

AUCKLAND REGIONAL KIWISPORT FUND KEY INFORMATION GUIDE

CONTENTS

AKTIVE - AUCKLAND SPORT AND RECREATION (AKTIVE)3

KIWISPORT BACKGROUND3

KEY INFORMATION.....4

WHO CAN APPLY?5

EXPECTATIONS OF SUCCESSFUL APPLICATIONS5

CRITERIA.....7

CONTESTABLE APPROVAL PROCESS8

APPROXIMATE TIMEFRAME8

CONTESTABLE APPROVAL PROCESS9

NON-CONTESTABLE APPROVAL PROCESS.....10

ASSESSING APPLICATIONS11

REGIONAL KIWISPORT ADVISORY GROUP MEMBERSHIP11

COMPLAINTS PROCESS.....11

INELIGIBLE PROJECTS12

FREQUENTLY ASKED QUESTIONS.....13

APPENDIX 1 MINIMUM COACHING REQUIREMENTS14

APPENDIX 2 CHILD PROTECTION IN SPORT15

APPENDIX 3 COMPLAINTS PROCEDURE.....16

APPENDIX 4 LOCAL BOARD & RST BOUNDARIES18

INTRODUCTION

The Auckland Regional KiwiSport Fund is contestable and non-contestable and distributed by Aktive-Auckland Sport & Recreation, under the guidance of a regional KiwiSport Advisory Group, chaired by Mike Stanley, with membership comprised of the four local regional sports trusts, Auckland Council and College Sport.

This investment is to support regional and/or national sport organisations for projects or initiatives that can provide new or increased opportunities for children aged 5-18yrs' participation in organised sport across the Auckland Region.

To qualify for the Auckland Regional KiwiSport Fund, projects must deliver across two or more of the local RST boundaries. This guide aims to outline the key information and application process for the Auckland Regional KiwiSport Fund.

AKTIVE - AUCKLAND SPORT AND RECREATION (AKTIVE)

Aktive's aims to partner with the Auckland sport and recreation sector in the achievement of region-wide outcomes. The Auckland Regional KiwiSport Fund provides a platform for regional and national sport organisation's to collaborate with partners to achieve region-wide outcomes for organised sport opportunities across the Auckland Region.

KIWISPORT BACKGROUND

KiwiSport is a national initiative that was launched in 2009 by the Prime Minister.

KiwiSport aims to:

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

KiwiSport consists of two funds, a "Direct Fund" which is paid to directly to schools as part of their operational grant, and a "Regional Partnership Fund" which is invested in community groups to support sport for children aged 5-18yrs. In Auckland, this is split in to two pools, the Auckland Regional KiwiSport Fund managed by Aktive and Local Community Fund, Fast Fund and School Sport Fund managed by the 4 local regional sports trusts. Information on each fund, and how to apply, follows.

KEY INFORMATION

- The Auckland Regional KiwiSport Fund is contestable and non-contestable investment targeted for projects from regional and/or national sport organisations.
- The Auckland Regional KiwiSport Fund will be open for two rounds in 2016. The first round in 2016 opens on 1 January and closes on 31 March. The second round will open on 1 June and closes on 31 August. To date investment has been confirmed by the Sport NZ Board for the financial year July 2015- June 2016. A decision on the remaining two years of KiwiSport funding will be made by Sport NZ in December 2015.
- A total \$456,739.15 is available for round one in 2016, to be distributed on a contestable basis, for projects of up to three years' duration. Investment will be distributed based on quality and robust applications. If demand exceeds the amount available, as it has in previous rounds, some applicants will not be successful in their applications.
- Details of local KiwiSport funds can be found at the following links:
Counties Manukau <http://www.cmsport.co.nz/programmes/sport/kiwisport/>
Sport Auckland <http://www.sportauckland.co.nz>
Harbour Sport <http://www.harboursport.co.nz/harbour-sport/kiwi-sport/>
Sport Waitakere <http://www.sportwaitakere.co.nz/Funding/KiwiSport>
- To be considered as a regional project, the application must demonstrate how the project intends to deliver across 2 or more of the local RST boundaries.
- We are seeking innovative, robust projects and endeavour to have a spread of projects across the region.
- Auckland Regional KiwiSport Fund is seed funding, and is not designed to maintain the same initiative long term.
- The Sport NZ School Sport Futures project has identified an issue with sport-based programmes replacing quality physical education, particularly in primary schools. Priority will be given to co or extra-curricular projects
- Projects can be up to 3 years in duration and there are opportunities for sporting codes to partner in a joint application where applicable.
- Applications must be on the Auckland Regional KiwiSport Fund Full Application form provided.
- The Auckland Regional KiwiSport Advisory Group will make recommendations for distribution of investment to the Aktive Board.
- You will be notified of the outcome of your project within 6 weeks of close off date for applications.
- If the project application is successful, baseline data, delivery plans and investment schedules will need to be supplied **PRIOR** to the project commencing.
- **Partner cash contribution levels** ('skin in the game') will be a **key** consideration in the **decision making process**. Applications that include a significant financial contribution from the partners will be prioritised.

