



NZPF National Property Fund

Notes to Help You Complete the

NZPF Application for Funding & Project Approval

Form

This form is used for the dual purposes of:

- a. seeking formal approval for a Capital Works project to be undertaken on a Playcentre building, and*
- b. applying for funding from the NZPF National Property Fund to be allocated for the Capital Works project.*

*When you fill out the form - you simply highlight the red text (“**xxxxxx**”) then start typing to replace the red text.*

Section 4 - *involves providing information about the representative of the Playcentre who can be contacted by the NZPF Property & Assets Manager to discuss the application and the project (the name, phone number, email contact - and the specific role/designation [e.g. Committee President] that the person holds in the Playcentre.*

Section 5 - *involves providing a basic description of the project [e.g. “Kitchen Upgrade”; “Roof Replacement”; “Resolve Drainage Issues”; etc] - and also an opinion (with supporting reasons) as to what Category and Priority Rating (from the NZPF “National Property Fund Criteria” document) you think the NZPF Property & Assets Manager should classify this project in when considering the application.*

Section 6 - *involves providing the financial calculations that make up this project application. All figures should be GST-exclusive.*

Section 7 - *involves providing details of all external funding applications made in relation to this project - specifically the funding agency the application was made to, and the response received.*

Section 8 - *involves providing a full outline of the current situation, and the issues needing to be resolved. This can be presented in bullet-point or paragraph format.*

Section 9 - *involves providing a full outline of how the current situation and issues will be resolved - i.e. exactly what work will be carried out in the project. This can be presented in bullet-point or paragraph format.*

Section 10 - *every project needs to have a person with the required knowledge and expertise to “manage the project” - i.e. interact with the authorities and tradesmen to ensure that the work is completed to the required standards. If the Centre is not able to provide this person - the NZPF Property & Assets Manager has a list of suitably qualified people who may be able to assist. This section involves providing information about this person (the name, phone number, email contact - and the specific role/designation/qualifications/experience that the person holds.*

Section 11 - *involves providing information about any additional work that is outside the “National Property Fund Criteria” (and is therefore fully-funded by the Playcentre) that will be*

undertaken as part of this project. This can be presented in bullet-point or paragraph format - and the costs should be clearly identified in quote documents.

Section 12 - *involves providing confirmation about any extra approvals that may be required in relation to the project. The options of “**Yes / No / n/a**” are presented - you simply remove the options that do not apply.*

Section 13 - *involves providing information about the licensing. Roll Numbers and Training Numbers of the Playcentre. You simply enter the licensing status (e.g. full, suspended, etc) and whether or not there is a waiting list - then enter the relevant numbers in each of the other spaces.*

Section 14 - *involves providing information about any funding the Playcentre is holding for any purpose other than “general operating expenses” or the project relating to this application. This can be presented in bullet-point or paragraph format - and the amounts should be clearly identified.*

Section 15 - *involves providing a summary of the comparative quotes that have been received for each of the trades or sections of work involved in the project. You are requested to cut and paste a copy of the table for each of the trades/sections of the project, then to fill in the information requested - and also to provide copies of each of the quotes received.*

Section 16 - *involves providing a full outline of the preferred quotes that have been received for each of the trades or sections of work involved in the project. You are requested to ensure that any additional work that is outside the “National Property Fund Criteria” (and is therefore fully-funded by the Playcentre) that will be undertaken as part of this project is clearly identified- and also to provide copies of each of the quotes received.*

Section 17 - *involves providing full details of any potential conflict of interest situation that could develop due to a personal or family relationship between any member of your Playcentre community and any contractor carrying out the work - e.g. does a member of your Playcentre community or a direct family member work for a company who will be carrying out the work.*

Section 18 - *involves providing a full outline of how the Total Project will be funded - i.e. to confirm that the project can be completed and paid for. You are requested to simply enter the GST-exclusive amounts of money in each section.*

Section 19 - *involves providing confirmation (by typing “**yes**” in the relevant space) that you accept the statements - then signing the application form.*

Section 20 - *involves providing confirmation about any additional supporting documentation that may be required in relation to the project application. The options of “**Yes / No / n/a**” are presented - you simply remove the options that do not apply and add the relevant documents.*

FACTORS WHEN CONSIDERING APPLICATIONS

*Clause 8.1 of the **NZPF National Property Fund Criteria** confirms that the NZPF Property and Assets Manager, when processing applications will consider the following factors.*

Administrative Considerations:

1. How much National Property Funding is available for allocation?
2. Timeframe - when is the funding required (cf National Property Fund cashflow)?
3. Has the Centre provided/updated National Property Database information.

Project Considerations

1. What is the Category and Priority level of this application?
2. What other projects are in the consideration stage under that Category/Priority Level?
3. What other projects are in the preparation stage under that Category/Priority Level?
4. What will be the effect on the Playcentre of this application being declined/deferred?

Characteristics & Viability of the Playcentre

1. What ability does the Playcentre have to fund the project from other means (local fundraising or external funding)?
 2. What funding has the Centre previously received from National Property Fund & RCWS?
 3. What is the current financial situation/roll numbers/number of weekly sessions/etc of the Playcentre?
 4. What are the demographic trends in the local community (e.g. trend in number of young families living in the local community around the Playcentre)
 5. If the application is approved - what is the ratio of \$-per child for the investment that will result?
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