

LOTTERY

ENVIRONMENT & HERITAGE

Te Tahua Talao Ngā Taonga Tuku Iho

Grant Application Form



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

You can apply online at www.cdgo.govt.nz. If you are not going to apply online you may submit this form.

Before you start filling out this form, read the *Environment and Heritage Committee Information Sheet* and the *Lottery Grants Board General Information Sheet* to help you decide whether you are eligible for a grant.

You must complete all sections of the form.

Need more help? If you have any questions about this form, call our freephone 0800 824 824.

We encourage you to ring us to speak to a Funding Advisor.

In submitting this application you and/or the organisation you represent (hereafter referred to as the "applicant"), acknowledge and agree that the Department of Internal Affairs may disclose to or obtain from any other government department or agency, private person or organisation, any information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

All successful Lottery grants may be used for publicity purposes by the Lottery Grants Board and the New Zealand Lotteries Commission. The successful applicants must identify a spokesperson by name along with their contact details. This nominated spokesperson may be contacted by the above agencies and also by the media.

To view any personal information held by us, or if you have any concerns about personal information that we hold, please write to:
The Privacy Officer, Department of Internal Affairs, P.O. Box 805, Wellington

OFFICE USE ONLY:

Client number:

Application number:

Date received:

Date acknowledged:

SECTION A: CONTACT DETAILS

A1. What is your group's name? (If you have a registered name please use this - and if you are a local branch of a national organisation please specify)

Full name of group

A2. What is your group's address?

Postal address

City/Town

Physical address (If different from above)

City/Town

A3. What are your group's contact details?

Phone number

Email address

Fax number

Website address

A4. Who is your group's main contact for this Lottery application?

First name

Last name

Position

Daytime phone number

Alternative phone number

Fax number

Email address

A5. Who is your group's second contact for this Lottery application?

First name

Last name

Position

Daytime phone number

Alternative phone number

Fax number

Email address

A6. Have you received a Lottery grant before?

 YES NO

SECTION B: ORGANISATION DETAILS

B1. How many members does your organisation have? (*"Members" means everyone involved in your organisation, including those paying a subscription to receive a newsletter; active community members; volunteers; etc.*)

B2. How many people visit your facility over a year? (*Answer only if applicable to your organisation*)

B3. Is your organisation a church organisation?

 YES NO

B4. Is your organisation a Community or Domain board for a local authority project?

YES

NO

B5. What hours is your organisation open? (Please include the days your organisation is open, e.g. weekends, public holidays, etc.)

 **SECTION C: PROJECT DETAILS**

C1. What type of project is your grant application for? (Note: Refer to the appendix to ensure you enclose with your application the correct supporting documentation for each project type.)

Natural Heritage Projects

Ecological restoration

Pest and predator eradication programmes

Wetland and forest restoration

Other Please specify

Physical Heritage Projects

Restoration work as detailed in a conservation plan

Conservation plan or condition report

Repainting of a heritage building

Conservation of wahi tapu sites

Other Please specify

Cultural Heritage Projects

Capital works; museum; gallery or archival development

Historical research and publications

Feasibility studies

Oral history

Conservation of moveable cultural property

Heritage trails

Acquisition of works of art and artefacts

Milestone reunion celebrations

Other Please specify

C2. What is the project start and completion date? (Note: We do not fund projects retrospectively. Your project must not be completed by the application closing date.)

Start date

/ / (day / month / year)

Completion date

/ / (day / month / year)

C3. Briefly summarise the project.

Please attach a full project description if necessary

C4. Why is your project/facility needed? (Note: Please attach documented proof of the need.)

C5. Tell us about any local, regional and national significance you project has. (Note: Tell us how important your project is and why. You should also include any classifications from the NZ Historic Places Trust, Department of Conservation, the Rail Heritage Trust of New Zealand or a local authority heritage listing.)

Please continue on separate sheet if necessary

C6. Are there similar projects or services being provided in your area?

YES

NO

How is your project different from those in your area?

Please continue on separate sheet if necessary

C7. Does your organisation own the land the facility will be on? (Note: Refer to Land Ownership in the appendix to ensure you attach the correct documentation.)

YES

NO

Note A

Ethnic Groups

Main Ethnic Group	Specific Category
NZ European	Pakeha/NZ European
Maori	Maori
Pacific	Cook Islander Fijian (Note: Fijian Indian is listed under Asian) Niuean Samoan Tokelauan Tongan Tuvaluan/Ellice Islander Other Pacific (eg Kiribati, Solomon Islands) Various Pacific (3 or more Pacific ethnicities)
Asian	Bangladeshi Chinese Fijian Indian Filipino Indian Indonesian Japanese Khmer/Kampuchean/Cambodian Korean Pakistani Sri Lankan Taiwanese Chinese Vietnamese Other Asian
African	Eritrean Ethiopian Somali South African Sudanese Zimbabwean Other African
European	Anglo-Celtic Continental European Other European
Latin American	Latin American
Middle Eastern	Afghani Assyrian Iraqi Iranian/Persian Kurd Lebanese Palestinian Turkish Other Middle Eastern
All ethnic groups	

D1. Which of the following age groups will your project primarily provide services for?

Tick the appropriate box(es)

- 12 years and under
 13-25 years
 26-64 years
 65 years and over
 All ages

D2. Which main ethnic group will most benefit from the services your group will provide as a result of the Lottery grant you are applying for? (See Note A on the facing page)

Which specific ethnic group within this main group will most benefit from the services your group will provide as a result of the Lottery grant you are applying for? (See Note A on the facing page)

D3. Which other main ethnic group will most benefit from the services your group will provide as a result of the Lottery grant you are applying for? (See Note A on the facing page)

Which specific ethnic group within this main group will most benefit from the services your group will provide as a result of the Lottery grant you are applying for? (See Note A on the facing page)

D4. Will a Lottery grant be used mostly to provide services for people in:

- Rural areas
 Urban areas
 Both

Which region will your project primarily provide services in?
(See Note B on the following page for options)

Which local authority area or areas, within this region, will your project provide services in? (If your project provides services in all local authorities within this region, please write 'all')
(See Note B on the following page for options)

D5. Please select up to three sectors from the list below that you believe will most benefit from services your group will provide as a result of a Lottery grant:

- | | | |
|------------------------------------------------------|-------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> People with disabilities | <input type="checkbox"/> Youth | <input type="checkbox"/> Family violence prevention |
| <input type="checkbox"/> Family/whanau | <input type="checkbox"/> Women | <input type="checkbox"/> Older people |
| <input type="checkbox"/> New migrants/refugees | <input type="checkbox"/> Unemployed | <input type="checkbox"/> No specific sector |
| <input type="checkbox"/> Youth at risk/disadvantaged | <input type="checkbox"/> Children | |

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Note B

Region

Please select one of the following regions from the list below. You may enter as many local authority area(s) within this region as appropriate.

