

Waste Minimisation Fund

DEED OF VARIATION



Ministry for the
Environment
Manatū Mō Te Taiao

Deed of Variation number: 22333
Variation number: 3

THIS DEED OF VARIATION is made on 5 October 2021

BETWEEN:

THE SOVEREIGN in right of New Zealand, acting by and through the Secretary for the Environment (“the Ministry”); and

Sustainable Coastlines Charitable Trust (“the Recipient”)

BACKGROUND:

- A. The Ministry and the Recipient entered into an agreement (*Ministry Deed number 22333*) for *A Grass Roots Solution to Litter in New Zealand* from 27 April 2018 (“the Deed”).
- B. The parties wish to vary the terms of the Deed in accordance with clause 3.2 (Changes) of Part C of the Deed.

THE PARTIES AGREE AS FOLLOWS:

1. The parties agree to vary the Deed as set out in the attached Schedule of Changes with effect from the Effective Date stated in the Schedule of Changes.
2. Subject to the changes made by this Variation, the terms and conditions of the Deed remain in effect.
3. Words used but not defined in this Variation shall have the same meaning given to them in the Deed.

IN WITNESS WHEREOF the Parties have duly executed and delivered this Variation as a deed on the date set out above.

Signed and delivered as a deed by Sam Buckle



Deputy Secretary, Waste and Resource
Efficiency, Water and Land Use Policy
on behalf of the **Ministry for the Environment**
on (date): 17/08/2021

Signature

In the presence of:



Witness signature:



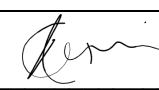
GEORGIA COLE

Witness name (print):

Occupation: EXECUTIVE ASSISTANT

Address: ENVIRONMENT HOUSE, 23 KATE
SHEPPARD PLACE, THORNDON,
WELLINGTON

NOTE TO SIGNATORIES: Please initial each page of this Variation and any handwritten changes.

<p>Signed and delivered as a deed pursuant to the Charitable Trusts Act 1957 by affixing the common seal of Sustainable Coastlines Charitable Trust in the presence of:</p>	 Signature of Trustee authorised to affix common seal Grant Biggar
 <p>Affix common seal</p>	Print Full Name 31 / 08 / 2021 On Date  Signature of Trustee authorised to affix common seal Abbie Reynolds Print Full Name 01 / 09 / 2021 On Date

[This deed must be executed by a Charitable Trust incorporated under the Charitable Trusts Act 1957 in accordance with that Act and the Charitable Trust's rules.]



Schedule of Changes

Effective Date: 5 October 2021

1. Change to Expiry Date

The Expiry Date as set out in the Deed is deleted and replaced with 5 October 2022.

2. Upfront payments

Insert the following as new special term 1.1.B after special term 1.1.A in Part B (Special Terms) of the Deed:

1.1.B Financial Year 4: The Ministry shall pay to the Recipient a \$50,000.00 (plus GST if any), being a portion of the Grant, in advance (**Upfront Payment**) within 10 Working Days of the first Working Day of Year 4 (being 5 October 2021). Payment of the Upfront Payment is subject to the Ministry's receipt of a correct tax invoice for this amount. The Upfront Payment will be applied by the Recipient to the following items with any remainder being an advanced payment for the costs of Financial Year 4:

- a) Technology Development Costs (up to \$5,000);
- b) Education Programme Costs (up to \$5,000);
- c) Staffing Costs (up to \$30,000); and
- d) Operational Costs for Travel, Accommodation and Workshop Delivery (up to \$10,000).

3. Change to existing special term

Delete and replace the last sentence of special term 1.5 with the following:

The Ministry may pay the Recipient in advance up to \$300,000.00 (plus GST if any) for Financial Years 2 and 3 and up to \$50,000 (plus GST if any) for Financial Year 4 respectively.

4. Changes to Section 2 –The Grant

Clause 2.1(a) of Section 2: The Grant of the Deed is deleted and replaced with \$2,958,993



