

Habitat Grant Application Form



Revised February 2025

Please note this application form should be prepared with input and assistance from the project referee and signed off by both the applicant and the referee.

Once completed this form and any other files accompanying it should be emailed to gbht@fishandgame.org.nz or posted to PO Box 25055, WELLINGTON 6146 so as to arrive no later than 30 June when the funding round closes.

Administrative Details

Project title

Project type (wetland or upland game bird habitat orientated)

Project location (physical address)

Grant request \$

Total cost of project \$

| | |
|-------|--|
| Cost | |
| + GST | |
| Total | |

Project Manager's Name and Contact Details

Name

Postal/courier address

Email

Phone/mobile no

Section 1: Applicant Information

Name of person(s)/organisation making the application (if a group or an organisation please provide a brief overview of your interests and aims).

Who owns the land? (if not the applicant please advise the name of the owner and whether the owner is aware and supportive of this application).

Who will manage the project?

Name
Position held

What relevant qualifications and experience does that person, and/or if applicable, key members of their implementation team have?

Section 2: Referee Information

Note this section to be completed by the referee.

Referee's name

Referee's organisation (if applicable)

Referee's contact details

Email

Phone/mobile no

Referee's qualifications and experience (brief overview of those relevant to the proposed project)

Do you have any conflicts of interest or special relationship with the property or applicant(s)?

If so please describe these.

Are you able to carry out periodic onsite inspections of the project area and provide progress reports to the NZGBHT Board? (Further information on the feedback the Board is seeking from referees is available in Section 10 of this form and the evaluation reporting guidelines appended at the end of the form. Please note that reimbursement for expenditure approved for funding from the NZGBHT will require the referee's sign off on an evaluation report provided after completion of the particular task(s) concerned).

Section 3: Project Overview

Vision and key objectives

What are the outcomes hoping to be achieved e.g. re-establish or enhance habitat for game bird populations, create habitat for other species, improve water quality, provide recreational opportunities, and/or opportunities for resource harvest?

If multiple outcomes are sought, what is the most important outcome, and what are the relative priorities of the others?

If the project provides for game bird hunting to be undertaken, how many hunters is the site likely to accommodate? If the site won't be hunted, please advise why.

To what extent is this project likely to enhance game bird populations and other wildlife, and why, e.g. what species are likely to benefit and for what reasons?

How can the benefits of this project be rated for game bird habitat?

1 2 3 4 5 (1=very low, 5=exceptional)

Would this make the site of LOCAL or REGIONAL significance to game birds and/or other wildlife?

LOCAL REGIONAL

Size of project area in hectares

If this is a wetland project, indicate the size of any open water area to be created and the overall area of wetland habitat to be created or enhanced.

Proposed start date of project

Anticipated completion date

Approach

In general terms what hydrological, landform, and/or vegetative features need to be created, enhanced, or manipulated and maintained to achieve the vision and objectives of the project, and what (briefly) are the key tasks needing to be undertaken to achieve this?

Section 4: Site History

What features formerly characterised the site? If it was a wetland, what kind of wetland was it and where did it source its water from? What plant and animal communities would it have supported?

Section 5: Current Features

What are the present-day features of the site? For example, has it been drained, cultivated, infilled or otherwise modified and do these activities continue to be undertaken? What plant and animal communities does it currently support? If this is a wetland project, please provide more detailed insights into the depth and extent of any surface water that might be present, seasonal variation, groundwater depth, and whether there are other sources of water that could potentially be used for water supply if the wetland is perched (i.e. where water levels in the wetland are higher than the water table in area surrounding it), or its former source(s) is no longer available. Please provide photos to illustrate current features of the site in a separate file accompanying this application (refer Section 10 of this form).

Are rare or threatened species known to be present? Are invasive plant species and/or pest animals present? Is the site located within the proximity of other game bird habitats and does it provide complementary opportunities for game birds and/or other wildlife species within a wider network, or provide an ecological corridor to these habitats?

Is there currently, any legal protection applying to this area and, if so, what might that comprise?

Section 6: Potential Issues and Constraints

What specific issues or constraints need to be addressed to achieve project objectives e.g. water supply, plant and animal pest control, regulatory related matters? With regard to the latter, is the site recognised by local or regional authorities or directly affected by planning provisions imposed on it by these agencies? If so, please provide details of such along with any relevant maps the latter in a separate file accompanying this application (refer Section 10 of this form).

Have regulatory authorities been approached to establish or confirm whether the project will or will not require resource consent? **Is resource consent required/not required for this project? Please advise why.**

Do adjoining landowners hold concerns relating to drainage or flood protection, or enhancement of species that could impact on their interests? Where other users or activities (e.g. kayaking, horse riding, cycling) are entitled to operate within a proposed project area, conflicts can arise. Could this apply at this site?

