



Information Sheet

LOTTERY ENVIRONMENT & HERITAGE

Te Tahua Taiao Me Ngā Taonga Tuku Iho

Before applying for funding please read this information. It will help you decide whether your organisation is eligible to apply to Lottery Environment & Heritage, and how to submit an application. Please read this information together with the **New Zealand Lottery Grants Board General Information Sheet**, and the **Lottery Environment & Heritage Application Guide**, to get a full overview of what we fund, and your responsibilities should your group receive a grant.

If you need any further help, please call our freephone 0800 824 824.

Lottery Environment & Heritage makes grants to not-for-profit organisations to foster the conservation, preservation and promotion of New Zealand's natural, physical and cultural heritage.

MISSION / TE WHAKATAKANGA

To foster the conservation, preservation and promotion of New Zealand's natural, physical and cultural heritage.

KAUPAPA

Lottery Environment & Heritage recognises the aspirations and needs of Māori, and their protocols.

E whakatau ana te Tahua Taiao Me Ngā Taonga Tuku Iho i ngā hiahia me ngā tūmanako o te Māori me o rātou kawa.

WHAT WE FUND

We distribute funds for three categories of projects:

- natural heritage projects
- physical heritage projects
- cultural heritage projects.

We fund clearly specified **one-off projects**, which seek to promote, protect and preserve New Zealand's natural, physical and cultural heritage.

We determine the amount of funding, which in each case will depend on the amount of funds we have available to distribute, and the merit of the different applications we are considering at the time.

We give priority to projects where one third of the cost to complete the project is already secured.

We have different considerations for each of our funding categories.

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NATURAL HERITAGE PROJECTS

We only fund clearly specified **one-off projects** which seek to promote, protect and preserve New Zealand's native flora and fauna. We take into account the local, regional and national significance of the project.

We give priority to projects which:

- conserve New Zealand's native flora and fauna
- identify and conserve critical habitats and ecosystems
- conserve rare, endangered or threatened species in their natural habitat
- improve public education and awareness of issues affecting our native flora and fauna, particularly projects providing hands-on experience for young people.

We take into consideration the significance of the project's conservation outcome and the degree to which the project can be sustained over time and its outcomes maintained.

We encourage research and community-based monitoring projects.

We do not make grants to private owners carrying out projects on privately-owned land. In **exceptional** circumstances we may make grants to charitable organisations to carry out projects on private land. The sorts of projects we consider are those seeking to eradicate high-risk, forest invasive weeds that threaten the outstanding natural heritage value of a property.

We may make funding available for:

- the purchase of materials
- ecological restoration projects
- the preparation of ecological restoration plans and invasive weed risk assessment reports
- the establishment of native plant nurseries
- salary costs for one-off projects

- breeding programmes, including animal release programmes and captive programmes
- pest and predator eradication plans and programmes
- educational materials including markers, brochures, publications, education kits and information panels.

We will not fund:

- landscaping or beautification projects that have no conservation or educational value
- recycling schemes.

Ecological restoration projects

We look for projects which:

- protect the habitats of local species
- involve re-planting traditional native species
- involve planting which protects native species, including exotics where appropriate.

You need to supply a restoration plan 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 involved in the project
- a weed risk assessment report.

We may make funds available to help in preparing ecological restoration plans.

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. **See page 5 of the Application Guide for details.**

We may make grants of up to \$10,000 to help with the preparation of a weed risk assessment report. The level of funding we approve will depend on the scale of the project and the complexity of the weed dispersal and the existing responsibilities of the applicant/landowner (in the case of local authorities) for weed control work.

Pest and predator eradication programmes

When considering applications for these types of programmes we look for:

- projects which have an achievable target of eradication and the ability for the target to be sustained
- projects which are significant to the area
- support for your project from the noxious plants officer of either your nearest Department of Conservation office or your local authority.

Funding may be available towards the preparation of pest and predator eradication plans.

PHYSICAL HERITAGE PROJECTS

We make grants available for the conservation and preservation of places associated with the physical heritage of New Zealand. The place must be of proven historical significance and the work essential to ensure its preservation. For example, we fund preservation work for historic buildings, structures, archaeological sites, wāhi tapu sites, pipe organs, boats, locomotives and rolling stock.

Places may be of local, regional or national significance.

We give priority to places:

- registered by the New Zealand Historic Places Trust
- registered by your local territorial authority
- identified by the community as having significant heritage value, but which may not be registered by either the New Zealand Historic Places Trust or by the local authority.

You must tell us if the place has been registered by one of these bodies.

If it has been registered your application must include comment on your project from the head office, or equivalent, of the registering body.

We may make grants to fund:

- the preparation of conservation plans, conservation reports, condition reports and maintenance plans
- the preparation of detailed specifications for repair or restoration work
- restoration work as detailed in a conservation plan, or a conservation or condition report.

We may make a grant of up to \$10,000 to help with the preparation of a plan or report. The amount of funding we approve will depend on the significance of the place and the scale of the work that needs to be done.

Please refer to the eligibility criteria on page 6 of the Application Guide.

