

Targeted Populations Innovation & Development Fund **GUIDELINES** (May 2018 round)

A. Purpose

1. The Targeted Population Groups (TPG) Innovation and Development Fund aims to support **innovative** projects that demonstrate a collaborative approach to reducing barriers to participation in **sport and recreation** at a community level by Asian and Pasifika Aucklanders.
 - *Asian*: Indian participants are the primary Asian target population. There is a focus on newer (1st and 2nd generation) immigrant populations, who may not currently be active in physical activity, sport or recreation.
 - *Pasifika*: Samoan participants are the primary Pasifika target population, with a focus on newer (1st and 2nd generation) immigrant populations, who may not be currently active in physical activity, sport or recreation.

The 2018-19 fund supports the launch or extension of pilot projects targeting **new/modified** methods of delivery to increase participation by the target groups in sport and active recreation.

2 Two categories of funds are available:

1. **Quick-Deliver fund** – \$200,000 available for projects under \$20,000 that support:
 - Indian and Samoan groups delivering new or extension sport and active recreation activities within their own communities to activate non-participants
 - delivery of projects appropriately adapted with targeted population group communities for increased physical activity, active recreation and/or sport participation
 - practical support for organisations to deliver initiatives in more culturally appropriate ways (e.g. appropriate leaders, language translation, adding cultural dance components)

Projects can be delivered between 1 September 2018 and 30 June 2019.

2. **Discovery fund** - \$400,000 available for projects over \$20,000 that support:
 - Sport and active recreation projects that strengthen cultural competency
 - Strengthening targeted population group strategic and/or community leadership at local or regional levels
 - Iconic Local/Regional Champions to extend their work and reach
 - “Out-of-the-Box” collaborative pilot projects

Projects in this category must aim to start no later than 1 September 2018 and can run until 30 April 2020.

Insights from projects will be captured and shared with the sector (excluding personal and commercially sensitive information) through TPG provider network meetings coordinated by Active and partners.

Sport NZ’s **System Build** - the provision of quality support and opportunities leading to sustainability in the sport and recreation sector and;

Physical Literacy approach – providing quality experiences meeting holistic, age and stage appropriate needs of participants, are considerations that must be applied to all projects.

Investment Available 2018/19:

\$600,000 total (\$200K Quick Delivery fund and \$400K Discovery fund)

B. Key Points:

1. For 2018/19, priority will be given to projects targeting Indian and Samoan populations
2. Partner cash contribution levels ('skin in the game') are highly recommended. Applications that include a financial contribution from applicants are likely to be prioritised, especially local funding (rather than regional grant-makers). Exceptions and flexibility to this are possible on a case-by-case basis e.g. a Discovery fund project that is needs-based, but new or innovative from grass-roots community group with limited access to financial resources.
3. The fund is open for local or Auckland-wide (regional) initiatives
4. Applicants must demonstrate:
 - Partnership – priority will be given to collaborative approaches that are cost effective
 - Sustainability of the initiative – this means “having the (human, financial, technological, and organisational) resources to provide services to meet needs and attain results on an ongoing basis; and requiring the organisational and programmatic infrastructure to carry out core functions independent of individuals or one-time opportunities”. Sustainability is most likely when it is considered at the planning stage; knowledge is captured and used, building capacity and managing performance during the delivery phase; and fits with local and national strategies
 - An exit or evolution strategy.
5. Local or regional groups can apply if they can demonstrate both **a)** impact on targeted participation groups, and **b)** an evidence base relating to the impact of the proposed work, or insights proving the need.
6. Local applicants should consider proposal alignment with Local Board plans and opportunities for match funding where possible. Local groups must contact the Community Sport Engagement Manager (CSEM) of their area before lodging their application. CSEMs by area are:

Bernadette Pone – Counties-Manukau area, *CLM Community Sport*
bernie@clmnz.co.nz – 021-275-2077

Cory Hitchens – North Shore, *Harbour Sport*
coryh@harboursport.co.nz – 022-042-5418

Chris Smith – Auckland Central, East and Howick, *Sport Auckland*
chriss@sportauckland.co.nz – 021-723-277

Jewelz Petley – West Auckland, Waitākere City, *Sport Waitākere*
Jewelz.petley@sportwaitakere.co.nz – 021-120-8344

7. Sport NZ has invested with the following 10 National Sport Organisations (NSOs) for TPG outcomes - Softball NZ, Basketball NZ, Volleyball NZ, NZ Touch, NZ Rugby League, Waka Ama NZ, NZ Football, Hockey NZ, NZ Golf and Badminton NZ. Any Regional Sport Organisation (RSO) proposals involving these sports and the identified targeted population groups must verify with their respective NSO that there is no duplication of funding.

