

LOTTERY
ENVIRONMENT & HERITAGE
Te Tahua Taiao Nga Taonga Tuku Iho
Grant Application Guide



NZ Lottery Grants Board
TE PUNA TAHUA
Distributor of NZ Lottery Profits

This guide will help you answer the questions in the Lottery Environment & Heritage application form.

SOME GENERAL TIPS

Read the form right through before you begin filling it out.

If submitting a paper form, please use a black ink pen to fill out the form, as this ensures that a reasonable standard of quality is maintained when photocopying.

Answer all the questions. We may return any applications which are not complete. If you have difficulty with any of the questions, ring our freephone **0800 824 824**.

Make sure you have included all the signatures required.

Attach all of the support information we ask for, and any other relevant information.

Please use as few staples as possible!

When applying online, please note that your group needs to register with us before submitting an application form. The registration form is a separate universal form that applies to all Lottery and COGS committees. You only need to register once.

The first section of this guide is to assist you to complete the registration form; the second section is to assist you to complete an Environment & Heritage application form.

SECTION A: YOUR GUIDE TO COMPLETING A REGISTRATION FORM

REGISTRATION FORM: OVERVIEW

Questions to give us a brief summary of your organisation.

- B4.** Groups without legal status may not be granted more than \$10,000 from all Lottery committees in any one financial year (the Lottery Grants Board financial year is 1 July – 30 June).

We need to be sure your organisation:

- is non-profit making
- can legally carry out the project. Your project needs to fall within the activities allowed in your legal documents, ie your constitution. For example, if you plan to erect a building your constitution must allow it, otherwise you need to change your constitution before making your application
- will be legally responsible for the money
- has arrangements in place to distribute assets if it winds up. This should be covered in your legal documents. The winding up clause should state that the assets remain available for community use and be owned by a non profit-making organisation.

Please note that grants of over \$10,000 may only be made to groups with legal status.

In addition to the copy of your rules of constitution or trust deed, please include with your registration proof of your legal status as outlined below:

LEGAL STATUS	PROOF NEEDED
Incorporated society	Registration Number (please refer to www.companies.govt.nz)
Registered charitable trust	Registration Number (please refer to www.charities.govt.nz)
Community company (established under the Companies Act 1993)	Company's memorandum of association (which demonstrates shareholders cannot make any personal financial gain from a Lottery grant)
Territorial Local Authority	No proof required
Community Board or committee (created under the Local Authorities Act 1977)	Must apply under the name of the Council
School Board of Trustees	No proof needed
Anglican, Catholic, Methodist or Presbyterian Church of New Zealand	Anglican, Catholic, Methodist and Presbyterian church groups must include a letter from the Anglican or Catholic Diocese, or Presbyterian or Methodist Church's Board, approving the project
Māori Trust Board (established under the Māori Trust Boards Act 1955) and District Māori Council (established under the Māori Community Development Act 1962)	No proof needed
Māori Committee or Māori Executive Committee	A letter from your District Māori Council confirming you are a Māori Association constituted under the Māori Community Development Act 1962
Whenua Topu Trust, Section 439 Trust, Ahu Whenua and Whānau Trust, Section 438 Trust and Māori Incorporation	Copy of the Māori Land Court order to show charitable purpose and legal authority
Central Government Department/Agency	Lottery funding is not available for projects which are considered to be core business of government
Legal entities other than those listed	Proof of legal ability to receive grants and carry out charitable activities

- D1.** Please tell us the year your organisation began operating – your organisation may have begun before becoming an incorporated society or registered charitable trust.
- D2.** We need this information so that we can report on the location benefiting from Lottery grants.
- D3.** We need to know if you are part of a larger national body.
- D5.** Please tell us what your organisation aims to achieve overall – aside from your project.

- E1.** Please include all paid workers both full and part time.
- E2.** 'Volunteers' means people who take an active part in the running of your organisation and who may receive an honorarium for their expenses, but who are not paid wages or a salary for their time. This may include, for example, committee members, people helping with fundraising, telephoning, or helping on a marae. To answer this question we need you to provide your best guess for hours worked by volunteers.

