



Environmental Enhancement Fund Operations Manual 2020

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Part 1: Environmental Enhancement Fund timeframes

The Environmental Enhancement Fund (EEF) (including He Matapuna Akoranga a Hawea Vercoe Memorial Fund) is open for applications throughout the year pending availability of funds. This is confirmed by Council through their Annual or Long Term Plan and is usually available on 1 July each year.

Funding is allocated on a first-approved basis until the EEF is fully allocated, any projects received after this will be processed at the start of the next financial year.

Applications will be processed within four-six weeks of receiving the application.

Part 2: Applicant eligibility

These groups/organisations are ineligible to apply for funding through the Environmental Enhancement Fund:

- Central Government departments and agencies or city and district councils. Examples of these include: Department of Conservation, Tauranga City Council, Western Bay of Plenty District Council, Whakatāne District Council, Ōpōtiki District Council, Kawerau District Council, Rotorua District Council, SCION, Ministry of Social Development (applications from community groups with these agencies as partners or co-funders are encouraged. However, the project lead must clearly be the community group).
- Groups not based within the Bay of Plenty Regional Council's legal boundaries.
- Landcare, Coastcare, Estuary Care and other groups for projects that are funded or more appropriately funded through other Bay of Plenty Regional Council Toi Moana programmes.
- Private Individuals.
- Commercial Entities.

Part 3: Project eligibility

3.1 We will fund:

- Applications of up to \$25,000.
- Projects that encourage and provide appropriate and free public access to the project site.
- Projects that provide a broader environmental gain on the project site.
- Projects/activities within Bay of Plenty Regional Council's legal boundaries and areas of responsibility.
- Infrastructure where environmental enhancement outcomes of the project cannot be achieved without the provision of these. Infrastructure items that may be funded include interpretation signs, sand ladders, boardwalks, rails and steps, track, composting toilet, rainwater and grey water tanks, culverts, shade-houses and fencing. These will be considered on a case-by-case basis and will depend on other aspects of the project.

- Skilled worker/contractor where specialised approved experience/equipment, as listed in Appendix 1 is required to complete the project; and
- Transport costs up to 10% of the total approved funding. Funding requests above this level, will be considered on a case-by-case basis and will depend on other aspects of the project.
- Plants that are appropriate and best-suited to the project site.
- Up to 20% of what you have applied for in funding for project management/administration (to engage the community and ensure project viability).
- Materials such as gloves, raking tools, shovels, wheelbarrows, backpack spray equipment etc that are appropriate to the type and size of project.
- Training that is necessary for the project to proceed e.g. Growsafe Certificate.
- Funding of up to \$200 towards cost of catering (not to include alcoholic beverages) for a maximum of three community working days per project.

3.2 **We will not fund:**

- Projects receiving funding from other Bay of Plenty Regional Council programmes (however, aspects of the project not covered under other programme funding criteria are eligible to apply to the EEF).
- Projects more appropriately funded through other Bay of Plenty Regional Council programmes.
- Costs of gaining a resource consent.
- Projects that require resource consent, but have yet to receive one.
- Any works/activities that are required as conditions of a resource consent or as mitigation as part of a resource consent.
- Research projects and studies including feasibility studies, project plans, landscaping plans and action plans.
- Projects that result in, or contribute to an organisation/group making commercial gain through the charging of an entry fee.
- Capital items including, but not limited to, any type of vehicles, GPS units, motorised equipment, chainsaws, picnic tables, BBQ, recycling sheds, materials and general consumables.
- Infrastructure items including new buildings or significant renovations where it doesn't link to one of the Bay of Plenty Regional Council Toi Moana community outcomes, fencing that should be provided under another agreement, building of roads or bridges. These are general guidelines, but will be considered on a case-by-case basis and will depend on other aspects of the project.
- Activities conducted prior to Bay of Plenty Regional Council receiving signed contracts (retrospective funding).
- Labour and transport costs (except as previously stated).
- Landscaping and beautification projects that do not have appropriate environmental outcomes.
- Project Plans.
- Ongoing programmes including environmental education.

Part 4: Assessment process and funding decisions

Applications to the EEF are assessed through a two-step internal staff process. Step one is known as Screening and step two is known as Assessment. Any application that does not meet the requirements of step one, will not proceed to step two.

The Assessment stage involves selected project offers (technical experts depending on the project type) from throughout the Council undertaking an Assessment based on the below criteria. Where appropriate, the application will be reviewed by Bay of Plenty Regional Council's Consents Team or an archaeological consultant.