5. Additions and Amendments to Annexure 1 (Project Plan)

- 5.1 The Funding information table on page 43 of the Project Plan (Annexure 1 to the Deed) is deleted and replaced with the Funding information table attached as Appendix 1 to this Variation.
- 5.2 The Project Team on page 44 of the Project Plan (Annexure 1 to the Deed) is deleted and replaced with the Project Team table attached as Appendix 2 to this Variation.
- 5.3 The Governance and Management Structure table on page 45 of the Project Plan (Annexure 1 to the Deed) is amended by adding Governance and Management Structure table attached as Appendix 3 to this Variation; and
- 5.4 The Consultant and/or sub-contractor details table on page 47 of the Project Plan (Annexure 1 to the Deed) is deleted and replaced with the Sub-Contractor table attached in Appendix 4 added to this Variation.
- 5.5 The Risk Management table on page 50 of the Project Plan (Annexure 1 to the Deed) is amended by adding the Risk Management table attached as Appendix 5 to this Variation
- 5.6 The Milestone table on page 58 of the Project Plan (Annexure 1 to the Deed) is amended by inserting the Year Four Milestone Table attached as Appendix 6 to this Variation after the Milestones Table for Year Three.
- 5.7 The Project Budget on page 73 of the Project Plan (Annexure 1 to the Deed) is amended by adding the Year Four Project Budget attached as Appendix 6 to this Variation after the "Project budget – year three" table.

Appendix 1: Funding Information Table

Funding information	Total	Year One (Actual)	Year Two (Actual)	Year Three (Estimate)	Year Four (Estimate)
(A) Organisation's cash contribution to the project	\$352,018.21	\$43,018.71	\$46,941.50	\$52,308.00	\$209,750.00
(B) External funding sources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
(C) WMF contribution	\$2,955,947.86	\$770,207.28	\$891,888.58	\$993,852.00	\$300,000.00
Total cost of project (A+B+C)	\$3,307,966.08	\$813,226.00	\$938,830.08	\$1,046,160.00	509,750.00
WMF share of costs (<i>for office use only</i>)	89.35%	95%	95%	95%	59%

Appendix 2: Project Team Table

Project team				
<p>Successful WMF projects have teams with well-defined roles and responsibilities so everyone is clear who is responsible for what in terms of project delivery. If someone departs your organisation or goes on leave it will be clear what work needs to be done in their absence.</p> <p>Please complete the below table to identify the level of resource, roles and responsibilities that will be allocated to achieve your project's waste minimisation goals. Please insert or delete rows as required.</p> <p>Please provide comprehensive details about the Project Manager in the table below.</p>				
Name	Role	Project responsibilities	FTE contribution to the project	Reports to
Shawn-Elise Tierney Auckland	Litter Intelligence Programme Manager (Primary contact)	Overall responsibility for project delivery, Managing finances and deliverables, managing technology development (relationship with contractors), managing education programme development (relationship with contractors), reporting to MFE, stakeholder management.	90%	People and Operations Director
Josh Borthwick	CEO	Oversight of all SC governance and operations and strategy management. Ensures ongoing viability of the charity.	25%	Sustainable Coastlines Board of Trustees
Maurine Talpin	People and Operations Director	The responsibility within the project is to work with the project manager on HR and finance as well as coordination between the project and SC as a whole.	25%	CEO

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Camden Howitt	Programmes Director	Strategic direction of all established programmes. Will have oversight over Litter Intelligence as it migrates to an established SC Programme	50%	CEO
Becky Taylor Auckland	Education Coordinator	Responsible for managing all aspects of administration and roll-out of the LIEP, including: school engagement, scheduling, resource allocation, handling support and information requests, Learning Management System content management, survey administration.	100%	Litter Intelligence Programme Manager
Dan Downing Auckland	Programmes Manager	The Programmes Manager is responsible for planning and coordination of operations activity across the SC organisation, therefore is integral to ensuring sufficient resourcing on this project.	30%	People and Operations Director
Ben Knight, Wellington / Kapiti	Citizen Science Manager (previously Programme Coordinator)	The Citizen Science Manager is responsible for training system development, quality control processes, and health & safety, as well as recruiting, training and supporting citizen scientists (including educators).	90%	Litter Intelligence Programme Manager
Carla Fonseca Paris	Programme Coordinator	The programme coordinator role is responsible for all work in recruiting, training and supporting citizen scientists (including educators). They also manage the purchase and distribution of citizen science kits and education priming kits	100%	Litter Intelligence Programme Manager
TBA Auckland	Programme Coordinator	The programme coordinator role is responsible for all work in recruiting, training and supporting citizen scientists (including educators). They also manage the purchase and distribution of citizen science kits and education priming kits	75%	Litter Intelligence Programme Manager
Helen Adams-Blackburn Auckland	Marketing, Communications and Design	Design and Production of marketing and communications materials for litter intelligence.	25%	Strategic Partnerships Director

