



*Environment. Community. Otago.  
Te Ao Turoa. Hapori. Ōtākou.*

## Example application form – March 2024 round

**[This document displays the questions contained in the March 2024 ECO Fund online application form and provides a fictional example of an application. Note that there may be some minor differences between the questions shown here and the latest online application form. All applications must be completed online].**

Please check [the ECO Fund website](#) to understand the funding available and the terms and conditions of the grant being considered. You can then use this form as a basis for developing your application.

If you do use this template, you will need to copy and paste your answers into the online application form when available. The online form must be used to apply to this round.

Please feel free to contact us at [ecofund@orc.govt.nz](mailto:ecofund@orc.govt.nz) if you would like any advice on your project prior to submitting your application.

### Privacy disclaimer

Information provided as part of your application is subject to the Otago Regional Council Privacy Policy. The policy has been adopted for the control of our collection, use and disclosure of your personal information (as defined in the Privacy Act 2020). The Policy has been prepared in accordance with our obligations and your rights set out in the Privacy Act. You can access the Privacy Policy [here](#).

\* Denotes a mandatory field.

## GETTING STARTED

**Is your project eligible?** Please check the [ECO Fund website](#) to understand the funding available and the terms and conditions of the grant being considered. Please confirm below before proceeding.

**I confirm that:**

- I have read [the terms and conditions](#) of the grant being considered \*
- The project occurs within and provides benefits to the Otago region \*
- The project engages or involves the community  
**Note:** This requirement does not apply to grants to enhance biodiversity on protected private land.
- The project has a defined start and finish date \*
- This is the only application from this organisation/group for this funding round \*
- This application is not for a project from a government organisation (does not include schools or tertiary institutions) \*
- This application is not from on or behalf of a private individual/landholder, unless it is for biodiversity enhancement on protected private land \*
- Funding is not sought for any of the following: commercial or private gain, to assist with regulatory consenting or compliance, seed capital, maintenance of existing projects, or retrospective costs \*
- Project reporting for all previous ECO Fund grants to this organisation has been submitted and accepted by ORC \*

**How did you hear about ECO fund? \***

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Word of mouth | <input type="checkbox"/> Social media                     |
| <input type="checkbox"/> Print advertising        | <input type="checkbox"/> Through ORC staff                |
| <input type="checkbox"/> Online search            | <input type="checkbox"/> Other, please describe:<br>_____ |

**Have you spoken to any ORC staff about your project? If yes, who did you speak to? \***

- |   |                             |
|---|-----------------------------|
| <input checked="" type="checkbox"/> Yes, I spoke to:<br>Catchment advisor for Central Otago | <input type="checkbox"/> No |
|---|-----------------------------|

**Have you received funding from ECO Fund before? \***

- |                              |  |
|------------------------------|--|
| <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|------------------------------|--|

**If yes, please explain how this project adds to previous outcomes (if applicable).**

N/A

- Please ensure you understand the ECO Fund Terms and Conditions (<https://www.orc.govt.nz/our-council-our-region/eco-fund/funding-terms-and-conditions>).
- Check the ECO Fund assessment criteria (<https://www.orc.govt.nz/our-council-our-region/eco-fund/project-assessment-criteria>) and example application form (<https://www.orc.govt.nz/our-council-our-region/eco-fund/eco-fund-application-example>) to assist with your application.
- Your application should provide detail specific only to the project you are seeking funding for, rather than detailing broader group objectives or previous work.
- It is a good idea to have supporting documents and quotes ready before filling out this application.

