



for a living planet

WWF New Zealand

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HABITAT PROTECTION FUND

FUNDING AGREEMENT

“WWF”:	World Wide Fund for Nature New Zealand
The "Fund":	WWF Habitat Protection Fund
The "Recipient":	Braided River Aid Inc (BRaid)
The “Donation”	\$9800
The “Project”:	BRaid Manager
Purpose of the Project:	Continuing funding of the Braid Manager position who coordinates and facilitates Braid activities including: - Promotion of protection, enhancement of braided river ecosystems - Liaise with stakeholders - Facilitate cooperation between community group - Facilitate collection and storage of information
Key outcomes from Project:	The BRaid manager will: - Promote the protection and enhancement of braided river ecosystems - Promote liaison and co-operation between stakeholders - Encourage the involvement of community groups and facilitate their activities - Facilitate the collection and storage of information
Funding Round:	September 2014
Project Code:	14/09/01

WWF and the Recipient agree that the Donation will be provided by WWF to the Recipient to fund the completion of the Project in accordance with the Funding Schedule below on the basis of the following terms and conditions:



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1. The Funding Agreement consists of this document and the Appendix, Guidelines for Recipients.
2. This agreement does not establish a relationship of employer/employee, principal/agent, joint venture, or partnership between the parties to this agreement.
3. The Recipient indemnifies and shall keep indemnified WWF against any loss, claim or liability whatsoever made by or incurred to any person, entity, institution or Government Department in respect of any action or inaction on the part of the Recipient in connection with this Agreement, the Donation or the Project.
4. All monies provided by WWF under this agreement are exempt from GST and must be shown as a separate entry in the Recipient's accounts.
5. The Recipient agrees to acknowledge WWF and The Tindall Foundation in all material made public relating to the Project and in any public events connected with the Project. Where applicable to the nature of the Project (e.g. a physical installation or works) the Recipient must provide a sign at the relevant location to acknowledge the contribution of WWF and the Habitat Protection Fund to the Project.
6. The Recipient shall promptly upon completion provide WWF with copies of any publications, reports, or other products arising from the Project. The Recipient agrees that WWF may use this Project information for own promotional purposes. WWF will consult with the Recipient on the use of this Project information for this purpose.
7. Upon completion of the Project the Recipient must send to WWF at least ten images relating to the Project. Images should be credited to the photographer but the Recipient Donations to WWF a non-exclusive, perpetual, royalty-free right to copy, store, distribute and make available those images for WWF's purposes, including online. A Photography form for Recipients to complete when sending images is included in the guidelines to applicants.
8. The Recipient must only use approved forms of the WWF logo and descriptors at all times including at public events, in publications, and on Project materials and may only use such logo in relation to the Project and for no other purpose. The logo will be supplied electronically at the outset of the Project and additional copies will be supplied on request. The Recipient agrees to immediately cease using the WWF logo and descriptors if so directed by WWF in writing at any time.
9. The first instalment of the Donation must be claimed within six months of the Recipient being notified that their application has been successful. WWF reserves the right to terminate or suspend at any time the payment of the Donation to the Recipient if, in the opinion of WWF, the Donation is not being used for the purposes approved by The Fund or if the progress on the Project is not satisfactory to WWF, acting reasonably.
10. The Recipient shall provide WWF with reports in the format outlined in the attached Guidelines for Recipients. If the Recipient fails to provide WWF with reports in the correct format or later than the agreed date without prior agreement, WWF reserves the right to suspend or terminate this funding agreement.



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11. At the end of the Project the Recipient shall promptly provide WWF with a comprehensive and final report, including an auditable financial statement relating to the expenditure of monies provided by WWF, and shall return to WWF any and all monies advanced but not spent on the Project.
12. WWF may carry out an independent evaluation of the Fund at any time and this may include evaluation of the use of the Donation provided to the Recipient under this agreement. The Recipient shall cooperate with the evaluator in all respects and promptly make available any and all records relating to the Project.
13. The maintenance and servicing of all items of equipment or vehicles purchased by the Recipient with monies provided by WWF as part of this project shall remain the responsibility of the Recipient.
14. The Recipient warrants that it has obtained the approval for the conduct of the Project of all authorities, bodies, corporations or individuals whose consent is required by law. WWF may require that it is provided with certified copies of any such licences, permits, or resource consents associated with the Project.
15. WWF may terminate this agreement on written notice to the Recipient if the Recipient commits a material breach of this Agreement and fails to remedy the breach to the satisfaction of WWF within [14 days] of the date of a notice issued by WWF requiring the Recipient to do so.

Funding Schedule:

Total Amount of Donation:		\$9800	
Number of Years Funded:		One (1)	
Event/Report Type	Due Date	Percentage	Amount
Receipt of Signed Contract	3 November 2014	50%	\$4900
Interim Progress Report	4 May 2015	50%	\$4900
Final Report	2 November 2015	0%	\$ 0

Payment & Reporting:

Payments for this Project will be made in **Two (2) instalments**. The first payment will be made following receipt of the **signed Funding Agreement** and **an invoice**. Subsequent payments will be made following receipt of satisfactory **project reports** (as per guidelines) and **an invoice** on the dates outlined above.

This donation is exempt from GST. You may claim for all costs including the GST component, but you can not add the GST on your services i.e. staff time.



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This Agreement SIGNED for and behalf of **World Wide Fund for Nature New Zealand** by

WWF-New Zealand Chief Executive

Date 14/10/2014

The Recipient(s)

Date



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Habitat Protection Fund

Appendix Guidelines for Recipients

PROJECT PAYMENTS

Project payments will be made as detailed in the Funding Schedule contained in the Funding Agreement.

PROJECT REPORTS

As set out in the Funding Agreement, project reports are required to facilitate the monitoring of project progress and to enable WWF-New Zealand to fulfil its reporting commitments to The Tindall Foundation.

It is essential that reports are received on time or that prior agreement is sought if they are going to be submitted later than the agreed date.

REPORT FORMAT – PROJECTS FUND

Interim Progress Reports

At least one interim report is required as set out in the Funding Agreement. The report must provide adequate information of progress against the agreed project outcomes for the period covered by the report. A pro-forma Interim Report Form will be provided to all Recipients. Project Reports for the HPF Projects Fund will require additional detail than reports for the Development Fund.

The following should appear on the front page of each report:

- The title: "**WWF Habitat Protection Fund – Interim Report**"
- The name of your group or organisation
- The title of your project
- The date of report as indicated in the Schedule
- The name of the author(s)

WWF requires Recipients to provide information on progress against the agreed project, including certain monitoring information. Methods for the collection and recording of all monitoring information required are covered in the WWF Habitat Protection Fund Project Monitoring Toolkit. A hard copy and an electronic copy of this toolkit will be provided to all Recipients.

The following information will be covered in the report:



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- Project objectives
- Agreed project outcomes
- Summary of work to date including monitoring information on:
 - Volunteer involvement - numbers and hours
 - Employee numbers and hours
 - Contractor hours
 - A record of partnerships
 - Issues and Innovation
 - Community involvement
 - Conservation/restoration activities undertaken:
 - Weed control
 - Animal pest control
 - Fencing
 - Plant propagation
 - Planting (numbers/area planted)
- Difficulties encountered
- Acknowledgment of sponsors

Final Reports

A Final Report will be required at the end of the funding period before final payment can be made. A Pro-forma Final Report Form will be provided. The front page of the final report must clearly show:

- The full title “**WWF Habitat Protection Fund - Final Report**”
- The name of your group or organisation
- The title of your project
- The date of the report
- The author's name(s) and institutional employer (if appropriate)

The final should include, where applicable:

- An executive summary
- Project objectives and outcomes
- Progress against project objectives and outcomes
- Summary of work to date including monitoring information on:
 - Volunteer involvement - numbers and hours
 - Employee numbers and hours
 - Contractor hours
 - A record of partnerships
 - Issues and Innovation
 - Community involvement
 - Conservation/restoration activities undertaken:
 - Weed control
 - Animal pest control
 - Fencing
 - Plant propagation
 - Planting (numbers/area planted)



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- Work yet to be completed
- Reports or publications arising from the project
- Management recommendations for future actions
- **A separate budget statement**, detailing expenditure of funds
- Acknowledgement of sponsors

We ask that you keep the language in your reports clear and non-technical to enable us to communicate the ideas more effectively to the wider public.

WHAT HAPPENS TO YOUR REPORTS?

All reports are reviewed by WWF-New Zealand. Project results are communicated to WWF-New Zealand members, sponsors, and to relevant agencies which have a statutory responsibility for the issues raised. Information gathered will be used to monitor and report on the conservation impacts of the Habitat Protection Fund. All reports may be publicly available from WWF-New Zealand's Environmental Library and on the internet.

COPYRIGHT AND ACKNOWLEDGMENT

WWF-New Zealand does not claim any copyright in any material produced as a result of this agreement. However, we do request that support provided by the Fund is acknowledged in all dealings with the media and in all publications prepared during, and as result of, this agreement. Authorisation is required before any public acknowledgement of WWF-New Zealand is made.

PUBLICITY AND MATERIAL FOR PROMOTION PURPOSES

Publicity is vital to building awareness and understanding of how conservation can be achieved. Consequently, WWF-New Zealand asks for at least ten captioned images over the duration of the project to be provided for use in newsletters and brochures, along with the final report. Images are to be supplied in digital format high resolution jpegs. They need to be 300dpi at A4, or be at least 1MB file size or greater. Please complete a WWF Photography Form for each photograph submitted.

VOLUNTEERING

Many New Zealanders want to help do something to improve their environment. WWF-New Zealand constantly receives letters from supporters who are keen to become involved with voluntary conservation work. If you require volunteers to assist with your project, please do not hesitate to contact us.

If you require clarification of anything mentioned in, or omitted from these guidelines, please contact Jenny Lynch, Community Conservation Coordinator, on 04 815 8526 or jlynch@wwf.org.nz

Or call us on 0800 4357 993 or email info@wwf.org.nz