

School Sustainability and Resilience Fund – 2022 Guidelines for Applicants

1 School Sustainability and Resilience Fund

The School Sustainability and Resilience Fund (**SSR Fund**) has been established by Bay of Plenty Regional Council (**BOPRC**) to raise awareness and understanding of hazards, climate change, resilience, and sustainability within our communities and/or take action in these areas. The fund will provide support for educational institutions to setup projects related to hazards and climate change.

The SSR Fund will be open for applications from 31 January to 31 March 2022. Funding will be allocated through two participatory budgeting (voting) rounds to determine which applications receive funding (details are provided within this document).

A total of \$30,000 is available to be allocated through the two rounds of the SSR Fund with a maximum of \$5,000 able to be allocated per successful project. The eligibility and voting process are set out further below. All applications that meet the eligibility criteria will be included in the voting process.

Successful applications from the voting process will receive funding to undertake their project. A full timeline of the process is set out below.

2 Eligibility Criteria

Applications will be assessed for completeness and eligibility by BOPRC staff in accordance with the criteria set out below:

Applicant Eligibility

Applications for the SSR Fund are open to educational institutions within the Bay of Plenty including the following:

Primary, secondary, and tertiary education providers, kura, kohanga, early childhood education centres and kindergartens.

Acceptance of applications from any other education providers will be at the discretion of BOPRC. Each educational institution can only submit one application for funding per year.

Project Eligibility

All applications must relate to and contribute strongly to one or more of the following categories:

- Understanding natural hazards and/or climate change risks.
- Raising awareness of climate change and/or natural hazards.
- Improving long-term resilience and sustainability.
- Reducing greenhouse gas emissions.

Applications may include activities related to building awareness, education, community action, pilot projects, research initiatives or similar. Applications better suited to existing council funding streams, such as the Environmental Enhancement Fund, will not be eligible for the SSR Fund.

Additional Criteria

In addition, applications will be considered for funding if they meet all the following criteria:

- The project will be completed by 31/12/2022.
- The educational institution and project are located within the Bay of Plenty Regional Council boundaries.
- The project is consistent with the aims and purpose of the SSR Fund.
- The application is seeking funding for no less than \$1,000 and no more than \$5,000 (NZD) excluding GST.
- The project has not yet started / been completed (i.e. BOPRC will not fund projects retrospectively).
- The educational institution will sign a funding agreement with BOPRC and will regularly monitor the project and report on progress.
- The educational institution is committed to completing and maintaining the project.
- The educational institution agrees that BOPRC can use the project in promotional material.
- The educational institution is not receiving any other funding from BOPRC for the project.
- The educational institution has evidence of landowner approval/support for the project.
- The budget provided is realistic.
- Health and safety have been appropriately addressed.
- There are no other approvals required (i.e. resource consent) to undertake the project.

3 Participatory budgeting and funding decisions

All applications that have met the eligibility criteria will take part in the participatory budgeting process, which means the public will be able to vote for their preferred projects online at <https://www.participate.boprc.govt.nz/>. There will be two voting rounds.

Round One

The first round will include all the eligible applications and will be open to the public to vote for their preferences. Each participant who votes will be able to allocate (vote) \$20,000 towards different applications on how they think the budget should be spent. Each project application will have a cost estimate associated with it. Each time the participant selects the 'fund this' button of an application, the cost of that item will be deducted from the participants budget.

Round Two

The second round will involve the applications from the first round that were not successful (second chance opportunity). The second round will follow a similar process to the first round, but the BOPRC's Youth Involvement Project participants will vote with a second budget of \$10,000. This voting round will not be open to the public.

Contacting successful applicants

BOPRC will notify the successful applicants shortly after the voting process has closed. A report on the successful applicants will also be provided on the Participate website. The successful applicants will be provided with a funding agreement which will outline the terms and conditions for the funding.

Payment

The method and timing of payment(s) shall be at the discretion of BOPRC. Payment of allocated funding from the SSR Fund shall be directly to the bank account of the recipient educational institution. A deposit slip will be required from the educational institution if their application is successful.

Payment can be made to the recipient educational institution's bank account, upon receipt of an invoice or tax invoice. BOPRC may make appropriate enquiries on the recipient educational institution's expenditure.

4 Promotion and publicity

One of BOPRC's expectations of successful applicants is that SSR Fund projects will be promoted through a variety of means which may include:

- Social Media (Posts, photos or videos),
- Newspaper advertisements,
- Radio advertisements,
- Description and photos/videos on the Bay of Plenty Regional Council website,
- Word of mouth by Councillors and staff (staff presentations),
- Media Releases,
- Council newsletters,
- Public meetings, and
- Other internal opportunities such as roadshows or community open days.

When posting on social media around the SSR Fund project, we ask that the group tags @BayofPlentyRegionalCouncil. Please ensure you have express permission of any people when providing photos.

BOPRC can provide tips and tricks on what makes a good social media post and will provide BOPRC logos for use when appropriate.

5 Application and funding timeframes

Below is an overview of the timing and sequence of events of the SSR Fund. Please note that the exact dates may be subject to change.

- Step 1: SSR Fund is open and promoted to educational institutions to apply (**open for two months, 31 January – 31 March 2022**). An application form and guideline document will be available on the Bay of Plenty Regional Council's community funding page and participate website.
- Step 2: SSR Fund applications close (**31 March 2022**).
- Step 3: SSR Fund applications are assessed against the project eligibility criteria by BOPRC staff (**4 – 15 April 2022**).

- Step 4: Round One of the participatory budgeting selection process begins and is open to the public for four weeks **(18 April – 14 May 2022)**.
- Step 5: Round Two of the participatory budgeting selection process begins and is open to the Youth Involvement Programme participants **(16 – 27 May 2022)**.
- Step 6: The participatory budgeting process is closed and the successful applicants are notified **(30 May – 3 June 2022)**.
- Step 7: Successful applicants sign a funding agreement before **30 June 2022**.
- Step 8: BOPRC will prepare a report on the successful applications.
- Step 9: Site visit of all projects in November/ December 2022 by BOPRC.