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Stephanie Vercoe	Strategic Partnerships Director	Oversight of communications and marketing for LI and LIEP.	0-10%	CEO
Caitlyn Prince	Programmes Coordinator	Coordinates and presents for Love Your Water, Love Your Coast programmes. Can cover coordination and presentation work in LI and LIEP as needed.	0-5%	
Natalia Groom	Programmes Coordinator	Coordinates and presents for Love Your Water, Love Your Coast programmes. Can cover coordination and presentation work in LI and LIEP as needed.	0-5%	
Paice Vaughan	Flagship Staff	Flagship, Events and Ambassador training, can cover presentation work in LI and LIEP as needed.	0-5%	
Holly Cole	Funding and Grants	Grant writing and administration, strategy and programme development, can contribute to LI and LIEP as needed.	0-25%	
TBA Appointment anticipated by end 2021	Programme Manager	This Programme Manager will line manage staff, operations, budgets and resource planning for the LYC/LYW programmes, so may be required to coordinate staffing and operations cover for LI and LIEP from time to time.	0-10%	
TBA Appointment anticipated by end 2021	Programme Coordinator	Coordinates and presents for Love Your Water, Love Your Coast programmes. Can cover coordination and presentation work in LI and LIEP as needed.	0-5%	



Appendix 3: Governance and management structure

Governance and management structure				
<p>Health and Safety</p> <p><i>It is important you have a Health and Safety Plan in place for the delivery of the project. If you do not have one at the project plan stage, please ensure this will be developed for the project and delivered as a first deliverable for Milestone 1 of the project in Year 1</i></p>	<p><i>Please indicate 'YES' against one of the two statements here</i></p>	<p>Recipient has submitted a Health and Safety plan to the Ministry</p>	<p>Yes</p>	
		<p>Recipients will develop a Health and Safety plan and submit it to the Ministry as a Milestone 1 deliverable.</p>	<p>Yes, providing an updated plan to address impacts of Covid-19</p>	
	<p><i>Health and Safety of this project is the primary responsibility of</i></p>	<p><i>Role: People and Operations Director</i> <i>Person's Name: Maurine Talpin</i></p>		
	<p><i>Responsibilities of the role described above</i></p>	<p>General Manager. The Health and Safety plan covers all Sustainable Coastlines operations not just those of this project.</p>		
<p><i>Describe how you will manage health and safety matters where the project is to be delivered by another consultant and/or sub-contractor:</i></p>	<p><i>Sustainable Coastlines and any other third parties involved in the Project's delivery will consult, co-operate, and co-ordinate their activities with a view to ensuring they comply with their respective Health and Safety obligations as they relate to the delivery of this project.</i></p>			

Appendix 4: Sub-Contractor table

Sub-contractor details

If applicable, please provide information about any third party (one or more) you intend to contract with to undertake work on the project.

Disclaimer

Note that as per the Deed of Funding, you (the Recipient) remain wholly responsible for the acts and omissions of all sub-contractors and/or the work and acts of all sub-contractors.

Please ensure your organisation:

1. undertakes the necessary due diligence checks on all sub-contractors associated with the delivery of your project
2. follows appropriate procurement processes when buying goods or services for the project so that only reasonable, open market costs are incurred on an arm's length basis
3. has adequate processes for the monitoring of any work carried out by your sub-contractors (including audit requirements)
4. has procedures for the management of safety including the allocation of responsibilities between you and all sub-contractors and to ensure that all sub-contractor employees and personnel have the relevant skills and experience and are trained in the relevant health and safety requirements applicable to the project
5. has appropriate contracts in place with each sub-contractor.

The Ministry may request evidence of all contracts (and associated procurement processes followed) for each sub-contractor as part of the WMF milestone reporting requirements.

¹ A conflict of interest arises if a party or its personnel's personal or business interests or obligations do or could conflict or be perceived to conflict with its obligations under the contract. I.e, the party's independence, objectivity or impartiality can be called into question. A conflict of interest may be actual, potential or perceived

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Organisation	Contact Person	Contact details	Work to be undertaken for the project	Contract value	Any Conflict of interest? <i>If yes, please state conflict here. Note: a separate document describing the conflict of interest and how it will be managed might be required.¹</i>
Jarratt Create and Educate NB: Now Two Hands Consultancy	Pete Jarratt	peter@jarratts.com	1) LIEP Education Development 2) LIEP PD Facilitation 3) LIEP Engagement Facilitation	\$48,000 \$30,720 \$5,760	No
Oliver Bisson	Oliver Bisson	oliverbisson@gmail.com	Education Resource Writing	\$8,000	No
Enlighten Designs	Brent Ellison	Brent.Ellison@enlighten.co.nz	Development sprints x2 maintenance and support contract Yr 4 Development & Operations Maintenance	\$80,000 \$34,000 \$27,120 TBC	No
Rush Digital	Sora Nobari	sora.nobari@rushdigital.co.nz	Insights page development	\$20,000	No

