



**SPORT
NEW ZEALAND**
IHI AOTEAROA

Sport NZ

Exceptional System

Support Fund

Guidelines

June 2020

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Introduction

Sport NZ's vision is simple - to get Every Body Active in Aotearoa New Zealand.

As Aotearoa deals with Covid-19, we know that active recreation and sport organisations are facing a difficult time. Sport NZ has developed a relief package in response to the immediate impacts of Covid-19. The Sport NZ Exceptional System Support Fund (the Fund) forms part of this Relief Package.

Purpose of the Sport NZ Exceptional System Support Fund

The purpose of the Sport NZ Exceptional System Support Fund is to help cover the fixed costs of national organisations whose primary purpose is play, active recreation or sport, that are experiencing short term financial hardship due to the impact of Covid-19. It is intended for organisations that don't already receive investment directly from Sport NZ.

The Sport NZ Exceptional System Support Fund (the Fund) aims to deliver immediate funding to help organisations remain financially viable through the immediate period of disruption created by the government's response to Covid-19 (i.e. through to August 2020).

This Fund provides additional financial help on top of other relief such as the Government Wage Subsidy, and other sources of funding.

The maximum amount you can apply for is \$40,000.

The Sport NZ Board has discretion to determine the final amount, if any, to be awarded from the fund to each eligible applicant.

Further information and enquiries

Please read this document and the FAQ carefully before beginning to prepare your application. The FAQ will be updated for new questions that arise during the application period.

Queries not addressed in the FAQ document may be emailed to ESS@sportnz.org.nz.

Who can apply

The Fund is open to national organisations whose main purpose is play, active recreation or sport, and that are experiencing short term financial hardship due to the impact of Covid-19, and that can demonstrate that Māori, Pacifica, young women and girls, or disabled people have access to the programmes offered.

National organisations

For the purposes of this fund we are defining a national organisation as one that operates across many regions of NZ so that it could be considered to have 'national reach', or provides opportunities to participants from across New Zealand. Eligible applicants must also be an incorporated society, registered charity, or charitable trust.

Financial hardship due to impact of Covid-19

This Fund is for organisations that are materially negatively impact by COVID-19. This means that:

- the organisation cannot cover fixed operating costs to August 2020,
- even after accessing other support from the Government and others,
- as a result of lost income, or income that is very likely to be delayed by more than six months, because of impacts of Covid-19 restrictions.

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, if applicable;
- cancelling commitments that will incur costs related to a cancelled event or programme;
- minimising other costs;
- alternative sources of income;
- collaboration with other organisations to minimise costs e.g. sharing resources;
- accessing government support and relief packages you are eligible for, including [Employment Support](#).

What we'll fund

The Exceptional System Support Fund is available to help cover fixed operating costs that you're currently unable to pay because of financial hardship caused by the impact of Covid-19. We will

This includes costs of:

- Insurances
- Power
- Phones
- Rent or facilities hire
- Equipment hire
- Eft-pos fees
- Regular maintenance that is normally scheduled for this time of year (i.e. to August)
- Rates
- Wages and salaries, and contract costs, that are not covered by the Government wage subsidy
- Fleet or vehicle costs (leases and on-road costs)

- Audit fees
- IT support arrangements
- Accountancy support arrangements, and other fixed costs associated with the Annual General Meeting
- Costs of events or programmes that had to be cancelled (not just delayed) because of Covid-19, where the costs can't be eliminated
- Costs of getting set up to operate with new Covid requirements (e.g. signage, hand sanitiser, etc.)

Fixed costs incurred by the national organisation in support of regional/local operations may also be covered.

Who cannot apply?

The following are not eligible for support from this fund:

- Individuals
- Schools and other educational institutions
- Professional sports teams
- For profit businesses / commercial organisations
- Facilities managers/owners i.e. property owner that isn't otherwise involved in providing the participation opportunities
- Territorial Authorities and local authorities
- Organisations that receive investment directly from Sport NZ
- Other Government agencies.

What won't we cover

The Fund does not cover:

- Costs of new programmes or events
- Costs incurred after August 2020
- Costs associated with professional athletes, professional sports teams, academies, or rep teams
- Capital costs
- Costs that are already covered by other relief arrangements; e.g. by a rent holiday, by the council or other landowner reducing charges for the use of facilities, by rates relief, by the Government's Wages Subsidy, other Government agencies or other funders. The Sport NZ website has more information for employers here: [Employment Support](#).

How to Apply

All applications must be submitted by 5pm 28 June 2020. All applications must be submitted on the form provided, and with attachments requested.

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.

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 have read the "Sport NZ Exceptional System Support Fund Guidelines" (this document)
- I will comply with the requirements set out in the "Protecting your information" section of the "Sport NZ Exceptional System Support Fund Guidelines"
- I confirm that information in this application is correct, and that any amount we receive as a result of this application will be used for purposes specified in the "Sport NZ Exceptional System Support Fund Guidelines"
- 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.
- PRIVACY: We authorise Sport NZ 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 Sport NZ makes to our organisation may be made public.

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 Sport NZ at ess@sportnz.org.nz.

