

Playcentre Aotearoa's Application for Funding Assistance and Project Approval



This form is used for the purpose of seeking formal approval and funding assistance for Maintenance, Emergency and Capital Works projects to be undertaken on a Playcentre building, where funding assistance is being sought from the National Property Budget.

This form must be completed PRIOR to beginning a building project (that affects the structure/layout of the Playcentre (either internally or externally) and includes playground development or purchasing fixed assets/equipment or appliances

- **This form must be sent to Regional Property Coordinator BEFORE work commences or purchase is made. Contact your RPC for support.**
- Project funding assistance meetings are held second Wednesday of each month, excluding January, and approval plus confirmation of any funding assistance to be provided will be notified within 5 days of the meeting.
- NO work shall begin or purchase made until written approval is received from Playcentre Aotearoa.
- Once completed please supply photos, final costs and confirmation of project completion.
- If you are NOT seeking funding assistance from the National Property Budget from Playcentre Aotearoa please complete Form 12.1.2 Application for Project Approval instead.
- If the work is not carried out within 4 months, re-confirmation will be required.
- Please file this approval form in your Property Manual/Folder at centre

When completing this form - please refer to the "[National Property Budget Project Criteria Procedure](#)" and "[Notes to Help You Complete the Project Funding Assistance and Approval Form](#)" documents.

1. **Application Date**

2. **Name of Playcentre**

3. **Address of Playcentre**

4. **Contact Details of Playcentre Member Responsible for Project**

Name

Phone numbers

E-mail

5. **Contact Details of Person in Charge of Project/Project Manager (if different than above)**

(This person will supervise the work to ensure it is completed to a satisfactory standard and report to RPC, refer to notes to help you complete the application form for competencies and responsibilities for this position)

Name

Phone numbers

E-mail

Qualifications/Experience

6. **Is this project/purchase part of your 5-year Property and Equipment Plan?**

Y

N

If not please explain why?

7. **Please confirm the Asbestos and Lead Acknowledgement Form has been completed and signed.**

Y

N

(include a copy with this application & a copy of the asbestos refurbishment survey and/or lead testing report once completed, prior to work starting on site)

8. **Please confirm Annual Property and Playground Checklists have been completed for this Financial Year**

(include a copy with this application if you have not previously sent this to your Regional Property Coordinator.

Y

N

Please note that applications will not be accessed unless these checklists have been completed)



Playcentre

12.1.1 Application for Funding and Project Approval Rev2

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9. Project or Purchase Description

- Please explain in detail the existing situation and/or problem/s and the proposed project/purchase and works required to be undertaken.
- Make sure you note any issues that may cause licensing or other non-compliance and any health and safety issues such as lead based paint, asbestos, sanitary hazards.
- Please provide separately drawings, plans, photos and any other information to help describe the situation and solution.
- Please detail any further works that are being undertaken for which you are not seeking funding assistance.
- Please outline when the work will be undertaken.



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Financial Information

10. Is the expenditure included in your budget? Y N
 (If not please explain why.)

11. **Centre Financial Status**

a. Please confirm current bank balance for all accounts and term deposits

(please break down for each account/term deposit and let us know if term deposits can't be broken straight away)

Bank Accounts	\$	\$		Total	\$
Term Deposits	\$	\$		Total	\$
				TOTAL	\$

b. Please list any tagged funds being held in your bank accounts (amounts and what for)

(Separate funds tagged because of grants etc that are unable to be spent on anything but what the grant is for and those that are being put aside by Centre for projects. Reserves (4 months overheads) are those funds put aside to cover costs until the next Bulk Funding round – please note what these are intended to cover). Please add another line if there are not enough.

Centre Reserves	\$	For: _____
Grant Tagged Funds	\$	For: _____
	\$	For: _____
	\$	For: _____
Centre Project Tagged Funds	\$	For: _____
	\$	For: _____
	\$	For: _____
	\$	For: _____

c. What other projects have been approved in the last 5 years and the amount of funding received from Playcentre Aotearoa (or other Playcentre entity).

Project: _____	Amount Received: \$ _____	Date Y/M Received: _____
Project: _____	Amount Received: \$ _____	Date Y/M Received: _____
Project: _____	Amount Received: \$ _____	Date Y/M Received: _____
Project: _____	Amount Received: \$ _____	Date Y/M Received: _____



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12. Financial Calculations (all figures are GST-exclusive)

TOTAL PROJECT/PURCHASE COST	\$
Playcentre Funding (min \$500 or 20% whichever is greater)	\$
National Property Budget Contribution	\$
Contingency (10% of Total Project Cost – if required)	\$
Centre Contribution Breakdown	
Cash	\$
External Funding (please provide list – all applied for whether accepted or not)	
Grant Provider: _____ Amount Applied: \$ _____ Received:	\$
Grant Provider: _____ Amount Applied: \$ _____ Received:	\$
Grant Provider: _____ Amount Applied: \$ _____ Received:	\$
Donated Goods (please provide list)	\$
Other (please specify)i.e. labour (\$ p/hr X number people)	\$

13. Comparative Quotes (fill in this section for each component of the project and include a copy of all quotes with this application)

Quotes For _____

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

Quotes For _____

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



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Comparative Quotes (delete this page if you do not need it)

Quotes For _____

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

Quotes For _____

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

Quotes For _____

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



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14. Summary of Expenditure

(Please complete this section, if you do not have contractors please note TBC – to be confirmed)

	Contractor/Supplier	Amount
Project Manager/Overseer	_____	\$
Architect/Draughtsman	_____	\$
Building/Resource Consent/LIM/PIM	_____	\$
Asbestos Refurbishment Survey	_____	\$
Asbestos Removal	_____	\$
Lead Testing	_____	\$
Building Contractor (s) <i>(include roof/fences/gates/drives/paths)</i>	_____	\$
Electrician	_____	\$
Plumber	_____	\$
Drainlayer/Earthworks	_____	\$
Painting/Decorating	_____	\$
Legal Costs	_____	\$
Site or Building Survey/s	_____	\$
Other Costs	_____	\$

15. **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).*

Playcentre Information

16. What is the licensing status of the Centre? Full Playgroup SPACE Only Hub Empty
17. How many Sessions per week?
18. What number of Children is the Centre licensed for?
19. How many children are enrolled and how many families are at the Centre?

Approvals

20. **Has this been discussed fully with the Playcentre member group?** Y N
(if no then explain why)
21. **Have the proposed works/purchase been agreed with the Playcentre Committee?** Y
(if no then explain why)
22. **Is approval required from Ministry of Education, Landlord, Local Authority or Health Department?** Y N
(Please provide copies of the approval documents if required)



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Confirmations

- 23.** 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 a completed final report to your Regional Property Coordinator
 - If you're unable to provide a digital signature please print your name and tick the adjacent box to confirm you have understood the information provided.

Playcentre Representative Signature

Date

Playcentre Aotearoa Regional Property Coordinator Signature

Date

Checklist

Approval Form Completed and Signed	Y	N
Read National Property Budget Criteria Procedure and Notes to Help You Complete the Project Funding Assistance and Approval Form	Y	N
Read, signed and included with this application copy of Asbestos Management Plan Information	Y	N
Copies of drawings, plans, photos and other relevant information included with the application	Y	N
List of external funding (all applied for whether accepted or not) Funder, What funding is for and amount	Y	N
List of donated goods	Y	N
Copies of all quotes	Y	N
Copies of approvals from Ministry of Education, landlord, Local Authority or Health Department.	Y	N
Copies of Annual Property and Playground checklists	Y	N

