



DUNEDIN | kaunihera
CITY COUNCIL | a-rohe o
Ōtepoti

Dunedin City Council: Terms for Biodiversity Grant Funding

General

1. The granting of previous funding for an activity or recipient is not a guarantee of any future funding and all applications will be assessed using the criteria outlined in the DCC Grants Policy, the relevant grant applied for, and these Terms for Grants Funding as set out below.
2. The DCC is under no obligation to provide any funding to the recipient other than the grants funding outlined in the successful funding application. Any decision regarding the provision of further funding will be at the DCC's sole discretion and subject to a separate agreement.
3. The amount of funding granted by the DCC to the recipient will be specified as exclusive of GST. Any GST and income tax obligations are the responsibility of the recipient.

Application

4. All applications for grants will be assessed against the grant's eligibility criteria and the Dunedin City Council (DCC) Strategic Framework and funding priorities.
5. All figures provided in an application for grants funding must be exclusive of GST.
6. All decisions on grant applications are final and no correspondence will be entered into.
7. The DCC accepts grants applications at different times throughout the year. It is the responsibility of the applicant to ensure they are aware of opening and closing dates and times (which may be subject to change).
8. Late applications will only be accepted in exceptional circumstances and at the sole discretion of the DCC.

Assessment

9. The DCC reserves the right to carry out relevant background checks of an applicant to validate any aspect of the application, including:
 - legal status of the applicant
 - previous funding allocation and project or activity delivery
 - eligibility against grants criteria including community standing
 - the financial viability of the organisation/ entity.
10. The DCC may contact an applicant to verify information provided in an application or seek additional information. The applicant agrees to assist the DCC with any requests within the timeframe provided. A failure to do so may result in the DCC rejecting the application.

Decision and Grant

A failure by the recipient to follow any of the terms set out below or in the Standard Community Grants Terms may result in the recipient being unable to claim grant monies from the DCC. Additional conditions specific to individual grants may be imposed at the discretion of the DCC.

11. The recipient must notify the Biodiversity Fund Administrator of the acceptance of the grant by signing the grant conditions document and returning it.
12. The recipient must first pay all costs associated with the project. The grant will only be paid for approved costs as outlined in the application on the basis of original invoices matched to original receipts or other proof of payment, accompanied by a satisfactory project completion report. Project completion reports must provide the information prescribed by DCC in the project completion report template.
13. To allow reasonable assessment of the 50:50 (or other) cost-sharing, claimants must provide evidence of all project costs not just those claimed as council's contribution via the grant. Copies of original invoices and/or receipts for all purchases, and logs of labour and vehicle use are to be provided for the total project costs, with the applicant's contributions and grant claim costs clearly identified separately.
14. Grants must be claimed within 24 months of approval unless otherwise specified in individual grant conditions. The Grants Subcommittee will not consider extensions or staged payments of grant monies. Applicants with grant monies outstanding after 18 months will be sent a reminder letter and/or email and/or phone call reminder. Any grant monies unclaimed after 24 months will expire and be reallocated by the Grants Subcommittee.
15. The individual or group applying to the fund must be the same individual or group who will run the project.
16. Any grant approval is for work on the site on which the project is located and grant monies are not transferable between sites, applicants or applications (including those by the same applicant for the same ongoing project if applicable).
17. The applicant must notify the Fund Administrator upon completion of the project for which the grant applies. At this time a project completion report must be prepared by the applicant and forwarded to the Fund Administrator. The Fund Administrator will present the final report to the Grants Subcommittee.
18. Grants are made subject to the Grants Subcommittee being satisfied that the information given is true and correct and that there has been no omission of any relevant fact or any misrepresentation given. The Grants Subcommittee retains the right to refuse payments to approved applicants in cases where it determines that it has been misled by the applicant or if the applicant has been placed in receivership, voluntary liquidation or declared bankrupt.
19. The Dunedin City Council has the right to visit any project for inspection prior to release of grant monies, or for promotional purposes where grant assistance has been given. In all cases the applicant will be notified in advance of a proposed visit to arrange a suitable time for access.
20. The Dunedin City Council reserves the right to refuse grant payments if in the opinion of the Grants Subcommittee the grantee wilfully or through neglect causes the project to fail.
21. All correspondence is to be via email or post to the Biodiversity Fund Administrator; Dunedin City Council, PO Box 5045, Dunedin 9058; biodiversity@dcc.govt.nz. All correspondence relating to an approved grant must quote the project grant number e.g. BIO-20XX-XX.

