

Palmy's Resource Recovery Fund Application Form 2026-27

Form Preview

Palmy's Resource Recovery Fund 2025-26

* indicates a required field

Palmy's Resource Recovery Fund has been established to support community initiatives to increase the amount of material that is diverted from landfill.

We're looking to support local organisations with new and existing projects that align with the [Waste Management and Minimisation Plan](#).

The guidelines for this fund can be found [here](#).

If you need help with your application, please phone Melissa Doyle on 06 356 8199, or email resourcerecoveryfund@pncc.govt.nz.

Applicant details

Applicant *

Organisation Name

Name of organisation (business, community group or registered charity)

Contact Person

Title

First Name

Last Name

Name of person filling out this form

Position in organisation

Physical address

Address

Postal address

Address

Phone *

Must be a New Zealand phone number.

Email *

Must be an email address.

Palmy's Resource Recovery Fund Application Form 2026-27

Form Preview

Organisation Name 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.

Charity Registration Number

Organisation Name

Other Names

Status

Street Address

Postal Address

Telephone

Fax

Email

Website

Date Registered

Must be formatted correctly.

Organisation Name 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.

NZBN

Entity Name

Registration Date

Entity Status

Entity Type

Registered Address

Office Address

Must be formatted correctly.

Organisation Website

Must be a URL.

Conflicts of interest

All known conflicts of interest (whether actual, potential or perceived) must be declared.

All Council officers involved in the funding process are also required to declare any conflicts of interest.

Are there any Palmerston North City Council staff members or elected members in your organisation? *

☐ Yes

☐ No

Palmy's Resource Recovery Fund Application Form 2026-27

Form Preview

Please provide their names *

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

☐ Yes

☐ No

Please describe *

Project details

Name of project *

Start date *

When will your project start?

End date *

Project end date must be no more than 1 year after the start date.

Brief project description *

Provide a short description (100 words recommended) of your project - what are you out to do and why you are doing this?

Explain why you think there is a need for this project *

Please specify which part(s) of the project you are seeking grant funding for.

Please describe how the community will benefit from this project

This can include environmental, social, economic and cultural benefits.

How will the success of the project be measured?

Palmy's Resource Recovery Fund Application Form 2026-27

Form Preview

Please include how you will measure how much waste can be diverted from landfill

Alignment with Waste Management and Minimisation Plan

Read the Waste Management and Minimisation Plan (WMMP) [here](#):

Please describe how your project aligns with Palmerston North's WMMP

Funding request

Funds are available for projects between \$2,500 and \$15,000.

What is the total cost of your project? *

\$

Must be a dollar amount.

What is the total budgeted cost (dollars) of your project?

How much are you requesting from Palmy's Resource Recovery Fund? *

\$

What is the total financial support you are requesting in this proposal?

Are you seeking funding from other sources? *

☐ Yes

☐ No

Details of other funding sources

Please specify what funding you have sought from other sources, and if it is confirmed or not.

GST Status

Are you GST registered? *

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

GST number (if applicable)

Budget

Please outline your project expenses below.

Remember to include support in kind (like donated materials) and volunteer hours (number of hours and estimated cost/value per hour).

Palmy's Resource Recovery Fund Application Form 2026-27

Form Preview

If you have quotes (recommended for items over \$500) please upload these in the supporting information section below.

The [Resource Recovery fund guidelines](#) list the kinds of costs that are eligible and ineligible for funding.

Press the + button or 'add more' to include more rows.

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget totals

Total Income

\$

This number/amount is calculated.

Total Project Cost

\$

This number/amount is calculated.

Net Income

\$

This number/amount is calculated.

Supporting information

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

File upload

Attach a file:

Free text

Keeping your event safe

All event organisers have a duty of care under the [Health and Safety at Work Act 2015](#) to help keep workers, volunteers, contractors, subcontractors, participants, attendees and the wider public safe. Even if your event runs for only a day or a weekend, it is considered a workplace under the Act and must be planned and managed accordingly. Events often involve several organisations working together in the same place, so it is important that everyone communicates and coordinates their activities to identify and manage risks. Because every event is different, careful planning before your event is one of the most effective ways to create a safe experience for everyone involved.

