



## Kiwisport Regional Partnership Fund (RPF) Process

1. **Kiwisport announced by Prime Minister**
2. **Sport Waitakere notified they will be managing RPF**
3. **Consult with the Community**

Sport Waitakere has consulted widely through the community in regards to Kiwisport.

### **Consultation Timeline**

The following process was used to determine the regional opportunities and priorities of the community, and to seek advice from stakeholders about how Sport Waitakere should manage the RPF:

#### **a. Greater Auckland Region**

The four Auckland Regional Sports Trusts held a consultation meeting with the Regional Sports Organisations (RSOs) that work across the four regions. The objective of the forum was to provide information on Kiwisport funding and to understand whether there are common regional priorities to achieve the Kiwisport objectives of more opportunities for more school-aged children to play more organised sport. The key questions that RSOs were asked to consider were:

- Are there common regional needs in growing participation and skill levels of school-aged children?
- What would the benefit be of regional versus local initiatives?
- How can RSOs align existing, and develop new, regional strategies that will achieve Kiwisport objectives?
- How will we know what the biggest priorities are for achieving Kiwisport objectives?
- How will we measure progress and outcomes to evidence a growth in participation, skills and opportunities for school-aged children playing sport?
- What examples do you know of that have worked regionally to enable school-aged students to play more sport?

#### **b. Education Sector**

Two education sector consultations were held across the five cluster regions. The clusters included primary, intermediate and secondary school principals, teachers in charge of sport and sport coordinators. Thirty primary schools, four intermediate schools and twelve secondary schools were represented over the two meetings.

Key questions that the education sector was asked to consider were:

- Identify barriers to participation
- Identify solutions/projects to minimise barriers
- What projects will achieve the greatest impact and prioritise projects?
- Identify potential partners for these projects
- Should the Regional Partnership Fund be contestable, investment or a combination?
- Should Sport Waitakere set up an advisory group?

### **c. Community Sector**

Four community consultation meetings were hosted across the different geographical boundaries within Waitakere. Thirty-eight different sport clubs and eleven community organisations attended these meetings.

To ensure that every community group had the opportunity to express their priorities Sport Waitakere also had an online survey on the Sport Waitakere website and actively promoted this via stakeholder emails. Key stakeholders that were unable to attend community evenings were identified and follow up interviews with them were conducted.

The questions posed to the community sector were the same as those asked at the education cluster meetings. Stakeholders were once again asked to identify barriers, suggest solutions and prioritise projects they thought the fund should be invested into.

## **4. Identify Community Priorities**

At each of the six consultation meetings, feedback was sought and priorities were identified for the Waitakere region. Listed below are the consolidated findings from all six meetings and our online survey.

- School / Club / Community links
- Training and professional development: Volunteers, parents, teachers, coaches
- Sport Coordinator in cluster model
- Fundamental movement skills / modified sport / basic sports skills

To expand further on the local findings, the Greater Auckland Region consultation addressed what the issues and priorities might be from a wider sports perspective. The findings from this group were very similar to the local findings and the consolidated priorities are listed below.

- Lack of volunteers
- Drop off rates in participation
- Facilities access and utilisation
- Fundamental movement skill development

## **5. Prepare RPF Plan → Consult with community on DRAFT RPF Plan**

Using the consultation findings as a basis Sport Waitakere will develop a DRAFT RPF Plan on how the fund will operate in Waitakere. Once the DRAFT RPF Plan is finalised Sport

Waitakere will call for feedback from the community on the plan through formal submissions. Sport Waitakere will review submissions and make any necessary adjustments.

**6. Present final RPF Plan to SPARC → Funds Released to Sport Waitakere**

Once the RPF Plan is finalised, Sport Waitakere will present this to SPARC. SPARC will release the fund to Sport Waitakere once they are satisfied with the consultation process and plan.

**7. Final Plan Released: Commence Implementation**

Sport Waitakere will release the final RPF Plan to the community and start implementing this plan.