22. All grants funding must be spent for the purpose for which the application was granted and in accordance with the DCC Grants Policy, as well as the specific terms of that grant.
23. Recipients will ensure that grant funding is used in the most cost-effective manner so as to derive the maximum benefit from the funded activity or project (as identified in the successful application).
24. The recipient agrees to notify the DCC immediately if for any reason it is not possible to complete the funded activity or project.
25. The DCC reserves the right to undertake, engage or give authority to a third party to undertake a review or audit of a recipient's spending of grant funding and the delivery of the activity or project that relates to the funding. The recipient agrees to cooperate with any such review and provide access to persons, places and information as requested.
26. Recipients shall comply with all relevant legislation in the delivery of funded activities, including the Health and Safety at Work Act 2015.
27. The DCC may request recipients provide information to show that all relevant legislation has been followed including appropriate health and safety management plans.

Privacy

28. DCC collects all personal information in accordance with its Privacy Policy available on its website www.dunedin.govt.nz – please note that you may have additional rights under the EU General Data Protection Regulation if you are in the European Union.
29. Details of grant applications, awards and outcomes will be stored by the DCC for grants administration and accountability purposes.
30. The DCC may at its discretion disclose details of grants recipients, including in DCC financial reporting and marketing / communications activities.
31. If requested, recipients must publicly acknowledge the funding provided by the DCC in any financial statements or reports and where possible, in any publicity material.

Changes to Terms and Conditions

Changes to these Terms for Grants Funding may be made by the DCC and notified to applicants either by email or by updating the DCC website.

Dunedin City Council: Guidance on Grant Costs for the Dunedin Biodiversity Fund

- A. Maximum total grant allocated is \$5,000 (ex. GST).
- B. Minimum grant amount \$500 (ex. GST).
- C. Maximum grant rate for all projects is 50:50 cost sharing between council and applicant.
- D. The purpose of the Biodiversity Fund is to support 'on the ground' activities directly benefitting indigenous biodiversity. The DCC contributions are for funding tangible goods e.g. plants, traps, herbicide etc. The following costs are not eligible:
 1. Project costs incurred prior to the lodging of the application,
 2. Any costs involved in preparing the application,

3. GST,
 4. Debt servicing,
 5. Purchase of equipment unless it can be demonstrated that it is essential to the project, is of reasonable cost, and either cannot be leased/hired/rented or such arrangements are more expensive than purchase,
 6. Administration costs.
- E. The fund is not a subsidised employment programme and labour contributions are eligible as a project cost as part of the applicant's contribution only at a rate of \$20.55 per hour (the 2018 living wage). Labour costs are to be fair and reasonable, and a log of dates, hours, personnel and tasks are to be provided in project completion reports.
 - F. Vehicle expenses are eligible as part of the applicant's contribution at a rate of \$0.76 per km. Vehicle costs are to be fair and reasonable, and a trip log including dates, km, personnel and destination/s are to be provided in project completion reports.
 - G. Minimum size for revegetation planting projects is 0.1ha (1000m²). E.g. a 50m x 20m area.
 - H. Contractor costs (e.g. for weed control) can be funded as a 50:50 cost-sharing expense.
 - I. Work carried out by the applicant towards the project cannot be claimed as an expense against the council's contribution i.e. is considered labour. This includes examples such as growing plants or making home-made planting stakes which should be included as labour in the applicant's contribution.