

# HABITAT GRANT APPLICATION FORM



## PREPARATION CHECKLIST

We have designed this checklist as a guide to compiling your grant application form. It should save you time and remind you which documents or sections you may have overlooked.

NB: If the application is sent in incomplete, the Trust Board will not to consider your application.

Name of project:

Physical address of project:

### Applicant's Data

Contact person:

Contact telephone number:

Email address:

One application per year per property.

### Project Data

If land is not owned by the applicant there must be evidence in the form of a written statement that the owner knows about, and agrees with, the proposal.

- Map of project location and topography. The map should show the property the project is situated on.
- Photographs of the location highlighting contours, vegetation, drainage, etc.
- Quotes and a breakdown of the costs for the proposed work for which the grant is intended to cover.
- Quotes to include hourly rates for contractors/machinery and total hours on a contractor's letterhead.
- Where project expenses exceed what is being applied for, indicate what the grant will fund from the total expenses shown.
- Construction specifications for any dam, bund, overflow or other proposed works. This should include a hand-drawn design or plan and cross-section of what is to be built.
- Resource consent requirements (if any), or confirmation that no resource consents are required.
- Referee's report.

**Please use the checklist to ensure all details are provided before submitting this application form. NB: An incomplete form will not be considered. Only one application per year, per property will be considered.**

**Your application will be assessed against the Trust Board's priorities for grants as listed at the back of this form. A preliminary assessment will be made of your completed application and further information may be requested. Final assessment of your application and all others received by the closure date will be made at a meeting of the Trust Board in August. You will be notified of the outcome after that meeting.**

**If you need any explanations or assistance, please contact your local Fish & Game Council.**

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1. Name of Project:

2. Name of person(s)/Organisation making the application.

*If you are a group, give a brief description of it and its general aims. If an individual, supply information about yourself (occupation, experience, and qualifications relevant to your project.)*

3. As an applicant, do you own the land? Yes  No

*If no, please supply evidence that the owner knows about, and agrees with, the proposal.*

4. Who will manage the project?

What relevant qualifications and experience does that person have?

5. Contact details of the person managing the project:

Address:

Telephone:

Business:

Mobile:

Email:

6. Have you applied to the Game Bird Trust Board before? Yes  No

*If yes, please provide brief details on; Year, Project amount, for what purpose, whether a habitat agreement was signed.*

7. Are there other habitat protection prospects on the property? Yes  No

*Description:*

*Please provide a brief description and photo.*

*Photo:*

8. Where will the project be carried out?

*(Please enclose a map showing the location – for example mark the area to be developed/restored on a black and white photocopy of the 1:50,000 topographical map series.)*

*Map:*

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9. a. Please give a brief outline of the proposed project.

*(Include information on wildlife needs; eg. embayment's, nesting islands, loafing areas, sloping margins etc.*

- b. Area of gamebird habitat involved.

- c. Area of water to be created.

- d. Water source/management.

10. What do you believe will be the habitat benefits from your project, both for your own property and the surrounding area? What are you personally, hoping to achieve?

11. Is it expected that the completed gamebird habitat will be hunted or shot over? If 'yes', how many hunters could the project safely accommodate at any one time? Yes  No

12. Timetable for the project:

13. Expected completion date:

14. Gamebird habitats require ongoing maintenance.  
*Please indicate your future maintenance/development programme and your design proposals for ease of future maintenance, for example, whether the design utilises a draw- down device or something similar.*

15. How do you plan to protect the habitat in the future governance agreement? *(See Board's Priority 1 Statement below on Page 6).* Protection options for grants greater than \$5,000 must include the Trust Board's own Game Bird Habitat Enhancement Agreement or similar agreements that satisfy the Board's interests, e.g. QEII Covenant.

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16. Budget (all figures to be GST inclusive):

(a) Total estimated cost: \$

(b) Amount applied for: \$

NB: Any Trust Board grant over \$5,000 requires a Habitat Agreement. Will you accept this requirement? Yes  No

(c)	Please list in order of priority, the expenses of the project to be met by the grant:*	Item:	Qty/Hourly Rate:	Hours:	Total Cost:

\* Please provide current written quotes for the proposed work

(d)	Please list other expenses of the project and indicate source of funding:	Item:	Cost:	Source of funding

(e) How much money or other resources (e.g. labour, materials) can you/your group contribute?\*

\* Please estimate the monetary value of labour etc.

(f) Have you approached other agencies for a grant/support?\* Yes  No

\*If yes, how much (if any) have they contributed to the project? Are there any other alternative sources of finance you could approach?

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## 17. DESIGN PLANS - Please Provide:

(a) All relevant plans and drawings e.g. design of dam wall and provision for emergency overflow (to go through existing hard ground). Hand drawings are able.

(b) Identification of Resource Consents required together with prospects of success.

(c) Confirmation of provision for, and probable site, for Trust Board sign-post to be erected.

18. (a) I certify that to the best of my knowledge the information in this application is complete and correct. Yes  No

(b) I agree to return a report to the New Zealand Game Bird Habitat Trust Board when requested to do so. Yes  No

(c) I understand that I will be required to divulge to the Trust Board, if requested, financial details and records relating to the project. Yes  No

(d) Should the project not go ahead I shall return any money or equipment received from or provided by the Trust Board. Yes  No

(e) I agree if required by the Trust Board to enter into such security documentation to protect and secure the project including (but not limited to) the Habitat Enhancement Agreement adopted by the Board, of which I have received a copy. Yes  No

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### REFEREE'S REPORT:

A report on your project by a referee independent of the agency making the application is required – where the applicant is a Fish and Game Council it is required that the referee is someone outside of that Council. It is suggested a referee be a field officer from your local Fish and Game region or another approved independent source like the Department of Conservation or your regional council. If you would like to ask someone other than a Fish and Game Officer to be your referee it needs to be a person who has sufficient knowledge of you or the applicant group, and the type of project being undertaken.

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The form referees need to complete is available as a separate document. The Trust Board relies on the referee's report to gain an understanding of the project in the absence of being able to carry out inspections itself.

Prior to its final consideration of applications, the Board may ask your referee or another independent referee for further information in terms of its criteria for considering applications.

The referee will also be asked to report to the Trust Board on progress with the project and sign off the authorisation for the Board to make any payments.

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## **Priorities for Grants**

NB: In its initial consideration of grant applications, the Trust Board will assess priorities as follows:

Game bird habitat with hunting opportunities on public land or private land with a high level of secured long term protection (for example, QEII Covenant, Conservation or Game Bird Habitat Enhancement Agreement to protect private land).

Game bird habitat only (without hunting opportunities) on public land or private land with secured protection (for example, QEII Covenant, Conservation or Game Bird Habitat Enhancement Agreement to protect private land).

Significant game bird habitat with, or without, hunting opportunities on private land which does not have secured protection.

Applications are to be returned as an electronic file by 30 June to:

NZ Game Bird Habitat Trust

[gbht@fishandgame.org.nz](mailto:gbht@fishandgame.org.nz)