



HARBOUR SPORT KIWISPORT FUND QUICK GUIDE

Where too much sport is never enough



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INTRODUCTION

There are two types of contestable funds distributed by Harbour Sport:

- Local Community Fund – for applications between \$3,000 - \$30,000 per annum, up to three years
- and FastFund – for applications under \$3,000

The Local Community Fund is distributed under the guidance of a KiwiSport External Advisory Group with membership comprised of a Primary School Principal, Secondary School Principal, Regional Sport Organisation, National Sport Organisation, and an independent chair.

This investment is to support projects or initiatives that can provide new or increased opportunities for children aged 5-18yrs' participation in organised sport in the North Harbour region.

To qualify for KiwiSport, projects must operate within Harbour Sport's boundaries which covers the following local board areas:

- Rodney
- Hibiscus and Bays
- Upper Harbour
- Devonport Takapuna
- Kaipatiki

This guide aims to outline the key information and application process for the North Harbour Local Community Fund, and FastFund.

KIWISPORT BACKGROUND

KiwiSport is a national initiative that was launched in 2009 by the Prime Minister.

KiwiSport aims to:

- Increase the number of school-aged children participating in sport and recreation – during and outside of school hours;
- Increase the number of opportunities children have to play, by making opportunities accessible and available; and
- Develop skills and support children to enable them to participate effectively in sport and recreation.

KiwiSport consists of two funds, a “Direct Fund” which is paid to directly to schools as part of their operational grant, and a “Regional Partnership Fund” which is invested in community groups to support sport for children aged 5-18yrs. In Auckland, this is split in to two pools, a Regional Fund managed by Aktive and a Local Fund managed by the 4 local Regional Sports Trusts. Information on each fund, and how to apply, follows.

KEY INFORMATION

- North Harbour Local Community Fund and FastFund are contestable investment targeted for projects from regional/national sport organisations, schools, and clubs in the North Harbour region
- A total of \$230,152.15 is available this financial year to be distributed on a contestable basis, for projects of up to three years’ duration. Investment will be distributed based on quality and robust applications. If demand exceeds the amount available, as it has in previous rounds, some applicants will miss out
- KiwiSport Fund is seed funding, and is not designed to maintain the same initiative long term
- If your project is successful, baseline data will need to be provided, and Investment Agreement finalised and signed PRIOR to the project commencing
- If your project is delivered in schools, evidence of engagement needs to be provided at the full application stage (can be in the form of a letter of support or email)

Local Community Fund (\$3,000 - \$30,000 per annum, up to three years)

- The Local Community Fund has 2 funding rounds per year, one in September, and one in March
- \$230,152.15 per annum will be allocated to Local Community Fund and is split equally between the two funding rounds, however for projects that the KiwiSport External Advisory Group deems to be “significant,” the option will exist to utilise funds set aside for the next funding round
- Local Community Fund Projects can be up to 3 years in duration and there are opportunities for sporting codes to partner in a joint application where applicable

- An Expression of Interest needs to be completed and submitted before the closing date. If your Expression of Interest is accepted, a Full Application form will be provided
- KiwiSport External Advisory Group will make recommendations for distribution of investment to the Harbour Sport Board of Trustees
- You will be notified of the outcome of your project within 25 working days of submitting the Full Application (within 45 working days of submitting the Expression of Interest)
- A letter of support from the National Sport Organisation of the sport(s) delivered needs to be provided at the full application stage
- Schools involved in a KiwiSport project must contribute equivalent of 50% of their direct fund
- Sports and other partners must contribute 10% of local community fund invested

FastFund

- FastFund is open all year round until all of the investment is allocated
- \$40,000 per annum will be allocated to FastFund projects
- KiwiSport Working Group will make recommendations for distribution
- You will be notified of the outcome of your project within 19 working days of submitting the application
- FastFund projects cannot be 100% funded by KiwiSport and must show partnerships

WHO CAN APPLY?

Regional and national sport organisations, schools and clubs can apply for this investment. Each project requires one lead agency to be the Local Community Fund contract holder and to take overall responsibility for coordinating the project.

