Environment Network Manawatū

P.O. Box 1271
145 Cuba Street
Palmerston North 4410

P: 06 355 0126
E: admin@enm.co.nz

enm.org.nz

# Environmental Initiatives Fund

Guidelines and Frequently Asked Questions

## Guidelines

### Purpose

The Environmental Initiatives Fund supports community projects that improve environmental outcomes within the Manawatū River catchment. The Fund is made possible through the support of Palmerston North City Council and Eastern & Central Community Trust.

The EIF funding priorities align with ENM's four Pou:

1. Enhance **community** wellbeing by improving food resilience, food security and **food sovereignty**. Examples of initiatives that align with this priority are:
   - Set up and development of community gardens.
   - Gardening and cooking programmes in schools.
   - Community composting initiatives.
   - Food and resource sharing initiatives.
2. **Protect and enhance biodiversity**, and freshwater quality. Initiatives that enhance the mauri of the Manawatū River catchment. Examples of initiatives that align with this priority are:
   - Restoring native habitats through planting and wetland regeneration
   - Controlling pests and invasive species to protect native wildlife
   - Improving waterway health by reducing pollution and monitoring water quality
   - Supporting native species through monitoring and conservation efforts
3. Contribute to a **circular economy** through minimising waste and promoting the sustainable use of natural resources. Examples of initiatives that align with this priority are:
   - Sharing, reusing, or repairing products to extend their life
   - Recycling or upcycling materials into new, useful items
   - Community composting or other ways to return organic waste to the earth
4. Take **climate action** to reduce climate change impacts and build resilience for the future.
   - Harnessing new technologies
   - reduce energy use and utilise renewable energy.
   - Helping the community use more efficient means of transport i.e. cycling and using the bus
   - Providing secure facility locations and infrastructure e.g., water tanks.

### About The Funding

**Funding available:**
Small Grant: Funding up to $1,000 + GST

Large Grant*: $1,000 to $15,000 +GST

**Who can apply?**
**Small Grant:** Anyone, including individuals and small groups
**Large Grant:** Organisations

**Project Location:** The project must be within the Manawatū River catchment and surrounding areas from the river's source to the sea. This includes Palmerston North, Manawatū, and most of Horowhenua and Tararua. Using this map, put your project address into the search to demonstrate how your project fits within the Manawatū catchment (shown as "parent catchment" on the map).

## In your application

We're here to understand your project and help it succeed. The more detail you share, the better we can support you. Tell us what you're aiming to achieve, why it matters, and what it will take to make it happen.

**Show Environmental Benefits:**
Your project should clearly show how it will directly help the environment. Examples of direct impact:

- Building food resilience through a community garden initiative
- Reducing waste (circular economy) by expanding a recycling programme
- Support biodiversity through planting natives in a reserve
- Reduce climate emissions by installing solar panels to power a community garden shed

**Show us how your project is connected to the Manawatū Catchment environment** (This includes Palmerston North, Manawatū, and most of Horowhenua and Tararua).

**Project Planning:** You'll need to submit sufficient information about your project for us to understand how you're going to deliver it.
It should include:

- What you're trying to achieve
- How you'll do it
- A timeline
- A budget (You don't have to include quotes or cost estimates, but it's helpful if you do.)

The level of detail required varies depending on the size of the grant.

**Collaboration:**
We'd like to see that you've researched the need for your project. Have you identified other groups you could collaborate with to strengthen your impact? If you're already working with others, please provide evidence—such as letters of support or partnership agreements—to show they've agreed to be involved.

**Paying Staff to deliver the project (Large Grant only):** Any staffing costs need to specifically related to delivering the project. Applications for Small Grants cannot include staffing costs.

**Demonstrating Capability & Capacity to deliver your project:**
Show us how you plan to measure your project's success—you'll need to record and report your results to ENM. If you've run environmental projects before, include examples to show what you achieved. This helps demonstrate your track record and ability to deliver.

