

2026 Local Business grants for Less Waste

Form Preview

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Grant information

Category 2: **Local Business.**

To **support existing businesses to implement measures that will lead to long term and measurable minimisation of the waste resulting directly from the business's operations.** Applications can be made for up to 75% of the project's total cost.

Primary criteria:

All projects must aim to achieve measurable waste minimisation outcomes. These include:

- the elimination or reduction of waste at the source, and
- the reuse, recycling and recovery of waste and diverted materials for further use or processing.

Council's waste minimisation priorities target the following waste streams and areas:

- circular economy development,
- infrastructure and logistics
- organic waste
- construction and demolition waste
- shift to a low or zero-waste society, with inclusive and equitable outcomes
- projects that fill a gap within current waste services in Kāpiti.

(Excerpt from Waste Levy Grants [Allocation Policy 2025-](#))

Project, Business, and Contact details

Project name *

A short title that summarises your new project - eg. Eliminating single-use packaging. (We will use this or similar on application correspondence with you.)

I am applying as a *

- Local business wholly based and operating in Kāpiti District
- Local business with a proportion of trading activity/operations in-district
- A non-locally registered business with a physical operations site and/or office in-district and the majority of that site's activity occurring in-district
- Regional or national business with some operations in-district

Note: Local business is defined as having a registered/headquartered and/or operating base within the Kāpiti Coast District Council territorial authority geographic boundary area.

Business name (+registered company name if different)

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Applicant *

First Name

Last Name

The authorised project lead and/or project liaison?

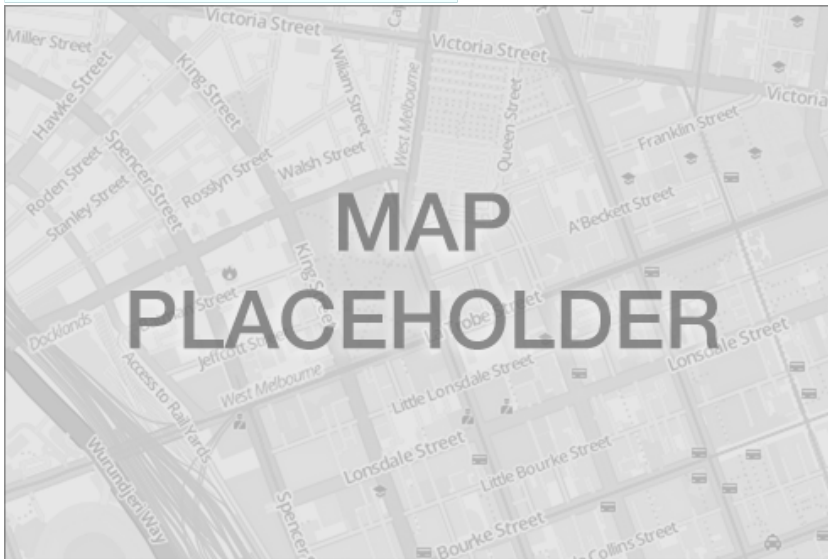
What's that person's role within business / organisation *

Mobile number *

Email *

Work physical address *

Address



Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Is this business an existing council supplier?

- Yes
 No

You will be on our system if you have received grant funding from Council before, or if you have done work for us as a contractor

If 'yes' to existing supplier, please enter your supplier number and the name under which your organisation is registered in council systems

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Business GST number

Is your business GST registered?

- Yes
 No

Enter the BUSINESS (not individual) GST #

If GST 'yes' please enter the full number here

The GST # will be on all invoices that you issue, and IRD business correspondence

About your project

* indicates a required field

Application primary criteria

All projects must aim to achieve measurable waste minimisation outcomes. These include the elimination or reduction of waste at the source, and the reuse, recycling and recovery of waste and diverted materials for further use or processing.

Council's waste minimisation priorities target the following waste streams and areas:

- circular economy development,
- infrastructure and logistics
- organic waste
- construction and demolition waste
- shift to a low or zero-waste society, with inclusive and equitable outcomes
- projects that fill a gap within current waste services in Kāpiti.

About your Local Business project for Less Waste.

Summarise what is going to happen. Outline the key aspects of your project or initiative.. *

Word count:

Must be no more than 500 words.

Short summary (100 words recommended) of your 'less waste' project - describe what you're going to do [actions] and what result it will achieve [impact]

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Start Date *

When do you reasonably intend for your project to start. Note funding decisions are reviewed and approved by Council in early September 2026.

End Date

Projects are generally funded for implementation within 12 months of Council approval. If your project will run longer simply indicate an approximate end date here.

Project outcomes and participants

What waste problem(s) are you trying to solve? *

Word count:

Must be no more than 500 words.

Identify the waste you're targeting, and how the funding will support the project to deliver less waste in Kapiti District

Who will benefit from your project?

Word count:

Must be no more than 250 words.

What/who are the key audiences for your project's implementation and outcomes - for example: Our key audience will be staff and # customers. The benefit(s) to them is/are...

Other funding sources?

