

**New Zealand
Outdoor Recreation
CONSORTIUM**



“A partnership to maintain and enhance backcountry facilities”

Huts and Tracks Fund: Guidelines for Applicants

Round 5: September 2017

Background

The Huts and Tracks Fund is one of three funds managed by the NZ Outdoor Recreation Consortium (The Consortium). The Consortiums principle funder is the Department of Conservation’s DOC Community Fund – *Pūtea Tautiaki Hapori*.

The Consortium was formed in 2014 as a partnership between FMC, New Zealand Deerstalkers’ Association and Trail Fund NZ to maintain and enhance back-country facilities and attract a wider range of users to enjoy and look after these special places. The Consortium works on behalf of a wide range of user groups in the outdoors to manage and distribute the funding for the benefit of all who enjoy the New Zealand backcountry.

The Huts and Tracks Fund (managed jointly by NZDA and FMC) welcomes all applications that meet the guidelines below. It may not be possible to fund all applications and we may choose to fund some applications in part.

Applications for this fund must be received by the 30th of September 2017. When possible applications will be assessed as received. All applicants will be notified of the decision on their application by the end of November.

Address any queries to: eo@fmc.org.nz or info@deerstalkers.org.nz

**New Zealand
Outdoor Recreation
CONSORTIUM**



“A partnership to maintain and enhance backcountry facilities”

Please ensure that you read these guidelines carefully in conjunction with the application form. Incomplete applications cannot be accepted.

1. The Essentials

These are conditions which you must fulfill before we can consider your application.

- Your project must be located on Department of Conservation-administered public conservation land, and for money to be transferred there must be an agreement in place with DOC
- Your project must be consistent with the provisions of the relevant Conservation Management Strategy or any National Park Management Plan.
- Your project must be “publicly accessible”. Facilities that are operated on a commercial basis are not included in this definition and will not be eligible for funding or support.
- The primary purpose of the Huts and Tracks Fund is the maintenance of existing huts and tracks that would not otherwise be undertaken by DOC. Priority will generally be given to these projects.
- Your project must be volunteer-led.

2. What We Can and Cannot Fund

The main categories for which funding **IS** available are:

- Helicopters: especially using a fly-in, walk out model.
- Materials: materials required for hut/track maintenance.
- Contractors: where specialist qualifications are required to undertake a task contractors may be funded.
- Volunteer Direct Expenses: Costs associated with supporting volunteers such as transport (e.g. petrol for private vehicles, jet boat access), and accommodation (e.g. hut fees). Costs must be actual and reasonable.
- Tools e.g. hand saws, loppers, grubbers, and hammers.
- Safety equipment e.g. eye protection, gloves, ear protection, etc.

Note: You must include two current quotes for any proposed purchase or service over \$500. You may very well have contacts which can provide cheaper ‘mates

**New Zealand
Outdoor Recreation
CONSORTIUM**



“A partnership to maintain and enhance backcountry facilities”

rates’, but please ensure we are aware of any possible conflict of interest. FMC/NZDA reserves the right to request additional quotes or peer review quotes before funding is confirmed.

Exclusions - these are items we are unable to fund:

- Alcohol.
- Overheads (e.g. web site hosting, electricity, PO Box fees etc.).
- Retrospective applications.
- Other conservation activities such as pest control.

3. The Criteria

These are what the decision-makers will be looking for in an application:

- A clear and achievable outcome such as: maintain X hut by carrying out Y repairs and also maintaining Z access track.
- It would be advantageous if you have managed to raise some money for your project from other sources.
- It would be advantageous if some of your group have some experience in carrying out similar projects successfully. You could include photos of your work, or explain the experience your group members have.
- Applications that can demonstrate significant volunteer participation and support will be viewed favourably.

4. The Conditions

These are the things you will need to do if you are successful in your application:

- Spend the money on the approved items within the negotiated period.
- Invoice FMC/NZDA for the amount you have been approved for.
- Provide a short report, including before and after photos of your work party and your work.
- Provide brief information to enable the Consortium to meet the minimum reporting requirements of the CCPF: number of volunteers, volunteer hours, number of organisations involved, number of huts maintained, kilometres of track maintained and level of other funding obtained.

**New Zealand
Outdoor Recreation
CONSORTIUM**



“A partnership to maintain and enhance backcountry facilities”

- Agree that the work will be carried out to Department of Conservation standards and in compliance with any Department of Conservation safety requirements.
 - Be available to participate in publicity (we might want to do an interview, a feature or use your photos/report online or in print to promote the work of the Fund).
- 5. For further information please contact.**
- Federated Mountain Clubs - eo@fmc.org.nz
 - NZ Deer Stalkers Association - info@deerstalkers.org.nz