Region	Local Authority Area(s)	
Northland	Kaipara District Whangarei District	Far North District
Auckland	Auckland City Manukau City Rodney District Waitakere City	Franklin District North Shore City Papakura District
Waikato	Franklin District Hauraki District Otorohanga District South Waikato District Thames-Coromandel District Waipa District	Hamilton City Matamata-Piako District Rotorua District Taupo District Waikato District Waitomo District
Bay of Plenty	Kawerau District Rotorua District Tauranga District Western Bay of Plenty District	Opotiki District Taupo District Whakatane District
Gisborne	Gisborne District	
Hawke's Bay	Central Hawke's Bay District Napier City Taupo District	Hastings District Rangitikei District Wairoa District
Taranaki	New Plymouth District South Taranaki District	Ruapehu District Stratford District
Manawatu-Wanganui	Horowhenua District Palmerston North City Ruapehu District Tararua District Wanganui District	Manawatu District Rangitikei District Stratford District Taupo District Waitomo District
Wellington-Wairarapa	Carterton District Kapiti Coast District Porirua City South Wairarapa District Wellington City	(Lower) Hutt City Masterton District Tararua District Upper Hutt City
Nelson-Marlborough-Tasman	Marlborough District Tasman District	Nelson City
West Coast	Buller District Westland District	Grey District
Canterbury	Ashburton District Christchurch City Kaikoura District Selwyn District Waimakariri District Waitaki District	Banks Peninsula District Hurunui District Mackenzie District Timaru District Waimate District
Chatham Islands	Chatham Islands District	
Otago	Central Otago District Dunedin City Waitaki District	Clutha District Queenstown-Lakes District
Southland	Gore District Southland District	Invercargill City
Nationwide		

E3. Tell us about any other sources of funding for this project. (Note: Include any grants or monies that you have applied for and the amount that has been granted to your organisation. Also include any donations, subscriptions, loans, debentures or fundraising amounts.)

FUNDER DESCRIPTION	\$ APPLIED FOR	DECISION DATE	\$ GRANTED
TOTAL	\$		\$

E4. If your group does not receive the full amount requested, how will your group make up the difference?

Please continue on separate sheet if necessary

E5. If your group does not receive the full amount requested, what will happen to your project?

Please continue on separate sheet if necessary

E6. Who will own the assets and/or the facility funded by lottery money?

Please continue on separate sheet if necessary

Grants to groups without legal status are limited to a total from all committees of no more than \$10,000 to any group in any financial year (the New Zealand Lottery Grants Board financial year is 1 July - 30 June.)

Note C **Financial Position**

ANNUAL ACCOUNTS

Annual accounts supplied in support of an application should be no older than 16 months at the time of the application closing date.

Applications for less than \$40,000

1. Applicants for amounts of less than \$40,000, where the group has been in existence for *16 months or more* at the application closing date, are required to submit their most recent signed annual accounts.
2. Applicants for amounts of less than \$40,000 where the group has been in existence for *less than 16 months* at the application closing date are required to submit:
 - (a) (i) the most recent Statement of Financial Performance, verified by a suitably qualified person¹
Note: For applications from groups that have only supplied a Statement of Financial Performance, the end date of the Statement should be no older than 3 months at the application closing date.
(ii) a bank statement less than one month old at the time of application, or
 - (b) (i) a bank statement less than one month old at the time of application, if the group has not yet commenced operations.

Applications for \$40,000 and over

3. Applicants for amounts of \$40,000 or over, where the group has been in existence for *16 months or more* at the application closing date, are required to submit their most recent signed annual accounts audited by a person who has recognised accounting qualifications.²
4. Applicants for amounts of \$40,000 or over, where the group has been in existence for *less than 16 months* at the application closing date are required to submit:
 - (a) the most recent annual audited accounts, or
 - (b) (i) the most recent Statement of Financial Performance available, verified by a person with recognised accounting qualifications² and
Note: For applications from groups that have only supplied a Statement of Financial Performance, the end date of the Statement should be no older than 3 months at the application closing date.
(ii) a bank statement less than one month old at the time of application, or
 - (c) (i) a budget, verified by a person with recognised accounting qualifications², and
(ii) a bank statement less than one month old at the time of application

Receipt of Grant Funds

5. The receipt of grant funds must be acknowledged as a separate entry in the group's accounts, or in a note to the group's accounts, in the group's annual report and in any media publicity resulting from the grant.

¹ A suitably qualified person is someone independent of the group and has reasonable knowledge of finance and accounting, for example is a bank manager or retired accountant or is a person who holds recognised accounting qualifications as listed below.

