

2025 Waste Minimisation accountability form

Form Preview

Instructions for Grantees

This form is designed to help us understand the challenges, triumphs and insights you experienced and gained while running your funded project/program. Please be frank – while we absolutely want to know about and celebrate your successes, it's just important to us that we understand what did not work so well. This will help us to learn what we and others could do differently next time.

You must complete and submit this form no later than the date stipulated in your funding agreement. If you fail to do so you will not be eligible to apply for further grants from **Carterton District Council**.

The completion of this form should be overseen by someone with an intimate knowledge of the funded project/program.

Note - Many of the questions in the form relate to the Carterton District Council's commitment to the Wellington Region Waste Management and Minimisation Plan. And also to ensure that projects or activities funded comply with the reduction in waste component of the Waste Levy funding.

Privacy Notice

We pledge to respect and uphold your rights to privacy protection under the Privacy Act 2020. <https://www.legislation.govt.nz/act/public/2020/0031/latest/LMS23342.html>

Project Report

* indicates a required field

Project Title

This question is read only.

Please provide a short summary of the work that was completed as part of this project / program / initiative (include information on who has been involved and what you have achieved. *

Word count:

Must be no more than 1000 words.

Describe the "who, what, where, when and why" of your initiative

Timing

Is your project / program / initiative complete? *

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☐ Yes

☐ No

If your initiative is still in progress, choose "no"

When do you anticipate that your project / program / initiative will be completed?

Must be a date.

Leave blank if this is an ongoing initiative or if finish date is unknown

Outcomes

Outcomes are the changes that have occurred for the beneficiaries of your initiative. Generally outcomes can be framed as an increase or decrease in one or more of the following:

- ☐ Skills, knowledge, confidence, aspiration, motivation
- ☐ Actions, behaviour, change in policy
- ☐ Social, financial, environmental, physical conditions.

We also want to learn more about how you tracked the outcomes of your initiative - what you measured and how. The Carterton District Council outcomes can be found at: <https://cdc.govt.nz/wp-content/uploads/2025/07/Annual-Plan-2025-26-2.pdf> Provide any details of your outcomes in the box below. Include any indirect beneficiaries and intermediaries.

Outputs

What outputs did your initiative generate?

Outputs are the immediate, obvious, and (usually) countable changes a project/program generates. Examples would include the amount of waste saved from landfill, how many people changed their behaviour due to this activity. Consider the waste 'hierarchy' diagram on page 8 of the Wellington Region Waste Management and Minimisation Plan.

List your initiative's outputs below, including numbers and timeframes where possible. Leave blank any fields that do not apply to your project.

Amount (number)	Who or What	Actual number
AMOUNT eg; 6 (tyres), 4 (people), 50 (kg)	WHO or WHAT eg; tyres, rubbish, Keep-Cups	ACTUAL: Weight or number was calculated (50kg at transfer station)

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Outputs: Changes in the behaviour of people

Did your project / initiative change the behaviour of people you were targeting? For example - bringing a 'Keep Cup' to the event, understanding recycling, starting to compost food waste at home. What age demographic have changed their behaviour? Does this relate to Carterton residents, or visitors? Estimate the number of people and provide details here.

Timeframe

If your project involves 're-use' please indicate the length of time for this product compared to a plastic product. Eg; A 'Keep Cup' could be in use for 10 years.

Evaluation

Did you conduct an project/program evaluation?

☐ Yes

☐ No

Please provide details of your evaluation below.

We're interested in formal reports or (if no formal report is available) survey results, feedback/testimonials/letters, etc.

Upload files:

Attach a file:

and/or

Provide web link:

Must be a URL

and/or

Other details:

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Can we share your evaluation with others?

☐ Yes

☐ No

☐ Please contact us first

Who conducted your evaluation?

e.g. external evaluation, internal staff, etc. If you're happy to share more, we'd also love to know who in particular (e.g. name / organisation / job title) carried out your evaluation.

What is your biggest learning as a result of undertaking this project/program?

Word count:

Must be no more than 500 words.

We are particularly interested in lessons that may help others undertaking similar work. Think about what you learned about your inputs (money, skills, personnel, time - too much; too little; about right?); your assumptions (were they 100% right, only partly right, or were the results a complete surprise?); and the context of the project/program (timing; targeted beneficiaries; geographic settings - were they right; wrong; about right?)

Did you record any aspect of your project/program through photographs, audio or video?

☐ Yes

☐ No

We'd love to see some visual and audio representations of your work. Please share below.

Upload files:

Attach a file:

and/or

Provide web link:

Must be a URL

and/or

Provide additional details:

Please include captions, if relevant

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Can we use your media content in our own communications?

☐ Yes

e.g. in our annual report

☐ No

☐ Please contact us first

Did you provide any acknowledgement of Carterton District Council as a funder of your project/program?

☐ Yes

☐ No

e.g. in a media release, in a speech, on your website, in a project/annual report

Please provide details below.

Upload files:

Attach a file:

and/or

Provide web link:

Must be a URL

and/or

Additional details:

Financial Report

Project Income & Expenditure

Please provide details of any project income (funds received) and project expenditure (funds spent).

Use the 'Notes' column to provide any additional information you think we should be aware of.

Income Description	Income Type	Confirmed Funding?	Income Amount (\$)	Notes
			\$	
			\$	
			\$	

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			\$	
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Expenditure Description	Expenditure Type	Expenditure Amount (\$)	Notes
		\$	
		\$	
		\$	
		\$	

Income and Expenditure Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Please attach copies of receipts for items purchased with grant funds.

Attach a file:

Max 5mb per file

Certification and Feedback

* indicates a required field

Certification

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree

☐ Yes

☐ No

Name of authorised person *

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

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Contact Phone Number *

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Feedback

You are now nearing the end of this form. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Did you find the reporting process useful in helping to understand your own work?

- ☐ Yes
☐ No

Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider: