledge receipt of all applications by 10 May 2010.
- A project officer will contact you to discuss your project and possibly visit you.
- Your application will be assessed and scored against the "application assessment criteria" detailed below.
- The Environmental Management Subcommittee for EIF will meet in June 2010 and allocate the funding.
- You will be advised in writing of the result in July.
- If you are successful, you will need to accept a contract outlining terms and conditions before any funding is released. Your application will form part of the contract.
- Grants are made as a reimbursement once you have paid for the goods and services and you have sent in copies of the full receipts to the EIF Co-ordinator.
- Once you have completed your project you will need to send in a brief report with photos on a form that will be sent out to you.

11. Application assessment criteria

All applications will be assessed and scored against the following criteria:

1. Environmental impact and benefit

- The type of environmental (natural, cultural and physical) impact and benefit the project will produce.
- The extent to which the proposal directly promotes, enhances or protects the environment or cultural heritage.
- The type and significance of the environment or heritage involved.
- The extent to which the project impacts on the efficiency of land, water and/or energy usage.

2. Feasibility and likelihood of success

- The project is practical and feasible.
- The project is likely to be successfully completed, based on the activities and time frames listed in the application.

3. Community involvement and participation

- The extent of community involvement in leading the project.
- The extent of community participation in the project.

4. Community awareness raising and education

- The extent to which the project is likely to raise community awareness, understanding of environmental and heritage issues and practices.
- The extent of a community education component.

5. The proposal reflects good practice

- The extent to which the project reflects good practice.
- The ability of the project to develop and trial new and/or proven methods.

6. Long term benefits

- The extent to which the project has a long term (rather than short term) benefit.

7. Recognising Maori perspectives

- The extent to which the project values and celebrates Ao Maori perspectives (Maori world view, culture and values).

It is not necessary for your project to meet all the assessment criteria. Projects that do not involve community, for example, will still be considered favourably where there are significant environmental or heritage benefits.

12. Helpful tips

Site and planting advice

Native plants

The ARC is an advocate for the preservation, protection and enhancement of Auckland's unique natural heritage and biodiversity. Native plants increase biodiversity, provide homes and food for a variety of native birds, insects and reptiles, stabilise soil, enhance water quality and provide a sense of place and New Zealand identity. As such, EIF supports restoration projects which use appropriate, native, ecosourced plant species. Please check "[ecosourcing native plants](#)" below for further details.

If your application includes the purchase of native plants, uplifting of the funding occurs between July 2010 and June 2011. This enables you to plan and undertake your planting project in the 2011 planting season (April - July with exception of planting into wetlands or boggy stream areas that are submerged during winter, then February - March when water table is lowest).

It is good to be aware when planning your project that newly planted sites will require follow-up maintenance. It is likely that for the first 2-3 years after planting, until canopy cover is achieved, weed

species will continue to invade newly planted areas because of existing light gaps. To minimise post planting weed treatment, it is best to control weeds as long as is possible before planting. In general, weed spraying in revegetation areas should commence at least 3 months before planting. Some aggressive grasses such as kikuyu are best sprayed in the spring (prior to planting) and again in late summer in preparation for autumn planting.

Following planting, ongoing weed control by either careful spot spraying or hand releasing will be necessary. Where possible retain non invasive or dead weed matter around the plants as this will help retain moisture during dry periods (dead kikuyu is great for this), and help deter Pukeko from grubbing in the freshly exposed soil. It is also useful to place coloured stakes next to your plants during planting so they can be easily located if overtopped by grass or weeds later on.

For information on how to control pest plants at your planting site contact the [ARC Biosecurity team](#) on 09 366 2000.

Ecosourcing native plants

Ecosourced native plants are plants which have been grown from seed collected from local, natural populations. The local origin of these plants means that they are well adapted to the local climate and soils and have a greater chance of survival. Growing plants from your local area also means you are preserving and enhancing the local genetic character. Many Auckland nurseries are able to provide ecosourced native plants upon request.