## APPLICANT DETAILS

Name of organisation/group \*

Totara Creek Restoration Trust

**Which organisation type best describes your group? If other, please describe \***

- |   |   |
|---|---|
| <input type="checkbox"/> Registered charity               | <input type="checkbox"/> Incorporated society     |
| <input type="checkbox"/> Community group – unincorporated | <input type="checkbox"/> NGO                      |
| <input type="checkbox"/> Landowner group                  | <input type="checkbox"/> Education – Tertiary     |
| <input type="checkbox"/> Iwi/hapu                         | <input type="checkbox"/> Education – School       |
| <input type="checkbox"/> Private trust                    | <input type="checkbox"/> Other – Please describe: |
| <input checked="" type="checkbox"/> Community trust       | _____   |

Registered charity number (if applicable)

n/a

New Zealand Business Number (if applicable)

n/a

### Contact Information \*

First name \*

Ralph

Last name \*

Smith

Role of contact person \*

Treasurer

Phone number \*

0800 474 082

Email address \*

[ecofund@orc.govt.nz](mailto:ecofund@orc.govt.nz)

### Mailing Address \*

Mailing address details below provided for \*

Organisation

Contact person

Number & street name / PO Box \*

144 Rattray Street

Suburb \*

City \*

Dunedin

Region \*

Otago

Postcode \*

9016

## PROJECT SUMMARY AND FUNDING SOUGHT

### Project summary

Project name \*

Totara Creek Restoration

Project start date \*

1 August 2024

Note: ORC funding does not cover retrospective projects and funds will only become available from June 2024.

Project finish date \*

31 March 2025

Please provide a **brief 1-2 sentence description of your project objective, i.e., what are you aiming to achieve and what the funding is requested for?** (e.g. wages, purchases of material, services, plants, fencing, etc) \*

Our group aims to restore native forest and shrubland along a 1km stretch of Totara Creek, part of which is vulnerable to nutrient runoff. Funding is requested to cover:

- 50% of the salary costs of the nursery manager to establish a community nursery,
- equipment for site preparation and weed control,
- plants and planting materials.

### Funding sought

- For this section, check the funding categories, including the maximum amount you can apply for on <https://www.orc.govt.nz/our-council-our-region/eco-fund/funding-categories>.
- Applications will be considered under General ECO Fund once specific funding categories are fully allocated (if eligible).
- If you are successful with your application but are not GST registered, you will not be able to invoice us for the GST amount. However, we will include the GST cost in your grant.
- If you are successful with your application and are GST registered, you can include the GST cost in your invoice, but you should not include GST in this application.
- Funding of salary costs is capped to 50% of these costs. If applying to fund salary costs, provide evidence on how the other 50% of salary will be funded. The applicant 50% contribution to salary could be from: other grants, existing group funds, existing staff capacity or volunteer contributions allocated to the same project position.
- We fund both one-off projects and those running over multiple years for up to 3 years. Please refer to the ECO Fund terms and conditions (<https://www.orc.govt.nz/our-council-our-region/eco-fund/funding-terms-and-conditions>) for more detail.

### Funding category applied for: \*

- General ECO Fund
- Sustained rabbit management
- Native planting for water quality
- Native planting after plant pest removal
- Biodiversity enhancement on protected private land
- Large-scale biodiversity outcomes (must be between \$50,000 and \$150,000 and completed by June 2025)

**Total funding requested from ECO Fund (exclusive of GST) \***

\$ 19,500.00

**Is your group registered for GST?** Yes, my GST number is: \_\_\_\_\_  No**Is the funding sought to be expended in 1, 2 or 3 years? \*** 1 year  2 years  3 years**PROJECT DETAILS – OBJECTIVES AND BEST PRACTICE**

Have you checked whether your project requires a resource consent? If a resource consent is required, this could delay the implementation of your project and impact on your budget. [Learn more here.](#)

**Outline what you plan to do, including:****The objective(s) of the project \***

This project will improve water quality by planting a 1km length of Totara Creek with native vegetation. The project will be led by Totara Creek Restoration Trust and involve other community groups and the local school.

The project will contribute to our 30-year vision to return a stretch of the Totara Creek to self-sustaining native forest and shrub.

**The specific works and activities that you will undertake to achieve the objective(s) \***

To meet our project objectives, we will:

- Establish and a community nursery and grow native plants.
- prepare the site prior to planting, that is remove weeds and pest plants
- plant 1000 native species in the designated area
- fence the site to protect plantings from rabbits
- monitor water quality over 5 years to determine if planting is effective
- involve and upskill high school students in the project and ongoing monitoring and maintenance.