SECTION B: YOUR GUIDE TO COMPLETING AN ENVIRONMENT & HERITAGE APPLICATION FORM

YOUR ORGANISATION'S DETAILS

- B1.** 'Members' means everyone involved with your organisation, including those paying a subscription to receive a newsletter, active committee members, volunteers, staff etc.
- B4.** If you are a Community or Domain Board for a local authority project you must include a written statement from the chief executive of that authority stating that:
- your board has the delegated authority to carry out the project and to apply for and spend any Lottery grant
 - the authority agrees to supervise the project and honour any conditions we might attach to a grant.
- Where your project involves Māori land, property or information you also need to include proof that you have consulted with the affected whānau, hapū and/or iwi. This evidence can be recent letters of support for the project, which must include names and contact details so that we can follow up.
- B5.** Please tell us the days your organisation is open – weekends, public holidays, weekdays, seasonal. Please also tell us the hours, eg 9am-5pm weekdays.

SECTION C: PROJECT DETAILS

Questions about what you want funding for. (Also see the application form appendices for additional information you must supply.)

- C1.** Tick the box that best describes the type of project you are seeking funding for.
- C2.** Please remember that we do not fund projects retrospectively. This means that projects which have been completed by the application closing date will not be considered for funding.
- C3.** The things we need to know about your project include:
- where it is based, particularly if its location is not based in the same place as your organisation
 - a detailed outline of what the project is and what benefits you hope to achieve
 - who will benefit from the project and how.
- Consider including photos with your application to help explain your project.
- C4.** Think about what need your project is addressing or what problem it solves.
- C5.** Tell us how important your project is and why. You should include any classifications from the New Zealand Historic Places Trust, Department of Conservation (protected natural area), a local authority heritage listing, or a Rail Heritage Trust of New Zealand listing.
- You also need to include with your application two recent letters of support (less than six months old), from people who are not from your organisation, but who know your organisation well enough to be able to confirm that you are able to achieve what you plan to do. These people should have good knowledge of your community and the area of interest for your project.
- C6.** We want to be sure the project or facility is sufficiently different from others being offered in the community.

OWNERSHIP

C7. Land

- i) Please send us the Certificate of Title as proof you own the land on which your project will be sited. If it is Crown/Reserve land you need to send the Gazette notice. If it is Māori land you need to send a letter from the iwi authority to prove the legal status of the land.
- ii) If you neither own nor lease the land, please attach the copy of the agreement for you to use the land from the owner. You also need to send us a copy of the Certificate of Title, or Gazette notice if it is Crown/Reserve land. If it is Māori land you need to send a letter from the iwi authority to prove the legal status of the land.

For Buildings and Objects

If your group does not own the building(s) or object(s) to be used in your project please attach a letter of support from the owner, which includes their explanation of why they are not undertaking the project. If your project involves a building, please also send us a copy of the completed lease agreement.

SECTION E: ABOUT THE FUNDS

E1. Please tell us what the total cost of the project is according to your GST status. If your organisation is registered for GST then all costs need to exclude GST, however if your organisation is not registered for GST then all costs need to include GST.

E2. Please complete a budget for the items you are requesting in relation to your application to Environment & Heritage.

Salary Application

We do not provide funding for existing or ongoing positions.

The job description should describe what the person will be doing for your organisation and the skills required to do the job. The ideal person specification should describe the type of person suited to the position.

The employment contract should set out the conditions the person will work under – hours of work, salary levels, leave and grievance procedures. This is a contract that you negotiate with the successful candidate.

For assistance with developing the employment contract you can also seek help from the Industrial Relations Service at the Department of Labour, you may contact them on freephone 0800 20 90 20.

Please describe the things you will supply to support the worker, eg office space, equipment, telephone, transport, photocopying, etc.

E3. You need to tell us about funding from any other sources, and if it has been confirmed. You also need to include any of your own fund-raising or planned fund-raising, including donations, sausage sizzles or subscriptions. Please also include details of pledges that have yet to be honoured. You need to send us bank statements and letters approving funding to show us you have access to the money listed.

E6. All assets purchased must stay with your organisation and you must make them available to the community.

