



Waste Levy Grants Allocation Policy

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1 Purpose

- 1.1 An action included in Manawatū District Council's Waste Management and Minimisation Plan (WMMP) 2022 – 2028 is for Council to create application process for the allocation of Waste Levy funding to the community.
- 1.2 The purpose of this policy is to support the implementation of Council's WMMP by outlining the process for allocation of waste levy funding to the Manawatū District community.
- 1.3 Councils have the ability under the Waste Minimisation Act 2008 (Section 47) to provide grants and advances of money to any person, organisation or group for the purposes of promoting or achieving waste management and minimisation, as long as this is authorised by the WMMP.
- 1.4 An application process creates an opportunity for Council to promote and support waste minimisation within the community.

2 Objectives

- 2.1 To increase the range, scale and number of waste minimisation activities in the Manawatū district through effective use of the waste levy fund.
- 2.2 To ensure optimal and transparent allocation of waste levy funding to waste minimisation projects.
- 2.3 To support the implementation of the Manawatū District Council WMMP.

3 Grant Allocation Process

- 3.1 The grant budget available in each financial year will be set by Council, as guided by the WMMP.
- 3.2 Allocation of funding for waste levy grants will be via an annual contestable process which calls for applications to identify potential recipients of the funding.
- 3.3 Application forms will be made available via Council's website as both an online form, and as a downloadable form.
- 3.4 Following the application closing date, the officer responsible for administering waste levy grants will assess applications against the funding criteria, and make a recommendation to the Waste Levy Grant Assessment Panel.
- 3.5 Membership of the Waste Levy Grant Assessment panel will be as follows:
 - 1 x Elected Member
 - Utilities Manager
 - 1 x Council officer
 - Waste levy grant administration officer.
- 3.6 The Waste Levy Grant Assessment panel will meet yearly following the waste levy grant application closing date to make final decisions on allocation of the fund.
- 3.7 Further evidence to support applications may be requested throughout the grant allocation process.
- 3.8 Grant categories, criteria and priority funding areas identified within this policy may be updated from time to time by Council, and the policy will be fully reviewed following each statutory review of the WMMP.
- 3.9 Reviews of or changes to this policy will require approval from Council, or a Council Committee with the appropriate delegated authority.

4 What Will Be Funded

- 4.1 Projects, initiatives or programmes which demonstrate promotion or achievement of waste minimisation by promoting a circular economy for waste, and/or by supporting reuse, recycle and recover principles.
- 4.2 Funding is only available for projects, initiatives or programmes partially or wholly taking place within the boundaries of the Manawatū District.
- 4.3 Applicants can be individuals, businesses or groups. Applications from individuals should be for a maximum of \$15,000 per application.
- 4.4 Applications over \$10,000 may have funding distributed via milestone payments rather than one lump sum, at the sole discretion of the Waste Levy Grant Assessment Panel.
- 4.5 Funding can be for operational or capital expenditure.
- 4.6 In some cases multi-year funding may be awarded, with milestones and reporting requirements throughout the funded period.
- 4.7 Funded projects, initiatives or programmes include but are not limited to:
 - 4.7.1 educational or behavioural change approaches that promote waste minimisation activity to the public or a particular target audience;
 - 4.7.2 infrastructure that helps divert resources from landfill;
 - 4.7.3 projects focused on understanding existing waste quantities and composition, behaviour or economic incentives, as a precursor to effectively reducing waste and/or increasing reuse, recycling and recovery of waste materials;
 - 4.7.4 design of product stewardship schemes or other solutions that promote and achieve waste minimisation;
 - 4.7.5 other initiatives that contribute to the actions and strategic priorities of the Manawatū District Council WMMP.

5 What Will Not Be Funded

- 5.1 Projects that focus on waste disposal, the treatment of waste prior to disposal, or clean-ups (with the exception of marine or waterway waste clean-ups when attached to a community education initiative/programme).
- 5.2 Projects that are inconsistent with Council's WMMP and the Waste Levy Grants Allocation Policy funding criteria.
- 5.3 Projects that do not involve waste generated from within the Manawatū District.
- 5.4 Subsidising the cost of waste to landfill.
- 5.5 Debt servicing.
- 5.6 Retrospective projects where the funding sought is for work already completed.

