



Tū Manawa

Active Aotearoa

—
Community Guidelines 2021-22

Content

1. Introduction - **2**
2. Background - **3**
3. Purpose of the fund - **3**
4. Who can and cannot apply - **4**
5. What can and cannot be funded - **5**
6. How much can I apply for - **6**
7. Application information - **6**
8. How to apply - **8**
9. Application assessment process - **9**
10. Protecting your information - **9**
11. Further information - **10**
12. Application form guidance - **11**

Introduction

Tū Manawa Active Aotearoa provides funding for quality play, active recreation and sport opportunities and experiences for tamariki (children aged 5-11) and rangatahi (young people aged 12-18). It is particularly focused on groups that are less active.

The fund will be managed, on Sport NZ's behalf, by Regional Sports Trusts. The meaning behind the words are tū - 'to stand' and manawa - 'breath'. In the context of play, active recreation and sport the name calls to all New Zealanders to live Sport NZ's vision - 'Every Body Active'.

These guidelines apply to the second year of the fund, covering the period to 30 June 2022.

Background

Tū Manawa Active Aotearoa was established in 2020 as part of Sport NZ's response to the decline in participation during the periods of Covid lockdown. It has been developed drawing on our knowledge and experience from a number of sources, including our management of other funds, what we heard from more than 600 community members and Regional Sports Trust staff as part of the Kiwisport Review published in 2019 and it has also been shaped by feedback from applicants, play, active recreation and sport personnel, and Regional Sports Trusts, as part of a review of the first year of the fund operation.

We have designed this fund in consultation with Regional Sports Trusts to make sure it reaches the communities, children and young people that need it most.

Purpose of the fund

The purpose of Tū Manawa Active Aotearoa is to provide quality opportunities that are accessible and create a life-long love of being active.

We welcome applications from a wide range of organisations that provide play, active recreation and sport opportunities for tamariki and rangatahi, particularly for those that are less active. These groups include:

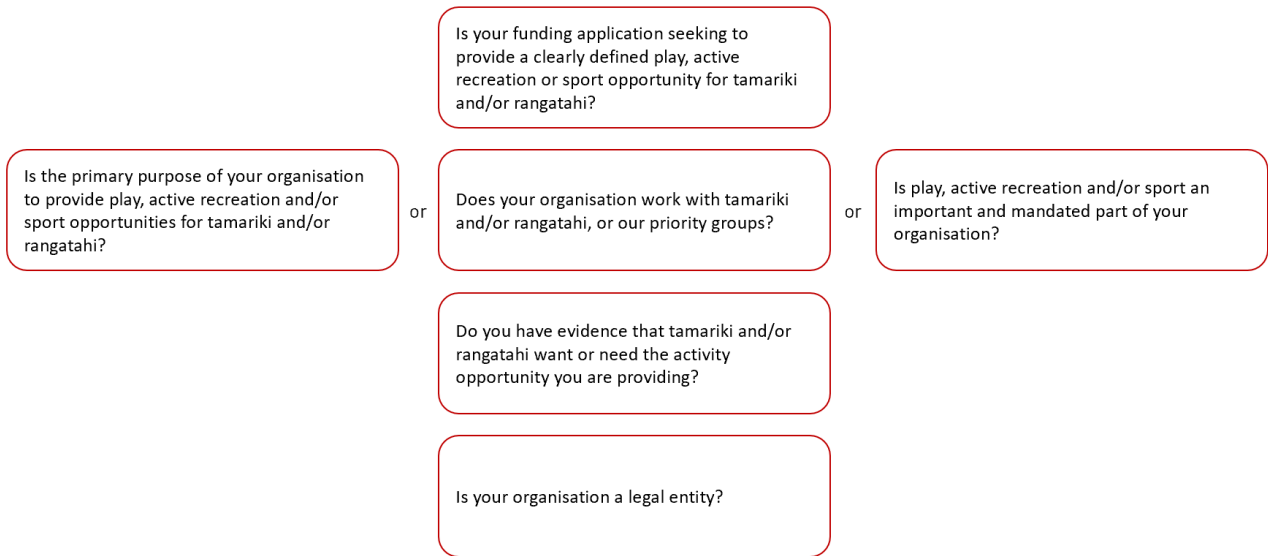
- Children and young people in higher deprivation communities
- Girls and young women (5-24); and
- Disabled children and young people (5-18)

As this is a community fund it is responsive to local demographics and environments. Some Regional Sports Trusts have identified additional groups that experience barriers to participation in physical activity and lower participation statistics - you should contact your local Regional Sports Trust to clarify if there are additional priority groups in your region.