WHO CAN APPLY?

Regional and national sport organisations can apply for investment as part of, or on behalf of, wider stakeholder consortia. Each project requires one lead agency to be the Auckland Regional KiwiSport Fund contract holder and to take overall responsibility for coordinating the project.

EXPECTATIONS OF SUCCESSFUL APPLICATIONS

KiwiSport Objectives

Project meets one or more KiwiSport objectives:

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

Regional Priorities

Project meets one or more regional priorities:

- Linking Schools and Clubs together to form meaningful partnerships that enable participation
- Improve capacity and capability of deliverers. This includes but is not limited to volunteers, coaches and teachers
- Improve sport accessibility. This includes but is not limited to local competitions and facility access

Minimum Coaching Standards

All coaches that are delivering the project are required to meet the minimum coaching standard as outlined in Appendix 1.

Investment schedule

Successful applicants will be asked to sign an investment schedule with Aktive outlining the initiative and timelines to achieve key milestones. The investment schedule will set out the roles and intended requirements for investment. If the project application is successful, baseline data, delivery plans will need to be supplied **PRIOR** to investment schedules being signed.

Ongoing relationship

Aktive and the four local RSTs will be actively involved in the establishment phase of initiatives. This will allow best practice from other projects to be shared and provide opportunities for consistency and alignment of objectives. Project partners may be asked to present to Aktive and the four local RSTs throughout the term of investment.

Regional Investment

The money is allocated pro rata by population in each region this equates to the following breakdown Counties Manukau 37%, Harbour 22%, Auckland 26% and Waitakere 15%. This will be a key consideration in the decision making process

Reporting and monitoring

Formal accountabilities will be set out in an investment schedule. The investment schedule will outline key stages in the initiative where Aktive will meet with the lead organisation to assess the effectiveness of the initiative. Frequency of reporting and monitoring will be agreed by both parties based on the scale and nature of the project.

Branding

KiwiSport branding is to be integrated into all aspects of the project (logo and guidelines will be provided).

Child Protection

Project has all aspects of child protection covered. Refer Appendix 2.

Funding

Funding partners secured.

Impact

Identify how the project will increase the number of school-aged children participating in organised sport.

Partnerships

Clear partnerships identified with NSOs, RSOs, schools, clubs, facility providers, holiday programmes, etc.

Planning

Lead organisation has a current strategic and/or business plan.

Regional Priorities

Meets one or more of Aktive's Regional Priorities:

- Linking schools and clubs together to form meaningful partnerships that enable participation.
- Improve capacity and capability of deliverers. This includes but is not limited to volunteers, coaches and teachers.
- Improve sport accessibility. This includes but is not limited to local competitions and facility access.

Risks

Risks to the successful delivery of the project identified, alongside strategies to manage these risks.

Sustainability

Considers ongoing funding outside of KiwiSport e.g. funding is seed funding, and is not designed to maintain the same initiative long term.

