



Significant Natural Areas Fund Application Form

Please refer to the Significant Natural Areas Fund Criteria and Application Guidelines for information and guidance on the Significant Natural Areas Fund.

- 1. **Name of applying person or organisation** _____
- 2. **Name cheque to be made out to** _____
- 3. **Address of person or organisation** _____

- 4. **Postal address of person or organisation** _____

- 5. **Please give the name and telephone contacts for one person.**
Name _____
Phone (day) _____ *Phone (night)* _____

6. **How many members does your organisation service? (provide number)**

- Financial Members (Senior) _____
- Financial Members (Junior) _____
- Financial Members (Social) _____
- Non Financial Members _____
- Total Members _____

7. **Is your organisation a Legally Constituted Society or Trust? (Please Tick)**

Yes No

8. **Are you registered for GST?** Yes No

If "YES" please write your GST number here

9. **Property Details:**

Property location/physical address:

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Legal description of property where the Significant Natural Area is located (eg Lot 1 DP 00707):

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Assessment Number (from rates demand notice):

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10. Owner Details:

Who pays the rates on the property where the significant natural area is located?

First Name:

Surname:

Contact Address:

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Contact Phone No: Day: **Night:**

11. Occupier Details:

Who occupies/lives on the property where the significant natural area is located?

First Name:

Surname:

Contact Address:

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Contact Phone No: Day: **Night:**

12. Application Details:

Funding category being applied for (please tick one):

- Preservation project
- Management project

Refer to guidelines document for explanation.

Please describe the details of your proposed project, eg:

- What is the significant natural area you are managing/protecting/enhancing, eg wetland, native bush, individual native tree, grasslands
- What do you propose to do?
- What resources will be required?
- Who will be involved?
- How long will the project take to complete?

Please attach any relevant supporting information, eg photos.

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Does your proposed project have support from other people/neighbours/environmental groups? If so, please list who these supporters are:

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Does the significant natural area have any kind of formal protection, either at present or being proposed as part of the application? If so, please specify (eg QEII Open Space Covenant, Conservation Covenant, District Plan listing etc). Please attach a copy of all relevant protection documentation to your application.

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13. Funding Details:

The maximum total grant allocated under the Significant Natural Areas Fund Scheme is **\$5,000** (excluding GST). There is no minimum grant amount. A maximum grant of **\$500** (excluding GST) applies to administration costs (includes photocopying, mail outs/postage etc) and the reimbursement of resource consent fees.

All grants are allocated on the basis of a cost sharing arrangement. The maximum grant rate for all projects is a cost sharing 50:50, ie the Council will only fund up to half of the project cost. The applicant must make a contribution to the cost of the project.

The following costs are **not** eligible:

- Project costs incurred prior to the lodging of the application;
- Any costs involved in preparing the application; and
- Debt servicing.

The purchase of equipment is generally NOT eligible for funding unless it can be demonstrated that it is essential for the project (ie it cannot be leased, rented/hired etc) and is a reasonable cost. Each item of equipment will be evaluated on its individual merit to the project.

It is recognised that labour contributions (and associated tools and machinery) are an important component of many projects. However, this scheme is not a subsidised employment programme. Labour contributions are eligible as a project cost but should ideally not form more than one-third of the total project cost.

The applicant's share of the cost can be by way of in-kind contributions (eg labour) or cash.

GST will be paid in addition to the grant where:

- the applicant is GST registered;
- the project is part of the applicant's taxable activity; and
- the GST number is supplied on the application form.

Please provide details on the estimated cost of your proposed project. Sufficient details are required to enable the proposed project to be fully costed.

- **If you are registered for GST please do not include GST in your costs**
- Please attach **quotes** and any other supporting documentation to your application

Please provide details on the cost of the project, breaking the project down into tasks if appropriate

Project Task Estimated Cost	Estimated Cost
Total cost of project	\$

Contribution to be made to the project cost by the applicant:

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14. If you have applied to any other organisations for funds towards this project and are yet to receive the funding, please specify to whom and how much.

Name	Amount	Decision Expected

15. What funding have you received from other organisations in the last two years, ie Lottery, Community Trust, Pub Charity, Hillary Commission?

Name	Amount

16. Have you received funds in the past from the Timaru District Council for any other projects?

Date	Amount	Project

17. **Significant Natural Areas Management Plan:**

Significant Natural Area Management Plans are required for Significant Natural Area Fund applications made for **Preservation and Management** Projects. Successful applicants must comply with an agreed Significant Natural Area Management Plan once an application has been approved for funding.

A Significant Natural Area Management Plan is essentially a straightforward document which sets out the approach to works and/or maintenance of the feature/site for future years, and may set out specific conditions to be met.

To support the preparation of a Significant Natural Area Management Plan for your project, please provide the following information:

- A line drawing of the property/farm on an A4 aerial photograph (can be obtained free of charge from the Planning Unit) showing the area of concern and the proposed management measures;
- A description of the current problem/threats to the area (eg cattle grazing undergrowth of remnant forest, plant pests or animal pests like possums, goats, stoats etc which need controlling/eradicating);
- An indication of the annual work/maintenance programme required over the next 3 to 5 years.

DECLARATION:

I have read and understood all the terms and conditions imposed by the Timaru District Council in this application and hereby agree to accept and abide by them. I consent to the Timaru District Council collecting the personal contact details provided in this application form, retaining and using these details. I undertake that I have obtained the consent of the contact person to provide these details. I acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name: _____

Position in Organisation: _____

Signature: _____ Date: _____

Checklist:***Have you...***

- Completed all sections of this form?
- Attached all relevant supporting documentation, including copies of quotes, copies of covenant documents etc?
- Included a description of your project, including what is involved, resources required, expected timeframe etc?
- Included a description of how your project meets the Significant Natural Areas Fund criteria?
- Provided details on the estimated cost of the project and your proposed contribution?
- If relevant, provided initial details for a Significant Natural Area Management Plan outlined under section 17 of this form?
- Signed and dated the application form?

If you require any assistance in completing this form, please contact the Planning Unit:

Duty Planner:

Phone: (03) 687 7390

District Planner - Andrew Hammond:

Phone: (03) 687 7299

Email: andrewh@timdc.govt.nz