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Environmental Legal

Assistance (ELA) Fund

Variation 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 variation application form is for groups who applied to the ELA Fund in a previous funding round for the same case proceedings and wish to:   * Request additional funding due to **changing circumstances of the case**; and/or * Request for changes to be made to legal counsel and/or expert witnesses on your original Deed of Funding (eg, adding, replacing or removing).   Please note: the total amount of ELA funding you can be awarded for your case is $50,000.00 (excl GST). This includes funding you have already received from previous applications for the same case. To support your variation application, you must provide quotes or invoices. If your group has already paid an invoice/s you are seeking funding for, please advise us when you submit this form.  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. Progress to date**

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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.* |
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| **(3b) Detail how you have spent your ELA funding to date:** |
|  |
| **(3c) Provide an itemised list of costs incurred by your group for the case since funding was awarded, including costs incurred at council-level proceedings. Provide your total expenditure to date:** |
|  |
| **(3d) 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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## Progress to date – supporting documents needed:

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

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| **(3e)** 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). |
| **(3f)** 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: |
|  |

# **4. Variation details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(4a) Legal counsel and/or expert witnesses you are seeking to make changes to:** *Please consider paying any cultural experts instead of relying on pro-bono contributions.* | | | | |
| Full name |  |  |  |  |
| Firm/company |  |  |  |  |
| Area of expertise |  |  |  |  |
| Cost per hour (excl GST) |  |  |  |  |
| Total value of work (excl GST) |  |  |  |  |
| Amount of funding applied for (excl GST; if applicable) |  |  |  |  |
| Nature of change (eg, requesting additional funding, add, replace, remove) |  |  |  |  |

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| **(4b) Explanation of the changing circumstances of the case which require additional ELA funding and/or changes to be made to your group’s legal counsel and/or expert witnesses:** |
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## Variation details – supporting information needed:

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

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| **(4c)** A summary of the experience and expertise for any person in (4a) that you are seeking to **add** to your Deed of Funding. *This may be in the form of a CV.* |
| **(4d)** A copy of an original quote or invoice for any person in (4a) that you are **requesting additional funding** for. *Quotes or invoices must include the cost per hour, time for preparation, hearing time, any mediation time, and any pro-bono contributions. Amounts should align with the amounts in (4a). Estimates are not acceptable.* ***If your group has already paid an invoice/s you are seeking funding for, please advise us when you submit this form.*** |

# **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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