Waitaha Action to Impact Fund
RESOURCE PACK

We have provided some guidance for applicants to the Waitaha Action to Impact Fund, including:

1. Budget template

2. How to calculate the value of in-kind contributions

3. How to find the grid reference for your location

Providing a budget

If you already have a budget for the project, please upload it with your application.

If you don't have a budget and are unsure how to present the information, this budget template *www.community.net.nz/assets/resources/example-project-budget.pdf* may be helpful.

In your budget you must show:

Income
Include your project income from all sources and highlight the minimum of 30% contribution to the total project cost from other funding sources or in-kind contributions. See below for information on calculating in-kind contributions. Please list any unconfirmed sources of funding, ie applications to other funders, and when you expect confirmation of this funding.

Expenditure
Include all anticipated expenses for the project. Please indicate clearly in your budget what Environment Canterbury funds will be spent on (noting that there are some things Waitaha Action to Impact funds can't be spent on – see the Fund Guide for details).

Calculating in-kind contributions

In-kind contributions can be staff time, materials or equipment that contribute specifically to your project. This can be provided by your organisation or by others who are involved in the project. For a contribution to count as in-kind, it must be specifically for the project and not something that would be done anyway.

You may want to use volunteer hours as your in-kind contribution. Use the table on the next page to convert volunteer hours or other in-kind contributions to a dollar amount:

Type of in-kind contribution	Rate/s	Comments
Labour – specialist or project management	Actual hourly rate for the labour, with a maximum rate of $70 per hour.	*This type of labour must make up no more than 15% of total project cost. Please be realistic about the amount of time being put forward. Factors to consider include whether that person is on site as part of their regular work.*
Labour – contractor/ skilled labour or staff time	Actual hourly rate for the labour, with a maximum rate of $45 per hour for skilled labour, or $50 per hour for fencing installation.	*Actual costs resulting from the project work. Review hourly rates*
Labour – volunteer labour	Maximum rate of $23.65 per hour for unskilled manual labour (2022/23 living wage).	*Most of the volunteer workforce should fall into this category.*
Donated goods and services	Market based cost of the item, for example, cost of advertising or cost of renting machinery/ equipment	*Out-of-pocket expenses that are directly related to the project.*

How to find a grid reference for your location

If you are applying to work in a specific location, you need to put the X and Y grid reference points in your application. To find the X Y references, visit Canterbury Maps at **_www.canterburymaps.govt.nz_** and click on map viewer.

Once in the map viewer, click on the locate icon in the top right corner .

Getting XY coordinates without an address
Click the Map Input button. Find the project area on the map and click your left mouse button. The X Y coordinates will display in the locate box. Copy these into your application.

Getting XY coordinates with an address
Click the Map Input button. Enter address in Search Address/Location box and click on the area on the map. The X Y coordinates will display in the locate box. Copy these into your application.

Environment Canterbury Regional Council
Kaunihera Taiao ki Waitaha