



HABITAT GRANT APPLICATION FORM

Revised March 2024

Funding Application Form

Project Details

Project Title

Project Type (wetland or upland game bird habitat orientated?)

Project location (physical address)

Grant request \$

Total cost of project \$

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?

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

Section 2 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 what the underlying reason(s) for this is.

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 3 Site history

What features formerly characterised the site? If it was it 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 4 Current features

What are the present-day features of the site? Has it been drained, cultivated, infilled or otherwise modified and does this continue to be the case? 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, distance between ground levels and groundwater, and whether there are other sources of water that could potentially be used for water supply if the wetland is perched or its former source(s) is no longer available. Please provide photos to illustrate current features of the site.

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 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 5 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, resource consent or other regulatory issues? 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.

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 New Zealand Game Bird Habitat Trust Board 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 6 Works programme

What physical work needs 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 should they be managed/when should they be removed? 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?

The list above is by no means comprehensive but is intended to provide a series of prompts to assist project planning.

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			
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 plan)			
8. Planting			
9. 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 7 Resources required and budget

NB All costs to be inclusive of GST

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

What is the amount being applied for from the Game Bird Habitat Trust and for what tasks/undertakings?

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

Please provide any contractor quotes, including hourly rates and total hours on a contractor's letterhead.

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 Game Bird Habitat Trust?

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 8 Longer term provisions

Who will look after the project once it is completed?

To protect the habitat created or enhanced, and where grant funding exceeds \$10,000, the Game Bird Habitat Trust asks for a Habitat Enhancement Agreement to be signed by the applicant. It is not a legally binding property document but a pledged commitment to ongoing maintenance and protection of the areas enhanced. Would you be happy to sign this goodwill agreement?

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 post project completion maintenance and management plan be prepared?

Section 9 Supporting information required and other conditions

Please provide maps, diagrams, and aerial images if at all possible (which can be accessed for free from Google Earth Pro) of the project area showing location of the project area 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.

A referee’s report is required to accompany all applications. Referees are typically a regional Fish and Game Council field officer, but a private landowner may use an appropriately qualified ‘external’ referee e.g. a NZ Landcare Trust Regional Co-ordinator or a Department of Conservation habitat specialist. If the application is written on behalf of a regional Fish and

Game Council, the Game Bird Habitat Trust's expectation is that a peer review of the application will be provided by a staff member from another Fish and Game Council deemed to be referee.

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 provided by the Game Bird Habitat Trust recording its involvement in the project is required to be erected in an appropriate place. At this point applicants will be asked to submit their bank account details along with an invoice for expenses up to the amount agreed to be funded for reimbursement by the Trust.

At the end of each year from commencement of the project to completion of the Trust funded works programme, the Trust Board would like to receive a photographic summary and brief overview of the project's progress over the preceding year. Five years after the Trust has issued its funding the Trust 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 Trust's Habitat Grant Programme. Referees may be able to assist applicants with the preparation of these yearly and final reporting requirements.

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 approved funding remains available from date of approval

Please complete and sign the following declaration

I have completed all sections of this application form as accurately as possible.

I declare that as the project contact, I have the authority to sign this application form and to provide this information.

Name:

By typing your name in the space provided you are electronically signing this application form.

Date: