

CLIMATE CHANGE BUSINESS GRANT 2023/24

Applicant Guidelines

1. What is the grant for:

The purpose of this grant is to enable business-led initiatives, activities and projects which contribute to climate change mitigation measures. The grant aims to contribute to a collective goal creating a win-win scenario where businesses thrive, costs are minimised, and the broader community benefits.

We encourage grant applicants to propose projects that not only benefit their own operations but also positively impact other local businesses and residents. The extent to which proposals reflect kaupapa Māori or is of benefit to Māori will also be considered.

2. Examples of activities in the Nelson region which we might support:

The Council welcomes innovative proposals that directly or indirectly reduce greenhouse gas (GHG) emissions within the Nelson region. It is important to note that carbon sequestration projects fall outside the scope of this grant. Projects exclusively targeting waste minimisation are already covered by the Waste Minimisation grants provided by the Nelson City Council.

Proposals will need to calculate their emissions baseline to ensure outcomes can be measured and emissions reduction demonstrated.

- For direct emission reductions: Applicants will need to demonstrate an emissions reduction pathway after 6 months from project commencement, and an absolute or intensity reduction in emissions after 12 months.
- For indirect emission reductions: Applicants will need to estimate the expected emissions reduction when possible.

During FY 19/20 reporting period, Nelson's total gross GHG emissions were 330,980 tonnes of carbon dioxide equivalent (tCO₂e). Transport was the largest GHG emission emitting sector, producing 61.1% of Nelson's total gross GHG emissions. Stationary Energy (i.e. non-transport energy use) was the second largest GHG emission emitting sector, producing 14.3% of Nelson's total gross GHG emissions, followed by Waste.

Nelson region's GHG emissions by sector, for FY 19/20

Sector	GHG Emissions tCO ₂ e	% of total gross GHG emissions
Transport	202,189	61.1%
Stationary Energy	47,473	14.3%
Agriculture	16,153	4.8%
Waste	44,923	13.6%
Industrial Processes and Product Use	20,242	6.1%
Total Gross GHG Emissions (excl. Forestry)	330,980	100%
Forestry	-214,937	Not included in total gross GHG emissions
Total Net GHG Emissions (incl. Forestry)	116,043	-

Nelson City Council would like to encourage the reduction of GHG in the highest emitting sectors. Some examples of projects which we might support include:

Transport

- Increased electric vehicle (EV) use and support: Design a portable EV charger to assist EVs that have run out of charge before reaching a fixed charging point. This may require collaboration with tow companies to assist with rollout.
- Active Transport: Collaborate with other local businesses to install bike racks or chargers for e-bikes for customers.

Energy

Reduction of energy consumption, efficiency, switching to a different source of energy:

- Develop a 'pay it forward' energy audit programme that allows customers who have received an energy audit to donate a portion of their energy savings to a fund that supports energy audits for small to medium enterprises (SMEs).
- Create a networking platform that connects SMEs with business leaders who have successfully implemented energy efficiency measures in their operations, and to provide financial support for SMEs to adopt similar practices.
- Establish and run an energy efficiency programme aimed at reducing energy bills and carbon footprints across the community by installing energy-efficient products such as LED lights, solar panels, insulation and draught-proofing.
- Provide events coordinators, food trucks, and food stalls with innovative solutions to switch from fossil fuel-based generators to clean and renewable energy sources, such as lithium batteries.
- Develop an initiative that aims to foster partnerships between commercial tenants and landlords by jointly investing in LED lighting upgrades and sharing the costs and savings.

Develop an innovative business model where the electricity generated from PV systems installed on businesses roofs is used to feed an EV or e-bike charger, or something similar that could be used widely by the community.

We are interested to hear your ideas. Feasibility studies will also be considered, subject to meeting funding assessment criteria.

3. Assessment criteria:

Assessment criteria	Key questions to consider in your application to this grant
Relevance	How will the project reduce greenhouse gas emissions from the Nelson region? What is the source of emissions, issue or opportunity being addressed? Will the project result in either a new activity, or a significant expansion of an existing activity?
Benefit	What is the nature and scale of the benefits to be delivered by the project? Who will benefit from this project, in what ways and by how much? Is the project supporting public good (not only private gain)? What will be the estimated reduction of greenhouse gas emissions? What level of community engagement is anticipated? Does the project benefit the Nelson region?
Legacy	How will the project continue to deliver its benefits beyond the funding period? Does the project have enduring benefits or how can the project be self-sustaining? What will be the lasting legacy of the project?
Deliverable	Do the applicants have the skills, experience, resources or support needed to successfully deliver the project and achieve its benefits? Is the project ready and able to proceed within three months of receiving funds? Can the project be completed within twelve months or by clearly defined and achievable milestones?
Measurable	Does the project have clear objectives and measurable goals? How will the applicant measure and report project success and share learnings? What are the key metrics or indicators that will measure the project's impact (quantity or quality)? What will be the measurable, tangible outcomes achieved by the project?

