



**Restore
Hibiscus & Bays**

Volunteer Initiatives Programme (VIP) 2021 Application form

Applications for the first 2021 VIP round open on the 8 January 2021 and close on the 19 April 2021. We aim to notify you of the outcome before the end of May 2021.

Please provide the following details to the best of your knowledge. If necessary, email info@restorehb.org.nz for assistance with completing the form – we're here to help.

1. Name of group																						
2. Contact person name																						
Cellphone		Phone (work hours)																				
Contact's email address		Phone (after hours)																				
Alternate contact names and phone numbers																						
3. Group status: Are you an Incorporated Society or a Trust? <table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td></tr></table>	Yes		No		If incorporated society or trust, provide number from www.societies.govt.nz e.g. 2156463 <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									If a charitable trust, please provide CC number from Charities Commission e.g. CC35292 <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Yes		No																				
4. Are you GST registered? If yes, provide GST number																						
5. Bank Account Nbr (& Name) e.g. 09-259-1002613-003 (Bushglen Restoration Project)																						
Our group would like the Restore Hibiscus & Bays team to manage on our behalf		<table border="1"><tr><td>Yes</td><td></td><td>No</td><td></td></tr></table>		Yes		No																
Yes		No																				

***For all applicants, please provide a bank generated deposit slip with this form
(or a screenshot of your bank account number while logged in to your account on the internet)***



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6. Details for this application	<i>Note: Please complete a separate form for <u>each</u> project application.</i>
Short title for this project	
Name of reserve or location of land	
Type of land (public, private, road, etc.)	
Urgency/timing for work (e.g. weeds about to go to seed)	
Give details of any Restoration or Pest Control Plan available or in progress for this area	

7. Project outline and specifics

Please give a concise description **of the specific project** for which you are seeking this funding assistance. *Please expand this section if necessary and attach additional maps or photos if this will help explain your project.*

Outcomes (Environmental, Educational, Community)
What will you do to ensure long-term maintenance and sustainability of the project

8. Briefly describe any **voluntary effort or donated materials** you are providing for the specific project

Type of contribution	Amount	Notes about the contribution
Voluntary effort (e.g. number of hours)	hours	
Donated materials (e.g. approx. \$ value)	\$	
Any funding your group will contribute	\$	
Funding or resourcing from other parties	\$	



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9. Please provide an overview **budget** *specifically for the project* for which you are seeking assistance (add extra rows to tables if necessary).

Note: All figures must be GST exclusive										
<p>Technical assistance is available. We are keen to help you to make this project successful. If you would like assistance with weed or predator control from a Restore Hibiscus & Bays advisor, please indicate the contribution you envisage, e.g. developing pest and planting plans, training volunteers, coordinating eco-contractors.</p> <p>Give the number of hours you would like an advisor present while your team works. The number of hours that may be provided in addition will be assessed by the advisor after the application is logged. For big projects, add extra rows in priority order listing manageable blocks of work.</p>	<table border="1"> <thead> <tr> <th>Type of assistance required</th> <th>Estimated hours</th> <th>When (e.g. 2021 Q2)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Type of assistance required	Estimated hours	When (e.g. 2021 Q2)						
Type of assistance required	Estimated hours	When (e.g. 2021 Q2)								
<p>Please specify the money you are applying for from the Restore Hibiscus & Bays VIP funds</p> <p>Please add extra listing items in priority order so that if Restore Hibiscus & Bays can't fund all of your request, we can understand what your priorities are.</p>	<table border="1"> <thead> <tr> <th>Requirement</th> <th>Funds requested (excl GST)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Requirement	Funds requested (excl GST)							
Requirement	Funds requested (excl GST)									
<p>What other funds or other assistance are you applying for from other sources that contribute to this specific project? (add additional rows if necessary)</p>	<table border="1"> <thead> <tr> <th>Source</th> <th>Funds (excl GST)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Source	Funds (excl GST)							
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<p>What is the total cost of this specific project?</p>	<table border="1"> <thead> <tr> <th> </th> <th>Cost (excl GST)</th> </tr> </thead> <tbody> <tr> <td>In this financial year?</td> <td> </td> </tr> <tr> <td>In future financial years?</td> <td> </td> </tr> </tbody> </table>		Cost (excl GST)	In this financial year?		In future financial years?				
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In future financial years?										



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10. Declaration:

We consent to Restore Hibiscus & Bays collecting the personal contact details provided above, retaining and using these details to assess information supplied as part of this application and to Steering Group members and the Restore Hibiscus & Bays VIP Review Panel having access to the application details for the purposes of comment and assessment.

We acknowledge our rights to have access to this information. This consent is given in accordance with the Privacy Act 1993. We understand that any decision concerning funding is final and that any decision about resourcing may be changed after consultation with the applicant.

We hereby declare that the above information supplied on behalf of our organisation is correct.

If this resourcing/funding application is successful, our group agrees to:

- Use the support/funding for the approved project
- Comply with [Restore Hibiscus & Bays VIP Terms and Conditions](#)
- Contact Restore Hibiscus & Bays at info@restorehb.org.nz if you would like the funds to be used differently from that stated in the application or if any issues arise
- Have the lead person in the group sign a copy of the drafted agreement before beginning the project (ideally the person listed as contact on the first page of this application form)
- Understand that if the basic reporting requirements outlined in the [Restore Hibiscus & Bays VIP Terms and Conditions](#) are not provided to info@restorehb.org.nz at project completion, we will no longer be able to apply for further support until they are provided

Signed for group:		Signed for Restore Hibiscus & Bays	
Name of applicant:		Restore Hibiscus & Bays VIP assessor name:	
Name of Group:		Date:	
Position in Group:		Signed by Restore Hibiscus & Bays Officer:	
Date:		Date:	



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11. Check List ☒

Have you included a map (e.g. Google, Agile Cloud, NatureWatch, Trap.NZ or hand drawn), showing the area you work in and where the project will be undertaken?	<input type="checkbox"/>
Have you attached a bank generated deposit slip with account number (or screenshot of your bank account number)?	<input type="checkbox"/>
Have you understood and accepted that you are required on project completion, to provide basic reporting to Restore Hibiscus & Bays as outlined in our VIP Terms and conditions	<input type="checkbox"/>

12. Applications should be emailed to info@restorehb.org.nz before 11pm on 19 April 2021.

Restore Hibiscus & Bays thanks Auckland Council, Lottery Environment and Heritage, Foundation North and the Hibiscus & Bays Local Board for their funding and support.



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Restore Hibiscus & Bays VIP Administration File (Office Use Only):

Name of Group	
Other contact details	
Previous VIP support awarded	
Status of previous projects	
Reports received for previous projects?	
Amount applied for	
Amount awarded	
Resourcing hours requested	
Resourcing offered (subject to change)	
Other notes	

Restore Hibiscus & Bays	Application Received Administration Office	Payment Made
Reporting due	Received	Displayed on Restore Hibiscus & Bays Facebook or other site
Accountability Due	Received	Accountability Report to funding provider

Reference Report Notes:

Date	Details

Group's postal address	
Group email address	
Group website URL	
Group social media URLs	
Year group established	
Number of participants in group (approx.)?	