

# Te Tahua Pūtea mō te Kirihou Auaha

## Plastics Innovation Fund

Guide for Applicants 2021–22



Ministry for the  
**Environment**  
*Manatū Mō Te Taiao*



**Te Kāwanatanga o Aotearoa**  
New Zealand Government

## Disclaimer

The information in this publication is, according to the Ministry for the Environment's best efforts, accurate at the time of publication. However, users of this publication are advised that:

- the information provided has no official status and so does not alter the laws of New Zealand, or other official guidelines or requirements;
- this guide does not constitute legal advice, and users should take specific advice from qualified professionals before taking any action as a result of information obtained from this publication.
- the Ministry for the Environment does not accept any responsibility or liability whatsoever whether in contract, tort, equity or otherwise for any action taken as a result of reading, or reliance placed on this publication because of having read any part, or all, of the information in this publication or for any error, or inadequacy, deficiency, flaw in or omission from the information provided in this publication.
- all references to websites, organisations or people not within the Ministry for the Environment are provided for convenience only and should not be taken as endorsement of those websites or information contained in those websites nor of organisations or people referred to.

This document may be cited as: Ministry for the Environment. 2021. *Te Tahua Pūtea mō te Kirihiou Auaha Plastics Innovation Fund: Guide for Applicants 2021–22*. Wellington: Ministry for the Environment.

Published in October 2021 by the  
Ministry for the Environment  
Manatū Mō Te Taiao  
PO Box 10362, Wellington 6143, New Zealand

ISBN: 978-1-99-003386-5  
Publication number: ME 1600

© Crown copyright New Zealand 2021

This document is available on the Ministry for the Environment website: [environment.govt.nz](https://environment.govt.nz).

# Contents

About this guide	4
Purpose	4
Intended audience	4
How to use this guide	4
<b>PART 1: Eligibility criteria</b>	<b>5</b>
Check your project is eligible for funding	5
What we won't fund	7
<b>PART 2: Expression of interest</b>	<b>8</b>
Expression of interest and assessment criteria	8
<b>PART 3: How to apply</b>	<b>15</b>
Completing your online expression of interest	15
Contact	19
<b>Appendix 1: Gazette notice no. 2021-go4172</b>	<b>20</b>
Criteria for the Plastics Innovation Fund	20
<b>Appendix 2: Examples referenced in the expression of interest</b>	<b>23</b>
Project details (EOI section 3)	23
Benefits (EOI section 4)	24
Project outcomes and results (EOI section 6)	25

# About this guide

## Purpose

This document provides guidance on applying to the Plastics Innovation Fund for funding for a plastic waste minimisation project.

It outlines the funding process, how to check your project's eligibility and covers the expression of interest process. Once you have checked whether your project is eligible, please read the guide to ensure your project matches the assessment criteria.

Further detailed information will be issued to successful applicants who are invited to progress from expression of interest through to the application process.

## Intended audience

The audience for this document is anyone interested in seeking funding for a plastics waste minimisation project from the Plastics Innovation Fund.

## How to use this guide

Use this guide in conjunction with the Plastics Innovation Fund expression of interest online application tool, and the strategic outcomes outlined on the Ministry for the Environment (the Ministry) [website](#).

We suggest you read these documents before you start preparing your expression of interest.

Tēnā koutou tēnā koutou tēnā koutou katoa.

# PART 1: Eligibility criteria

## Check your project is eligible for funding

The first step in applying for funding from the Plastics Innovation Fund is to check your project meets the eligibility criteria set by the Minister for the Environment.

Only projects that promote or achieve plastic waste minimisation are eligible for funding.

To be eligible for funding your project should meet the gazetted criteria – this can be viewed on the [New Zealand Gazette website](#) and in [Appendix 1](#). Should your project not meet the criteria, other government funding options may be available. See a list of other funding options on the [Ministry's website](#).

Meeting the eligibility criteria alone does not guarantee your project will be funded.

**Important:** Expressions of interest will be assessed by the Ministry for the Environment. Projects that do not meet the eligibility criteria or are incomplete are likely to be declined.

### Overview of gazetted eligibility criteria

Scope of the fund:

Projects must be within the scope of the fund and include those that:

- aim to reimagine how we make, use, recycle or dispose of plastics, to provide more sustainable alternative options
- may involve innovation across the plastics lifecycle: rethink/redesign, reduce, reuse/repurpose, recycle, recover, treat and dispose
- may innovate across a range of approaches, including mātauranga Māori, engineering, economics, the social and biophysical sciences
- may involve international collaboration to find or adopt international solutions to reduce harm to our environment from plastics.

If you answer NO to any of the questions below, your request for funding is unlikely to be successful.

1. Legal entity

The applicant must be a legal entity and not an individual.

