

ENM Environmental Initiatives Fund - Large Grants Application

* indicates a required field

Purpose

The main purpose of the grant is to support community initiatives that align with priorities of both PNCC and ENM to improve environmental outcomes for Palmerston North City. Grants will be available to projects taking place within the City boundaries as stipulated by Palmerston North City Council.

ENM will set the funding priorities each year based on identified priorities of the network and its partners.

Applications may be made for Large Grants (from \$1,000 to \$12,000, exclusive of GST).

See the [ENM Environmental Initiatives Fund guidelines](#) for more information.

For help, contact Kerry Jaques at admin@enm.org.nz or 06 355 0126, or drop into ENM's offices at 145 Cuba Street.

Contact Details

Applicant Contact *

Organisation Name

Name of organisation's contact for your environmental initiative. Please ensure that full contact details are provided. Notification about funding will go to this contact.

Organisation Name *

Name of the organisation applying for funds and delivering the initiative.

Contact Mobile Phone Number *

Must be a New Zealand phone number.

Contact Email *

Must be an email address.

Contact Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Large Grants 2024-25

Form Preview

Are you using an umbrella organisation for bank account purposes? *

- ☐ Yes
☐ No

An umbrella organisation may be required if your organisation does not have a bank account number. If yes, provide details below.

Umbrella organisation Details

Include umbrella organisation name, contact email and phone number

Organisation's Bank Account Details *

Please provide the organisation's bank account number and the name of the account. This will be the bank account the funding is paid into should the funding application be successful. You can provide the bank account details of an umbrella organisation if your organisation does not have a bank account.

Please upload verification of your bank account details *

Attach a file:

Provide a copy of your bank statement or a deposit slip which shows your organisation's bank account details. Provide this information for your umbrella organisation if you are using an umbrella organisation

Organisation Details

What is your organisations legal status? *

Required if your organisation has legal status (e.g., Registered Charity, Incorporated Society, Registered Company etc.). Answer 'n/a' if your organisation has no legal status. Applications from legal entities are preferred.

NZ Charity Registration Number (CRN)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration
Number
Organisation Name
Other Names
Status
Street Address
Postal Address

Large Grants 2024-25

Form Preview

Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

NZBN

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information

NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly.

GST Number (if applicable)

If organisation is registered for GST purposes.

Organisation's Purpose *

Organisation's Financial Statements

Groups or organisations must provide a copy of their latest financial statements. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. **These do not include bank statements or cash books.**

Please note, if you do not provide the correct financial information for your organisation, your application may be deemed ineligible.

Please upload your organisation's latest financial statements *

Attach a file:

Have these accounts been audited? *

Large Grants 2024-25

Form Preview

- ☐ Yes
- ☐ No
- ☐ Currently at the auditor

Does your organisation have any tagged funding or reserves for other purposes *

- ☐ Yes
- ☐ No

If yes, provide details below

Details of tagged funds

Conflicts of interest

Are you aware of any conflicts of interest which could affect this application? *

- ☐ Yes
- ☐ No

If yes, please describe:

Environmental Initiative Overview

Name of environmental initiative *

Is the initiative new or part of an ongoing initiative? *

- ☐ New
- ☐ Ongoing

Please provide a brief description of the initiative. *

Word count:

Must be no more than 100 words.

Who is the Project Manager for this initiative? *

Location of initiative *

Where is your initiative going to be completed? Note that it must take place within Palmerston North City boundaries.

Start date *

Large Grants 2024-25

Form Preview

Must be a date and no earlier than 31/5/2025.

What date do you intend to start your initiative by?

End Date *

Must be a date.

What date do you plan to complete your initiative by? Date must be no later than 12 months after your start date.

Estimated attendance or active participants in the initiative *

Must be a number.

Environmental Initiative Details

This section on the form is to provide details regarding the initiative.

What are the objectives of the initiative? *

Why are you doing this? What is going to change from the status-quo by implementing your initiative?

Which priority is your initiative aligned with? *

- ☐ Priority 1. Community Food Sovereignty.
- ☐ Priority 2. Biodiversity Protection and Enhancement.
- ☐ Priority 3. Circular Economy.
- ☐ Priority 4. Climate Action.

Can be more than one priority.

How does your initiative meet the priorities you have chosen?

How will the funding contribute towards the initiative? *

What do you want the funding for?

How will the initiative happen? *

How will you do it? How will you achieve the objectives of the initiative? Describe the project plan.

