

Waste Minimisation grant application form 2026

Form Preview

Eligibility

* indicates a required field

Applicants: please note

Before completing this application form, you should have read the Carterton District Council Contestable Grants and Funding Framework and Policy:

https://cdc.govt.nz/wp-content/uploads/2025/06/Contestable-Grants_Funding-7_0_Interactive.pdf

Please note - many of the questions in this form relate to the Carterton District Council's commitment to the Wellington Region Waste Management and Minimisation Plan. And to ensure that projects or activities funded comply with the reduction in waste component of the Waste Levy funding.

https://cdc.govt.nz/wp-content/uploads/2023/11/Wellington_Region_Waste_Management_and_Minimisation_Plan_2023_-_2029.pdf

Incomplete applications and/or applications received after the closing date will not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regards to these eligibility criteria, please contact

Sandra Burles: grants@cdc.govt.nz

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Confirmation of Eligibility

I confirm that I/We, the applicant ...

- has read and understands the program guidelines
- is able to demonstrate alignment between their project and the aims of this program
- is a not-for-profit organisation (includes educational institutions such as schools and kindergartens)
- is an incorporated society
- is a business
- is located in and running their proposed activity in the **Carterton District.**
- is able to demonstrate financial viability

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- does not owe any grant accountability reports or money to Carterton District Council as a result of previous funding or grants
- has the appropriate type and level of insurance for the activities that are the subject of this grant

Please select below: *

Yes No

You must confirm that all statements above are true and correct.

Contact Details

* indicates a required field

Privacy Notice

To view our privacy statement, go to <https://cdc.govt.nz/your-council/publications/privacy-policy/>

Applicant Details

Applicant *

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Contact Person Name: *

Position held in organisation: *

Applicant primary address *

Address

<input type="text"/>
<input type="text"/>

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

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Website

Must be a URL.

Organisation Details

* indicates a required field

What is your organisation's purpose or mission? *

Word count:

Must be no more than 200 words.

Does your organisation have an NZBN or CRN? *

Yes

No

Applicant NZBN

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Applicant CRN

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration Number
Organisation Name
Other Names
Status
Street Address

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Postal Address

Telephone

Fax

Email

Website

Date Registered

Must be formatted correctly.

What type of organisation are you?

- Educational institution (includes pre-schools, schools, universities & higher education providers)
- Religious or faith-based institution
- Philanthropic organisation
- Social enterprise
- Professional association
- Healthcare not-for-profit
- Community group
- Research body
- General not-for-profit (i.e. none of the sub-types listed above)
- Business

Please choose the option that best applies to your organisation.

What is your organisation's legal structure?

- Incorporated Society
- Organisation established through specific legislation
- Trust
- Other:

Organisational Bank Account details

Please provide the following details:

Bank Account *

Account Name

Account Number

Must be a valid New Zealand bank account format.

GST Number *

Must be a number.

Must be a 9 digit number

Please provide us with your IRD number

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Must be a number.

Partner Information

* indicates a required field

Are you partnering with another organisation for the purpose of this grant?

Yes

No

Partner Organisation Details

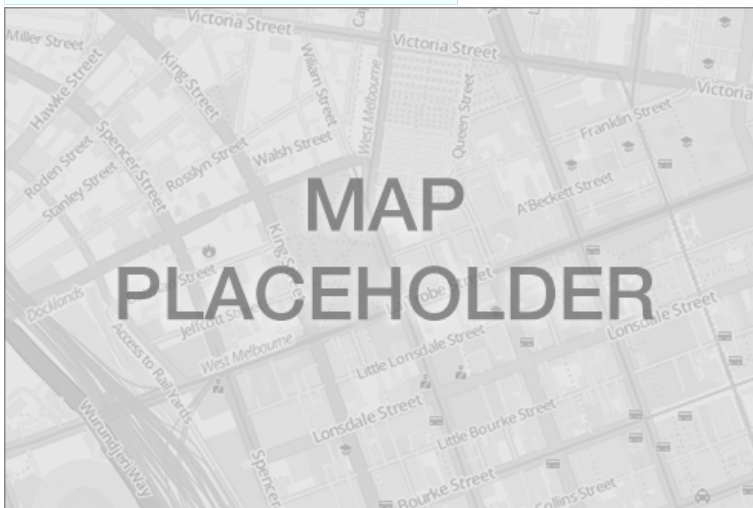
Partner organisation name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation.

Auspice or partner primary address

Address



Partner postal address

Address

Partner primary phone number *

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Partner email address *

Must be an email address.

Partner website

Must be a URL.