**Q1 – Is your expression of interest being submitted on behalf of a legal entity? Yes/No**

2. Primary objective

The fund's primary objective is to promote or achieve plastics waste minimisation, as required under the Waste Minimisation Act (WMA) 2008, in order to protect the environment from harm.

**Q2 – Does your project promote or achieve plastic waste minimisation? Yes/No**

3. Eligible activities – beyond business as usual

- Funding is not for the running costs of the existing ‘business as usual’ activities. Funding can be for operational or capital expenditure necessary to deliver a successful project.
- Projects must promote or achieve new activity on the part of the applicant or involve a significant expansion in the scope or coverage of existing activities.
- Projects that adopt, scale up or increase in uptake of existing technologies and innovation, developed in New Zealand or overseas are also eligible.

Can you answer ‘yes’ to at least one of the following? If you answer ‘no’ to all three then your project is unlikely to be eligible.

**Q3 – Does your project:**

- **promote or achieve a new activity?**
- **involve a significant expansion in scope or coverage of existing activities?**
- **adopt, scale up or increase in uptake of existing technologies and innovation, developed in New Zealand or overseas?**

4. Time bound

Projects should be for a discrete timeframe of up to four years, after which the project objectives will have been achieved and, where appropriate, the initiative will become self-funding.

**Q4 – Is your project for a discrete timeframe of up to four years? Yes/No**

5. Is this the most appropriate fund for your project?

For projects where alternative, more suitable, government funding streams are available applicants should apply to these funding sources before applying to the Plastics Innovation Fund. Please see [business.govt.nz](http://business.govt.nz) for more information.

**Q5 – Is the Plastics Innovation Fund the most suitable government funding source for your project? Yes/No**

6. Co-funding

Applicants should secure funding from other sources known as co-funding; which can include a financial contribution from the applicant. Co-funding is defined as direct financial support and, in general, it is expected that any typical commercial project is co-funded by 50%. Community, Iwi and Māori-led projects may be provided flexibility on this expectation on a case-by-case basis, depending on the level of public benefit as an outcome of the project.

**Q6 – Is funding being contributed to the project from other sources (including the applicant)? Yes/No**

7. Minimum funding limits

The minimum grant available for feasibility or scoping studies will be \$20,000. The minimum grant for other project types will be \$50,000.

**Q7 – Does your project meet the relevant minimum funding limit? Yes/No**

**If you answered NO to any of the above sample questions, your project is unlikely to be successful in its expression of interest.**

# What we won't fund

The areas listed below are not covered by Plastics Innovation Fund funding.

Area	What funding does not cover
Environment	<ul style="list-style-type: none"> <li>• General environmental education projects (as opposed to education that focuses on waste minimisation)</li> <li>• Projects that focus on waste disposal or on the treatment of waste for disposal and/or clean ups</li> </ul>
Research	<ul style="list-style-type: none"> <li>• Academic costs or research aimed at supporting the attainment of a qualification</li> <li>• Duplication of demonstration projects or pilot studies</li> <li>• Monitoring and/or data collection projects that do not produce outcomes that result in waste minimisation</li> </ul>
Other funding sources, including government agencies	<ul style="list-style-type: none"> <li>• Projects that are clearly the responsibility of other funding sources (eg, government agencies). This includes project outputs to be used specifically for developing central government policy</li> <li>• Statutory duties of local government (activities that councils are required to undertake by law, such as local government planning, resource consent approval or monitoring functions)</li> </ul>
Retrospective costs	<ul style="list-style-type: none"> <li>• Retrospective or backdated costs (ie, costs incurred before a funding deed is signed)</li> </ul>
Normal operating costs	<ul style="list-style-type: none"> <li>• Normal, ongoing operating costs are funds for undertaking an organisation's 'normal' responsibilities</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Purchase of land</li> <li>• Attendance at conferences</li> <li>• Projects more appropriately funded from other sources, including other government agencies</li> <li>• Alcohol, entertainment, gifts or social expenses</li> <li>• Costs associated with supporting a political party or movement, running a political campaign, or lobbying against the New Zealand Government</li> <li>• Contingency or unforeseen costs</li> </ul>

# PART 2: Expression of interest

## Expression of interest and assessment criteria

If your project meets the eligibility criteria (see [part 1](#)), step two in applying for funding is to consider the assessment criteria in detail before completing your expression of interest.

Your expression of interest should be written in a concise, accurate and clear manner to show how your project will meet all assessment criteria. All eligible expressions of interest will be evaluated against the assessment criteria and the Minister's priorities for the Plastics Innovation Fund, as covered below.

### 1. Applicant details and project summary

#### Describe your project or proposal and select the most suitable categorisation

This section requires a summary of your project, followed by the selection of the most suitable category for your project, using drop-down lists.

This section is for background information and establishes your project and approach. There is no assessment of the description or categorisation of your project, however geographical spread may indicate the scale or potential impact of any project and may be considered overall.