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Catalyst IT	Oliver Redding	oliverredding@catalyst.net.nz	Moodle Learning Management System implementation, hosting and support Yr4 Technology Maintenance and Support for Learning Management System	\$34,000 \$22,200 is the estimated cost for Yr4 tech support and maintenance.	No
Sara Carbery	Sara Carbery	sncarbery@xtra.co.nz 021 0737934	Action Stories and Education Content Writing	\$8,000	No
Now Procure IT	Sharon Petherick	sharon@nowprocureit.co.nz	Procurement and Contracts	\$10,000	No
People+Science Monica Peters	Monica Peters		Citizen Scientist Incentivisation Yr4 Working Group Participation / Education Research	\$10,000 TBC	No
Greg Devine Manukau Consulting	Greg Devine		Automation and Salesforce integration	\$10,000	No

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Sally Carson Director NZ Marine Studies Centre University of Otago	Sally Carson	https://www.linkedin.com/in/sally-carson-68616215/	Education and Citizen Science Working Group Member	\$2000	No
Ropata Taylor Chair Ngati Rarua Atiawa Trust	Ropata Taylor	https://www.linkedin.com/in/ropata-taylor-55a5bb30/	Education and Citizen Science Working Group Member	\$2000	No
Raquelle De Vine Research and Education Programs Director, Algalita Trust	Raquelle De Vine	https://www.linkedin.com/in/raquelle-de-vine-0b5a1014b/	Education and Citizen Science Working Group Member	\$2000	No
Shane Orchard Conservation Scientist Waterlink Ltd	Shane Orchard	https://www.linkedin.com/in/shane-orchard-39b48a14/	Education and Citizen Science Working Group Member Yr 4 Working Group Participation	\$2000 TBD	No
Amber Pierce Auckland Council Sustainable Schools	Amber Pierce	amber.pierce@aucklandcouncil.govt.nz	Education and Citizen Science Working Group Member	\$2000	No

New subcontractors will be added in Yr4 as new advisors are identified and for new workstreams.

Appendix 5: Risk Management table:

Risk management				
<p><i>A risk is something that may affect the completion and success of your project. It is good practice to identify all the concerns about your project at an early stage. You may identify issues that can be resolved before the project starts.</i></p> <p><i>Many aspects of setting up a project (eg, project timeframes and schedules, and communication plans) are mitigation measures to reduce common project risks.</i></p> <p><i>Your risk containment/mitigation plan should be reviewed regularly, and any new risks and mitigation strategies added as they are identified.</i></p>				
Risk description	Impact on project	Likelihood of risk	Consequence on project	Risk containment/mitigation plan
<p><i>Identify the potential risk to your project (eg, project not completed on time, unpredictable events such as weather, lack of resource commitment, time and cost estimates too optimistic, unexpected budget cuts, stakeholders changing requirements after the project has started, risks to the industry or sector to which the organisation belongs)</i></p>	<p><i>Describe the impact the risk would have on the project (eg, misunderstandings, duplication of work, incomplete work)</i></p>	<p><i>Low, medium or high</i></p>	<p><i>Minor, moderate or severe</i></p>	<p><i>Describe the process that you will use to minimise and manage the risk (eg, project manager monitors functional roles to ensure enough time is allocated to complete the project)</i></p>



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<p>New COVID-19 outbreaks occur in NZ, leading to a rise in Government imposed COVID-19 Alert levels (possibly back to Level 4)</p>	<p>Operational citizen work to collect data would have to cease again at Alert Level 3 and above. Schools may close, impacting delivery of the education programme and face to face workshops with teachers would be disrupted.</p>	<p>Medium</p>	<p>Moderate</p>	<p>We are putting all of our schools education and citizen science training materials into an online Learning Management System (Moodle). This online system will allow us to continue to engage and support citizen scientists and educators remotely even if we are in full lockdown. Whilst not all of our programme elements can be delivered in this way, we believe we will be able to maintain continuity of the programme remotely online.</p>
<p>Project's extended work programme (Y4) unable to be completed due to lack of funds.</p>	<p>If Sustainable Coastlines is unable to provide the portion of funding required for Y4, the deliverables will be significantly impacted</p>	<p>Low</p>	<p>High</p>	<p>Sustainable Coastlines keeps approximately \$200K of funds in reserve annually to mitigate exactly this kind of risk, and in the current financial year are planning to increase that amount to above \$300K.</p>

Appendix 6: Milestone Table for Year Four

Milestones

Year Four

If your project has been recommended for funding for less than the amount you requested, ensure that you adjust the milestone information to reflect the new funding amount. The final WMF milestone payment must be a minimum of 10 per cent of the total WMF funding amount. The estimated cost for the final milestone for this year must reflect this.

