



Ministry for the
Environment
Manatū Mō Te Taiao

Contaminated Sites Remediation Fund

Application form for project funding

Funding Round:

Financial year:

Council name:

Project name:

Phase/s:

Official Information

Important: Information presented to the Minister for the Environment or the Ministry for the Environment is subject to disclosure under the Official Information Act 1982 (OIA). Certain information may be withheld in accordance with the grounds for withholding information under the OIA. Further information on the OIA is available at www.ombudsmen.parliament.nz.

Information held by the Minister and Ministry may have to be released under the OIA in response to a request from a member of the public (or any other body) for that information. If you wish to provide sensitive information to the Minister or Ministry that you do not want released, it is recommended you consult with the Ministry as to whether the information is necessary for the application, and whether there may be grounds in the OIA for withholding the information. For instance, if release of the information would disclose a trade secret, or be likely to unreasonably prejudice the commercial position of the person who supplied or who is the subject of the information, then there may be grounds to withhold the information. The Ministry will endeavour to contact you to discuss an OIA request relating to your application if one is received, and what the implications of releasing your information are.

The grounds for withholding must always be balanced against consideration of public interest that may justify release. Although the Ministry does not give any guarantees as to whether information can be withheld under the OIA, it may be helpful to discuss OIA issues with the Ministry in advance, if information provided with an application is sensitive.

Introduction

This application form is for funding proposals to the Ministry for the Environment's Contaminated Sites Remediation Fund (CSRF).

It is important to complete all fields in this application form. If the application is successful, the information you have provided will be used in the development of the funding deed.

It is preferable to complete this application form electronically, and submit it by email. Move between fields by using the mouse, or pressing the ↑ and ↓ keys on your keyboard. You may cut and paste from other documents for questions that allow for longer responses (more than 50 words). Note that some of the funding calculations will automatically be done for you.

If you need help to complete the application form, refer to the guide in the first instance. For any further information, email CSRFAapplication@mfe.govt.nz, or phone 0800 499 700. If you need an additional copy of the application form and guide, phone or email the Ministry and we will send you a copy.

Please read the *Contaminated Sites Remediation Fund Guide for applicants for project funding* (the guide) before completing this application form.

When your application is complete

The deadline for completed application forms to be received by the Ministry is the last working day of March or September, depending on the funding round. We encourage you to submit your completed application form well ahead of the deadline, as we are unable to accept late applications. We are also unable to assess incomplete applications, so it is important you provide all the required information.

All applications must be completed using this application form.

Email your completed application form and supporting documentation to CSRFAapplication@mfe.govt.nz (with 'CSRF application' in the subject line) or post it to:

Contaminated Sites Remediation Fund
Ministry for the Environment
PO Box 10362
Wellington 6143

SECTION 1: Applicant details

See page 17 of the guide for information about this section.

Organisation details

Regional council/unitary authority's legal name <i>one name only</i>			
Trading name (if different)			
Physical address <i>include post code</i>			
Postal address <i>include post code</i>			
Telephone	(0_) <i>landline</i>	(0_) <i>fax</i>	
Website address			

Contact person details

Principal contact name			
Position			
Email address			
Telephone	(0_) <i>work</i>	(0_ _) <i>mobile</i>	(0_) <i>Fax</i>

Back-up contact name			
Position			
Email address			
Telephone	(0_) <i>work</i>	(0_ _) <i>mobile</i>	(0_) <i>Fax</i>

SECTION 2: Landowner/occupier details

Contact details

Complete the following table. This section does not need to be completed if the landowner/occupier cannot be identified, or is deceased, or has ceased trading.

If there is more than one landowner/occupier, record the information in a separate Word document, and submit this with your application.

See page 18 of the guide for information about this section.