### 2. Funding summary

#### Costs, co-funding and funding request explanation

Outline the total project costs, the subsequent plastics innovation funding requested, and the amount that co-investors will contribute to your project. The Plastics Innovation Fund can fund projects up to four years in duration. It is expected that any typical commercial project is co-funded by 50 per cent and this cannot be an in-kind contribution. Community, iwi and hapū projects for example may be provided flexibility on this co-funding expectation on a case-by-case basis, depending on the level of public benefit as an outcome of the project.

The funding request explanation requires applicants to explain why the project requires grant funding to be successful. In responding, also describe the outcome of your project if it does not successfully receive requested funding. Without this funding, will your project no longer proceed? Or would it proceed at a slower pace? Have you considered other public or private funding sources? If so, why are they not appropriate or available to you?

The assessment of the funding summary considers the justification of the level of the funding requested against the total cost of the project.



### 3. Project details

#### Problem or opportunity, solution and objectives

In more detail, outline the problem (or opportunity) that your project seeks to address and describe the proposed solution. In what way is your project innovative? What is its scope? What is its scale? How well does your solution address the identified problem or opportunity? Consideration is made to how well the problem or opportunity has been identified, how well your solution addresses the problem, and how innovative the proposed solution is.

For this purpose, innovation is defined as a product or solution that is either 'new to the world' or 'new to New Zealand'. Ensure your explanation identifies how the project's outcomes achieve this definition.

Project objectives describe the key activities your project will undertake, and the deliverables that will be created through the project. These will form the basis of a milestone schedule (that is 'what will happen and when') if you are invited to submit a full application.

We are seeking between two and four objectives as part of your expression of interest.

Project objectives as a statement must be **SMART**:

- **Specific** – objectives should specify what they want to achieve.
- **Measurable** – you should be able to measure whether you are meeting the objectives.
- **Achievable** – the objectives should be achievable and attainable.
- **Realistic** – the objectives should be able to be realistically achieved with the resources you have.
- **Timely** – ensure you have a timeframe for when you want to achieve the set objectives.

Project objectives need to include each of the SMART elements above to allow the project to be fully assessed.

The assessment of SMART objectives revolves around how aligned these are to your proposed solution and how considered the objectives are against the SMART requirements above.

NOTE: This section is important as your SMART objectives will form the basis of your milestones if you are invited to apply. More detailed information will be provided to applicants who are invited to apply – the next phase of the application process.

### 4. Benefits

#### Strategic outcome, strategic value and key questions

The strategic outcome describes how well your proposal aligns with the Ministry's priorities. Consider the investment signal and fund outcomes and focus on how your project aligns. When describing the alignment to fund outcomes, consider how your project creates benefits over time.

Strategic value refers to your project's ability to act as a catalyst that enhances and extends the uptake of plastic waste minimisation. Consider the flow-on effect of your successful project – does it enable or create positive benefits external to your project? For example, if you are

introducing new technology, will you promote the use of this technology to inspire other uses across NZ? If you are creating new products or materials, will they be widely available? Will your project align to current priorities, or will it disrupt the existing market?

Questions 1 to 8 provide an opportunity to specifically identify the most important elements of your project as they align to fund objectives and describe other benefits. This section will be the focus of the assessment of your expression of interest. Complete this section with care.

From there you will be asked specific questions about your project and provided with guidance within the expression of interest form itself. It is important to consider the guidance in the form and, where possible, address those prompts as all aspects will be assessed.

**Question 1: How will your project minimise plastic waste?**

Consider the direct impact of your project on the minimisation of plastic waste. This may be by projected tonnage and/or overall regional or national impact. What type of plastic will you focus on? Does your product displace existing plastic use, and/or does it also consume existing waste streams?

**Question 2: How will your project support circular solutions?**

A circular economy is where we keep resources in use for as long as possible. How does your project support this? What happens to your product/output at the end of its life? See [appendix 2](#) for additional information.

**Question 3: How, and by how much, will your project protect the environment from harm?**

What is your potential to deliver a reduction of harm to the environment, including consideration of climate change impacts and other global change drivers? Will the project or its outputs create emissions? How are they mitigated?

**Question 4: How will your project support the reduction of plastic imports?**

A reduction of imported plastic indicates a quantifiable potential benefit to the environment.

**Question 5: How will your project improve the behaviour of people and businesses up the waste hierarchy?**

Single use plastics and throwaway consumerism is unsustainable. How will your project change this unsustainable behaviour? See [appendix 2](#) for additional information.

**Question 6: How will your project embed te ao Māori and/or create better outcomes for Māori through the project?**

For example:

- project is co-designed, in partnership with or led by a Māori organisation, or iwi or hapū
- project provides benefits to tangata whenua.

**Question 7: Will your project lead to new jobs, or productivity increases?**

For example:

- FTE (full-time equivalent) new positions created
- productivity gains
- costs savings for product etc

- health and safety benefits.

