



**SPORT
NEW ZEALAND**
IHI AOTEAROA

Sport NZ Community Resilience Fund

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Guidelines
May 2020

Content

1. Introduction – **3**
2. Who can apply – **5**
3. What we'll fund – **6**
4. How to apply – **8**
5. Assessment criteria – **10**
6. Application assessment process – **12**
7. Protecting your information – **13**
8. Application form – **14**
9. Appendix A – List of Organisations that applicants must be affiliated to – **16**

Introduction

Sport NZ's vision is simple - to get Every Body Active in Aotearoa New Zealand.

As Aotearoa deals with Covid-19, we know that active recreation and sport organisations are facing a difficult time. Sport NZ has developed a relief package in response to the immediate impacts of Covid-19. The Sport NZ Community Resilience Fund (the Fund) forms part of this Relief Package.

Purpose of the Sport NZ Community Resilience Fund

The Sport NZ Community Resilience Fund (the Fund) aims to deliver immediate funding to help regional and local organisations remain financially viable through the immediate period of disruption created by the government's response to Covid-19 (i.e. through to June 2020).

It is specifically targeted at organisations affiliated to Sport NZ partners and Māori organisations whose main purpose is the delivery of sport and recreation, that are experiencing short term financial hardship due to the impact of Covid-19. Financial hardship means unable to pay bills for fixed administration costs incurred in the period April to June 2020, regardless of whether programmes are being delivered. These costs include utilities (phones, power), insurance, rates or rent, and audit fees.

The Fund is not intended for organisations that already receive investment directly from Sport NZ, but for the regional and local organisations that form their networks. This is to help ensure that those organisations are able to continue delivering critical functions during the period of Covid-19 alert levels.

This Fund provides additional financial help on top of other relief such as the Government Wage Subsidy, other sources of funding, and support from national bodies, for example.

The total amount of the Fund is \$15,000,000. This has been allocated on a regional basis, and maximum application amounts have been set.

The maximum amount that any one organisation can apply for depends on whether the organisation is local or regional. Each organisation may only submit one application.

For the purposes of this Fund:

- A local organisation is one whose members are individuals. It has no member organisations. It may itself be a direct member of the organisation listed at Appendix A, or of another organisation that is a direct member of the organisation listed at Appendix A. Organisations at this level are generally known as clubs or associations.
- Regional organisations have member organisations (clubs or associations) and report to the organisation listed at Appendix A.

The limits that each type of organisation can apply for are:

- Maximum of \$1,000 per local club / association
- Maximum of \$40,000 per regional organization.

Distribution of the Fund

Sport NZ has apportioned the total budget for the Fund on a regional basis. Regional Sports Trusts (RSTs), as Sport NZ's key regional partners, are managing the regional application processes.

To ensure alignment with the approach being considered by our national partners all applications must affiliate to, or in the case of local and regional Māori organisations be endorsed by, the organisations listed at Appendix A.

In assessing applications, RSTs will apply their knowledge of regional and local organisations.

Applicants may only apply to the RST for the region that covers the applicant's registered address.

Each organisation may apply only once.

Applications will be assessed as they are received, and funds will be paid within 10 business days of assessment of successful applications.

The Fund will open for application in all regions on 11 May 2020 and no applications will be accepted after 5pm on 19 June 2020.

Further information and enquiries

For questions about this fund or these guidelines please consult the FAQ document. This will be updated for new questions that arise during the application period.

Queries not addressed in the FAQ document may be emailed to your relevant RST.

Who can apply

The Fund is open to all organisations that are either:

- constitutionally affiliated to the Sport NZ partners listed at Appendix A, and experiencing short term financial hardship due to the impact of Covid-19; or
- endorsed by a Māori NSO or He Oranga Poutama provider listed at Appendix A and experiencing short term financial hardship due to the impact of Covid-19. Note that this endorsement must be in the form of a letter. The organisations listed at Appendix A have template letters to use for this purpose.

Definitions

Constitutional affiliation

By “constitutionally affiliated”, we mean that the constitution of your organisation records a relationship to the regional or national body. In practical terms this means:

- Local organisations / clubs must be affiliated to either a regional organisation that is affiliated to an organisation listed in Appendix A, or directly to an organisation listed in Appendix A.
- Regional organisations must be affiliated to an organisation listed in Appendix A.

Financial hardship due to impact of Covid-19

This Fund is for organisations that are already materially negatively impacted by COVID-19 restrictions and/or will be materially negatively impacted by COVID-19 restrictions for the period April to June 2020.

This means that:

- the organisation cannot pay bills for fixed administration costs (excluding wages) in the three months from 1 April to 30 June 2020,
- even after accessing reserves and receiving other support from the national body, government and others,
- as a result of lost income or income that is very likely to be delayed by more than six months, because of impacts of Covid-19 restrictions.

