



Enhanced Access Fund - Application Form

Instructions

- Refer to Guidelines for Applicants before completing this application.
- Type on the grey boxes to supply information. The boxes expand to fit what you want to write.
- Applications must be received by the Closing date stipulated in the Enhanced Access Fund - Guidelines for Applicants.

Section A: Applicant Details	
A1. Full legal name of individual or organisation:	A2. Postal address:
A3. Name of person submitting this application:	
A4. Telephone: Mobile: Landline:	A5. Email address:
A6. GST registration number (if applicable):	

Section B: Project Summary	
Use comment boxes to give the Commission a fuller understanding of the project and the need for it.	
B1. Project name	
B2. Project location	
B3. Brief description	
B4. Is access secured?	(click to select) <input type="checkbox"/> yes <input type="checkbox"/> no Comment
B5. Is this a new project?	(click to select) <input type="checkbox"/> yes <input type="checkbox"/> no Comment
B6. Is this an enhancement to an existing project?	<input type="checkbox"/> yes <input type="checkbox"/> no Comment
B7. Current project status (click to select)	<input type="checkbox"/> Planning stage <input type="checkbox"/> Ready to start <input type="checkbox"/> Commenced
B8. Does the project have local/regional authority support?	<input type="checkbox"/> yes <input type="checkbox"/> no Comment
B9. Does the project have community support?	<input type="checkbox"/> yes <input type="checkbox"/> no Comment
B10. Does the project have any affected landowners' support?	<input type="checkbox"/> yes <input type="checkbox"/> no Comment

B11. Are there other key contributors to the project? Please list, and provide details of their contribution.		<input type="checkbox"/> yes	<input type="checkbox"/> no	Comment
B12. Does the project link to other projects in the area? Which?		<input type="checkbox"/> yes	<input type="checkbox"/> no	Comment
B13. Has ongoing maintenance been planned and agreed with the party responsible for carrying out the work?		<input type="checkbox"/> yes	<input type="checkbox"/> no	Comment
B14. Any additional comments can be added here.				
B15. The total cost (GST exclusive) of the project is				\$
B16. Contributions/funding (GST exclusive) from other sources is				\$
B17. The total amount (GST exclusive) sought from the Enhanced Access Fund is				\$
B18. The organisation is GST registered		<input type="checkbox"/> yes	<input type="checkbox"/> no	
<i>(NB: Evidence of GST registration is required with your application)</i>				

Section C: Project Milestones

Depending on the nature of the project there will be one or more milestones. These are the times when a key aspect of a project is completed and enables further progress. Please describe your identified milestones below. Include the date of completion, the cost and show if the contribution/funding will come from other sources (including volunteer labour) or the Enhanced Access Fund (EAF).

Number	Milestone (describe including resources needed)	Due date	Cost \$(GST excl)	From Other \$(GST excl)	From EAF \$(GST excl)
E.g. 1	Landholder consent Obtain and legally secure landholder access easement - legal fees		\$2000	\$1000	\$1000
E.g. 2	Track signage		\$500		\$500
Total costs			\$2500 B15 =	\$1000 B16 +	\$1500 B17

Section D: Declaration

By completing and submitting this application, the applicant's agent certifies, understands and declares that:

- the applicant and/or applicant group/organisation has read and understood the guidelines;
- the project is consistent with the eligibility requirements;
- all information provided, whether by verbal representation or written, is true and correct;
- the evaluation of applications has a subjective element and that the Commission is the sole and final decision-making authority;
- information about the application (including applicant name, project name, and a summary of the proposal) and any approved funding may be made publicly available by the Commission;
- if a project proposal is approved, any grant of money is subject to an agreement being entered into between the applicant and the NZ Walking Access Commission, including the requirement to acknowledge the Commission as a source of funding in all signs, publicity and publications; and that
- the person submitting this application (A3) has the authority to commit the organisation (A1) to this application.

Signed for and on behalf of the applicant by its duly authorised agent:

Signature:

Name:

Position:

Date:

Section E: Submitting an Application

Applications may be sent by email, but originals **must** also be posted. Some supporting documents may be difficult to scan or may make the file size too large to send or receive electronically. The Commission does not require multiple copies of applications, please send only one original set of documents to the Commission. Documents should not be stapled or bound. **All applications will be acknowledged.**

Post your application and supporting information to the following address:

New Zealand Walking Access Commission
PO Box 12-348
Thorndon
Wellington, 6144
Attention: EAF Grants

You may **email** your completed application form (but you must still post the originals) with any scanned supporting documents to: contact@walkingaccess.govt.nz

Applications closing dates are included in the Enhanced Access Fund – Guidelines for Applicants

If you need to **courier** your hard copy, send it to:

New Zealand Walking Access Commission
Level 2
44 The Terrace
Wellington, 6011
Attention: EAF Grants

Section F: Checklist for Supporting Documents

Have you included (if you have them):

- letters of support;
- maps;
- photographs;
- plans or drawings;
- evidence of GST registration;
- other relevant documents that help to explain your project; and
- applications that are not stapled or bound.