



Waste Minimisation Grant

Guidance for applicants

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1. Introduction

Our new Waste Minimisation Grant supports the development of innovative solutions to reduce waste in Upper Hutt. The grant uses funding from the waste disposal levy to provide financial assistance to local waste minimisation initiatives that contribute to the goals and actions outlined in our current Waste Management and Minimisation Plan (WMMP).

If, after reading this guide, you have further questions about your project, contact sustainability@uhcc.govt.nz.

2. What the grant can fund

The Waste Minimisation Fund may support:

- Feasibility studies and case studies
- Infrastructure design and development
- Materials and equipment
- Skills development and training to support zero waste activities
- Trials and pilot programmes
- Education and behaviour change activities directly related to waste minimisation
- Research, monitoring, and surveys
- Project delivery and implementation costs, including operational and capital costs
- Staff time directly related to delivering the project

Event waste minimisation initiatives

Funding for event waste minimisation initiatives is available as a one-off. Further funding for regular or annual events is at the discretion of the Grant Panel and must support a new or expanded initiative and/or demonstrate progress toward becoming self-sustaining.

3. What the grant cannot fund

The Waste Minimisation Grant will not support:

- Business-as-usual operations or ongoing operational costs
- Retrospective costs for projects or events completed before funding approval
- Projects focused primarily on waste disposal or treatment, such as clean-ups or landfill activities
- Activities that duplicate existing demonstration projects or pilot studies

Before applying, applicants are encouraged to discuss their project with us. This allows staff to provide guidance on how well the proposal aligns with the fund's purpose and criteria.

4. Eligibility

Applicants must meet all the criteria below to be eligible for funding:

- Operate within, or deliver waste minimisation outcomes to, Upper Hutt
- Have no outstanding debt to Upper Hutt City Council
- Provide evidence of stable financial management
- Demonstrate capability and capacity to deliver the proposed project
- Deliver the activity within 12 months of funding approval and, where appropriate, demonstrate a pathway to becoming self-funded
- Submit an accountability report if they have received funding from previous rounds of the Waste Minimisation Fund

5. Funding Priorities

Applications will be assessed with preference given to projects higher in the waste hierarchy, in the following order:

1. Waste avoidance and reduction

- Prevention of waste generation at the source, such as redesigning systems, services, or products.

2. Reuse, repair, and repurposing

- Projects that keep materials in use for longer, such as repair cafés, tool libraries, reuse hubs, or initiatives that repurpose used materials.

3. Resource recovery

- Infrastructure or support for composting, recycling, and material recovery.

4. Education and behaviour change

- Education programmes, events, feasibility studies, and waste audits that support waste minimisation outcomes.

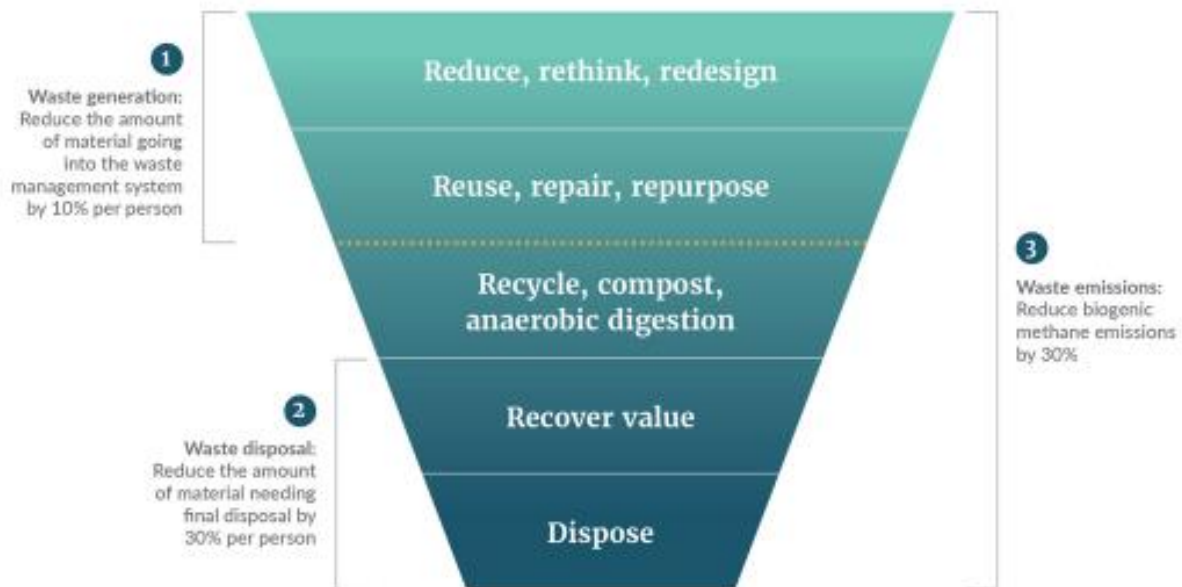


Figure 1. Waste Hierarchy – Ministry for the Environment (2023)

