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Tū Manawa

Active Aotearoa

Community Guidelines 2024-2028
Sport Manawatū

July 2024

Palmerston North (Head Office)
40 The Square - Te Marae o Hine
Palmerston North 4410
06 357 5349

Feilding
Makino Aquatic Centre
Feilding 4702
06 323 6900

Tararua
40 Denmark Street
Dannevirke 4930
06 374 4989

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Introduction

Tū Manawa Active Aotearoa (Tū Manawa) is an activation fund that supports tamariki (5-11yrs) and rangatahi (12-18yrs), particularly those that are less active, to access quality play, active recreation, or sport opportunities of their choice in their community or school and kura.

The meaning behind Tū Manawa means:

- Tū - 'to stand' and
- Manawa - 'breath'.

In the context of play, active recreation and sport the name calls to all New Zealanders to live Sport NZ's vision - 'Every Body Active'.

The fund is managed, on Sport NZ's behalf, by Sport Manawatū and is designed to ensure it reaches the communities that need it most.

A wide range of organisations that provide physical activity opportunities for tamariki and rangatahi are encouraged to apply, particularly those supporting the following target groups that are known to be less active:

- Young women and girls (5-18yrs)
- Disabled tamariki and rangatahi (5-18yrs and including those in schools up to the age of 21)

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06 323 6900

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- Multi-Cultural Community

We also welcome applications supporting less active tamariki and rangatahi outside of these target groups.

Who can apply?

We welcome applications from the following organisation types (please note, funded entities must have legal status):

- hapū, iwi, marae, Māori organisations
- incorporated clubs or societies
- Charitable Trusts
- regional or local councils
- for-profit businesses/commercial organisations and social enterprises
- education settings:
 - Primary/Intermediate schools/Kura¹
 - Secondary schools/Wharekura¹
 - Tertiary Education/Whare Wānanga

Where an organisation or group wishes to apply but has no legal status, we recommend you consider partnering with a qualifying (legal) entity.

Where a project or programme is to be delivered in a school/kura setting **during class time** and **involving external provision** the application needs to show evidence that the school or kura has been involved in the design of the project/programme, that it is based on participant wants and needs, and that it addresses the barriers to access for the students within that school or kura.

In this case the [Implementation in a school/kura settings](#) template must be attached to your application – this should be read in conjunction with the [Working Together for Tamariki](#) support document on the Sport NZ website.

Who cannot apply?

The following are not eligible to apply:

- national organisations who receive Partnership Investment from Sport NZ
- individuals
- professional or semi-professional sports teams and organisations

¹ Māori medium education settings where classroom instruction is presented in Te Reo Māori at least 51% of the time.



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- government agencies and their regional branches (for example, Ministry of Health, Oranga Tamariki)
- Early Learning Services.



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What can be funded?

This is an **activation** fund that is intended to address barriers that tamariki and rangatahi face in accessing quality physical activity opportunities. A clear idea of what those barriers are, along with evidence that you have ensured your initiative is wanted and needed by participants, must be included in your application.

This includes costs of (among others):

- project or programme delivery (for example, venue or equipment hire, transport to event)
- equipment (only when it is needed as part of a project, activation, or programme)
- officials and coaches, where these are **required** for delivery of the programme
- staff that will deliver the programme, where they are not already funded from other sources

What will not be funded?

The fund does not cover:

- costs of retrospective programmes or events (those that have already been completed or held)
- costs associated with representative teams (including uniforms, travel, accommodation etc), academies, professional athletes, or professional sports teams,
- capital infrastructure (for example, facility development, or playgrounds)
- administration and on-going costs (for example, rent, internet, or power)
- wages or annual salaries of existing funded staff or staff who are not involved in the planning or delivery of the project or programme.
- medals, prizes, giveaways, and spot prizes
- school-based swimming programmes
- projects from organisations that have failed to report on past projects

Sport NZ maintains a searchable database of potential funding sources on its website that might provide financial support for areas not covered by Tū Manawa. To generate a list of these opportunities [click here](#).

Examples of successful applications are on [the Community Stories](#) section on Sport NZ's website.