Bay of Plenty Regional Council staff will work with applicants to assist them with their applications to help them meet the criteria where at all possible.

Step one (Screening)

Applicants will be assessed on the following criteria:

- The group and the project location are within the Bay of Plenty.
- The project is consistent with the aims and purpose of the fund.
- The project site has free public access
- The group agrees to sign a contract with Bay of Plenty Regional Council and to regularly monitor the project and to report its progress.
- The group is committed to completing and maintaining the project.
- The group agrees that Bay of Plenty Regional Council can use the project in promotional material.
- The group is not a private individual, commercial entity, Government agency or district/city council.
- The group is a volunteer group and as such, do not stand to gain financially from this project.
- The group is not receiving funding from other Bay of Plenty Regional Council Toi Moana programmes. The group has not included capital items, educational programmes or funding for research in our project.
- The group has provided a map of the project site.
- The group has provided pre-project photos of the specific area(s) of project activity.
- The group has evidence of landowner approval/support for the project.

Step two (Assessment)

Applicants will be assessed (and scored) on the criteria as set out on the assessment form below in Appendix 2.

4.1 Payment methods

There are two preferred methods for releasing EEF payments. These are payments in arrears as reimbursements and/or payments in advance on receipt of a tax invoice.

The method and timing of payment(s) shall be at the discretion of Bay of Plenty Regional Council. Payment of allocated funding from the EEF shall be directly to the bank account of the recipient organisation as per the deposit slip attached to the application. Payment shall be made through one of the following two options:

- (a) Payments in arrears, in full or in part, as reimbursement for monies that have been spent on approved work. Bay of Plenty Regional Council, after appropriate enquiry, will release allocated funding directly to the recipient organisation's bank account, on receipt of verified invoices for goods and services purchased and other appropriate documentation.
- (b) Advanced partial payment (no more than 80% of the grant) can be released directly to the recipient organisation's bank account, upon receipt of an invoice or tax invoice. The recipient is required to verify the expenditure by providing documentation to the satisfaction of Bay of Plenty Regional Council on how the allocation has been spent. This shall be either prior to receiving any further payment, or in the next yearly progress report. If the payment is the final payment of allocated funds, the documentation shall be provided in the summary report. Bay of Plenty Regional Council will make appropriate enquiries on the recipient organisation's expenditure.

In the majority of cases, the recipients will be provided with the choice from the above two methods, of how they wish to receive their funding allocation. However, Bay of Plenty Regional Council will stipulate in the contract if payment shall be in arrears only. This will occur in situations where it is considered appropriate.

4.2 Goods and Services Tax (GST)

All applicants are asked to provide their budget GST exclusive. Goods and Services Tax is then added to funding allocations for GST registered and non-registered groups. The GST component will be paid to GST registered groups but is not a cost to the fund, as Bay of Plenty Regional Council is able to claim back on this cost.

Recipient groups are required to provide full details on their bank account along with the name and contact details for a financial contact person, whether or not they are GST registered. If registered, their GST number is also required.

4.3 Project timeframes

Recipients should begin to access their allocated grant within one year of the funding being approved.

- If funds are not accessed after a year, the recipient will be contacted to discuss why their funds have not been accessed.
- If the recipient has not initiated a plan to begin the project, they will be notified that funds will be withdrawn from the project.

Projects can take up to three years to be completed, but work must have started on the project no later than the second year.

- Recipients are asked to advise the Community Engagement EEF coordinator of any additional time the project may require to be completed.
- After three years, the recipient will be contacted and if a written agreement isn't made for the funds to be used, the allocated funds will be re-allocated through the EEF the following year.

Once your project has been completed, a Close of Project Report must be completed as per Appendix 3.

Part 5: Promotion and publicity

Environmental Enhancement Fund projects will be promoted through a variety of means which may include:

- Social Media (Posts, photos or videos);
- Newspaper advertisements;
- Radio advertisements;
- Description and photos/videos on the website;
- Word of mouth by Councillors and staff (staff presentations);
- Media Releases;
- Council newsletters;
- Public meetings; and
- Other internal opportunities such as roadshows or community open days.

When working on the project site or on any project signage; we ask that the group acknowledges and uses the provided logos for the Bay of Plenty Regional Council Toi Moana and the EEF.

When posting on social media around the EEF project, we ask that the group tags @BayofPlentyRegionalCouncil and also includes the hashtag #EnvironmentalEnhancementFund.

Bay of Plenty Regional Council Toi Moana can provide tips and tricks on what makes a good social media post.