Landowner's/occupier's legal name <i>one name only</i>							
Trading name (if different)							
Principal contact name							
Relationship to site	<input type="checkbox"/> Landowner <input type="checkbox"/> Occupier <input type="checkbox"/> Other <i>please specify</i>						
Physical address <i>include post code</i>							
Postal address <i>if different from physical address</i> <i>include post code</i>							
Email address							
Telephone	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">(0_)</td> <td style="width: 33%; text-align: center;">(0_)</td> <td style="width: 33%; text-align: center;">(0_)</td> </tr> <tr> <td style="text-align: center;"><i>work</i></td> <td style="text-align: center;"><i>mobile</i></td> <td style="text-align: center;"><i>Fax</i></td> </tr> </table>	(0_)	(0_)	(0_)	<i>work</i>	<i>mobile</i>	<i>Fax</i>
(0_)	(0_)	(0_)					
<i>work</i>	<i>mobile</i>	<i>Fax</i>					
Website address							

SECTION 3: Project details

1 What are the details of your project?

You will need to supply further details about requested funding in Section 7 of this application form.

See page 19 of the guide for information on how to complete this question.

Project name <i>maximum eight words</i>	
Project phase(s) included in this application <i>tick as many as applicable</i>	<input type="checkbox"/> Site investigation (phase two) <input type="checkbox"/> Remediation planning (phase three) <input type="checkbox"/> Site remediation (phase four)
Project purpose <i>maximum 40 words</i>	The purpose of this project is...
Over how many financial years are you seeking funding?	
What is the total anticipated cost for the project phase(s) covered by this application?	

2 What objectives have been set for your project, and how do you intend to achieve them?

Specify the 'SMART' objectives for your project and provide detail about the types of activity that will be undertaken to meet the objectives. How will you measure their effectiveness of the activities using key performance indicators (KPIs)?

Ensure that a cost benefit analysis is submitted with your application (if one has been undertaken).

See page 20 of the guide for information on how to complete this question (maximum 100 words per row).

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Objective	Activity	KPI

3 What are the expected benefits of the project?

Complete the table below. Ensure that all benefits are 'SMART' (maximum 40 words per cell).

See pages 21 and 22 of the guide for further information and examples.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Type of benefit	Description
<i>Economic, social, environmental, cultural or other type of benefit</i>	<i>Provide a brief, clear description of the benefit</i>

4 What is the scope of the project?

Provide information about what the project will do (in scope) and won't do (out of scope).

See page 22 of the guide for information on how to complete this question (maximum 300 words).

Press the **Tab** key on your keyboard to add more rows to the table, if required.

In scope	Out of scope

5 Are there any links to, or dependencies on, other projects?

Provide information about the links and dependencies that exist between this project and any other project or programme that may affect the delivery of this project (maximum 150 words per row).

See page 22 and 23 of the guide for information on how to complete this question.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Link or dependency	How this will be managed	Person responsible for monitoring

6 How will you schedule your project?

Ensure that a high-level project schedule for the phase(s) covered in this project is submitted with your application. (A Gantt chart is recommended for large projects). The project schedule should provide the following information:

- *start and end dates of the project*
- *delivery date for each milestone*

See page 23 of the guide for information on how to complete this question.

Description	Start date	End date
Project start		
Milestone 1:		
Milestone2:		
Milestone 3:		
Milestone 4:		
Milestone 5:		
Milestone 6:		
Project end		

7 How will you evaluate your project?

How will you know your project is successful?

Describe how the effectiveness of your project will be monitored, evaluated and reported, based on the KPIs and answers you provided in question two (maximum 300 words).

See page 24 of the guide for information on how to complete this question.

SECTION 4: Site information

8 What are the details of the site?

See page 25 of the guide for information on how to complete this question.

Site address	
Legal description(s) of site	
Description of site location and setting	
Current use of site <i>include how water and land on the site are used</i>	
When did the current landowner/occupier purchase the site?	

9 Is the site in an area that has cultural significance or natural, ecological, scientific or recreational value?

Yes

No

If yes, provide details below (maximum 200 words).

See page 25 of the guide for examples.

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10 What is the contamination history of the site?

Complete the table below.

Ensure that the phase one desktop study (undertaken by the council) is submitted with your application as supporting documentation.

See page 26 of the guide for examples.