We expect organisations to have already reduced costs where possible and considered other actions to help their financial situation, such as:

- eliminating expenditure that doesn't contribute to programme delivery;
- cancelling commitments that will incur costs related to a cancelled event or programme;
- minimising other costs;
- alternative sources of income;
- collaboration with other organisations to minimise costs e.g. sharing resources;
- using cash reserves to mitigate your organisation's financial risks in the mid to long term;
- asking for support from their national body;
- accessing government support and relief packages you are eligible for, including [Employment Support](#).

What we'll fund

This Fund is intended to help cover fixed administration costs that you're currently unable to pay because of financial hardship caused by the impact of Covid-19.

This includes costs of:

- Insurances
- Power
- Phones
- Rent or facilities hire
- Equipment hire
- Eft-pos fees
- Rates
- Audit fees
- IT support arrangements
- Accountancy support arrangements, and other fixed costs associated with the Annual General Meeting
- Costs of events or programmes that had to be cancelled (not just delayed) because of Covid-19, where the costs can't be eliminated.

Who cannot apply?

The following are not eligible to apply for the Fund.

- The organisations listed in Appendix A
- Organisations that are not affiliated to an organisation listed at Appendix A
- Individuals
- Schools and other educational institutions
- Professional sports teams
- For profit businesses / commercial organisations
- Facilities managers/owners
- Territorial Authorities and local authorities
- Regional Sports Trusts
- National Sport Organisations
- Other organisations that receive investment directly from Sport NZ
- Other Government agencies.

What won't we cover

The Fund does not cover:

- Costs of new programmes or events
- Costs incurred outside the period April to June 2020
- Costs associated with professional athletes, professional sports teams, academies, or rep teams
- Capital costs
- Costs that are already covered by other relief arrangements; e.g. through support from your regional or national organisations, by a rent holiday, by the council or other landowner reducing charges for the use of facilities, by rates relief, by the Government's Wages Subsidy, other Government agencies or other funders.
- Wage or salary costs. These may be covered by the Government Wage Subsidy. The Sport NZ website has more information for employers here: [Employment Support](#).

How to Apply

All applications must be submitted between 11 May 2020 and 19 June 2020. All applications must be submitted on the form provided, and with attachments requested.

Incomplete applications will not be accepted.

We request some information to be provided in attachments. These may be a PDF document, or a photo/scan of a document.

Invoice and GST treatment

A valid invoice must be attached to the application.

If the applying organisation is registered for GST:

- The information you provide about the costs you are applying for (Q19 in the application form) must exclude the GST component
- The amount of your application must not exceed \$1,000 plus GST
- The invoice you attach to the application form must be for the amount of the costs you are applying for (not exceeding \$1,000), plus GST at 15%
- The invoice you attach to the application form must be a valid GST invoice
- The GST number on your invoice must match the GST number you put in the application (Q8)

If the applying organisation is not registered for GST:

- The information you provide about the costs you are applying for (Q19 in the application form) must include the GST component. This means that you should list the total amount you will need to pay to your supplier.
- The amount of your application must not exceed \$1,000
- The invoice you attach to the application form must be for the amount of the costs you are applying for, not exceeding \$1,000

Conditions of application

All conditions of application described in the application form must be accepted. They are:

- 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
- I have read the "Sport NZ Community Resilience Fund Guidelines" (this document)
- I will comply with the requirements set out in the "Protecting your information" section of the "Sport NZ Community Resilience Fund Guidelines"
- I confirm that information in this application is correct, and that any amount we receive as a result of this application will be used for purposes specified in the "Sport NZ Community Resilience Fund Guidelines"
- I acknowledge that Sport NZ 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

Questions

Please read the FAQ.

If you need further guidance in the application process, or experience technical difficulties submitting your application before the closing date, you can contact your relevant RST.

Assessment Criteria

A. Eligibility

The applicant must be affiliated to an organisation listed at Table 1 of Appendix A, or endorsed by a Māori NSO or He Oranga Poutama provider.

B. Financial hardship due to impact of Covid-19

The Fund is intended to support Organisations that are experiencing financial hardship due to the impact of Covid-19.

This Fund is for organisations that cannot pay bills for fixed administration costs for three months from 1 April to 30 June 2020, even after using reserves (within a reasonable amount) and receiving other support from the national body, government and others. There must be evidence that this is as a result of lost income or income that is very likely to be delayed by more than six months, because of the impacts of Covid-19 restrictions.

All applications must include a description of how the financial hardship being experienced is due to the impact of Covid-19 (Q13). For example:

- Actual or budgeted loss of revenue from an event that was forced to be cancelled because of alert levels. Specify the event and planned date.
- Significantly reduced membership subscriptions or fees that you had to refund.
- Actual or budgeted reduction of revenue from gaming. Describe the information and expected outcomes.
- Actual or budgeted reduction in income from members. Explain why and how you've calculated the reduction.