These priority groups will be reviewed before 30 June 2022.

Who can apply?

To be eligible for funding from the Tū Manawa Active Aotearoa fund you should be able to answer "yes" to the following questions:



We welcome applications from the following organisation types (please note, funded entities must have legal status):

- Hapū, Iwi, Marae, Māori organisations
- Incorporated Societies
- Charitable Trusts
- Regional or Local Council
- For-profit businesses/commercial organisations and social enterprises
- Education settings:
 - Primary/Intermediate schools/Kura¹
 - Secondary schools/Wharekura¹
 - Tertiary Education/Whare Wānanga

Where an organisation or group wishes to apply but has no legal status, we recommend you consider partnering with a qualifying (legal) entity.

¹ Māori medium education settings where classroom instruction is presented in Te Reo Māori at least 51% of the time

Who cannot apply?

The following are not eligible to apply:

- National and regional organisations who receive Partnership Investment from Sport NZ (Regional Sport Trusts, National Sport and Recreation organisations)
- Individuals
- Professional or semi-professional sports teams and organisations
- Government agencies and their regional branches (e.g. Ministry of Health, Oranga Tamariki)
- Early Learning Services

What can be funded?

This is an activation fund that is intended to help cover the costs that are directly associated with the delivery of your activity. These costs might also address any barriers that prevent participants accessing your activity. They could include:

- Venue or equipment hire
- Costs of transport to the event
- Support for volunteers or activity delivery staff
- Equipment (only where this is required as part of a project or activity)
- Officials, where these are required for the delivery of the opportunity
- Costs associated with developing and promoting your activity.

We are interested in receiving applications that take innovative approaches to engaging our priority groups in quality play, active recreation and sport experiences that meet their needs.

What will not be funded?

The fund does not cover:

- Costs that are not directly required for the provision of the activity that you are applying for (such as salaries or wages for existing staff, administrative overheads etc)
- Costs that are already funded by other sources
- Costs of retrospective projects or activities (those that have already been completed or held)
- Costs associated with professional athletes, professional sports teams, academies, or representative teams
- Capital costs (e.g. facility development and maintenance, playgrounds)
- Medals, prizes, giveaways, and spot prizes

Year One of the operation of the Tū Manawa fund has highlighted the large demand for financial support and each round has been significantly oversubscribed in most regions.

Tū Manawa is unable to meet all the demand so has a specific focus on the costs of delivering an activity opportunity. Your Regional Sport Trust may be able to help identify funding avenues for other areas, or you could check Sport NZ's searchable funding opportunities here: [Funding Database](#).

How much can I apply for?

In 2021-2022 the total funding available through Tū Manawa is \$16 million. This amount has been allocated on a regional basis and will be distributed by Regional Sports Trusts to organisations who are best placed to meet the play, active recreation and sport needs of tamariki and rangatahi.

Regional Sports Trusts have established the approach they will take to administering their fund, and information about those funds, the timing of funding rounds, and any limits they have placed on applications are available on their web page – please visit your local [Regional Sport Trust's website](#) for more information.

Application information

Some Regional Sports Trusts have established a two-stage online application process – the first stage just asks some quick questions about your activity to make sure you are on the right track with your proposal for funding. Regional Sports Trusts will provide feedback on this submission as it is received. The second stage is the full application. If you are confident that your application will meet the requirements of the fund and the expectations of the Regional Sports Trust you are welcome to just submit the full application. Check your [Regional Sports Trust website](#) to find out more information about their application process.

Regional Sports Trusts also have staff to support you through the Tū Manawa application process. A good idea before you start the application process is to contact your Regional Sports Trust to discuss your funding proposal.

Kaupapa Māori applications

In response to Sport NZ Ihi Aotearoa's commitment to becoming a bi-cultural organization, the Tū Manawa fund has provided an opportunity for communities to apply for funding via a kaupapa Māori pathway. This pathway has the same outcomes and purpose as the fund, but it provides an alternative way to apply that may better suit some communities.