Targets

Projects must have clear, measurable targets

CRITERIA

The following criteria need to be addressed in any application:

- Applicants must outline intended delivery across two or more of the local RST boundaries. To view the local RST boundaries please see Appendix 4.
- Applicants can not apply to the Regional Fund and Local Community Fund or Fast Fund for the same project.
- All projects must clearly outline the partners of the project.
- Cash and in-kind contribution is required and projects will not be 100% KiwiSport funded. The level of partner support will be taken into account when considering applications. In addition it is expected that the project identifies the amount of in-kind contribution from each partner to the total project budget. An explanation of the nature of in-kind contributions to the project is required as part of the application.
- The project must be endorsed from the relevant national sport organisation.
- For applications that involve schools, there must be some form of confirmation of conversations with schools (email) or with lead person dealing with schools at local RST's around project. (see contact details page 14)
- Applicants must show a clear understanding of how the project will work and able to demonstrate how they can achieve listed outcomes.
- Applicant must demonstrate identified need for the Auckland Region.
- The lead organisation will be required to have a Safe Sport for Children policy to ensure safe sport practices are in place. The policy must include police clearance checks made on any person/s that are delivering to students. For further details:
<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/young-people/Safe-Sport-for-Children.pdf>
- Project must outline how the partners intend to sustain the project when the Auckland Regional KiwiSport Funding ceases. KiwiSport funding is to be used as seed funding to help in the development of projects for up to three years.
- Applicant must demonstrate future pathways for participants.
- Applicant must demonstrate that the project will be effectively monitored and evaluated throughout the project timeframe.

CONTESTABLE APPROVAL PROCESS

INFORMATION

- Auckland Regional KiwiSport Fund has 2 rounds per year
- Applications must be on the Auckland Regional KiwiSport expression of interest/full application forms, provided online
- The Regional KiwiSport Advisory Group will make recommendations for distribution to the Aktive Board
- Applicants will be notified of the outcome within 25 days of close of date of applications.
- If the project is successful, baseline data will need to be supplied PRIOR to the project commencing

AUCKLAND REGIONAL KIWISPORT FUND CRITERIA

- All projects must show partnerships
- Cash and in-kind contribution is required from one or more partners - see local variances
- Projects will not be 100% KiwiSport funded
- Project must be endorsed from the relevant regional sport organisation (RSO) and/or national sport organisation (NSO)
- Must meet one or more of the KiwiSport Outcomes
- Must address one or more of the Local Community priorities.

APPROXIMATE TIMEFRAME

WORKING DAYS	ACTION
Day 0	Expression of Interest form submitted online
Day 2	Relationship Manager (RM) appointed. RM will notify the applicant to progress to the full application with support from
Day 20	Closing date for full application
Day 21	KiwiSport Advisory Group to receive applications
Day 30	KiwiSport Advisory Group to meet finalise distribution of fund
Day 40	Aktive Board finalise allocated funds
Day 45	All applicants will be notified of outcome
Day 46 +	If approved, contract conditions drawn up prior to project starting

CONTESTABLE APPROVAL PROCESS

**AUCKLAND REGIONAL KIWISPORT
CONTESTABLE FUND**

**Expression of Interest (EOI) Submitted To
Aktive By Lead Agency**

Aktive Relationship Manager (RM) Appointed

**Final Application Developed and Submitted By
Lead Agency (With Support From RM)**

**Application Considered By
The Regional KiwiSport Advisory Group**

Recommendation Made To Aktive Board

**Aktive Board
Approve / Decline Recommendation**

**Contract Signed and Developed. Lead Agency
Implements Project and Reports**

NON-CONTESTABLE APPROVAL PROCESS

For non-contestable projects Aktive will play a role in the scoping of each project, alongside the lead organisation. Each lead organisation involved will be required to provide evidence of their involvement in the project to ensure that expectations are agreed to prior to funds being allocated. All non-contestable funds will require a business case to be submitted to the Aktive Board.