**Question 8: Additional to your answers to questions 1-7, what are the expected public benefits for this project?**

For example:

- will Intellectual Property be internalised, shared, or promoted?
- are there longer-term benefits after the completion of the project?
- how will this project move New Zealand closer toward a low-waste more circular economy?

NOTE: This section is important as your responses will be carried through to the application phase if you are invited to apply.

## **5. Experience and capability**

### **Your ability to deliver**

Your ability to deliver signals the potential for your project to succeed in achieving its goals and subsequent impact.

Summarise your organisation's history and relevant experience in relation to your project. Outline the resources, relevant experience, organisational governance and skills your organisation will bring to, or plan to engage, for this project to ensure it is successful. How will you monitor and evaluate your project? How will the identified outputs of the project continue after the funding agreement has finished?

If you are proposing a physical product that relies on material inputs (feedstock), do you have access to those inputs? For example, consider a recycled plastic product that utilizes a particular plastic type. In this case, an applicant might have a supply agreement, or similar, to indicate their access to their required feedstock – which in turn supports their ability to deliver the project.

- Do you have partner organisations, collaborators, supply agreements or similar documented partnership agreements?
- Where applicable, do you have access to your required feedstocks?
- Which sectors are involved?

## **6. Project outcomes and results**

### **What change will occur as a result of your project?**

This section is important to understand exactly what changes will occur as a result of your project and the activities you carry out. Your outcomes and anticipated results should be aligned to the broader fund outcomes. Outcomes are defined as the changes you expect to see as a result of your project's activities and they can be short, medium or longer term. They should be clearly measurable and attributable to your project, and you should also be clear on who benefits in relation to each outcome.

We want to measure each project using defined 'results indicators' with projected targets. The results indicators measure the difference between the situation before the project, and after the project. You will be expected to track the change from the baseline (prior to project funding) to the achievement of targets following project delivery.

It is expected that applicants will provide three or more results indicators in this section.

First, select results indicators that best fit for your project. We would expect that most projects will have several key results indicators. The baseline is typically the current situation prior to project commencement. Provide a description of the targets you are aiming to achieve, broken down into waste stream and region, where applicable. Some examples are provided below.

**Table 1: Example indicators:**

Indicator	Baseline	Description	Target			
			Y1	Y2	Y3	Y4
Estimated Weight of reduced imports (eg, # tonnes p/a etc)	0	We currently have no impact on plastic imports. Through our project, our pilot plant will produce outputs that will reduce plastic imports.  1 tonne per year of output at pilot level, to scale up to 10 tonnes per year from year 3.	1	1	10	10
Additional processing capacity added (eg, # tonnes p/a etc)	0	Currently this material is all going to landfill. By automating a process, we will be increasing the capacity for processing packaging in Nelson by 1000tn p/a. 500tn this year then, 1000 per year in subsequent years.	500	1000	1000	1000
Number of people engaged in product stewardship scheme	10,000	Currently there are 10,000 people in Christchurch engaged in a pilot programme. This innovative scheme replaces a hard-to-recycle product with a new-to-world reusable, circular solution. Target to reach +100,000 people each year by scaling nationwide, after year 1.	10,000	100,000	100,000	100,000
Number FTE per annum in new jobs	2	We currently employ two full-time staff members.  We will bring on one new full-time person at the beginning of the first year and two more FTE in the second year. +1 FTE in year one and +2 FTE in the second year. All at our Auckland site.	1	2	0	0

## **7. Estimated budget**

### **High-level expenses over the life of the project**

Provide an indicative project budget by key expense type, exclusive of GST. These figures should represent the full cost of the project, not just the amount of funding you are requesting. If your proposal is invited to move to the application stage, a more detailed budget will be required.

Please ensure that this information is as accurate and as realistic as possible. Total cost estimate for your project should align with the funding summary. We will consider whether or not the planned budget demonstrates reasonable and realistic costs against your objectives.

## **8. Checklist and declaration**

### **Finalising your expression of interest**

All tick boxes on the checklist must be completed. A person with the organisation's signing authority must complete the declaration (for example, the Chief Executive Officer or equivalent delegated authority). This person may differ from the primary contact person for the application.

## **9. What happens next?**

### **Our assessment and next steps**

#### *Assess and score*

The expression of interest will be assessed against the criteria described above and those who qualify will be rated. Those who do not qualify will be notified and will not progress. Investment managers may contact applicants to clarify aspects of the expression of interest, as required. Applicants can resubmit should they choose to apply any feedback received throughout the process.

#### *Draw most competitive expressions of interest regularly*

As expressions of interest are received and assessed, the Ministry will periodically invite the most competitive expressions of interest to progress to the application phase. The number of projects invited to apply will vary based on the size and complexity of those projects.

