

## **ENM Environmental Initiatives Fund**

### **Frequently Asked Questions**

#### ***Where can I get information relating to the Fund?***

For information relating to the Fund go to the ENM Environmental Initiatives Fund webpage [here](#).  
(Control+click to follow the link)

Refer to the Guidelines for Large and Small Grants which can be accessed from this page. Note that there are separate guidelines for each.

#### ***Where can I start my application?***

You can start your application from the same ENM Environmental Initiatives Fund webpage.

Click on [Small Grant Application](#) or [Large Grant Application](#).

Note that these will only be showing if the Fund is open for applications.

#### ***When is the Fund open for applications i.e., when can I make my application?***

Subject to funds availability, applications for Small Grants can normally be made all year round.

Applications for Large Grants can be made from February to mid-March which is when the Fund is open for Large Grants.

#### ***Can I contact someone at ENM before I start my application?***

Yes, you can. Contact the ENM Administrator (Kerry Jaques) on 06 355 0126 and he will be happy to provide guidance with your application.

#### ***Can I contact someone at ENM while I am completing my application?***

Yes, you can. Contact the ENM Administrator (Kerry Jaques) on 06 355 0126 and he will be happy to provide guidance with your application.

ENM will also be conducting Drop-in days for applicants so watch out for these. The dates these will be published with the information relating to the Fund.

***Who can apply?***

This depends on which type of grant you are looking for.

Small Grants (up to \$1000) – individuals and organisations.

Large Grants (over \$1,000 and up to \$12,000) – only organisations.

Organisations – need not be legal entities but applications from organisations with legal entity status will be preferred.

***Can you apply if you are an individual (Small Grants) or an organisation outside Palmerston North City boundaries?***

Yes, you can. But note that the initiative itself must be completed within Palmerston North City Boundaries.

You can find where the Palmerston North City boundaries are by referring to the Guidelines for Large and Small Grants.

***How often can I apply?***

You can only apply once per funding round i.e., once per annum.

***Can I apply in consecutive funding rounds/years?***

*Yes, you can. Note that it is expected that the applicant has completed their first initiative or demonstrated that they are in line to deliver on their first initiative.*

***Can I apply for funding if I have already incurred expenditure on my initiative?***

No, you cannot. Retrospective funding of initiatives is not allowed.

Refer to the Guidelines for Large and Small Grants.

***What system does ENM use to administer the grants process for the Environmental Initiatives Fund process?***

The EIF grants process is administered on the PNCC Smarty Grants system.

When you start your application, you will be automatically taken to the Smarty Grants system. Please make sure you read the instructions on this page before you click on “Start a Submission”.

The instructions on this page include access to a Help Guide and Frequently Asked Questions for making applications on the system.

ENM can arrange training on the Smarty Grants system, if required.

***Do I have to fill out all the fields on the application form?***

No, not all fields on the application form require completion. \* indicates a mandatory field and these must be completed before your application can be submitted.

Note that most fields on the application form have hints as to what is required in the relevant field.

***When do I have to supply financial statements and what do you mean by financial statements?***

Financial Statements must only be supplied when applying for a Large Grant. They are not required for a Small Grant.

Financial Statements include a copy of your most recent Annual End of Year Accounts, or Income and Expenditure Statement (Profit and Loss). These can be audited or unaudited.

Financial Statements do not include a copy of your bank statement, or cash books.

***What other information will I be required to provide when I complete my application?***

This is outlined in the Guidelines for Large and Small Grants.

You will be required to submit a budget for your initiative. You will also be required to describe the project plan for your initiative.

Note that requirements for both are less stringent for a Small Grant application.

***Do I have to provide other supporting information?***

No, you do not. This field is not a mandatory field.

However, any other additional supporting information you wish to share in support of your application is welcomed.

***When will I hear if my application is successful or not?***

Small Grants – allow at least a month for your application to be processed, assessed and a decision made.

Large Grants – allow at least two months from the closing date (mid-March) for your application to be processed, assessed and a decision made.

You will be advised whether successful or not.

***Do I have to report on my initiative when it is completed?***

Yes, you do.

A report must be submitted within one month of completing your initiative. Your report is submitted via a form on the Smarty Grants system. You will be reminded as you near the completion date for your initiative.

***What do I need to include in my report?***

Refer to the Guidelines for Large and Small Grants for guidance here. Being form-based, the reporting is relatively straightforward and includes:

- narrative on the initiative's outcomes,
- the requirement to upload images and/or video relating to the initiative.

***What happens if I am unable to complete my initiative by the targeted completion date?***

Please contact the ENM Administrator (Kerry Jaques) on 06 355 0126 if you are not going to complete your initiative by the targeted completion date.

ENM recognizes that in the current environment (i.e., Covid 19), delivery of initiatives can be impacted. Arrangements can be made to extend deadlines, if necessary.