² Recognised accounting qualifications means an accounting graduate (B.Com Accounting or equivalent), an Associate Chartered Accountant, Chartered Accountant or Accounting Technician or some other specified accounting or auditing qualification and experience.



SECTION F: FINANCIAL POSITION (See Note C on facing page for explanations)

F1. What is your group's most recently completed financial year?

Start date

(day / month / year)

End date

(day / month / year)

What was your group's total income for that period?

What was your group's total expenditure for that period?

At your balance date, what were your group's total *current assets*? (e.g. Bank accounts, term deposits, accounts receivable, etc.)

At your balance date, what were your group's total *current liabilities*? (e.g. Money you owe others in the next financial year, bank overdrafts, accounts payable, etc.)

F2. Please tell us why any of the money held by your group will not be used for this project. (e.g. The money you hold may be needed to fund the running of your organisation or other projects)

Please continue on separate sheet if necessary

F3. Who will make decisions on paying your project's bills?

Please continue on separate sheet if necessary

How will this person or persons report the project spending to your management committee? (e.g. Monthly financial reports at the committee meeting.)

Please continue on separate sheet if necessary

H3. Have you been granted Lottery money that you have not yet uplifted?

YES

NO

If Yes, please tell us why you have not done so, and when you expect to uplift it.

Please continue on separate sheet if necessary



SENDING US YOUR FORM

Before placing your completed application in an envelope, check you have enclosed:

- a signed Client Agreement Form
- a copy of your rules of constitution if you haven't sent one in before
- a letter of support from your Diocese (Anglican, Catholic Churches) or the Presbyterian Church Property Trustees (Presbyterian Churches) if applicable (*See question B3*)
- a written statement from the chief executive of the Community/Domain Board authority, if applicable. It should state that your board has the delegated authority to carry out the project, that your board has the authority to apply for and spend a Lottery grant, and that the authority agrees to supervise the project and honour any conditions we might attach to the Lottery grant (*See question B4*)
- at least two letters (less than six months old) of community or professional support for your project. These letters should be from people in the community who are not directly involved in your organisation's activities. Please include their name, address and contact number
- documented proof your project is needed (*See question C5*)
- full project budget
- official quotes for budget items
- a current job description and employment contract for each salary that you have applied for funding for
- bank statements and letters of approved funding to show us you have access to the money you listed in the other sources of funding section
- a copy of your audited accounts as appropriate
- supporting financial documentation
- a copy of your latest annual report - the one prepared for your last AGM. If you have a business plan please also include this
- other supporting documentation - see attached Appendix

Please mail us the original application - we will not accept faxed copies.

Please send this form to: Lottery Environment & Heritage Committee Coordinator
Local Government and Community Branch National Office
Department of Internal Affairs
PO Box 805
WELLINGTON

Eligible applications received after a closing date will be allocated to the next scheduled meeting.

APPENDIX FOR SECTION C1

NATURAL HERITAGE PROJECTS

For this type of project, please send the following supporting documentation:

- evidence 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)
- any plans for proposed walkways, boardwalks or buildings
- clarification of the legal status of the land, including any lease agreements when you are not the owner of the land
- evidence of other financial support for the project
- evidence of a feasibility study for large capital projects

And, where appropriate:

- evidence that the project has the approval of the Department of Conservation and/or the local authority
 - evidence of consultation with the local hapu, whanau and/or iwi about your project
 - clearance from the New Zealand Historic Places Trust for any archaeological sites and/or wahi tapu sites which may be located in the project area
-

ECOLOGICAL RESTORATION PROJECTS

For this type of project, please send the following supporting documentation:

- an ecological restoration plan that addresses the following points
 - the use of local gene stock and local species to protect the identity of the local natural heritage
 - evidence that the planting project is sustainable in the area
 - the level of community involvement in the project
 - comment on the responsibility of regional and territorial authorities in the project
 - an independent invasive weed risk assessment report (*See Weed Risk Assessment in this appendix*)
-

