



APPLICATION INFORMATION & GUIDELINES

FOR REGIONAL PARTNERSHIP FUNDING

Applications close at 5pm on the 30th April and 31st October each year

Applications are to be emailed directly to Sport Whanganui, jimmy@sportwhanganui.co.nz

For applications from clubs, an endorsement is required from your Regional Sport Organisation. For applications from Regional Sports Organisations, an endorsement is required from your National Sport Organisation. For school applications, the Principal must approve the project. All applications need to address at least one of the following national KiwiSport outcomes of:

- Increase the numbers of school-aged children participating in organised sport – during school, after school and by strengthening links with sports clubs.
- Increase the availability and accessibility of sport opportunities for all school aged children.
- Support children to develop skills that will enable them to participate effectively in sport at both primary and secondary level.

Sport Whanganui staff are available to advise on the content of the applications up to the application close dates – 30th April & 31st October each year. Applicants may be asked to attend an interview to discuss their application.

Applicants will be advised of receipt of application within 10 working days of an application being received, and any additional information required will be sought within 10 working days of the Panel meeting.

The outcome of the decisions regarding the applications will be advised within 3 weeks of each closing date. Successful applicants will need to sign an investment agreement outlining key actions, reporting and payment schedule before invoicing Sport Whanganui. It is expected that investment schedules are signed (with confirmed actions) and initial invoices received within 4 weeks of each closing date.

KiwiSport recipients please note: Funds will not be released until all accountability of previous successful applications has been completed to a satisfactory standard. Accountability document templates are available on the website.

As a requirement for receiving KiwiSport funding, applicants must supply evidence of the following:-

- Police clearance checks of those that are delivering
- First Aid certificates of those that are delivering
- Health and Safety Plan (RAMS)

Fast Fund

The fast fund is designed to meet the need for smaller projects that meet all criteria of the fund but don't warrant a wait for the funding windows to close. This fund is for applications for projects up to \$1500.

Contestable fund – Applications open to all organisations that meet the entry criteria. Projects must also align with one or more of the identified priority areas – Fundamental Movement Skills, Coaching and Volunteers, Events or Transport, New and innovative projects, Secondary School sport support, Midweek Leagues, Introductory Sport Sessions, Sport specific skill sessions.

Non Contestable Fund - - (Ring Fenced) – This funding is for targeted and identified programmes/projects for 5-18year olds that meet all priorities and guarantee the future of programmes and also ensures allocated funds for schools both Primary & Secondary.

Key Criteria:

- ✓ Applications are to be made by organisations rather than by individuals
- ✓ The fund is for the benefit of school-aged children (aged 5-18years)
- ✓ The primary focus of the funding is on delivery to children and is envisaged as seed funding (Travel can be included in the application, if it supports delivery. Likewise for equipment.
- ✓ Applications are subject to funding contributions from the applicant. Funding contributions from the applicant are to be at least 25% of total project cost. For example – If the total project cost is \$10,000, they must contribute at least \$2,500 making the total RPF applied for \$7,500.
- ✓ Applications must be current and not retrospective
- ✓ Applications should be for new projects or development/expansion of existing programmes.
- ✓ Applications should not duplicate initiatives supported by Sport New Zealand community sport investment
- ✓ Applicants must show evidence of a clear development plan or a strategic plan. Organisations must have formal structure. The project and its outcomes must be included in the organisations development plan. Multi-year projects are acceptable.
- ✓ For investments under \$5000, 100% of payment will be paid upon signing of the investment agreement, for investments over \$5000, 80% of funding will be paid on the signing of an investment schedule and the remaining 20% after completion of a final satisfactory report.
NB If all administrative requirements are not completed by due dates as stated in the investment agreement (investment schedule signed, invoice received, funding conditions satisfied), funding could be re-invested into other projects/organisations
- ✓ Failure to meet the agreed actions in the investment schedule satisfactorily may result in funding having to be returned

- ✓ Unexpended funding must be returned to the Regional Partnership Fund

Are there activities that won't be funded via the Regional Partnership Fund?

- Programmes that undermine existing club / volunteer infrastructure
- Programmes that are considered to be business as usual for stakeholder or where funding displaces existing funding
- Sport facilities and other capital works
- One off events and event sponsorship
- Retrospective projects (anything prior to the notification date)
- Social marketing campaigns
- Personnel costs (ie. Wages and salaries) for roles that already exist
- Travel for participants outside of the Whanganui region
- Team uniforms
- School camps

Guidelines (to be read in conjunction with application form):

Part A - Project Details: These details provide parameters for the project

- Project description – describe the project using the key questions to assist your description
- Project focus - identify the main priority of the project (select outcome 1, 2 or 3)
- Project impact – outline the key actions for meeting the stated outcomes. All measures need to reflect the number of young people impacted, how often and for how long
- Attach endorsement from Regional or National Sports Organisation

Example Delivery Actions:

Actions	<i>Number of schools</i>	<i>Number of classes / teams</i>	<i>Number of students per class / team</i>	<i>Total number of students</i>	<i>Number of sessions / games each student receives</i>	<i>Total number of sessions / games</i>	<i>Minutes per session / games</i>
Deliver in-school, skill development programme	16 primary schools (8 schools in term 2 and 8 schools in term 3)	32 classes (2 classes per school)	approx. 25 students per class)	800 students (16 schools x 50 students per school)	Each student receives 8 sessions (1 session per week for 8 weeks)	Total 256 sessions (32 classes receive 8 sessions each)	Each session is 45 minutes
Offer new inter-school tournaments at the end of in-school, skill development programme (1 tournament at the end of term 2	16 primary schools	16 teams (1 team from each school)	10 students per team	160 students (16 teams of 10 students)	Each student participates in 3 games	Total 48 sessions (16 teams play 3 games)	Each game is 30 minutes

and 1 at end of term 3)							
Establish at least one new team in a targeted club to play in existing winter league competition	1 team	15 students per team	15 students	12 games (season is 12 games long)	Total 12 sessions (1 team plays 12 games)	Each game is 45 minutes	

Part B - Financial Details:

Income - Please complete budget estimates including applicant contribution, partner contributions (please identify the partner), participant, sponsor, gaming trust (specify) or other. The total of these will be the applicant contribution and must be at least 25% of the total project cost.

Expenses - Please complete with the details required. Note:

- Amount A must be at least 25% of the total project cost
- Amount B should be the total RPF funding required (including multi year requirements)
- Amount E is project income minus expenses, this figure should equal zero, any surplus should be deducted from Amount B (the amount applied for)

**1 This includes coach/deliverer wages. Please identify rate of pay, hours and duration of employment.*

**2 Refers to administration costs essential to the delivery of the project and should not exceed 15% of the projects total costs e.g. postage and printing (NB Wage costs are not eligible here)*

**3 Resources and equipment essential to the programme delivery – these must be consumables or remain with the project*

**4 Costs associated with delivery – venue hire, coach travel, etc. Please do not include coach/deliverer wages*

Amount E is project income minus expenses, this figure should equal zero. Any surplus should be deducted from Amount B (the amount applied for)

Part C – Contact Details:

Required details for communication with applicant

Part D - Declaration:

This must be completed in full.

- Use the checklist to confirm the application is complete
- Please note applications received after the due date will not be considered