



## Applicant Guide for Small 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 help achieve the vision, targets and strategic objectives of the WMMP. The fund has a specific focus on seed funding for new initiatives, including the development of 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.

A total of \$500,000 is available annually, with one funding round per year (\$50,000 allocated for small grants and \$450,000 for medium and large grants). Any unallocated funds from the previous round will roll over into the following year's funding pool.

### 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)

## 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 initiatives<sup>1</sup>, 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 2008<sup>2</sup>.

The Auckland Council WMMP<sup>3</sup> 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.

Projects should consider how they respond to the key priorities of the WMMP and identify 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.

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<sup>1</sup> MfE, Waste Minimisation Fund Guide for Applicants, website August 2024

<sup>2</sup> Waste Minimisation Act 2008, Section 47 (Grants)

<sup>3</sup> Auckland Council Waste Management and Minimisation Plan, June 2012

- **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

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			

a project.

- The applicant must be a legal entity or fall under an umbrella legal entity.
- The applicant is required to provide an overview of their contributions to the project. These may include one or more of the following: knowledge, cash contributions, or in-kind support (e.g. volunteer hours - including teacher/student time – 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:

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 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.

## 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 the 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.
- Grant funding is provided in two instalments. The first 50% is paid upfront into the nominated bank account listed in the application. The remaining funds will be released once a reimbursement form has been submitted for purchases made using the first instalment. A final reimbursement form must be submitted upon project completion.
- Successful applicants are not required to provide evidence for purchases with a value of \$200 or less. Applicants are required to list all item/s in the reimbursement form on Smartygrants.

## **6. 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.

## **7. 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.
- 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.

## **8. Submitting your application**

A link to the funding website Smartygrants can be found on the Auckland Council Waste Minimisation and Innovation Fund webpage during the 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 – Applicants for small grants are not required to provide evidence of the costs they are applying for. However, supplying documentation is viewed favourably for items valued over \$500. Acceptable forms of evidence include a written quote from a vendor detailing the

goods or services, or a copy of an advertisement showing the price of the item. Please note that verbal quotes are not accepted.

Make sure you include all requested attachments (company register numbers, 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](mailto: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 closing dates**

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

## **9. 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 will form part of the contract.
- Auckland Council will acknowledge receipt of the signed funding agreement from successful applicants and return a copy of the countersigned agreement.

## **10. 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](mailto:aucklandwastefund@aucklandcouncil.govt.nz) or 09 301 0101.