To be eligible for funding for restoration work you need to include with your application, a conservation plan or report that meets with our satisfaction.

We may provide up to \$5,000 towards the repainting of heritage buildings as we recognise repainting helps to prevent the need for restoration.

We may fund projects which seek to identify and conserve wāhi tapu sites including:

- some of the salary costs of researchers for one-off projects
- domestic travel costs
- equipment, including computers and software, tape recorders and transcribers
- publications
- conservation projects.

See page 6 of the Application Guide for further information.

We will not fund:

- the building of historic replicas
- the installation of amenities such as kitchens, toilets, etc.
- general maintenance that is not part of larger restoration work
- projects without a satisfactory conservation plan or report
- historic gardens
- earthquake, fire or other insurance costs
- restoration of places owned privately or commercially.

CULTURAL HERITAGE PROJECTS

We will consider applications for projects which conserve and preserve New Zealand's cultural heritage. Examples of these projects include:

- capital works projects for museums, art galleries and institutions holding archival collections
- improving conditions under which collections are housed and presented
- conservation of moveable cultural property (e.g. paintings)
- oral histories
- historical publications
- heritage trails
- milestone reunion celebrations.

We give priority to projects which:

- protect collections at risk
- make collections more available to the community
- enhance the learning experience and involvement of young people
- conserve moveable cultural property.

We may make funding available for:

- capital works, including installing appropriate storage systems, environmental control systems and display facilities
- developing (fitting out) education centres for young people within existing museums
- providing exhibition related material which enhances understanding of the collection, including education material such as kits, brochure and information panels (we do not fund design fees, salaries or curatorial expenses)
- collection management systems.

The above items are the only purposes for which we may consider funding historic villages.

- We may consider funding the construction of memorials, though this will depend on the historic

- significance of the event or person being remembered.
- Generally we will only provide funding of up to \$5,000 for school-based archive projects and this must be for the purchase of storage shelving and fittings, not the cost of constructing the archive.

Capital works projects

For these projects your application must include further information. See page 6 of the Application Guide for details.

All necessary building and resource consents must be in place prior to submitting your application, unless there are exceptional circumstances that make this impracticable.

Feasibility studies for museums, art galleries and archival institutions

A detailed feasibility study should be carried out whenever a new building or major development of an existing building is planned.

We may make grants of up to \$5,000 to help with the cost of preparing a feasibility study.

See page 6 of the Application Guide for details on what the study needs to include. Please also contact a Funding Advisor on freephone 0800 824 824 to obtain a guideline on producing feasibility studies.

We consider each application for a feasibility study on its own merit.

If we approve a grant for the study you are not guaranteed funding for the actual project.

We will only pay the grant for a feasibility study once we have received a copy of a satisfactorily completed study.

Conservation of moveable cultural property

You can apply for grants to conserve moveable cultural property, such as photographs, paintings, furniture and other artefacts, for:

- consultation fees
- conservation treatment
- purchase of material and equipment.

Your application needs to include a number of attachments. See page 7 of the Application Guide for further information.

Acquisition of works of art and artefacts

We will not consider applications for the purchase of works of art and/or artefacts for museums, art galleries or other institutions, **except** where the object is of national significance and must be purchased to ensure the object remains in, or returns to, New Zealand.

Historical research and publication projects

Generally we may make funds of up to \$5,000 available to help with research and writing costs of a historical publication which is to be undertaken by a community-based organisation and which may be of local, regional or national significance.

The publication needs to have considerable merit in terms of writing quality, community interest and involvement or historical significance.

Applications for these grants need to include a number of attachments. See page 7 of the **Application Guide for details**.

You may also apply separately for a grant to help with the cost of publishing the completed manuscript. Generally, we may make grants of up to \$5,000 to help with publishing costs. If we approve a grant for the research and writing, you are not guaranteed funding for publishing the actual book. You will need to include a number of attachments with your application. See page 9 of the **Application Guide for details**.

We will not make grants to individuals.

We encourage you to discuss your project with the History Group of the Ministry of Culture and Heritage, Wellington, on 04 499 4229 before making an application.

Oral history projects

You can apply for grants towards salary costs and equipment for oral history projects. We encourage you to discuss your project with the Oral History Centre, National Library, Wellington on 04 474 3000, prior to making an application. In general, the maximum granted for an oral history project will be \$10,000, unless the committee considers the project to be of national significance. In this case an upper limit of \$15,000 will apply.

Heritage trails

We may make grants of up to \$5,000 for:

- the costs of printing heritage trail brochures and promotional material; and
- the costs of purchasing and installing heritage trail signs.

To receive a grant you must be a member of the Heritage Trail Foundation and must provide a letter of endorsement from the Foundation with your application.

We will not fund maintenance or replacement of heritage trail signs.

Reunion celebrations

We will only consider applications for milestone reunions, e.g. 50th, 75th, 100th etc.

We may make grants to help with the cost of:

- hiring equipment, such as marquees (up to \$5,000)
- recording the event using either oral history techniques or video (up to \$2,000).

We also make grants for the preparation and publication of reunion books as per the *Historical Research and Publications Projects* funding policy.