SECTION F: FINANCIAL POSITION

F2. For example, the money you already hold may be needed to fund the running of your organisation or other projects.

F3. Tell us how the expenditure will be reported to the management committee, eg monthly financial reports at the committee meeting.

SECTION H: PREVIOUS FUNDING

H1. An Accountability Report is due 12 months after a grant is approved. If the grant has not been spent at this point, a final Accountability Report needs to be sent when it is, but an interim Accountability Report is due 12 months after the grant was approved. Please also note that most grants are approved for a period of 12 months only, if your organisation requires a time extension please contact the Committee Coordinator on freephone 0800 824 824 to discuss your options.

ADDITIONAL INFORMATION REQUIRED FOR SPECIFIC PROJECTS

Please also refer to the appendices in the application form for information on studies and assessments.

Additional information you need to supply with your application.

FOR NATURAL HERITAGE PROJECTS

When sending us your application you need to include:

- proof of any resource consents which may be required and their associated costs – including land use consents, building consents and coastal permits which may require an Assessment of Environmental Effects (AEE)
- plans of proposed walkways, boardwalks or buildings
- where necessary, proof that the project has been approved by the Department of Conservation and/or the local authority
- where the land is not owned by the applicant, documents that show the legal status of the land, including lease agreements
- where appropriate, proof that you have consulted with the local hapū, whānau and/or iwi about the project
- where appropriate, clearance from the New Zealand Historic Places Trust for any archaeological sites and/or wāhi tapu sites which may be located in the project area
- proof of other financial support for the project.

Ecological Restoration Projects

You need to supply a restoration plan with your application which covers:

- the use of local gene stock and local species (to protect the local natural heritage)
- proof that the planting project can be sustained
- an explanation of the responsibility of local and territorial authorities in the project
- a weed risk assessment report.

Wetland and Forest Restoration Projects

We need you to provide proof that you have completed a comprehensive assessment of the invasive weed risk to the project site before an ecological restoration plan is developed. This is so we can determine whether the project will be viable over the long term.

This applies to all projects which are:

- on land over 2ha in size, located within a city or large town
- on land over 1ha in size located in a rural area
- within immediate dispersal (either wind, water or bird) distance of a nationally important ecosystem, eg national park.

If the weed risk assessment determines that the project is viable, you need to develop a weed control strategy. We prefer this to be completed as part of the invasive weed risk assessment. If appropriate it can be completed later as part of the preparation of the ecological restoration plan.

Someone independent of the proposed project, who is either a forest ecologist or a suitable professional experienced in these assessments should complete the invasive weed risk assessment.

The invasive weed risk assessment report needs to:

- identify persistent invasive weed species in the region that could potentially invade habitats within the project site, either in its present or restored state, and list the way these species are spread
- identify the zones around the project site where the weed species will spread
- a survey of the weed species – its source, the threats and potential effort required for either its eradication or control
- include maps and aerial photographs of the weed dispersal zone marked to show the weed sources
- identify significant natural areas or large scale growth sites within or near the weed dispersal zone (eg national parks within two kilometres of the dispersal zone)
- evaluate the possible threats to the areas identified above through either:
 - a potential major growth of weeds on the project site
- OR
- a potentially significant change in local bird traffic in the event the project creates a significant bird destination
- determine the practicality and the steps to controlling or eradicating the identified weed risks to the site.

The report also needs to include recommendations on:

- whether the proposed project should proceed
- the appropriate timing for the proposed project taking into consideration the need to eradicate weed sources

- whether weed control or eradication work within the weed dispersal zone should be undertaken and whether it needs to be done before the planting or fencing work to lessen any long term negative impacts resulting from the project.

FOR PHYSICAL HERITAGE PROJECTS

Requests for Funding to Prepare a Conservation Plan or Report.

For buildings or structures:

The plan or report needs to be prepared by a conservation professional who is a member of the New Zealand Professional Conservators Group (or is recommended by them), or who is recommended by the New Zealand Historic Places Trust regional office.

For archaeological or wāhi tapu sites:

The plan or report needs to be prepared by an archaeologist recommended by the New Zealand Historic Places Trust regional office. The plan must be prepared with input from the local hapū, whānau and/or iwi which has authority over the site and the owner of the site or the applicant if these differ.