EXPECTATIONS OF SUCCESSFUL APPLICANTS

KiwiSport Objectives

Project meets one or more KiwiSport objectives:

- Increase the number of school-aged children participating in organised sport – during school, after school and by strengthening links with sports clubs.
- Increase the availability and accessibility of sport opportunities for all school-aged children to participate in organised sport.
- Support children in developing skills that will enable them to participate effectively in organised sport.

Minimum Coaching Standards

All coaches that are delivering the project are required to meet the minimum coaching standard as outlined in Appendix 1.

Investment agreement

Successful applicants will be asked to sign an investment agreement with Harbour Sport, as well as all financially contributing partners outlining the initiative and timelines to achieve key milestones. The investment agreement will set out the roles and intended requirements for investment.

Ongoing relationship

Harbour Sport will be actively involved in the establishment phase of initiatives. This will allow best practice from other projects to be shared and provide opportunities for consistency and alignment of objectives.

Reporting and monitoring

Quarterly reports are required to be completed according to the KiwiSport reporting template based on agreed outcomes which will be outlined in the Investment agreement. No further payments will be made until the latest report is completed and outcomes are achieved.

Branding

KiwiSport branding is to be integrated into all aspects of the project (logo and guidelines will be provided).

Child Protection

Project has all aspects of child protection covered. Refer Appendix 2

Funding partners

Financially contributing partners secured and have signed the Investment agreement

Impact

Identify how the project will increase the number of school-aged children participating in organised sport

Partnerships

Clear partnerships identified with NSOs, RSOs, schools, clubs, facility providers, holiday programmes, etc.

Planning

Lead organisation has a current strategic and/or business plan

Local Community Priorities

Meets one or more of Harbour Sport's regional priorities:

- Development of Skilled Coaches, volunteers and teachers
- Addressing issue of Lack of time (parents working, teacher workload and volunteers working).
- Creation of local competitions/time/cost/travel
- Change perceptions around ability levels required to participate (this refers to the competitive nature of sport and selection of players and perception of this discouraging people to play)
- Development of social sport opportunities

Risks

Risks to the successful delivery of the project identified, alongside strategies to manage these risks

Sustainability

Considers ongoing funding outside of KiwiSport RPF e.g. the RPF is not intended for funding long term projects, it should be considered as seed funding

Key Performance Indicators

Projects must have clear, measurable targets

CRITERIA

Regional KiwiSport Fund is a contestable fund. The following criteria need to be addressed in any application:

- Applicants must outline intended delivery in the North Harbour community
- All projects must clearly outline the partners of the project.
- Cash and in-kind contribution is required and projects will not be 100% KiwiSport funded. Schools involved in a KiwiSport project must contribute equivalent of 50% of their direct fund. Sports and other partners must contribute 10% of local community fund invested
- The project must be endorsed from the relevant national sport organisation.
- For applications that involve schools, there must be some form of confirmation of conversations with schools (email or letter of support)
- Applicants must show a clear understanding of how the project will work and able to demonstrate how they can achieve listed outcomes.
- Must meet one or more of the following KiwiSport Outcomes:
 - **More Kids:** Increase the number of children aged 5-18yrs participating in sport and recreation
 - **More Opportunities:** Increase the number of opportunities children have to play, by making opportunities accessible and available; and
 - **Better Skills:** Develop skills and support children to enable them to participate effectively in sport and recreation

- Must address one or more of the following Local Community Priorities:
 - Development of **Skilled Coaches, volunteers and teachers**
 - Addressing **issue of Lack of time** (parents working, teacher workload and volunteers working).
 - Creation of **local competitions/time/cost/travel**
 - Change **perceptions around ability levels required to participate** (this refers to the competitive nature of sport and selection of players and perception of this discouraging people to play)
 - Development of **social sport opportunities**
 - Applicant must demonstrate identified need for the North Harbour Community
 - The lead organisation will be required to have a Safe Sport for Children policy to ensure safe sport practices are in place. The policy must include police clearance checks made on any person/s that are delivering to students. For further details: <http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/young-people/Safe-Sport-for-Children.pdf>
 - Project must outline how the partners intend to sustain the project when KiwiSport Funding ceases. KiwiSport funding is to be used as seed funding to help in the development of projects for up to three years.
 - Applicant must demonstrate future pathways for participants.
 - Applicant must demonstrate that the project will be effectively monitored and evaluated throughout the project timeframe.
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LOCAL COMMUNITY FUND