How much can I apply for?

Sport Manawatū will determine any limits on the amounts that can be applied for in their funding rounds. You should check [Sport Manawatu's website](#) for more information.

When do funding rounds open and close? Is it the same in each region?

Palmerston North (Head Office)
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06 323 6900

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06 374 4989

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While there is some national consistency (criteria, outcomes, eligible organisations, application processes etc) each region will establish funding rounds that work best for their community. You should check [Sport Manawatu's website](#) for more information.

Application information

Your application must deliver [quality](#) play, active recreation, and sport opportunities and experiences that contribute to the wellbeing of tamariki and rangatahi in Aotearoa, New Zealand. This includes listening to the wants, needs and aspirations of tamariki and rangatahi, and ensuring the activity you are providing responds to those insights.

Supporting Quality Experiences

Your project or programme must consider the concept of [quality](#) and the holistic needs of the intended participants. To assist your thinking the resources below might help:

- [Balance is Better](#)
- [Sport NZ's Play Plan](#)
- [Te Whetū Rehua](#)
- [Three Approaches](#)
- [Quality Indicators](#)
- [Mana Taiohi Principles](#)

The quality of the play, active recreation, or sport experience for tamariki and rangatahi is often enhanced by the involvement of whānau/family. We encourage applicants to particularly engage with them in the development of the project or programme where their support might be a critical contributor to a participant's enjoyment of the experience, or an important vehicle to address the barriers that a young person has in accessing the opportunity (such as transport or supervision).

Kaupapa Māori Applications

Kaupapa Māori applications should reflect the needs and aspirations of whānau Māori. These will be considered against the Te Whetū Rehua framework ([more information here](#)). Kaupapa should be able to give effect to the principle of success "As Māori" ensuring that all 5 criteria of Te Whetū Rehua are clearly demonstrated in the application. The closer your kaupapa maps to the inner star closest to the "As Māori" centre the more likely it is to contribute to better outcomes for Māori.

We strongly recommend you contact the He Oranga Poutama provider in your rohe before you start work on your application, to make sure you understand the Te Whetū Rehua approach and to enhance your prospects of a successful result.

We encourage applications in Te Reo Māori.

Reporting

Successful Tū Manawa fund recipients are required to provide a simple report at the end of the project. This report will outline whether the project achieved its outcomes (i.e. what it set out to do), the number of participants involved and a financial summary.

Sport Manawātū will distribute a report template when funding is confirmed. You are welcome to provide imagery (videos, photos) or feedback from participants and supporters, that demonstrate the impact of your programme.

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06 374 4989

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This report must be returned to the Sport Manawātū before any further funding applications are accepted.

Application questions and information

The questions you will be asked to complete in the application are attached as Appendix One.

We strongly recommend you contact Sport Manawātū before you start work on your application to make sure you understand Sport Manawātū's priorities, processes, and expectations, and to enhance your prospects of a successful result. Sport Manawātū might provide an opportunity to complete a one-page summary of your proposal for feedback, before you commence the full application – contact Sport Manawātū to understand their local application process.

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You should collect some information before you start:

- Evidence that you have sought the views of tamariki and rangatahi, and that they want the activity opportunity you are providing. Also, that you know what the barriers are that participants face in accessing your activity and have addressed these in your application.
- Any policies that safeguard children and young people in your activities (see below).
- An income and expenditure budget.
- If you are working inside a school classroom, a completed form showing sign-off by the school.

Protecting the health & safety of participants

A priority for any organisation working with children and young people is to have policies and procedures in place that protect their health, safety, and wellbeing. It is expected these are in place before any funding applications can be accepted.

Applicants must upload up to three examples of the organisation's policies or plans that reflect these intentions (for example, RAMS form, Health and Safety Policy, Child Safeguarding Policy etc).

Some information and examples of policies and plans can be found below:

- [Child Safeguarding](#)
- [Police vetting process](#)
- [Child Protection](#)
- [Risk Management](#)
- [E-learning modules for Child Protection and safeguarding](#)

How to apply

Sport Manawātū will lead the application, distribution, and reporting requirements for this fund.

