



Playcentre Aotearoa's Notes to help you

Project Funding Assistance and Approval Application

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

Name of Playcentre

Name of the Playcentre applying for non-funded project approval

Date

The date of this application

Address of Playcentre

Current Address of Playcentre. If the Playcentre is moving, please include the address details of the new premises in the project description.

Contact Details of Playcentre Member Responsible for the Project

Generally, this would be the Property Officer if there is one. Otherwise this could be another Centre Member who has been nominated by the Playcentre Committee.

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

This person will have overall responsibility for the project. They should have experience with managing a project, getting quotes, interact and manage contractors and authorities, understanding Asbestos and other Health and Safety requirements, understand building/renovation process, ensure work is completed to required standards. An external person or Project Manager may be contracted or a family member with experience may be able to assist. A brief description of the Project Managers qualifications or experience will assist us to know the level of support that may be required.

Is this part of a 5-year Property and Equipment plan?

5-year property, equipment and maintenance plans are recommended to help your Centre and the Property Team plan what projects, equipment and maintenance needs to be carried out within that period. Previous property surveys and inspections can assist with informing which are the most urgent projects. If you would like to know more about 5-year plans please check out the [Property Manual](#) on the website or contact your [Regional Property Coordinator](#) for information specific to your Centre.

Confirm the 12.1.3 Asbestos and Lead Acknowledgement Form has been completed and signed.

The 12.1.3 Asbestos and Lead Acknowledgement is available on the website alongside this Project Applications. This Acknowledge Form must be read and signed and returned along with this Project Application Form. Once the Asbestos Refurbishment Survey and/or lead testing report has been completed a copy of this must be sent to the Regional Property Coordinator and provided to all Contractors prior to work starting on a building. This includes any parent or other volunteer or member of the public undertaking any building work.

Project or Purchase Description

The type of project or equipment (structure/layout, internal/external, building/playground, fixed assets,





Please include copies of all drawings, plans, and photos of the existing situation. This information, as well as informing the Property Team, will be uploaded to the Property Database. Please make sure you include copies of any drawings, plans, photos or other relevant information that may assist with describing the situation and solution.

It is important to note any issues that may affect licensing or non-compliance, this could affect whether the Centre is able to remain open or needs to close for the duration. These could be things like asbestos, lead based paint, health and safety hazards, accessibility for contractors, loss of services i.e. water, power.

You will also need to include a description of any other work that is being done as part of the project but for which funding isn't required. This work does need to be approved also. If this is a large bulk of work that sits alongside this project but is not part of the project, it is recommended that you apply for Project Approval.

You will need to fill out 12.1.2.1 Application for Project Approval.

It is also important to provide a schedule of works or programme of when the work is going to be undertaken. Any work that is going to be delayed or longer than 4 months should be notified to the Regional Property Coordinator otherwise the project may have to re-apply for approval.

Please provide a list of other projects that have been approved over the last five years with the amount that has been received from Playcentre Aotearoa or other Playcentre entity. Please note that unless there are extenuating circumstances the maximum assistance for a single centre is \$50,000 (GST exclusive) in any 5-year period without board approval.

Financial Information

Is the expenditure included in your budget?

Has the money for this project or purchase been included in this year's financial budget? If it isn't in the Centre's annual budget, why is this? It is recommended that projects and purchases are included in the budget to help your Centre understand what projects and purchases are essential or planned for the coming year. This helps with finances and also with planning working bees and programming of works.

Centre Financial Status

In entering your current bank balance please make sure you include all bank accounts and investments as well as funds that are tagged. Then you need to list what the tagged funds are for and the amounts. Understanding a Centre's full financial position helps the funding committee decide which Centres have a greater need for assistance.

Financial Calculations

These calculations outline exactly what the project is going to cost, what your Centre is contributing and what you are asking Playcentre Aotearoa for assistance with.

Playcentre contributions including cash, external funding, donated labour and donated goods. Please make sure you include a detailed outline of what these are.

Your Centre must provide a minimum of \$500 or 20% contribution whichever is the greater. All Centre Contributions can be used to cover this amount, i.e. external funding. Please note that the funding committee may require a large contribution from the Centre. This could be due to the funds the Centre hold, the fact there are a large number of applications that month, the project has a lower priority than others.

A maximum of \$20,000 can be requested from the funding committee. Any projects over this will need board approval. All projects over \$20,000 must be discussed with the Regional Property Coordinator PRIOR to completing this application form. The Regional Property Coordinator will be responsible for submitting the paperwork to the CFO to take to the Board for approval.

Some projects will require a contingency sum to be included. Generally, this would equate to 10% of the total



one or what amount might be acceptable.

Please make sure all figures are GST exclusive, unless noted otherwise on the application form.

Comparative Quotes

All project applications must include a minimum of two quotes for each tradesperson or separate cost related to the project, i.e. project manager, electrician, legal costs. If you are unable to obtain two quotes, please speak to the Regional Property Coordinator and outline why in the application. Each tradesperson or separate cost will need to have a new box showing the two quotes and the preferred option. Please make sure all amounts entered are GST exclusive.

An Asbestos Refurbishment Survey and/or lead testing must be included in the costs if the Centre is old than 1 January 2000 for asbestos or 1980 for lead. Refer to the Asbestos and Lead Acknowledgement Sheet which is available on the website alongside this Project Application.

Summary of Expenditure

Please add contractor/supplier name and price for selected contractors and add total. This will be the total cost of the project and needs to match the Total Project Cost as per the Financial Calculations.

An Asbestos Refurbishment Survey and/or lead testing must be included in the costs if the Centre is older than 1 January 2000 for Asbestos and 1980 for lead. Refer to the Asbestos and Lead Acknowledgement Sheet which is available on the website alongside this Project Application.

Potential Conflict of Interest

Provide 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.

Playcentre Information

What is the licensing status of the Centre?

Is the Centre a full Playcentre, playgroup, SPACE Only, Regional/National Office Hub, or an Empty Building. Currently Playgroups are not funded unless as part of a project to relicense to meet Ministry of Education requirements to become a Playcentre.

How many sessions per week?

How many sessions does the Centre run, are there SPACE sessions as well, is the Centre leased out to other groups on different days?

What number of children is the Centre licensed for?

Projects can affect the number of children a centre is licensed for it can also effect things like Fire Evacuation and maximum building numbers.

How many children are enrolled and how many families are at the Centre?

How many children and families assists the funding committee to understand how busy and well used a Centre is.



Approvals

Has this been discussed fully with the Playcentre Member Group?

It is important before starting any projects that ALL Playcentre Members are consulted and robust discussions are had around what projects and equipment are important/urgent and which can be undertaken at a later date.

Has the proposed works/purchase been agreed with Playcentre Committee?

Once everyone has agreed which projects/purchases are important then the Playcentre Committee must agree to undertake the particular project being applied for in this application.

Is approval required from Ministry of Education, Landlord, Local Authority or Health Department?

Please make sure you enquire with appropriate services or your Regional Property Coordinator to understand what documentation and approvals may be required. These must be obtained prior to proceeding with the project and copies of the documents included with this application.

Confirmations

Playcentre Representative Signature and Date

Centre Member who is completing this form or another Playcentre Committee Member from the Centre is to sign and date this form.

Playcentre Aotearoa Regional Property Coordinator Signature and Date

This application must be approved and signed by your [Regional Property Coordinator](#) prior to commencing any work or purchasing equipment.

Checklist

Please fill out checklist to ensure you have included required documentation.