**The methods you will use to deliver these works and activities – highlight how these are considered ‘best practice’ for the activity where applicable \***

The methods we will use include:

- Pulling, cutting and painting, spraying weeds and pest plants in line with H&S site plan

- Planting and management site specific plan developed and implemented following advice from Catchment advisor and Ecological Consultant. [A copy of the Plan is provided with this application]. Native species appropriate for the site will be used and derived from the Otago Native Planting Tool.
- Site maintenance: pest plant control using approved water safe herbicide and manual control in high-risk areas.
- Monitoring site: plant survival rate
- Water quality: sampling techniques as per laboratory sampling SOP.

**Who (if anyone) has provided technical or best practice advice for your project? What is their role/qualification? What aspect of your project did they advise on? \***

Community Nursery Trust - guidance for setting up community nurseries.

Ecological Consultant - advice and drafting of the Planting and Maintenance Plan for this overall project.

Catchment Advisor – planting species list using ORC riparian planting guides and Native Planting Tool., and stream health assessment guidance.

Local catchment group - assist with planting planning and design.

Weedbusters website, ORC's Pest Hub and local knowledge - weed control and planting maintenance.

Contact us at [ecofund@orc.govt.nz](mailto:ecofund@orc.govt.nz) if you would like some advice on your project prior to submitting your application.

## PROJECT LOCATION AND PERMISSIONS

**Please provide the project site address or describe/list the locations where the project will be carried out \***

Please attach any maps, or project site plans as supporting documents.

The area for the project runs through the Council Kokonga Reserve, at 1129 Smooth Ridge Road, Kokonga.

**Is your project related to a single site or multiple sites?**

Single site

Multiple sites

**Site area**

**What is the area of your project site in hectares?**

1 ha; 1km x 10 m strip

## Permissions

### Is the project on public or private/leasehold land? \*

Public land

Private/leasehold land

### Which protection status (if any) applies to your project site?

#### Parks

- National park
- Conservation park

#### Wildlife and habitat protections

- Sanctuary
- Wildlife refuge
- Wildlife management reserve

#### Reserves and specially protected areas

- Nature reserve
- Scientific reserve
- Ecological area
- Historic reserve
- Scenic reserve
- Government purpose reserve
- Recreation reserve
- Local purpose reserve

#### Local planning protection

- a regionally significant wetland
- a significant natural area as identified in the local District Plan

#### Private protection status

- QEII open space covenant with the Queen Elizabeth II National Trust
- Kawenata covenant (which is also available through QEII for Māori landowners)
- Ngā Whenua Rāhui Kawenata, which is between the Minister of Conservation and Māori landowners
- Conservation covenant with the Department of Conservation, Council, or other authorised body

### Do you have a management agreement with the landowner? \*

*For public land, this could be an agreement with DOC, LINZ, ORC, or your local council.*

Yes

No

**If yes, please include the management agreement as a supporting document.**

**Do you have written permission from the landowner(s) or lessee(s)?**

Yes  No

**If yes, please include the written permission as a supporting document.**

If you don't have a management agreement or a written permission from the landowner and your application is successful, your funding agreement will require you to obtain one.

## SITE VALUES

**Which option best describes the environment you are mainly working within? \***

*If your project is education or awareness raising, pick which environment best align with your theme.*

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Terrestrial (land based) | <input type="checkbox"/> Estuarine |
| <input checked="" type="checkbox"/> Riparian      | <input type="checkbox"/> Coastal   |
| <input type="checkbox"/> Wetland                  | <input type="checkbox"/> Marine    |
| <input type="checkbox"/> Freshwater               |                                    |

### Ecosystem type and characteristics

Please list all ecosystems that apply to your project.

