

AKTIVE



Working Together Tāmaki Makaurau Fund Guidelines

March 2021

Introduction

The **Working Together Tāmaki Makaurau Fund** makes \$115,000 available to support projects that will create transformational change as a result of organisations working together.

The fund will be managed by Active, Sport Auckland and Sport Waitākere, with advice from CLM Community Sport, Harbour Sport and Auckland Council.

This is a one-off fund which opens 9.00am 1 March 2021 and closes 11.59pm 3 May 2021.

Background

The emergence of COVID-19 and the subsequent lockdowns have created a difficult environment for sports organisations to operate. Active received feedback from sector wide surveys and the ‘Return to Play’ initiative that indicated the need and appetite for sports organisations to make fundamental changes by working together.

Many organisations are assessing how to change to be more sustainable and effective by working with others (whether through resource sharing, co-location, shared services, mergers and amalgamations, community hubs or other forms of change).

We want to ensure the network of sports organisations in Tāmaki Makaurau are delivering effectively, maximising skills and resources, and have developed the Working Together Model to assist applications.



Working Together Model



Purpose of the fund

The fund intends to support transformational change projects by sports organisations working together in Tāmaki Makaurau for the purposes of sustainability and improved effectiveness.

Who can apply?

We welcome applications from sports organisations that are set up as:

- Incorporated Societies
- Charitable Trusts
- Unincorporated groups can apply provided they align with the relevant national and/or regional sports organisation (NSO and/or RSO). Where an organisation or group wishes to apply but has no legal status, we will require the endorsement of the relevant NSO and/or RSO.

Who cannot apply?

The following organisations are **not eligible** to apply:

- National organisations who receive Partnership Investment from Sport New Zealand
- Primary/Intermediate schools/Kura, Secondary schools/Wharekura
- Regional or Local Councils
- 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
- Regional Sports Trusts (RSTs).

What can be funded?

This fund is intended to support sports organisations with transformational change costs associated with working together, to be more sustainable and effective. For example:

- Project manager costs
- Governance set up costs (e.g., legal documentation)
- Facilitator costs
- Independent advisor costs.

What will not be funded?

The fund does not cover:

- Capital costs (e.g., facility development, playgrounds)
- Administration and on-going costs (e.g., rent, internet, power)
- Wages or annual salaries for staff
- Costs associated with feasibility studies and/or business cases
- Cost of technology acquisition or migration. Active provide free accounting services such as migration to Xero and financial forecasting, with a particular focus on South Auckland. [Find out more](#) about Active's Shared Services.



How much can I apply for?

The total fund for distribution is \$115,000.

The maximum amount that a project will be funded is \$20,000.

This amount has been allocated on a regional and local basis and will be distributed on merit, to organisations who demonstrate that the proposed change project will improve sustainability and improve effectiveness.

Applications are for projects up to **30 June 2022** (i.e., you cannot apply for costs past this time).

The fund is comprised of contributions from Aktive¹, Sport Auckland² and Sport Waitākere³ reserves.

Aktive's investment covers the whole Auckland region. Sport Auckland and Sport Waitākere's investment must be specifically deployed in Central Auckland (including the Howick community) and West Auckland areas.

Application information

Characteristics of sports organisations

Your application must be to enable sports organisations to administer their activities more effectively, maximising skills and resources.

Objectives of your sports organisations

Your sports organisations must be able to demonstrate a track record of collaboration and successfully working with others

Skin in the Game

We recognise that there are a wide range of governance and operating models for sports, and that there might be a correspondingly wide range of applicants. We encourage this, but your organisation:

- Must provide a letter of support from the lead regional or national governing body (RSO/NSO)
- This letter must specifically identify "skin in the game" from this NSO (and/or RSO as appropriate) to support the proposed partnership (whether this "skin in the game" is monetary, in kind or staff time).

Identifying need and parties

There must be evidence of need from all parties and you must include the names and signatures of partners your organisation intends to work together with.

