

Contestable Projects KICKSTART INFORMATION PACK MAY 2019

The purpose of this document is to provide you with information about the KiwiSport Regional Partnership Fund (RPF) and to explain the criteria and the application process for applying for investment. A full background document on KiwiSport in the Bay of Plenty can be found at Sport Bay of Plenty's website on www.sportbop.co.nz

Sport Bay of Plenty will invest in organisations and schools that demonstrate that they are able to impact the fund criteria effectively. Priority will be given to initiatives that align with the key priorities and operating principles of the Regional Partnership Fund.

What type of funding is available?

KickStart Fund

This fund is targeted at 'smaller' initiatives (up to \$5,000) that assist in the achievement of the objectives of KiwiSport. The priority will be given to initiatives that reduce barriers to participation and can prioritise and demonstrate **at least one** of the following target groups:

1. **Identifies and focus on initiatives/programmes that support low participating groups/communities with activities or sporting opportunities that meet their needs;**
2. **Increase the investment in initiatives which meet the needs of young people (12-18 years);**
3. **Focus on innovative approaches to getting girls and young women (10-18 years) participating in activities and sport that meet their needs;**

ALL PROJECTS MUST BE COMPLETED BY 30th JUNE 2020 AT THE LATEST

Operating Principles

The operating principles below are some of the key components that the selection panel will be assessing when reviewing applications. Sport Bay of Plenty feel that the principles below are reflective of our regions ability to be able to utilise investment wisely to have maximum impact on our communities.

- **Reduces Inequalities, Enabling Sport to happen**
Supporting the areas of greatest need; specifically low decile schools, and those that are disadvantaged. There is a need to reduce/subsidise costs of playing sport including travel, registration at events, equipment, fees, travel, facility hire and purchase of new uniforms for teams where there is evidence of an increase in participation numbers.
- **Fundamental Skill Development /Physical Literacy Approach**
Activities that provide, promote or deliver a learning environment where young people can develop fundamental sport skills so they have the right building blocks to play sport for life. Projects that are for the purpose of developing fundamental skills must not duplicate but complement the GO4it programme.
- **Locally Led Approach**
Providing opportunities for participants that originate from within the community. In order to build capability within each area of our region it is critical that services and activities can be delivered (where applicable) by somebody from within the region/sub region.

- **Insights Approach/Participant Focused**

Applicants are able to provide insights into their projects, demonstrating clear need within their communities. These insights can be gathered from a number of sources (big picture data, local knowledge and the voice of the participant etc).

- **Quality Competitions/Events**

Provision of quality sporting opportunities for all young people (competitive and social) across the entire Bay of Plenty to ensure all young people have the opportunity to participate at the level of ability or level of interest. This includes more affordable quality local delivery of competitions.

- **Collaboration/Strengthening Community Partnerships**

Encouraging collaborative relationships between and amongst sports, schools and other groups. For example, sports coordinator positions working with clusters of primary schools, or clubs working in partnership with schools. Projects encouraging close co-operation between schools and community providers will be given priority.

- **Key Messages**

All KiwiSport initiatives will be expected to promote and communicate to parents, children and the wider public, the importance of sport & recreation for young people.

Outcomes, Accountabilities and Measurements

- **Measurements**

Outcomes from all projects must be measurable and recipients of KiwiSport investment must accept responsibility for achieving “promised” outcomes. A baseline of information will be a requirement in order to set measures to gauge if investment has been successful.

- **Outcomes**

The specific outcomes of the projects will be determined by the applicants themselves. Sport Bay of Plenty will work with each successful applicant to make outcomes clear for all parties.

- **Accountabilities**

Sport Bay of Plenty will be responsible for managing the KiwiSport investment, providing leadership and ensuring all accountability and compliance requirements are adhered to. All projects are required to provide proof of expenditure and Sport Bay of Plenty may conduct random onsite visits. Each applicant will be asked to sign a KiwiSport agreement, specifying the responsibilities and requirements of each project.

- **Investment Decision Process**

A receipt of all applications will be acknowledged in writing, and further information may be requested.

- **Final Decisions**

The final decision for all KiwiSport Project Investment will rest with the Sport Bay of Plenty Board of Trustees.

Successful Applicants

- Successful applicants will be notified electronically
- Successful applicants will be contacted directly by Nick Chambers, Sport Manager to discuss their project
- All successful applicants will be supplied with a Kiwisport agreement outlining the responsibilities of their project
- On signing of each agreement the applicant will be required to provide Sport Bay of Plenty with an invoice for funds granted. GST should be **ADDED** to the granted amount if you are GST registered
- All projects must be completed by 30th June 2020
- All reports must be completed by 30th June 2020
- Proof of expenditure must be supplied by 30th June 2020
- Failure to complete the above will result in money being requested back by Sport Bay of Plenty or being handed over to a debt collection agency