Assessment of eligible applications

All eligible applications will be assessed. Sport NZ will decide how much to award to each applicant after the closing date for applications.

An overview of the process is as follows:

1. Sport NZ will review the eligibility of all applications. Those that do not meet eligibility criteria will not be assessed any further.
2. Sport NZ may contact the applicant to seek further information or clarification.
3. Sport NZ will assess eligible applications against assessment criteria, after the application closing date has passed.
4. Sport NZ will advise all applicants by email of the result of their application – either successful and the amount that will be paid, or not successful.
5. Sport NZ will publish a list of all successful applicants and the amounts paid to each after the fund is closed and all decisions have been made.

Assessment Criteria

A. Organisation purpose and opportunities provided

The Fund is intended to support organisations whose main purpose is play, active recreation or sport. We expect to see evidence of the participation opportunities for Māori, Pacifica, young women and girls, and disabled people.

B. Financial hardship due to impact of Covid-19

The Fund is intended to support organisations that are experiencing financial hardship due to the impact of Covid-19. All applications must include the amount of income estimated to have been lost as a result of Covid-19, and a description of how the financial hardship being experienced is due to the impact of Covid-19.

For example:

- Actual or budgeted loss of revenue from an event that was forced to be cancelled because of alert levels. Specify the event and planned date.
- Significantly reduced membership subscriptions or fees that you had to refund. Explain why and how you've calculated the reduction in revenue.
- Actual or budgeted reduction of revenue from gaming. Describe the information and expected outcomes.
- Actual or budgeted reduction in income from members. Explain why and how you've calculated the reduction.

C. Other actions already taken

Applicants must describe other assistance they have sought to mitigate the impact of Covid-19, and what actions have already been taken to address their situation.

Describe decisions, actions, when they were taken, and the result. For example, what additional support you've accessed, how you are changing your operating costs, outcome if you applied for the Government wage subsidy, what costs you have already reduced.

D. Financial information

Applicants must supply some information about annual income and total costs, about GST registration, and about bank balances, term deposits and investments. This is to provide a view of the overall financial situation.

The most recent annual financial statements must be attached to the application. These must be no more than 18 months old. i.e. the end date of the financial statements must not be earlier than November 2018.

By submitting an application, the applicant accepts that Sport NZ 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 for the intended purpose are to be refunded to Sport NZ.

Protecting your information

Before preparing your 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 1993

The Privacy Act 1993 covers how Sport NZ collects and stores 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.

Accuracy of your information

It is the responsibility of the primary 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.

Application form Questions

These are the questions in the 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 in the form provided.

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

2. What is your organisation's main purpose?
3. Please describe how you meet our definition for a national organization. For example: if you're the recognised national body with international affiliation, which regions you operate in, what regional reach you have for participants/members.
4. What type of organisation are you?
5. What is your Incorporated Society Number or New Zealand Business Number (NZBN). We will look these up on <https://www.nzbn.govt.nz/>
6. Is your organisation registered for GST?
7. What is your GST Number?
8. What is your Organisation's bank account name?
9. What is your Organisation's bank account number?
10. Please attach a photo or screenshot of your latest bank statement, with the bank account number clearly shown. You must attach a file for application to go to the next page.

Application for Funds

11. Please describe what your organization does, and how you provide opportunities for Māori, Pacifica, young women and girls, or disabled people. (Activity, number of participants, type of participation i.e. one off or repeat, where your participants are from, number of organisations associated etc)
12. Please describe the financial hardship your organisation is experiencing as a result of Covid-19
13. What is the \$ value of income you estimate your organisation has lost/will lose as a result of Covid-19? This can include retrospective losses from 1 March 2020, and/or projected losses through to 31 August 2020. Please enter the value, no \$ symbol

14. Please detail any supporting information relating to question 13, e.g. how the losses were calculated.
15. What actions have you already taken to minimise this impact? Describe decisions, actions, when they were taken, and the result. For example, outcome if you applied for the Government wage subsidy, what costs you have already reduced, how and when you are planning to use cash reserves.
16. Fixed costs you are applying for – list each cost and amount. E.g. “Electricity bills June to August \$xx”. Note that we will cover costs for the period March to August 2020 only. These amounts may be from actual bills received already, or estimated costs.
17. Do these costs included GST?
18. If your organisation has any reserves or savings, please tell us the \$ value. Please enter the value, no \$ symbol
19. Please detail any supporting information for Q18 e.g. amounts that are already contracted, or have been set aside for specific projects, and what they are committed/intended for
20. Attach your latest annual financial statements, that are no more than 18 months old

Conditions of application

21. 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
22. I will comply with the requirements set out in the “Protecting your information” section of the “Sport NZ Exceptional System Support Fund Guidelines”
23. I confirm that information in this application is correct, and that any amount we receive as a result of this application will be used for purposes specified in the “Sport NZ Exceptional System Support Fund Guidelines”
24. PRIVACY: I note the “Protecting your information” section of the “Sport NZ Exceptional System Support Fund Guidelines”. We authorise Sport NZ 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 Sport NZ makes to our organisation may be made public.