

**JOINT LYTTELTON/MT HERBERT AND
AKAROA/WAIREWA COMMUNITY BOARDS
AGENDA**

THURSDAY 29 NOVEMBER 2012

AT 9:30 AM

**IN THE LITTLE RIVER RUGBY CLUBROOMS
AWA-ITI DOMAIN, 4313 CHRISTCHURCH-AKAROA ROAD
LITTLE RIVER**

**Lyttelton/Mt Herbert
Community Board:** Paula Smith (Chairperson), Jeremy Agar, Ann Jolliffe, Adrian Te Patu, Andrew Turner
and Claudia Reid.

**Akaroa/Wairewa
Community Board:** Pam Richardson, (Chairman), Bryan Morgan, Lyndon Graham, Leigh Hickey,
Stewart Miller and Claudia Reid.

**Akaroa/Wairewa and Lyttelton/Mt Herbert
Community Board Adviser**

Liz Carter

Telephone: 941 5682

Email: liz.carter@ccc.govt.nz

PART A - MATTERS REQUIRING A COUNCIL DECISION

PART B - REPORT FOR INFORMATION

PART C - DELEGATED DECISION

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1. APOLOGIES

2. SPORT NZ RURAL TRAVEL FUND FOR BANKS PENINSULA.

General Manager responsible:	General Manager community support DDI 941-8607
Officer responsible:	Unit Manager Recreation and Sports
Author:	Maggie Button

PURPOSE OF REPORT

1. To allocate within the Banks Peninsula area the funds from 2012/13 Sport NZ Rural Travel Fund

EXECUTIVE SUMMARY

2. Sport New Zealand Rural Travel Funds (previously known as the SPARC Rural Travel Funds) are provided to encourage participation in sport by young people living in rural communities. It is open to rural sports clubs and rural school teams in areas that have less than ten people per square kilometre. The fund is for young people aged between five and 19 years who require subsidies to assist with transport expenses to local sporting competitions. The fund is not available for travelling to regional or national events. A school club team is defined as one participating in regular local sport competitions in weekends, excluding inter-school and intra-school competitions during school time. A sports club is defined as participating in organised, regular sport competition through membership outside school time. 'Local' for Banks Peninsula young people means travelling to other sub-unions such as Ellesmere, Waihora, Lincoln and further a-field to participate in regular competitions (refer Guidelines **attachment 1**).
3. For the 2012/13 funding round Sport NZ have allocated \$9,500 (excluding GST) for the Banks Peninsula area. Lyttelton and Governors Bay, which have more than ten people per square kilometre, are not included.
4. The 2011/12 year was to have been the last year that SPARC was going to allocate the grant to Christchurch City Council, but at the request of the Akaroa/Wairewa Community Board, staff put in a submission to maintain the fund on the basis of the demographics of Banks Peninsula. Sport NZ have agreed to continue it until the results of the next census.
5. Last year four sports clubs applied for and received funds. Three have returned their accountability reports (refer **attachment 2**).
6. This year the closing date of grant applications was 1 November 2012.
7. There are three applications for the 2012/13 fund - one from Banks Peninsula Rugby Football Club Inc., one from Diamond Harbour Rugby Football Club and one from the Tai Tapu Netball Club, for the 22 girls who reside in Banks Peninsula.

FINANCIAL IMPLICATIONS

8. The total amount available to distribute is \$9,500 and the total funds requested is \$8,880

Do the Recommendations of this Report Align with 2009-19 LTCCP budgets?

9. Yes, the funding has been provided to Christchurch City Council from Sport NZ and is aligned to The Council's community grants scheme on page 187: "*community grants made on behalf of other organisations.*"

LEGAL CONSIDERATIONS

10. There are no legal considerations.

ALIGNMENT WITH LTCCP AND ACTIVITY MANAGEMENT PLANS

11. This funding assists the Council to meet the community outcomes under Recreation on page 56 of the 2009-2019 LTCCP: - "*More people participate in physical and sporting activities.*"

Do the recommendations of this report support a level of service or project in the 2009-19 LTCCP?

12. Yes, as above.

ALIGNMENT WITH STRATEGIES

13. The applications align with the Physical Recreation and Sport Strategy 2002, objective 4.1: *"Sports clubs and associations are meeting the needs of the public"*.
14. The applications and recommendations of this report align with goal six of the Strengthening Communities Strategy by promoting the increase in participation in Community Recreation and Sport programmes and events.

