



NZPF National Property Fund

Notes to Help You Complete the

NZPF Project Approval Form

This form is used for the purpose seeking formal approval for a Capital Works project to be undertaken on a Playcentre building.

When you fill out the form - you simply highlight the red text ("xxxxxxx") 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 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 7 - *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 8 - *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 9 - *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 10 - *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 11 - *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 12 - 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 13 - involves providing confirmation (by typing "yes" in the relevant space) that you accept the statements - then signing the application form.

Section 14 - 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.