Note: In the Event of COVID-19 restrictions continuing to be in place some activities may be postponed until later milestones, whilst some other activities will be adapted for remote delivery through our online learning environment rather than face to face.

Milestone name	Activity	Deliverable	Due date	Total estimated cash cost	Total Estimated WMF Contribution
<i>Provide a short and succinct name for each milestone (e.g., commission machinery)</i>	<i>List the activities for each milestone (e.g., hold five waste minimisation workshops for 150 participants). The activities meet the project's objectives.</i>	<i>List the deliverables for each milestone that you will submit to the Ministry at the same time as the milestone report and claim form (e.g., reports, summaries, job descriptions, etc.)</i>			<i>For office use only</i>
Milestone 1 Upfront Payment Y4M1	1. Sign Deed of Variation #3 2. Produce invoice for upfront payment	1. Deed of Variation #3 signed by Sustainable Coastlines and the Ministry 2. Invoice from Sustainable Coastlines to the Ministry	5 October 2021	\$0	\$50,000.00
Milestone 2: Y4M2	<u>Project Governance</u> 1. Consolidate the functions from existing working and governance groups into one group. This Governance Group will have an independent chair and oversight over the whole project including budgets, milestone reporting, risk, and data	<u>Project Governance</u> 1.1 Minutes of GG meetings including attendees 1.2 Terms of Reference for GG.	15 April 2022	\$254,875	\$125,000.00 (\$175,000 minus \$50k upfront repayment)

	integrity. Hold 1 Governance Group meeting per quarter.				
	2. Identify and contract advisor(s) to adapt the programme to increase accessibility for tangata whenua.	2. Contract or MOU with advisor.			
	<u>Citizen Science</u>	<u>Citizen Science</u>			
	3. Provide all existing Monitoring Groups with ongoing support, and re-training where required.	3. Activity Report detailing all surveys and audits as well as verification evidence.			
	4. Establish a minimum of 11 new survey sites this milestone.	4. Report on new sites from litterintelligence.org			
	5. In accordance with Stats NZ guidelines, SC staff must perform quality control checks on survey and audit data at up to 10% of total survey sites (a minimum of 7 sessions this milestone).	5. Activity report for revisits and QAQC sessions delivered.			
	6. Deliver 8 Train the Trainer sessions. The target audience for the workshops is existing citizen science groups who want to be able to act as regional trainers and support people for other local monitoring groups	6. Activity report for sessions delivered.			
	7. Collaborate with existing interest groups to facilitate data collection for freshwater and stormwater locations.	7. Evidence of stormwater and freshwater surveys from LI.			
	8. Pilot Incentive recommendations.	8. Report on results of incentivisation pilot(s).			
	<u>Litter Education</u>	<u>Litter Education</u>			

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	<p>9. Revisit a minimum of 12 educators.</p>	<p>9. Activity report on revisits.</p>			
	<p>10. As part of the national rollout that was initiated in year two and in fulfilment of Objective 4 of our funding deed, we will deliver professional development workshops to 16 educators across the country throughout the year. In this milestone we will: Deliver Professional Development Workshop to 8 Educators.</p>	<p>10. Activity report detailing workshops. The report will include time, place, number of participants and their feedback.</p>			
	<p>11. Ongoing evaluation of LIEP participation.</p>	<p>11. Summary of participant evaluations.</p>			
	<p><u>Technology and Data Science</u></p> <p>12. Research and develop content for data use workshop to increase the impact of Litter Intelligence data on waste minimisation actions by supporting community groups, businesses, organisations and councils to effectively use Litter Intelligence data to effect change.</p>	<p><u>Technology and Data Science</u></p> <p>12. Copy of workshop presentation.</p>			
	<p>13. Conduct ongoing Maintenance and Support of Litter Intelligence Platform under Flexi Support agreement with Enlighten Designs.</p>	<p>13 Report showing tasks and effort undertaken for operational maintenance and support including costs for any work undertaken.</p>			
	<p><u>General Reporting</u></p> <p>14. Complete Ministry Reporting Requirements</p>	<p><u>General Reporting</u></p> <p>14.1 Copy of Milestone Report</p> <p>14.2 Milestone Claim Form</p> <p>14.3 Summary of Expenses (incorporating income and expenditure statement and supporting documentation verifying expenditure)</p>			