Contamination history

<p>Which contaminants are present/ suspected to be present?</p> <p><i>provide a general description</i></p>	
<p>When did contamination of the site occur?</p> <p><i>provide accurate dates</i></p>	
<p>Potential risk to human health</p> <p><i>provide details</i></p>	
<p>Potential risk to environment</p> <p><i>provide details</i></p>	
<p>What activities caused the contamination?</p>	
<p>Are these activities ongoing?</p> <p><i>if yes, are they subject to any controls (eg, discharge consent)?</i></p>	
<p>Has any action been undertaken to investigate or remediate the site?</p> <p><i>if yes, provide details</i></p>	

11 What is the proposed use of the site following remediation?

Provide information about the proposed use of the site following remediation (maximum 200 words).

See page 26 of the guide for an example.

12 Will all (or part) of the site be sold following remediation? Yes No Unknown

If yes, provide details (maximum 200 words).

See page 26 of the guide for further information.

SECTION 5: Site risk screening

Use the information from your risk screening report (undertaken during phase one) to complete this section. Include any other relevant information.

Submit the risk screening report as supporting documentation with this application.

13 Have Hazardous Activity and Industry List (HAIL) activities been undertaken on the site? Yes No

If yes, provide any known information about the activities, including the names of companies, details of processes undertaken, and records of spills/incidents.

See page 27 of the guide for information on how to complete this question.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

HAIL activities	Dates	
	Start	End

14 What are the site's hazard and pathway components?

Complete the following table using the information available to you at the time of application.

See page 27 of the guide for further information.

Hazard	Components <i>provide the information used to derive the components</i>	Affected receptor
Names of chemicals of concern		<input type="checkbox"/> surface water <input type="checkbox"/> groundwater <input type="checkbox"/> direct contact exposure
Toxicity of chemicals of concern		<input type="checkbox"/> surface water <input type="checkbox"/> groundwater <input type="checkbox"/> direct contact exposure
Volume of chemicals on the site, or the volume of land affected		<input type="checkbox"/> surface water <input type="checkbox"/> groundwater <input type="checkbox"/> direct contact exposure
Mobility of chemicals of concern		<input type="checkbox"/> surface water <input type="checkbox"/> groundwater <input type="checkbox"/> direct contact exposure
Pathway	Components <i>provide the information used to derive the components</i>	
Containment of chemicals/contamination		
Thickness and nature of low permeability layer		
Soil type (permeability)		
Distance to user		
Depth to hazard		
Type of aquifer present		
Direct/sediment run-off and flood potential		

SECTION 6: Partnerships

15 Has appropriate due diligence been completed on the current landowner/occupier?

Yes No

If yes, please attach evidence to this application.

See page 28 of the guide for further information.

16 Is the current landowner/occupier willing to contribute financially to the remediation?

Yes No

If yes, provide further information below. If no, provide the reasons why (maximum 100 words).

See page 28 of the guide for further information.

17 Is the current landowner/occupier willing to support the remediation in other ways?

Yes No

If yes, provide further information below. If no, provide the reasons why (maximum 100 words).

See page 28 of the guide for further information.

18 Which individuals/partner organisations will be involved in the project?

What do your partner organisations bring to the project? Complete the table below (maximum 40 words per row).

If your application is successful we may contact the person to discuss the project.

See page 28 of the guide for information on how to complete this question.

*Press the **Tab** key on your keyboard to add more rows to the table, if required.*

Name of individual/organisation	Details of involvement	Contact person	Position	Phone number and email

19 Who are the project's stakeholders?

Complete the table below (maximum 40 words per row).

See page 28 and 29 of the guide for information on how to complete this question.

*Press the **Tab** key on your keyboard to add more rows to the table, if required.*

Stakeholders <i>List the stakeholders that are included in this project</i>	Details <i>Give a brief description about their involvement and how your project will support and strengthen the partnerships between the stakeholders</i>

SECTION 7: Milestones and funding

See pages 30 to 38 of the guide for important, step-by-step information on how to complete this section, including how the financial component of the funding is broken down, and how voluntary donations of time and expertise towards your project (in-kind contributions) are assessed.