## Things we don't fund

- Profit-making activities
- Retrospective expenses

## Contact for More Support:

Kerry Jaques
Environment Network Manawatū
145 Cuba Street, Palmerston North
Phone: 06 355 0126
Email: admin@enm.org.nz

*Footnote
If your organisation needs funding outside the large grant timeframes, you may qualify for a Special Circumstances Grant of $1,000–$5,000 + GST. To discuss, contact Madz BatachEl at manager@enm.org.nz.

# Frequently Asked Questions

### How do I start my application?
Please read the guidelines first. Heres the link for Small and Large grant applications.

### When can I apply?
Small Grants (up to $1,000): Usually open all year round, depending on available funds.
Large Grants ($1,000 - $15,000): Open from February to mid-March each year.

### Who can apply?
**Organisations** – You don't need to be a legal entity to apply, but it helps.
**Businesses** - can apply but the project must be non-profit and focused on environmental impact. Priority goes to not-for-profit groups.

### What if I am applying for a Large Grant and our organisation does not have a bank account?
If you're applying for a **Large Grant** and your organisation doesn't have a bank account, you can apply under an **umbrella organisation**. Just make sure to include their full contact and bank details in your application.

### How often can I apply?
You can apply **once per funding round**—so, once a year (1 July – 30 June).

**Consecutive year applications** - You're welcome to apply in consecutive years. Just make sure you've either completed your first project or are well on track to deliver it.

### Can I get funding for something I've already paid for?
Unfortunately, no. The Fund doesn't cover costs that have already been incurred. Make sure to apply before you start spending. Check out the Guidelines for more details.

### What system does ENM use for applications?
Applications are managed through the **PNCC SmartyGrants system**. When you start your application, you'll be taken there automatically.

Before you click "Start a Submission," take a moment to read the instructions on the page. There's a **Help Guide** and **FAQs** to walk you through the process.

Need extra help? ENM can arrange training on how to use SmartyGrants if needed.

### Do I have to fill in every field on the form?
Only the fields marked with an asterisk (*) are mandatory. Most fields also include helpful hints to guide you.

### Do I need to provide financial statements?
Only if you're applying for a Large Grant. You'll need to include your most recent Annual End of Year Accounts or an Income and Expenditure Statement (also known as a Profit and Loss statement). These can be audited or unaudited.

Bank statements or cash books don't count as financial statements.

*What info do I need to include in my application?*

Please read the Guidelines for more information.

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

No, this field isn't mandatory.
But if you've got something helpful to share—like photos, letters of support, or extra details—you're welcome to include it!

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

- **Small Grants**: You'll usually hear back within **a month**.
- **Large Grants**: By the end of May.

You'll be notified either way.

You might not receive the full amount you request.

### Do I need to report back once my project is done?

Yes, you do. You'll need to submit a short report within **one month** of finishing your initiative. It's all done through the **PNCC SmartyGrants system**, and you'll get a reminder when it's due.

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

It's pretty straightforward. You'll be asked to include:

- A write-up about what happened
- Some photos or videos of your project
- Any other supporting information about your project

### What if I can't finish my project on time?

Life happens! If you're running behind, just get in touch with **Kerry Jaques** at ENM on **06 355 0126**. They understand that things can change, and they can help arrange a deadline extension if needed.

### How does the funding get allocated?

Once you submit your application, the **EIF Administrator** checks that everything's filled out properly, that you meet the funding criteria, and that your organisation is financially able to deliver the project. They'll also make sure you've agreed to the terms and declaration.

If everything checks out, your application goes to ENM's **Funding Distribution Subcommittee (FDS)**, who score and assess the application.
FDS then makes funding recommendations to the **ENM Board**, who make the final decision.

### Where does the funding come from?

The **Environmental Initiatives Fund (EIF)** is supported by **Palmerston North City Council** and the **Eastern and Central Community Trust**.
ENM manages the fund and the application process.

### How are approved funds paid out?

**Small Grants:** Reimbursement or direct payment of supplier's costs (on supply of receipts or quotes/invoices)

**Large Grants:** Funding is provided as a grant.

