

Lower Hutt Low Carbon Acceleration Fund

Response Form

Round 3: May 2026

Lower Hutt City Council

Recipient

Name of Legal Entity:

Project name:

RFP released:	12pm, Friday 1 May 2026
Deadline for Questions:	4pm, Thursday 28 May 2026
Deadline for Proposals:	12pm, Monday 1 May 2026
Decision to be announced:	July 2026



Completing the Response Form

If you need any assistance with completing this form, please contact the HCC Point of Contact:

Name: Miriam Randall

Email: LCAFund@huttcity.govt.nz

Phone: 027 452 3526

Any contact should be made by 4pm, Thursday 28 May 2026.

Proposal Checklist

Before you apply, be sure to complete the following:

<input type="checkbox"/>	Read the RFP and any supporting information to ensure you have understood the application process and criteria against which Proposals will be assessed.
<input type="checkbox"/>	Check Hutt City Council Website for any updates relating to this RFP.

When filling out this form, please ensure:

<input type="checkbox"/>	All answers are typed into the space provided for each section in Calibri or Arial font no smaller than size 10.
<input type="checkbox"/>	You meet the requirements of each question. This includes any guidance on word limits that are specified. Word limits do not reflect any specific weightings or importance.
<input type="checkbox"/>	You have read and understood the declaration details outlined in Section 6 and 7 and have signed the declaration (if you are applying as part of a consortium, only the lead Applicant needs to sign the declaration).
<input type="checkbox"/>	You have completed the form in full.

Once you have completed this form:

<input type="checkbox"/>	Email a copy of the completed form to Hutt City Council's point of contact LCAFund@huttcity.govt.nz and ensure that you attach any supporting information you wish to provide. Please provide a Word version of the Proposal.
<input type="checkbox"/>	Do not include a zipped (.zip) or an executable (.exe) file with your Proposal.
<input type="checkbox"/>	If you do not receive Hutt City Council's emailed confirmation of receipt of your Proposal within two working days please contact the point of contact LCAFund@huttcity.govt.nz 027 452 3526.

Please note: Hutt City Council (HCC) will not accept Response Forms received by post, fax or hand delivery.

Deadlines

Completed Proposals must be received by email at LCAFund@huttcity.govt.nz no later than **12pm Monday 1 May 2026**.



Section 1 Proposal and Applicant

Key Details

Please enter answers in the right-hand column, and make sure the costs in this table match your calculations in section 5 of this document.

A. Proposal key details	
Lead applicant organisation name	
Title [A short title for your project, of no more than 10 words]	
Brief summary of your project [Maximum of 40 words. Note this may be used in media releases or other communications]	
Project success [Maximum of 80 words. Describe what success looks like for this project. In addition, list the factors that, if met, will count your Project a success. These may be key performance indicators, proven benefits, or other critical success factors]	
Estimated total cost of project (excl. GST) [Do not include in-kind contributions, existing expenses such as current staff, or costs already incurred]	
Total amount of co-funding to be provided by <u>you</u>, any co-applicants and others (excl. GST) [Must be at least 50 per cent of estimated total cost of project - cannot include in-kind contributions, existing expenses such as current staff, or costs already incurred]	



A. Proposal key details	
Amount of LCA funding sought (excl. GST) [This is the difference between the two figures above. This cannot be more than 50 per cent of the estimated total cost of project, unless the project meets the conditions in sections 3.5 and 3.6 of the RFP]	
Incremental cost (excl. GST) [This is the difference between the business as usual cost of undertaking your project and the cost to purchase, create or implement a low emission solution. Refer to section 3.6 of the RFP document for guidance and examples.]	

B. Lead Applicant key details [Fill out all fields unless otherwise indicated]	
Legal name	
Trading as (if different)	
Type of organisation	
NZ Company Number (if a company)	
NZ Business Number (NZBN)	
Charitable Trust or Incorporated Society number (if applicable)	
Street address [Include postcode]	



C. Contact person details

[This will be the only person who receives all the correspondence relating to the Proposal.
Fill out all fields unless otherwise indicated]

Name [Title, First and Last name]	
Job title or role [For example, Director, Manager, etc.]	
Contact phone number	
Contact email address	

D. Co-Applicant key details – If applicable

Fill out all fields for each Co-Applicant unless otherwise indicated.
Use the copy and paste function to add additional Co-Applicants if required.