By submitting this application, you are confirming that you understand your responsibilities under the **Health and Safety at Work Act 2015** and will take all reasonably practicable steps to meet your duty of care when planning and delivering your event.

Palmy's Resource Recovery Fund Application Form 2026-27

Form Preview

If you have already confirmed your venue, please upload a copy of your signed venue booking confirmation. This helps demonstrate that appropriate venue arrangements are in place. If your venue has not yet been confirmed, you may provide the booking confirmation once it becomes available.

Venue booking confirmation (if available)

Attach a file: Upload new file

If you have confirmed your venue, please upload a copy of the signed booking confirmation or venue hire agreement. If your venue has not yet been confirmed, you can provide this later before your event proceeds.

Please confirm the following: *Required

I understand my responsibilities under the Health and Safety at Work Act 2015 and agree to meet my duty of care in planning and delivering this event.

[Clear](#)

Please upload your health and safety plan

Attach a file:

Terms of Agreement

You will only be bound by these terms if your application is successful.

1. In accepting the offer of funding from the Palmerston North City Council, the applicant agrees to:

- complete the project as outlined in the application (or request permission in writing from Council for any change to the project)
- use the grant money for the expenses identified in the success letter
- return any unspent funds
- operate in an open and publicly transparent manner
- manage the project in a financially prudent manner with full, up to date and accurate records
- keep invoices/receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or event conducted by Palmerston North City Council
- contact Palmerston North City Council to let them know of any public event or presentation that is funded by Palmerston North City Council
- positively acknowledge the support of Palmerston North City Council in all relevant media and promotional activities
- give permission for my/our name, brief details about the event, and the amount of the grant to be made available to the public
- undertake that the applicant has obtained the consent of all people involved to provide these details and the applicant has the right to have access to this information. This consent is given in accordance with the Privacy Act 2020.
- ensure that service delivery adheres to legislative requirements, including requirements under the Children's Act 2014, Health and Safety at Work Act 2015, and Employment Relations Act 2000.
- complete and return a written report no later than two months following the initiative. The applicant understands the information given in the initiative result form will be referred to if the applicant applies for further funding.

Palmy's Resource Recovery Fund Application Form 2026-27

Form Preview

- notify the Council of any changes to office holders of the organisation, or changes to the organisation's address or other contact details, should this occur before the applicant return the final report.

-

2. Palmerston North City Council shall not be liable for any loss or damage incurred or sustained by the applicant, or any of its employees, agents, contractors, customers or volunteers.

3. Representatives of both parties to this agreement will discuss any issues relating to the achievement or non-achievement of the expectations outlined in the agreement. If either party identifies any issues, such discussions will take place as soon as practical.

4. No alteration to, deletion from, or amendment to, any of the provisions of this agreement shall be binding on the parties unless both parties agree, and this agreement is recorded in writing.

5. Palmerston North City Council may terminate this agreement, with two months written notice, where it considers there are serious performance problems against the expectations outlined in this agreement.

6. In the event that the applicant fails to comply with these terms of agreement, Palmerston North City Council is entitled to terminate the agreement immediately. In the event of termination the applicant is required to repay the grant money to Palmerston North City Council.

Do you accept the terms of agreement outlined above? *

☐ Yes

Declaration

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

☐ I understand that the Palmerston North City Council is bound by the Local Government Official Information and Meetings Act 1987.

☐ I consent to Palmerston North City Council recording the details provided in this proposal and retaining and using these details for considering the proposal.

☐ I have obtained the consent of all people involved to provide any personal contact details in this proposal. I understand that I have the right to access this information. This consent is given in accordance with the Privacy Act 2020.

☐ I authorise Palmerston North City Council to seek such information as they may require to complete the consideration of this proposal.

☐ I understand that Palmerston North City Council may disclose to, or obtain from, any government department or agency, private person, or organisation any information about my organisation for the purposes of gaining or providing information relating to my application.

☐ I will advise Palmerston North City Council of any significant change to our organisation's finances between the date this proposal is submitted and the date I am notified of the Council's decision.

At least 6 choices must be selected.

Authorisation

I declare that the details contained in this proposal are correct and that I have authority to commit to the above conditions. *

☐ Agree

Palmy's Resource Recovery Fund Application Form 2026-27
Form Preview

Your Name *

First Name

Last Name