

Eligibility

* indicates a required field

Privacy Statement

The information you provide on this form, including your personal information, is being collected and will be used by the Climate Change Team of Nelson City Council to assess your eligibility for this grant. Nelson City Council will use this information to communicate with you in relation to your grant application and any follow up requirements (including accountability reporting).

Please be aware that Council must retain records relating to this application for seven years under the Public Records Act 2005. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong.

Please contact climatechangeteam@ncc.govt.nz (Sarah) in the first instance for any questions relating to the grant process or to update your information.

Applicants: Please note

- Applications are open from 3 - 23 February 2025.
- Before completing this application form, you should have read the [applicant guidelines and criteria](#).
- Successful applicants will progress to Step 2 of the application process and be required to pitch their projects to a live audience at the Dragons' Den on 19 March. They will be assessed by a panel of judges who will choose the successful project/projects.
- Applications for projects of \$1,000 and over are required to contact **climatechangeteam@ncc.govt.nz** (Sarah) prior to the deadline, with "Dragons' Den" in the subject line, to assess if their project qualifies prior to completing the application process.
- Unincorporated organisations applying for a grant must apply under the umbrella of an incorporated organisation in order for the funds to be released.
- Incomplete applications and/or applications received after the closing date are unlikely to be considered unless special circumstances are communicated and agreed.
- This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is important that you complete these questions before any others to ensure your application is suitable for this grant.
- If you have any questions in regards to the below eligibility criteria, please email **climatechangeteam@ncc.govt.nz** (Sarah).

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

Before proceeding please confirm the following:

- The applicant has read and understood the application guidelines and assessment criteria, **and**
- The applicant's project benefits the Nelson region, **and**
- The applicant has the appropriate type and level of insurance for the activities that are the subject of this grant, **and**
- The applicant is not applying for costs relating to business as usual, purchase of facilities or professional fund raising services, **and**
- The applicant does not have any uncompleted project for which they have received climate-related funding from Nelson City Council, **or**
- The applicant has demonstrated significant progress toward the grant conditions for any climate-related funding received from Nelson City Council.

Please select below: *

Yes

No

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

Applicant Details

* indicates a required field

Applicant Details

Name of your business: *

Organisation Name

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

Working name of your business if different to above:

If the name that you use for your organisation is different to its full legal name then please let us know here.

Business primary address:

Address

Business postal address:

Address

Business primary phone number: *

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Business email address: *

Must be an email address.

Business website:

Must be a URL.

Registered business number

If applicable

Primary Contact Details

Contact Person: *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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This is the person we will correspond with about this grant.

Position held in business: *

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

Phone number: *

Email address: *

This is the address we will use to correspond with you about this grant.

Alternative Contact Person:

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Alternative Contact Position:

Alternative Contact Phone Number:

Alternative Email Address:

Additional Information

Has your business received funding from Nelson City Council this financial year (June 2024 - July 2025)? *

- Yes
 No

This includes funding through grants, the Long Term Plan or any subsidies.

If you answered yes to the above question, please provide details of the funding you received this financial year and how it has been spent.

Is your project the primary responsibility of the local or central government, or another funding body? *

- Yes
 No

If you answered yes to the above question, please provide details.

Do you currently work with or have a relationship with Council under any other name or capacity? *

- Yes
 No

If you answered yes to the above question, please provide details about the work you do or relationship you currently have with Council.

Umbrella Application

* indicates a required field

Is this an umbrella application on behalf of another organisation? *

- No Yes

Unincorporated organisations applying for a grant must be umbrellaed by an incorporated organisation.

If this is an umbrella application please submit this application form and contact climatechangeteam@ncc.govt.nz (Sarah) for more details

Umbrella organisation name *

Organisation Name

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

Project/Proposal Details

* indicates a required field

Please note that, should your application be successful, you will be required to pitch your proposal to a live audience as part of the Dragons' Den event on 19 March. The public event will run from 5.30pm to 8.30pm.

Project/Proposal name: *

Your project/proposal name should be short but descriptive, and catchy to be displayed at the Dragons' Den event if your proposal is successful.

Relevance

How will your project reduce greenhouse gas emissions from the Nelson region? What source of emissions, issue or opportunity does your project address? *

Word count:

Provide a short description of your project (200 words recommended). You may upload a detailed project plan at the end of the application if you wish.

Will the project result in either a new activity, or a significant expansion of an existing activity? *

Scoring information: High - Project is new or a significant expansion of an existing activity and will lead to a new activity or process which will have permanent or ongoing reduction in emissions. Medium - Project is new or a significant expansion of an existing activity which demonstrates a reduction in emissions and has potential for ongoing emissions reduction. Low - Project is new or a significant expansion of an existing activity which will lead to some emissions reduction but there is no clear pathway for permanent or ongoing reduction in emissions.

Benefit and Legacy

What is the nature and scale of the benefits to be delivered by your project? Is the project scalable? *

Word count:

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(100 words recommended)

Who will benefit from the project, in what ways and by how much? Explain how the project supports public good. *

Word count:

Projects are expected to support public good, not only private gain. Describe the estimated number, age and location/region of those participating in or benefitting from the project (150 words recommended)

What are the enduring benefits of your project and how will these be delivered beyond the funding period? *

Briefly explain how your project will benefit the region beyond the funding period/once the project is complete (150 words recommended)

Partnership

How has Kaupapa Māori been considered in your proposal and your business, and/or how does this project benefit or involve Māori? *

Refer to Appendix 1 of the application guidelines for further information (150-200 words recommended).

Deliverable

What skills, experience, resources or support do you have to successfully deliver your project and achieve its benefits? *

You may upload your CV or supporting information at the end of the application if you wish

Start Date *

Must be a date.

When will you start your project (approximately)?

End Date *

Must be a date.

When do you anticipate your project will be completed by? Projects must be completed within 12 months of receiving the funding.

Measurable

What are your project's objectives and measurable outcomes? *

Word count:

What are you hoping this project will achieve? (150 words recommended)

How will you measure and report project success and share learnings? *

Word count:

You can report using qualitative or quantitative data (150 words recommended)

Project Budget

* indicates a required field

Total Amount Requested

*

\$

A total of \$25,000 is available for this grant. Applications for projects of \$5000 or more are required to contact climatechangeteam@ncc.govt.nz (Sarah) prior to the deadline.

Project Costs

Please provide details of your main project costs. You may upload your budget at the end of the application if you wish.

How will this funding be spent? *

Word count:

(150 - 200 words recommended)

Are you receiving any funding for your project from another grant (external from Council) or has there been any in-kind contribution to support your project? If yes, please provide details. *

How will you manage the project/activity if there is a shortfall in your funding? *

Health and Safety

* indicates a required field

Please advise us of any health and safety considerations for this project *

You may upload a health and safety plan at the end of the application if you wish.

Attachments

Please attach any documents you think are relevant to support your application, such as your project plan, CV, budget and quotes, health and safety plan and/or letters of support.

Upload files

Attach a file:

or

Provide web link:

Must be a URL

Authorisation and Feedback

* indicates a required field

Authorisation

This section must be completed by an appropriately authorised person on behalf of the applicant organisation or group (this person 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 agreement.

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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

Contact Email: *

Must be an email address.

Date: *

Must be a date

Applicant Feedback

Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Where did you hear about this grant?

Please indicate how you found the online application process:

Very easy

Easy

Neutral

Difficult

Very difficult

How many minutes in total did it take you to complete this application?

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.

The Climate Change Team will aim to advise of the outcome of your application in the week commencing 3 March.