ASSESSING APPLICATIONS

Regional KiwiSport Advisory Group will assess contestable applications based on the following weighted attributes:

- 20% - Regional Delivery Spread
- 20% - Return on Investment and Budgeting
- 15% - KiwiSport Outcomes
- 10% - Regional KiwiSport Priorities
- 10% - Sustainability Strategy
- 10% - Viability/Capability of Project
- 10% - Level of Partnerships
- 5% - Identified Risks and Mitigation Strategies

REGIONAL KIWISPORT ADVISORY GROUP MEMBERSHIP

Regional KiwiSport Advisory Group role is to make recommendations for the distribution of the Regional KiwiSport Fund to the Aktive Board. The membership of this Advisory Group is one representative for the following organisations:

- Auckland Council Officer
- Aktive Auckland Sport and Recreation
- College Sport
- Counties Manukau Sport
- Harbour Sport
- Primary School representative
- Sport Auckland
- Sport Waitakere
- Independent Chair

COMPLAINTS PROCESS

Aktive has a new complaints process that will be used at both regional and local level. (refer Appendix 3). Aktive will record all complaints and comments received about KiwiSport services and procedures and the subsequent action taken. A record of all complaints will be kept for three years from the date on which the complaint was received. The number of complaints, their nature and the speed with which they are dealt with, will be monitored regularly.

INELIGIBLE PROJECTS

The following projects are not eligible for the Auckland Regional KiwiSport Fund.

1. Projects that are currently receiving other KiwiSport funding from any of the four local RSTs. Applicants can apply for different projects or extension of projects across the Auckland region e.g. project began in one region and applicant wants to expand it to other three regions
2. Applications for facility and/or amenity development
3. One-off events
4. Projects that do not involve partnerships
5. Projects that do not have support of the relevant national sport organisation(s)
6. Projects that are retrospective in nature
7. Projects that represent 'business as usual' for stakeholders
8. Projects that cannot demonstrate clear cash contributions from project partners.
9. Projects that are predominantly social marketing campaigns
10. Projects that are predominantly nutrition or physical activity focused
11. Sponsorship
12. Funding cannot be used for administration or coordination expenses including but not limited to salaries, office and stationery expenses, vehicle or mileage, phone, computer.

FREQUENTLY ASKED QUESTIONS

Can we apply for capital investment?

- No, however small capital items, such as equipment, may be purchased as part of the project.

Can we apply for investment and then distribute it as subsidies/grants to other organisations?

- No, Regional KiwiSport Fund is a project-based investment and must be used for the sole purpose of the defined project. It must exclude the provision of subsidies or grants to other organisations and /or individuals.

Are we eligible to apply for more than one project?

- Yes, provided there is evidence that clearly articulates the need for each project in the community. However, this fund will not invest in ongoing programmes that organisations have already committed to.

What is the role of Aktive Auckland Sport and Recreation in the Regional KiwiSport Fund?

- Aktive will oversee the project management of the investment schedule including monitoring and evaluation of performance against key performance indicators and the release of investment.

What is the role of the local RSTs for the Regional KiwiSport Fund?

- Local RSTs will support the delivery plan of the projects within their local communities.

Key Contacts in RST's

Local RST staff will be able to provide support about their regions. Contact the following staff for further information and support:

- Auckland Sport: Victoria Barton victoriab@sportauckland.co.nz
- Counties Manukau Sport: Rick Child Rick.child@cmsport.co.nz
- Harbour Sport: Jenny Lim jennyl@harboursport.co.nz
- Sport Waitakere: David George david.george@sportwaitakere.co.nz

For further information about this guide please contact:

Jacqui Johnston

Email: jacqui.johnston@aktive.org.nz

Phone: 0275 484 614

APPENDIX 1 MINIMUM COACHING REQUIREMENTS

- Attend “KiwiSport Coaching Workshop” (in line with Sport NZ’s induction to coaching module outcomes)
- All coaches to complete Sport NZ code of ethics
- Hold a coaching qualification recognised by their sport
- All coaches to complete Aktive Coaching and Talent Development Safety Net on line module
- Agree to random observation of coaching sessions based on KiwiSport coaching guidelines
- Aktive requires that all coaches are police vetted before delivering coaching sessions.

APPENDIX 2 CHILD PROTECTION IN SPORT

The lead organisation will be required to have a Safe Sport for Children policy to ensure safe sport practices are in place. The policy must include police clearance checks made on any person/s that are delivering to students. For further details:

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/young-people/Safe-Sport-for-Children.pdf>

Keeping children and young people safe as they participate in sport and recreation activities is one factor that helps to increase the level of enjoyment and enhances the attractiveness of sport and recreation.

Ensuring that organisations and groups that receive RPF have appropriate practices and procedures in place to keep children and young people safe is vital to the success of KiwiSport in our region.

