|  |  |
| --- | --- |
| **School Sustainability and Resilience Fund Application Form** |  |

Send completed application forms and any questions to [ssrfund@boprc.govt.nz](mailto:ssrfund@boprc.govt.nz) or post a hard copy to  
Attn: Community Engagement, Bay of Plenty Regional Council, PO Box 364, Whakatāne 3158

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name of educational institution (“Applicant”)** | | | |  | **Key contact person for Project** | |
|  |  | | | |  | Name: |  |
|  | **Project title** |  | | |  | Role: |  |
|  |  | | | |  | Postal address: |  |
|  |  |  | | |  | Telephone: |  |
|  |  |  | | |  | Email: |  |
|  |  |  | | |  | Signature and Date: |  |
|  | **Tumuaki/ Principal of educational institution** | | | |  | **Landowner (if different from educational institution)** | |
|  | Name: |  | | |  | Name: |  |
|  | Role: |  | | |  | Role: |  |
|  | Postal address: |  | | |  | Postal address: |  |
|  | Telephone: |  | | |  | Telephone: |  |
|  | Email: |  | | |  | Email: |  |
|  | Support and approve the project: |  | | |  | Support and approve the project: |  |
|  | Signature and Date: |  | | |  | Signature and Date: |  |
|  |  | |  |  |  |  |  |

**Project checklist**

These are requirements for Project eligibility:

|  |  |
| --- | --- |
| Our educational institution is within the Bay of Plenty. |  |
| Our Project site (if different from the educational institution site) is within the Bay of Plenty. |  |
| The project has not yet started / been completed (BOPRC will not fund projects retrospectively). |  |
| We agree to regularly monitor the Project and to report on its progress. |  |
| We are committed to completing the Project by 31 December 2022 and carrying out any ongoing maintenance if required. |  |
| We agree that Bay of Plenty Regional Council (“BOPRC”) can use the project in promotional material. |  |
| The project relates to at least one of the four categories of the community funding (categories listed on following page). |  |
| We are not receiving any other funding from BOPRC for this Project. |  |
| The educational institution has evidence of landowner approval / support for the Project. |  |
| The project funding request is for between $1,000 to $5,000 NZD (excluding GST). |  |
| There are no other approvals required (i.e. resource consent, building consent, etc) to complete the Project. |  |
| We have provided a Project description and photo for use in the participatory budgeting process. |  |

**Project site**

Please provide a brief description of location and specific area of project activity if relevant. You can provide a map if it’s easier.

|  |  |
| --- | --- |
| Address of project site? |  |

|  |
| --- |
| **Overall goal of the Project and Project description (What are you trying to achieve and why, and how you will do it)** |
| *Please note that what you write here will be used to promote your project in the participatory budgeting phase - please limit to no more than 120 words.* |
|  |
|  |
|  |
|  |
| **Further detail if required** |
| *Please note that what you write here will not be used to promote your project.* |
|  |
|  |
|  |
| **Provide a brief commentary on how your Project will contribute to at least one of the following:** |
| **Understanding natural hazards and/or climate change risks** |
|  |
|  |
| **Raising awareness of climate change and/or natural hazards** |
|  |
|  |
| **Improving long-term resilience and sustainability** |
|  |
|  |
| **Reducing greenhouse gas emissions** |
|  |
|  |

**Long term maintenance**

Does your Project require long-term / on-going management and maintenance? If so, who will be responsible and how will it be undertaken?

|  |
| --- |
|  |
|  |
|  |
|  |

**Photo** *(Attach a photo that you would like to use to promote your project in the participatory budgeting phase)*

**Budget**

Please provide information on the project costs in the table below. Please provide costs exclusive of GST. Funding requests must be between $1,000 and $5,000.

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

|  |  |  |
| --- | --- | --- |
| **List costs exclusive of GST** | **Quantity** | **Amount of funding you are requesting** |
| **Labour:** |  |  |
| *E.g. Contractor to provide x services* | *e.g. 5 @$40 hr* | *e.g. $200* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Materials:** | **Quantity** |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Transport:** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total (excl GST)** |  | **$**x,xxx |

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

|  |
| --- |
|  |

**Declaration**

I, the Tumuaki/ Principal of the Applicant, on behalf of the Applicant make the following declarations and acknowledgements:

* The details given in this application, or supplied in support of this application, are true and correct.
* We will provide BOPRC with any updated or additional information should the information or circumstances described in this application form change.
* We authorise BOPRC to disclose our information to any third party it chooses for the purpose of verifying the accuracy of the information in the application, and evaluation and decision making concerning the application.
* We understand how the voting process works (as set out in the Application Guidelines) and that the decision made by the public / Youth Involvement Project team are final.
* The information provided in this application may be made public. In particular, BOPRC may publish the Applicant’s name, a description of our Project, the amount of the funds awarded and any photographic images.
* If this application is successful, the funds awarded will be applied to the purpose as stated in this application.
* A Funding Agreement with BOPRC in a form acceptable to BOPRC must be signed and no funds will be paid prior to signing of that Agreement.
* BOPRC can use the project and our group in promotional material.
* We are not currently receiving / applying for any other funding from BOPRC.
* The privacy statement of BOPRC (available at <https://www.boprc.govt.nz/privacy-statement>) will apply to any personal information contained in this application.

I am authorised, and have capacity, to sign this application form, and make these declarations, on behalf of the Applicant:

|  |  |
| --- | --- |
| Full name: |  |
| Signature: |  |
| Date: |  |