#### *Application phase*

Applicants will be given six weeks to complete a more in-depth application form. This is modelled similarly to the expression of interest, and the expression of interest information will be automatically populated into the online form. Here applicants need to provide more detail and supporting documentation, to expand on the claims made at the expression of interest phase. It is crucial that the project details align to the expression of interest, and that any claims made are not diluted or varied.

Additional guidance is available for those invited to apply.

### *Assess and recommend*

The Ministry will assess applications in detail and make a recommendation to the Minister (or delegate) on whether to proceed with funding this project. The outcome from the application assessment might be to proceed, to proceed with conditions, or to decline to fund the project.

### *Plan, contract and manage*

Once approved to proceed, a project plan template is provided alongside a deed, which combined outline the detailed deliverables and form the contract itself. This establishes the project and, when agreed, all parties sign and funding can be received on the basis of milestone achievement. Your MfE investment manager will be assigned to you to guide you through the life of the project. Regular progress and incident reports are to be provided to the Ministry for reporting purposes and risk mitigation, including post project delivery reporting.

# PART 3: How to apply

## Completing your online expression of interest

To complete your expression of interest, you must be a registered user of the Ministry's online Funds Management System (FMS).

### How do I register as an FMS user via RealMe?

If you already have a RealMe login, go to <https://fms-cp.mfe-enquire.cloud/login>, enter your RealMe username and password and log in.

If you do not have a RealMe account, you will need to create one. Select Login, then select Create a RealMe login. If you are unsure at any stage of the RealMe process, refer to <https://www.realme.govt.nz/help/>.

### Why is RealMe asking me to download a Google Authenticator app?

RealMe requires you to either provide a mobile phone number or to use the Google Authenticator app to verify your registration. If you do not have Google Authenticator but wish to use this option, you will need to download it to your smartphone from your app store. Once verified, each time you log in, RealMe will send you a unique code to your mobile (by text or the Google Authenticator app). To complete your FMS login, you will need to enter a valid code.

### Will my information from RealMe be transferred to FMS?

Once you have registered with RealMe, you will be redirected to FMS. RealMe and FMS are separate entities and RealMe does not share any of your details with FMS. RealMe manages your username and password so that you do not need a different password for FMS.

### I am having issues with the FMS address finder; how do I update it?

If you have any issues with the address finder, select the location icon to enter an address manually. If you have issues entering a postal address then please enter your physical address and email your correct postal address to [plasticsif@mfe.govt.nz](mailto:plasticsif@mfe.govt.nz)

### I have registered myself; how do I create an account for my organisation?

Your organisation must only have one FMS account. If you are unsure of your organisation's FMS registration status, please contact us at [plasticsif@mfe.govt.nz](mailto:plasticsif@mfe.govt.nz) before you create a new organisation account. We can help you to connect your existing organisation account to your user login.

To register your organisation from the **Account Selection** screen, select the **Organisation** option. Select **Register** to create a new organisation account.

Complete the **Register your Organisation** form and save.

By default, you will be listed as the key contact for your organisation and be assigned the role of account administrator. This role can be re-assigned later to another contact at your discretion.

### How do I manage different roles on the FMS?

You may need to invite others to the FMS to make expressions of interest on behalf of your organisation or to collaborate on reports. You can assign different roles to the contacts you invite to your account.

- An *account administrator* can update your organisation's information and manage who has access to your organisation's account.
- A *standard* user can view your organisation's information and collaborate on the completion of an expression of interest or a client report.

### How do I invite others to join my organisation account?

You must be an account administrator to invite contacts to your organisation's account. Click on your account name and then select **Account Details**.

If you do not see the person you wish to invite listed in the **Contacts** tab, select **Create Contact**. Complete the **Create Contact** form and select **Send Invitation**. Select **Role in Account** to assign, then **Save**. An invitation email will be sent to the contact on behalf of your organisation.

### How do I invite others who are already listed?

If the person you wish to invite already shows in your contact list, select the **More** menu next to their name, then select **Invite**. Select their **Role in Account** and **Invite**. An invitation email will be sent to the contact on behalf your organisation.

### How do I apply?

Grant funding opportunities you may be eligible for are listed on your FMS homepage. Click **View Details** to see more information (e.g., guidance documents or documents to be completed as part of your application) or select **Apply** to go directly to the expression of interest form.

To start an expression of interest, select the **Apply** button.

### How do I navigate the application form?

The expression of interest form has several steps. Click the step icon on the left-hand side pane to open the next step in the form. Alternatively, use the back and forward arrows to move between steps in sequence.

### How do I save an incomplete expression of interest form?

Select **Save**. Ideally your form should be saved as you go. Your draft application form is saved on your **Home** page and remains accessible if you have logged out of FMS and then log in again to complete your expression of interest.

### How do I resume a draft expression of interest?

Select **My Projects** on your homepage, then select the **Draft expression of interest** form to resume applying.

### How do I submit an expression of interest and download a copy?



Click **Download** to save a copy before submitting your expression of interest.

