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| **Environmental Enhancement Fund Application Form** |  |

Send correspondence to [eefund@boprc.govt.nz](mailto:eefund@boprc.govt.nz) or Bay of Plenty Regional Council, PO Box 364, Whakatāne 3158

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| --- | --- | --- | --- | --- | --- |
| **1** | **Name your group** | | **4** | **Key contact person** | |
|  |  | |  | Name: |  |
|  |  | |  | Role: |  |
|  |  | |  | Postal address: |  |
|  |  | |  | Telephone: |  |
|  |  | |  | Email: |  |
|  |  | |  | Signature and Date: |  |
| **2** | **Project title** | | **5** | **Landowner** |  |
|  |  | |  | Name: |  |
|  |  | Role: |  |
|  |  | |  | Postal address: |  |
|  |  | |  | Telephone: |  |
|  |  | |  | Email: |  |
|  |  | |  | Support and approve the project: |  |
|  |  | |  | Signature and Date: |  |
| **3** | **Group Social Media Handle if applicable  (Facebook, Instagram)** |  |  |  |  |

**Project checklist**

These are requirements for project eligibility:

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| Our group and the project location are within the Bay of Plenty. |  |
| Our project site has free public access. |  |
| We agree to regularly monitor the project and to report its progress. |  |
| We are committed to completing and maintaining the project. |  |
| We agree that Bay of Plenty Regional Council can use the project in promotional material. |  |
| We are a community based group, not a private individual, commercial entity, Government agency or district/city council. |  |
| We are a volunteer group and as such, do not stand to gain financially from this project. |  |
| We are not receiving funding from other Bay of Plenty Regional Council programmes. |  |
| We have not included capital items, educational programmes or funding requests for research in our project. |  |
| We have provided a map of the project site. |  |

**Project site**

**Map**

Please provide a brief description of location and specific area of project activity. If you’re able to provide a map, this would be very useful. We can help you with this if necessary, please contact [eefund@boprc.govt.nz](mailto:eefund@boprc.govt.nz).

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| Address of project site? |  |
| Estimated project area size? |  |

**Photos**

In order for both the Project Group and Regional Council to be able to clearly see the changes that your project has brought about over time, could you please provide photos of the specific area(s) of project activity before you start and include in this application. As your project progresses, please remember to take further photos from similar locations to show change over time. (Remember to include taking photos in your project plan).

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| **Overall goal of the project (What are you trying to achieve and why?)** |
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| **Project description (What you want to do and how?)** |
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| **Provide a brief commentary on how your project will contribute to:** |
| **Improving environmental enhancement** |
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| **Developing community awareness** |
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| **Encouraging community participation** |
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| **Climate Change adaptation or mitigation** |
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**Project Plan** *(Attach any additional plans or details)*

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| **Activities**:  *(Provide a detailed list of each step in your project and how you will achieve them.*  *Use Tab Key to add rows).* | **Who’s responsible?** | **Equipment or materials needed** | **Time of year** |
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**Project timeframes and targets**

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| Expected project start date? |  | Expected project completion date? |  |
| Number of estimated volunteers? |  | Number of estimated volunteer hours? |  |
| Number of native plants planted? |  | Number of bait stations/traps? |  |
| Other measures? | |  | |
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**Long term maintenance**

What ongoing management and maintenance will be needed to ensure a successful project long term?

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How and who will be responsible for the ongoing management and maintenance of the project long term?

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**Budget**

Please email [eefund@boprc.govt.nz](mailto:eefund@boprc.govt.nz) for any support needed.

Please attach quotes to your application.

You can include up to 20% of what you have applied for in funding for project management/administration.

Group’s contribution could be calculated as (Volunteers x Volunteer hours x $20 per hour).

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| **List costs exclusive of GST** | **Quantity** | **Group’s contribution** | | **Amount you are requesting from EEF** | |
| **Labour:** |  |  | |  | |
| *Volunteer* |  |  | |  | |
| *Project Management* |  |  | |  | |
|  |  |  | |  | |
| *Contractor/Consultant* |  |  | |  | |
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| **Materials:** *(List in detail)* | **Quantity** |  | |  | |
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| **Transport:** |  |  | |  | |
|  |  | **A** | Groups contribution | **B** | Funding requested |
| **Total** |  | **$**xxxxx | | **$**xxxxx | |

If you are applying for, or expecting funding from any other organisations, please include who and the amount applied/expecting?

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