

WWF- New Zealand

TIPS FOR COMPLETING AN APPLICATION

General information

- The form should be completed in one sitting as you are not able to save your progress and come back to it later.
- Use this document to get a sense of the questions that will be asked so you are prepared.
- Providing extra documentation to support your application is optional. **Only** if you are shortlisted may you be asked or required to supply additional documentation. This may take the form of supporting letters, operational plans, copies of health and safety plans, or other documentation.
 - For those with ecological restoration or pest management projects, you can refer to the *Project Planning Guide* on the website for guidance on how to complete a plan.

What questions will be asked?

- Your contact details
- Basic information about the organisation requesting funding
- Basic details about the project
- Project plan (this is the critical section of the application!)
 - What is the need
 - What are the goals and milestones
 - How will you achieve this
 - How will you monitor your success
 - What makes your project stand out from similar projects
 - Technical expertise, skills and experience available to the project
 - Describe community support and involvement
 - How the project involves tangata whenua and honours the principles of partnership under the Treaty of Waitangi, in its design and delivery
- Project budget and how you plan to spend the requested funds
- Health and Safety information
- Permissions to do conservation work (consents, permission from landowner, etc.)

Tips for completing the application

- Answer the questions fully and completely.
- Your answers do not need to be very long, however they need to have sufficient detail in order to give the reader a clear and strong sense of the project.
- Since you are unable to save your progress and return to the form later, we encourage you to read through all the questions once over before going back and completing the application.
 - This way, if you need time to gather information, you can:
 - make a note of the questions you need to gather information for
 - or you can copy and paste all the questions on a word document and answer them on word. This way you can just copy and paste your answers quickly from the word doc to the form when you are ready.
- If you feel like you need an extension, you may request an extension of up to **10 days**.

For more information

If you have any questions in relation to the Community Conservation Fund's criteria or application process, please contact WWF-New Zealand at:

Email: community@wwf.org.nz
