

Application for Funding Assistance and Whakakaupapa Project Approval



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

This form must be completed PRIOR to beginning a building whakakaupapa project (that affects the structure and/or layout of the Playcentre (either internally or externally) including major maintenance, emergency maintenance or capital whakakaupapa projects and includes playground development or purchasing fixed assets/equipment or appliances.

• **This form must be sent to the Property Team BEFORE work commences or purchase is made. Contact askproperty@playcentre.org.nz in the first instance**

• Whakakaupapa project funding assistance applications are received and reviewed as they come in. Approval can take up to 3 weeks so please allow plenty of time prior to your whakakaupapa *project* starting

• **NO work shall begin** or purchase made until written approval/notification is received from Te Whānau Tupu Ngātahi o Aotearoa Playcentre Aotearoa

• Once completed please supply photos, final costs and confirmation of whakakaupapa *project* completion to update our database and records

• If you are NOT seeking funding assistance from the National Property Budget from Te Whānau Tupu Ngātahi o Aotearoa Playcentre Aotearoa please complete Form 12.1.2 Application for Project Approval instead

• If the work is not carried out within 12 months, a new application will be required. Extenuating circumstances will be considered on a case by case basis

• Please file this approval form in your Property Manual/Folder at your centre.

When completing this form - please refer to the "National Property Budget Whakakaupapa Project Criteria Procedure" and "Notes to Help You Complete the Whakakaupapa 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 Whakakaupapa Project**

Name

Phone numbers

E-mail

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

(This person will supervise the work to ensure it is completed to a satisfactory standard and report to AskProperty, 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)

Please contact the Property Team if you are unsure whether you need to carry out asbestos or lead testing for your project



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9. Whakakaupapa *Project* or Purchase Description

- Please explain in detail the existing situation and/or problem/s and the proposed whakakaupapa *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 below)

11. Is your Centre GST registered? Y N
 (If yes, please provide your GST number below)

12. 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. Use the Centre Financial Status - more info text box below to provide any information)

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 whakakaupapa 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 whakakaupapa *projects* have been approved in the last 5 years and the amount of funding received from **TWnToA/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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13. Financial Calculations (all figures are GST-exclusive)

TOTAL WHAKAKAUPAPA PROJECT/PURCHASE COST \$

Amount Your Playcentre Funds Providing Towards Whakakaupapa Project \$

National Property Budget Assistance Requested \$

Contingency (10% of Total Project Cost – to be held by TWnToA/Playcentre Aotearoa) \$

Contingency must be included, but this is an internal contingency held by Property to account for any overruns that may happen. All overruns/contingencies must be approved by the National Property Manager prior to being invoiced. Larger contingency works must be approved prior to the work being completed.

Centre Contribution Breakdown

Cash \$

External Funding (please provide list – all applied for, whether accepted or not)

Grant Provider: _____ Amount Applied: \$ _____ Received: \$

GST: Included Excluded No GST Other Please explain:

Grant Provider: _____ Amount Applied: \$ _____ Received: \$

GST: Included Excluded No GST Other Please explain:

Grant Provider: _____ Amount Applied: \$ _____ Received: \$

GST: Included Excluded No GST Other Please explain:

Please include all grant acceptance letter/s or emails and grant Terms and Conditions documents with this application.

Donated Goods (please provide list below) \$

Other (please specify)i.e. labour (\$ p/hr X number people) \$



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14. **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		

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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Confirmations

22. In signing this application, you are confirming that:
- The information contained in this application is correct
 - The whakakaupapa *project* has been approved by your Playcentre Community
 - When the whakakaupapa *project* is completed, you will provide a completed final report to your Property Team Member
 - If you are unable to provide a digital signature please print your name in the text field and tick the adjacent box to confirm you have understood the information provided.

Playcentre Representative Signature

Date

Te Whānau Tupu Ngātahi o Aotearoa *Playcentre Aotearoa* Property Team Member

Signature

Date

Checklist

Approval Form Completed and Signed	Y	N	N/A
Read National Property Budget Criteria Procedure and Notes to Help You Complete the Project Funding Assistance and Approval Form	Y	N	N/A
Read, signed and included with this application copy of Asbestos Management Plan Information	Y	N	N/A
Copies of drawings, plans, photos and other relevant information included with the application	Y	N	N/A
List of external funding (all applied for whether accepted or not) Funder, What funding is for and amount	Y	N	N/A
All Grant acceptance letter/s or emails and grant Terms and Conditions documents included	Y	N	N/A
List of donated goods	Y	N	N/A
Copies of all quotes	Y	N	N/A
Copy of Committee Minutes, Email or Screen Shot of Facebook Group confirming all Centre Members agreed to this project	Y	N	N/A



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