The pathway will focus on using the Te Whetū Rehua framework as a tool to help make decisions on the eligibility of an application. [Click here for more information on Te Whetū Rehua.](#)

If you have other kaupapa Māori frameworks you would like to use, then that's fine too.

Once you have filled out and submitted the kaupapa Māori application, it will go to a panel, led by Māori from your region, to be discussed and assessed.

School and Kura Setting

In schools and kura, projects or activities might occur:

- Outside of class time (breaks or before and after school)
- In class time, where only the school personnel are involved
- In class time where external providers or organisations may also be involved.

Applications for projects in the first two examples just need to complete the application form in the same way it is completed in any other setting.

A school or a provider could apply in the first example and a school would apply in the second example.

In example 3, where the project occurs **during class time, and involves external people, providers or organisations**, there is an additional step in the application process. This involves completion of the ['Implementation in a school/kura setting'](#), document which confirms consideration and discussion has taken place about how the school and provider will work together to succeed in meeting what the school/kura is trying to achieve for their ākonga.

The reason for this is to ensure that Tū Manawa funding is not used to replace the role of the teacher or kaiako and/or curriculum teaching and learning, but instead, to enhance and support the learning aims which are identified by the school/kura.

If a project involves many schools, one school could take the lead; however the 'Implementation in a school/kura setting' document needs to be signed by all schools or kura involved.

These applications need to be completed by the school, or by the school in partnership with the provider. A provider cannot apply without the schools' involvement.

Characteristics of play, active recreation and sport

Your application must be able to deliver opportunities for play, active recreation and/or sport. These activities might be characterised as follows:

- Play: actions taken to give tamariki the time, space and permission to actively follow their own ideas and interests for their own reasons.
- Active Recreation: generally non-competitive physical activities for enjoyment and wellbeing.
- Sport: a game, competition or activity in which an individual or team competes against another or others for enjoyment and wellbeing.

We recognise that activities might include a combination of these activity types - we are interested in the predominant activity you are presenting. This is to ensure we get a good spread of activity opportunities and to enable us to understand where the demand is coming from in our communities.

Objectives of your organisation

Your organisation must be able to demonstrate at least one of the following:

- Organisations whose **primary purpose** is to provide quality play, active recreation or sport opportunities for tamariki (children 5-11) or rangatahi (young people 12-18), particularly for those that are less active.
- Organisations where the provision of play, active recreation or sport is an **important and mandated part of their function** (e.g. Primary/Intermediate schools/Kura, Secondary schools/Wharekura, Scouts etc).
- Organisations that provide play, active recreation or sport opportunities for tamariki and rangatahi in a **kaupapa Māori context**.
- Organisations that can **demonstrate their relationships and impact** working with our priority groups and want to co-design and deliver quality play, active recreation and sport opportunities.

There must be evidence in your application that demonstrates your purpose and experience working with tamariki and rangatahi, and the priority groups.

Identifying community and participant need

There must be evidence in your application that demonstrates the need you are proposing to fulfil and how you have used insights or the voice of those you intend to work alongside to shape your application. These insights will help clarify why the project is needed, how you know the need exists and who you have spoken to in designing your activity. Some insights might be collected through research while others will directly access the voice of those who will be participants.

We recognise that the quality of the play, active recreation or sport experience for tamariki and rangatahi is often enhanced by the involvement of whanau/family - we will consider funding applications that engage them in the project or activity.

Quality experiences

There must be evidence that your project or activity has considered the concept of quality and the holistic needs of the intended participants. Sport NZ has established guidelines for the provision of quality play, active recreation and sport opportunities – these include the Balance is Better philosophy, NZ Play Principles, and Te Whetū Rēhua. To assist your thinking the resources below might help:

- [Balance is Better](#)
- [Sport NZ's Play Principles](#)
- [Te Whetū Rēhua](#)
- [Physical Literacy Approach](#)
- [Quality Indicators](#)

Outcomes, Monitoring and Evaluation

You must include information about the outcomes your project or activity aims to achieve (e.g. improvement in physical activity levels, participation/attendance, confidence of participants, community and marae connections, cultural knowledge, access to opportunities, diversity of participants etc) and show how you will monitor and evaluate your impact (e.g. surveys, participant feedback, waiata, video, story-telling, case study etc). Outcomes are the changes that are likely or achieved as the result of your project delivery.

