

Contestable Projects INFORMATION PACK JULY 2015

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 they are co-operating and forging partnerships with a focus on sport for school-aged children aged 5-18 years of age. Priority will be given to initiatives that align with the key priorities and operating principles of the Regional Partnership Fund that were identified through our community consultation as approved by Sport NZ in June 2015.

What is KiwiSport

- KiwiSport is a fund that is intended to assist community-based providers of organised sport for young people.
- Because it is not a national programme, KiwiSport is expected to respond to regional opportunities and therefore it may differ from one region to another.

KiwiSport has very specific purposes:

- To increase the number of school-aged children participating in organised sport – during school, after school and by strengthening links with sports clubs;
- To increase the availability and accessibility of sport opportunities for all school-aged children to participate in organised sport; and
- To support children in developing skills that will enable them to participate effectively in organised sport.

What type of funding is available?

KickStart Fund

This fund is targeted at 'smaller' initiatives (up to \$2,000) that assist in the achievement of the objectives of KiwiSport. The priority will be given to initiatives that reduce inequalities (e.g. reduce cost), or show innovation.

Major Project Fund

These projects must demonstrate collaboration and/or reduce duplication of services, especially competition for athletes and coaches, will be given priority. Priority will be given to projects that have at least four (4) partners involved, and have a mix of shorter term and longer term focus. It is intended that in a

full year there will be at least three (3) projects in each of the three sub regions of the Bay of Plenty. A successful applicant will receive up to a maximum of \$30,000 per annum.

When you submit your application for investment from the Major Project Fund you need to make sure that you complete the following:

1. Complete the Major Projects Application form
2. Provide a budget for the Project
3. Provide confirmation of the parties involved in the partnership

The Priorities

- **Skilled Deliverers**

Ensuring there is a network of capable and experienced people working at the coalface who are delivering quality sporting experiences for young people (e.g. volunteers, coaches, officials, teachers, sport coordinators, event organisers). These people need to be supported through quality development opportunities.

- **Fundamental Skill Development**

Providing a learning environment where young people 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.

- **Reducing Inequalities**

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.

- **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**

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.

Operating Principles

Strengthening partnerships between Schools and Community Sport

The KiwiSport Regional Partnership Fund (RPF), as its name suggests, is intended to encourage close co-operation between schools and community providers. Projects that can demonstrate collaboration and reduce duplication of services, especially competition for athletes and coaches, will be given priority.

Strategic Alignment

Priority will be given to projects that are aligned with their Regional & National Associations' strategic outcomes.

Impact

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.

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.

Opportunities for All

Priority will be given to projects that consider issues such as disability, social and economic inequalities.

Financial Contribution

An expectation of the RPF is that partners will contribute financially to their proposal. There is no minimum or maximum contribution but priority will be given to projects that show additional contributions over and above the RPF funding required.

Participant-focused

All projects need to focus on the needs and expectations of participants; make decisions based on greater knowledge of what people want and why, to create an environment that supports it.

Outcomes, Accountabilities and 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.

The specific outcomes of the projects will be determined by the applicants themselves. 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.

It is proposed that summary reports will be prepared monthly and evaluations against objectives conducted quarterly in partnership with the applicant to comply with Sport Bay of Plenty's reporting requirements of KiwiSport. Each applicant will be asked to sign a KiwiSport agreement, specifying the responsibilities and requirements of each project.

Annual Application Round – Timelines

Applications Open	Applications Close 12.00pm	SBOP Board of Trustees Meeting	Applicants notified by	KickStart funds available	Major projects available
15 July	21 August	8 September	14 September	\$30,000 per sub region	\$300,000 (up to \$30,000 max. per project)

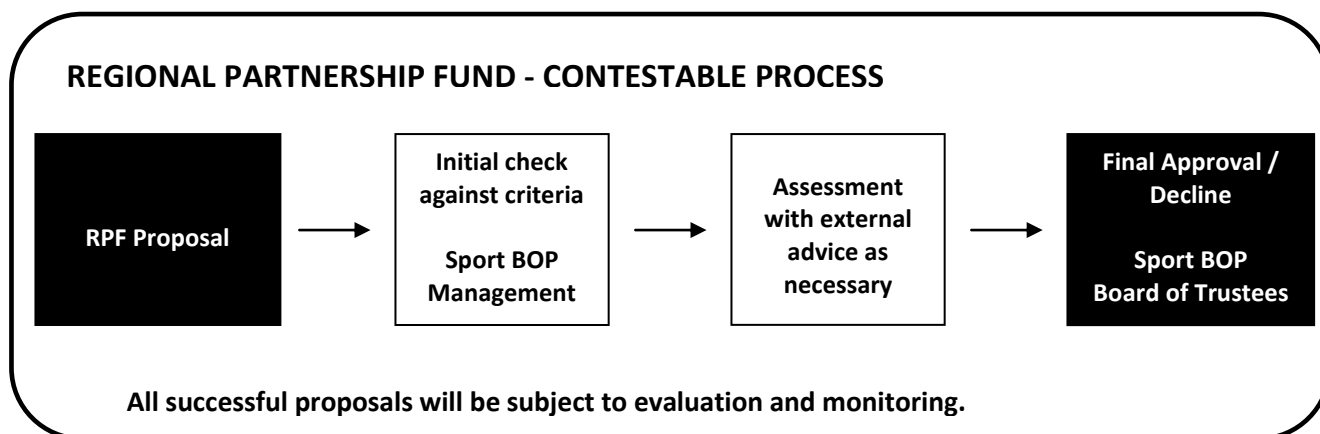
Investment Decision Process

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.

The following shows the process:



How to Apply

Application Forms to apply for the KickStart Fund or Major Project Fund are available on our website www.sportbop.co.nz/kiwisport. Please ensure applications are fully completed and received by Sport Bay of Plenty by **12.00 pm on the 21st August 2015**. Send all KickStart applications to Erin Kouwenhoven erink@sportbop.co.nz and all Major Projects to Megan Cleverley meganc@sportbop.co.nz or post to Sport Bay of Plenty, PO Box 13355, Tauranga 3141.

If you require any assistance completing the application form contact:

KickStart Projects - Erin Kouwenhoven, Sport Team Programme Administrator on 021 513 657 or 07 578 0016 ext 809

Major Projects - Megan Cleverley, Sport Manager on 027 461 7219 or 07 578 0016 ext 837

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 in the first year, 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. Once this is signed off the funds will be paid to the organisation 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 (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;
- retrospective projects;
- social marketing campaigns; and
- programmes that focus on nutrition and /or physical activity.

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 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 is organised sport?

Organised sport means sporting activities delivered primarily through organised structures – that is, organised competitions and activities delivered by clubs, schools and other organisations. It includes sporting activities with elements of competition, coaching and skill development. More generally, organised sport is an activity which is regular, repeatable and involves an element of supervision.

Who are school-aged young people?

The focus of Kiwisport is school-aged young people, 5-18 years of age.

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 organizations), 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 **Megan Cleverley**, Sport Manager on 07 578 0016.*