KiwiSport Waikato “**Community Partnership Fund”** Application Form

*It is highly recommended that applicants view information regarding* [*KiwiSport and the Community Partnership Fund on the Sport Waikato website*](https://www.sportwaikato.org.nz/programmes/kiwisport/cpf.aspx) *prior to filling in this application. This information will provide applicants with an understanding of KiwiSport and answer frequently asked questions.*

Please complete all of the following questions. You may choose to type/write your answers directly into the provided spaces. If you require assistance or clarification with any part of this application, please don’t hesitate to contact Sport Waikato; 07 858 5388, [kiwisportwaikato@sportwaikato.org.nz](mailto:kiwisportwaikato@sportwaikato.org.nz)

Completed applications are to be forwarded to: Sport Waikato, PO Box 46, Hamilton, 3240 or emailed to [kiwisportwaikato@sportwaikato.org.nz](mailto:kiwisportwaikato@sportwaikato.org.nz)

***Organisation Information***

**Organisation:** Click here to enter text.

**Project Contact Person:** Click here to enter text.

**Postal Address:** Click here to enter text.

**City/Town** Click here to enter text.

**Post Code** Click here to enter text.

**Phone/ Mobile Number:** Click here to enter text.

**Email:** Click here to enter text.

*(Please note:**If the main contact person or any contact details for this project changes before the completion of the project, please inform Sport Waikato as soon as possible and provide new contact names/detail. Further, the person signing this document on the final application page must have signing authority for the organisation (e.g. School principal, club president, CEO, General Manager etc.). However, the signing authority does not have to be the person filling in this application or be the main contact for the project*)

**Is your organisation affiliated to a regional or national governing body (not necessary for schools)?**

Yes No

**If yes who?** Click here to enter text.

***Project Information***

1. **Name of Project(s)**: Click here to enter text.
2. **Please provide an overview of all applied for projects below and key outcomes to be achieved**. For each project please complete **a separate project plan template (found below).**

Click here to enter text.

1. **When will your first project start?** Click here to enter a date.
2. **When will your last project finish?** Click here to enter a date.

*Please note: Reporting is required after the project has concluded/funding has been spent; therefore, you MUST record a specific end date even if your project will continue after funds are used. Further, Sport Waikato does not provide retrospective funding. Ensure your project start date begins after the application closing dates.*

1. **How will you engage youth currently not involved in organised sport or other low participation groups to be involved with your project(s)?**

Click here to enter text.

1. **How will a level of sustainability be created?**

*KiwiSport funding should be considered seed funding and project should be able to continue in the future without continued investment.*

Click here to enter text.

**Indicate which facilities or locations will be used during the delivery of this project:**

*School/s (please name)* Click here to enter text.

*Community Facility indoor (please name)* Click here to enter text.

*Community Facility outdoor (please name)* Click here to enter text.

*Club/s (please name)* Click here to enter text.

*Other (please specify)* Click here to enter text.

1. Please indicate you are willing to meet the following conditions, which are a requirement for KiwiSport Funding:

|  |  |
| --- | --- |
| Show national and or regional alignment | Yes No |
| Adhering to health and safety regulations e.g. First aider with first aid kit on site, completing a Risk Analysis and Management form, health and safety policy etc.). | Yes No |
| School and or clubs are involved and agree to engage and support the application | Yes No |

**Any additional comments:** Click here to enter text.

***Budget***

1. **Is your organisation GST registered, if yes please provide number?**

Yes No

GST Number:Click here to enter text.

(*If GST registered please exclude GST from all figures you provide below*)

1. **What is the total financial cost to run your project? $** Click here to enter text.
2. **How much are you applying for through the KiwiSport Waikato CPF Fund?**

**$** Click here to enter text.

*(This should be no more than 75% of the total financial cost to run your project)*

1. **Is there a cost for participants to be involved in your project?** Yes No

If yes please specify the cost per person per session: $ Click here to enter text.

