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Environmental Legal

Assistance (ELA) Fund

Reconsideration application form

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| Before you apply  Before completing this form, read the [*Environmental Legal Assistance Fund: Guide for applicants*](https://environment.govt.nz/publications/environmental-legal-assistance-fund-guide-for-applicants/). This includes the information you will need to complete the form, and the ELA Fund criteria that your application will be assessed against. Ensure you have provided all information and attach supporting documents as required.  Purpose of this form  The reconsideration application form is for groups:   * **(A)** whose initial application to the ELA Fund was **declined** and who wish to request a reconsideration of the Panel's decision, or * **(B)** who were awarded a **rationed amount of funding** initially and wish to apply for the remainder of the funding they missed out on. For this scenario, the group must **apply in the** **same financial year**.   Need more help? If you have any questions, call 027 218 4985 or email [ela.fund@mfe.govt.nz](mailto:ela.fund@mfe.govt.nz). |

# **1. Contact information**

|  |  |
| --- | --- |
| **(1a) Group’s full legal name:** |  |
| **(1b) Group’s physical address:** |  |

|  |  |  |
| --- | --- | --- |
|  | **(1c) PRIMARY CONTACT** | **(1d) SECONDARY CONTACT** |
| **Full name:** |  |  |
| **Position in group:** |  |  |
| **Phone number:** |  |  |
| **Email address:** |  |  |

# **2. Group details**

|  |  |
| --- | --- |
| **(2a) ELA reference number:** |  |
| **(2b) Case or board of inquiry name and file number:** |  |

# **3. Reconsideration A details**

*For groups whose initial application was* ***declined*** *and who wish to request a reconsideration of the Panel's recommendation. Skip to section 4 if you are applying for reconsideration B.*

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| **(3a) Case details:** *Provide an update on your group’s involvement in the procedural steps of the case since funding was awarded, and any key upcoming events.* |
|  |
| **(3b) Provide reasons why you may disagree with the Panel’s comments from your group’s original application minute. Specify any additional information about how your case meets the primary criteria that you did not include in section 4 of your original application.** |
|  |
| **(3c) Have you applied for and/or received any other funding from the Crown to support your case/involvement in the proceeding/hearing?** *If yes, please provide details, including the total amount requested and/or received and the purpose of the funding.* |
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## Reconsideration A – supporting documents needed:

*Provide a copy of the following. Tick the boxes to confirm what you have provided.*

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| **(3d)** Any **substantive** minutes, directions and procedural decisions issued by the relevant court/authority in respect of your case since you originally applied for ELA funding (eg, changes to the steps in the progress and/or scope of the proceeding). |
| **(3e)** A copy of your group’s most recent audited accounts or two latest bank statements from your group’s main operating account. Note what amount is available to support your case below: |
|  |
| **(3f)** Any other information you want to provide to support your group’s reconsideration application (eg, updated quotes). |

# **4. Reconsideration B details**

*For groups who were awarded a* ***rationed amount of funding*** *initially and wish to apply for the remainder of the funding they missed out on. For this scenario, the group must* ***apply in the same financial year****. Skip this section if you are applying for reconsideration A.*

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| **(4a) Case details:** *Provide an update on your group’s involvement in the procedural steps of the case since funding was awarded, and any key upcoming events.* |
|  |
| **(4b) Detail how you have spent your ELA funding to date:** |
|  |
| **(4c) Have you applied for and/or received any other funding from the Crown to support your case/involvement in the proceeding/hearing?** *If yes, please provide details, including the total amount requested and/or received and the purpose of the funding.* |
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## Reconsideration B – supporting documents needed:

*Provide a copy of the following if applicable. Tick the boxes to confirm what you have provided.*

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| **(4d)** Any **substantive** minutes, directions and procedural decisions issued by the relevant court/authority in respect of your case since you originally applied for ELA funding (e.g., changes to the steps in the progress and/or scope of the proceeding). |

# **5. Group’s declaration**

This declaration must be signed by the primary and secondary contacts identified in section 1 if they are members of the group. If either or both contacts are not members of the group, the declaration must instead be signed by duly authorised members of the group. **Each person must have their declaration witnessed by a person authorised to take a statutory declaration.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| We, | | | | | | | |
|  | | of |  | | | |  |
| (name) | |  | (place of abode) | | | | (occupation) |
| and | | | | | | | |
|  | | of |  | | | |  |
| (name) | |  | (place of abode) | | | | (occupation) |
| both solemnly and sincerely declare that:   * the details we have given in all sections of this application are true and correct to the best of our knowledge. * we have the authority to commit our group to this application, and we understand and will meet the financial and reporting requirements as specified in the deed of funding contract should our application be successful. * we are not seeking funding in this application for any person who is a member of our group. * our group is eligible for funding as specified in the ELA Fund Guide for Applicants, including our group’s not-for-profit status. * all information contained in this application is subject to the Official Information Act 1982, and therefore this information may be released upon request. * the Ministry may collect from third parties any information it deems necessary about the applicant or the case. * the Ministry reserves the right to seek more information from the applicant before sending the application to the Advisory Panel, and will defer if necessary until the Ministry has received all information requested.   We both make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957. | | | | | | | |
|  | | | |  |  | | |
| (signature of declarer)  *By typing your name in the space provided you are electronically signing this application form.* | | | |  | (signature of declarer)  *By typing your name in the space provided you are electronically signing this application form.* | | |
| Date: |  | | |  | Date: |  | |
|  | *(day/month/year)* | | |  |  | *(day/month/year)* | |
|  | | | |  |  | | |
| (signature of person authorised to witness statutory declaration)  *By typing your name in the space provided you are electronically signing this application form.* | | | |  | (signature of person authorised to witness statutory declaration)  *By typing your name in the space provided you are electronically signing this application form.* | | |
| Date: |  | | |  | Date: |  | |
|  | *(day/month/year)* | | |  |  | *(day/month/year)* | |

|  |  |  |
| --- | --- | --- |
| **Before sending us your application, please check that you have:** *tick boxes to confirm* | | |
| Answered all relevant questions | Included all required signatures | Attached all required supporting information |
| **Send your application and supporting documents to** [**ela.fund@mfe.govt.nz**](mailto:ela.fund@mfe.govt.nz)**.** | | |

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