



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. Your application must be submitted on the form provided.

Eligibility

If your organisation's main purpose (Q1) or organisation type (Q3) is not in the drop-down box, you are not eligible for the Tāmaki Makaurau Sector Support Fund.

1. What is your organisation's main purpose? (Play, Active Recreation, Sport, Sports Hub)
2. Please describe how your organisation gets people physically active through play, active recreation or sport
3. What type of organisation are you? If you are more than one type, just select one. (Incorporated Society, Charitable Trust, Registered Charity)
4. What is your Incorporated Society Number or New Zealand Business Number (NZBN)? Your NZBN can be found online at location <https://www.nzbn.govt.nz/>

About your organisation

5. Applicant Details

Name of person applying

Organisation name

Address

Address 2

City/Town

Province

Postal code

Role in the organisation

Email Address

Phone Number

6. I authorise my contact details to be added to Sport NZ's and Aktive's contact lists. (Your answer will have no impact on the assessment of your application.)
7. If you're affiliated to a Sport NZ partner, please select the organisation from the list. If you are not affiliated to a Sport NZ partner or you are a Sports Hub, please select Other.
8. How many annual members or participants does your organisation have?
9. Are your members or participants individual people or organisations?

Organisation's GST and Bank Account Details

10. Is your organisation registered for GST?
11. What is your organisations GST number?
12. What is your organisation's bank account name?

13. What is your organisation's bank account number?
14. Please attach a photo or screenshot of your latest bank statement, with the bank account **name and number** clearly shown.
15. Are you applying for more than \$5,000?

Application for Funds – Up to \$5,000 Maximum

16. How much income will your organisation lose as a result of time at Alert Levels 3 and 4 (August – October 2021)? (We know this will be an estimate. Please simply provide your best estimate, thinking about revenue lost in the three months from 1 August 2021 less any government support you received e.g. Government Wage Subsidy Scheme, Government Resurgence Support Payment.)
17. Please describe your financial hardship as a result of time at Alert Levels 3 and 4 (August – October 2021).
18. What changes have you made to manage the impact of time at Alert Levels 3 and 4 (August – October 2021)? Describe decisions and actions you have taken, when they were taken, and the result. For example, the outcome if you applied for the Government Wage Subsidy or Government Resurgence Support Payment, what costs you have already reduced, how you have used or are planning to use available cash reserves.
19. Costs you are applying for – list each cost and amount (GST inclusive), e.g. "Actual Electricity bills August to October \$xx", "Pro-rated insurance bill for two months". Please note that we will cover fixed administration and operating costs for the period 17 August to 12 October 2021, and up to two months' worth (pro-rated) of audit and insurance costs, only. These amounts may be from actual bills received already, or estimated costs (except affiliation fees). If your costs are pro-rated, please tick the pro-rated box.
20. Please tell us the amount of your organisation's reserves or savings, that have not been committed or intended for other use.
21. Please attach a copy of your latest financial statements. These must be no more than 18 months old i.e. the end date of the financial statements must not be earlier than April 2020.

Application for Funds – More than \$5,000 and up to \$25,000 Maximum

16. What was your total income for your last financial year (\$) including any wage subsidies received?
17. What were your total expenses for your last financial year (\$)?
18. What were your salaries or wage costs for your last financial year?
19. How much income will your organisation lose as a result of time at Alert Levels 3 and 4 (August, Sept – October 2021)? (We know this will be an estimate. Please simply provide your best estimate, thinking about revenue lost in the three months from 1 August 2021 less any government support you received. e.g. Government Wage Subsidy Scheme, Government Resurgence Support Payment.)
20. Please describe the lost income and how you've calculated it.



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21. What changes have you made to manage the impact of time at Alert Levels 3 and 4 (August – October 2021)? Describe decisions, actions, when they were taken, and the result. For example, outcome if you
22. applied for the Government wage subsidy, what costs you have already reduced, how you have already used or are planning to use available cash reserves.
23. Costs you are applying for – list each cost and amount (GST exclusive), e.g. “Actual Electricity bills August to October \$xx”, “Pro-rated insurance bill for two months”. Please note that we will cover fixed administration and operating costs for the period 17 August to 18 October 2021, and up to two months’ worth (pro-rated) of audit and insurance costs, only. These amounts may be from actual bills received already, or estimated costs (except affiliation fees). If your costs are pro-rated, please tick the Pro-rated box.
24. If your organisation has any reserves or savings, please tell us the amount
25. Please detail any supporting information for Q23 e.g., amounts that are already contracted, or have been set aside for specific projects, and what they are committed/intended for
26. Please attach a copy of your latest audited financial statements. These must be no more than 18 months old, i.e. the end date of the financial statements must not be earlier than April 2020.

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 confirm that information in this application is correct.
- I acknowledge that Sport NZ and Aktive have 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.
- I note the “Protecting your information” section of the “Sport NZ Tāmaki Makaurau Sector Support Fund Guidelines”. We authorise Sport NZ and Aktive to make such enquiries as they deem fit in considering the application (including banking details) and we accept and agree that details of any grant made to our organisation will be made public.

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 2020

The Privacy Act 2020 covers how Sport NZ and Aktive 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 might use personal information provided by you in order to conduct appropriate identity checks.

Personal information can be corrected or updated by the applicant at any time once the information is submitted.

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 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.