If stock currently have access to the site will this be an issue needing to be addressed?

Could sedimentation, or water quality more generally be an issue?

The NZGBHT is bound by legislation to ensure projects it funds will not ultimately be to the detriment of habitat for threatened species of plants or animals or areas which are of national or regional significance for such. Is there potential for this to occur at this site?

Do provisions need to be made for fish passage?

Section 7: Works Programme

The list of prompts below is not comprehensive but is provided for the purpose of stimulating thinking and assisting with project planning. What physical works need to be undertaken and in what order? For example, what weeds should be removed or controlled, and when? Does the site need to be bunded or dammed, or are these facilities not required? Does the site need to be excavated and/or contoured, and where and to what depth? Do existing drains need to be blocked or have structures installed in them? How will water be supplied to the wetland, e.g. natural inflow, diversion or pumped input from another water body, or obtained from ground water? How will flows and water levels be managed? What provisions need to be made for fish passage? When should water be introduced/reintroduced to the wetland? If stock are present, how would they be managed and/or when and where would they be removed from within the project area? Does planting need to be undertaken? What should be planted? What site preparation is required? What ongoing maintenance and management will be needed? What monitoring regime should be put in place? Who is going to undertake the various tasks involved, what's the timing for each of these, and what are the estimated costs?

Please use the table template below to outline the order of works to be undertaken, a timeframe for these to be completed, and estimated costs for each of the undertakings.

| Tasks (in approx. chronological order) | Who will implement e.g. applicant/project manager/ contractor/interested party or user group | Indicative Timeframe (timing and duration) | Estimated Costs (incl. of GST) |
|--|--|--|--------------------------------|
| 1. Consultation/ consents (if required) | | | |
| 2. Photopoints (or other baseline surveys) prior to on ground activities getting underway | | | |
| 3. Preparation of monitoring plan to apply during, and post implementation of on ground activities | | | |
| 4. Initial site preparation e.g. vegetation clearance/pest plant spraying/fence removal (separate line entries for each undertaking) | | | |
| 5. Earthworks/weirs/ other water control structures (separate line entries for each undertaking) | | | |
| 6. Stock exclusion/ fencing | | | |
| 7. Preparation of planting plan (species, plant numbers and spacings, grade, indicative layout, indicative post planting maintenance activities) | | | |

| Tasks (in approx. chronological order) | Who will implement e.g. applicant/project manager/ contractor/interested party or user group | Indicative Timeframe (timing and duration) | Estimated Costs (incl. of GST) |
|--|--|--|--------------------------------|
| 8. Planting | | | |
| 9. Preparation of ongoing maintenance plan identifying and providing for both regular and as and when required maintenance activities e.g. plant releasing, pest plant and pest animal control, maintenance of inlet and outlet water control facilities, excavation of sediment traps etc | | | |

Section 8: Resources Required and Budget

Where contractors have been engaged, please provide copies of itemised quotes including disbursements, hourly rates and total hours on the contractors' letterheads in a separate file accompanying this application (refer Section 10 of this form).

Assuming all anticipated expenses for the project have been listed in the table above, what is the estimated total cost (inclusive of GST) of completing the project?

What is the amount being applied for from the NZGBHT and for what tasks/undertakings?

Has any funding for project expenses not covered by what is being applied for from the NZGBT been secured from other sources?

What labour and materials are to be supplied within the project as in-kind contribution. Please estimate the \$ value of these contributions.

Will the project proceed if insufficient funding is available from the NZGBHT?

Are there any permits, permissions, licenses, or consents yet to be obtained to progress this project and, if so, what are these and when do you expect to obtain them?

Section 9: Longer Term Provisions

Who will look after the project once it is completed?

Is it intended, or are you likely to provide additional protection over the area if it does not already have such e.g. a QE II Covenant or other legal instrument?

Will a long-term post project completion maintenance and management plan be prepared?

Section 10: Checklist of Supporting Information Required and Other Conditions

Please provide maps, diagrams, and aerial images if at all possible (which can be freely accessed from Google Earth Pro) of the project area showing its location within the wider property. Hand drawn or computer generated overlays showing the location of proposed works e.g. dams/bunds, inlets and outlets/overflows, access, fence lines, plantings etc., are immensely helpful, as are detailed cross-sections of dams/bunds/weirs and the dimensions of structures for which Trust funding is sought.

A representative selection of present day photos of features within the project area taken from the ground are also invaluable in line with the old adage “a picture tells a thousand words”, so please include these with your application too.

As indicated in Sections 5, 6 and 8, any maps, photos or diagrammatic figures will need to be supplied in a separate digital file(s) or hard copy accompanying your application form.

