

ENVIRONMENTAL ENHANCEMENT CONTESTABLE FUND TERMS AND CONDITIONS

Terms and Conditions

1. Only one application per applicant, per financial year (1 July – 30 June), can be made to the Environmental Enhancement Contestable Fund. All questions on the application form must be completed, even if supporting information is provided. Incomplete or late applications cannot be accepted. Note that Biodiversity Hawke's Bay will consider unsuccessful applications to the Pan Pac Environment Fund as applications to this fund.
2. All applications must meet these terms and conditions and the eligibility guidelines on the application form.
3. Minimum amount of funding that can be applied for is \$1,000 and the maximum amount of funding that will be granted is \$15,000 per funding round. Please note that a simplified application process is available for grant requests of between \$1,000-3,000; for all levels of support, applicants must follow the application form instructions relevant to the level of funding sought. 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 of 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 May / June and all applicants will be notified of the outcome of their bids in July of 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. 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.
10. Successful applicants have a period from when the grant is approved through to the 30th of June the following year to spend up to their allocated amount and claim the approved funding, using the correct Claim form.
11. The successful applicant shall provide reasonable access to the project as requested by the Biodiversity Hawke's Bay staff.
12. The funding provided may only be applied to the project specified within the funding application and approved by Biodiversity Hawke's Bay.
13. 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.

14. Agree to publicity about the project and support Biodiversity Hawke's Bay in preparing photographs and information and promoting your project on the Biodiversity Hawke's Bay Project Portal
15. 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.
16. 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.
17. The applicants must disclose any conflict of interest with Biodiversity Hawke's Bay.