



KiwiSport

SPORT WHANGANUI APPLICATION FORM FOR REGIONAL PARTNERSHIP FUNDING

(Applications close annually on the 30th April and 31st October at 5pm)

Please read the accompanying application information before completing the Application Form

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

PART A - KIWISPORT PROJECT DETAILS

NAME OF APPLICANT ORGANISATION:

PROJECT NAME:

SPORT:

DESCRIPTION AND EXTENT OF THE PROJECT:

Project Description - What are you proposing to do? (e.g. Taster /Have a Go sessions, run a festival /event /competition, deliver some skill sessions etc)

Rationale - Describe why you are proposing to run this project:

What is the target group (be specific please include – what age/gender/ethnic groups/low decile/low participating groups):

Non participants / low participating groups / less active girls in our school.

Females.

All year groups.

Location (where do you intend to deliver):

When do you intend to deliver (e.g. during curriculum time at school, lunchtime, before/after school, weekend, school holiday)?

How do you intend to engage/upskill teachers/coaches/parents?

What resources (human and other) are required to make this project happen?
(e.g. employing a person to deliver coaching/skills sessions or run a competition)

Who do you intend to partner with to make this project happen?

How will you ensure that the proposed project will continue beyond the RPF Investment?

Will this project still run if you do not receive KiwiSport RPF?

Will this project still run if you only get partial funding from KiwiSport RPF?

PROJECT START DATE:

PROJECT END DATE:

PROJECT STATUS:

(Please tick one only)

EXISTING/EXPANDED

NEW

Applications should be for new projects or development/expansion of existing programmes, if your project is an existing programme please describe how you will be expanding it:

NB:

1. KiwiSport funding is envisaged as seed funding, it is not designed to maintain the same initiative long term. Continued funding of an initiative would require significant change in the outcomes sought.
2. Kiwisport is Sport NZ's primary funding source targeted at participation, and should not duplicate initiatives supported by Sport NZ community sport investment.

PROJECT FOCUS: (Which outcome will be your projects main priority?)

(Please tick one only)

Outcome 1:

1. Increase the numbers of school-aged children participating in organised sport – during school, after school and by strengthening links with sports clubs.

Outcome 2:

2. Increase the availability and accessibility of sport opportunities for all school aged children.

Outcome 3:

- Support children to develop skills that will enable them to participate effectively in sport at both primary and secondary level.

PROJECT ENDORSEMENT:

(Please tick)

Is this project endorsed by a school principal, an RSO or an NSO (please attach written evidence of endorsement)

School principal

RSO

NSO

PROJECT IMPACT: PROPOSED ACTIONS

Use the table below to detail what you will be delivering, how often, to whom, to how many etc. Actions need to be specific and measurable.

Note: Please look at the example delivery actions in the KiwiSport Application Information and Guidelines document before completing the table below.

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>



PART B – PROJECT BUDGET (PLEASE ENSURE ALL AMOUNTS ARE GST EXCLUSIVE)

Please provide a draft budget for the cost of your project

INCOME:	
Applicant contribution	\$
Partner contribution	\$
Partner contribution	\$
Partner contribution	\$
Participant contribution	\$
Gaming Trust/ grant funding	\$
Sponsorship	\$
Any other funding (specify)	\$
What funding are you putting in (this is known as your partner contribution – this must be at least 25% of the total cost of the project) Amount A	\$
What are you applying for (this is known as Regional KiwiSport Partnership fund)? Amount B	\$
Add Amount A + Amount B together to get the total income of your project Amount C	\$

Are you GST Registered **Yes/No**

EXPENSES:			
Personnel (coach / deliverer) costs * ¹	Rate of pay		
	Number of people delivering		
	Number of hours delivered per week		
	Duration of employment / contract		\$
Administration costs * ²			\$
Resources and equipment * ³ (Attach list of essential equipment with cost breakdown)			\$
Programme delivery (not including above) * ⁴	Venue hire		
	Travel		\$
Other costs (Attach itemised list of other costs)			\$
Add the above costs together to get the total expenses of your project			\$
Amount D			
Project Income minus Expenses		Take Amount C and minus it from Amount D	\$
		Amount E	

Notes:

*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

CONTACT DETAILS:

First Name	
Surname	
Position Title	
Organisation	
Address	

CONTACT NUMBERS:

Telephone	
Mobile	
Email * <small>*Primary communication will be by email</small>	

Does your organisation have a current strategic or development plan? **Yes/No**

If yes please attach

PART D - DECLARATION

- I hereby certify that I have been authorised to prepare and submit this application. The information contained is, to the best of my knowledge, true and correct
- *Club and RSO applications only:* I have informed and sought endorsement from all partners and the RSO/ NSO (whichever is appropriate) of this project
- *School applications only:* This project has been approved by the Principal
- I acknowledge that all unspent funding will be returned to Sport Whanganui for use in other applications
- I understand that a full expenditure breakdown and receipts will be required if my project is successful
- I understand that a full project report outlining participation data (as per the supplied template), actual income & expenditure including invoices and receipts is required following completion of the project.

Full Name	
Signature	
Date	

CHECKLIST

Have you answered all the questions

Organisations Strategic/Development or Business Plan

Evidence of endorsement from RSO and or NSO (if applicable)

Evidence of intended partner contribution (if applicable)

REQUIREMENTS – If you are successful with your application you will be required to 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

**Please email application to reach Sport Whanganui on or before 5.00pm on closing dates of:-
30th April or 31st October each year**