4. Who can apply?

- 4.1 Applications will be considered from any SMEs, non-profit organisations & charities operating in the Nelson area subject to the conditions of the grant.
- 4.2 In line with the assessment criteria set out above, please note that charities and non-profit organisations will be assessed more favourably than for-profit businesses. However, if for-profit businesses can demonstrate a clear benefit to the community, even while realising savings for themselves, such initiatives will also be taken into account.
- 4.3 The preference is for funding applications to come under the umbrella of legal entities. Please contact climatechangeteam@ncc.govt.nz, with “Business Grant” in the subject line, if the project does not have an umbrella entity.

5. What funding is available?

- 5.1 The Council has allocated a total of \$50 000 to this grant in the 2023/24 financial year. Applicants can apply for up to \$25 000.
- 5.2 The Council will consider co-funding projects that have received funding from other sources. In line with the assessment criteria set out above, please note that applications that include co-funding will be assessed more favourably.
- 5.3 Funding can be requested for operational aspects (e.g. staff time) and for materials or equipment needed to successfully deliver the project benefits. Applications seeking to purchase equipment will need to have quotes and proof of purchase.
- 5.4 Grants will not be subject to GST. Costs must be listed exclusive of GST. If a group or organisation is not GST registered, the council will make the necessary adjustments to the grant application. Transport and freight costs should be included if applicable.

6. Funding exclusions:

- Projects that have received other Council funding or are the primary responsibility of the local or central government or another funding body.
- More than one funding application for the same project in any one financial year or the stated funding period, or where the project is in receipt of funding for a similar activity.
- A new funding application where the conditions of a previous grant have not been met.
- Projects which fall entirely outside of the Nelson district
- Projects which don't result in an additional climate change mitigation activity, either by implementing new initiatives or a significant expansion in the scope of existing activities.
- Expenditure or commitments made before the grant has been approved.
- Any activity which has not been approved as part of the grant conditions, such as using the grant as a fundraising source or for debt repayment.
- Ongoing support of 'business as usual' activities or funding for projects or initiatives that applicants are legally obligated to undertake.
- Projects that are solely for scoping, research or feasibility studies.
- Activities that mainly benefit private or commercial interests without public good

outcomes.

- Costs that are related to debt servicing, re-financing, stock or capital market investment, gambling or prize money.
- Legal expenses, fines, court costs, mediation costs, IRD penalties or retrospective tax payments.
- Purchase of land, buildings, ICE vehicles and related maintenance, repair, overhead costs, or road user charges.
- Activities that promote religious or political.
- Medical or healthcare costs, including treatment and insurance fees.
- Air travel, accommodation, hotel/motel expenses or conference fees and costs.

7. How to apply:

- 7.1 Applications for projects of \$5,000 and over are required to contact climatechangeteam@ncc.govt.nz, with “Business Grant” in the subject line, to assess if their project qualifies prior to completing the application process.
- 7.2 An electronic [application form](#) will be provided on Nelson City Council’s website for the grant.
- 7.3 Support is available to applicants to complete their application if required – please email climatechangeteam@ncc.govt.nz, with “Business Grant” in the subject line.

8. Who decides if funding is allocated?

- 8.1 Funding decisions are made at a panel meeting comprising local government officers with specialist knowledge in this area using the criteria described.
- 8.2 Council reserves the right to contact applicants for further clarification before a decision is made if deemed necessary.
- 8.3 Applicants for grants over \$5,000 will be offered the opportunity to attend a panel meeting to answer questions and present their project.

9. Health & Safety:

You will be asked to advise what health and safety considerations you are taking into account for this project and provide evidence of how this will be implemented in the project or activity (for example by attaching a health and safety plan or policy with your application).

10. Receiving your grant:

- Successful applicants must complete and sign the grant agreement before release of funds.
- To receive your grant, you will need to provide a verified bank deposit slip and complete a creditor’s application (unless you are already a Council creditor), after which a purchase order will be provided to invoice Council for the allocated funding.

- Funding may only be used for the purpose stated in your grant agreement.
- If you are unable to use the grant for the purpose for which the funding was provided, you will be able to submit an updated proposal which Council reserves the right to refuse if it does not achieve the purpose for which the funding was originally allocated. At this point you will be required to return the funding.
- Unless otherwise agreed, projects must have started within three months of approval of funding and should be completed within 12 months of funding. Multi-year funding is not provided under this funding agreement.
- Grants are made on the basis of recipients being organisations independent of Council. Nothing in these arrangements is to be construed as in any way implying any contractual arrangement for your organisation to deliver services or outcomes for Council, or that your organisation is working as a contractor or subcontractor to Council.

11. Accountability and reporting:

- In our application process we will ask you to consider what success looks like and how you're going to record it. These outcomes should be included in the [online accountability report form](#) which applicants are required to complete through our website 12 months after receiving the grant.
- If the grant has been used to purchase goods or services, we will ask you to upload a copy of any relevant invoices when you complete the online accountability report form.
- Any unused funding should be returned to Nelson City Council.
- Nelson City Council may choose to audit successful recipients – this may include a visit from Council staff during, or on completion, of the project.

If you have any questions about these guidelines, or would like advice or guidance about your project, please contact climatechangeteam@ncc.govt.nz, with "Business Grant" in the subject line.