

## Guidelines for applicants

Waihora Ellesmere Trust (WET) is a community organisation dedicated to the improvement of the health and biodiversity of Te Waihora/Lake Ellesmere. Information about the Trust can be found on our website [www.wet.org.nz](http://www.wet.org.nz). A key focus for the Trust is to support, coordinate, and report on Lake related research and monitoring, both to strengthen links between science and management and to raise awareness in the wider community of the many values associated with the Lake.

WET has established a fund to support smaller scale research and monitoring projects which will make a substantive contribution to the integrated monitoring of Te Waihora/Lake Ellesmere and which are consistent with the Trust's Objects and our [current Action Plan](#).

WET has assisted in facilitation of the development of an integrated monitoring strategy for Te Waihora/Lake Ellesmere, led by Professor Ken Hughey (Lincoln University, DOC Chief Science Adviser, WET Trustee) and which identifies monitoring currently taking place and areas which are data deficient. An overview of the strategy is available [here](#) – it should be noted that this is a living document and it will be updated from time to time.

The Te Waihora/Lake Ellesmere integrated monitoring strategy covers the following topics:

- Governance and management, including lake level management
- Land use and land cover
- Water
- Vegetation
- Wildlife
- Fish
- Economy
- Recreation
- Cultural Health

### What will we fund?

- We will only consider applications for projects directly relevant to reporting on the state of Te Waihora/Lake Ellesmere and relating to one or more of the topics listed above. The project should address a gap identified in the monitoring strategy, or add to existing monitoring in a significant way.
- Projects must have clear objectives and be well planned and realistic.
- Where applicable, recognised methodology must be used and there should be alignment with existing monitoring protocols.
- Copies of any data collected must be provided to WET and reports produced must be available for upload to the WET website where appropriate. There may be caveats agreed if a requirement of the project.
- We are very supportive of collaborative approaches.
- Projects which are consistent with the Trust's Objects and our current Action Plan (see above).

### What won't we fund?

- Any retrospective application for expenses already incurred.
- Any projects which are designed to achieve personal or commercial profit/gains.

Funding allocations for a project will typically be **under \$3,000**, but we expect that successful applicants will generally be allocated smaller amounts, for example, to cover expenses not covered by other funders.

### **Who can apply?**

Community groups, schools, and individuals, particularly those from a recognised tertiary institution, may apply. Individuals applying for funding must attach statements of support from two referees.

### **How to apply**

Applications must be made using the [WET Application Form](#) and submitted electronically to [manager@wet.org.nz](mailto:manager@wet.org.nz) along with any relevant attachments. For any set of documents over 5MB, please use a cloud based document sharing system (e.g. Dropbox) or make other arrangements with the WET General Manager.

Project and applicant details will be confidential to the WET Research & Monitoring subcommittee. Successful applications will be reported on our website and in our newsletter.

Applications must, where applicable, demonstrate and provide evidence of sound health and safety practices, cultural awareness and an ethical approach.

There is no closing date for applications. We will accept an application at any time.

### **What will happen to your application?**

Receipt of your application will be acknowledged. Our Research & Monitoring subcommittee will receive a copy of your application and will assess it against the criteria noted above. For some projects, we may ask for additional information at this stage. The subcommittee Chair will then make a recommendation to the WET Management Committee who will make the final decision about allocating funding.

You will be notified of the outcome of your application within 4 weeks (this period may be longer for applications received in December/January).

### **If you are successful**

- We will notify you, draw up a funding agreement for you to sign, and make arrangements to transfer a payment to your nominated account. If your project is waiting for confirmation of other funding, we may delay transfer of funds until you have a definite start date.
- You must acknowledge WET's support in any reporting or media releases relating to your project.
- You must complete regular progress reports and a final report, including providing a copy of all data collected. The timing/content of reporting will be agreed between WET and the applicant on a project by project basis and set out in the funding agreement.

### **Any questions?**

Talk to Denise Ford, WET General Manager, if you need clarification about anything or you have any further questions before you make an application.

Denise Ford

General Manager

ph 03 365 3828 (ECan reception – ask to be put through), or 021 052 9720, email [manager@wet.org.nz](mailto:manager@wet.org.nz)