



WWF-New Zealand Community Conservation Fund

TIPS FOR COMPLETING AN 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.
- The application form should be completed in one sitting **as you are not able to save your progress and come back to it later**. You will find a copy of the application questions on our [website](#) under the “useful documents” section.
 - We encourage you to download the questions document and work through the questions at your own pace, then you can simply copy and paste your answers from the word document 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**.
- You **do not** have to send any additional documentation. The only time you may be asked to send additional documentation is if you are shortlisted. This may take the form of supporting letters, operational plans, permits, or copies of health and safety plans.

Frequently Asked Questions (FAQs)

What is the Community Conservation Fund?

WWF-New Zealand (WWF) believes that aiding communities and schools to take conservation action is vital to conserving biodiversity in Aotearoa New Zealand. At WWF, we know that people learn the value of protecting the environment when they take action themselves. By cleaning up and restoring their local stream or contributing directly to native species protection, people get a first-hand learning experience – one that can inspire a lifetime of sustainable living.

The Community Conservation Fund provides funds for a range of activities that help to protect or restore biodiversity and ecosystems in Aotearoa. It is targeted at established



community groups with a proven track record of delivering conservation and restoration projects.

WWF is the Environmental Donation Manager for the [Tindall Foundation](#) and has delivered community conservation and educational funding support in partnership with them since 2000.

How much money can be granted?

The Community Conservation Fund provides one-off grants of up to a **maximum of \$15,000**, for a funding period of **one year**.

Can you apply for consecutive funding by WWF?

Previous recipients may re-apply to consecutive funding rounds up to **three years**, or in some circumstances five years. If you are re-applying for consecutive funding over three years, you will have to demonstrate to us that your project is still having a positive effect in an area with great need (such as areas experiencing high biodiversity loss).

Can the same organisation make more than one application?

No, there should be only **one** application per organisation.

Who can receive funding?

- Small community groups employing less than 5 staff (full-time equivalent [FTE]). If more than 5 FTE staff, you may still apply if you are able to demonstrate in your application that your project has high engagement with the broader community outside of staff members.
- Locally constituted branches of national organisations with their own constitution, management committee and set of accounts.
- Environmental education providers.
- Educational institutions (not for core education).

For more information about eligibility, refer to the *Application Guidelines* on our [website](#).

What if we have more than 5 FTE staff?

If you have more than 5 FTE staff, you may still apply if you are able to demonstrate in your application that your project has high engagement with the broader community outside of staff members.



What can be funded?

- Administration and operational expenses; e.g. wages for positions that are directly applicable to programme delivery – subject to clear and transparent governance and management arrangements.
- Development of restoration or management plans (by consultants or staff).
- Project delivery expenses (materials/equipment/tools/contractors).
- Costs associated with species translocations or re-introductions including feasibility studies.
- Costs associated with the ongoing running of a nursery if this is the most effective method of securing eco-sourced native plants or can demonstrate increased community involvement or awareness raising.
- Costs associated with monitoring and evaluation of project outcomes.
- Volunteer expenses; travel costs, refreshments, training.
- Publicity and promotional materials (posters/leaflets/photos/video production/interpretation signs etc.) and other community outreach and engagement activities that help to raise public awareness of the project in the local community.
- Capital assets are supported, but the total request/purchase must not exceed \$3,000 per application.
- Skill training (facilitation/venue hire/equipment/materials).

When do the funding rounds open and close?

They open **15 August** and close **11:59pm** on **15 September** every year

What is the application process?

You can apply by following the link to the application form on our [website](#), (which may not appear until the 15 August). Once you submit your application, it will go through a shortlisting process. The shortlisted projects will then be reviewed by the allocation committee who will determine who receives funding. Applicants will be notified late October/early November if they have been successful or not.

Any questions you are unsure about, refer them to contact the grants administrator at **community@wwf.org.nz**