Tell us about the key people and/or the groups involved. *

Large Grants 2024-25

Form Preview

Are you collaborating with hapū/iwi, other community groups, NGO's, schools etc.?

How will your initiative be impacted if you are not fully funded? *

Will your initiative go ahead? Will your initiative proceed with other sources of funding? Will you have to modify the scope of your initiative?

Delivery

Describe your capability and capacity to successfully deliver the initiative and report within the required timelines. *

Tell us about the people in your organisation who are going to deliver the initiative. Their ability to deliver. How many people will be working on the initiative?

Environmental Benefits

What environmental benefits will be achieved by successfully implementing the initiative? *

What are the benefits of implementing your initiative? What outputs or changes in the status-quo will be delivered? What environmental outcomes will result from implementing your initiative? What community need are you meeting? How do you know this is needed?

How have you been successful in implementing other environmental initiatives?

Budget

Are you GST registered? *

- ☐ Yes - DO NOT include GST in your budget
☐ No - Include GST in your budget

How much funding are you applying for? *

\$

Must be a dollar amount and between 1000 and 12000.

Applicants registered for GST should not include GST in the amount of funding requested. Applicants not registered for GST should include GST in the amount of funding requested.

Large Grants 2024-25

Form Preview

Do you currently receive funding from PNCC? *

- ☐ Yes
☐ No

If Yes, please provide details below.

Details of funding received from PNCC.

Have you received funding from ENM in the past two years? *

- ☐ Yes
☐ No

If yes, please provide details below.

Details of funding received from ENM in the past two years.

Budget

If you already have an Excel budget for this event, please upload it here. Otherwise, please fill out the budget template below.

File Upload - Budget

Attach a file:

Expenditure

Please set out the costs for the entire initiative in the table below. This may include staff-related costs.

If you have quotes (recommended for items over \$1,000) please upload these in the supporting information section below.

Expenditure	Amount	Do you want ENM to fund this item (Yes/No)?
	Must be a dollar amount.	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Large Grants 2024-25

Form Preview

Total Expenditure Amount

\$

This number/amount is calculated.
Do not overwrite.

Income

Work out the income for the entire project in the below table. Remember to include support in kind as listed in your expenditure table above.

Income	Amount	Confirmed?
	Must be a dollar amount.	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Total Income Amount

\$

This number/amount is calculated.
Do not overwrite.

Expenditure - income

This box should display '0.00' to show the income and expenditure is balanced:

This number/amount is calculated.
If the box is not showing "0.00", you need to adjust your Expenditure in Section 11 or Income in Section 13. Do not overwrite.

Supporting Information

If you have any additional material you would like us to refer to, please enter it in the sections below. This is not a requirement.

Quotes from suppliers or service providers are not mandatory, but are encouraged as they will add weight to your application.

Please upload any additional documents you would like to share

Attach a file:

Large Grants 2024-25

Form Preview

Free Text

Application process

In submitting this application, did you receive support from ENM in the pre-application process? *

- ☐ Yes
☐ No

If you answered Yes to the previous question, how satisfied are you with the support you received from ENM to submit your application?

- ☐ Highly Satisfied ☐ Satisfied ☐ Neutral ☐ Dissatisfied ☐ Highly Dissatisfied

Terms of Agreement

If this application is successful, I/we agree to:

- complete the initiative as outlined in this application (or request permission in writing from the ENM EIF Administrator for any significant change to the initiative)
- complete and submit a report for the initiative within two months after completion of the initiative (using the report template provided on Smarty Grants)
- return any unspent funding
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or initiative conducted by ENM
- I/we consent to ENM recording the personal contact details provided in this application, retaining and using these details, and disclosing them to PNCC for the purpose of evaluating the ENM EIF
- I/we understand that my/our name, brief details and images relating to the initiative may be released to the media or appear in publicity material
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 2020.
- I/we undertake that, if successful, I/we will acknowledge the funding on our social media and/or website, and in our Annual Report.

Do you accept the terms of agreement outlined above? *

- ☐ Yes
☐ No

If you tick No to this question, your application will be ineligible for funding.

Declaration

You must agree to the below statements before submitting your application: *

- ☐ I have authority to commit to the following conditions on behalf of the applicant group.

Large Grants 2024-25

Form Preview

☐ I declare that the details in all sections of the application are true and correct to the best of our knowledge.

☐ I understand that we cannot receive further funds from ENM for the same initiative if this application is successful.

At least 3 choices must be selected.