Have you ever applied to any other funding source for funding/sponsorship for the same or largely similar project? *

- Yes
 No

If you answered 'Yes' above, please list the funding source(s), date of application(s), funding outcome(s)

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Please include year, prior funding amount, source received from, and what the project was. E.g. In 2023 we received \$3,000 from [local funding source] to pilot reusable serveware instead of single-use packaging

Is your project likely to continue or extend beyond the 12 months of this funding round? *

- Yes
 No

Less Waste funded projects are generally required to be completed within 12 months of funding approval (September 2027). There can be flexibility to extend, or for the project to become self-funding.

List any relevant supporting information (e.g. external letters of support/endorsement)

Attach any supporting information and quotes

Attach a file:

Finances and funding

* indicates a required field

Funding Details

- Annual fund - round open for applications between 11th May - 21st June 2026.
- Eligible and ineligible spend summary via [Local Business funding for Less Waste - Kāpiti Coast District Council \(kapiticoast.govt.nz\)](https://www.kapiticoast.govt.nz)
- **\$50,000 maximum** per application. No minimum \$ per application.
- A minimum of 25% co-funding required by the business of eligible spend.
- Overall \$50,000 annual funding pool.

Notes:

- *Two quotes are required (where feasible) for proposed equipment purchases.*
- *Registered for GST, **exclude** GST from your costings below.*
- *Not registered for GST, **list total costs** including GST.*

Priority funding areas: Indicate the waste stream(s) or areas your project is targeting?

- Construction and demolition waste
 Organic waste (Food or Garden Organics)

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- Reusing and Repurposing
- Projects that fill a gap within current waste services in Kāpiti
- Other:

Project Costings

- Detail all the main costs directly required for your project. Be careful to review eligible and ineligible costs.
- List **everything** that you wish funding to be assessed for - add more lines as needed.

Refer eligible/ineligible costs: [Local Business grants for less waste \[kapiticoast.govt.nz\]](http://kapiticoast.govt.nz)

Name Item / Service	Cost \$NZ	Please provide quotes for all items
	GST# = exclude GST below. NO GST # = INCLUDE total costs below.	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Budget Totals

This is auto calculated from your project costings listed above

Total Expenditure Amount *

This number/amount is calculated.

Total amount requested

Local business applicants must co-fund at least 25% of 'Less Waste' project costs.

Example: If your eligible project costings are \$10K then the total amount you can request is \$7.5K

Total Amount Requested *

Must be a dollar amount.

\$50,000 maximum per application.

[Conflicts of Interest](#) | [Next Steps](#) | [Declaration](#)

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Conflicts of Interest

Conflicts of interest *

- I declare that I have no conflicts of interest
- I declare that I have a perceived, actual or potential conflict of interest

Conflicts of interest may be: actual: where the conflict currently exists, e.g. you are related to a staff member who is assessing this application; potential: where the conflict is about to happen or could happen; or perceived: where other people may reasonably think that a person is compromised, e.g. you are part of Council as an employee or elected member. Conflicts may often be managed so you are still able to access this funding.

If you have a perceived, actual or potential conflict of interest

Word count:

Must be no more than 100 words.

Briefly describe the conflict and how you propose to manage it.

Application timeline

What happens after you have applied?

June-July:

- 1.Application eligibility and review process (can take up to 28 working days from date of round close on 21st June 2026).
- 2.A council officer may be in touch via email and/or by phone with initial questions and/or clarifications.
- 3.Internal council officer 1st panel assesment against allocation policy.
- 4.Follow up questions to applicants raised from 1st panel assessment.
- 5.2nd panel assessment and consensus on internal assessments.

August:

- 1.Recommendations report drafted for internal approval
- 2.Recommendations report approved for submission to Waste Levy Grants Sub-Committee meet to be held early September 2026.

September:

- 1.Committee review and approve or decline recommendations.
- 2.Early September: Council officer contact with outcome of application.
- 3.September 2026- funding agreements signed/returned, then grants paid out.

2027:

- 1.February-April: applicant and council officer interim project check-in.
- 2.September: Applicant/project report back.

Talk to us:

- If you have to defer or cancel the project for any reason.

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- If you find any issues in completing the project.
- if you want to make **any** changes to the project from what you originally planned and indicated in your application.

Acknowledgement of Council:

- Acknowledge Kāpiti Coast District Council grant funding support in your project or initiative. Logos are available on request.

Declaration

By typing my name in the box below, I certify that the information on this form is correct, and that I understand that:

- If the information is not correct, then the Council may refuse to consider the application, require immediate repayment of any grant, cancel any other entitlement granted and/or enforce its rights.
- Every applicant must use grant monies only for the purpose for which they are granted and account for them. If that is not done, any grant monies paid must be repaid to the Council on demand.
- If the actual cost of purchased equipment is lower than the initial quote, the difference must be repaid to the Council, or to their appointed internal or external auditors, on request.
- Proof-of-purchase must be forwarded to the Council.

The personal information collected in this application will be collected for the purpose of assessing grant applications in accordance with Kāpiti Coast District Council's Privacy Policy and the Privacy Act 2020.

- Personal information about an individual will be redacted from Committee meeting agendas and reports, which are public.
- Information collected will not be used for any other purpose, except as required by law.
- You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like to ask for a copy of your information, or to have it corrected, please contact us at privacy@kapiticoast.govt.nz or 04 296 4700.
- If this application includes personal information, I have obtained the consent of all persons concerned to provide it.

Please ensure you have read and understood this statement prior to submitting your application.

Name *

First Name

Last Name

Date *

Today's date

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