Legal name	
Trading as (if different)	
Type of organisation	
NZ Company Number (if a company)	
NZ Business Number (NZBN) (if applicable)	
Charitable Trust or Incorporated Society number (if applicable)	
Website address (if applicable)	



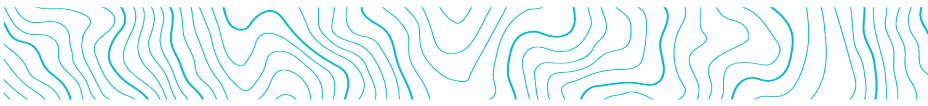
Section 2 Proposal Description

In order for the Panel to assess your Proposal, it needs to understand what it is you are trying to do and achieve. Use this section to describe your project, where in Lower Hutt it would be implemented, and what you are seeking funding for. You can also include images also.

A. Proposal summary

Provide a summary of the project in 200 words or less

Outline what specifically you would apply LCA funding towards (e.g. vehicles, charging infrastructure, operational costs, project personnel costs etc.)



B. Identified co-investment of at least 50 percent		
Will the project result in any new assets (either tangible or intangible)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide details of all asset(s) created, their location(s) and who will own each asset at the conclusion of the project		
Asset	Location	Owner

C. Project size	
The project funding request is at or below \$40,000 (excl. GST). [Funding requests exceeding \$40,000 will only be considered in exceptional circumstances, as identified in section 3.5 of the RFP document]	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please provide justification for why your funding request is for an amount exceeding \$40,000	



D. Other external funding	
Have you received any other external funding for the proposed project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please identify the amount of other funding, and the source. [All amounts should be in \$NZD and exclude GST]	
Have you applied for, or do you have an agreement for funding for parts of, or all of, the proposed project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please identify the amount of funding, the source and stage of application process [All amounts should be in \$NZD and exclude GST]	

E. Health, safety, reputation	
Are you committed to working safely, and ensuring the health and safety of workers and others affected by the proposed project work, and do you have appropriate systems and processes to undertake the work safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If your proposal is successful, do you agree to provide Hutt City Council with more detail relating to your health and safety policies, plans and procedures, if required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you committed to working in a manner that will not damage Hutt City Council's reputation?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Section 4 Assessment Criteria

The following sections include details of the assessment criteria that will be used by the Decision Making Panel when assessing Proposals to the LCA Fund.

Your Proposal will be scored against your answers to these criteria. Aim to give answers that are relevant, concise, and comprehensive.

Each of the four assessment criteria is considered to be of equal importance and all criteria are therefore weighted equally at 25%.

If you have made any assumptions about the delivery of the project, clearly state these assumptions.

Hutt City Council's intention is to gain sufficient information from each Applicant to fully inform the assessment and decision making process. Please attach any further information or supporting documentation that will support or verify any statements made in response to these questions.

A. Objectives and emissions reduction	Weighting 25%
<p>Please describe in 300 words or less the extent to which your proposed project aligns with the objectives of the LCA Fund. To what extent will the Project result in emission reductions in Lower Hutt? How will the Project accelerate action? What is the magnitude of emission reductions? See section 3.2 and 4.4 of the RFP</p>	

B. Capability and resourcing	Weighting 25%
<p>Please describe in 300 words or less to what extent you have the expertise, resources, relationships and commitment necessary to deliver the Project. Do you have a track record in delivering, and how is this demonstrated? Have you credibly identified risks and barriers to success and how they will be addressed? See section 4.4 of the RFP</p>	



C. Ability to deliver	Weighting 25%
<p>Please describe in 300 words or less whether you can implement the Project within the next 6 to 18 months, and realise associated carbon emission reductions. Will the Project run over multiple years or within a shorter period? When will the Project deliver the benefits promised in the Proposal? See section 4.4 of the RFP</p>	
<div style="border: 1px solid black; height: 90px;"></div>	

D. Value for money	Weighting 25%
<p>Please describe in 300 words or less the Project benefits in relation to its cost?</p> <p>How will the Project lead to emission reductions and how large are those reductions expected to be compared to the funding being sought from the LCA Fund? How innovative is the Project compared to any equivalent business as usual activities the Applicant would normally be undertaking? How important is the Fund to supporting the delivery, scale, or speed with which these emission reductions will be realised? What can still be achieved without funding? See section 4.4 of the RFP</p>	
<div style="border: 1px solid black; height: 85px;"></div>	

Section 5 Project Components

In order for the Panel to assess your Proposal, it needs to understand the different components of the project, their cost, and how performance and delivery would be measured. The milestones you provide here may be used to help inform the milestones in any Funding Agreement with Hutt City Council.