C. Application Closing Date:

This funding round closes on **Tuesday 31 July 2018**

Completed application forms should be emailed to **Veronica Thompson by 5pm, Tuesday 31 July 2018**

veronica.thompson@active.org.nz

**Please note Veronica will be away from Monday 18 June to Friday 13 July 2018. Enquiries during this time can be directed to Debbie Curgenven – Debbie.Curgenven@active.org.nz*

D. Monitoring and Reporting:

Successful applicants are most likely to:

1. Have appropriate partnerships and networks – existing, and develop new ones
2. Have, or be able to establish, baselines with their respective TPG(s). Both quality states and participation numbers will be preferred. This is the current state and number of participants at the beginning of the initiative
3. Set clear targets
4. Provide, or gather, the existing trend in TPG(s) participation i.e. we want to see how the investment is increasing the quality, frequency and/or intensity of what is already happening. This includes demonstrating results that show both the impacts in quality and numbers of participants at the end of the initiative
5. Provide financial report for the investment
6. Gather participant feedback to use for programme learning and reporting
7. Be prepared to provide case study information and photos (authorised to be shared) about your project
8. Commit to sharing insights with other providers at TPG collective network meetings
9. Complete written progress and final report templates on time.

E. Who Can Apply for Investment?

Applicants for the Quick Delivery fund must be a legal entity or can be put forward by an associated legal entity who agrees to umbrella the project.

Applicants for the Discovery fund must be a legal entity of three or more years.

Collaborative applications from any combination of Territorial Authorities, RSOs, Sports Clubs, Recreation Organisations, Iwi/Māori Organisations, Local Community Organisations e.g. churches, community centres etc., Commercial sport and recreation and fitness organisations, schools, tertiary organisations are encouraged to apply.

F. What will not be funded:

The following projects are not eligible for investment:

1. Projects that do not prioritise the Indian and Samoan priority groups
2. Applications for facility and/or amenity development
3. One-off events
4. Projects that cannot demonstrate “skin in the game” i.e. in-kind and/or financial contributions
5. Projects that do not involve partnerships
6. Projects that are retrospective in nature
7. Projects to send individuals or teams to regional, national or international tournaments or events.

G. Frequently Asked Questions:

1. **Can applicants apply for capital investment?**
No, however small capital items, such as equipment, may be purchased as part of the project.
2. **Can applicants apply for investment and then distribute it as subsidies/grants to other organisations?**
No, TPG Investment 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.
3. **Are applicants able to apply for more than one project?**
Yes, provided there is evidence that clearly articulates the need for each project in the community.
4. **We work with diverse Asian and Pasifika communities; how do we separate Indians and/or Samoans from everyone else?**
 The emphasis is on Indian and Samoan populations. Targeting these groups within broader populations can be done through good planning, recruitment and information gathering and monitoring processes. Active can support you with appropriate ideas.
5. **Who is an “Iconic Local/Regional Champion”?**
 Key people leading delivery is critical to getting action and results. These people are known in their Indian/Asian and/or Samoan/Pasifika communities as motivators, activators, deliverers, doers. Without them, a lot of things would not happen.
6. **Can an application be made for the costs associated with employing staff?**
Yes, Active recognises that many projects have staffing requirements.
7. **Can I start an application and then come back to it later?**
Yes, it is possible to save your application form part way through filling it out and continue later.

To SAVE:

Ensure that you save where you are up to by clicking “Submit” at the bottom of the page.

Copy and save the current hyperlink (by clicking the Star icon at the end of your browser bar) It is now saved on your Bookmark bar so you are able to access it again. You are now able to close the browser screen.

To REOPEN your survey:

Go to the hyperlink that you copied and saved (as described above)

Other Tips:

You will need to ensure that you access the hyperlink using the same computer and browser that you used the last time.

You will need to ensure that cookies are enabled on your web browser.

8. **What are “Risks and Mitigations”?**
 “Risks” are things that would stop your project being delivered. “Mitigations” are the things you put in place to help make sure the risk that is identified does not or is less likely to occur (e.g. a risk could be “key staff to deliver the programme leave”. This can be mitigated by “identifying key networks connected to appropriate candidates and ensuring good transition documentation for any new staff”).
9. **What is a “Milestone”?**
 A **project milestone** is a task of zero duration that shows an important achievement in a project. The milestones should represent a clear sequence of events that incrementally build

up until your project is complete. They have zero duration because they symbolize an achievement, or a point of time in a project.

10. What is an “Outcome”?

The changes (e.g. in attitudes or behaviours) that are likely or achieved as the result of your project in the short-, medium- and long-term. An outcome statement is sometimes called an objective. Results, Impacts are other terms that may also be used. Examples of outcomes include:

- a. Short term – increased collaboration between partners
- b. Medium term – increased participation by participants not already engaged
- c. Long term – empowered, thriving community

