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**BIODIVERSITY HAWKE’S BAY GRANT**

**TERMS AND CONDITIONS, CRITERIA AND GUIDELINES**

**Terms and Conditions**

1.     Only one application per applicant, per financial year (1 July – 30 June), can be made to the Biodiversity Hawke’s Bay Grant Fund. All questions on the application form must be completed, even if supporting information is provided. Incomplete or late applications cannot be accepted.

2.     All applications must meet the Biodiversity Hawke’s Bay Eligible Projects Criteria and Guidelines below.

3.     Minimum amount of funding that can be applied for is $1,000 and the maximum amount of funding that will be granted is $5,000 per funding round. Please note that it is unusual for Biodiversity Hawke’s Bay to meet the full cost of your project.

4.     The funding period is from when the grant is approved through to the 30th June the following year. The funded work must occur within this time period. Biodiversity Hawke’s Bay does not fund retrospectively. The activity being considered for funding must not start prior to a grant being approved.

5. A successful application does not set a precedent for any future funding assistance from Biodiversity Hawke’s Bay.

6. Applications will be reviewed and assessed in March and all applicants will be notified of the outcome of their bids in April each year via email.

7.     Payment of approved grants will be discussed and agreed with the applicant. Biodiversity Hawke’s Bay requires copies of original invoices for works undertaken as part of the Project.

8.     Grants will only be paid directly to the applicant listed on the application form.

9.     All applicants must have a valid bank account for the applicant or organisation listed on the application form.  No funds will be paid into associated party bank accounts.

10.     The applicant agrees to promptly notify Biodiversity Hawke’s Bay in writing if the approved grant is not required. Biodiversity Hawke’s Bay will not settle any creditor account charged directly to Biodiversity Hawke’s Bay.

11.   Successful applicants have a period from when the grant is approved through to the 30th June the following year to spend up to their allocated amount and claim the approved funding, using the correct Claim form.

12.   The successful applicant shall provide reasonable access to the project as requested by the Biodiversity Hawke’s Bay staff.

13.   The funding provided may only be applied to the project specified within the funding application and approved by Biodiversity Hawke’s Bay.

15.   Biodiversity Hawke’s Bay may, in consultation with the successful applicant, organise media and/or other official events at the project site. Biodiversity Hawke’s Bay may also, from time-to-time and in consultation with the successful applicant, issue media releases about the project. The applicant agrees to their name, images and photos being used by Biodiversity Hawke’s Bay in any publicity material.

16. If you or your organisation receive(s) a grant, Biodiversity Hawke’s Bay must be acknowledged in all appropriate organisational / individual’s publications, including, but not limited to: annual reports, website pages, brochures, newsletters, social media and any other publications where a list of sponsors, donors and/or supporters could be reasonably expected to appear.

Biodiversity Hawke’s Bay will provide Biodiversity Hawke’s Bay imagery and instructions on its use, as well as the correct wording for written acknowledgement.

17. All decisions of Biodiversity Hawke’s Bay are final. No reasons for decisions will be given, nor will any correspondence on decisions be entered into.

18. The applicants must disclose any conflict of interest with Biodiversity Hawke’s Bay.

**Eligible Projects Criteria and Guidelines**

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| **Guidelines** | **Definition** |
| High biodiversity value | * Ecosystem Prioritisation Site and /or * A threatened or naturally uncommon ecosystem type, and /or * Supports a threatened or at-risk species (as per the DOC classification system) and /or * Supports taonga sites or species |
| Legally protected | * The site is or will be legally protected (for those projects with investments of over $5000). If the site is not already protected, applicants must demonstrate steps being taken to legally protect. |
| Likelihood of success | * Techniques and proposal are well researched, and * Risks have been considered and mitigated, and * Project is ready to begin within 12 months, and * Project management plans including timeframes, key milestones and how the project will be maintained for the long term will be in place before project begins |
| High Community  Value | * Opportunities for meaningful engagement or education that motivates a community on an ongoing basis, and /or * Multiple funding / resourcing partners promoting social connectivity and /or * Opportunities for extending knowledge of biodiversity values or management techniques |