

## APPLICATION INFORMATION & GUIDELINES

### FOR REGIONAL PARTNERSHIP FUNDING

**Applications open Tuesday 1 September 2015, RSO applications close 5.00pm Friday 16 October 2015, and school applications close 5.00pm Friday 30 October 2015**

**Applications are to be emailed directly to Sport Northland, [kiwisport@sportnorth.co.nz](mailto:kiwisport@sportnorth.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:

- Increasing participation of young people (U18) in organised sport
- Additional opportunities for young people in organised sport
- Improving the skills of young people for organised sport

Sport Northland staff are available to advise on the content of the applications up to the application close date - Friday 16 October 2015 for RSOs and Friday 30 October for schools. RSO applicants may be asked to attend an interview to discuss their application between Monday 19 October and Friday 30 October.

Applicants will be advised of receipt of application within 48 hours of an application being received, and any additional information required will be sought within seven days of receipt of application.

The outcome of the decisions regarding the applications will be advised by Friday 27 November 2015. Successful applicants will need to sign an investment agreement outlining key actions, reporting and payment schedule before invoicing Sport Northland. It is expected that investment schedules are signed (with confirmed actions) and initial invoices received by March 2015.

**2013/2014 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, a representative from the successful applicant organisation must attend/have attended a Sport Northland training course in regard to working in schools. This course will cover Education Outside The Classroom (EOTC) regulations as they apply to schools, child protection policies and procedures, first aid and police clearance checks compliance, evaluation, best practice in school curriculum links and engaging teaching staff in sessions.

### Key Criteria:

- Applications are to be made by organisations rather than by individuals
- The maximum amount for any one organisation is \$20,000 + GST
- Applications are subject to funding contributions from the applicant. Funding contributions from the applicant are to be at least 50% of total project cost. For example – If applicant applies for \$10,000, they must contribute at least \$10,000 making the total project cost \$20,000
- 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
- 50% of funding will be paid on the signing of an investment schedule and the remaining 50% after completion of a final satisfactory report. *NB If all administrative requirements are not completed by March 2015 (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 Participation Fund

### 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	Number of schools	Number of classes / teams	Number of students per class / team	Total number of students	Number of sessions / games each student receives	Total number of sessions / games	Minutes per session / games
Deliver in-school, skill development programme	<b>16 primary schools</b> (8 schools in term 2 and 8 schools in	<b>32 classes</b> (2 classes per school)	approx. <b>25 student s</b> per class)	<b>800 student s</b> (16 schools x 50 students per	Each student receives <b>8 sessions</b> (1 session	Total <b>256 sessions</b> (32 classes receive 8	Each session is <b>45 minutes</b>

	term 3)			school)	per week for 8 weeks)	sessions each)	
Offer new inter-school tournaments at the end of in-school, skill development programme (1 tournament at the end of term 2 and 1 at end of term 3)	<b>16 primary schools</b>	<b>16 teams</b> (1 team from each school)	<b>10 students</b> per team	<b>160 students</b> (16 teams of 10 students)	Each student participates in <b>3 games</b>	Total <b>48 sessions</b> (16 teams play 3 games)	Each game is <b>30 minutes</b>
Establish at least one new team in a targeted club to play in existing winter league competition		<b>1 team</b>	<b>15 students</b> per team	<b>15 students</b>	<b>12 games</b> (season is 12 games long)	Total <b>12 sessions</b> (1 team plays 12 games)	Each game is <b>45 minutes</b>

#### 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 not be less than the amount applied for.

Expenses - Please complete with the details required. Note:

- Amount A must equal or be greater than B
- Amount B should not total more than \$20,000 per organisation
- Amount E is project income minus expenses, this figure should equal zero, any surplus should be deducted from Amount B (the amount applied for)

<sup>\*1</sup> This includes coach/deliverer wages. Please identify rate of pay, number of deliverers and hours and duration of employment

<sup>\*2</sup> 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)

<sup>\*3</sup> Resources and equipment essential to the programme delivery – these must be consumables or remain with the project

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

#### 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