20 What are the milestones for phase two of your project (site investigation)?

Only complete this question if phase two is included in this application.

Clearly outline **up to a maximum of six** milestones for phase two, including the tasks that make up each milestone (maximum 100 words per milestone).

Provide the total estimated cash cost for each milestone (exclusive of GST).

Do not include in-kind contributions as this is covered at question 22.

See pages 30 to 34 of the guide for information on how to complete this question.

Milestone	Description	Estimated timeframe	Total estimated cost (A) <i>excluding GST</i>
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Estimated total cash cost for phase two (A)			\$ 0

21 What are the milestones for phase three of your project (remediation planning)?

Only complete this question if phase three is included in this application.

*Clearly outline **up to a maximum of six** milestones for phase three, including the tasks that make up each milestone (maximum 100 words per milestone).*

Provide the total estimated cash cost for each milestone (exclusive of GST).

Do not include in-kind contributions as this is covered at question 22.

See page 35 of the guide for information on how to complete this question.

Milestone	Description	Estimated timeframe	Total estimated cost (A) <i>excluding GST</i>
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Estimated total cash cost for phase three (A)			\$ 0

22 What are the milestones for phase four of your project (site remediation)?

Only complete this question if phase four is included in this application.

*Clearly outline **up to a maximum of six** milestones for phase four, including the tasks that make up each milestone (maximum 100 words per milestone).*

Provide the total estimated cash cost for each milestone (exclusive of GST).

Do not include in-kind contributions as this is covered at question 22.

See page 35 of the guide for examples.

Milestone	Description	Estimated timeframe	Total estimated cost (A) <i>excluding GST</i>
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
Estimated total cash cost for phase four (A)			\$ 0

23 Have you secured funding from other external sources (including partners)? Yes No

If yes, complete the table below. All amounts should be cash only and exclusive of GST. Please attach to this application any documentation that provides evidence of the funding secured from external sources. If your application is successful, we may contact the nominated person to discuss the status of the funding. In-kind contributions may not be included.

See page 36 of the guide for information on how to complete this question.

Other external funding sources

Individual/ organisation name	Contact name and phone number	Status of offer	Expected date for funding	Amount phase two (C)	Amount phase three (C)	Amount phase four (C)
				<i>excluding GST</i>	<i>excluding GST</i>	<i>excluding GST</i>
		<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		\$	\$	\$
		<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		\$	\$	\$
		<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		\$	\$	\$
<i>If you have secured further funding from more than three individuals/organisation(s), provide the amount in the Amount column to the right. Provide information about the individual's/organisation's name, contact details, status of offer and dates in a separate Word document (or piece of paper, if you are not completing this application electronically), and submit this as supporting information with your application.</i>				\$	\$	\$
Total other external funding sources (C)				\$ 0	\$ 0	\$ 0

If you have not attempted to secure funding from other external sources, provide the reasons why below. Include any other relevant information (maximum 100 words).

24 Provide detailed information about the estimated in-kind contributions your project will receive.

Provide information about the estimated in-kind contributions that your project will receive, including the estimated amounts (maximum 100 words per row).

Note that in-kind contributions are separate from the cash costs of the project.

See pages 36 and 37 of the guide for information on how to complete this question.

In-kind contributions summary

	Description	Phase two total estimated in-kind contribution (F) <i>excluding GST</i>	Phase three total estimated in-kind contribution (F) <i>excluding GST</i>	Phase four total estimated in-kind contribution (F) <i>excluding GST</i>
<p>Professional services and goods</p> <p><i>Calculate professional services using the actual hourly rate</i></p> <p><i>This includes council staff time</i></p>		\$	\$	\$
<p>Use/donation of equipment</p> <p><i>Calculate equipment and other charges using the actual hourly rate</i></p>		\$	\$	\$
<p>Facilities provided</p>		\$	\$	\$
<p>Community volunteers</p> <p><i>Calculate at a rate of \$30 per hour</i></p>		\$	\$	\$
<p>Other</p>		\$	\$	\$
Total in-kind contributions (F)		\$ 0	\$ 0	\$ 0

25 How much are you requesting from the CSRF, and how much have you obtained from other sources?

Complete rows B and D. Your answers from questions 18 – 22 will automatically populate rows A, C, E and F. All costs should be exclusive of GST.