<b>Name of the ecosystem(s) your project intends to support.</b>	<b>Is this a <u>naturally uncommon ecosystem</u>?</b>	<b>Is it an <u>unnaturally rare ecosystem</u>?</b>
<p>You can find out more about likely ecosystems in your area on <a href="https://maps.orc.govt.nz/OtagoViewer232/?map=7d0ef0d7ba724378a0ba22ecd88f3180">https://maps.orc.govt.nz/OtagoViewer232/?map=7d0ef0d7ba724378a0ba22ecd88f3180</a></p>	<p>You can find out more about these ecosystems on <a href="https://www.landcareresearch.co.nz/publications/naturally-uncommon-ecosystems/">https://www.landcareresearch.co.nz/publications/naturally-uncommon-ecosystems/</a></p>	<p>You can find out more on <a href="https://eco-index.nz/ecosystem-restoration-map">https://eco-index.nz/ecosystem-restoration-map</a>, any ecosystem that is below 15% of its previous extent is considered to be once common and now rare.</p>
<p>Kanuak, Oleria scrub / tree land</p>	<p>Yes, braided river</p>	<p>No</p>

**Do you have any additional comments you wish to share about the ecosystem(s)?**

This ecosystem has been cleared but was previously likely to contain species such as Carex and Schoenus pauciflorus sedgeland.



### Threatened species and status

Please list any threatened species (and their status) that your project is aiming to support.

Species	Scientific Name	Threatened status	Is this species endemic to Otago (Y/N)
You can find out more about threatened species on <a href="https://nztcs.org.nz/">https://nztcs.org.nz/</a>		i.e. nationally critical, nationally endangered, nationally vulnerable or nationally increasing.  You can find out more about a species' threatened status on <a href="https://nztcs.org.nz/">https://nztcs.org.nz/</a>	
Square-head galaxiids	<i>Galaxias squarus</i>	Nationally endangered	Yes
Skinny-leaved coprosma	<i>Coprosma florea</i>	Nationally vulnerable	No
Silver tree daisy	<i>Brachyscome discolor</i>	Nationally increasing	Yes
Scrambling broom	<i>Carmichaelia robusta</i>	Nationally critical	No
Shrub wren	<i>Xenicus foresta</i>	Nationally vulnerable	No

### COMMUNITY INVOLVEMENT

#### How will this project involve or engage the community? \*

The Totara Creek Restoration Trust is made up of local members of the community including several nearby landowners. Our volunteer base includes connections in local schools, churches, and businesses.

The local high school has committed to the project being part of Year 12 & 13 environmental studies including work experience in water quality testing. The agreement with the school is for six sessions, involving a total of 60 students (i.e. 10 students per session).

The Trust plans to hold a field day with locals and interested parties to show the work and provide a pathway for others to get involved or duplicate what we are doing elsewhere in the catchment.

#### What community groups are involved in the project? \*

Totara Creek Restoration Trust, 15 members. We are the group who are dedicated to this project.

The Totara Neighbours Committee have offered volunteer hours on the Planting Day.

The Totara High School (Year 12 and 13 students) will assist with nursery work, planting, maintenance (pulling out weeds and pest plants) and water quality testing.

The Totara Business Association is providing financial assistance to the project.

**How many community members are involved in the project? \***

45

**How many volunteer hours are you expecting from community members in this project? \***

1,008

## PROJECT OUTPUTS

If successful with your application, you will be requested to report on your actual project outputs in your final report.

**Choose which activities your project involves \***

- Native revegetation
  - Planting
  - Natural regeneration
- Pest Management
  - Pest plant management
  - Pest animal management
- Native fauna / habitat enhancement
  - Terrestrial habitat provision,
  - Improved fish passage,
  - Wetland hydrology reinstatement, or
  - Translocation
- Erosion control
- Environmental engagement
- Other

**Provide information for the relevant outputs you anticipate achieving through your project \***

**NATIVE REVEGETATION**

**PLANTING**

Area (ha) \*

1.00

Length for riparian projects  
(metres)

1000

**Please include your planting plan and/or planting species list as supporting document(s).**

## NATURAL REGENERATION

Area (ha) \*

If your project produces outputs for both planting and natural regeneration, is the area for natural regeneration the same area specified in the planting section above?