INFORMATION

- Local Community Fund have 2 rounds per year
- Applications must be on the Local Community Fund/ Auckland Regional KiwiSport expression of interest/full application forms, provided online
- The KiwiSport External Advisory Group will make recommendations for distribution to the Harbour Sport Board of Trustees
- Applicants will be notified of the outcome within 25 working days of submitting their full application.
- If the project is successful, baseline data, delivery milestones, and session plans will need to be supplied PRIOR to the project commencing

CRITERIA

- All projects must show partnerships
- Cash and in-kind contribution is required from one or more partners - schools must contribute equivalent of 50% of their direct fund.
- Sports and other partners must contribute 10% of local community fund invested.
- Projects will not be 100% KiwiSport funded
- Project must be endorsed from the relevant regional sport organisation (RSO) and/or national sport organisation (NSO)
- Must meet one or more of the KiwiSport Outcomes
- Must address one or more of the Local Community priorities.

APPROXIMATE TIMEFRAME

WORKING DAYS	ACTION
Day 0	Expression of Interest form submitted online
Day 2	Relationship Manager (RM) appointed. RM will notify the applicant to progress to the full application with support from
Day 20	Closing date for full application
Day 21	KiwiSport External Advisory Group to receive applications
Day 30	KiwiSport External Advisory Group to meet finalise distribution of fund
Day 40	Harbour Sport Board finalise allocated funds
Day 45	All applicants will be notified of outcome
Day 46 +	If approved, contract conditions drawn up prior to project starting

APPROVAL PROCESS

LOCAL COMMUNITY FUND

EXPRESSION OF INTEREST (EOI) SUBMITTED TO
HARBOUR SPORT BY LEAD AGENCY

HARBOUR SPORT RELATIONSHIP MANAGER (RM)
APPOINTED

FINAL APPLICATION DEVELOPED AND SUBMITTED
BY LEAD AGENCY
(WITH SUPPORT FROM RM)

APPLICATION CONSIDERED BY THE KIWISPORT
EXTERNAL ADVISORY GROUP

RECOMMENDATION MADE TO HARBOUR SPORT
BOARD

HARBOUR SPORT BOARD APPROVE / DECLINE
RECOMMENDATION

CONTRACT SIGNED AND DEVELOPED. LEAD
AGENCY IMPLEMENTS PROJECT AND REPORTS

FASTFUND

INFORMATION

- FastFund is open all year around until the fund is exhausted.
- Applications must be complete on online FastFund application form.
- KiwiSport Working Group will make recommendations for distribution.
- Applicant notified by local RST of the outcome within 19 working days of submitting the application.

CRITERIA

- Maximum amount to be funded is \$3,000 (excl GST)
- All projects must show partnerships
- Cash and in-kind contribution is required from one or more partners
- Projects will not be 100% KiwiSport funded
- Projects must be delivered within one year of application date
- Project must be endorsed from the RSO and/or NSO
- Must meet one or more of the KiwiSport Outcomes
- Must address one or more of the Local Community priorities
- Can only apply once per year (per region)

APPROXIMATE TIME FRAME

WORKING DAYS	ACTION
Day 0	Application submitted
Day 1	Application forwarded to Relationship Manager
Day 6	Relationship Manager discusses the project with the lead organisation
Day 10	Application forwarded to KiwiSport Working Group
Day 12	KiwiSport Working Group approves/declines. Recommendation on distribution to Harbour Sport Board
Day 19	Harbour Sport Board approve allocated funds
Day 22	Funds allocated
Day 23	Relationship Manager confirms outcome with lead organisation
Day 24+	If approved, contracted conditions drawn up prior to project starting

APPROVAL PROCESS

FASTFUND APPROVAL PROCESS

FAST FUND APPLICATION SUBMITTED
BY LEAD AGENCY TO LOCAL RST
WHERE PROJECT WILL BE DELIVERED

FASTFUND RECOMENDATION BY
WORKING GROUP TO BOARD
(MEMBERSHIP FROM LOCAL RST STAFF)

LOCAL RST BOARD APPROVES /
DECLINES

LOCAL RST RELATIONSHIP MANAGER
(RM) APPOINTMENT

APPROVED: CONTRACT DEVELOPED
AND SIGNED. LEAD AGENCY
IMPLEMENTS PROJECT AND REPORTS

NON-CONTESTABLE APPROVAL PROCESS

For non-contestable projects Harbour Sport will play a role in the scoping of each project, alongside the lead agency. Each lead agency involved will be required to provide evidence of their involvement in the project to ensure that expectations are agreed to prior to funds being allocated. All non-contestable funds will operate under the principle of one over one approval. This will require a business case to be submitted to Aktive.