6. Funding available

Funding pool	Amount available	Total pool available per financial year	Allocation rounds	Who can apply?
Type A - Waste Minimisation Grant – Small funds	\$7,000 and under	Combined pool of \$100,000	Assessed every three months	Individuals, community groups, businesses, and organisations in Upper Hutt.
Type B - Waste Minimisation Grant – Large funds	Over \$7,000		Assessed every six months	Any legal entity (or organisation operating under one) in Upper Hutt

Funding applications should include GST.

7. Assessment criteria

Applications of \$7,000 and under

Applications with a value of \$7,000 and under will be assessed on:

- Alignment with funding priorities
- Alignment with the WMMP and Upper Hutt’s Local Action Plan, particularly priority waste streams such as organics or construction and demolition waste
- How well-developed and technically feasible the idea is, including:
 - Planning, timeline, and budget quality
 - Relevant skills, experience, and ability to deliver the project
- Level of waste prevention or educational opportunity for the community
- Co-benefits, such as:
 - Emissions reduction
 - Climate adaptation
 - Education outcomes
 - Community outcomes
 - Kaitiakitanga

Applications over \$7,000

Applications with a value greater than \$7,000 will be assessed on:

- Alignment with funding priorities
- Alignment with the WMMP and Upper Hutt's Local Action Plan, particularly priority waste streams such as organics or construction and demolition waste
- How well-developed and technically feasible the proposal is, including:
 - Planning, timeline, monitoring, and reporting quality
 - Relevant skills, experience, and ability to deliver the project
 - Strength and reliability of the project budget and financial information
 - Level of stakeholder engagement and support
- Amount of waste diverted or prevented because of the project
- Potential for ongoing waste minimisation education and/or diversion from landfill
- Connection to kaitiakitanga, mana whenua, or hapori Māori aspirations
- Co-funding or in-kind contributions from the applicant, particularly for commercial applicants
- Co-benefits such as emissions reduction, climate adaptation, education, and community outcomes

8. Application process

Step-by-step process

1. Submit application

The applicant completes the online application form through the advertised platform.

2. Application received

We receive and assess the applications against the assessment criteria detailed below.

3. We will contact you

You may be contacted by the panel and asked to answer any questions specific to your application.

9. Successful applicant reporting

All successful applicants must:

- Enter into a funding agreement with UHCC
- Use funding solely for the approved purpose
- Acknowledge UHCC funding in public communications
- Submit reports by the date specified in the funding agreement

Reports must include:

- Activities delivered
- Waste minimisation outcomes achieved
- Learnings and next steps

UHCC may publish summaries of funded projects and outcomes for transparency purposes.

10. Additional project requirements

Projects must:

- Be consistent with the current Joint Waste Management and Minimisation Plan (WMMP)
- Either divert or reduce a waste stream currently being disposed of at landfill, or deliver education and research that contributes to this outcome

- Be a new initiative or expand on an existing initiative

Funding will not be awarded for existing waste minimisation activities.

We may request further information to support an application, including references or letters of support from stakeholders.

Large applications are strongly encouraged to provide a project or business plan.

Applicants are expected to be actively involved in the project and contribute resources where possible. This may include:

- Materials
- In-kind labour
- Financial contributions

Applicants should clearly outline these contributions in the application form.

11. Accountability

We must be able to accurately assess the return on investment from the Waste Minimisation Fund and ensure that allocated funding is used appropriately.

As a minimum, organisations will be required to report against the application submitted and demonstrate progress against targets.

Funding payments will only be made once:

- A signed funding agreement is in place; and
- An appropriate invoice has been received for the agreed amount.

Applicants will also be required to provide full financial details, including:

- A project budget
- Details of expenditure
- Evidence of how the grant funding was spent

Capital Purchases

Where a project involves the purchase of capital assets, we reserve the right to retain ownership of those assets if the funding agreement is breached.

This includes situations where:

- Required reporting is not provided
- Funding is misused or misappropriated

In cases of breached agreements, we also reserve the right to seek repayment of funding provided.