Requests for funding for restoration work

If your conservation plan or report has not been prepared by a person who is a member of the New Zealand Professional Conservators Group or who is not recommended by the Historic Places Trust regional office, we will assess whether the plan or report is satisfactory before considering your application.

Applications must relate solely to the restoration and conservation of heritage structure and fabric of the place. This can include installing a fire sprinkler system and earthquake strengthening.

We have adopted the principles of the ICOMOS/New Zealand Charter for the Conservation of Places of Cultural Heritage Value. You can access the Charter at www.icomos.org.nz

If you are not the owner of the place you are seeking funding for, you need to show us:

- you have support from the legal owner of the place (the organisation with legal title)
- the reasons why the legal owner is not making the application
- proof of any lease arrangement
- proof that the public can access the place.

Before we will consider applications for funding for wāhi tapu projects we need to see:

- proof of legal ownership of the land
- support from the owner if they are not the applicant
- confirmation you have appropriate hapū, whānau and/or iwi authority to carry out the project
- where the information on the wāhi tapu site is to be held and how much access the public has to the information.

We give a low priority to requests for funding for routine maintenance work, system upgrades, capital improvements and the adaptive re-use of places.

FOR CULTURAL HERITAGE PROJECTS

Capital Works Projects

For these projects your application must include:

- a feasibility study (please contact us as we are able to provide you with a general guidance note)
- a statement outlining the significance of the collection housed in the museum or art gallery
- a written reference from an independent museum or gallery professional endorsing the project
- an explanation of how public access to the collection will be provided or improved
- a full set of building plans and specifications noting any resource consents required
- a quantity surveyor's estimate for the proposed work
- a business plan for your organisation.

Feasibility Studies for Museums, Art Galleries and Archival Institutions

A feasibility study needs to include:

- a collection policy which outlines how the collection will be identified, documented, conserved and stored
- an analysis of the services you will be providing and to whom you will provide those services (you need to include opening hours, staffing requirements and entrance charges)
- the capital costs of the project including the ongoing maintenance costs and any extra costs you may incur such as providing a work area for conservation, meeting fire regulation and safety requirements, toilet facilities and disabled access
- if you are proposing to convert a historic building into a museum you need to include a conservation plan
- an investigation of the community need for the project and the financial viability of raising the necessary funds to complete the project.

For more detailed information please contact a funding advisor on **freephone 0800 824 824** to obtain a copy of our guidance note on feasibility studies.

Conservation of Moveable Cultural Property

Your application must also include:

- proof that a member of the New Zealand Professional Conservators Group will be used to provide conservation services
- a written explanation of the significance of the artefact and/or collection to be conserved
- proof that you have made suitable storage arrangements for the conserved artefact and/or collection
- a letter of support for the project from the appropriate museum official.

If the artefact to be conserved is part of a museum or archive collection, you must supply us with a copy of the collection policy you have in place.

Historical Research Projects

Applications for these grants need to include:

- a detailed description of the project, noting its significance, key themes and issues, and target audience
- an outline of the chapters for the proposed book
- a list of the major sources to be used
- a timetable for the research and writing
- details of how progress will be monitored (eg through a supervising committee or regular reports)
- a detailed breakdown of costs (eg including salary, travelling equipment)
- an explanation of how any shortfall in funding will be met
- a comprehensive CV of the researcher or writer
- a copy of the contract between you and the researcher or writer which includes:
 - specification of whether or not the publication is the property of your organisation or the researcher or writer
 - royalties
 - a detailed account of the hours to be spent on the project, including researching, writing and editing
 - contingency plans should the work not be completed on time or to standard.

Historical Publications Projects

For us to consider your application you need to include:

- a copy of the draft text or manuscript
- a copy of a publisher's or printer's quote
- confirmation of the proposed selling price for the book.

IF YOU HAVE ANY FURTHER QUESTIONS ABOUT YOUR LOTTERY ENVIRONMENT & HERITAGE APPLICATION, PLEASE CONTACT A FUNDING ADVISOR ON FREEPHONE 0800 824 824.