Visit [Sport Manawatu's website](#) for application information and to apply. We strongly recommend contacting Sport Manawātū before applying, as they may provide advice or assistance with your application.

Sport NZ encourages Sport Manawātū to respond to the needs of its communities – for this reason there is unlikely to be a common approach across the country to managing the application and decision-making process. This is appropriate as the fund is positioned to respond to local communities and hapori, and not regional or national applications.

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Application assessment process

Incomplete or ineligible applications will not be considered.

Eligible applications will be assessed by a panel in each region.

Please check [Sport Manawatu's website](#) for specific details.

An overview of the process is as follows:

1. A panel will assess applications against assessment criteria and available funding. They will also be looking for a spread of play, active recreation and sport projects or programmes, and a balance of support across different geographic communities.
2. Where an application is for delivery in a kaupapa Māori context, appropriate kaimahi Māori with knowledge of Te Whetū Rehua will consider that application against Te Whetū Rehua assessment criteria. Find out more information about the Te Whetū Rehua framework on Sport NZ's website, [here](#).
3. Sport Manawātū will advise all applicants by email of the result of their application – whether they are successful or not successful.
4. Sport Manawātū will develop investment agreements or contracts with successful applicants; this will include expectations of an end of programme report.
5. Sport Manawātū will publish a list of all successful applicants and the amounts awarded to each.

Information you provide in your application

Sport NZ, as a Crown Entity, has obligations in relation to the information provided in your application form. These include the Official Information Act 1982 and the Privacy Act 2020, and, if inaccurate information is provided, fraud detection. For information about these obligations and how they might affect you please see Appendix Two. You should only submit an application if you have read and understood these requirements.

Further information

If you need further guidance throughout the application process or experience technical difficulties when submitting your application, contact your local Sport Manawātū.

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Appendix One

Application form questions

We recommend that you review the questions in the application form carefully and make notes before you start the application process. This will help make sure you have all the information you need before you begin.

Organisation Information

1. Organisation name (applicant)
2. Tell us about your organisation and what you do (*250 words*).
3. Organisation's physical / registered address (applicant). This must include the street, suburb, town/city, and postcode.
4. What 'type' of organisation are you? (e.g. Incorporated Society, Charitable Trust, Social enterprise, Regional or Local Councils, For-Profit organisation, Primary/Intermediate school/Kura, Secondary school/Wharekura, Tertiary Education/Whare Wānanga, Marae, Hapū, Iwi, Māori organisation)
5. If relevant, what is your Incorporated Society Number or New Zealand Business Number (NZBN). You can find these at <https://www.nzbn.govt.nz/>
6. Who is completing this application and what is your role in the organisation (e.g. Chairperson, Treasurer, CEO). This must include first name, last name, email address, phone number, role in the organisation.

Activity Information

7. What is the name of your initiative/activity/project?
8. Tell us about the activity you plan to deliver in detail; what will you do, what do you hope to achieve, where will it occur, how many sessions will you deliver (and for how long) etc? (*300 words*) - If you wish to include additional information about your activity please upload it here.
9. How do you know that tamariki and rangatahi want the activity you are providing? (i.e. Who have you spoken to? What evidence or insights do you have?).
10. What barriers do participants face in accessing your opportunity? How will your proposal resolve those barriers?
11. How many participants do you expect to be involved in your activity?
12. Who will be involved in this activity (tamariki | children aged 5-11, rangatahi | young people aged 12-18, young women and girls, disabled tamariki and/or rangatahi).
13. Is this a new, existing or modified/expanded project or programme?
14. What are the proposed dates of your activity, start and end date. Please consider that if you are successful, it may take some time to put an agreement in place.
15. What setting/s will your project take place in (can be more than one). (Community settings/Hapori, Environment/Te Taiao, Primary/Intermediate school/Kura, Secondary school/Wharekura, Tertiary Education/Whare Wānanga, Marae, Home setting, Other)
 - a. If any part of the activity is to be delivered in schools or kura please advise when; Out of Class time, in

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class (curriculum) time delivered by school staff, In Class (curriculum) time delivered by an external organisation