Length for riparian projects (metres)

Length of fencing (metres)

<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Please include your planting plan and/or planting species list as supporting document(s).**

### PEST MANAGEMENT

### PEST PLANT MANAGEMENT

Target species \*

Area managed (ha) \*

Broom, gorse, old man's beard

1.00

## PEST ANIMAL MANAGEMENT

Target species \*

Area managed (ha) \*

Number of devices \*

Number of management plans \*  
(rabbits fund only)


## NATIVE FAUNA / HABITAT ENHANCEMENT

### TERRESTRIAL HABITAT PROVISION

This does not include habitat provided through native vegetation planting or regeneration.

Target species \*

Type of device(s),  
e.g. nesting boxes \*

Number of devices \*


### IMPROVED FISH PASSAGE

Number of barriers added \*

Number of barriers removed \*

Number of passages added \*


### WETLAND HYDROLOGY REINSTATEMENT

Area (ha) \*

--

### TRANSLOCATION

Target species \*

Number of individuals \*


### EROSION CONTROL

Area (ha) \*

Type, e.g., steep slopes, riparian,  
sand dunes, tracks \*


### ENVIRONMENTAL ENGAGEMENT

#### TRAINING

Number of events \*

Number of participants \*


### EDUCATION AND AWARENESS

Number of events \*

Number of participants \*

6
60

### PARTICIPATION AND ACCESS TO NATURE

Number of events \*

Number of participants \*

1
30 (estimate)

**OTHER**

Please describe and estimate any other measurable project outputs.

Community nursery: physical and volunteer infrastructure.

## MONITORING AND REPORTING

- Monitoring provides critical feedback for managing your project, understanding whether your actions are making a positive change to your site, and if your project objectives are being achieved. Some methods may require you to adopt a baseline.
- You can find out more about monitoring methods online. [The Farming with Native Biodiversity](#) and [Department of Conservation](#) websites are, for example, two websites that may help you decide on and implement the best monitoring methods to adopt for your project.
- **If successful, you will be required to report on the monitoring options you have selected for your project.**

How will you monitor your project results or outcomes? \*

- Photo-points
- Planting survival rate
- Bird counts
- Sampling: water quality testing, eDNA
- Residual Trap Catch (RTC)
- [Modified McLean Scale](#) (rabbits)
- Tracking tunnel
- Ecological survey monitoring
- Other – please outline: **Water testing**

Please provide more details on the monitoring you will undertake, e.g. who, how, when.

Photo-points:

- By a designated volunteer.
- Locations as per advice from ecological consultant
- Twice a year
- GPS location to be recorded for accurate records

Planting survival rate:

- By the Trust maintenance team, after carrying out planting maintenance weed control
- Plant protectors allow for an easy count of the survival rate.
- 6 times a year, increased maintenance frequency in summertime.

Water testing:

- By a designated volunteer who has followed a water sampling course. They will supervise Totara High School students (Year 12 and 13).
- Sampling downstream of the project site, at a dedicated sampling point (GPS location sampling point to be recorded)
- Standardised accepted sampling techniques, SHMAK kit and use of accredited laboratory
- Tests prior to the start of the project and once every other month (for five consecutive months).

## PROJECT IMPACT AND MAINTENANCE

**What scale will your project have a beneficial impact at? e.g., regional, landscape, property scale.**

Property scale to landscape as the waterway moves across the landscape

**Tell us how long the project benefits will last (e.g. long, medium or short-term) and how they will be maintained into the future \***

This project benefits are expected to last 5 years.

The Trust has a 30-year vision to return a stretch of the Totara Creek to self-sustaining native forest and shrubland and this project is giving effect to the vision.

The site is fenced from stock. Audit of the fences is carried out quarterly.

Plant protectors will be used against hare/rabbit browse and for easy weed control maintenance.

The Trust will follow the Planting and Maintenance Plan developed by the Ecological Consultant.