Outcomes, Monitoring and Evaluation

You must include specific information about the outcomes your application aims to achieve (e.g., administration efficiencies or cost savings), and show how you will evaluate this (e.g., reduction in cost base, etc).

Application Assessment Process

¹ \$50,000

² \$50,000

³ \$15,000



Aktive will oversee the application, distribution and reporting requirements for this fund. Visit the [Aktive website for application information](#) and to [apply](#).

Incomplete or ineligible applications will not be considered.

Eligible applications will be assessed by a partnership group panel chaired by Aktive and will include representatives from Sport Auckland, Sport Waitākere and Auckland Council.

An overview of the process is as follows:

1. Panel will assess applications against assessment criteria and funding available
2. Panel representative may contact the applicant and, if relevant, the associated regional or national governing body to ensure the application aligns to their strategic direction or to seek further information or clarification
3. Aktive will advise all applicants by email of the result of their application – whether they are successful or not successful
4. Aktive will develop investment agreements or contracts with successful applicants; this will include reporting requirements
5. Aktive 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 Aktive'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.

Privacy Act 2020

The Privacy Act 2020 covers how Aktive 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 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 Aktive. For further information on the Privacy Act, please refer to the following website: <https://privacy.org.nz/your-rights/your-privacy-rights/the-privacy-principles/>

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

If you need further guidance throughout the application process, or experience technical difficulties submitting your application you can contact any of the following people:

Aktive – Trudi Bridges trudi.bridges@aktive.org.nz

CLM Community Sport – Bernadette Tovia bernie@clmnz.co.nz

Harbour Sport – Richard Casutt richardc@harboursport.co.nz

Sport Auckland – Scott Tibbutt scott@sportauckland.co.nz

Sport Waitākere – Javeed Ali javeed.ali@sportwaitakere.nz



Application form guidance

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

- Where in Auckland does your organisation deliver?
- Organisation name (applicant)
- Organisation website/social media account
- Tell us about the purpose of your organisation and what you do?
- Organisation's physical / registered address (applicant). This must include the street, suburb, town/city, and postcode.
- What 'type' of organisation are you? (e.g., Incorporated Society, Charitable Trust, Unincorporated Group)
- If relevant, what is your Incorporated Society Number, New Zealand Business Number (NZBN) or Charities Number? You can find these at <https://www.nzbn.govt.nz/>
- National Sport Organisation endorsement
- 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.
- Is your organisation registered for GST?
- GST number (if the organisation is registered for GST).
- Organisation's bank account name.
- Organisation's bank account number.
- Attach photographic evidence of your organisation's bank account number and name.

Application for Funds

- What option(s) from the Working Together Model is your project focusing on?
- Tell us what you intend to do and what the funds are specifically for. (250 characters max)
- What are the proposed dates for your Working Together project?
- What other organisation(s) will you be working with? e.g., community groups, other codes, other activity providers. Include the organisations' names (up to 100 words).
- What are the key changes (outcomes) your working together option is trying to bring about in your organisation(s)? (name up to 3 outcomes, up to 250 words)
- Taking the outcomes above, how will you know you have achieved this? What will you measure and how? e.g., measuring changes via a survey, interviews, feedback from participants, case study (up to 250 words)
- What is the total cost of your working together project? This includes what your organisation or partner organisations may be contributing
- What amount are you applying for?
- If there is a difference between the total cost and the amount you are requesting, how do you intend to fund the outstanding amount? (up to 100 words)
- Please upload a budget that includes all the costs you are applying for, what they will be used for and shows any other income against this specific working together option.



Conditions of application

- 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 “Working Together Fund Guidelines”
- I will comply with the requirements set out in the “Protecting your information” section of the “Working Together Fund Guidelines” and have advised my organisation’s Directors, Trustees and/or Committee Members of the information in that section
- 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
- I acknowledge that Aktive 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.

