



**SPORT
NEW ZEALAND**
IHI AOTEAROA

Tū Manawa

Active Aotearoa

—

Community Guidelines 2020-2021

Content

1. Introduction - **3**
2. Background - **3**
3. Purpose of the fund - **3**
4. Who can and cannot apply - **4**
5. What can and cannot be funded - **5**
6. How much can I apply for - **6**
7. Application information - **6**
8. How to apply - **7**
9. Regional Sports Trusts' websites - **8**
10. Application assessment process - **8**
11. Protecting your information - **9**
12. Further information - **9**
13. Application form guidance - **10**

Introduction

Tū Manawa Active Aotearoa provides funding for programmes or projects delivering play, active recreation and sport experiences for tamariki and rangatahi. It is particularly focused on groups where barriers cause them to be less active.

The fund will be managed, on Sport NZ's behalf, by Regional Sports Trusts. The meaning behind the words are tū - 'to stand' and manawa - 'breath'. In the context of play, active recreation and sport the name calls to all New Zealanders to live Sport NZ's vision - 'Every Body Active'.

These guidelines apply to the first year of the fund, covering the period to 30 June 2021.

Background

Tū Manawa Active Aotearoa has been established drawing on our knowledge and experience from a number of sources, including our management of other funds, insights about the impact of COVID-19 on specific groups and what we heard from more than 600 community members and Regional Sports Trust staff as part of the Kiwisport Review published in 2019.

We have designed this fund in consultation with Regional Sports Trusts to make sure it reaches the communities that need it most.

Purpose of the fund

The purpose of Tū Manawa Active Aotearoa is to provide quality experiences that are accessible, create a life-long love of being active and meet the needs of tamariki and rangatahi.

We welcome applications from a wide range of organisations that provide play, active recreation and sport opportunities, particularly for:

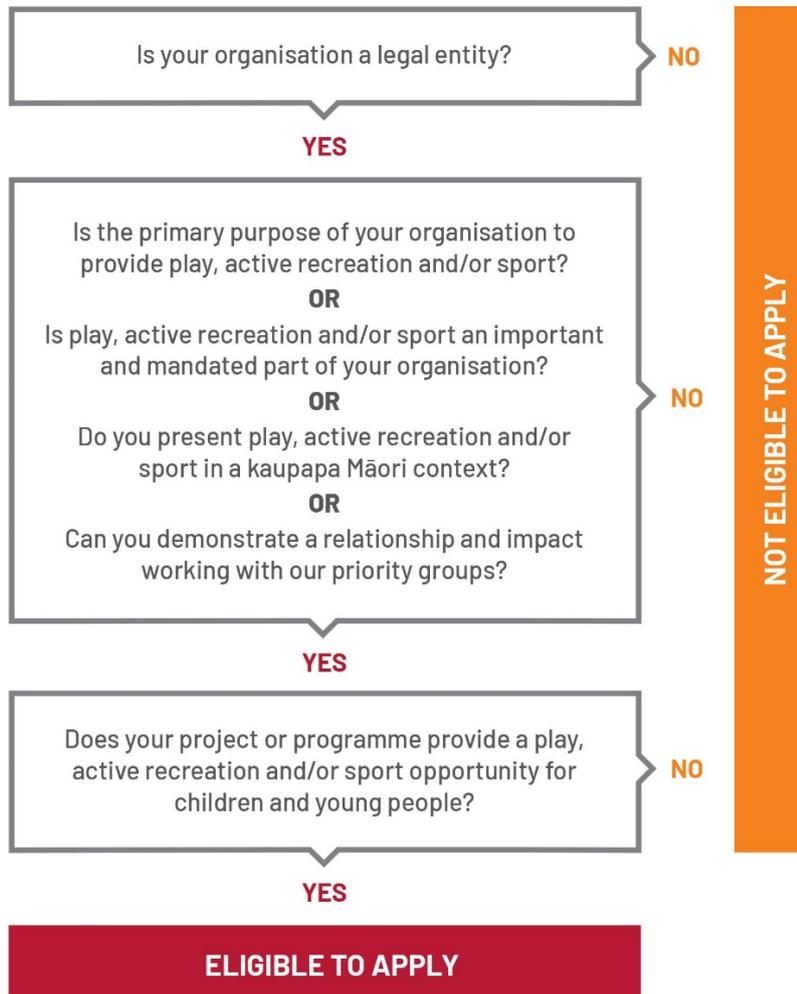
- Children and young people in higher deprivation communities
- Girls and young women (5-18) and disabled children and young people (5-18)

Our research during COVID-19 shows there are some groups who are more at risk of missing out or being less active, so making sure they can access this funding is a priority. For 2020-2021 an additional priority group will include young women aged 19-24.

