



Applicant Guide for Medium and Large Grants

Waste Minimisation and
Innovation Fund

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Waste Minimisation and Innovation Fund Guidelines

The Waste Minimisation and Innovation Fund (WMIF) is a grant scheme established as one of the key initiatives of the Auckland Council's Waste Management and Minimisation Plan (WMMP).

The WMMP can be accessed on the Auckland Council website by searching for 'Waste Management and Minimisation Plan' or using the following address: <https://www.aucklandcouncil.govt.nz/plans-projects-policies-reports-bylaws/our-plans-strategies/topic-based-plans-strategies/environmental-plans-strategies/Pages/waste-management-minimisation-plan.aspx>

The broad aim of the fund is to support initiatives that will help achieve the vision, targets and strategic objectives of the WMMP. The fund has a specific focus on seed funding new initiatives – including developing business and community-based resource recovery centres and programmes.

The fund is open to community groups, businesses, mana whenua, mataawaka, educational institutions and other organisations operating in the Auckland region.

The fund has \$500,000 to distribute annually, with one funding round per year (\$50,000 for small grants and \$450,000 for medium and large grants). Leftover money from the previous grant round will roll over into the following year's pool of funding.

1. Vision and purpose

The Waste Minimisation and Innovation Fund supports the vision, targets and strategic objectives of the Waste Management and Minimisation Plan.

Vision of the Waste Management and Minimisation Plan 2024

Tāmaki Makaurau / Auckland aspires to be Zero Waste by 2040 by:

- working towards a circular economy
- using resources for their best and highest value for as long as possible
- taking care of people and the environment

Targets:

- **Total regional waste**
Reduce total council- and private-sector-influenced reported waste to landfill by 30 per cent by 2030 (from the baseline of 873kg to 611kg per capita per year)
- **Domestic waste**

- a. Reduce domestic kerbside rubbish from a 2022 baseline of 141kg to 120kg per capita by 2029 (a reduction of 15 per cent). Further reduce domestic kerbside rubbish from 120kg to 100kg per capita (a 17 per cent reduction) by 2030.
- b. After 2021, reduce domestic kerbside refuse by a further 20 per cent by 2028 (from 110kg to 88kg per capita per year)

- **Council waste**

- a. Reduce council's own in-house office waste by 50 per cent from 0.14kg per visit to 0.07kg by 2030 (from 2022 baseline data).
- b. Work across council to collate data for significant operational waste streams by 2025, establish baselines by 2026 and set targets for the following years to 2030.

Purpose of the Waste Minimisation and Innovation Fund

The WMIF has been established to disburse a portion of the funds allocated to Auckland Council from the national waste levy (currently set at \$60 per tonne for municipal waste). Half of the total revenue generated from the levy is allocated to territorial authorities on a population basis. This money must be spent on promoting or achieving waste minimisation as set out in local authorities' Waste Management and Minimisation Plans (WMMPs). The other half, less administration costs, is allocated to waste minimisation initiatives¹, through the Waste Minimisation Fund, which is run by the Ministry for the Environment.

Local authorities may use funds from their allocation to promote or achieve waste minimisation as set out in the WMMP in accordance with section 47 of the Waste Minimisation Act 2008².

The Auckland Council WMMP³ established the purpose of its Waste Minimisation and Innovation Fund to:

- promote or achieve waste management and minimisation
- reduce waste to landfill in accordance with the objectives of the WMMP
- foster new ideas and encourage community participation in reducing waste to landfill.

The WMIF is primarily intended to provide seed funding to encourage and enable creative reuse and recovery and generate economic opportunities.

2. Strategic Benefit & Project Outcome Areas

As outlined in the [Summary of Key Priorities of the WMMP](#), Auckland Council wants to target priority waste streams, reduce the damage caused to the environment and make better use of resources.

The WMIF aims to achieve its goals by providing support to new projects that work well with existing programmes or fill in any gaps or opportunities.

