



# Low Emission Transport Fund Recipient's Guide

# LETF Recipient’s Guide



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## EECA contact details

EECA Team		
<b>Manager Transport Portfolio</b>		
<b>Name</b>	<b>Email</b>	<b>Phone</b>
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<b>Transport Funds Lead</b>		
<b>Name</b>	<b>Email</b>	<b>Phone</b>
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<b>Relationship Manager</b>		
<b>Name</b>	<b>Email</b>	<b>Phone</b>
Helene Smyth	<a href="mailto:helene.smyth@eeca.govt.nz">helene.smyth@eeca.govt.nz</a>	04 495 8254 / 027 257 9426
<b>Transport Analyst</b>		
<b>Name</b>	<b>Email</b>	<b>Phone</b>
Kii Small	<a href="mailto:kii.small@eeca.govt.nz">kii.small@eeca.govt.nz</a>	021 0261 3783

## Your contact details – Please copy this information and return it to us

<b>Your Team</b>				
<b>Primary Contact</b>				
Title	Name	Email	Telephone	Mobile
<b>Alternative contact 1</b>				
Title	Name	Email	Telephone	Mobile
<b>Alternative contact 2</b>				
Title	Name	Email	Telephone	Mobile

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## About the LETF

Congratulations on your successful application to the Low Emission Transport Fund. We look forward to a productive partnership.

As a recipient of Government funding, it's important we work together to meet agreed commitments, show how public money was spent and demonstrate the project's value to New Zealand.

This guide gives an overview of how we will do that, and communicate the project to New Zealanders.

## How we will work with you

- Correspondence and communication is very important to us during the progress of your project.
- We will be communicating and meeting with you regularly to get updates on your progress.
- It is very important for milestones to be completed before or by the due date.
- We are here to work with you to help with the completion of the project.
- Claims are paid on the 20th of each month: to make the pay date please submit claims before the 15th of the each month. Please enquire for the last date to submit claims.
- Milestone part payments can be made on occasion. Please discuss this with us.
- We will work with you to move milestone due dates if they are not achievable.

## What we want from you

- We will require you to communicate with us regularly with your progress.
- If a milestone is not going to be completed by the due date please notify us as soon as possible.
- Please notify us if there are any changes in your team.
- We will require you to have an exit interview at the completion of your project so we can translate individual project results and learnings to the wider market to grow knowledge and encourage uptake of LEVs.

## Knowledge Sharing Agreement

- You'll have agreed to EECA's Knowledge Sharing Agreement as part of your LETF Funding Agreement. This is a key part of how we will gather data on your project, and understand the key learnings from the project.
- You can talk to us about what is involved in your agreement; we are happy to help you work through the data requirements.

## Requirements for submitting a claim

- Fill out appropriate claim form (Charger, Vehicle, or General Claim Form). If these have not been sent to you, please request them from your Relationship Manager.
- Send through all copies of invoices that have been paid (to show proof of payment).
- List all assets purchased.
- Send through photos and copies of relevant certificates.
- The amount due, exclusive of GST.

Refer to Appendix One for examples of the claim forms.

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## LETF Communications information

Communicating the Fund's projects to the New Zealand public is an important part of our work. Fund projects demonstrate that the government is supporting New Zealand businesses and communities to decarbonise their operations, and sharing project stories encourages others to look into low-emissions transport for themselves.

We share these stories through all EECA communications channels (see below), and on our [Gen Less](#) platform. Gen Less encourages all New Zealanders to use and enjoy low emission vehicles, and reduce their transport emissions. We encourage you to share information about your project with customers, other businesses and the general public.

### How EECA publicises successful fund applications

- The Minister of Energy and Resources and/or EECA announces each round's successful applicants, including organisations' names, the purpose of the funding, cost of project and amount of funding received.
- We typically publicise fund projects through EECA News (monthly newsletter); the EECA and Gen Less websites; and social media (LinkedIn, Twitter and Facebook). We occasionally also pitch articles to mainstream media.

### How you can publicise your project

Please email Sarah Barnett, Senior Communications Advisor, for support with developing PR. She will assist you with quotes from EECA, logos and any other requirements [Sarah.Barnett@eeca.govt.nz](mailto:Sarah.Barnett@eeca.govt.nz).

- After the Minister or EECA has announced your successful project application, we encourage you to do your own publicity (media release, social media, newsletters etc).
- Project launch is a good time for follow-up publicity. Please keep EECA informed of your launch timing and plans.
- Please share any media releases with EECA before publication (email them to [LETFund@eeca.govt.nz](mailto:LETFund@eeca.govt.nz)).
- If you post on LinkedIn or Twitter let us know and credit EECA so we can share it with our followers. Our Twitter account is [@EECA\\_NZ](#).

