# Application Form

These are the questions in the online 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 Regional Covid Hardship 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 New Zealand Business Number (NZBN)? Your NZBN can be found online at location https://www.nzbn.govt.nz/

About your organisation

1. Applicant Details

 Name of person applying

 Organisation name

 Address

 Address 2

 City/Town

 Province

 Postal Code

 Role in the Organisation

 Email Address

 Phone Number

1. I authorise my contact details to be added to Sport NZ’s and Sport Waikato’s contact lists. (Your answer will have no impact on the assessment of your application.)
2. 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.
3. How many annual members or participants does your organisation have?
4. Are your members or participants individual people or organisations?

Organisation’s GST and Bank Account Details

1. Is your organisation registered for GST?
2. What is your organisations GST number?
3. What is your organisation's bank account name?
4. What is your organisation's bank account number?
5. Please attach a photo or screenshot of your latest bank statement, with the bank account **name and number** clearly shown.
6. Are you applying for more than $5,000?

Application for Funds – Up to $5,000 Maximum

1. How much income has your organisation lost as a result of time at Alert Levels 3 and 4 (17 August – 31 December 2021)?
2. How much government support have you received including Government Wage [Resurgence Support Payment](https://www.business.govt.nz/covid-19/financial-support-for-businesses/#e-26972) support and Business resurgence payments.
3. Have you received any other funding from Sport Waikato to support your Organisation through this period?
4. Please describe your financial hardship as a result of time at Alert Levels 3 and 4.
5. What changes have you made to manage the impact of time at Alert Levels 3 and 4? 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 Business Resurgence Payment[,](https://www.business.govt.nz/covid-19/financial-support-for-businesses/#e-26972) what costs you have already reduced, how you have used or are planning to use available cash reserves.
6. Please describe how any support received from this fund will support members or participants return to play.
7. 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 three and a half months”. Please note that we will cover fixed administration and operating costs for the period 17 August to 30 November 2021, and up to six months’ worth (pro-rated) of audit and insurance costs, only. If your costs are pro-rated, please tick the pro-rated box.
8. If your organisation has any reserves or savings, please tell us the amount.
9. 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.
10. Please attach a copy of your latest financial statements. These must be no more than 17 months old i.e. the end date of the financial statements must not be earlier than July 2020.

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

1. How much income has your organisation lost as a result of time at Alert Levels 3 and 4 (17 August – 31 December 2021)?
2. What was your total income for your last financial year ($) including any government support received?
3. How was your lost income calculated?
4. What were your total expenses for your last financial year ($)?
5. What were your salaries or wage costs for your last financial year?
6. How much government support have you received including Government wage support and Business resurgence payments?
7. Have you received any other funding from Sport Waikato to support your Organisation through this period?
8. Please describe your financial hardship as a result of time at Alert Levels 3 and 4.
9. What changes have you made to manage the impact of time at Alert Levels 3 and 4? 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 Business Resurgence payment, what costs you have already reduced, how you have used or are planning to use available cash reserves.
10. Please describe how any support received from this fund will support members return to play.
11. 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 three and a half”. Please note that we will cover fixed administration and operating costs for the period 17 August to 30 November 2021, and up to six months’ worth (pro-rated) of audit and insurance costs, only. If your costs are pro-rated, please tick the pro-rated box.
12. If your organisation has any reserves or savings, please tell us the amount
13. Please detail any supporting information for Q27 e.g. amounts that are already contracted, or have been set aside for specific projects, and what they are committed/intended for
14. Please attach a copy of your latest financial statements. These must be no more than 17 months old i.e. the end date of the financial statements must not be earlier than July 2020.

Conditions of application

* This application doesn’t cover costs covered by other funding sources.
* 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 Sport Waikato 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 “Regional Covid Hardship Fund Guidelines”. We authorise Sport NZ and Sport Waikato 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 Sport Waikato 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.