¹ MfE, Waste Minimisation Fund Guide for Applicants, website August 2024

² Waste Minimisation Act 2008, Section 47 (Grants)

³ Auckland Council Waste Management and Minimisation Plan, June 2012

Projects should consider how they respond to the key priorities of the WMMP and identify in their application at least three of the following strategic objectives as outlined in the WMMP.

- **Objective 1:** Organisations and individuals take responsibility for designing out and avoiding waste in the first place and keeping products and materials in use as long as possible.
- **Objective 2:** Organic waste is prevented or diverted from landfill and recovered for reuse.
- **Objective 3:** We have a well-supported, capable and accessible resource recovery network of deliver infrastructure across the region to support resource recovery, waste reduction and community and Māori outcomes
- **Objective 4:** We have robust data and information to target our efforts to minimise waste while protecting the environment, and safeguarding health and wellbeing.
- **Objective 5:** Our total waste volumes are reduced sufficiently so that the need for final disposal is minimised.
- **Objective 6:** Litter and illegal dumping is minimised, reflecting increased awareness of its impact on the land, waterways and the sea; including the impacts of plastic pollution.
- **Objective 7:** In times of disaster, all sectors work together to keep communities safe from contaminated waste while supporting needs for replacement goods and diverting waste where possible.
- **Objective 8:** Harmful waste is avoided, and residual waste is managed and treated to prevent harm to health and wellbeing and to the environment.

Priority waste streams

The fund will have focused priority waste streams that will be updated on the grant page every year prior to grant round opening. This will focus applications to align with priority waste streams identified by Ministry for the Environment under the national Waste Minimisation Fund.

3. Who can apply?

The fund is open to community groups, businesses, mana whenua, mataawaka, early childhood centres, schools, tertiary organisations and other community-based organisations operating in the Auckland region.

4. Eligibility Criteria

- Only waste minimisation projects are eligible for funding. Projects must promote or achieve waste minimisation. Waste minimisation covers the reduction of waste, and the reuse and recycling and the recovery of materials or energy for further use or processing.
- The scope of the fund includes educational projects that promote waste minimisation activity only, but not general environmental education programmes.
- The fund does not cover projects that focus on waste disposal or the treatment of wastes for disposal/cleanups.

- Projects must result in new waste minimisation activity, either by implementing new initiatives or a significant expansion in the scope or coverage of existing activities.
- Funding is not for the ongoing financial support of existing activities, nor is it for the running costs of the existing activities of organisations, individuals or firms.
- Projects may be for a discrete funding timeframe of one year, after which the project objectives should have been achieved and, where appropriate, the initiative has become self-funding.
- Funding can be used for operational or capital expenditure that is required to undertake a project.
- The applicant must be a legal entity or fall under an umbrella legal entity.
- The fund will cover up to 50% of the cost of the project. Applicants will need to demonstrate adequate sources of additional funding from their resources or other sources, or in-kind (e.g., volunteer hours, teacher and/or student time, and/or donated items).

5. What funding is available?

The scheme will have an annual \$500,000 funding pool, \$50,000 for small grants and \$450,000 for medium and large grants. If funds are not fully allocated in one-year, leftover funding will roll over into the following grant round pool of funding.

Sub-categories for funding allocation are:

Category	Grant Range	When to apply	Decisions	Projects must start on or after:
Small projects	From \$1,000 - \$5,000	1-31 October 2025	March 2026	01 April, 2026
Medium projects	From \$5,001 - \$25,000			
Large projects	Grants over \$25,000			

The maximum amount that can be funded is \$50,000 per project, but larger projects may be considered on merit at the discretion of the council.

All decisions made by Auckland Council relating to a funding application will be final. An applicant may, however, apply to a future funding round.

One-off project funding

- Grants will only be released after receipts have been provided to Council, unless by prior arrangement.
- Grants are intended to provide short-term start-up funding to organisations and groups for projects or initiatives for a specific purpose or outcome.
- The recipient is required to fulfil accountability obligations at regular intervals, or following completion of project or initiative, as appropriate.