## PROJECT BUDGET

### Funding amount *(please provide details in cost breakdown template)*

Funds requested *	\$ 19,500.00
Your contribution – cash *	\$ 10,000.00
Your contribution – in kind *	\$ 26,468.00
Funding/donations received or applied from other sources *	\$ 4,800.00
Total project costs *	\$ 60,768.00

- All financial information provided in an application must be exclusive of GST.
- In-kind contributions could be volunteer labour (costed at the living wage) or donated goods and materials. It does not include funding received from other sources.
- Total project costs need to add up to the four above-mentioned costs.
- If your application is successful, your organisation will be required to have its own bank account to receive an ECO Fund grant. Your organisation will also need to acknowledge the funding you've received from the ORC.

### Please show us how you worked out in-kind contributions \*

Volunteer hours (1018 hours x \$26/hr). Breakdown as following:

- Weed control – 256 volunteer hours (4 members x 2 hours per member per week - over 8 months)
- Planting site preparation – 80 volunteer hours (20 members, 4 hours each)
- Field Day in conjunction with Planting Day – 90 volunteer hours (involving trust members, Totara neighbours Committee and local residents, 3 hours event for 30 volunteers)
- Build community nursery – 100 volunteer hours (5 volunteers, 20 hours each)
- Operate community nursery – 350 volunteer hours (50 hours per month, over 7 months, includes trust members)
- Conduct SCHMAK water testing and regular water testing – 60 volunteer hours (6 sessions, designated volunteer and 60 school students)
- Planting survival rate monitoring – 80 volunteer hours (trust members, increased maintenance frequency in summer time)
- Monitoring photo points – 2 hrs - twice a year, one hour per session (designated Trust member)

### Please list any major sources of funding (greater than \$10,000) your group has received in the last 3 years and the amounts granted. \*

N/A

## Cost breakdown template

Please enter the costs and approximate year for expenditure for each item in your project (e.g., plants, labour, administration, etc). Expand table as needed. Alternatively, you can upload a detailed budget.

Year	Cost item or activity <i>e.g., labour, plants, materials, administration support</i>	Funding source <i>e.g., in-kind, cash, ORC funding, other funders</i>	Cost \$ <i>GST exclusive</i>
Year 1	Nursery manager wages – period September 2024 to March 2025	Cash - already donated through fund raising	\$10,000.00
Year 1	Nursery manager wages – period September 2024 to March 2025	ECO Fund	\$10,000.00
Year 1	Equipment for site preparation and weed control: line trimmers, handsaws, herbicide – see quote	ECO Fund	\$2,500.00
Year 1	1000 plants, as per attached quote	ECO Fund	\$3,750.00
Year 1	Planting materials: protectors, fertiliser tablets, weed mats, etc. – see quote	ECO Fund	\$3,250.00
Year 1	Weed control 256 volunteer hours x \$26/hr (living wage)	In-kind	\$6,656.00
Year 1	Planting site preparation 80 volunteer hours x \$26/hr (living wage)	In-kind	\$2,080.00
Year 1	Field Day / Planting 1000 plants 90 volunteer hours x \$26/hr (living wage)	In-kind	\$2,340.00
Year 1	Build community nursery 100 volunteer hours x \$26/hr (living wage)	In-kind	\$2,600.00
Year 1	Operate community nursery 350 volunteer hours x \$26/hr (living wage)	In-kind	\$9,100.00
Year 1	Conduct SCHMAK water testing 60 volunteer hours x \$26/hr (living wage)	In-kind	\$1,560.00
Year 1	Lab water testing 12 tests at \$400, GST excl. – see quote	Totara business association contribution	\$4,800.00
Year 1	Planting maintenance weed control 80 volunteer hours x \$26/hr (living wage)	In-kind	\$2,080.00
Year 1	Monitoring photo points 2 volunteer hours x \$26hr (living wage)	In-kind	\$52.00
<b>Total:</b>			<b>\$60,768.00</b>



## DECLARATION

I have:

- Checked and confirmed that my project is eligible for funding through ECO Fund. \*
- Answered all the questions. \*
- Supplied supporting information. \*
- Provided an email address that is checked regularly. \*
- Read and agree to the ECO Fund Terms and Conditions and confirm that all information of this form is true and correct. \*

Signature:

Electronic signature

Date:

9/02/2024