

Regional Covid Hardship Fund

Guidelines

February 2022

Content

Introduction - **3**

Who can apply - **4**

Who cannot apply - **5**

How much can we apply for - **5**

Costs that are not covered by the fund - **6**

How to apply - **7**

Application assessment process - **9**

Protecting your information - **10**

Introduction

Purpose of the Regional Covid Hardship Fund

The Regional Covid Hardship Fund aims to provide financial support to organisations based in the Northland, Auckland and Waikato regions delivering play, active recreation and sport opportunities in the region that are experiencing financial hardship during 2021 as a result of extended time at Alert Levels 3 and 4. It is to help ensure that those organisations are able to continue delivering quality physical activity experiences to get Every Body Active in Aotearoa New Zealand.

There is an expectation that recipients will consider how any support received from this Fund will be used to reduce barriers to participation for their members and/or participants.

The Fund is not intended for organisations that already receive investment directly from Sport NZ.

This Fund provides additional financial help on top of other relief such as the Government Wage Subsidy Scheme, Government Resurgence Support Payment, other sources of funding, and support from national bodies.

This Fund is only available in the Northland, Auckland and Waikato regions and is specifically intended to address the increased impact due to the extended period in Alert Levels 3 and 4 in 2021.

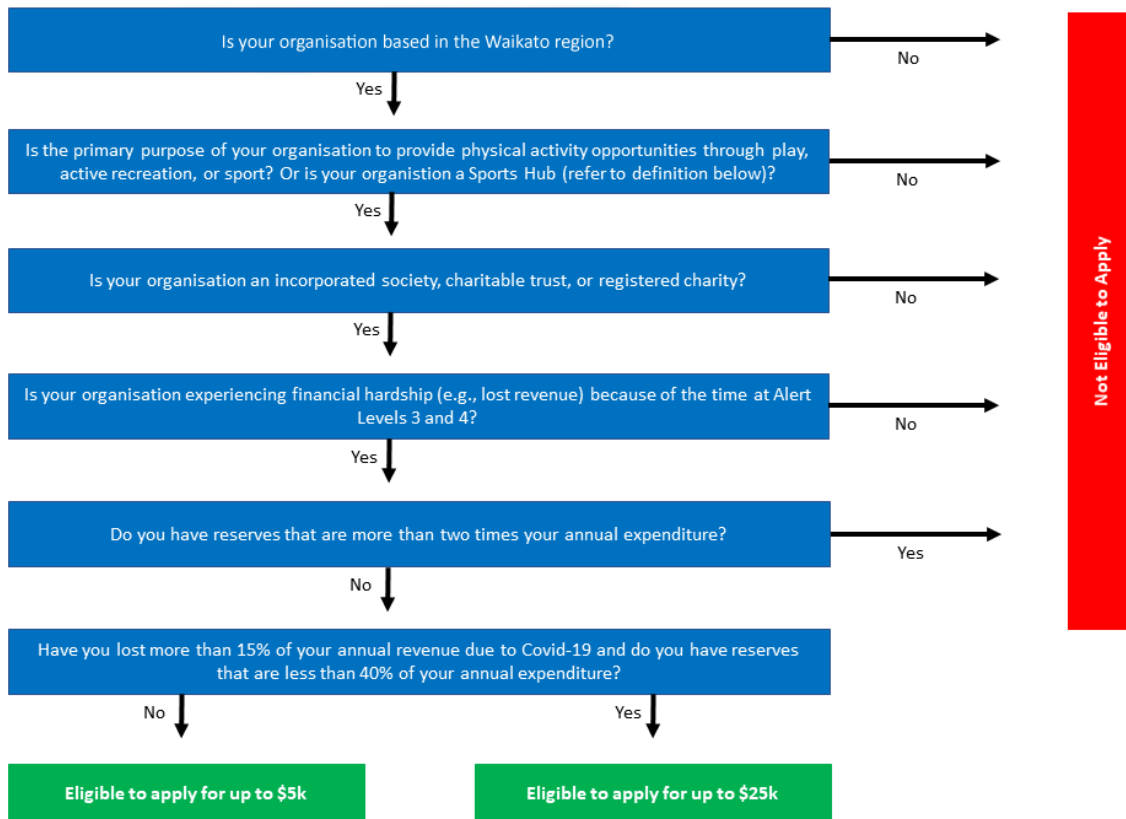
Further information and enquiries

For questions about this Fund or these guidelines please consult the FAQ document. This will be updated for new questions that arise during the application period.