Fixed administration costs include:

- Insurances
- Power
- Phones
- Rent or facilities hire
- Equipment hire
- Fixed vehicle costs (lease, licence, WOF)
- Eft-pos fees
- Rates
- Audit fees
- IT support arrangements
- Accountancy support arrangements, and other fixed costs associated with the Annual General Meeting
- Costs of events or programmes that had to be cancelled (not just delayed) because of Covid-19, where the costs can't be eliminated.

These expenses cannot be included in your application:

- Costs of new programmes or events
- Costs incurred outside the period April to June 2020
- Costs associated with professional athletes, professional sports teams, academies, or rep teams
- Capital costs
- Costs that are already covered by other relief arrangements; e.g. through support from your regional or national organisations, by a rent holiday, by the council or other landowner reducing charges for the use of facilities, by rates relief, by the Government's Wages Subsidy, other Government agencies.
- Wage or salary costs. These may be covered by the Government Wage Subsidy. The Sport NZ website has more information for employers here: [Employment Support](#).

C. Other actions already taken

Applications must describe other assistance they have sought to mitigate the impact of Covid-19, and what actions have already been taken to address their situation (Q14).

Describe decisions, actions, when they were taken, and the result. For example, what additional support you've accessed from your national organisation, how you are changing your operating costs, outcome if you applied for the Government wage subsidy, what costs you have already reduced, how you are using reserves.

Regional applicants must be able to demonstrate that actions have already been taken to reduce costs, and describe other actions taken.

D. Financial information

Applicants must supply some information about annual income and total fixed administration costs (Q15-17), about GST registration (Q18-19), and about bank balances, term deposits and investments. This is to provide a view of the overall financial situation.

The most recent annual financial statements must be attached to the application. These must be no more than 18 months old. i.e. the end date of the financial statements must not be earlier than November 2018.

Regional organisations' applications must also include a cashflow forecast by month for the period 1 April to 30 September 2020. This must include all income (listed by source), and costs, and reflect any use of reserves. If you don't already have a cashflow forecast, a template will be available on the Sport NZ website from 10 May 2020.

By submitting an application, the applicant accepts that Sport NZ may subsequently require evidence of the accuracy of the information in the application form, and evidence of how awarded funds were spent. Funds not applied for the intended purpose are to be refunded to Sport NZ.

E. Membership

Applicants must have members. For local organisations /clubs, these members are individuals. For regional organisations, members are their local organisations/clubs. All applications must include information about the number of active members. This provides an indication of size of the applicant's organisation and contribution to "Every Body Active".

Application assessment process

All applications will initially be assessed by RSTs against the eligibility criteria. All eligible applications will then proceed to the assessment stage.

An overview of the process is as follows:

1. RST will review the eligibility of all applications. Those that do not meet eligibility criteria will not be assessed any further.
2. RST will assess eligible applications against assessment criteria.
3. RST may contact the applicant to seek further information or clarification.
4. RST will advise all applicants by email of the result of their application – either successful and the amount that will be paid, or not successful.
5. RST will pay the awarded amount to successful applicants within ten working days of completing the assessment.
6. Sport NZ will publish a list of all successful applicants and the amount paid.

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 requests for its official information. 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 (either pro-actively or in response to a request), unless there are clear grounds to withhold it. Personal information provided with your application will not be released.

Privacy Act 1993

The Privacy Act 1993 covers how Sport NZ collects and stores 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 might use personal information provided by you in order to conduct appropriate identity checks.

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.

Application form

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. Which eligible organisation is your organisation affiliated to? Select from the list at Appendix A of the Guidelines.
 - a. If you selected "Māori NSO or He Oranga Poutama provider" at Q1, attach a letter of endorsement
 - b. If you selected "Māori NSO or He Oranga Poutama provider" at Q1, what is the name of the organisation that provided your letter of endorsement?
2. Organisation Name (applicant)
3. Organisation's physical / registered address (applicant). This must include the street, suburb, town/city, and postcode.
4. Are you an Incorporated Society or Charitable Trust?
5. What is your Incorporated Society Number or New Zealand Business Number (NZBN). We will look these up on <https://www.nzbn.govt.nz/>
6. 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.
7. Is your organisation registered for GST?
8. GST number (if the organisation is registered for GST).
9. Organisation's bank account name
10. Organisation's bank account number
11. Attach a photo or screenshot of latest bank statement, with the bank account number clearly shown
12. Number of members

Application for Funds

13. How has Covid-19 impacted the financial viability of your organisation? Describe the specific changes and reasons for them. For example: actual or budgeted loss of revenue and what caused this
14. What actions have you already taken to minimise this impact? Describe decisions, actions, when they were taken, and the result. For example, outcome if you applied for the Government wage subsidy, what costs you have already reduced, how you are using reserves.
15. Total annual income for last financial year (as shown in your annual financial statements)
16. Expected annual income for current financial year after adjusting for income reductions already known due to Covid-19
17. Total fixed administration costs last year, excluding wages and programme delivery costs. Please refer to the Guidelines section about what costs can be covered).
18. Confirm the GST component of costs included in this application

