## OCC Catchment Funding Terms & Conditions

**Outline**

Contestable fund, amount dependent on funds available and at committee discretion.

Applications accepted up to $15,000 per group per annum. This fund is open year round.

* All funding from OCC is GST exclusive.
* Successful applicants must be happy for OCC to promote their project
* All applications are assessed and ranked against the OCC funding assessment criteria; see below
* Groups who are successful are to provide their best contact information to OCC, for ease of communications between the two parties
* Grant Funds will be transferred to recipients’ nominated bank accounts upon receipt of invoice
* All invoices or receipts to be presented to OCC at completion of project unless prior agreement arranged
* Final funding decisions will be at the sole discretion of the OCC committee
* Any unspent funds will be retained by OCC after (12 months) of successful application for future funding

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|  | Description Application | Costs Covered | Reporting | Approval |
| First application to OCC | Event in line with OCC goals and visions  Prepared by group with OCC coordinator assistance.  Event itemised with targeted outcomes  Completed within 12 months | Venue, Transport, speakers, consultants, resources.  Payment made on receipt of invoice | Report (story) on event with attendance, photos, recognition of OCC input | OCC Coordinator, Member of funding committee & either OCC chair or vice chairperson. Approval given within 2 weeks of receiving application |
| Subsequent application/s to OCC | A formed catchment group  A member of OCC (or tributary/pod of larger member group)  Project to have impact on or benefit the whole catchment In line with OCC vision and goals  Detailed project plan with budget & the anticipated outcomes  How the project is to be promoted  Project completed within 12 months | Budget provided showing contribution from group in kind or cash along with other funding applied for to deliver a successful project  Payment into bank account made on receipt of invoice (original invoices to be shown as proof) | Summary of project, reach and outcomes  Story with photos  Report $ spent including in kind  Number of people involved  Acknowledgement of OCC | Approval at OCC funding committee level following recommendation of the OCC Coordinator |

**What will not be funded:**

* Applications outside of Otago
* Applications that primarily benefit an individual
* Applications that are restrictive with results, data and learnings for other Otago Catchment Groups
* Political activity
* Capital items
* Commercial trials or Intellectual Property development
* Applications by businesses, agricultural levy bodies, local government and council funded organisations, unless they are participants within that catchment group in the Project
* Retrospective funding
* Resource consenting (Please look into ORC’s fund which is available to cover resource consent expenses for groups)
* Maintenance of existing projects
* Alcohol

**Reporting**

Please use the OCC reporting template for this (Included in funding application pack)

**Complete this form & send to OCC :**

[sam.dixon@otagocatchments.co.nz](mailto:sam.dixon@otagocatchments.co.nz) or [anna.robinson@otagocatchments.co.nz](mailto:anna.robinson@otagocatchments.co.nz)

Any queries regarding this application please call Sam (027) 777 0940 or Anna (022) 6522 779