6. What can you apply for?

The following list provides examples of acceptable activities:

- feasibility studies and business cases
- infrastructure design and development
- materials/equipment and plant
- skills development
- trials and pilot programmes
- education programmes
- workshops, neighbourhood meetings, neighbourhood mentoring and social learning
- monitoring and surveys
- research and development that is not aimed at supporting the attainment of a qualification
- project execution/implementation costs.

The WMIF will not fund:

- projects that are inconsistent with Auckland Council's Waste Minimisation and Management Plan 2024
- projects that do not involve waste generated from within the Auckland region
- projects where funding is requested for work that is already completed
- debt servicing
- activities which duplicate other demonstration projects or pilot studies.

Auckland Council cannot commit to ongoing financial support, and the award of a grant does not entitle the recipient to any future grant.

7. General funding requirements

Successful grant applications must:

- support the vision, targets and strategic objectives of the Council's WMMP 2024
- lead to measurable waste minimisation outcomes
- take place within and/or benefit the Auckland region.

Other considerations

- Grants will not be subject to GST. Costs must be listed exclusive of GST. If a group or organisation is not GST registered, the council will make the necessary adjustments to the funding application. Transport and freight costs should be included, if applicable.
- Generally, to receive funds, applicants are expected to be actively involved in the project and contribute to resourcing the project. This could include providing materials, in-kind labour or a financial contribution. It is important to include this contribution on the application form.
- Successful applicants must complete and sign the Terms and Conditions of the contract before the release of funds.
- Unless otherwise agreed, projects must have started within three months of approval of funding and progress must be completed within 12 months of receipt of funding.

8. Filling out the application form

Applications will only be accepted through the funding website, [Smartygrants](#) (access to the online application form will become available on the first day of the next funding round). Hard copy and PDF applications are no longer accepted.

Only complete applications will be accepted, so please make sure you answer all questions in the application form, meet all the conditions, and include all the necessary information, including providing any supporting documents that are required (such as consenting requirements, health and safety plans, composting standards, traffic management plans, standard operating procedures, etc). Failure to do so may result in funding not being allocated to you.

Support is offered to applicants through a series of workshops held either online or in-person, or a combination of both. These are scheduled before applications open. Workshop dates are posted on the WMIF webpage before the grant round begins.

Complete the checklist at the end of the application form to make sure you have included all of the necessary information and met all the conditions.

Application supporting information.

The application form for medium and large grants refers to additional supporting documents (these are only required for large grants, but may be requested for medium grants on a case-by-case basis).

The following table provides definitions for these.

Document	Guidance
Feasibility study	<p>The Council needs to ascertain if the idea will work and if it is feasible. A feasibility study is written before the business plan to identify how, where and to whom you intend to sell the related service or product. Feasibility studies:</p> <ul style="list-style-type: none">• assess competition.• calculate how much money an organisation needs to start the project and keep it running until it is established.• provide in-depth detail about the business to determine if and how it can succeed.• It should include an overview of the business and the market, and technical and financial details regarding the project.
Business plan	<p>A business plan provides:</p> <ul style="list-style-type: none">• skills and experience of your team including information about the directors/shareholders/trustees, and staffing levels.• age and history of the organisation• organisation's vision, mission and values

	<ul style="list-style-type: none"> • concise overview of your business idea • an outline of how your business is set up and why, what will it do, how will it operate, and the characteristics of your industry. • identification of risks and a management plan • marketing strategy and any research that you have done to evidence your ideas. • financial outlook (use budgets and forecasts to explain your assumptions and key points) • any other supporting background information about the project and the organisation.
Capability statement of the project	<p>The capability statement includes the following information:</p> <ul style="list-style-type: none"> • Curriculum Vitae (CVs) for key staff members, detailing skills and experience. • organisational structure. • any identified risks, and how they are being managed.

9. Grant uplifting and reporting requirements

- Funding must be uplifted within 12 months of approval. Any funds not uplifted within this time will be returned to the funding pool and reallocated.
- Successful applicants will be required to submit a final report on completion of the project or 12 months after the grant has been approved, whichever comes first.
- Depending on the project, the council may withhold funds (or a percentage of these) until the project report and proof of receipts have been received.
- Medium and large grants may be required to report on key milestones as part of their contract agreement.
- Greenhouse gas emission reporting standards must be reported in the accountability report on completion of the project. This applies only to projects that will have quantifiable waste diversion from landfill.
- Auckland Council has a policy of routinely auditing successful recipients of funding. This may include a visit from council staff during or on completion of the project.