Check the required document uploads have been completed.

Click **Submit**; any missing mandatory information will be highlighted in red. Complete the missing information, then select **Submit** again.

### **What happens next?**

When you submit your expression of interest form, you will receive an email notification with a copy of your form for your reference. Your application form will now be under the review and assessment process.

### **How do I work with online forms?**

For short text fields: click in the field and type a short answer. The character counter will display how many characters you have used and how many are still available.

For long text fields: drag the edge of the text box to increase or decrease the viewable area for the field. The character counter will display how many characters you have used and how many are still available.

For number fields: enter the number without spaces or symbols (ie, do not enter the \$ symbol for dollar amounts). Or use the up and down arrows to select the number.

### **How do I work with option lists?**

Click the down arrow to view the option list and use the scroll bar to browse the list. Select the option(s) you require.

### **How do I work with tables?**

Add a row to a table by selecting the **Add Row** button. Enter your details and save.

Edit a row to a table by selecting the pencil icon. Enter your details and save.

Delete a row by selecting the trash can icon.

### **Who do I contact for help?**

For help with the Ministry for Environment's grant process, clarifications on what is required, or questions about your application or project, please email our team: [plasticsif@mfe.govt.nz](mailto:plasticsif@mfe.govt.nz)

For help with IT technical issues with the FMS Client Portal, contact [support@enquire.cloud](mailto:support@enquire.cloud)

### **What do I do if I have forgotten my username and password?**

To reset your password, go to the **Login** tab and select **Forgot Username or Forgot Password?** This will redirect you to the RealMe service where you will follow the process for resetting your password.

### **If I update my contact details in RealMe, will they automatically be updated in the FMS?**

RealMe does not share any of your personal details the FMS. If your phone number, email address or other contact information changes, you will need to update your user profile in the FMS.

**If I update my New Zealand Business Number (NZBN) details, will those details automatically update in the FMS?**

The NZBN database does not currently share any organisation details to the FMS. If you update the NZBN details of your organisation, you will need to update these details in your FMS account.

**Is there a user guide for the FMS?**

Yes, you can find more information about the FMS in our [Client Portal User Guide](#).

**Official Information Act 1982**

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.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz)

Information held by the Minister or 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. If an OIA request relating to your application is received, the Ministry will endeavour to contact you to discuss it and what the implications of releasing your information are.

The grounds for withholding information 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.

**Privacy Act 1993**

Important: The Ministry for the Environment (Environment House, 23 Kate Sheppard Place, Thorndon, Wellington) may collect, use, hold or disclose personal information for the purpose of assessing eligibility and suitability for Waste Minimisation Fund funding. Individuals have the right in accordance with the Privacy Act 1993 to request access to and correction of their personal information. While the provision of personal information is not mandatory, failure to provide requested information could lead to a delay in considering the application or a decline of the same.

## Contact

Phone: 0800 499 700

Email: [plasticsif@mfe.govt.nz](mailto:plasticsif@mfe.govt.nz)

Web: [environment.govt.nz](http://environment.govt.nz)

# Appendix 1: Gazette notice no. 2021-g04172

The following Gazette notice was published on 1 October 2021 and is available on the [New Zealand Gazette website](#).

## Criteria for the Plastics Innovation Fund

Pursuant to section 38 of the Waste Minimisation Act 2008, I, the Honourable David Parker, Minister for the Environment, set the following criteria for approving funding of a project under the Plastics Innovation Fund.

I have obtained and considered the advice of the Waste Advisory Board prior to setting these criteria.

### Purpose of the Fund

The purpose of the Plastics Innovation Fund is to support projects that reimagine how we make, use and dispose of plastics.

### Objectives

The primary objective is to promote or achieve plastics waste minimisation, as required under the Waste Minimisation Act 2008, in order to protect the environment from harm.

The secondary objectives are:

- A just transition to a low emissions, low waste circular economy to retain Aotearoa New Zealand's clean, green international reputation.
- Job creation and the transformation of our industries including: the manufacturing and primary industries and the waste and resource recovery sector.
- Provide environmental, social, economic, and cultural benefits.

### Eligibility Criteria

1. The applicant must be a legal entity.
2. To be eligible, projects must promote or achieve plastic waste minimisation and be aligned to the plastic priorities and fund outcomes in effect for that round. Plastic waste harms our ecosystem and climate and the majority of funding allocated will be to projects that seek to eliminate, reduce, manage, or mitigate the impact of plastic waste.
3. Projects must be within the scope of the fund and include those that:
  - aim to reimagine how we make, use, recycle or dispose of plastics, to provide more sustainable alternative options<sup>1</sup>

---

<sup>1</sup> Including supporting transitions away from hard-to-recycle and single-use plastics to be phased-out.