Partnerships

You must include the names of partners you intend to work with (e.g. schools/kura, community groups, marae, iwi, other activity providers etc) and how they are supporting your project or activity.

Protecting the health & safety of participants

You must upload up to three examples of your organisation's policies or plans that reflect your intention to ensure the health and safety of participants in your project or activity (e.g. RAMS form, Health & Safety Policy, Child Safeguarding Policy etc).

Some information, templates and examples of policies and plans can be found below:

- [Police vetting process](#)
- [Child Protection](#)
- [Risk Management](#)
- [Health & Safety](#)

How to apply

Regional Sports Trusts will lead the application, distribution and reporting requirements for this fund.

Visit your local [Regional Sport Trust's website](#) for application information and to apply.

The fund will open for applications in all regions from 1 July 2021.

Application assessment process

Incomplete or ineligible applications will not be considered.

Eligible applications will be assessed by a panel in each region that is representative of the local community, Māori and includes subject matter experts across play, active recreation and sport.

For applications applying for a relatively low amount of funding the assessment process may be managed internally by the Regional Sports Trust.

An overview of the process is as follows:

1. Panel will assess applications against assessment criteria and funding available. They will also be looking for a spread of play, active recreation and sport projects or activities targeting priority groups.
2. Where an application is for delivery in a kaupapa Māori context a Māori-led panel will consider that application against Te Whetū Rehua assessment criteria. Further information on this framework can be found [here](#). Applications that do not meet a threshold against the Te Whetū Rēhua criteria are still eligible for consideration and will be assessed through the Regional Sports Trust process.
3. Regional Sports Trusts may contact the applicant and, if relevant, the associated regional or national body to ensure the project aligns to their strategic direction or to seek further information or clarification.
4. Regional Sports Trusts will advise all applicants by email of the result of their application – whether they are successful or not successful.
5. Regional Sports Trusts will develop funding agreements or contracts with successful applicants; this will include reporting requirements.
6. Regional Sports Trusts will publish a list of all successful applicants from time to time and the amounts awarded to each.

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 OIA requests received by members of the public. 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 (in response to a request), unless there are clear grounds to withhold it. Personal information provided with your application will not be released.

If you consider that some of the information provided in your application is 'commercial in confidence' this information should be clearly marked in your application.

Please note: as a Crown Entity Sport NZ may release the name of your organisation and the funding you receive on its website as part of its commitment to Open Government.

If you would like further information on the OIA, please refer to the following website:

[Ombudsman webpage](#)

Privacy Act 1993

The Privacy Act 1993 covers how Sport NZ and Regional Sports Trusts collect and store 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 will use the personal information provided by you to conduct appropriate identity checks before any funding can be released.

Personal information can be corrected or updated by the applicant or requested at any time from Sport NZ or the Regional Sport Trust.

For further information on the Privacy Act, please refer to the following website: [Privacy Commissioner webpage](#)

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.

Further information

Please read the Frequently Asked Questions available on all Regional Sports Trusts' websites.

If you need further guidance throughout the application process, or experience technical difficulties submitting your application you can contact your [Regional Sports Trust](#).

Application form guidance

Some Regional Sports Trusts are offering a two-stage application process. The first stage is a quick summary of your request for funding for Regional Sports Trust feedback and guidance, while the second is the full application form required for Regional Sports Trust assessment. The questions associated with these two processes are below - 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. Note: check your local Regional Sports Trust to see if they are offering a single or two-stage application process.

Applications can be saved for working on at a later date - an email with the link to your application will be sent to you.

A. Expression of Interest

1. Is your organisation a legal entity?
2. Will your activity provide a play, active recreation or sport opportunity for tamariki and/or rangatahi?
3. Do you have evidence that this activity is wanted or needed by tamariki and/or rangatahi?
4. Is your activity to be held during class time in schools?
5. Is your activity likely to be presented in a kaupapa Māori context?
6. What is the name of your initiative/activity/project?
7. How much are you applying for from the Tū Manawa fund?
8. Tell us about the activity you plan to deliver - what is it, where will it occur and what group(s) of tamariki and rangatahi will you be working with?
9. What is the name of your organisation?
10. Your contact details
11. Any other comments you wish to add?

