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## WWF- New Zealand

# ENVIRONMENTAL EDUCATION ACTION FUND APPLICATION GUIDELINES

## 2020

### Purpose

This is a guide for organisations who wish to apply to the Environmental Education Action Fund (EEAF) for financial assistance for projects. It outlines the process for applying to the EEAF, the criteria used to assess applications and WWF New Zealand's priorities for EEAF projects.

### About the Environmental Education Action Fund

Through our EEAF, we give funding for projects where **action for the environment** is part of learning.

At WWF – New Zealand we know that people learn the value of protecting the environment when they take action for themselves. By cleaning up a local stream, or tending plants in an organic garden, people get a first-hand learning experience – one that can inspire a lifetime of sustainable living.

WWF is the Environmental Funding Manager for the [Tindall Foundation](#) and has delivered the EEAF in partnership with them since 2004.

## Eligible Organisations

### **The EEAF awards donations to the following organisations**

- Community groups
- Environmental education providers
- Educational institutions (not for core education)

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### **Your organisation must**

- Be based and operating in New Zealand
- Have transparent ways of making decisions written down in a constitution or set of rules
- Have relevant skills and experience that enable you to deliver the project, or have guaranteed ongoing support from a competent organisation such as a school, DOC, regional councils etc.
- Have relevant policies and procedures in place if your group employs staff
- Understand your health and safety responsibilities and have appropriate health and safety systems in place including a health and safety plan specific to this project
- Be solvent and financially sustainable and demonstrate sound financial management having the necessary financial controls in place
- Have your own bank account and demonstrate that you can manage funding from a number of sources, maintaining a clear separation of expenditure and tracking of projects

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### **The following are not eligible to apply for funding**

- Individuals or family/whānau groups
- Local authorities - territorial authorities, unitary authorities and regional councils
- Government agencies or Crown entities
- Organisations based or working outside New Zealand
- Organisations whose primary goal is advancing political or religious causes

## Project Criteria

**The following criteria are used for assessing project proposals and applicants should demonstrate that they meet these criteria in the application form**

### **Environmental Education Significance**

- The project has identified a specific environmental issue that will be addressed through education
- The project has defined, clear learning outcomes and ways to measure them
- The project enables people to take action for the environment

### **Project Management**

- The budget and timeframes are realistic
- Measures are in place to secure long term financial sustainability
- Applicants have shown they have the skills and experience to implement the project

### **Community Support**

- The project has received appropriate endorsement and support from tangata whenua
- The project has support from the wider community in the form of voluntary labour, donations, effective partnerships, letters of support etc.

## Eligible Expenditure

**The EEAF will pay for the following costs and activities relating to environmental education projects**

- Administration and operational expenses; e.g. wages for positions that are directly applicable to programme delivery – subject to clear and transparent governance and management arrangements
- Project delivery expenses; e.g. equipment and materials
- Volunteer expenses - travel costs, refreshments, training
- Capital assets are supported, but the total request/purchase must not exceed \$3,000 per application

## Exclusions

### What we do not fund

- Awareness raising without a call to action
- Funding for the same or a similar project for more than 3 years consecutively
- Donations to individuals
- Government authorities
- Projects based outside New Zealand or that have impact primarily overseas
- Overseas travel expenses, exchange programmes, conferences etc.
- Urgent or retrospective applications
- Building purchase, repair or construction
- Land purchase or associated costs, and landscaping and ground maintenance
- Capital assets or equipment costing more than \$3000
- Personal loans
- Endowment funds
- Venture Capital Initiatives
- Work that a landowner is required to do by law
- Costs associated with applications or processes under the Resource Management Act 1991
- Establishment costs of setting up Incorporated Societies, charities or other bodies
- Research or academic projects from outside a community without its direct involvement
- Sponsorships
- Core or public health or disabilities services, medical care and research or equipment expenses, and clinical health initiatives
- Core education; scholarships, equipment, activities etc.
- Sports and recreation activities/projects
- Drama, art or performing art projects
- Religious or political advocacy or advancement
- Animal charities

## EEAF Priorities

### Projects that receive funding are those where learners

- Participate in an **action based project**
- Learn through experience and participation
- Decide on why and how to get involved
- Make meaningful contributions to improving their local environment
- Involve people in their community
- Gain skills and are encouraged and/or supported to take future action for the environment as a result of participating

## Application Process

### **Application submission**

The fund will be open from 14 September to 9 October 2020. Applications can be made at any time during the open period.

All applications must be submitted before 4pm on Friday 9 October using the [online application form on our website](#).

Please note that WWF provides a one-off annual (1 year) grant. Previous recipients may re-apply to consecutive funding rounds up to three years, or in some circumstances five years, but repeat funding for recipients is not guaranteed and new applications will need to be made for each successive year.

Please check your records carefully to see if your organisation has already received up to five EAAF grants for this or similar projects. Contact WWF if you are unsure whether you are eligible for further funding. The maximum funding for an individual project is \$15,000 per annum.

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### **Application assessment**

In your application form you need to clearly demonstrate how you meet the Fund criteria and priorities.

If you meet these your application will be assessed by the Fund Advisory Panel in mid-November. This comprises WWF staff and independent advisors. You may be asked to supply additional information in support of your application. This may take the form of supporting letters, operational plans, copies of constitutions, accounts etc.

If you meet the eligibility criteria but the Fund is oversubscribed, we will prioritise applications that best meet Fund priorities. This decision is final and there is no right of appeal. If your application is unsuccessful we will notify you by email. You will be able to reapply to a future funding round.

All applicants will be notified of the outcome by the end of November.

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### **Successful recipients**

Donations offered to successful applicants will be subject to a funding agreement between WWF-New Zealand and the recipient, and may be paid in a number of instalments payable at agreed milestones and dependent on progress.

From time-to-time WWF will evaluate the effectiveness of the Fund and an evaluator may contact and interview Fund recipients. Recipients will be required to participate in and cooperate with this process.

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**For more  
information**

If you have any questions in relation to the EEAF please contact  
WWF-New Zealand on:

Grant Administrator: 027 455 0051

Free Phone: 0800 435 7993

Email: [education@wwf.org.nz](mailto:education@wwf.org.nz)

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