

RURAL Travel Fund

GUIDELINES AND APPLICATION FORMS
FOR ADMINISTRATORS – 2015/16



SPORT
NEW ZEALAND

Community sport

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Introduction

1) Background

The Rural Travel Fund was developed in response to concerns raised by Territorial Authorities about the lack of participation in sport by young people living in rural communities. Geographical isolation, urban drift, lack of employment opportunities and access to mainstream funding were identified as barriers to sport participation.

It has been agreed by Sport NZ that the Rural Travel fund shall once again be made available in 2015/2016 and is targeted at young people aged between 5 and 19 years.

The rural travel fund is designed to help subsidise travel for junior teams participating in local sport competition. The allocation of the fund is based on a population density formula for territorial authorities whom have less than 10 people per square kilometre based on 45c per capita with a baseline/minimum entitlement of \$9,500 (Source: Census Statistics 2013).

Please note that planning is currently underway for the development of Sport NZ's 2015-2020 Strategic Plan and will include a review of all Sport NZ's investment priorities. As such any decisions regarding the future of the Rural Travel Fund will be revisited in 2015 and will be communicated to the sector at this time.

2) Rural Travel Fund Eligibility

Application for the rural travel fund is open to rural sports clubs and rural school teams with young people aged between 5 and 19 years who require subsidies to assist with transport expenses to local sporting competitions.

Please note: The rural travel fund is to be managed by the territorial authority and funding **should not** be provided for the purpose of travel to **regional** or **national** events.

3) Assessment Criteria

The following criteria shall be applied when considering applications for funding. School club teams and sport club teams are defined as:

"a school club team participating in regular local sport competition out of school time, that excludes inter school and intra school competitions played during school time"

and/or;

“a sports club team participating in organised, regular sport competition through club membership outside of school time”

4) Assessment process

Each territorial authority can decide on their own assessment process based on their own resources. It is up to each territorial authority to communicate the process to all applicants. Territorial authorities may wish to use an assessment committee process if there is an established funding committee.

5) Fund administration

Territorial authorities should satisfy themselves that the public money distributed for the fund has been used for the purpose for which it was intended. Sport NZ has produced these guidelines to provide authorities with information to assist with local decisions.

Sport NZ requires organisations that receive funding to return an accountability form to the appropriate territorial authority showing proof of purchases made within that period and attach any receipts.

Please note: If applicant organisations whom have received assistance do not return their accountability forms, it can jeopardise any future funding. Applicants **must** be able to account for the total amount allocated.

6) Goods and Services Tax (GST)

GST registered organisations

When a territorial authority makes a grant to a GST registered organisation the territorial authority must pay the grant plus GST. The grant recipient must then account for the GST to the Inland Revenue (IRD).

Non-registered GST organisations

If the grant recipient is not GST registered, the territorial authority will not add GST to the grant and therefore cannot claim back GST from the IRD.

7) Accountability to Sport NZ

The territorial authority shall return to Sport NZ the summary report and a completed reconciliation form to the report.

The report should include a brief description about the benefits achieved through assistance provided from the rural travel fund. This report should be generated electronically and returned to Sport NZ by 30 June 2016. These templates have been emailed to you as excel documents with these guidelines. *Please use these templates.*

8) Partial expenditure of funds

Sport NZ requires any unexpended funds be returned to the territorial authority for the reallocation of funding by that body. If the territorial authority still has unexpended funds as of 31 July 2016 the outstanding amount can be used in the following year.

9) Fund promotion

Territorial authorities may deduct up to 5% from the total allocation from Sport NZ to publicise the fund. It is important that the fund is well publicised locally and made available to school teams and sports clubs. All advertising, application forms and promotion shall refer to the fund as the Sport NZ Rural Travel Fund.

Sport NZ recommends that territorial authorities hold seminars for clubs and schools to clarify eligibility and community priorities. Regional sports trusts should be able to assist in promoting the fund and may have expertise to assist with running seminars.

10) Customer support

If there are any questions regarding the rural travel fund we have a FAQs section on the Sport NZ website at <http://www.sportnz.org.nz/managing-sport/programmes-and-projects/sport-new-zealand-rural-travel-fund> that should be able to provide a response to questions.

If you would like to speak to someone in person, please contact Fiona Ramsay at Sport NZ on 04 472 8058 – extension 3012 or email fiona.ramsay@sportnz.org.nz.

APPENDICES SECTION

Application No.

(office use only)

APPENDIX 1

SPORT NZ RURAL TRAVEL FUND APPLICATION FORM 2015/2016**A. Details**

Name of organisation: _____

Contact person: _____

Postal address: _____

PO Box address: _____

Telephone: _____ Email: _____

B. Contact Names**Please provide**

1. Name _____ Phone _____

2. Name _____ Phone _____

C. Organisation Details

1. How many members belong to your club/organisation?

2. Are you a club or a school?

3. Will the travel subsidy benefit participants aged between 5 & 19

YES/ NO (If so how many participants) _____

4. How many participants are aged between 5-12 yrs _____

5. How many participants are aged between 13-19 yrs _____

6. Does your application involve a partnership with a local school YES/ NO

4. Do you have endorsement of your local affiliated club/school for this application for funding? (this is only relevant if the group applying is the regional body).