11. What is a “Key Performance Indicator” (KPI)?

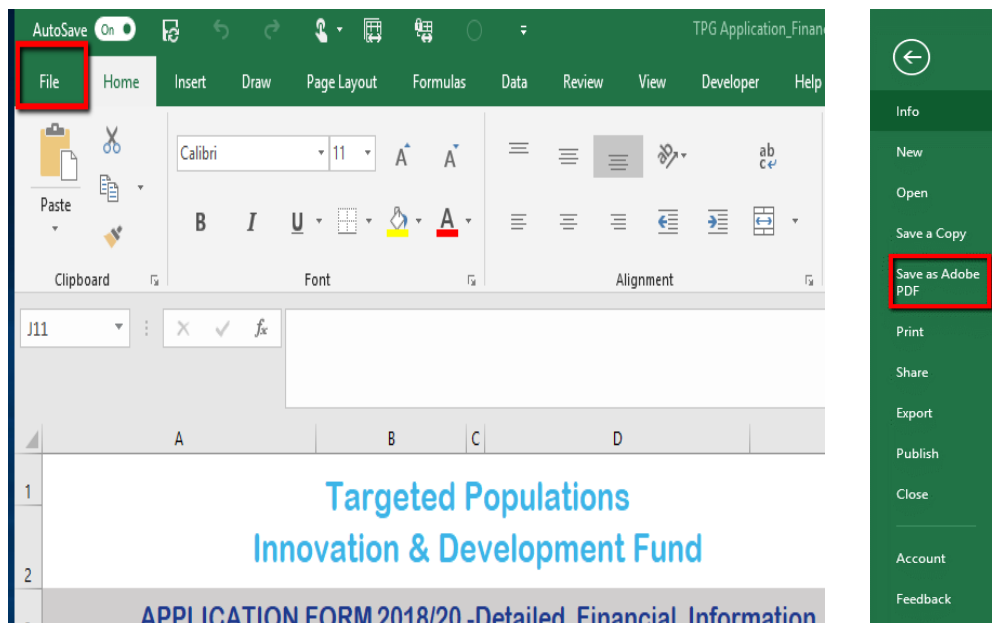
Something you can use to measure or to demonstrate a change that you have probably influenced. Some people use KPI when it’s not possible to directly measure an outcome; others use the term interchangeably with measure, indicator or metric. Examples of KPI’s related to the above listed outcomes include:

- a. All partner organisations sign a Memorandum of Understanding
- b. 50 new participants not already engaged register
- c. Project is sustainable, community led and operated

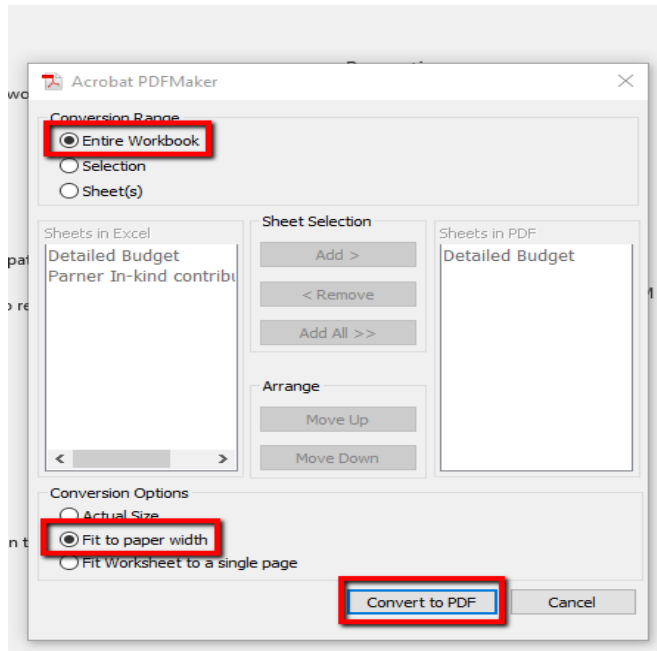
12. How do I save the Excel Financial Data template to a pdf document to upload with my application?

There are two ways depending on whether you have Adobe programme.
If you have an Adobe programme follow these steps:

File – Save As Pdf



The below window will display. Now ensure the exact below is selected, then select “convert to pdf”



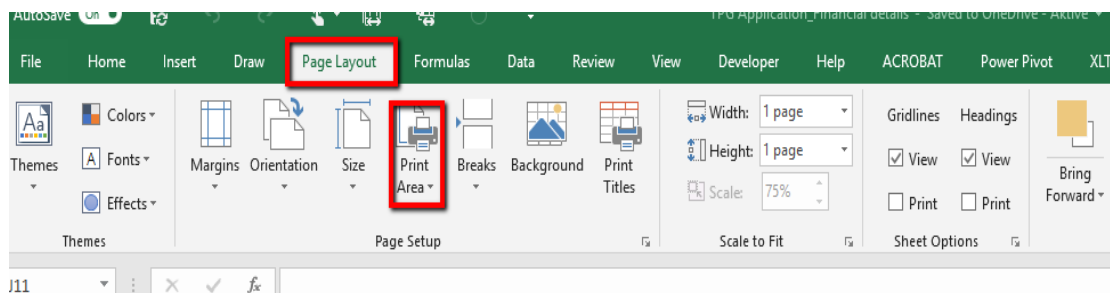
The next window will be the prompt for where you want to save your document on your laptop/pc.

If you do NOT have an Adobe programme:
Print the document, scan it back to your laptop/pc and upload it that way to your application.

To print out only selected content from an Excel you follow the following steps:

Select the area that you want to print, by placing your cursor on the first cell you want to select and dragging it down and right till you have the whole area selected.

Now go to **Page Layout** and select **Print Area**. From the dropdown select **Set Print Area**



Now you can print your page.

You will have to do this for each of the sheets within your Excel.