Primary contact person at partner organisation *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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We may contact this person to verify that the partner arrangement is valid and current.

Position held in organisation *

e.g., Manager, Board Member or Fundraising Coordinator.

Partner primary contact primary phone number *

Partner primary contact office phone number

Partner primary contact email address *

Must be an email address

Please attach a letter from the partner organisation confirming that the partner arrangement is valid and current. *

Attach a file:

The letter must be signed by an authorised person (e.g., Manager, CEO or Board Chair) and must include: name, position, signature and date.

Please list all the people who will be delivering the project, along with their relevant experience:

Word count:

Must be no more than 200 words.

Are there any other partners involved in project? Please list them here:

Word count:

Must be no more than 500 words.

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Project Details

* indicates a required field

Project title: *

Provide a name for your project/program/initiative. Your title should be short but descriptive

What type of project is this? *

- | | | | |
|--|---|-------------------------------------|---|
| <input type="checkbox"/> Behaviour Change | <input type="checkbox"/> Business Case | <input type="checkbox"/> Equipment | <input type="checkbox"/> Data Collection |
| <input type="checkbox"/> Education | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Monitoring | <input type="checkbox"/> Waste Auditing |
| <input type="checkbox"/> Feasibility Study | <input type="checkbox"/> Materials | <input type="checkbox"/> Surveys | <input type="checkbox"/> Social Enterprise Start Up (using waste as a resource) |

Anticipated start date *

Anticipated end date *

Note: Rapid projects must be finished & accounted for by May 31st 2027

Please provide a short summary of your initiative *

Be descriptive, but succinct: How does your project promote or achieve waste minimisation? Ensure your project is in accordance with the guidelines.

Rationale / Theory of Change: What is the need and how will you address it?

What are your goals and objectives? Tell us why your initiative is needed, and why you believe the activities you propose will produce the outcomes you seek. Provide statistics/evidence (where available) of both the need and the link between the work you will do and the outcomes you seek. Refer to the Fund Guidelines to ensure you meet the requirements.

Describe the educational aspects of your project / proposal. *

List any ways that you will educate the community that you are targeting in this initiative.

Alignment - How will your initiative help Carterton District Council achieve our goals? *

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How does your project support the Council's Waste Management and Minimisation Plan? Please consult the Fund guidelines for more information about our program and organisational goals.

Please tell us how your activity meets the following objectives.

Carterton District Council key objectives include

- Increase awareness in our community about challenges and opportunities with current national, regional, and local waste systems and transitioning these systems to circular economy approaches required for the future of te taiao – natural world.
- Information and awareness relating to Carterton District Councils Waste Minimisation Community Fund reaches a diverse and extensive range of Carterton community members to support inclusion and participation of waste minimisation activities and efforts.
- Carterton District Council are committed to partnerships within our community and seek to draw on the skills, experience and talents that exist within the districts business, schools, community groups, sports clubs, iwi, hapū and individuals to deliver solutions, actions and outcomes from the WMMP.
- Encourage and Support iwi and cultural groups to reduce waste to landfill
- Achievement of specific actions within the WMMP
- Provide solutions or support to recycle items that cannot be recycled in kerbside services.
- Promote a shift up the waste hierarchy to focus on avoiding and reducing resource use.

Anticipated Outcomes that meet the above Objectives	Timeframe	Indicator	Verification Method
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	Short, Medium or Long term	What you will use to measure this outcome.	e.g. survey; interviews; focus groups

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Alignment:

If your project does not align with any of the above objectives, please explain why it should still be considered:

Word count:

Must be no more than 500 words.

Does your initiative prevent items from going to landfill? *

Yes

No

Refer to the Guidelines for the types of General Waste and Special Waste, eg: plastic, rubber, timber, organic (including food), paper, potentially hazardous, rubble, sanitary, textiles, glass, ferrous metal.

Please fill out the following table with details:

Waste material classification **Individual waste item** **Commercial or Residential ?** **Quantity**

Waste material classification	Individual waste item	Commercial or Residential ?	Quantity
Refer to Guidelines classification, eg; Paper, organic, timber	eg; bread, broken rubber jandels, plastic lids	Select either Commercial or Residential waste	Approx.

Event Waste management

ONLY fill out this section if your project or activity that you are requesting funding for is a public-attended event.

Is your public event in the Carterton District?

