Application to the Canterbury Waste Joint Committee for a grant towards a waste minimisation project in Canterbury

**How to use this form**

This form has been provided to assist with an application to the committee and must be completed in full.

**The completed application form and any other supporting information must be sent by email only (and all in one email) to** **CWJC@ccc.govt.nz****, and received by 27 May 2022 latest.** Due to tight evaluation and processing timeframes the date is fixed and late applications will need to be returned.

The text in <blue> below has been provided as guidance and must be deleted and replaced with your project-specific information.

**Important**

Information provided to this Committee is subject to the Local Government Official Information and Meetings Act 1987 (LGOIMA). Further information is available on the Christchurch City Council website at [www.ccc.govt.nz/official-information-request-lgoima](http://www.ccc.govt.nz/official-information-request-lgoima)

1. Applicant details

|  |  |
| --- | --- |
|  | **PROJECT NAME** |
| Applicant legal entity  | * Legal entity name
* Trading name if different
* NZBN (if relevant)
* Registered address, and postal address
 |
| Primary contact | * First name
* Last name
* Position
* Email
* Phone
 |
| Project manager | * First name
* Last name
 |
| Ability to Deliver/Track record | * Demonstrate your ability to deliver the project and provide any relevant track record.
 |

1. Funding details

|  |  |
| --- | --- |
| Total cost of project  | * $xx, xxx
 |
| Amount requested from committee | * $xx, xxx
 |
| Other funding | * Detail other funding/co-funding secured or funding that have been applied or planned to be applied for.
 |
| Costbreakdown | * Provide a **detailed breakdown** of project costings including what this funding will cover. Indicate when costs are an estimate as opposed to confirmed or quoted figures.
 |

1. Project details

|  |  |
| --- | --- |
| Timeframes | * Start date
* End date.
 |
| Location | * All Canterbury
* Specify the area if the project is not region-wide.
 |
| Outline  | * Provide a high-level overview of the project and the key outcomes.
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| Waste diversion | * Provide estimated figure of the weight of waste (kg or tonnes) that this project anticipates to divert from landfill.
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| Other environmental and community benefits | * Provide detail on other environmental and/or community benefits associated with this project.
 |
| Deliverables | * Outline the key project stages or milestones.
 |
| Reporting | * At minimum, a quarterly update must be submitted by email, and then a summary report to the Committee by no later than 15 July the following year, or upon completion of the project.
 |
| Governance | * Outline the governance structure for the project.
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|  |  |

1. Additional information

|  |  |
| --- | --- |
| Key stakeholders | * Document the parties identified as key stakeholders.
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| Achievability | * Outline why this project achievable and any relevant experience of the project manager and legal entity in delivering waste minimisation or similar projects.
 |
| Measurability | * Detail what the project measures of success will be.
* What information will be tracked and evaluated at completion of the project?
 |
| Project risks | * Outline key project risks identified and how they have been reduced or mitigated.
 |
| Health and safety | * How will Health and Safety at Work Act 2015 requirements be implemented and managed for this project.
 |
| Compliance  | * Indicate if the project will require any resource consent from the regional council or territorial authority.
* Is your activity an existing permitted activity?
 |
| Circular economy | * Where relevant circular economy principles should be considered, e,g. the whole lifecycle of a product should be accounted for.
 |
| Innovation | * Where relevant, how does the project foster innovation?
 |
| Waste hierarchy | How will the project contribute towards one or more of the following?1. Reduction- lessening waste generation.
2. Reuse- further use of products in their existing form for their original or similar purpose.
3. Recycling- reprocessing waste materials to produce new products.
4. Recovery- extraction of materials or energy from waste for further use or processing, including, but not limited to making materials into compost.
5. Treatment- Processing the waste to changes its volume or character so it can be disposed of with no, or reduced adverse environmental impact.
6. Disposal- final disposal of waste on land set apart for the purpose.
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| Improving resource efficiency | * How does the project improve resource efficiency and capitalise on any other commercial benefits?
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| Reducing the harming effects of waste | * Does the project reduce any hazardous substance or production of hazardous waste?
* Does the project:
	+ improve health and safety for waste collectors, personnel working at transfer stations or sorting facilities?
	+ reduce illegal dumping or stockpiling of wastes?
	+ remove or reduce a waste stream that may enter a waterbody?
 |
| Cost-Effectiveness | * Comment on the cost-effectiveness of the project and indicate the cost per kg of waste diverted from landfill if possible.
 |
| Other Information submitted | * If any supporting information is provided in addition to this completed application form, it needs to be listed below.

*E.g.* * *links to websites and/or social media.*
* *Photos.*
* *Letters of support.*
* *anything else that may highlight the ability to deliver this project and/or support from key stakeholders.*
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*Updated 5 April 2022*

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