

# Palmy's Resource Recovery Fund Application Form 2024-25

## Form Preview

### Palmy's Resource Recovery Fund 2022-23

\* 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.

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](mailto: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.

**GST number (if applicable)**

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### 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.

New Zealand Charities Register Information
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.

New Zealand Companies Register Information
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.

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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

**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 \***

Must be a date.

**End date \***

Must be a date and no later than 30/4/2026.

**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.

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### 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?

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.

## Budget

Please include in-kind support, such as volunteer time and donated materials.

Income	\$	Expenditure	\$
PNCC grant	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

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### Budget totals

**Total income**

\$

This number/amount is calculated.

**Total expenditure**

\$

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

### Health and Safety plan for community events

We need to make sure that events funded by PNCC are safe for all attendees. If your project is an event, depending on its nature and size, you may need a formal health and safety plan. This plan should cover the hazards and risks of an event, including things like traffic management, recycling and waste minimisation, healthy beverages, sun protection, and first aid.

**Please fill out the Health and Safety Plan below.**

Download the Council's template for Health and Safety plan [here](#).

#### Please upload your health and safety plan

Attach a file:

#### Comments

### 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:

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- 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 Council
- contact the Council to let them know of any public event or presentation that is funded by the Council
- positively acknowledge the support of the 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
- comply with all relevant legislation, including government direction regarding Covid-19 guidelines.

**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.

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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

**Your Name \***

First Name

Last Name