Queries not addressed in the FAQ document may be emailed to rcf@sportwaikato.org.nz

Who can apply

The Fund is open to a wide range of Northland, Auckland and Waikato regions-based organisations. Please use the diagram below to test your eligibility.



Community Sport and Recreation Hubs

A Sports Hub is a partnership where organisations co-locate or share facilities and/or services strategically, sometimes via an independently governed group, within a defined geographical area, to provide sustainable, quality sport and recreation experiences.

To be an eligible Sports Hub, you must be:

- an established operating sports hub with two or more sports clubs that are affiliated to their relevant Regional Sport Organisation (RSO) or National Sports Organisation (NSO).
- able to demonstrate that there is wider community engagement, availability and use of hub facilities and services to the wider community.
- able to demonstrate that you are delivering initiatives on behalf of members and wider community interests to improve rates of community participation in play, active recreation and sport.

Actions already taken to reduce the impact of the time at Alert Levels 3 and 4

We expect organisations to have already reduced costs where possible and considered other actions to help their financial situation, such as:

- eliminating expenditure that doesn't contribute to programme delivery;
- cancelling commitments that will incur costs related to a cancelled event or programme;
- minimising other costs;
- sought alternative sources of income;
- collaboration with other organisations to minimise costs e.g. sharing resources;
- using some available cash reserves to mitigate your organisation's financial risks in the mid to long term;
- asking for support from your national body;
- accessing government support and relief packages you are eligible for, including the Government Wage Subsidy Scheme, Government Business Resurgence Support Payment.

What have you done to support members and/or participants?

2021 has been a challenging year for play, active recreation and sports organisations and their participants. We want to ensure that organisations that receive support from the Regional Covid Hardship Fund are considering what measures they could take to support their members and participants to return to physical activity. Such as:

- Reducing membership fees or cost to participate
- Running free sessions to encourage participation
- Discounted membership for new members
- Bring a friend opportunity
- Introduction of family memberships
- Targeted support for those individuals and/or families who may have also been adversely affected by Covid-19 restrictions.

Who cannot apply?

The following are not eligible to apply for the Fund.

- Organisations outside of the Northland, Auckland and Waikato regions
- Individual sole traders
- Pre-schools, schools, kura and other educational institutions, including school sport clubs, and after school care organisations
- Tertiary educational institutions
- Professional sports teams
- For-profit businesses / commercial organisations
- Facilities managers / owners (other than Sports Hubs as defined above)
- Sports academies
- Territorial authorities, Local Boards, and Council Controlled Organisations (CCOs)
- Other Government agencies
- Organisations that have received Sport NZ Partnerships Investment for 2021/22 (including Regional and

National Partners).

How much can we apply for?

This Fund is intended to help cover fixed administration and operating costs (excluding wages, salaries and contractors) for organisations that are experiencing financial hardship (through loss of revenue) caused by the impact of time Northland, Auckland and Waikato regions spent at Alert Levels 3 and 4 (17 August until 30 November 2021).

Approved amounts may be limited due to demands on the fund and availability of funding.

Eligible applicants can apply for help to pay:

- Fixed administration and operating costs (**excluding** salaries and wages) incurred in the period 17 August until 30 November 2021. For example, this includes utilities, rent or facilities hire, rates and other costs critical to your programme delivery.
- programme support expenditure (excluding wages, salaries and contractors),
- A pro-rated share (up to three and a half months of the annual amount) of audit fees, insurance premiums rates and rent.

The amount awarded will be decided on a case-by-case basis, and no one organisation will be awarded more than \$25,000 across this Fund, and the Tāmaki Makaurau Sector Support Fund.

Eligible applications will be assessed against the following criteria in consideration of how much support may be paid from this Fund:

- Evidence that the primary purpose of the organisation is keeping people active through play, active recreation, or sport.
- Evidence of financial hardship – how much revenue has been lost because of Covid
- Other government support received, including funding from the Tāmaki Makaurau Sector Support Fund
- The support organisations have provided to their members and or participants to return to play
- Evidence of actions already taken to minimise financial impact of time at Alert Levels 3 and 4
- Description of costs included in the application
- Reasonableness of the amount of the costs included in the application
- The level of uncommitted cash reserves (applicants that have more than 200% of their annual expenses in cash reserves are ineligible). Evidence may be sought to validate committed cash reserves.