Part 6: Project officers

6.1 Introduction

Each project and recipient group or organisation is assigned a project officer by the Community Engagement EEF Coordinator as part of the assessment process. The project officer is a Bay of Plenty Regional Council Toi Moana staff member who provides technical expertise on the projects' stated outcome/s and location. In some instances a project officer may be involved in several EEF funded projects.

6.2 Roles and responsibilities

A project officer's role is to:

- Provide technical advice and support to the group or organisation carrying out an EEF project.
- Be the first point of contact for a group or organisation about the technical aspects of practically carrying out their project. The extent of support required will vary from project to project.

The Community Engagement Coordinator provides support to the group for administration queries, contracts, including changes to project plans and budgets, acknowledging the fund and project promotion.

Appendices



Environmental Enhancement Fund Application Form



Send correspondence to eefund@boprc.govt.nz or Bay of Plenty Regional Council, PO Box 364, Whakatāne 3158

1 Name your group

2 Project title

**3 Group Social Media Handle
if applicable
(Facebook, Instagram)**

4 Key contact person

Name:	
Role:	
Postal address:	
Telephone:	
Email:	

Signature and Date:

5 Landowner

Name:	
Role:	
Postal address:	
Telephone:	
Email:	
Support and approve the project:	

Signature and Date:

Project checklist

These are requirements for project eligibility:

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

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.

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).

Overall goal of the project (What are you trying to achieve and why?)

Project description (What you want to do and how?)

Provide a brief commentary on how your project will contribute to:

Improving environmental enhancement

Developing community awareness

Encouraging community participation

Climate Change adaptation or mitigation

Project timeframes and targets

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?			

Long term maintenance

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

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

Budget

Please email 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).

List costs exclusive of GST	Quantity	Group's contribution		Amount you are requesting from EEF	
Labour:					
<i>Volunteer</i>					
<i>Project Management</i>					
<i>Contractor/Consultant</i>					
Materials: (List in detail)	Quantity				
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?

Environmental Enhancement Fund (EEF) Applications 2020 Assessment



Applicant:	
EEF Application Number:	
Project Officer:	
Date Assessed:	

Please provide a brief commentary on the project application under each point to justify the score you provide.

1	Improve environmental enhancement	XX/10
2	Develop community awareness?	XX/10
3	Encourage community participation?	XX/10
4	Contribute towards Climate Change mitigation or adaptation?	XX/10
5	Overall thoughts on the project and how they contribute towards our Council outcomes?	XX/30
6	Overall viability of the project? (What is the likelihood of success? Does the group have the experience/skillset to complete the project? Is there a requirement of any other special permits or training for use of any particular substances mentioned in the budget? Have they a record of positive funding accountability?)	XX/30
7	Budget (Are figures and quotes realistic and appropriate? Do any require further investigation/clarification e.g. another quote)	

8	Concerns (Are there any aspects of the project you would recommend be done differently or not at all?)
9	Contract conditions and monitoring measurements (Are there any conditions/monitoring measurements should be part of the contract and project reporting?)
10	Health and Safety (Are there any concerns or advice in relation to health and safety that the group should be aware of?)
11	Does any of the work proposed need a resource consent?
12	Are there any known archaeological sites in the area? (Check on Geoview)
13	Does the project link with any existing projects in Council?
14	How does the project plan to reduce carbon emission, or adapt to the impact of Climate Change on the Bay of Plenty?
15	Could this project be funded anywhere else?
16	Final Assessment Score XX/100
17	Recommendation to Approve or Decline?

Environmental Enhancement Fund (EEF) Close of Project Report



Project Number			
Project Name			
Please comment on the success of you achieving the overall goal of the project.			
<i>Attach overall goal provided in EEF Application (office use only)</i>			
Did you achieve what you wanted to do? Please comment on outcomes achieved, challenges faced and how you may have overcome them.			
Project Targets - Please complete the table below using actual data post-project.			
<i>Attach project estimated targets for: (office use only)</i>			
Estimated volunteers		Actual volunteers	
Estimated volunteer hours		Actual volunteer hours	
Estimated number of plants planted		Actual plants planted	
Estimated number of bait stations/traps		Actual bait stations/traps	
Good News/Success Stories? (Anything memorable that stands out about the project?)			
What have you learnt throughout the project?			

Have you connected with any other community or care groups through the project?
What long term maintenance plan has been put in place?
Financial Accountability <i>(please provide receipts for funding provided).</i>
Any other comments or feedback.

Photos

Below are your pre-project photos that you attached with your application. Please provide post project photos from similar locations to show change over time and any other progress photos throughout the project.

Attach pre-project photos (office use only)