These priority groups will be reviewed before 30 June 2021.

Who can apply?

Please use the diagram below to see if you are eligible to apply.



We welcome applications from the following organisation types (please note, funded entities must have legal status):

- Hapū, Iwi, Marae, Māori organisations
- Incorporated Societies
- Charitable Trusts
- Regional or Local Council
- For-profit businesses/commercial organisations and social enterprises
- Education settings:
 - Primary/Intermediate schools/Kura¹
 - Secondary schools/Wharekura¹
 - Tertiary Education/Whare Wānanga

¹ Māori medium education settings where classroom instruction is presented in Te Reo Māori at least 51% of the time.

Where an organisation or group wishes to apply but has no legal status we recommend you consider partnering with a qualifying (legal) entity.

Where a project or programme is to be delivered during class time either the school/kura or the provider in partnership with the school/kura can apply for funding, and the school questionnaire must be completed. For activity in a school setting either before/after school or in lunchtime and breaks, applications can be submitted by any organisation.

Who cannot apply?

The following are not eligible to apply:

- National organisations who receive Partnership Investment from Sport NZ
- Individuals
- Professional or semi-professional sports teams and organisations
- Government agencies and their regional branches (e.g. Ministry of Health, Oranga Tamariki)
- Early Learning Services

What can be funded?

This is an activation fund and it is intended to help cover programme or service delivery costs. We are interested in receiving applications that take innovative approaches to engaging our priority groups in quality play, active recreation and sport experiences that meet their needs.

This includes costs of:

- Project or programme delivery (e.g. venue or equipment hire, transport to event)
- Equipment (as part of a project or programme)
- Officials, where these are required for the delivery
- Delivery staff wages (e.g. activity leader, coordinator). This must be the person/people who are planning and delivering the project or programme directly to the participants.

What will not be funded?

The fund does not cover:

- Costs of retrospective programmes or events (those that have already been completed or held)
- Multi-year programmes
- Costs associated with professional athletes, professional sports teams, academies, or rep teams
- Capital costs (e.g. facility development, playgrounds)
- Administration and on-going costs (e.g. rent, internet, power)
- Wages or annual salaries for staff who are not involved in the planning or delivery of the project or programme
- Medals, prizes, giveaways, and spot prizes

How much can I apply for?

In 2020-2021 the total distribution of the fund is \$16million. This amount has been allocated on a regional basis and will be distributed by Regional Sports Trusts to organisations who are best placed to meet the play, active recreation and sport needs of tamariki and rangatahi.

Regional Sports Trusts will establish any limits on amounts that can be applied for - please visit your local Regional Sports Trusts' website for more information.

Applications are for projects or programmes up to 12 months (i.e. you cannot apply for costs past a 12-month delivery period).

Application information

Characteristics of play, active recreation and sport

Your application must be able to deliver opportunities for play, active recreation and/or sport. These activities might be characterised as follows:

- Play: intrinsically motivated (spontaneous), personally directed and freely chosen activities.
- Active Recreation: generally non-competitive physical activities for enjoyment and wellbeing.
- Sport: a game, competition or activity in which an individual or team competes against another or others for enjoyment and wellbeing.

Objectives of your organisation

Your organisation must be able to demonstrate at least one of the following:

- Organisations whose **primary purpose** is to provide quality play, active recreation or sport opportunities for tamariki (children 5-11) or rangatahi (young people 12-18), particularly those that are less active or missing out.
- Organisations where the provision of play, active recreation or sport is an **important and mandated part of their function** (e.g. Primary/Intermediate schools/Kura, Secondary schools/Wharekura, Scouts etc).
- Organisations that provide play, active recreation or sport opportunities for tamariki and rangatahi in a **kaupapa Māori context**.
- Organisations that can **demonstrate their relationships and impact** working with our priority groups and want to co-design and deliver quality play, active recreation and sport opportunities.

There must be evidence in your application that demonstrates your purpose and experience working with the priority groups.

Identifying community and participant need

There must be evidence in your application that demonstrates the need you are proposing to fulfil and how you have used insights or the voice of those you intend to work alongside to shape your application.

We recognise that the quality of the play, active recreation or sport experience for tamariki and rangatahi is often enhanced by the involvement of whanau/family - we will consider funding applications that engage them in the project or programme.

Quality experiences

There must be evidence that your project or programme has considered the concept of quality and the holistic needs of the intended participants. To assist your thinking the resources below might help:

- [Balance is Better](#)
- [Sport NZ's Play Principles](#)
- [Te Whetū Rehua](#)
- [Physical Literacy Approach](#)
- [Quality Indicators](#)

Outcomes, Monitoring and Evaluation

You must include information about the outcomes your project or programme aims to achieve (e.g. improvement in physical activity levels, participation/attendance, confidence of participants, community and marae connections, cultural knowledge, access to opportunities, diversity of participants etc) and show how you will monitor and evaluate your impact (e.g. surveys, participant feedback, waiata, video, story-telling, case study etc).