YES/ NO (briefly explain and attach evidence of this)

E. Declaration

We hereby declare that the information supplied here on behalf of our organisation is correct?

We consent to _____ authority collecting the personal contact details and information provided in this application, retaining and using these details and disclosing them to Sport NZ for the purpose of review of the rural travel fund. This consent is given in accordance with the Privacy Act 1993.

1. Name: _____

Position in organisation / title: _____

Signature: _____ Date: _____

2. Name: _____

Position in organisation / title: _____

Signature: _____ Date: _____

Please attach:

1. A balance sheet from your organisation (i.e. financial statement)
2. A deposit slip (in case your application is approved)
3. Evidence of your endorsement from your local affiliated club/school (if required)

Checklist:

1. Have you answered every question?
2. Have you attached the relevant documents with your application?
3. Send your application form with the relevant documents to your local authority by date _____.

Rural Travel Fund Reconciliation Report 2014-2015

Appendix 3



Name of Council

Income

			Amount (\$)	Comments
2014/2015 Received From Sport NZ	Funds carried forward (from previous year)	(1)	\$ -	
	Total received for the rural travel fund	(2)		
	Other income (if applicable)	(3)	\$ -	
	Sub Total (A)		\$ -	

Expenditure

			Amount (\$)	Comments
Committee approvals 2014/2015	Subsidies approved	(4)	\$ -	
	Promotion / advertising	(5)	\$ -	
	Funds carried over (unspent)	(6)	\$ -	
	Sub Total (B)		\$ -	
TOTAL (A) - (B)		(7)	\$ -	

Explanatory Notes

Please only enter data in the cells coloured light blue.

- (1). This figure should equal what you entered in number (6) in last years report (funds carried over unspent from previous year)
- (2). This figure should equal the total amount (excluding GST) that you received from Sport NZ for the Rural Travel Fund
- (3). This figure should include any additional funds or other income you have received for use for the Rural Travel Fund
- (4). This figure is automatically calculated from the data you entered in the Summary Report. This figure should equal the total amount of applications approved for the RTF.
- (5). This figure should equal the total amount (excluding GST) that you used for promotion/advertising purposes
- (6). This figure should equal the total amount of funds you did not spend during the financial year (that can be carried over in to the new financial year.
- (7). This figure will automatically calculate and should equal zero (\$0). If it does not, then please check your calculations. The sub totals in A and B (which will also automatically calculate) should equal the same. If they do not, please review the funds carried forward/carried over figures, as this is often where errors can be found.

Note: please attach a copy of this reconciliation form to your 2012/13 rural travel fund summary report template.

Sport NZ Rural Travel Fund 2015/2016

Accountability Form for RTF Allocations

Please attach and return to your territorial authority by 31 May 2016

- *Receipts of RTF allocations*
- *RTF bank account statements*
- *Any other supporting documentation*

Name of organisation: _____

Amount of travel subsidy: _____

Estimated cost of travel per year for club/organisation:

Please give details of how money was spent by providing a detailed breakdown of what the money was spent on (i.e. cost of petrol, cars and/or bus hire)

_____ \$ _____

_____ \$ _____

_____ \$ _____

Distance travelled to local sport competition:

A brief description of the benefits that have been achieved with these funds?

In your opinion did the rural travel fund assist your team/ organisation in order to increase participation in your local sport competition in rural areas?

Comment

Name and signature of two people:

First contact

Signature

Position

Date

Second contact

Signature

Position

Date

Return by 31 May 2016 to: RTF Administrator at Territorial Authority

Address

City

Administration**Q. What is the Sport NZ rural travel fund?**

A. The Sport NZ rural travel fund is a partnership between Sport NZ and territorial authorities to assist the development of junior sport in rural communities by providing a travel subsidy.

Q. Who administers this funding?

A. Administration is provided through territorial authorities.

General**Q. Can individuals apply for funding?**

A. No, all applications must come from sports club teams, and school based teams. Funding should not be distributed to individual players, coaches or officials for the purpose of travel.

Q. How are territorial authorities selected to participate in the rural travel fund?

A. Sport NZ has selected territorial authorities based on a formula that takes into account population and population density. Eligible councils have a population density of less than 10 people per square kilometre.

Q. Where can I get an application form?

A. Application forms can be obtained from territorial authorities.

Q. Who can apply to this fund?

A. Organisations and schools with participants aged between 5 and 19 years playing sport for a club or school club team who meet the rural travel fund criteria.

Q. A team has applied for funding to help pay for travel expenses to get to National Champs. Are they eligible?

A. No they aren't. The fund is for travel to regular, local competition for e.g. Saturday morning or week night games.

Q. Can we fund a school team for a one off or annual inter school competition?

A. No, the fund is for travel to regular, local competition.

Q. How can I find out about the criteria for the rural travel fund?

A. Contact your territorial authority for more information.

Q. Who should I contact at Sport NZ for more information?

A. Please contact Fiona Ramsay at Sport NZ on 04 472 8058 or email fiona.ramsay@sportnz.org.nz