- b. Where an outside provider is to be accessed to support the curriculum delivered by schools and teachers, the school/kura must support the application for funding to support this activity, and must be confident the following checklist areas have been addressed:
- Have both parties read and discussed the schools support document (school and provider)?
 - Is there a shared understanding regarding goals, learning outcomes, roles, and responsibilities?
 - Are you confident the project will enhance the NZ Curriculum/Te Marautanga o Aotearoa but not replace the role of the teacher / kaiako?
- c. Where an outside provider is delivering in curriculum time the signed "Implementation in a School/Kura Setting" document should be completed and uploaded here
16. Is your activity provided in a kaupapa Māori context? (yes or no)
- a. If the answer to 14 is 'Yes', we are interested to what degree your activity is presented using an "As Māori" approach.
- Whanaungatanga** - whānau, hapū, iwi, Māori. Emphasis is to support whakapapa and kaupapa Māori groups
 - Kaitiakitanga** - guardianship and /or connection to places of whakapapa significance.
 - Taonga Tuku Iho** – customary activities handed down
 - Rangatiratanga** - Māori-governed, managed and/or delivered by Māori.
 - Te Reo Me Ōna Tikanga** - Māori language and custom central to unique Māori identity – the practice and teaching.

17. What do you hope to achieve with this project?

- Improve access to play, active recreation or sport opportunities
- Improve the skills (physical, social, or cultural) of participants
- Improve the quality of an existing activity opportunity
- Increase the number of participants in my activity
- Introduce less active tamariki and rangatahi to a new opportunity
- Strengthen social connections and sense of belonging
- Develop cultural identity through physical activity

18. How will you know that you've achieved the above aims of your project? (Your judgement, participant feedback, other external feedback, other).

Financial Information

19. What is the total amount you are applying for from Tū Manawa?

- a. A budget template needs to be downloaded, completed and then uploaded to support your application. Figures should be GST exclusive.

Conditions of application

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20. Please verify that you have policies and procedures in place that are required by your organisation/sector/industry, and to ensure the safety of children and young people (e.g. Health & Safety policies and procedures, Safeguarding Children policies and procedures, police vetting) - Please upload up to 3 examples of the policies and procedures above.
21. Conditions of application (all fields must be acknowledged for this application to be eligible)
- 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 “Tū Manawa Active Aotearoa Community Guidelines 2024-2028.
 - I have read and understood the matters set out in the “Protecting your information” section of the “Tū Manawa Active Aotearoa Community Guidelines 2024-2028” and have advised my organisation’s Directors, Trustees, and/or Committee Members of the information in that section.
 - 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 purpose specified in this application.
 - I acknowledge that Sport NZ/Regional Sports Trust 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.
 - I agree to provide a final report at the conclusion of this project on a template to be provided by Sport Manawātū.

You can save your application in progress and return to it at a later time. An email with a link to your application will be sent to the email address provided in Q6 of the Application Form.

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Appendix Two

Essential information

Official Information Act 1982

The Official Information Act 1982 (OIA) covers how Sport NZ must handle OIA requests received by members of the public. Applications for funding are among the documents that can be requested under the OIA. The general requirement is for official information to be released (in response to a request) unless there are grounds to withhold it and the balance of the public interest does not favour making that information available. The protection of the privacy of an individual is one of the grounds that may apply to withhold personal information under the OIA.

If you consider that some of the information provided in your application is 'commercial in confidence', then this information should be clearly marked in your application.

Please note: As a Crown Entity Sport NZ may release the name of your organisation and the funding you receive on its website as part of its commitment to Open Government.

If you would like further information on the OIA, please refer to the [Ombudsman New Zealand's website](#).

Privacy Act 2020

The Privacy Act 2020 covers how Sport NZ and Sport Manawātū 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 will use the personal information provided by you to conduct appropriate identity checks before any funding can be released.

A person may request access to their personal information at any time from Sport Manawātū or Sport NZ or request for their personal information to be corrected or updated.

For further information on the Privacy Act, please refer to the [Office of the Privacy Commissioner's website](#).

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 suspected, we will provide details to law enforcement agencies.

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