WETLAND AND FOREST RESTORATION PROJECTS

Is your project being undertaken in any of the following situations:

- it is on land over 2ha in size and located within a city or large town
- it is on land over 1ha in size located in a rural area
- it is within immediate dispersal (wind, water and bird) distance of a nationally important ecosystem (e.g. national park)
- it is situated on a high risk habitat (e.g. river flood terrace)
- it is within immediate dispersal distance (e.g. 1km) or upstream of a major exotic plantation site (a high weed risk proliferation site)

- YES If yes, you must supply an independent invasive weed risk assessment (*See Weed Risk Assessment in this appendix*)
 - NO
-

PEST AND PREDATOR ERADICATION PROGRAMMES

For this type of project, please send the following supporting documentation:

- comments on your project from the noxious plants officer of either the Department of Conservation or the relevant territorial or regional authority
-

APPENDIX FOR SECTION C1 CONT...

PHYSICAL HERITAGE PROJECTS

For this type of project, please send the following supporting documentation:

- If the place has been registered by the New Zealand Historic Places Trust, the territorial or regional authority or the Rail Heritage Trust, please supply comments on your project by the head office (where applicable) of the appropriate body

If you do not own the place for which funding is sought, the following supporting documentation is also required:

- support from the organisation which has legal title to the place
 - the reasons why the legal owner/s of the building is/are not making an application
 - evidence of any lease agreement
 - evidence that public access is available for the place
-

RESTORATION WORK AS DETAILED IN A PLAN

For this type of project, please send the following supporting documentation:

- a conservation plan or report
 - quotes for the restoration work
-

REPAINTING OF A HERITAGE BUILDING

For this type of project, please send the following supporting documentation:

- quotes for the restoration work
-

CONSERVATION PLAN OR CONDITION REPORT

For this type of project, please send the following supporting documentation:

- quotes from an appropriate professional
-

CONSERVATION OF WAHI TAPU SITES

For this type of project, please send the following supporting documentation:

- evidence of legal ownership of the land
 - support from the owner of the land if the owner is not the applicant
 - confirmation that you have appropriate hapu, whanau and/or iwi authority to carry out the project
 - advice as to where the information on the wahi tapu sites is to be held, and the degree of public access to the information
 - New Zealand Historic Places Trust registration if applicable
-

APPENDIX FOR SECTION C1 CONT...

CULTURAL HERITAGE PROJECTS

For this type of project, please send the following supporting documentation:

- comments on your project by the head office (where applicable) if the place has been registered by the New Zealand Historic Places Trust, the territorial authority, the regional authority or the Rail Heritage Trust.

If you do not own the place for which funding is sought, the following supporting documentation is also required:

- support from the organisation which has legal title to the place
 - the reasons why the legal owner/s of the building is/are not making an application
 - evidence of any lease agreement
 - evidence that public access is available for the place
-

CAPITAL WORKS, MUSEUM AND GALLERY DEVELOPMENT PROJECTS

For this type of project, please send the following supporting documentation:

- a feasibility study
 - a statement outlining the significance of the collection housed in the museum, art gallery or where taonga
 - a written reference from an independent museum or gallery professional endorsing the project
 - an indication of how public access to the collection will be improved or provided
 - a full set of building plans and specifications, and an indication of any resource consents required
 - the final quote for the proposed work
 - a business plan for the organisation
-

FEASIBILITY STUDY

- a quote from an appropriate professional
-

CONSERVATION OF MOVEABLE CULTURAL PROPERTY

For this type of project, please send the following supporting documentation:

- evidence that conservation services will be provided by a member of the New Zealand Professional Conservators Group
 - a written account of the significance of the artefact and/or collection to be conserved
 - evidence that suitable storage arrangements will be available for the conserved artefact and/or collection
 - in cases where the artefact to be conserved is part of a museum or archive collection, a collection policy must be in place and supplied
-

ACQUISITION OF WORKS OF ART AND ARTEFACTS

For this type of project, please send the following supporting documentation:

- evidence the object is of proven national significance and purchase is required to ensure it remains in or returns to New Zealand
-

MILESTONE REUNION CELEBRATIONS

For this type of grant, specific supporting documentation is not required at this stage.