### How to talk about the Fund

- It is "the Government's Low Emission Transport Fund, administered by the Energy Efficiency and Conservation Authority (EECA)."
- You can say, "The fund is one of a range of initiatives in the Government's Transport Decarbonisation Programme, which aims to accelerate the transition of transport to net zero in New Zealand."
- The fund offers up to 50% co-funding towards projects.
- Your project is being "co-funded" or "part-funded", rather than just "funded". We encourage recipients to say what proportion of their project is being co-funded.
- It is "co-funding", not a "grant".
- You have "received" or "been approved for" funding rather than "won" it.
- Co-funding is not confirmed until we have a signed agreement.

### Sharing of project results by EECA

- EECA publicly shares information about successful projects on its website and in newsletters, media releases, social media (LinkedIn, Twitter, Instagram etc) and corporate documents.
- This information is usually sourced through project reports and the project close-out interview. If additional information is required, EECA will request this. EECA will request your approval of any content prior to releasing it publicly.

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## Using our logo

Branding should be used on projects supported by the fund.

The logo is an effective and easy way to communicate that your organisation is leading the way with New Zealand's low emissions transport movement.

It should be sign written on co-funded vehicles and electric vehicle charging stations. For other types of projects, please discuss where and how to use the logo with our Marketing Lead, LeRoy Boyle, [leroy.boyle@eeca.govt.nz](mailto:leroy.boyle@eeca.govt.nz).

## Contact us

Please email [LETFund@eeca.govt.nz](mailto:LETFund@eeca.govt.nz) for advice on any aspect of your co-funded project including communications, branding and logos.

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## Appendix One

### Claim forms

Examples of the different types (Vehicles, Chargers, General) of LETF Claim forms for clients to fill out when submitting a claim. We will send them to you when required.

### Vehicles

Claim Date:		Client Name (name on funding agreement):	
Total Value of Milestone (excluding GST):	\$	Claim Amount (excluding GST):	\$
Is the milestone being claimed in full: Yes/No  If the milestone is not: <ul style="list-style-type: none"> <li>do we retain the balance</li> <li>do we write off the balance</li> </ul>	Yes/No  Yes/No Yes/No	Has a part claim been made before on this milestone:	Yes/No
		If a part claim has been made, including this claim, what is the remaining balance of the milestone:	\$
Milestone Number:	Milestone Description:		
Evidence <ul style="list-style-type: none"> <li>Please provide an itemised list for any amounts that you have spent on this project that are over \$500.</li> <li>Provide evidence such as receipts, invoices. Unless otherwise agreed, your claim would be up to 50% of receipts and invoices</li> </ul>	Cars / Trucks/ Vans (Circle the appropriate one)		Number:
			Model/s:
EECA use only:	Link to Milestone in GEM:		
GEM Contract No.:			
LETf file No.:			
Is the balance to be retained for future payments? Yes/No Is the balance to be written off? Yes/No	Comments:		
Account Manager approval			

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## Chargers

Claim Date:		Client Name (name on funding agreement):		
Total Value of Milestone (excluding GST):	\$	Claim Amount (excluding GST):	\$	
Is the milestone being claimed in full:  If the milestone is not: <ul style="list-style-type: none"> <li>do we retain the balance</li> <li>do we write off the balance</li> </ul>	Yes/No	Has a part claim been made before on this milestone:	Yes/No	
	Yes/No Yes/No	If a part claim has been made, including this claim, what is the remaining balance of the milestone:	\$	
Milestone Number:	Milestone Description:			
Evidence <ul style="list-style-type: none"> <li>Please provide an itemised list for any amounts that you have spent on this project that are over \$500.</li> <li>Provide evidence such as receipts, invoices. Unless otherwise agreed, your claim would be up to 50% of receipts and invoices</li> </ul>	No. Public Chargers:		No. Private Chargers:	
	Free	Yes/No	Charging Cost	\$
	Availability:	Make:	Rating(kW):	
EECA use only:	Link to Milestone in GEM:			
GEM Contract No.:				
LETf file No.:				
Is the balance to be retained for future payments? Yes/No Is the balance to be written off? Yes/No	Comments:			
Account Manager approval				



# LETF Recipient's Guide

## General Claims

Claim Date:	Client Name (name on funding agreement):	
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Total Value of Milestone (excluding GST):	\$	Claim Amount (excluding GST):	\$
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Is the milestone being claimed in full:  If the milestone is not: <ul style="list-style-type: none"> <li>do we retain the balance</li> <li>do we write off the balance</li> </ul>	Yes/No	Has a part claim been made before on this milestone:	Yes/No
	Yes/No Yes/No	If a part claim has been made, including this claim, what is the remaining balance of the milestone:	\$

Milestone Number:	Milestone Description:
Evidence <ul style="list-style-type: none"> <li>Please provide an itemised list for any amounts that you have spent on this project that are over \$500.</li> <li>Provide evidence such as receipts, invoices. Unless otherwise agreed, your claim would be up to 50% of receipts and invoices</li> </ul>	
	Notes, attachments, reports, invoices etc (showing proof of work and purchases)

EECA use only:	Link to Milestone in GEM:
GEM Contract No.:	
LETf file No.:	
Is the balance to be retained for future payments? Yes/No Is the balance to be written off? Yes/No	Comments:
Account Manager approval	