1. **Please detail any confirmed and anticipated income associated with your project in the table below.**

|  |  |
| --- | --- |
| **Group:** | **Anticipated Income** |
| Click here to enter text. | **$** Click here to enter text. |
| Click here to enter text. | **$** Click here to enter text. |
| Click here to enter text. | **$** Click here to enter text. |
| Click here to enter text. | **$** Click here to enter text. |
| Click here to enter text. | **$** Click here to enter text. |
| Click here to enter text. | **$** Click here to enter text. |
|  |  |
| **TOTAL** |  |

1. **If your application is successful, what will the KiwiSport CPF Funding be used for?**

*Please attach quotes for equipment where appropriate.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses** | **Quantity** | **Cost per unit** | **Total Expenses** |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
|  |  | **$** | **$** |
| **Total** | | | **$** |

1. **If you would like to provide any additional supporting information for this application, please attach to this document and/or detail below:**

Click here to enter text.

***Declaration***

1. I hereby certify that I have been authorised to prepare and submit this **Community Partnership Fund** application form. The information contained herein is, to the best of my knowledge, true and correct.
2. I have informed our relevant Governing body of this project
3. The organisation will comply with any reasonable request from Sport Waikato to monitor performance and accountability.
4. Any funding received will be used for the project for which it was approved within the agreed timeframe.
5. I understand that there is an expectation that reporting will be required at the completion of the project.

***Privacy act***

1. Any personal information about individuals you provide in this application will be used only to assist with the administration and assessment of your application and in publishing the results of approved investment.
2. Organisations, groups and individuals have the right to check and correct any personal information held by Sport Waikato.
3. I agree that the project information can be shared with other organisations for development of KiwiSport projects.

***Please note the person signing this document must have signing authority for the organisation (e.g. School principal, CEO, club president, etc.). However, the signing authority does not have to be the person filling in this application or be the main contact for the project.***

Name of Signing Authority: Click here to enter text.

Title/Position: Click here to enter text.

By ticking this box, I (the signing authority for the organisation) endorse this application and agree to the above declaration

Date: Click here to enter todays date.

If at any stage you have any questions regarding the application process, please do not hesitate to make contact Sport Waikato on 07 858 5388 or [kiwisportwaikato@sportwaikato.org.nz](mailto:kiwisportwaikato@sportwaikato.org.nz).

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**Thank you for your application**

*Community Partnership Fund (CPF) Project Planning Template 2019/20*

The form below is designed to help with planning your KiwiSport Projects and provide an overview of what you are wishing to apply for through the CPF. It is highly recommended that you send through this template (or one of your own design) and organise a time to meet with Sport Waikato prior to applications closing on the **26th August 2019**. This project plan forms part of your application and must be completed.

*The below is an example*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Project** | **Target Town(s)/Communities** | **Target Year level(s)** | **Setting(s)**  **(Before school, afterschool, weekend, holiday, curriculum)** | **When project will be delivered (School weeks and terms eg Term 2 – week 2-8)** | **Proposed date(s) for competition or module (if any)** | **Schools and clubs that will be targeted / partnered with this Project** | **Suburbs delivered into (if applicable)** |
| ***South Waikato JNR Softball development*** | *Tokoroa, Putaruru, Taupo* | *5-8* | *Curriculum and After School* | *Start Term 2 week 5*  *Finish Term 3 Week 8* | *5 week competition –*  *1st Aug 2017 to 12th Sept 2017* | *Kuranui Primary, Lichfield Primary, Putaruru Primary, St Marys Catholic, Te Waotu Primary, Tirau Primary, Tokoroa Intermediate, David Henry Primary, Amisfield Primary, Bishop Edward Gaines, Strathmore Primary, Tainui Full Primary, Te Kura Kaupapa Maori O Te Hiringa, Te Wharekura O Te Kaokaoroa O Patetere, Tokoroa Central Primary School, Tokoroa North Primary.* |  |
| **Description of Project:** *Project Example Establishment of regular afterschool softball competition for Y5-8 students in towns of Tokoroa and Putaruru: 6 Primary schools in each town will be targeted. Each school will be offered 3 progressive skill sessions in term 2 from week 5-10. Focus will be on the development of sporting skills and the promotion of the 5 week competition that will begin Term 3 week 2 in each town. A teacher PD will be run prior to delivery (Term 2, week 4) and a resource will be left with the school with lesson plans that enable teachers to run a further 5 sessions outside of the taster sessions.* | | | | | | | |
| **Outcomes:**  **Current baseline figures and anticipated growth as a result of the project**  Currently there is no afterschool softball in either town. As a result of the project we hope to have at least one team from each school take part in the afterschool competition. We aim to identify one or two teachers/parents who would be willing to be upskilled to run the competition in further years  **Project Targets / KPIs (including but not limited to number of sessions, delivery hours, individual and total participants):**  In School delivery: 12 schools x 3 classes at each school x 3 sessions = 108 in-school sessions each 45min = 81 hours  Afterschool delivery: 5 week competition x 2 towns x 3 games each night = 30 games each 1 hour = 30 hours  Number of teams: 6 in each competition  Number of individual participants: 36 classes x 25 students = 900 | | | | | | | |

***Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of Project 1** | **Target Town(s)/Communities** | **Target Year level(s)** | **Setting(s)**  **(Before school, afterschool, weekend, holiday, curriculum)** | **When project will be delivered (School weeks and terms eg Term 2 – week 2-8)** | **Proposed date(s) for competition or module (if any)** | **Schools and clubs that will be targeted / partnered with this Project** |
|  |  |  |  |  |  |  |
| **Description of Project:** | | | | | | |
| **Outcomes:**  **Current baseline figures and anticipated growth as a result of the project**  **Project Targets / KPIs (including but not limited to number of sessions, delivery hours, individual and total participants):** | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| **Name of Project 2** | **Target Town(s)/Communities** | **Target Year level(s)** | **Setting(s)**  **(Before school, afterschool, weekend, holiday, curriculum)** | **When project will be delivered (School weeks and terms eg Term 2 – week 2-8)** | **Proposed date(s) for competition or module (if any)** | **Schools and clubs that will be targeted / partnered with this Project** |
|  |  |  |  |  |  |  |
| **Description of Project:** | | | | | | |
| **Outcomes:**  **Current baseline figures and anticipated growth as a result of the project**  **Project Targets / KPIs (including but not limited to number of sessions, delivery hours, individual and total participants):** | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Project 3** | **Target Town(s)/Communities** | **Target Year level(s)** | **Setting(s)**  **(Before school, afterschool, weekend, holiday, curriculum)** | **When project will be delivered (School weeks and terms eg Term 2 – week 2-8)** | **Proposed date(s) for competition or module (if any)** | **Schools and clubs that will be targeted / partnered with this Project** |
|  |  |  |  |  |  |  |
| **Description of Project:** | | | | | | |
| **Outcomes:**  **Current baseline figures and anticipated growth as a result of the project**  **Project Targets / KPIs (including but not limited to number of sessions, delivery hours, individual and total participants):** | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Project 4** | **Target Town(s)/Communities** | **Target Year level(s)** | **Setting(s)**  **(Before school, afterschool, weekend, holiday, curriculum)** | **When project will be delivered (School weeks and terms eg Term 2 – week 2-8)** | **Proposed date(s) for competition or module (if any)** | **Schools and clubs that will be targeted / partnered with this Project** |
|  |  |  |  |  |  |  |
| **Description of Project:** | | | | | | |
| **Outcomes:**  **Current baseline figures and anticipated growth as a result of the project**  **Project Targets / KPIs (including but not limited to number of sessions, delivery hours, individual and total participants):** | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Project 5** | **Target Town(s)/Communities** | **Target Year level(s)** | **Setting(s)**  **(Before school, afterschool, weekend, holiday, curriculum)** | **When project will be delivered (School weeks and terms eg Term 2 – week 2-8)** | **Proposed date(s) for competition or module (if any)** | **Schools and clubs that will be targeted / partnered with this Project** |
|  |  |  |  |  |  |  |
| **Description of Project:** | | | | | | |
| **Outcomes:**  **Current baseline figures and anticipated growth as a result of the project**  **Project Targets / KPIs (including but not limited to number of sessions, delivery hours, individual and total participants):** | | | | | | |