- Yes
 No

Is your funding for public Event Waste Management? (Note a waste management plan is required under the Solid Waste Management and Minimisation Bylaw for events over 1000 people attendance, and recommended for events with under 1000 people in attendance)

- Yes - I have contracted a company to manage waste
 Yes - I am still to find a contractor to manage the waste
 No - for a different part of my event

Please upload quotes here:

Attach a file:

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Changing Behaviour

How many people do you plan to target, and how will you encourage participation? *

(Estimate, for example based on number in attendance, method of communication, number of households/ Schools involved.)

Do you have a goal for how many people will changed their behaviour by engaging with your activity or project? *

Does this initiative have community support? *

Yes No Don't know Not Applicable

Evidence of community support is generally highly regarded as projects with community buy-in tend to be more successful.

What evidence do you have that this project/program has community support?

Please upload letters of support (if available/ relevant)

Attach a file:

A maximum of 5 files can be attached

If your grant application is for funding > \$2000.00 please outline what the major steps / stages (i.e. milestones) involved in delivering your initiative?

Milestone	Start Date (if known)	Finish Date (if known)	Location (if relevant)	Notes
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e.g. planning; major activities; evaluation	Provide approximate date or leave blank if unknown or dependent on unknown factors Must be a date.	Provide approximate date or leave blank if unknown or dependent on unknown factors Must be a date.	(e.g. add address, suburb, region if known; otherwise type 'unknown' or 'not applicable')	Add explanatory notes if required

Monitoring

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How will you monitor and evaluate success? *

Health and Safety

Please list any health and safety risks associated with your project along with measures you will take to mitigate such risks. Please note that shortlisted applications may be required to submit a health and safety plan with risks associated to the project.

Inputs (Budget)

* indicates a required field

Funding Categories

The Carterton District Council Waste Minimisation Grant has two categories for funding:

Rapid Fund - for small and rapid projects up to \$2000.00

Annual Contestable Fund - for medium and large projects over \$2000.00

Total Amount Requested

*

What is the total financial support you are requesting from Carterton District Council in this application?

Total Project/Program

Cost *

What is the total budgeted cost (dollars) of your project?

Budget (GST exclusive)

Please outline your project budget in the income and expenditure tables below, including details of other funding that you have applied for, whether it has been confirmed or not. All amounts should be GST exclusive.

Provide clear descriptions for each budget item in the 'Income' and 'Expenditure' columns, Examples of income could include 'council community grant', 'fundraising initiatives', 'company X sponsorship'. Examples of expenses could include 'onsite power & water for 6 months', 'office supplies', 'part-time employee x 40 hours'.

Use the 'Notes' column for any additional information you think we should be aware of.

Your budget **MUST** balance (TOTAL INCOME AMOUNT = TOTAL EXPENDITURE AMOUNT).

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Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
			\$	
			\$	
			\$	
			\$	

Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
		\$	
		\$	
		\$	
		\$	

Budget Totals

Total Income Amount
 \$
 This number/amount is calculated.

Total Expenditure Amount
 \$
 This number/amount is calculated.

Income - Expenditure

 This number/amount is calculated.

Please attach quotes *

Attach a file:

Please share any project management and financial budgeting experience that demonstrates your organisation's ability to deliver this project and that the funds will be used:

What other resources will you need in or Confirmed? der to successfully carry out this project ?

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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Non-financial inputs could include staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, and other types of support.	

Funding Sources

What other funding have you received from Carterton District Council in the past 1 year? *

Word count:

Please describe how your project will continue after the funding ends: *

Word count:

Must be no more than 200 words.

Applicant Capacity

* indicates a required field

Now that we know about your project/program, we want to find out more about your organisation's ability to undertake the work you propose. Please provide some information about your organisation that will give us confidence that you can complete the work you've described in this application. *

Include in this section information about your strategies for providing the inputs (money, staff/volunteers time/expertise, equipment, facilities, pro bono or in-kind contributions, advocacy, etc.) and how you will complete this project/program within the proposed timelines. Provide information also about any past work that may demonstrate your organisation's capacity to undertake this work. Provide links to further explanatory material if available/relevant.

Please provide a link to or attach a copy of your most recent Annual Report, or Profit/Loss statement.

If you do not produce an annual report, please provide us with your most recent financial statements (may include a Profit and Loss Statement / Statement of Financial Performance and a Balance Sheet / Statement of Financial Position).

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Upload files *

Attach a file:

or

Provide web link:

Must be a URL

Acknowledgement

If you are successful, how would you acknowledge Carterton District Council's funding contribution?

Certification

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

An accountability form is part of the agreement of receiving this grant and will be completed by the due date.

I agree *

Yes

No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

We may contact you to verify that this application is authorised by the applicant organisation

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Contact Email *

Must be an email address.

Date *

Must be a date