19. Costs you are applying for – list each cost and amount. E.g. “Electricity bills April to June \$xx”. Note that we will cover costs for the period April to June 2020 only. These amounts may be from actual bills received already, or estimated costs.
20. What is the current balance of all bank accounts, term deposits, and investments?
21. Attach your latest annual financial statements. If you’re applying as a regional organisation you must also attach a monthly cashflow forecast that covers the period April 2020 to September 2020.

Invoice

22. Attach your invoice
 - a. If you’re not registered for GST, your invoice must be for either \$1,000 or the total amount at Q18 whichever is smaller
 - b. If you’re registered for GST, your invoice must be for either \$1,000+GST or the total amount at Q18 +GST, whichever is smaller

Conditions of application

23. 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
24. I have read the “Sport NZ Community Resilience Fund Guidelines”
25. I will comply with the requirements set out in the “Protecting your information” section of the “Sport NZ Community Resilience Fund Guidelines”
26. I confirm that information in this application is correct, and that any amount we receive as a result of this application will be used for purposes specified in the “Sport NZ Community Resilience Fund Guidelines”
27. I acknowledge that Sport NZ 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.

Appendix A

List of Organisations that applicants must be affiliated to

Eligible applicants must be affiliated to one of the organisations listed in Table 1 of this appendix.

Table 1 – Sport NZ Group Partner Organisations

Affiliation may be directly to the national body, or through a regional or other structure to the national body. This affiliation should be reflected in your organisation’s constitution and operating model.

- Archery NZ Inc
- Athletics NZ
- Badminton NZ
- Baseball NZ
- Basketball NZ
- Bowls NZ
- Boxing NZ Inc
- Canoe Slalom NZ
- Canoe Racing NZ
- Croquet NZ
- Cycling NZ
- Diving NZ
- Duke of Edinburgh
- Equestrian Sports NZ
- Flying NZ
- GirlGuiding NZ
- Gliding New Zealand
- Gymnastics NZ
- Halberg Disability Sports Foundation
- Hockey NZ
- Ice Speed Skating NZ
- International Taekwon-Do Foundation (ITFNZ)
- Karate NZ
- Kart Sport NZ
- Marching NZ
- Motorcycling NZ
- Motorsport NZ
- Mountain Safety Council
- Netball NZ
- NZ Confederation of Billiard Sports Inc
- NZ Football
- NZ Ice Figure Skating Association
- NZ Olympic Committee
- NZ Petanque Association
- NZ Polocrosse Inc
- NZ Australian Football League
- NZ Cricket
- NZ Curling Association
- NZ Darts Council
- NZ Golf
- NZ Ice Hockey Federation
- NZ Indoor Bowls
- NZ Judo Federation
- NZ Orienteering Federation
- NZ Pony Clubs Association
- NZ Power Boat Federation
- NZ Rugby
- NZ Water Ski Association
- NZ Outdoor Instructors Association
- Olympic Weightlifting NZ
- Paralympics NZ
- Recreation Aotearoa
- Rowing NZ
- Scouts NZ
- Skate NZ
- Snow Sports NZ
- Softball NZ
- Special Olympics NZ
- Speedway NZ
- Squash NZ
- Surf Life Saving NZ
- Surfing NZ
- Swimming NZ
- Synchro Swim NZ
- Table Tennis NZ
- Taekwondo NZ Incorporated
- Tennis NZ
- Touch NZ
- Triathlon NZ
- Volleyball NZ
- Waka Ama NZ
- Wrestling NZ

- NZ Powerlifting Federation
- NZ Rugby League
- NZ Shooting Federation
- NZ Water Polo Association
- NZ Alpine Club
- Yachting NZ
- MCA

Table 2 – Māori National Sports

- Māori Touch New Zealand
- Aotearoa Māori Tennis Association
- Aotearoa Māori Netball
- New Zealand Māori Rugby League
- New Zealand Māori Golf
- Māori Basketball New Zealand
- Aotearoa Māori Tag Football
- Māori Football Charitable Trust
- Māori Rugby
- New Zealand Māori Hockey

Table 3 – HOP Partners

- Mataatua Sports Trust
- Ngā Wairiki-Ngāti Apa
- Te Hauora o Tūranganui a Kiwa
- Te Papa Taakaro o Te Arawa
- Te Wharekura o Rākaumangamanga
- Tūwharetoa Sports Trust
- Aktive Auckland
- Sport Hawke's Bay
- Sport Northland
- Sport Taranaki
- Sport Waikato