6 Grant Categories

- 6.1 The purpose of waste levy grant categories is to give Council the ability to specify funding criteria that accommodate different types of applications to the fund.
- 6.2 The allocation of waste levy grant funding across these categories will be at the discretion of the Waste Levy Grant Assessment panel.
- 6.3 The categories for allocation of waste levy grants are:

6.3.1 Community

To support practical waste minimisation projects, initiatives or programmes that encourage community participation and education and/or are of benefit to the community of the Manawatū District.

6.3.2 Innovation

To provide seed funding to encourage innovation and partnership by individuals, community groups and organisations in the creation of opportunities for waste minimisation and economic development.

6.3.3 Business Waste Reduction

To encourage businesses within the Manawatū District to implement measures that will lead to long term and measurable minimisation of the waste resulting from the businesses' operations.

Applications within the Business Waste Reduction category can be made for up to 50% of total project costs.

7 Funding Criteria

7.1 Applications in the **Community** category will be assessed against the following key criteria:

- 7.1.1 Will lead to long term waste minimisation actions and behaviour change by participants;
- 7.1.2 Must be able to demonstrate how success will be measured (quantifiable) in terms of waste reduction and skills learnt;
- 7.1.3 The breadth and scale of community involvement in the project;
- 7.1.4 The ability of the applicant to deliver the project;
- 7.1.5 A comprehensive budget that:
 - Gives details of the estimated costs and funding sources;
 - Includes all costs, not just the costs the applicant is seeking a waste levy grant for;
 - Is accurate in all budget calculations and projections.
- 7.1.6 The likelihood of the project becoming self-sustaining.

7.2 Applications in the **Innovation** category will be assessed against the following key criteria:

- 7.2.1 Evidence that access to necessary waste streams is secured;
- 7.2.2 Assumptions around waste stream costs, projected revenue, current and projected operating costs and end-use markets;
- 7.2.3 Provision for contingencies and structured response to rising waste resource costs and/or end-use market failure;
- 7.2.4 Estimates of performance post Council or other subsidy (will the project become self-sustaining);
- 7.2.5 Estimates of the scale of performance in terms of waste minimisation, and proposed methodology to measure this;
- 7.2.6 Clear indication of benefit to the local and/or regional economy, to the wider Manawatū District community, and the environment;
- 7.2.7 A comprehensive budget that:
 - Gives details of the estimated costs and funding sources;

- Includes all costs, not just the costs the applicant is seeking a waste levy grant for;
- Is accurate in all budget calculations and projections.

7.2.8 For pilot programmes and trials an outline of:

- a programme and process for testing;
- a programme for business development of the end product/results of the project/trial.

7.3 Applications in the **Business Waste Reduction** category will be assessed against the following key criteria:

7.3.1 The project will lead to long term and measurable waste minimisation;

7.3.2 The project proposal shows how success will be measured in terms of waste reduction. Success must be quantifiable and reported back to the Council;

7.3.3 The project proposal provides an estimate of cost savings resulting from the project, if any. Priority will be given to projects where expected savings are not sufficient to cover project costs;

7.3.4 A comprehensive budget that:

- Gives details of the estimated costs and funding sources;
- Includes all costs, not just the costs the applicant is seeking a waste levy grant for;
- Is accurate in all budget calculations and projections.

8 Accountability Requirements

8.1 The conditions of receiving funding are:

8.1.1 Manawatū District Council must be acknowledged as a partner and funder and be acknowledged as a separate entry within the organisation's accounts or in the organisation's annual report.

8.1.2 Recipients of Waste Levy Grant funding will be required to submit an accountability report to the Manawatū District Council that reports against funding criteria.

8.1.3 Accountability reports will be required to be submitted at 6- monthly and 12-monthly intervals during the funding term.

8.1.4 Recipients of Waste Levy Grant funding for one off projects or initiatives will be required to submit an accountability report within two-months of completion.