B. Full Application

About your organisation

1. Organisation name (applicant)
2. Tell us about the purpose of your organisation and what you do? What is your experience delivering play, active recreation or sport opportunities for tamariki and rangatahi, or working with our priority groups?
3. Organisation's physical / registered address (applicant). This must include the street, suburb, town/city, and postcode.
4. What 'type' of organisation are you? (e.g. Incorporated Society, Charitable Trust, Social enterprise, Regional or Local Councils, For-Profit organisation, Primary/Intermediate school/Kura, Secondary school/Wharekura, Tertiary Education/Whare Wānanga, Marae, Hapū, Iwi, Māori organisation)
5. If relevant, what is your Incorporated Society Number or New Zealand Business Number (NZBN)? You can find this at <https://www.nzbn.govt.nz/>
6. Name and contact details of person submitting the application (e.g. Chairperson, Treasurer, CEO). This must include name, email address, phone number and role in the organisation.

Activity/Project Details

7. What is the name of your initiative/activity/project?
8. Project or activity summary – tell us about the activity you plan to deliver, what is the purpose of it, where will it occur, what group(s) of tamariki and rangatahi will you be working with, and what do you hope to achieve.
9. How many participants do you expect to be involved in your activity?
10. Who will be involved in your activity? (Tamariki, Rangatahi, Young Women aged 19–24yrs, Disabled tamariki and rangatahi, Regional Sports Trust priority group (if any))
11. Of this total, what proportion of them do you expect to be (approximately): male, female, non-binary, tamariki, rangatahi, young women, disabled tamariki and/or rangatahi, from higher deprivation communities, Maori, Pacific, from a Regional Sports Trust priority group (if any)?
12. Type of physical activity – please select the predominant activity from play, active recreation and sport. If "Sport" is chosen, a list of applicable sports can be selected.
13. Is this a new, existing or modified / expanded project or activity?
14. What are the proposed start and end dates of your project or activity? (Please consider that if you are successful it may take some time to put an agreement in place).
15. Project or activity settings – where will your project or activity take place? Please select all the setting/s that apply (e.g. Community setting/s, Primary/Intermediate school/Kura, Secondary school/Wharekura, Tertiary Education/Whare Wānanga, Marae, Home setting, Other)

If any part of your activity is to be delivered in schools or kura please advise when (out of class time, in class (curriculum) time - without an outside provider, in class (curriculum) time - with an outside provider). Where an outside provider is delivering in class time additional information is required.
16. Is this application being submitted for a project or activity that is delivered in a kaupapa Māori context? If so, a self-assessment against the dimensions of Te Whetū Rēhua should be completed.
17. How do you know this project is needed? (ie Who have you spoken to? What evidence or insights do you have?) What barriers to participation are you trying to remove?
18. What are the key changes (outcomes) your activity is trying to bring about in the people and / or the communities that you are working with? (name up to 3 outcomes)
19. How will you know that you've achieved the outcomes above? What will you measure and how? (eg surveys, participant feedback, case studies)
20. Who will you be working with to deliver this project or activity? What will be their role and contribution?

Financial Information

21. What amount are you applying for from Tū Manawa Active Aotearoa?
22. Please upload a budget that includes all the costs of the activity and what you are applying for, what they will be used for and shows any other income against this specific project or activity.
23. If there is a difference between the total cost of your activity and the amount you are requesting, how do you intend to fund the outstanding amount?
24. Have you applied to other organisations for funding for this project/activity?

Conditions of Application

25. Please verify that you have policies and procedures in place that are required by your organisation/sector/industry, and to ensure the safety of children and young people (Health & Safety, Child Protection policies and procedures, Police Vetting etc),

26. 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.
27. I have read the "Tū Manawa Active Aotearoa Community Guidelines 2021-2022".
28. I will comply with the requirements set out in the "Protecting your information" section of the "Tū Manawa Active Aotearoa Community Guidelines 2021-2022" and have advised my organisation's directors, trustees and/or committee members of the information in that section.
29. I confirm that information in this application is correct, and that any amount we receive as a result of this application will be used solely for the purpose specified in this application.
30. I acknowledge that Sport NZ/Regional Sports Trust 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.

For further information, or to clarify anything in these guidelines, please contact your Regional Sport Trust or email Sport NZ at tumanawa@sportnz.org.nz.