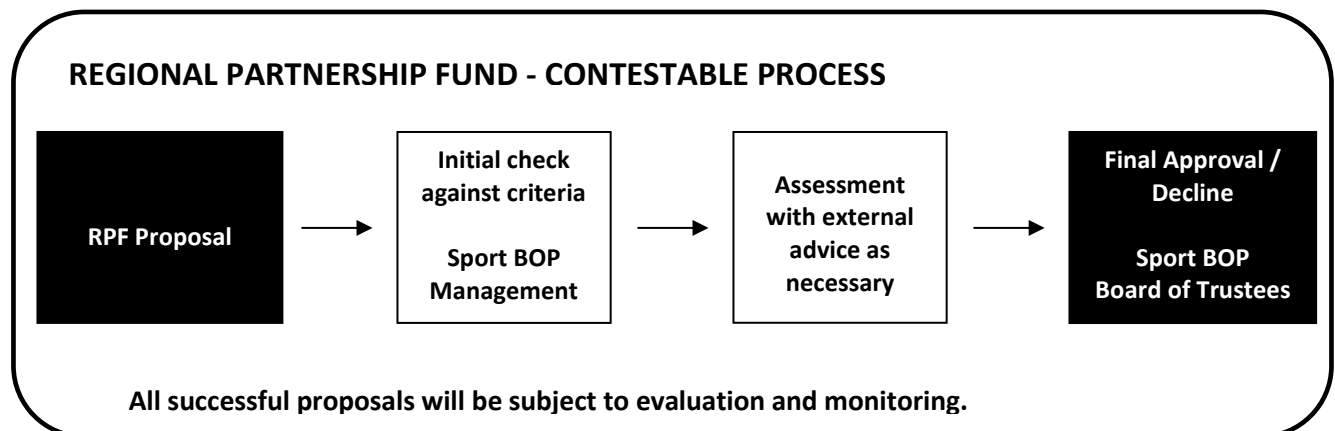
Unsuccessful Applicants

- Unsuccessful applicants will be notified electronically

Timelines

Applications Open	Applications Close 12.00pm	SBOP Board of Trustees Meeting	Applicants notified by	KickStart funds available
1 st July 2019	23 rd Aug 2019	End August 2019	Mid Sept 2019	\$40,000 per sub region

The following shows the process:



How to Apply

All applications must be submitted online and can be accessed via the url below:

INSERT LINK

Please ensure applications are fully completed and submitted online by **12.00 pm on the 23rd August 2019**.

If you require any assistance submitting your application or need to discuss your project in more detail please contact Nick Chambers, Sport Manager nickc@sportbop.co.nz or 027 4617219

Questions and Answer's for those applying for investment through the RPF

How many applications from organisations will be accepted per year?

There are no limits to the amount of applications an organisation can make as long as they meet the objectives of KiwiSport however there is of course a limited amount of funds available. That means not everyone can be supported, nor can the support to the first recipients be permanent and ongoing.

If successful, what will be the process to receive the funds?

An agreement will have to be signed with Sport Bay of Plenty that will outline the project, monitoring process to measure the outcomes. At this time organisations can raise an invoice to return to Sport Bay of Plenty (along with the agreement), these funds will then be paid directly into their bank account.

Is GST included in the amount paid to organisations?

All figures quoted in this document are GST exclusive, but when the payment is made to the successful applicant they will include GST so therefore must be added to the granted funds (if applicable).

What do we do with any surplus funds?

All money received must be used as per the project purposes only. You must return any unused funds to Sport Bay of Plenty.

Will we be able to apply in retrospect for projects?

No all projects must commence after the receipt of the funds.

Will late applications be accepted?

No, they will automatically be unsuccessful.

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

The following are examples of the types of projects that would **not** be appropriate for Kiwisport:

- programmes that undermine existing club/volunteer infrastructure;
- programmes that are considered to be "business as usual" for stakeholders or where new investment would displace existing funding;
- sport facilities and other capital works;
- projects/programmes that do not have a focus on organised sport;
- one-off events and event sponsorship;
- Individual/team sponsorship;
- retrospective projects;
- social marketing campaigns; and
- programmes that focus on nutrition or health

What about existing programmes and activities?

The Regional Partnership Fund won't be used to subsidise existing programmes to maintain current levels of participation. However, investment in existing programmes will be only considered where the purpose is expansion and will result in more school-aged children playing sport.

Will Sport Bay of Plenty use the fund to recover its costs?

At the direction of the Minister of Sport & Recreation, the RPF cannot be used by Sport Bay of Plenty to cover any overhead and administration costs incurred in managing the Kiwisport investment pool. As such Sport Bay of Plenty will treat the management of the RPF as “a service to our sports community” and guarantee to provide this service at no cost to the fund.

What sort of partnerships are there?

There is no definitive list but the Kiwisport initiative places a premium on the value of collaboration. Partnerships could be between clusters of schools, between individual schools and clubs (or other community sport organisations), or between a school and a sponsor.

If I received previous investment through the Kiwisport RPF can I apply again?

You may apply again, but the application needs to be for a new project or an enhancement on the existing project that aims to increase participation levels over and above the previous project.

*If you have any other questions that are not answered here please contact **Nick Chambers**, Sport Manager on 027 461 7219.*