

## Envirolink application form for medium advice grants

Please fill out this form if you are applying for a medium advice grant.

This grant is available to the trial Regional Councils for

- expert consultation/ advice for a discrete project; or
- for the second phase of an initial small grant Envirolink project.

The form will be used by the Envirolink Governance Committee to screen the project and by the Foundation to consider the proposal for funding

The Regional Council may prepare this form independently or jointly with the selected research organisation.

The grant covers expenses of up to \$20,000, excluding GST and does not cover capital purchases.

Please fill in all sections of this form. Typically the application will not exceed two pages of written text. Please note the following points:

- The answers to questions one to four should contain sufficient information to allow the work to be assessed against the following two criteria - Environmental Benefits and Path to Implementation. Details are explained in the eligibility and assessment criteria for medium advice grants, visit [http://www.frst.govt.nz/research/Envirolink\\_medium.cfm](http://www.frst.govt.nz/research/Envirolink_medium.cfm)
- In the budget section, please itemise hourly rates and number of hours for each external resource, including costs for external facilitators or experts and any other external costs such as travel and materials.

The Regional Council Advice number allows tracking of the advice path. Please use the designated code for your council name (listed below) and a unique number.

Northland Regional Council — (NLRC)  
Gisborne District Council — (GSDC)  
Hawkes Bay Regional Council — (HBRC)  
Horizons Regional Council — (HZLC)  
Nelson City Council - (NLCC)  
Marlborough District Council — (MLDC)  
Tasman District Council — (TSDC)  
West Coast Regional Council — (WCRC)  
Environment Southland — (ESRC)

**Envirolink application for medium advice grants  
 (up to \$20,000 excluding GST)**

Regional Council Advice number:

Date:

Regional Council:

Advice requested by:

Phone number:

Email address:

Research organisation:

Primary contact providing advice:

Phone number:

Email address:

Type of ecosystem involved:  Atmospheric  Freshwater  Marine  Terrestrial

Did this request arise from prior advice received under this scheme?

Name any other councils who are directly linked to this request:

Please answer all questions so that your application can be fully considered.

**Short Title**

Please title the environmental management issue you are seeking advice on.

**1. Work Plan**

Please give an overview of the project that you are proposing and identify the deliverables from this project. (e.g. seminar, training, collating research, informal verbal consultation, literature survey, or other services)

**2. Context**

Please provide context for why the work is being proposed. To do this you may answer some or all of the following questions:

- How does work fit with other developments being undertaken by your

council?

- Does it align with the council's strategy?
- Does it link to previous Envirolink funding or activities undertaken by other councils?
- Why is this beyond business as usual?
- Are there any additional aspects of the issue that needs to be covered?
- Is the information already available elsewhere?

The following two questions are used to help us assess and score the proposed work. The project will be scored against key points which are provided on the Envirolink website - [http://www.frst.govt.nz/research/Envirolink\\_medium.cfm](http://www.frst.govt.nz/research/Envirolink_medium.cfm)

### **3. Environmental benefits of project**

Please explain how the advice sought will contribute to enhanced environmental management by the council, or assist the council to help others to improve their environmental management.

The following questions should be addressed in your explanation:

- If good advice is received and used effectively, how will the environment benefit?
- When might that benefit come about? Will the benefit be sustainable and if so, to what extent? (For example, The advice might affect decision making for all future aquaculture developments in Southland)
- Will the advice stimulate a positive change in how your council operates?

### **4. Implementation of project**

Consider how the new information will be used to influence change and achieve outcomes as discussed in question three above. Show that you have identified a plausible pathway in which the advice sought will be used or passed onto others for use. You should explain and justify your choice of pathway.

We suggest you address the following questions:

- How will the council realise the benefits?
- What happens next with the advice? Who will use it? What will it influence?
- What might it lead to?
- Who will take it up?
- Will you be training others as a result of receiving the advice?
- Have future users made a commitment to use the advice and are they fully aware of its nature?
- Is there any budget commitment to use this advice?

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Estimated budget:

<b>Item</b>	<b>Description</b>	<b>Cost</b>	<b>Qty.</b>	<b>Total</b>
FTEs				
Subcontractor				
Materials				
Travel/ Accommodation				
Other				
<b>Total (GST excluded)</b>				

Has application has been sighted by your Council's Envirolink Coordinator?

Name of person completing form:

The Regional Council Governance Committee will screen your application before it is submitted to the Foundation. Please contact your Regional Council Envirolink coordinator for next steps.

**Envirolink checklist for Governance Committee Members to Evaluate Medium Advice Grant proposals.**

The intention of this form is to provide more rigour to the GC assessment of Medium Advice Grants both for the record and to provide FRST with some commentary as to what has been deliberated in making a decision to approve the Medium Advice Grant.

FRST has asked to see commentary from the GC on Medium Advice Grant proposals so that FRST can be aware of the issues already covered by the GC

<b>Criteria</b>	<b>Y/N</b>
1. Does the project meet Envirolink's objectives?	
2. Is the project within scope?	
3. Does it pass the "not-business-as-usual" criteria?	
4. Does the budget seem realistic?	
5. Are there additional aspects that need to be covered? Comment below	
6. Is the information already available elsewhere? Comment below.	

**Comments:**

<b>Approval process</b>	<b>Y/N</b>	<b>Date</b>
The Advice Grant requires rewriting		
The Advice Grant is approved		