See page 38 of the guide for information on how to complete this question, and about what the funding does not cover.

Funding summary

	Phase two	Phase three	Phase four
Estimated cash costs for project (A) <i>Cash costs (including contingencies) associated with the project only. Do not include in-kind contribution costs</i>	\$ 0	\$ 0	\$ 0
Your cash contribution to the project (B) <i>The amount your council is contributing to the project</i>	\$	\$	\$
Other external cash funding sources, including partners (C) <i>Totals for any other funding you have secured</i>	\$ 0	\$ 0	\$ 0
Funding sought from CSRF (D)	\$	\$	\$
CSRF share of costs (E) <i>Funding sought from CSRF (D) x 100 and divided by estimated project cost (A)</i>	%	%	%
In-kind contributions (F) <i>Totals for any in-kind contributions you have secured</i>	\$ 0	\$ 0	\$ 0

The totals from the table above will automatically populate rows G and H. Ensure that you have clicked out of the table for the totals to calculate. All totals are exclusive of GST.

	Phase two	Phase three	Phase four
Estimated total costs for project (G) $G = A + F$	\$ 0	\$ 0	\$ 0
Estimated overall costs for project (H) <i>This total is a sum of all project phases in the row above</i>	\$ 0		

SECTION 8: Project management

26 What project governance is planned for the project?

Describe the project governance that is planned for the project, to ensure that decisions are made consistently and robustly, money is spent responsibly, and risk is managed effectively (maximum 250 words).

See page 39 of the guide for information on how to complete this question.

27 What are the proposed roles and responsibilities within the structure of your project?

Complete the table below with information about the roles and their responsibilities within the project structure. At a minimum, the first project manager and project executive rows of the table must be completed. Note that both these roles must be from the regional council or unitary authority. Complete the rest of the table as relevant to your project.

See pages 39, 40 and 41 of the guide for information on how to complete this question.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Role	Name of person	Phone no.	Email	Responsibilities	Time commitment
Project Manager		(0_)			
Project Executive		(0_)			

Governance Group <i>(led by project executive, if applicable)</i> <i>provide list of names</i>		(0_)			
Project Board <i>(led by governance owner, if applicable)</i> <i>provide list of names</i>		(0_)			
Governance owner		(0_)			
Project team members <i>provide list of names</i>		(0_)			
Project administrator		(0_)			

Other roles <i>provide the role titles</i>		(0_)			
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28 What is your risk management plan?

Complete the risk management table below by providing information about the top five risks that your project faces.

See page 41 of the guide for information on how to complete this question.

	Risk 1	Risk 2	Risk 3	Risk 4	Risk 5
Potential risk <i>Identify the potential risk to your project</i>					
Strategy to mitigate <i>Describe the process that you will use to minimise and manage the risk</i>					
Level of risk occurring <i>Select from the drop down box</i>	Low	Low	Low	Low	Low
Impact on project <i>Select from the drop down box</i>	Minor	Minor	Minor	Minor	Minor
Consequences <i>Describe the consequences the risk would have on the project (eg, misunderstandings, duplication of work, incomplete work)</i>					

29 Does the organisation managing the project have a health and safety policy or plan? Yes No

If yes, provide copy of health and safety policy with application and go to question 30. If no, provide the reasons why (maximum 100 words) and then go to question 31.

See page 41 of the guide for further information.

30 Are the project's activities covered by the organisations existing health and safety policy or plan? Yes No

If yes, go to question 22. If no, go to question 31. See page 42 of the guide for further information.

31 Does a Health and Safety Plan need to be developed specifically for the project? Yes No

If yes, go to question 32. If no, provide the reasons why (maximum 100 words). See page 42 of the guide for further information.