For assistance and more information, please contact the ARC 09 366 2000 for the [Wholesale Native Plant Nurseries list](#).

Plant selection, planning and planting

When drawing up a plant species list for your project, obtaining quotes and purchasing plants, you will need to consider the following:

- Physical characteristics of the site (soil, climate, hydrology, exposure to wind, frost, sunlight, and salt spray), and how these characteristics will influence what plants will grow and where they should be placed.
- Topography and aspect of the area to be planted. Is it steep or flat, where are you getting the most sun/shade.
- The size of the area to be planted. You may like to break the project into stages.
- The presence of animal pests and weeds.
- Spacing between each plant, e.g. 1m spacing.
- Obtaining appropriate sized plants that will cope with local conditions, e.g. PB2 - PB5.
- The number and types of plants you will need. Please check [section 6 "special conditions"](#) above for further details.

- Timing for planting is April - July unless it is a wetland, then February - March when water table is lowest.
- Ongoing maintenance including weed/pest control, replacement plantings etc.
- Provision of food for native birds, insects and lizards. Consider what plants will attract native wildlife.
- A planting density of 1m between centres is recommended for most colonising species, although for larger and more robust colonising species and forest diversity species (e.g. flax, manuka, kanuka, mahoe, karaka, puriri, kahikatea) 1.5 m centres is acceptable. If planting rush and sedge species or wetland species, or if planting unstable surfaces (e.g. eroding stream banks and steep inclines) this should be reduced to 0.5 - 0.7m centres. Planting close together will encourage a faster canopy closure that will shade out grass and weeds and provide protection for the plants. It may seem costly in the beginning but it will save time and money on post planting maintenance.
- Plant sizes should ideally be between PB2-PB5. Smaller sized plants may be used and root trainers are often used for wetland planting. However smaller plants are slower to establish and require a higher degree of maintenance despite seeming the more economical option. Use of root trainer plants is not recommended if you have limited capacity for site maintenance.
- You may like to plant with a slow release fertiliser tablet. The fertiliser should be placed in the hole and covered with approximately 25mm of soil before placing the plant in the hole. This is to prevent root burn to the plant.
- You should seek to achieve a survival rate of 85% to successfully form a canopy cover.
- Planting of both sides of streams is necessary to achieve the best environmental outcome. However this may not always be possible if the stream acts as the property boundary. If this is the case you may like to approach your neighbour to see if they are interested in fencing their stream and that they can apply for help to do this through the EIF.

Fencing

Applications for fencing must use a substantial wire fence of 7 or 8 wires properly strained unless an alternative is better suited to the local conditions or land management circumstances. In such cases, an explanation is required and will be assessed on a case-by-case basis. Riparian fencing should be positioned a minimum of 10m away from the stream following the topography and contours.

Fencing can generally be purchased for \$15 - \$20 per metre including labour and materials. This costing is for 7 or 8 wire post and batten fencing and depends on the number of angles, strainers and the contour of the land. We recommend that you refer to the Yellow and White Pages to find a fencing contractor in your local area.

Covenancing (permanent legal protection of an area)

The ARC is very supportive of the permanent protection of natural areas and cultural heritage sites through legal covenancing with agencies such as Queen Elizabeth II National Trust (QEII). A covenant is a legal agreement registered against the title of a property that protects a specified area or feature.

For more information contact a Heritage staff member at the ARC. Covenancing areas is not a requirement of EIF funding but is encouraged.

Characteristics of a successful application

- A clear description of the project and the activities proposed.
- A well prepared project management plan.
- A realistic timeline over which the project would be completed.
- An outline of the probable maintenance requirements and who would be responsible for these.
- A realistic costing for the project.

Help is available

If you require further information, visit the **Frequently Asked Questions** page on our website **www.arc.govt.nz/eif** or contact the **EIF Co-ordinator_09 366 2000**.

