



Application Form

This is an **electronic form** (please type), you must have the latest version of 'Adobe Acrobat Reader' which you can download for free at <http://get.adobe.com/reader/>

Or, if you prefer, download the WORD document from www.sporttasman.org.nz/funding-kiwi-sport

Before you get started...

- We strongly recommend you discuss your application with us before submitting it.
- Ensure you have read and understood the KiwiSport criteria and process in the 'KiwiSport Regional Partnership Fund Plan (RPF) 2015-18' which can be downloaded from www.sporttasman.org.nz/funding-kiwi-sport.
- Make sure you read the notes* on page 5 (below) for 'handy hints' for completing this form.
- A separate application form must be completed for each project you wish to run.

Tell us your details

1. Contact details

Name of group / organisation:		
Organisation's GST Number (if applicable):		
Contact person:		
Postal Address:		
Email:		
Phone:	Work/home:	Mobile:

Tell us about your project

2. Project name:

3. Identify which KiwiSport priority area/s your proposal supports***Note 1** (tick box/es)

Back to Basics

Game Development

Coach and Volunteer Support

4. Expected timescale of the project (dd/mm/yy) ***Note 2**

Start date:

Finish date:

- 5. Have you previously received KiwiSport funding for this project?
- 6. If no, please describe why this project is considered a NEW project: *Note 3

- 7. Concisely describe what you will deliver, to whom, where and when.

- 8. List 3-5 specific outcomes by which the success of your project can be measured. *Note 4

Insert numbers for the first three outcomes, then add up to two more measureable outcomes

1. The number of *individual* children participating in the project:
2. The number of sessions each child participates in (on average):
3. The total number of all sessions delivered:
- 4.
- 5.

- 9. Average time of each session (in hours):

- 10. Complete the table for partners involved in your project. *Note 5 *If this project hasn't previously been funded by KiwiSport, you must include **letters of support** from your partners.*

Partner (e.g. school, club, business)	Role (e.g. participant, funder, coach, volunteer)	Confirmed (Yes/No)

Tell us what you need funding for

11. How much money are you applying to KiwiSport for? ***Note 6**

12. How will your organisation and its partners contribute financially to the project? ***Note 7**

List all sources of income and amount contributed, including 'in-kind' contributions.

Income	\$ incl. GST
KiwiSport (amount you are applying for)	
TOTAL:	

13. Is any of this income, other than participant fees, yet to be confirmed? ***Note 8** If yes, which ones?

14. What are your project expenses?

List all the expenses eligible for this project, noting if any are 'in-kind'. ***Note 9** (Do not include administration or any other expenses KiwiSport can't fund – see KiwiSport RPF Plan 2015-18 for guidelines)

Expenses (show calculations)	\$ incl. GST
TOTAL:	

15. Which of the above expenses are you specifically applying to KiwiSport to fund? ***Note 10**

Office use only *Note 11

KiwiSport cost per person per session: \$ incl. GST

Final sign-off and checklist

Declaration (tick boxes)

I declare that all the information given in this application to be true and correct. I am authorised to sign this application on behalf of the group / organisation named in question one.

I have read the 'KiwiSport RPF Plan 2015-18' and the information on page 5 of this form.

I have included letters of support (if this is a new project)

Signed (<i>typed is fine</i>):
Position:
Date:

Incomplete or late applications and/or support letters will not be accepted.

Please SAVE your application and either:

Click the 'Submit Form' button at the top of the page

OR

Attach it to an email and send to - kiwisport@sporttasman.org.nz

Please do not print this form and scan to us. We require the electronic version to collate the data for us.

A confirmation email will be sent once your application is received. If you do not receive confirmation within 5 working days please contact Natalie Hardiman on (03) 546 7910.

Handy hints for filling out your application

Note 1 – Q3: KiwiSport priority areas

Descriptions of the 'Back to Basics', 'Game Development' and 'Coach & Volunteer Support' priority areas for funding can be found on page 2 of the 'Regional Partnership Fund Plan' which is available on www.sporttasman.org.nz/funding-kiwi-sport.

Note 2 – Q4: Timescale

You may apply for up to one year at a time. Ensure your dates only correspond to this one year even if you plan to deliver your project for several years.

Note 3 – Q6: New projects

KiwiSport can only be used to fund new projects or projects that have previously been funded by KiwiSport. This may include a new part (expansion) of an existing project to get more kids participating / more opportunities / better skills e.g. addition of a new age group competition in an existing league.

Note 4 – Q8: Outcomes

If your application is successful, you will be required to report on whether your project has achieved these outcomes. You are required to complete the first three outcomes in this form.

The third outcome, 'the total number of all sessions delivered' is purely that. Add up how many sessions were held in total. (Do NOT multiply the number of individuals by the number of sessions per child).

Should you decide to add 1 or 2 additional outcomes (this is optional), ensure they are measurable at the completion of your project and relate to at least one of the following KiwiSport objectives: *More Kids, More Opportunities, and / or Better Skills*.

Note 5 – Q10: Partnerships

To confirm partnerships you must enclose a brief letter of support from each partner demonstrating they have an understanding of your project outline and what their role will be.

Sport Tasman will not fund projects that do not have the majority of their partnerships confirmed. The more confirmed, the stronger the application.

Letters of support are not required for projects that have previously been funded by KiwiSport.

Note 6 – Q11: Funding requested

You may apply for up to 50% of total project costs from KiwiSport. Even if your application is successful, it is not guaranteed that you will receive the full amount you apply for.

Note 7 – Q12: Income

Income may include school/RSO/NSO contributions, gaming & trust grants, local authority grants, sponsorship and/or user fees. Write 'in-kind' next to any in-kind income e.g. *Blues Football Club (in-kind) \$1,000*.

Note 8 – Q13: Confirmed Income

Sport Tasman will not fund projects that do not have the majority of their leverage funding confirmed. The more confirmed, the stronger the application.

Note 9 – Q14: Expenses

Expenses: only list the true costs that you will incur to deliver this project (i.e. do not include, for example, the cost of equipment you already own).

For a list of the types of projects and expenses that KiwiSport can and cannot fund, please see page 3 of the 'KiwiSport RPF Plan 2015-18'.

Show all calculations, see example below:

Expenses (show calculations)	\$ incl. GST
Venue hire: 2 courts x 15 sessions x \$20/court = \$600 (in-kind)	\$600
Wages: 1 coach x 80hrs @ \$18/hr = \$1,440. 2 assistant coaches x 40hrs each @ \$15/hr = \$1,200	\$2,640

REMINDER:

- **Wages** – Maximum \$25/hr. Keep anything above this separate to application
- **Travel** – Maximum reimbursement \$0.60/km
- Add GST to wages if your organisation is GST registered

If successful, you **MUST** attach appropriate proof of expenditure to verify where all KiwiSport funds were spent in your final report. Sport Tasman reserves the right to request proof of leverage funding expenditure if required.

Note 10 – Q15: KiwiSport expenses

These are the expenses that you will be required to show proof of expenditure for as mentioned above.

Note 11 – Page 4: KiwiSport cost per participant per session

This will self-calculate on the online form. To work it out manually: $(\text{KiwiSport amount you are applying for}) \div (\text{number of individual participants}) \div (\text{average number of sessions per child})$

Less than \$3 per participant per session is considered 'good value'.

And finally....

For further assistance, please contact Mel Greenwood on 03 577 8855 ext 2 or email kiwisport@sporttasman.org.nz. We are happy to provide feedback on draft applications up to one week prior to closing.