As provided for in Section 12, the project referee is required to sign off on grant applications along with the applicant. Referees are typically regional Fish and Game Council field officers, but a private landowner may choose to use an appropriately qualified ‘external’ referee e.g. a NZ Landcare Trust Regional Co-ordinator or a Department of Conservation habitat specialist. If the applicant is a regional Fish and Game Council and the application has been prepared by members of its staff, the NZGBHT’s expectation is that a peer review of the application will be undertaken by a staff member from another Fish and Game Council with that person then being deemed to be the referee.

At annual or mutually agreed intervals, and once a project has been completed, the referee will be asked to confirm the project has been undertaken to a satisfactory standard and in accordance with the project plan and prescriptions outlined in the application. Subject to all terms and conditions of the grant having been complied with, a sign recording the NZGBHT’s involvement in the project will be provided to the applicant for it to be erected in an appropriate place. At this point applicants will be asked to submit their bank account details to the NZGBHT along with receipts for any outstanding expenses incurred up to the amount that had been agreed to be funded for reimbursement if they haven’t already been.

At the end of each year from commencement of the project to completion of the NZGBHT funded works programme, the NZGBHT Board would like to receive a photographic record and brief overview of the project’s progress over the preceding year. Five years after the Trust has issued its funding the NZGBHT Board would like to receive one final report from the applicant showcasing its project which will allow it to assess and promote the success of the NZGBHT’s Habitat Grant Programme. Referees may be able to assist applicants with the preparation of these yearly and final reporting requirements. A template or guideline for what the Board would like to see included in these reports is appended to the end of this application form.

Section 11: Additional Information

Important dates for the funding round

- 30 June** Funding round closes
- Mid-July** Additional information, if required, sought from applicants
- Late August** Applicants to be advised of the outcome of their application
- Two years** Length of time from date of approval that NZGBHT funding remains available

Criteria for assessing grant applications

The current priorities for assessing grants are:

- Priority 1:** Habitat for game birds and other wildlife, with hunting opportunities available and a high level of security (e.g. QEII covenant).
- Priority 2:** Habitat for game birds and other wildlife, with no hunting opportunities and a high level of security (e.g. QEII covenant).
- Priority 3:** Habitat for game birds and other wildlife, with or without hunting opportunities and no legally binding security.

Note: Equal priority will be given to restoring or enhancing habitat as to creating entirely new habitat.

Section 12: Applicant and Referee to Sign the Following Declaration

"I have reviewed, completed or had an input to all sections of this application form above, and done so as accurately as possible. I declare that as the applicant or as a representative of the applicant, I have the authority to sign this application form and provide all information enclosed or attached.

I give permission for Fish and Game New Zealand and the NZGBHT Board to use photographs of the project funded by the NZGBHT grant for promotion and social media."

Applicant's signature

Date

Referee's signature

Date

Section 13: Referee Project Rating

This section needs to be completed and signed off by the project referee.

Projects are likely to be more successful with good design and planning, and specific objectives and methods. Please rate the robustness of the project design against these measures.

1 2 3 4 5 (1=very low, 5=exceptional)

Have adequate plans been put in place to ensure the ongoing success of the project e.g. pest management plans, realistic budget allocations, ongoing monitoring?

How might the project be improved?

Could the project referee please use the following scale to rate this project:

1. Very low *(not worthy of being funded)*
2. Low *(deficient application, invite applicant to review and resubmit)*
3. Moderate *(worthy of being funded)*
4. Very good *(very worthy of being funded)*
5. Exceptional *(extremely worthy of being funded)*

If you rated this project as a 1 or 2, please consider discussing the issues or concerns you have identified with the applicant with a view to reviewing its scope and design and resubmitting the application in a following year.

If you have any additional comments to make, please do so below

Name

Signature

Date

Project Evaluation (not required for the application)

The NZGBHT Board would like to receive annual progress overviews for the first 2-3 years of implementation or upon completion of the principal works programme. If possible, an update from the referee five years after works have been completed would also be welcomed. The content headings for the referee's progress reports and final project sign off as referred to in Sections 2 and 10 of the Application Form should include the following:

- **Project title**
- **Project location** (physical address)
- **Project manager's name**
- **Referee's name and contact details**
- **NZGBHT grant amount**
- **Work undertaken to date** (e.g. detailed descriptions of earthworks, planting, pest control, fencing)
- **Is progress in line with planning schedules and budgets** (please identify any variations or shortfalls)
- **Reasons for any issues or setbacks** (e.g. weather related, availability of materials or labour, cost increases, oversights)
- **Any notable outcomes** (e.g. new species sightings, increased game bird or wildlife numbers, vegetative changes and/or planting successes, reduced predator numbers, reduced weeds)
- **Photographs illustrating works and achievements**
- **Invoices and receipts**
- **Concluding remarks** (particularly in final project sign off report)
- **Name and signature**
- **Date**