NORTH HARBOUR KIWISPORT EXTERNAL ADVISORY GROUP MEMBERSHIP

KiwiSport External Advisory Group's role is to make recommendations for the distribution of the North Harbour Local Community Fund to Harbour Sport. The membership of this Advisory Group is one representative for the following organisations:

- Primary School representative
- Secondary School representative
- National Sport Organisation
- Regional Sport Organisation
- Independent chair

COMPLAINTS PROCESS

Aktive has a new complaints process that will be used at both regional and local level. Refer Appendix three. Aktive will record all complaints and comments received about KiwiSport services and procedures and the subsequent action taken. A record of all complaints will be kept for three years from the date on which the complaint was received. The number of complaints, their nature and the speed with which they are dealt with, will be monitored regularly.



INELIGIBLE PROJECTS

The following projects are not eligible for the KiwiSport Fund.

1. Applications for facility and/or amenity development
2. One-off events
3. Projects that do not involve partnerships
4. Projects that do not have support of the relevant NSO(s)
5. Projects that are retrospective in nature
6. At a regional level, projects that are currently receiving other KiwiSport funding from any of the 4 local RSTs. (Applicants can apply for different projects or extension of projects across the Auckland region e.g. project began in one region and applicant wants to expand it to other three regions.)
7. Projects that represent 'business as usual' for stakeholders
8. Projects that are predominantly social marketing campaigns
9. Projects that are predominantly nutrition or physical activity focused
10. Sponsorship
11. Funding cannot be used for administration or coordination expenses including but not limited to salaries, office and stationery expenses, vehicle or mileage, phone, computer

FREQUENTLY ASKED QUESTIONS

Can we apply for capital investment?

- No, however small capital items, such as equipment, may be purchased as part of the project.

Can we apply for investment and then distribute it as subsidies/grants to other organisations?

- No, KiwiSport Fund is a project-based investment and must be used for the sole purpose of the defined project. It must exclude the provision of subsidies or grants to other organisations and /or individuals.

Are we eligible to apply for more than one project?

- Yes, provided there is evidence that clearly articulates the need for each project in the community. However, this fund will not invest in ongoing programmes that organisations have already committed to.

What is the role of Harbour Sport in the KiwiSport Fund?

- Harbour Sport will oversee the project management of the investment schedule including monitoring and evaluation of performance against key performance indicators and the release of investment.

For further information about this guide please contact;

Jenny Lim

Email: kiwisport@harboursport.co.nz

Phone: 027 290 8068

APPENDIX 1: MINIMUM COACHING REQUIREMENTS

- Agree to on-going observation of coaching sessions (subject to availability) based on KiwiSport coaching guidelines
- Attend “KiwiSport Coaching Workshop” (in line with Sport NZ’s induction to coaching module outcomes)
- All coaches to complete Sport NZ code of ethics
- Hold a coaching qualification recognised by their national sport
- All coaches to complete Greater Auckland Coaching Unit Safety Net on line module
- Aktive strongly requires that all coaches are police vetted before delivering coaching sessions.

APPENDIX 2: CHILD PROTECTION IN SPORT

The lead organisation will be required to have a Safe Sport for Children policy to ensure safe sport practices are in place. The policy must include police clearance checks made on any person/s that are delivering to students. For further details:

<http://www.sportnz.org.nz/assets/Uploads/attachments/managing-sport/young-people/Safe-Sport-for-Children.pdf>

Keeping children and young people safe as they participate in sport and recreation activities is one factor that helps to increase the level of enjoyment and enhances the attractiveness of sport and recreation.

Ensuring that organisations and groups that receive RPF have appropriate practices and procedures in place to keep children and young people safe is vital to the success of KiwiSport in our region.