Partnerships

You must include the names of partners you intend to work with (e.g. schools/kura, community groups, marae, iwi, other activity providers etc) and how they are supporting our project or programme.

Protecting the health & safety of participants

You must upload up to three examples of your organisation's policies or plans that reflect your intention to ensure the health and safety of participants in your project or programme (e.g. RAMS form, Health & Safety Policy, Child Safeguarding Policy etc).

Some information and examples of policies and plans can be found below:

- [Police vetting process](#)
- [Child Protection](#)
- [Risk Management](#)

How to apply

Regional Sports Trusts will lead the application, distribution and reporting requirements for this fund.

Visit your local Regional Sports Trusts' website for application information and to apply.

The fund will open for applications in all regions from the end of August 2020.

Regional Sports Trusts' websites

North Island	South Island
Sport Northland www.sportnorthland.co.nz	Sport Tasman www.sporttasman.org.nz
Aktive – Auckland Sport and Recreation www.aktive.org.nz	Sport Canterbury – Canterbury/West Coast www.sportcanterbury.org.nz
Sport Bay of Plenty www.sportbop.co.nz	Sport Otago www.sportotago.co.nz
Sport Gisborne www.sportgisborne.org.nz	Sport Southland www.sportsouthland.co.nz
Sport Taranaki www.sporttaranaki.org.nz	
Sport Waikato www.sportwaikato.org.nz	
Sport Hawke's Bay www.sporthb.net.nz	
Sport Whanganui www.sportwhanganui.co.nz	
Sport Manawatu www.sportmanawatu.org.nz	
Sport Wellington www.sportwellington.org.nz	

Application assessment process

Incomplete or ineligible applications will not be considered.

Eligible applications will be assessed by a panel in each region that is representative of the local community, Māori and includes subject matter experts across play, active recreation and sport.

For applications applying for a low amount of funding the assessment process may be managed internally by the Regional Sports Trust.

An overview of the process is as follows:

1. Panel will assess applications against assessment criteria and funding available. They will also be looking for a spread of play, active recreation and sport projects or programmes targeting specified population groups.
2. Where an application is for delivery in a kaupapa Māori context a Māori-led panel will consider that application against Te Whetū Rehua assessment criteria. Further information on this framework can be found [here](#).
3. Regional Sports Trusts may contact the applicant and, if relevant, the associated regional or national body to ensure the project aligns to their strategic direction or to seek further information or clarification.
4. Regional Sports Trusts will advise all applicants by email of the result of their application – whether they are successful or not successful.
5. Regional Sports Trusts will develop investment agreements or contracts with successful applicants; this will include reporting requirements.
6. Regional Sports Trusts will publish a list of all successful applicants from time to time and the amounts awarded to each.

Protecting your information

Before completing an application, please read the following information regarding Sport NZ's obligations in relation to the information you will provide with your application. You should only proceed if you are happy to comply with these requirements.

Official Information Act 1982

The Official Information Act 1982 (OIA) covers how Sport NZ must handle OIA requests received by members of the public. Applications for funding are among the documents that can be requested under the OIA. The general expectation, as expressed by the Chief Ombudsman, is for official information to be released (in response to a request), unless there are clear grounds to withhold it. Personal information provided with your application will not be released.

If you consider that some of the information provided in your application is 'commercial in confidence' this information should be clearly marked in your application.

Please note: as a Crown Entity Sport NZ may release the name of your organisation and the funding you receive on its website as part of its commitment to Open Government.

If you would like further information on the OIA, please refer to the following website:

<https://www.ombudsman.parliament.nz/>

Privacy Act 1993

The Privacy Act 1993 covers how Sport NZ and Regional Sports Trusts collect and store personal information, including personal information provided with applications for funding, and what procedures are required to protect the security of that information. It also covers how long we can keep personal information, what the personal information can be used for and when it can be disclosed.

We will use the personal information provided by you to conduct appropriate identity checks before any funding can be released.

Personal information can be corrected or updated by the applicant or requested at any time from Sport NZ or the Regional Sports Trust.

For further information on the Privacy Act, please refer to the following website:

<https://privacy.org.nz/your-rights/your-privacy-rights/the-privacy-principles/>

Accuracy of your information

It is the responsibility of the primary applicant to ensure that all information contained in the application is accurate. If you provide false or inaccurate information in your application or at any point in the process, and fraud is identified, we will provide details to fraud prevention agencies. You must undertake to inform all Directors, Trustees and Committee members of this notice.

Further information

Please read the Frequently Asked Questions available on all Regional Sports Trusts' websites.