32 Who will be responsible for the health and safety plan and/or policy?

See page 42 of the guide for further information.

Name of person	Title	Organisation	Project role

33 Will the health and safety plan and/or policy be audited and/or reviewed?

Yes No

If yes, provide details of who will undertake the audit/reviews and their frequency if known. If no, provide the reasons why (maximum 100 words). See page 42 of the guide for further information.

Name of person	Title	Organisation

34 Identify the five most significant hazards with the project

See page 42 of the guide for further information.

No.	Hazard	Potential impact	Management
1			
2			
3			
4			
5			

35 What is your reporting plan?

Complete the reporting plan table below.

See page 43 of the guide for examples and information.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Target audience <i>Who is your target audience (eg, landowners, local community, central government)?</i>	Type of report <i>Provide the name of the report</i>	Purpose <i>What is the purpose of your reporting plan and what do you hope to achieve (eg, develop awareness, impart information, deliver education, bring about behaviour change, etc)?</i>	Timing <i>How often will the report be distributed?</i>
MfE, Governance group, Project Board	Project Status Report	Inform stakeholders of the progress made during the last month	Monthly – within 5 days of month end.

36 What are your proposed quality assurance processes?

Complete the table below.

See page 43 of the guide for information on how to complete this question.

Press the **Tab** key on your keyboard to add more rows to the table, if required.

Deliverable <i>eg, final report</i>	Acceptance criteria <i>eg, report needs to comply with the Ministry's Contaminated Land Management Guidelines for reporting on contaminated land</i>	Person responsible <i>eg, project manager</i>	Due date

SECTION 9: Additional information

37 Is there anything else we need to consider about your application?

This space is for you to provide any additional information that your organisation considers important, but has not been covered in previous sections of this application form, eg, any known conflicts of interest

Include any assumptions which have influenced the approach to the project (maximum 250 words).

See page 44 of the guide for information.

38 Are there any documents that the Ministry needs to read in conjunction with your application?

Yes

No

If yes, complete the table below.

See page 45 of the guide for examples.

Ensure that the documents are submitted with this application form.

*Press the **Tab** key on your keyboard to add more rows to the table, if required.*

Name of document

SECTION 10: Declaration

This declaration must be completed by a person with the council's signing authority.

See page 45 of the guide for further information.

Important: *Please contact the CSRF Team if you have any queries regarding the terms and conditions of the Funding Deed for the CSRF.*

As a duly authorised representative of the organisation as per Section 1 of this Contaminated Sites Remediation Fund application form:

- I declare that I have read, and agree to, the standard terms and conditions of the Funding Deed for the Contaminated Sites Remediation Fund.
- I declare that I have read the *Contaminated Sites Remediation Fund Guide for applicants for project funding*.
- I declare that to the best of my knowledge, the information contained in all sections of this application form, or supplied by us in support of our application is complete, true and correct.
- I declare that I have the authority to sign this application form and to provide this information.
- I declare that all regulatory requirements regarding the project have been met, and that any required approvals and/or consents have been granted.
- I understand that information presented to the Minister for the Environment and Ministry for the Environment is subject to disclosure under the Official Information Act 1982.
- I agree that the Ministry for the Environment may collect information about our organisation from other parties, and may liaise with local and national organisations in respect of this application.
- I agree that the Ministry for the Environment can undertake a background check on the applicant(s).

Name

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Position

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Signature

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

	Date
--	-------------

Checklist

Use the following checklist to confirm you have provided all the required information in your application.

Do not include any attachments that the Ministry has not specifically requested.

- All sections of this application form completed
- Declaration signed and dated

The following supporting documentation attached:

- cost benefit analysis (if undertaken)
- high-level project schedule for the phase(s) covered in this project
- phase one desktop study
- risk screening report
- documents that the Ministry needs to read in conjunction with your application

Your feedback

Did you find this application form easy to understand and complete?

- Not at all Mostly Very

Provide general comments below.