WHAT WE DON'T FUND

In addition to the specific cases listed above, and the items not funded by any lottery distribution committee (see the **New Zealand Lottery Grants Board General Information Sheet**) Lottery Environment & Heritage does not fund:

- individuals
- services considered to be the sole responsibility of local authorities, central government or other funders
- projects which have been completed. The committee will use the application closing date as the cut-off point for retrospective funding
- purchase of land or buildings except where you can demonstrate the project is of exceptional conservation or historic merit
- administration costs
- the purchase of office equipment
- projects undertaken as part of a university qualification.

Generally, we do not fund:

- Education kits. (The preparation of education kits developed specifically for the school curriculum and for use primarily in schools, and, in particular, to be sold to schools are not generally funded.)
- Research Institutes. (Applications from Research Institutes will be given a very low priority, and are unlikely to gain funding approval.)

APPLYING FOR FUNDING

When to apply

Lottery Environment & Heritage Committee meets four times per year. Information about application closing and committee meeting dates is included in a separate sheet (in the application pack) and is available at www.cdgo.govt.nz or by **freephone 0800 824 824**.

Restrictions on our funding

Grants over \$10,000 will only be made to legal entities (eg incorporated societies, registered charitable trusts and companies with charitable status). See page 2 of the **Application Guide for details**.

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 one financial year (the New Zealand Lottery Grants Board financial year is 1 July - 30 June).

A group with no legal status of its own, which is a branch

of a national organisation that has legal status, may be granted more than \$10,000 if the Client Agreement and Accountability Reports are co-signed by a person from the national body with authority to sign on its behalf. The Supporting Financial Documentation requirements are those that apply to the body with legal status. See **page 2 of the Application Guide for details.**

Filling out the application form

Please answer all the questions in the application form. The form must be completed before your project can be considered for funding. If your application is incomplete or requires further clarification or verification, it may be returned to you for completion, or a Funding Advisor may contact you with further enquiries.

Submitting your application

It is preferred that your organisation applies online at www.cdgo.govt.nz. Alternatively you may download and complete a paper application. Please send your application to the Lottery Environment & Heritage Committee Coordinator (see the last page of this Information Sheet for contact details).

In submitting your application you and/or the organisation you represent (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.

If your application is successful, information about your grant may be utilised in publicity material by the New Zealand Lottery Grants Board or the New Zealand Lotteries Commission. Application information may be released, if required, under the Official Information Act. After 10 years, your application and details will be transferred to the National Archives, where it will be available to members of the public.

The names and grant details of all Lottery grant recipients will appear online in the record of grants available at www.dia.govt.nz, or in a print version available from Lotto sales outlets.

You may access your information details and amend them at any time. 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, PO Box 805, Wellington.

Approval Process

You must sign the Lottery Grants Board Client Agreement form and include it with your application.

If your application is successful you will receive an Approval Letter detailing all the conditions of grant, which your organisation must comply with. You must sign the Approval Letter where indicated and return it to us before you can uplift your grant.

The Client Agreement Form, Letter of Grant Conditions and Accountability Report must be signed by two people with authority to sign on behalf of your organisation. The two people must be 16 years of age or over. Signatories cannot be immediately related (eg brother/sister or mother/son), cannot be partners, and cannot live at the same address. They must have a daytime contact telephone number and be contactable during normal business hours. If the application or grant relates to a salary then the person likely to receive the salary cannot be a signatory.

How long you have to spend the grant

You must spend the grant within 12 months of the date of grant approval unless you have obtained written approval for an extension from the Committee before the 12-month period ends. The Committee has the discretion to award grants for a period of up to two years. If your project will run for longer than the time limit allows you must apply to the Committee in writing for a time extension for your grant before the original expiry date of the grant.

Payment Conditions

We may pay out grants on the receipt of an original certified invoice or in instalments or in a lump sum.

We may specify we will pay a supplier directly for equipment and other capital items. In these cases we will pay on receipt of an original invoice from the supplier. You will need to have two signatories authenticate the original invoice to confirm it is correct.

We may pay salary grants in two instalments, paying the second after we have received a satisfactory report from you.

Generally, we pay out grants for plans or studies only when we receive a copy of a satisfactory plan or study.

We may require you to provide us with six monthly progress reports.

Promoting New Zealand Lottery Grants Board support

Grant recipient groups must acknowledge the New Zealand Lottery Grants Board's support in publicity materials, such as event programmes, and in annual reports. Where a building project has been assisted, involving grant funding of more than \$30,000, a plaque will be provided to be displayed prominently on the facility.

IF YOU WOULD LIKE FURTHER ASSISTANCE

Funding advisors are available to answer any questions you may have about making an application for Lottery funds. You can contact Lottery staff through the freephone 0800 824 824 or by emailing grantsonline@dia.govt.nz.

WHERE TO SEND YOUR APPLICATION

The National Grants Administration Team in Wellington processes all Lottery Environment & Heritage applications.

Please send your applications to:

The Lottery Environment & Heritage Committee Coordinator

New Zealand Lottery Grants Board

c/- Local Government and Community Branch

Department of Internal Affairs

PO Box 805

WELLINGTON