**8. Expressions of Interest (EOI) developed → EOI submitted**

Organisations identify the project that funding is required for. The information contained in the EOI will include but will not be limited to:

- Project title
- Lead organisations' contact details
- Number of partners in project
- Outline of project description
- Project duration
- Estimated project cost

**9. Receive EOI**

Sport Waitakere will receive EOI's from interested applicants. It is expected that the first round of these will be received by March 2010

The EOI will be submitted to [kiwisport@sportwaitakere.co.nz](mailto:kiwisport@sportwaitakere.co.nz)

**10. Relationship Manager appointed**

Sport Waitakere will appoint a Relationship Manager at the stage where the project is agreed to in principle as potentially achieving the Kiwisport objectives and can move forward into the next stage. No project can proceed into the Final Project Application without a Sport Waitakere Relationship Manager.

**11. EOI accepted, declined or requires further work**

Sport Waitakere will accept the EOI and inform the applicant to proceed with final application. If the EOI does not meet required standard, Sport Waitakere will work with the applicant to assess if the EOI fits the targets required. Some EOI's will not be advanced to Final RPF application stage.

**12. Final RPF Application completed → Full application submitted**

Sport Waitakere will work with applicant to develop Final RPF Application; this application will include but not limited to:

- A commitment (financial) from all partners to be involved with the project

- Detailed project description
- Confirmed target group/s
- Project impact on sport and recreation participation– this needs to be measurable and make an impact on all 3 outcomes of Kiwisport
- Evidence of opportunity
- Proposed pathway to sustainability
- Project duration
- Finalised Budget
- Any other information required by Sport Waitakere

### **13. Advisory Group accepts or declines RPF application**

Decision making for the contestable fund will be made by an advisory group to ensure transparency around the selected projects. The advisory group will be made up of representatives from the following settings:

- 1 primary and intermediate school representative
- 1 secondary school representative
- 1 Maori community representative
- 1 Waitakere City Council representative
- 2 club/community representatives
- 2 Sport Waitakere representatives

A Chairman for the advisory group will be selected at the advisory group's first meeting which is planned for February 2010. The role of the advisory group will include:

- Select projects to be funded
- Review investments
- Feedback into the wider community
- Advise on future planning

The advisory group members must display the following skill sets:

- Broad thinking
- Put children first
- Not represent individual agendas
- Have a regional view
- Integrity to always declare conflicts of interest

### **14. Recommendation made to Sport Waitakere Board**

Once the application has been reviewed by the advisory group, the Chairman of the advisory group will present the recommendations to the Sport Waitakere Board members. Not all Final Project Proposals may be accepted by the Sport Waitakere Board for reasons including but not limited to over subscription to the RPF, not achieving Kiwisport objectives, lack of capability, lack of financial sustainability based on the recommendation from advisory group.

### **15. Sport Waitakere Board allocate funds**

- A contract agreement will be signed by the lead organisation, partner organisation/s and Sport Waitakere.
- Partner contributions will be paid into Sport Waitakere's bank account (into a separate Kiwisport account) prior to commencement of project. This contribution will be allocated back to each project and returned in the first quarterly payment.
- Project payments will be made quarterly into lead agency bank account.
- All interest and any other money gained directly from financial contributions must be used directly on the project.

Once the Sport Waitakere Board is satisfied by the final contract documentation the relevant sum of funding will be granted to the applicant.

### **16. Applicant Notification**

All applicants will be notified of the outcome of their application.

### **17. Implement Plan and Report**

Applicants will implement their plans, the Sport Waitakere appointed Relationship Manager will work closely with the applicant to ensure they are meeting their outcomes. The lead agency will then report to Sport Waitakere at pre determined milestones on the agreed reporting template. This will be done quarterly. The Sport Waitakere appointed Relationship Manager will visit the lead organisation or the project leader and observe the project in action to gain further information data for reporting.

### **18. Report on Progress towards outcomes**

Sport Waitakere will collate all information on Kiwisport RPF allocation against the agreed outcomes between Sport Waitakere and SPARC.

### **19. Report to Minister**

SPARC will report to the Minister on the effectiveness of the RPF.

### **Queries**

Any queries can be directed to:

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