In addition to the above, if you are applying for more than \$5,000 we will consider:

- Financial hardship (lost revenue between 17 August and 31 December 2021 of at least 15% of full-year income, relative to at least one of the last two financial years)
- The level of uncommitted cash reserves (applicants that have more than 40% of their annual expenses in cash reserves are ineligible). Evidence may be sought to validate committed cash reserves.

Costs that are not covered by the Fund

The Fund does not cover:

- Costs related to **new** programmes or events
- Lost revenue
- Costs related to programmes funded from other sources e.g. Tū Manawa Active Aotearoa
- Costs incurred outside the period 17 August until 30 November 2021, except for a pro-rated share of audit fees and insurance premiums
- Costs associated with professional athletes, professional sports teams, academies, representative teams, or any group competing nationally or internationally
- Costs that are already covered by other relief arrangements e.g. through support from your regional or national organisations, by a rent holiday, by the council or other landowner reducing charges for the use of facilities, by rates relief, by the Government Wages Subsidy, Government Resurgence Support Payment, other Government agencies or other funders
- Affiliation fees
- Annual General Meeting costs
- Capital costs
- Purchase of equipment and uniforms
- Wages, salary, contract fees, honoraria/koha, board fees, professional retainers
- Staff training and professional development
- Loan repayments, financing costs
- Prize-giving and photography.

How to Apply

All applications must be submitted by 27 March 2022 [4 weeks after opening]. All applications must be submitted via the online application form located on the [Sport Waikato website](#).

If you are unable to access the online application form, please contact rcf@sportwaikato.org.nz

Only **one** application will be accepted per organisation. Incomplete applications will not be accepted.

We request some information to be provided in attachments. These may be a PDF document, or a photo/scan of a document.

We recommend that you read the application questions and make notes before you begin your application in the online form, to make sure you have all the information you need.

Conditions of application

All conditions of application described in the application form must be accepted. They are:

- 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 RST and Sport NZ may use my contact details to contact the organisation

- I confirm that information in this application is correct, and that any amount we receive as a result of this application will be used as specified in our application.
- I acknowledge that Sport NZ 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.
- I note the "Protecting your information" section of the "Regional Covid Hardship Fund Guidelines". We authorise RST to make such enquires as it deems fit in considering the application (including banking details) and we accept and agree that details of any grant RST makes to our organisation may be made public on the RST and Sport NZ websites.

Information provided in the application may be audited

The money paid to successful applicants comes from the New Zealand Government. RST and Sport NZ are responsible for ensuring that it achieves its intended purpose. This is addressed through the assessment process and through subsequent reviews by auditors.

The assessment process relies on information provided in response to questions in the application form. Applicants must therefore supply some information (including annual income and costs, GST registration, and reserves and what they are committed for, and the most recent annual financial statements) to provide a view of the overall financial situation.

By submitting an application, the applicant accepts that Sport NZ or RST may subsequently require evidence of the accuracy of the information in the application form, and evidence of how awarded funds were spent. Funds not applied to the intended purpose are to be refunded to Sport NZ or RST.

Invoice for payment upon successful application

If your application is successful, RST will contact you to notify you of the amount you will receive and ask you to submit an invoice for this amount.

If the successful organisation **is registered for GST:**

- The invoice you provide must be for the amount you have been awarded **plus** GST at 15%
- The invoice must be a valid GST invoice
- The GST number on your invoice must match the GST number you put in the application.

If the successful organisation **is not registered for GST:**

- The **invoice you provide** must be for the amount you **have been awarded**.

Payments will be made after RST receives a valid invoice from your organisation for the approved amount.

Invoices must be received within 10 working days of receiving notification.

Questions

Please read the FAQ.

If you need further guidance in the application process or experience technical difficulties submitting your application before the closing date, you can contact rcf@sportwaikato.org.nz

Application assessment process

RST will assess all complete applications against the eligibility criteria, before proceeding to the assessment stage.

An overview of the process is as follows:

1. RST will review the eligibility of all complete applications. Those that do not meet eligibility criteria will not be assessed any further.
2. RST will assess eligible applications against assessment criteria.
3. RST will assess applications within **three weeks** of receipt.
4. RST may contact the applicant to seek further information or clarification.
5. RST will advise all applicants by email of the result of their application – either successful and the amount that will be paid, or not successful. Once you receive this email, if successful please provide an invoice within 10 working days to the RST for the amount you've been awarded
6. RST will pay the awarded amount to successful applicants within fifteen working days of receiving the invoice.
7. Sport NZ and RST will publish a list of all successful applicants and the amounts paid to each.

Protecting your information

Before completing an application, please read the following information regarding RST and 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 RST 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.