- may involve innovation across the plastics lifecycle: rethink/redesign, reduce, reuse/repurpose, recycle, recover, treat and dispose
  - may innovate across a range of approaches, including mātauranga Māori, engineering, economics, the social and biophysical sciences
  - may involve international collaboration to find or adopt international solutions to reduce harm to our environment from plastics.
4. Projects must promote or achieve new activity on the part of the applicant, or involve a significant expansion in the scope or coverage of existing activities.
  5. Projects that adopt, scale up or increase in uptake of existing technologies and innovation, developed in New Zealand or overseas, are also eligible.
  6. Funding is not for the running costs of the existing business as usual activities of organisations, individuals, councils or firms.
  7. Funding can be for operational or capital expenditure over multiple years, up to a limit of four years.
  8. For projects where other Government funds are available (such as research funding from the Ministry of Business, Innovation and Employment and Ministry of Primary Industries), applicants should seek early advice from the Ministry for the Environment, to ensure that the application fits with the fund.
  9. In general, the fund will not cover the entire cost of the project. Applicants should seek part-funding from other sources and, if obtained, must have commitments in place for this funding at the time of application.
  10. The minimum grant for feasibility or scoping studies will be \$20,000. The minimum grant for all other projects will be \$50,000.

## **Assessment Criteria**

### **Project Benefits**

1. Preference will be given to projects that are directed towards promoting or achieving both the primary and secondary objectives of the fund.
2. In general, projects that reduce some environmental harm but are likely to increase climate change emissions will not be supported.
3. In considering whether a project meets the objectives, preference will be given to projects that collectively give the largest net benefit over time. Assessment of a project's effectiveness will include the extent to which the project can demonstrate:
  - potential to minimise waste (e.g., rethink/redesign, reduce, reuse/repurpose, recycle, recover, treat and dispose)
  - potential to reduce environmental harm, including climate impacts
  - the potential to add to our knowledge base (including wider New Zealand's access to the underlying data and results of the project)
  - the potential to act as a catalyst for innovative system change
  - the potential for collaboration across sectors
  - economic, environmental, social, or cultural benefits

- longer term benefits after the completion of the project (how will this project move New Zealand toward a low-waste circular economy)
  - likelihood of success.
4. Projects will be assessed for their strategic value in achieving the fund's objectives. For the secondary objectives (i.e., jobs, industry transformation and/or clean-green reputation), the relevant Industry Transformation Plans (ITP) and advice provided by the lead agency for the ITP will be taken into account.
  5. The degree of partnership, collaboration and public benefit will be taken into account in assessing the strategic value of proposals.

### **Project Delivery Assessment Criteria**

6. The applicant must demonstrate:
  - clear understanding of the problem their project aims to solve
  - clear project governance, as well as the ability and expertise to deliver the project, (or, as part of the project scope, resources are allocated to enable delivery)
  - how the project will achieve its goals including an aligned project budget
  - how the project effectiveness will be monitored, evaluated and reported
  - if and how the project will benefit the wider public
  - if and how the project's identified outputs will continue after funding ends.

This notice takes effect the day after the date of publication in the *New Zealand Gazette*.

Dated this 1st day of October 2021.

HON DAVID PARKER, Minister for the Environment.

# Appendix 2: Examples referenced in the expression of interest

The following supplementary information may help you to prepare sections 3, 4, and 6 of your expression of interest.

## Project details (EOI section 3)

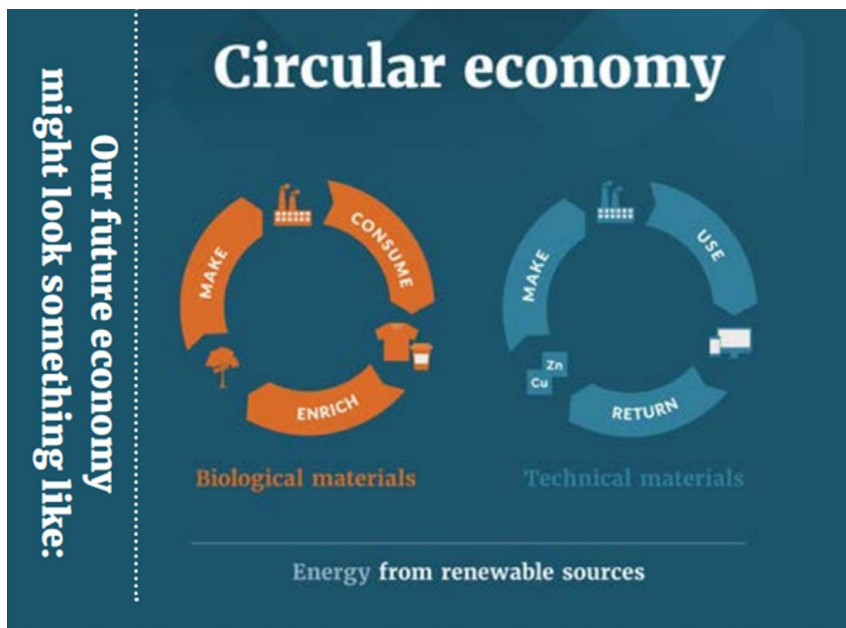
### Examples of project smart objectives

