

## Tū Manawa Active Aotearoa Information Document

Below are the questions you will be required to answer when you are completing your application form via the online application link located on Sport Taranaki's website:

<https://www.sporttaranaki.org.nz/support-and-development/funding/tu-manawa-active-aotearoa-fund/>

If you do have any queries or wish to discuss anything further please email [tm@sporttaranaki.org.nz](mailto:tm@sporttaranaki.org.nz) or phone Terry on 06 7590930, extn 737.

Field	Notes
1. Organisation name	
2. Organisation website/social media account	
3. Tell us about the purpose of your organisation and what you do.	Looking for evidence of play, active recreation and sport alignment <b>OR</b> service to target populations.
4. Organisation's physical / registered address (applicant)	
5. What 'type' of organisation are you?	
6. If relevant, what is your Incorporated Society Number or New Zealand Business Number (NZBN) <a href="https://www.nzbn.govt.nz/">https://www.nzbn.govt.nz/</a>	Check the register on NZBN website <a href="https://www.nzbn.govt.nz/">https://www.nzbn.govt.nz/</a> : <ul style="list-style-type: none"> <li>• that the organisation's Entity Status is "registered"</li> <li>• that the registered address matches the one given in application form (Q4)</li> </ul>
7. Name and contact details of person submitting the application (e.g. Chairperson, Treasurer, CEO)	- Name - Email - Phone Number - Role in the Organisation
8. Is your organisation registered for GST?	
9. GST number	
10. Organisation's bank account name	
11. Organisation's bank account number	
12. <b>Attach</b> photographic evidence of your organisation's bank account number and name	This is to check the bank account details provided in question above

13. Project or Programme Summary – tell us the name of your project, what it is, where it will occur and who you will be working with	Looking for innovation, evidence of need, understanding of participants. E.g. <ul style="list-style-type: none"> <li>- Proposed activity/programme</li> <li>- Population group/s identified and proposed numbers impacted</li> </ul>
14. What type of physical activity does your programme involve?	
15. Is this application being submitted for a project or programme that is provided in a kaupapa Maori context?	If yes, answer 15a, otherwise go to 16  Use Te Whetū Rehua assessment criteria. Discussion to be led by Māori panel member/s See <a href="https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/te-whetu-rehua-the-guiding-star">https://sportnz.org.nz/managing-sport/search-for-a-resource/guides/te-whetu-rehua-the-guiding-star</a>
a. Will the project be delivered in te reo Māori?	If the answer to 15 is Yes, then answer this question otherwise continue to 16.
16. What are the proposed dates of your programme? Must be a maximum of 12 months. Please consider that if you are successful it may take up to a month to put an agreement in place.	Only accepting applications for 1 year. Programme must be completed within 12 months of start date.
17. Is this a new, existing or modified/expanded project or programme?	
18. What setting/s will your project take place in?	
19. If any part of your project is to be delivered in schools/kura please advise when.	If in-class expect application only from a school/group of schools  If in-class application needs to be accompanied by checklist (to upload)
20. Identify who your project aims to positively impact on?	Looking for alignment with priority population groups
21. The number of 5-11-year olds involved in the programme?	
22. The number of 12-18-year olds involved in the programme?	

<p>23. How do you know this project is needed? (i.e. who have you spoken to? What evidence or insights do you have?)</p>	<p>Looking for evidence of knowledge and understanding. To what extent are the participants and the community involved in shaping the programme.</p> <p>E.g.</p> <ul style="list-style-type: none"> <li>- Understanding of needs of target audience</li> <li>- Understanding of challenge or opportunity</li> <li>- Hearing ‘the voice’ of participants</li> <li>- Co-design</li> </ul>
<p>24. What are the key changes (outcomes) your programme is trying to bring about in the people and / or the communities that you are working with? (name up to 3 outcomes)</p> <p><i>* An outcome relates to the changes that take place as a result of your programme. For example, improvement in physical activity levels, participation/attendance, confidence of participants, community connection, cultural knowledge, access to opportunities, diversity of participants</i></p>	<p>Looking for evidence of understanding what the programme is trying to achieve/shift.</p> <p>An outcome relates to the changes that take place as a result of your programme. This could relate to physical or social changes for participants, the community etc.</p>
<p>25. Taking the outcomes above, how will you know you have achieved them? What will you measure and how?</p> <p>e.g. measuring changes via a survey, interviews, feedback from participants, case study, participation/physical activity information, attendance and project management records.</p>	<p>Looking for evidence of monitoring and evaluation</p>
<p>26. Who will you be working with to deliver this programme? Include the organisations’ names.</p>	<p>Looking for information on key relationships or partnerships</p>
<p>27. Confirm you comply with regulations that are relevant to your sector e.g. Health &amp; Safety, Vulnerable Children Act, Safeguarding Children Policy</p>	<p>Looking for evidence of robust policies to ensure the safety of children and young people (<b>attach</b>)</p>

<p>28. What amount are you applying for from Tū Manawa Active Aotearoa?</p>	<p>If organisations are including equipment, clothing, travel, food and other miscellaneous costs into the budget, you will need to provide further information as to why this is a barrier to the programme. We will expect the following questions to be answered in a narrative.</p> <ul style="list-style-type: none"> <li>• <i>How was this funded previously?</i></li> <li>• <i>Who would miss out if funding was declined?</i></li> <li>• <i>Would the programme still go ahead without this funding?</i></li> <li>• <i>How is this a barrier to your programme?</i></li> </ul> <p>Schools would also be expected to provide information as to how they are using their direct KiwiSport fund to support / compliment this programme.</p>
<p>29. Please complete the budget that includes all the costs you are applying for and what they will be used for and shows any other income against this specific project.</p>	
<p>30. What is the total cost of your project?</p>	
<p>31. Please upload your quotes.</p>	<p>Note that all quotes need to be attached as one document</p>
<p>32. If there is a difference in the total cost and the amount you are requesting, how do you intend to fund the outstanding amount?</p>	
<p>33. If your project has a coaching / training component, please note their qualifications and / or relevant experience?</p> <p>33A. If there is a coaching / training component, please attach a copy of their relevant and current qualifications.</p>	
<p>34. I confirm that I am authorised to submit this application on behalf of the organisation, and that our directors</p>	<p>This is a condition of application.</p>

and/or trustees and/or treasurer are aware of and support this submission.	
35. I have read the “Tū Manawa Active Aotearoa Community Guidelines 2020-2021”.	This is a condition of application.
36. I will comply with the requirements set out in the “Protecting your information” section of the Tū Manawa Active Aotearoa Community Guidelines 2020-2021” and have advised my organisations’ Directors, Trustees and/or committee members of the information in that section.	This is a condition of application.
37. 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 purposes specified in this application.	This is a condition of application.
38. I acknowledge that Sport NZ/RST 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.	This is a condition of application.