APPENDIX FOR SECTION C1 CONT...

HISTORICAL RESEARCH AND PUBLICATIONS PROJECTS

Applications for research and writing costs 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 the progress on the project is to be monitored, for example, by a supervising committee or regular reports
- a detailed breakdown of costs for the project including salary, travelling, equipment, etc.
- an indication of how any shortfall in funding will be met
- a comprehensive CV of the researcher or writer
- a copy of the contract between the applicant and the researcher or writer which includes the following issues:
 - ownership of the material used in the project, and whether or not this is the property of the applicant or of 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 to time or to standard

Applications for publication costs need to include:

- a copy of the draft text or manuscript
- a copy of a publisher's or printer's quote

ORAL HISTORY PROJECTS

For this type of grant, specific supporting documentation is not required at this stage.

HERITAGE TRAILS

For this type of project, please send the following supporting documentation:

- evidence you are a member of the Heritage Trail Foundation
 - a letter of endorsement from the Heritage Trail Foundation
-

APPENDIX FOR STUDIES AND ASSESSMENTS

FEASIBILITY STUDIES

A detailed feasibility study needs to include:

- a collection policy which includes the identification, documentation, conservation, restoration and store of the collection (the creation of a collection policy is not part of a feasibility study)
 - an analysis of the type of services to be provided and those to whom the service will be targeted, this should include information on opening hours, staffing requirements and entrance charges
 - an options analysis, including the capital costs for the preferred option, ongoing maintenance costs and any extra costs that may be incurred, including the provision of work areas for conservation, meeting fire regulation and safety requirements, toilet facilities and disabled access
 - a conservation plan, where it is proposed to convert a historic building into a museum
 - an investigation of the community need for the project, the financial viability of raising the necessary funds to complete the project and the future sustainability of the project
 - please request a guidance note from the Committee Coordinator
-

WEED RISK ASSESSMENT

An independent and comprehensive invasive weed risk assessment should:

- identify persistent invasive weed species in the region that are potentially capable of invading habitats presently found within the project site (in its present or restored state), and list the dispersal mode of the particular species
 - identify the dispersal zones (of the identified weed species) around the site
 - survey the occurrence of the identified weed species to determine their sources, threats to the habitat and the potential effort required for either eradication or control
 - include maps and aerial photographs of the weed dispersal zone, and mark on the maps and photographs the identified weed sources
 - identify significant natural areas or large scale proliferation sites within or near the weed dispersal zone (e.g. national parks within 2 kms of the dispersal zone)
 - evaluate the threats that could arise to the areas identified above through either a potential proliferation of weeds on the project site (include the event of future failure of weed control maintenance work or support) or potentially significant changes in local bird traffic, in the event the project site creates a significant bird destination
 - determine the steps and practicality of controlling or eradicating the identified weed risks to the project site
 - make recommendations on
 - the prudence of proceeding with the proposed project
 - the appropriate timing for the proposed project in relation to prerequisite eradication of identified weed sources
 - whether weed control or eradication work within the weed dispersal zone should precede the planting or fencing work to avert any potential long term adverse impacts occurring or arising from the project
-

LAND OWNERSHIP

- If you own the land the project is on; please send us the Certificate of Title as proof you own the land
 - If you lease the land the project is on; please send us a copy of the completed lease agreement
 - If you neither own or lease the land; please attach the copy of the agreement for you to use the land from the owner
 - If the Crown owns the land; please send the Gazette notice for the land your facility is on or a copy of a Maori land order if it's Maori land.
 - If the land is Maori land; please send a copy of a Maori land order for the land your facility is on
-