10. Submitting your application

A link to the funding website Smartygrants can be found on the Auckland Council Waste Minimisation and Innovation Fund webpage during funding application period in October.

Please make sure you answer all questions within the application as failure to provide all the necessary information may result in funding not being allocated to you.

Written quotes – you are required to supply evidence of the costs you are applying for. This could include a quotation from a vendor detailing the goods and services required, or a copy of

an advertisement featuring the price of the product you are requesting funding for. Verbal quotes are not accepted.

Make sure you include all requested attachments (quotes, supporting information etc). You can scan these and upload them with your application. Clearly identify all additional material.

If you need any assistance, please contact the Waste Planning Advisor (Initiatives) on 09 301 0101 or email aucklandwastefund@aucklandcouncil.govt.nz

All funding correspondence is Private and Confidential.

Once you have submitted your application you will receive an acknowledgement email.

Your application will be assessed, and you will be advised in writing of the result after the decision is approved by the Governing Body.

Application dates

The fund for small, medium and large grants opens at midnight the morning of the 1st of October and closes at midnight the night of 31st October 2025.

What happens once you have submitted your application form?

- Auckland Council will acknowledge receipt of all applications.
- The application will be assessed and scored against the 'application assessment criteria' detailed below.
- The council will allocate the funding to successful applicants.
- You will be advised in writing of the result. We aim to do this in March 2026.
- If you are successful, you will need to accept a contract outlining terms and conditions before any funding is released. Your application form will form part of the contract.
- Grants are made as a reimbursement once you have paid for the goods and services, and you have sent in copies of the full receipts (unless prior arrangements have been made with the council).
- Once you have completed your project, you will need to provide a brief report on a completion report form that will be attached to your online application on Smartygrants. Please note that you may be requested to provide more than one report to the council.

11. Application assessment criteria

The criteria for the fund will be focused on the seeding of new initiatives including developing business and community-based resource recovery centres and programmes.

The following criteria will be used to assess applications:

Strategic alignment

- Proposals must align with the strategic objectives and guiding principles of the WMMP 2024 (refer to page 26 and 50).

- Proposals must align with Te Tāruke-ā-Tāwhiri: Auckland's Climate Plan.

Māori Outcomes

- Proposals should support Mana Whenua to play an active part in the management of Auckland's natural environment by minimising waste, providing for the practical expression of kaitiakitanga.
- Proposals should show understanding and embedding of Māori knowledge, beliefs, culture and practices into thinking, project design and delivery.
- Proposals should explore partnership with Mana Whenua. (A list of mana whenua in your area can be found [here.](#))

Waste minimisation

- Proposals must reduce waste to landfill and/or target priority waste streams.

Community participation and / or community benefit

- Proposals should encourage community participation (number and depth of engagement).
- Proposals should result in tangible community benefit (in some cases this may include private sector benefit).

Value for investment

- Proposals building on existing initiatives should add value and bring a fresh approach.
- Where possible proposals should address gaps in Auckland Council waste services and create new opportunities that would not otherwise emerge.
- Where possible proposals should be developed in consultation with other parties carrying out waste-related activities.
- Proposals should represent a good return on investment.
- The degree of funding for any proposal will take into account the level of risk.
- The proposal should not undermine existing initiatives or other funded proposals.

Quality of proposal

- The proposal has clear objectives.
- The organisation making the proposal can demonstrate capacity to deliver, ideally evidenced by experience in projects of a similar nature.
- The objectives of the proposal are measurable.
- The proposal will be technically and financially feasible and does not represent an unacceptable level of risk to the council.

More information

More information can be found on the Auckland Council website, or by contacting the Waste Planning Advisor (Initiatives) at aucklandwastefund@aucklandcouncil.govt.nz or 09 301 0101.