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		14.4 Supply all invoices over \$2,000 excl GST 14.5 Tax Invoice to the Ministry for the claimed amount			
Milestone 3: Y4M3	<u>Project Governance</u>	<u>Project Governance</u>	5 October 2022	\$254,875	\$125,000
	1. Conduct 2 Governance Group meetings (quarterly)	1. Minutes of meetings including list of attendees			
	2. Implement recommendations provided by specialist consultant to increase accessibility for tangata whenua. (workstream initiated in Y4M2)	2. Evidence to show that recommendations from specialist consultant appointed to investigate increased accessibility for tangata whenua are being implemented (workstream initiated Y4M2)			
	<u>Citizen Science</u>	<u>Citizen Science</u>			
	3. Establish a minimum of 11 new survey sites this milestone.	3. Report from litterintelligence.org			
4. Provide all existing Monitoring Groups with ongoing support, and re-training where required.	4. Activity Report detailing all surveys and audits as well as verification evidence.				
5. Deliver 8 Train the Trainer Workshops. The target audience for the workshops is existing citizen science groups who want to be able to act as regional trainers and support people for other local monitoring groups	5. Activity report on the sessions delivered. The report will include number of participants, time spent, and location.				
6. In accordance with Stats NZ guidelines, SC staff must perform quality control checks on survey and audit data. Conduct site revisits	6. Activity report for revisits and QAQC sessions delivered.				

	and QAQC at up to 10% of sites (minimum 7 sessions this milestone).				
	7. Review incentive pilot(s) and revise incentives based on findings.	7. Report describing refined incentivisation pilot results.			
	8. Collaborate with existing groups to facilitate data collection for freshwater and stormwater locations.	8. Evidence of stormwater and freshwater surveys from LI.			
	<u>Litter Education</u>	<u>Litter Education</u>			
	9. Ongoing evaluation of LIEP participation.	9. Summary of participant evaluations.			
	10. Revisit a minimum of 12 educators.	10. Activity report on revisits.			
	11. As part of the national rollout that was initiated in year two and in fulfilment of Objective 4 of our funding deed, we will deliver professional development workshops to 16 educators across the country throughout the year. In this milestone we will Deliver Professional Development Workshops to 8 Educators.	11. Activity report detailing Workshops. The report will include time, place, number of participants and their feedback.			
	<u>Technology and Data Science</u>	<u>Technology and Data Science</u>			
	12. Determine data use workshop delivery methods and schedule pilot workshops.	12. Schedule of data use workshops and workshop feedback.			
	13. Conduct ongoing Maintenance and Support of Litter Intelligence Platform under Flexi Support agreement with Enlighten Designs.	13. Report showing tasks and effort undertaken for operational maintenance and support including costs for any work undertaken.			
	<u>General Reporting</u>	<u>General Reporting</u>			
	14. Complete Ministry Reporting Requirements	14.1 Copy of Milestone Report			

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		<p>14.2 Milestone Claim Form</p> <p>14.3 Summary of Expenses (incorporating income and expenditure statement and supporting documentation verifying expenditure)</p> <p>14.4 Supply all invoices over \$2,000 excl GST</p> <p>14.5 Tax Invoice to the Ministry for the claimed amount</p>			
Estimated total cash cost for project (year four)				\$509,750	
<i>This figure matches the Total project budget for year one row in the Funding Information table, earlier in this project plan</i>					
Total Estimated WMF contribution (year four)					\$300,000

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Budget estimate for Year Four (exclusive of GST)		
Please refer to the Project Plan Budget document (Excel Spreadsheet) and update the table below from the Summary Table for Year Three (found on the second sheet of the Excel document stated above).		
Expense head	Milestone 2	Milestone 3
Personnel	143,226	143,226
Administration	2,744	2,744
Consultants and sub-contractors	57,830	57,830
Purchase of capital assets and other capital costs	0	0
Venue and equipment	17,500	17,500
Travel and accommodation	31,390	31,390
Promotion and dissemination of information	1,380	1,380
Financial, legal and information technology expenses	0	0
Health and safety costs	805	805
Other miscellaneous costs	0	0
Total estimate for Milestone	254,875	254,875
Total estimate for Year Four	\$509,750	

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