Category	Example
Research and development	Draft specific hypotheses for [investigation/ research/ development] and prepare plan of how these hypotheses will be tested for milestone 1.
Research and development	To resolve specific unknowns (or scientific uncertainty) in relation to the project, and seek scientific/specialist instruction to resolve those potential factors within an identified timeframe.
Research and development	To design a solution or blueprint design, to define the scale of the technological solution and outlay required for maximum efficiency, within an identified timeframe.
Research and development	To produce an MVP product or solution, or to optimise a product/service for a specific outcome, within an identified timeframe.
Research and development	To test the durability/viability/impact (or similar) of a product or solution, to verify the overall effectiveness of a project, within an identified timeframe.
Community/Education	Increase local community recycling practices in [location] by diverting at least [quantity] of [plastic type] by the end of the project
Community/Education	Develop and deliver a [recycling] programme [virtually or in person] to at least [quantity] households in [location/community] by the end of the project.
Community/Education	Facilitate community partnerships by engaging with local [businesses/marae/hapū/Māori organisations] to develop a shared commitment to develop local waste knowledge and capabilities by signing at least [quantity] memorandums of understanding (MOUs) by the end of the project.
Community/Education	Develop a communication strategy to engage with [stakeholder group] and promote [new process/plant/ programme] by the end of the project.
Community/Education	Develop a learning programme to raise awareness of [waste type] waste minimisation practices among communities in [region/s] and deliver at least [quantity] workshops by the end of the project.
Feasibility	Pilot a [new technology/process/programme] in [location] to process/divert/collect at least [quantity] of [plastic type] by the end of the project.
Feasibility	Research and scope the viability of [new process, specific plastic challenge, or opportunity] to process/produce [plastic type] by completing a business case and feasibility report by Milestone 1.
Infrastructure	Expand existing facilities at [location] by installing/commissioning [equipment/plant] in order to increase processing capacity from [baseline] to [new capacity] by the end of the project.
Infrastructure	Establish a new [site/plant/facility] to increase the sorting/processing capacity [plastic stream] and become operational by the end of the project.

Category	Example
Infrastructure	Divert at least [plastic type and quantity] tonnes per annum from landfill by the end of the project.
Infrastructure	Scope local and international equipment specification to process at least [quantity] tonnes per year of [plastic type] and provide a business case by Milestone 1.
Services	Expand existing [service/programme] and establish [new branch/operations] in [location] to divert [plastic type] by Milestone 3.

## Benefits (EOI section 4)

### Q2 – The circular economy



### Q5 – The waste hierarchy





## Q6 – Māori business definition

Māori-owned businesses are defined as enterprises where:

- Partnerships: at least 50 per cent of each class of partnership interest is owned by Māori person(s) and such ownership must be reflected in the partnership agreement; or
- Corporations/companies: Māori person(s) own at least 50 per cent of each class of ordinary voting shares issued and at least 50% of each class of all other shares issued; or
- Trusts: at least 50 per cent of owner(s) of securities or assets held in trust are Māori person(s); or
- Sole proprietorship/trader: 100 per cent ownership by a Māori person.

Māori are defined as people with Māori whakapapa and who identify as Māori.

Adapted from [Amotai | Supplier diversity Aotearoa](#) October 2021

## Project outcomes and results (EOI section 6)

Indicator	Baseline	Description	Target			
			Y1	Y2	Y3	Y4
Estimated Weight of reduced imports (eg, # tonnes p/a etc)	0	We currently have no impact on plastic imports. Through our project, our pilot plant will produce outputs that will reduce plastic imports.  1 tonne per year of output at pilot level, to scale up to 10 tonnes per year from year 3.	1	1	10	10
Additional processing capacity added (eg, # tonnes p/a etc)	0	Currently this material is all going to landfill. By automating a process, we will be increasing the capacity for processing packaging in Nelson by 1000tn p/a. 500tn this year then, 1000 per year in subsequent years.	500	1000	1000	1000
Number of people engaged in product stewardship scheme	10,000	Currently there are 10,000 people in Christchurch engaged in a pilot programme. This innovative scheme replaces a hard-to-recycle product with a new-to-world reusable, circular solution. Target to reach +100,000 people each year by scaling nationwide, after year 1.	10,000	100,000	100,000	100,000

Number FTE per annum in new jobs	2	<p>We currently employ 2 full time staff members.</p> <p>We will bring on one new full-time person at the beginning of the first year and two more FTE in the second year. +1 FTE in year one and +2 FTE in the second year. All at our Auckland site.</p>	1	2	0	0
----------------------------------	---	--	---	---	---	---