

SPORT & RECREATION

Sport Development Funding & School Holiday Programme Grant

SPORT DEVELOPMENT FUNDING

Please complete the application form enclosed.

SCHOOL HOLIDAY PROGRAMME CRITERIA 2017/18

Please read this information prior to completing your application.

1. Introduction

Council recognises the value of supporting young people to experience new opportunities and the shared responsibility it has with the community in offering a range of activities and experiences not usually available during school terms.

2. Purpose

The purpose of the grant is to assist with the provision of unique activities and experiences through school holiday programmes in Ashburton District.

3. Grant Eligibility

All School Holiday Programmes **must** meet the following criteria:

- Cater for children aged between 5 and 14 years.
- Be within Ashburton District boundaries (between the Rangitata and Rakaia Rivers).
- Be provided by a non-profit organisation or group.

4. Assessment Considerations

- Content and activities planned.
- Projected attendance numbers (past attendance numbers if available).
- Duration of the programme.
- Level of voluntary input.
- The level of donation / fees received from parents.
- If the programme is OSCAR approved and the projected level of subsidy received from WINZ.
- If the programme is open to all children.

5. Funding

The maximum individual grant available is \$1,000 and can be no more than 50% of the total programme cost. The applicants share of the programme's cost can be in kind work or materials, or financial.

All grants must comply with Council's Community Grants and Financial Assistance Policy.

6. Applicant Eligibility

Applicants must be:

- Non-profit and based in the Ashburton District.
- Applications from a national organisation must be made from the local branch of that organisation.
- Applications will only be accepted on the completed School Holiday Programme Application form.
- Applicants must have a health & safety plan for the stated programme.
- Incomplete applications that do not provide all of the requested information will be excluded from funding assessment.

7. Funding Agreement

Successful applications must complete and return a funding accountability form on the completion of the project, and within the financial year which funds were granted.

Receipts are required of all expenditure.

Organisations that do not return a completed accountability form will not be eligible for future Council grant funding.

8. Disclaimer

The final funding decisions are made at the discretion of Ashburton District Council. Successful applicant's project details may be used for publicity purposes.

9. Application Dates

The School Holiday Programme Grant is available through a single grant application process held in February of each financial year.

SPORT & RECREATION

Sport Development Funding & School Holiday Programme Grant

Application Form

Organisation name:

For Office Use only	#
Application received	
Funds requested	
Funds allocated	

Application details

School Holiday Programme Grant

Sport Development Funding

(please attach a business case if applying for funding >\$50,000)

Organisation details:

(including purpose, membership, history in community)

Status (If applicable):

Charitable Trust

Incorporated Society

Charities Commission Number _____

(Please attach a copy of Certificate of Incorporation)

Postal address:

Contact person 1:

Email address:

Phone (daytime):

Contact person 2:

Email address:

Phone (daytime):

Programme dates

Start Date

Completion Date

The current situation

1. What does your project / programme aim to change or improve?

(Why is it necessary?)

a) What evidence do you have of the problem or opportunity your project / programme will address?

(This may be specific data or a general/anecdotal observation. The information could come from your own or another organisation).

b) What is the background and/or context of the problem or opportunity?

(What has been done before? What else is happening?)

About the project

2. Describe your project / programme:

(Provide a description of the project to be funded and how it will be delivered. If you have a separate project plan (or similar), this can be attached and referred to.)

3. Who will mainly benefit from your project / programme?

(Specific people, approximate numbers)

4. What is the main **outcome(s)** your project / programme will achieve?

(What is the overall improvement you are aiming for? The outcome should be written as a simple, clear and concise statement that describes the intended result to be achieved. Eg: XX number of people will participate in sport or active movement over an XX week period.)

5. What are the main **outputs** that your project / programme will deliver?

(This is a count of the amount of the particular activity that is delivered. Eg: We will have 30 children attend each day of school holiday programme. OR XX number of basketball games over XX weeks involving XX number of children).

a. How will you measure your success?

(Eg. Participation numbers, feedback forms, number of returning participants etc)

b. What data will you use to measure success?

(Eg. Surveys, attendance records/rolls etc).

Financial Information

6. . Please complete this simple budget outline to show what the grant would fund, if successful.
(Applications over \$50,000 are also required to supply Annual Statement of Accounts, Balance Sheet & Monthly Bank Statements)

Project / Programme budget	Council funding sought	Other funding for project	Total
Salaries/Wages			
Administration			
Accommodation/Rent			
Equipment			
Conference / Meetings			
Promotion / Marketing			
Resources (please specify e.g. stationery)			
Telephone, internet			
Travel			
Tutor Fees			
Consultants			
Other (please specify e.g. feasibility report)			
TOTAL			

7. . What other funding are you applying for?

Organisation	Amount requested	Date results known

8. . Briefly describe any voluntary effort and/or donated material provided for this project / programme

Voluntary effort	Donated material

9. What will happen to the project / programme if you do not receive the full amount of the grant you have requested, including how you propose to meet any funding shortfall, if applicable?

Completing your application

To ensure that your application is complete, please check that you have attached the following

Quotes for the project costs

Confirmation of bank account details (Eg. Pre-printed bank slip)

Applications over \$50,000 require Annual Statement of Accounts, Balance Sheet & monthly Bank Statements

Certificate of Incorporation (if applicable)

Declaration *This must be completed by a Contact Person listed:*

I/We hereby declare that the information supplied here on behalf of myself /our organisation, to the best of my/our knowledge, is true and correct and that I/we have the authority to make this application on behalf of our group (if applicable).

I/We hereby declare that we have a Health and Safety Plan in place for the project / programme.

I/We consent to Ashburton District Council collecting the personal contact details provided above, retaining and using these details for the purpose of review of the School Holiday Programme Grant or Sport Development Funding. I/We acknowledge my/our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

I/We understand that my/our project/programme details may be used for promotion of the School Holiday Programme Grant or Sport Development Funding and that I/we will be contacted if Ashburton District Council wishes to use these.

I/We have read the scheme criteria, if applicable, and attached the relevant requested information

I/We understand that the funds received as a result of this application may only be used for the purpose in which they were granted and that a project report form with supporting receipts must be submitted to Ashburton District Council on completion of the project / programme.

Name: _____ Date: _____

Signature: _____
(if completing electronically either insert digital signature or simply enter your name)

Applications close 5pm on Tuesday 28 February, 2017

Electronic applications are welcomed and can be **emailed to** info@adc.govt.nz

Alternately please **drop a copy** at the Council office on 5 Baring Square West, Ashburton

Or **Mail to:**

Community Grants
Ashburton District Council
PO Box 94
Ashburton 7740

PH: 03 307 7700