If you need further guidance throughout the application process, or experience technical difficulties submitting your application you can contact your local Regional Sports Trust.

Application form guidance

These are the questions in the application form. We recommend that you review these carefully and make notes before you start the application process, to make sure you have all the information you need before you begin.

About your organisation

1. Organisation name (applicant)
2. Organisation website/social media account
3. Tell us about the purpose of your organisation and what you do?
4. Organisation's physical / registered address (applicant). This must include the street, suburb, town/city, and postcode.
5. What 'type' of organisation are you? (e.g. Incorporated Society, Charitable Trust, Social enterprise, Regional or Local Councils, For-Profit organisation, Primary/Intermediate school/Kura, Secondary school/Wharekura, Tertiary Education/Whare Wānanga, Marae, Hapū, Iwi, Māori organisation)
6. If relevant, what is your Incorporated Society Number or New Zealand Business Number (NZBN). You can find these at <https://www.nzbn.govt.nz/>
7. Name and contact details of person submitting the application (e.g. Chairperson, Treasurer, CEO). This must include first name, last name, email address, phone number, role in the organisation.
8. Is your organisation registered for GST?
9. GST number (if the organisation is registered for GST).
10. Organisation's bank account name.
11. Organisation's bank account number.
12. Attach photographic evidence of your organisation's bank account number and name.

Application for Funds

13. Project or programme summary – tell us about your proposed activity/ies, where it/they will occur and who you will be working with (250 words max).
14. Type of physical activity – please select the predominant activity from play, active recreation and sport.
15. Is this application being submitted for a project or programme that is delivered in a kaupapa Māori context? (yes or no)
 - a. If the answer to 15 is 'Yes', will the project or programme be delivered in Te Reo Māori? (Not at all, Mix of Māori and English, All in Te Reo Māori)
16. What is the proposed start and end date of your project or programme? (Please consider that if you are successful it may take up to a month to put an agreement in place. Project or programmes must be completed within 12 months of start date).
17. Is this a new, existing or modified/expanded project or programme?
18. Project or programme location/s – where will your project or programme take place? Please select all the setting/s that apply (e.g. Community setting/s, Primary/Intermediate school/Kura, Secondary school/Wharekura, Tertiary Education/Whare Wānanga, Marae, Home setting, Other)
19. If any part of your project or programme is to be delivered in schools please advise when (in class time, or out of class time).

20. Identify who your project or programme aims to positively impact on? (e.g. Tamariki (children 5-11), Rangatahi (young people 12 -18), girls and young women (5-24yrs), disabled children or young people, other).
21. How do you know this project or programme is needed? Who have you spoken with? What evidence and insights do you have? (up to 250 words).
22. What are the key changes (outcomes) your project or programme is trying to bring about in the people and/or the communities that you are working with? (name up to 3 outcomes, up to 250 words).
** An outcome relates to the changes that take place as a result of your project or programme. For example, improvement in physical activity levels, participation/attendance, confidence of participants, community connections, cultural knowledge, access to opportunities, diversity of participants*
23. Taking the outcomes above, how will you know you have achieved this? What will you measure and how? e.g. measuring changes via a survey, interviews, feedback from participants, case study, participation/play, active recreation and sport information, attendance and project or programme management records (up to 250 words).
24. Who will you be working with to deliver this project or programme? e.g. schools, community groups, other activity providers. Include the organisations' names (up to 100 words).
25. Confirm you comply with regulations that are relevant to your sector e.g. Health & Safety, Vulnerable Children Act, Safeguarding Children Policy (upload up to three relevant documents/policies).
26. What is the total cost of your project or programme? This includes what your organisation or others may be contributing.
27. What amount are you applying for from Tū Manawa Active Aotearoa?
28. Please upload a budget that includes all the costs you are applying for, what they will be used for and shows any other income against this specific project or programme.
29. If there is a difference between the total cost and the amount you are requesting, how do you intend to fund the outstanding amount? (up to 100 words).

Conditions of application

30. I confirm that I am authorised to submit this application on behalf of the organisation, and that our directors and/or trustees and/or treasurer are aware of and support this submission.
31. I have read the "Tū Manawa Active Aotearoa Community Guidelines 2020-2021".
32. I will comply with the requirements set out in the "Protecting your information" section of the "Tū Manawa Active Aotearoa Community Guidelines 2020-2021" and have advised my organisation's Directors, Trustees and/or Committee Members of the information in that section.
33. I confirm that information in this application is correct, and that any amount we receive as a result of this application will be used solely for the purpose specified in this application.
34. I acknowledge that Sport NZ/Regional Sports Trust has the right to audit the information provided in this application and the use of any funds granted. I will provide full cooperation in the event of such an audit being undertaken.