Active will check that funding recipients have all aspects of child protection covered. In the absence of a policy (or appropriate code of conduct) an organisation should cover off the following procedures for protecting children and young people:

- Identification of a person (or people) with responsibility for child safety;
- Clear guidance on matters such as supervision ratios and emergency procedures;
- A process for recording incidents/accidents, concerns and referrals and appropriate storage of these;
- A process for dealing with complaints;
- When recruiting staff/volunteers - assess their suitability for working with children;
- Referee checks on staff and volunteers; and
- Induction and training for staff and volunteers;
- Emergency contact information collated from each child/young person;
- Medical information gathered;
- Attendance registers kept;
- Equipment checklists maintained;
- A health and safety checklist applied; and
- First aid available

APPENDIX 3: COMPLAINTS PROCEDURE

If you want to make a complaint regarding either regional or local KiwiSport, Aktive - Auckland Sport & Recreation has a standard procedure for you to use and this is described below.

Making a complaint will not affect in any way the level of service you receive from us. For example, if your complaint is about an application for funding, this will not affect your chances of getting a grant in the future.

What is a complaint?

You can complain if you think that:

- you received unsatisfactory customer service
- the correct procedures were not followed in relation to a funding process or decision.

This procedure cannot be used for appeals against funding decisions if the Regional or Local KiwiSport Advisory Group has followed the decision-making process correctly.

How do you make a complaint?

Stage One

If you are not happy with the service you have received, contact the staff member you first dealt with. They will try to resolve your complaint immediately. If this is not possible or you are still not satisfied, you will be referred to a formal complaints procedure.

Stage Two

If you were not satisfied with the response you initially received you can make a formal complaint in writing to:

The Compliance Officer
Aktive - Auckland Sport & Recreation
PO Box 302145
North Harbour, North Shore
Email: debbie.curgenven@aktive.org.nz

What do you include when making a formal complaint?

- When making a formal complaint, please tell us: your name and postal or email address
- briefly what the complaint is about
- when it happened

- who originally dealt with the matter
- what action is expected to put things right.

Your complaint will be acknowledged within seven working days of receiving it and a full response issued within 14 working days. If we cannot give a full reply in this time, we will tell you why and when you are likely to receive it.

If you are still not satisfied with the response at this stage you can refer your complaint to the CEO and Board of Aktive.

Monitoring Complaints and Improving our Record

Aktive will record all complaints and comments received about our services and procedures and the subsequent action taken. A record of all complaints will be kept for three years from the date on which the complaint was received. The number of complaints, their nature and the speed with which they are dealt with, will be monitored regularly.

Policy Principles

- Commitment – Management and staff are committed to the right of clients to complain. Complaints are seen as an opportunity for improving service.
- Visibility – How to complain and to whom will be obvious to staff and customers.
- Simple and Assisted – The steps in the complaints procedure will be straightforward and easy for customers to follow. Support and advice will be available to help customers complain.
- Fair and Confidential – All complaints will be dealt with equally, with respect. Respect includes maintaining confidentiality and a complainant's right to privacy.
- Responsive – All complaints will be acknowledged promptly and an approximate time frame for action given.
- Communication – Complainants and other affected parties will be kept informed of the progress of a complaint.

APPENDIX 4: LOCAL BOARD & RST BOUNDARIES

<p>COUNTIES MANUKAU SPORT 37% OF POPULATION Franklin Local Board Howick Local Board Mangere-Otahuhu Local Board Manurewa Local Board Otara-Papatoetoe Local Board Papakura Local Board</p>	<p>HARBOUR SPORT 22% OF POPULATION Devonport-Takapuna Local Board Hibiscus and Bays Local Board Kaipatiki Local Board Rodney Local Board Upper Harbour Local Board</p>
<p>SPORT AUCKLAND 26% OF POPULATION Albert-Eden Local Board Great Barrier Local Board Maungakiekie-Tamaki Local Board Orakei Local Board Puketapapa Local Board Waiheke Local Board Waitemata Local Board</p>	<p>SPORT WAITAKERE 15% OF POPULATION Henderson-Massey Local Board Waitakere Ranges Local Board Whau Local Board</p>