Major milestones of project This table must be completed. Please use the 'insert row' function if you wish to add more milestones. Ensure the totals match section 1A.								
	Project component [Provide a high-level description of key project components or deliverables including number of hours and charge out rates for all project personnel.	Key performance indicator(s)	Estimated start date	Estimated end date	Total cost to deliver this milestone (excl. GST)	Incremental Cost [What is the additional cost compared to equivalent business as usual activity?]	Expected LCA funding [Cannot be more than 50% of the individual milestone]	Your co-funding [Must be at least 50 per cent of the individual milestone]
1								
2								
3								
TOTALS (Must equal the equivalent project costs detailed in Section 1)								

Section 6 Proposed Funding Agreement

Together with the RFP document we have provided you with a Proposed Funding Agreement. We need to know whether or not you are prepared to accept the terms and conditions set out in the Proposed Funding Agreement.

Please indicate below your acceptance of the Proposed Funding Agreement.

Either:

<input type="checkbox"/>	Having read and understood the Proposed Funding Agreement for this round on the Hutt City Council website, I confirm that the terms and conditions within the agreement are acceptable. If successful, I agree to sign the Proposed Funding Agreement.
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Or:

If there are any clauses that you wish to amend in the Proposed Funding Agreement this is where you tell us, and note below any suggestions or changes you wish to propose, referencing the appropriate clause number.

<input type="checkbox"/>	Having read and understood the Proposed Funding Agreement for this round on the Hutt City Council website, I have the following suggestions to make. If successful, I agree to sign a Funding Agreement based on the Proposed Funding Agreement subject to negotiating the following clauses:
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It is important that, if asked, you are able to explain why your changes are important to you.

Clause	Describe your concern	Proposed solution
[insert number]		
[insert number]		

Section 7 Declaration

I declare on behalf of the Applicant, including any Co-applicants:

Please check

<input type="checkbox"/>	that I have read this form and the RFP document and I fully understand the procedures, terms, conditions and criteria
<input type="checkbox"/>	that this Response Form (Proposal) and the RFP document together outline the basis on which this Proposal is made and the procedures, terms, conditions and criteria for the Low Carbon Acceleration Fund
<input type="checkbox"/>	that the statements in this Proposal are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentations made
<input type="checkbox"/>	that all named key personnel have agreed to be included in this proposal
<input type="checkbox"/>	that Hutt City Council and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the Applicant or project (except that marked as "Confidential") for the purposes of gaining or providing information related to the processing and assessment of this application
<input type="checkbox"/>	that the Applicant will, if requested by Hutt City Council or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel
<input type="checkbox"/>	that if successful, I consent to the public release, including publishing on the internet, of the name of the Applicant, the amount of grant sought, the amount of funding offered, contact details of the Applicant and a description of the activity/project, and undertake to cooperate with Hutt City Council on communications relating to this Proposal, which may be in the form of a media release, case study, web content, conference presentation or whitepaper, sharing via social media, or other form as agreed with Hutt City Council
<input type="checkbox"/>	that I understand Hutt City Council's obligations under the Local Government Official Information and Meetings Act and that, notwithstanding any relationship of confidence created as a result of this Proposal, the provisions of this Act apply to all of the information provided in this Proposal
<input type="checkbox"/>	that all activities in the proposed project are lawful activities that will be carried out lawfully
<input type="checkbox"/>	the Applicant is not in receivership or liquidation nor will the project be managed by someone who is undischarged as bankrupt or prohibited from managing a business
<input type="checkbox"/>	where external providers are being employed as part of the project/activity, the relevant providers are not employees or directors of the Applicant, and nor do they have any other direct or indirect interest in the Applicant, whether financial or personal unless specifically stated in the Proposal
<input type="checkbox"/>	that Hutt City Council has sole discretion to determine which Proposals (if any) will receive LCA funding investment and that I understand that there is no agreement for Hutt City Council to provide funding until both parties have signed a Funding Agreement

<input type="checkbox"/>	that all necessary internal approvals (CEO, Board etc.) and relevant budgets for the project to proceed, subject to successful LCA fund application, will be in place before the Project commences.
<input type="checkbox"/>	that I have flagged changes to the contract that I would like to discuss with Hutt City Council
<input type="checkbox"/>	that I have considered any possibility for real or perceived conflict of interest as defined in section 6.4 of the RFP document and confirm that: <input type="checkbox"/> I have no real or perceived conflict of interest OR <input type="checkbox"/> I may have a real or perceived conflict of interest as detailed below: Insert details here...
<input type="checkbox"/>	that I am authorised to make this Proposal on behalf of the Applicant (including any Co-applicant) identified in Section 1 of this form.

Signature

This declaration must be signed by a person with the legal and financial authority to commit your organisation to a transaction.

Signature	
Name Title Organisation	
Date	