

Playcentre Aotearoa's Application for Funding and Project Approval



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 National Property Fund to be allocated for the Capital Works project.

When completing this form - please refer to the:

- a. Playcentre Aotearoa "National Property Fund Criteria" document, and
- b. Playcentre Aotearoa "Notes to Help You Complete the Application for Funding & Project Approval Form" document.

When you fill out the form electronically - you simply put your cursor in front of the red full-stop and start typing.

- 1. **Date** .
- 2. **Name of Playcentre** .
- 3. **Address of Playcentre** .
- 4. **Playcentre contact person** .
 - Phone numbers .
 - E-mail .
 - Designation/Position .
- 5. **Basic Description of Project** .

Project Category

CATEGORY	Which Category Do You Think & Why
CATEGORY A: MAINTENANCE (MAJOR) Total Project Cost - between \$500.00 - \$10,000.00	.
CATEGORY B: EMERGENCY Minimum Total Project Cost - \$1,000.00	.
CATEGORY C: CAPITAL WORKS Total Project Cost - between \$7,500.00 - \$100,000.00	.
CATEGORY D: NEW LAND AND/OR BUILDINGS FOR EXISTING PLAYCENTRES Maximum allocation for new land - \$200,000.00 Maximum allocation for new building - \$200,000.00	.



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Project Priority

	DESCRIPTION	Which Priority Do You Think and Why
1	Regulation non-compliance and/or immediate health and safety risk, such as lead based paint, asbestos and sanitary hazards. Loss of premises.	.
2	Projects which if left longer will result in additional significantly compounding costs and exponential damage - e.g. leaking roof, floor/sub-floor damage, electrical failure, etc.	.
3	All other projects including new land and or buildings.	.

6. Financial Calculations (*all figures are GST-exclusive*)

a. Total Amount of Funding Being Applied For	\$
b. Centre Contribution (at least 20% of Total Project Cost)	\$
c. Other Funding	\$
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TOTAL PROJECT COSTS (a + b + c)	\$

7. Details of any External Funding Applications Made in relation to this project

.

8. Outline of Existing Situation (*please include photographs*)

.

9. Detailed Description of the Work to Be Undertaken

.

10. Project Manager

Phone numbers	.
E-mail	.
Designation/Position	.

11. Any additional work being undertaken that is outside National Property Fund Criteria

.



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12. Any Approvals Required

	Is Approval Required?	Is Copy of Written Approval Attached?
Ministry of Education	Yes / No / n/a	Yes / No / n/a
Leasor / landlord	Yes / No / n/a	Yes / No / n/a
Local Authority	Yes / No / n/a	Yes / No / n/a
Health Department	Yes / No / n/a	Yes / No / n/a

13. Licencing, Roll & Training Information of the Playcentre

Licencing Status (i.e. full license?)

Number of Children Licensed For

Number of Families

Number of Sessions per week

Is there a waiting list (Y / N) No. of Chn on Waiting List

Education and Training

	Number of Members Completed	Number of Members Enrolled and in Training
Course 1	<input type="checkbox"/>	<input type="checkbox"/>
Course 2	<input type="checkbox"/>	<input type="checkbox"/>
Course 3	<input type="checkbox"/>	<input type="checkbox"/>
Course 4	<input type="checkbox"/>	<input type="checkbox"/>
Course 5 and/or Course 6	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

14. Details of any funds being held by the Centre for any purpose other than the project relating to this application

15. Comparative Quotes (cut & paste this section for each component of the project)



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Quote For

	Preferred Quote	Alternative Quote
Quote Provided By	.	.
Date of Quote	.	.
Total of Quote (excluding GST)	\$	\$
Reason for Preferred Quote	.	

(add copies of all quotes)

16. Summary of Expenditure

	Contractor/Supplier	Amount
Project Manager / Overseer	.	\$.
Architect / Draughtsman	.	\$.
Building Consent/LIM/PIM	.	\$.
Building Contractor (s) (include Roof/fences/gates/drives/paths)	.	\$.
	.	\$.
	.	\$.
Electrician	.	\$.
Plumber (include drain-laying/earthworks)	.	\$.
Painting/Decorating	.	\$.
Legal Costs	.	\$.
Surveys - Site / Building	.	\$.
Other Costs	.	\$.
	.	\$.
<hr/>		
TOTAL EXPENDITURE		\$.



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17. Potential Conflict of Interest (please provide details if any of the contractors/companies involved in submitting quotes for this project, or who will be involved in carrying out the work, have any personal or family relationship with any member of your Playcentre community - 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).

18. Summary of Income

INCOME: (GST Exclusive)

Playcentre	\$.
External Funding	\$.
National Property Fund	\$.
<hr/>	
TOTAL INCOME	\$.

20% Centre Contribution Breakdown

Cash	\$.
Donated Labour (\$16.00 p/hr x <u>xx</u> Number of people)	\$.
Donated Goods (please provide list)	\$.
Other (Please specify)	\$.
<hr/>	
TOTAL CENTRE CONTRIBUTION	\$.

19. Confirmations

In signing this Application You are Confirming that:

- the information contained in this application is correct. :
- the project has been approved by your Playcentre community. :
- when the project is completed, you will provide the Property & Assets Manager with a completed Final Report. :

Signature





20. Other Supporting Documentation Required

In addition to this Form - the following additional supporting documentation is required:

- | | |
|--------------------------------------------------------------------------------------------------------------------|-----------------------|
| a. <i>(if it hasn't already been provided)</i> - the completed National Property Database booklet & documentation. | <u>Yes / No / n/a</u> |
| b. photographs showing the existing situation, issues or problems <i>(Section 8)</i> . | <u>Yes / No / n/a</u> |
| c. copies of all approval documents <i>(Section 12)</i> . | <u>Yes / No / n/a</u> |
| d. copies of all quotes provided <i>(Sections 15-16)</i> . | <u>Yes / No / n/a</u> |
| e. confirmation of external funding applied for and/or received <i>(Section 7)</i> . | <u>Yes / No / n/a</u> |
| f. confirmation of Centre Contribution Funding <i>(Sections 6 & 17)</i> . | <u>Yes / No / n/a</u> |