Active will check that funding recipients have all aspects of child protection covered. In the absence of a policy (or appropriate code of conduct) an organisation should cover off the following procedures for protecting children and young people:

- Identification of a person (or people) with responsibility for child safety;
- Clear guidance on matters such as supervision ratios and emergency procedures;
- A process for recording incidents/accidents, concerns and referrals and appropriate storage of these;
- A process for dealing with complaints;
- When recruiting staff/volunteers - assess their suitability for working with children;
- Referee checks on staff and volunteers; and
- Induction and training for staff and volunteers;
- Emergency contact information collated from each child/young person;
- Medical information gathered;
- Attendance registers kept;
- Equipment checklists maintained;
- A health and safety checklist applied; and
- First aid available

APPENDIX 3 COMPLAINTS PROCEDURE

If you want to make a complaint regarding either regional or local KiwiSport, Aktive - Auckland Sport & Recreation has a standard procedure for you to use and this is described below.

Making a complaint will not affect in any way the level of service you receive from us. For example, if your complaint is about an application for funding, this will not affect your chances of getting a grant in the future.

What is a complaint?

You can complain if you think that:

- you received unsatisfactory customer service
- the correct procedures were not followed in relation to a funding process or decision.

This procedure cannot be used for appeals against funding decisions if the Regional or Local KiwiSport Advisory Group has followed the decision-making process correctly.

How do you make a complaint?

Stage One

If you are not happy with the service you have received, contact the staff member you first dealt with. They will try to resolve your complaint immediately. If this is not possible or you are still not satisfied, you will be referred to a formal complaints procedure.

Stage Two

If you were not satisfied with the response you initially received you can make a formal complaint in writing to:

Aktive, Sport Waitakere, Sport Auckland, Counties Manukau Sport or Harbour Sport

What do you include when making a formal complaint?

- Your name and postal or email address
- Briefly what the complaint is about
- When it happened
- Who originally dealt with the matter
- What action is expected to put things right.

Your complaint will be acknowledged within seven working days of receiving it and a full response issued within 14 working days. If we cannot give a full reply in this time, we will tell you why and when you are likely to receive it.

If you are still not satisfied with the response at this stage you can refer your complaint to the CEO and Board of the local RST or Aktive.

MONITORING COMPLAINTS AND IMPROVING OUR RECORD

Aktive will record all complaints and comments received about our services and procedures and the subsequent action taken. A record of all complaints will be kept for three years from the date on which the complaint was received. The number of complaints, their nature and the speed with which they are dealt with, will be monitored regularly.

POLICY PRINCIPLES

- **Commitment** – Management and staff are committed to the right of clients to complain. Complaints are seen as an opportunity for improving service.
- **Visibility** – How to complain and to whom will be obvious to staff and customers.
- **Simple and Assisted** – The steps in the complaints procedure will be straightforward and easy for customers to follow. Support and advice will be available to help customers complain.
- **Fair and Confidential** – All complaints will be dealt with equally, with respect. Respect includes maintaining confidentiality and a complainant's right to privacy.
- **Responsive** – All complaints will be acknowledged promptly and an approximate time frame for action given.
- **Communication** – Complainants and other affected parties will be kept informed of the progress of a complaint.

APPENDIX 4 LOCAL BOARD & RST BOUNDARIES

<p>COUNTIES MANUKAU SPORT 37% OF POPULATION Franklin Local Board Howick Local Board Mangere-Otahuhu Local Board Manurewa Local Board Otara-Papatoetoe Local Board Papakura Local Board</p>	<p>HARBOUR SPORT 22% OF POPULATION Devonport-Takapuna Local Board Hibiscus and Bays Local Board Kaipatiki Local Board Rodney Local Board Upper Harbour Local Board</p>
<p>SPORT AUCKLAND 26% OF POPULATION Albert-Eden Local Board Great Barrier Local Board Maungakiekie-Tamaki Local Board Orakei Local Board Puketapapa Local Board Waiheke Local Board Waitemata Local Board</p>	<p>SPORT WAITAKERE 15% OF POPULATION Henderson-Massey Local Board Waitakere Ranges Local Board Whau Local Board</p>