CONSULTATION FULFILMENT

15. Not applicable

STAFF RECOMMENDATION

It is recommended that the Lyttelton/Mt Herbert Community Board and the Akaroa/Wairewa Community Board

- (a) Approve the staff recommendations contained in the Application Matrix. 2012/13 (**attachment 3**).
- (b) Hold the balance of funds over to the 2013/14 funding round.

Hapori Kori
ACTIVE
COMMUNITIES

RURAL TRAVEL FUND

GUIDELINES AND APPLICATION FORMS
FOR ADMINISTRATORS

2012/2013



New Zealand Government

www.sportnz.org.nz



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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 2012/2013 and is targeted at young people aged between 5 and 19 years. This is an interim measure until a rural participation strategy is fully developed and implemented.

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 2006).

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 SPARC**

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 2013. 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 2013 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/> 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 2012/2013**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

7

7. What is this funding going to be used for? (Briefly explain)

8. What percentage of your members live in the vicinity of the local authority you are applying to for the rural travel fund?

_____ %

D. Financial Details

1. Are you registered for GST? YES / NO

(If yes please write your GST Number in the space provided below)

GST NO.

--	--	--	--	--	--	--	--	--	--

2. How much money are you applying for? \$_____ SPARC funding

\$_____ other funders

\$_____ your contribution

\$_____ TOTAL

3. Have you applied to any other organisation for funding and if so what was the result (briefly explain) - *refer to Table 1 below.*

Table 1

Organisation - (<i>including other councils</i>)	Amount requested (\$)	Results date (<i>if known</i>)

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)

F. 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 2011/2012

Appendix 3



Name of Council

Income

			Amount (\$)	Comments
2011/2012 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

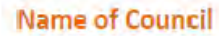
			Amount (\$)	Comments
Committee approvals 2011/2012	Subsidies approved	(4)	\$ -	
	Promotion / advertising	(5)	\$ -	
	Funds carried over (unspent)	(6)	\$ -	
	Sub Total (B)		\$ -	
TOTAL (A) - (B)		(7)	\$ -	

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 2011/12 rural travel fund summary report template.



Total number of applications received
Total number of successful applications
Total amount requested
Total amount allocated

\$	-
\$	-

[illegible]

Accountability Form**APPENDIX 4****Sport NZ Rural Travel Fund 2012/2013****Accountability Form for RTF Allocations**

Please attach and return to your territorial authority by 31 May 2013

- *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 2013 to: RTF Administrator at Territorial Authority

Address

City

FAQs

APPENDIX 5

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

Rural Travel Fund Accountability Report 2011/2012 - Appendix 2



Name of Council

Christchurch City Council

Summary Report

Total number of applications received	4
Total number of successful applications	4
Total amount requested	\$ 14,281.00
Total amount allocated	\$ 9,173.00

Name & Location Of Organisation Applying	Club Or School	Application Approved / Declined	Amount Requested (\$)	Amount Allocated (\$)	Purpose Of Travel Grant	Number of Young People Impacted (Primary & Secondary Aged)			Benefits Of Receiving Funding
						Primary School Aged	Secondary School Aged	Total	
Banks Peninsula Rugby Football Club	Club	Approved	\$ 5,000.00	\$ 3,388.00	To assist families with car pooling and bus travel to rugby training and competitive games in the Ellesmere competition	52	35	87	Funded Heartlands Van from Akaroa to practices in Little River and a van to bring players from the west of Little River. Club committee identified families who needed assistance
Tai Tapu Netball club	Club	Approved	\$ 781.00	\$ 781.00	To assist families in transporting the 19 girls who live in Little river, Te, Oka Bay and Kaituna flat area to travel to games at Lincoln.	14	8	22	Enabled players that live further away to opportunity to participate in Saturday Sport.
Banks Peninsula Cricket sub - Association Inc	Club	Approved	\$ 5,000.00	\$ 2,067.00	To assist in transporting four junior teams to matches in greendale, tai Tapu, Rollerston, Kirwee, Darfield and Glen Tunnel	38		38	Accountability forms not returned
Diamond Harbour Rugby Football club	Club	Approved	\$ 3,500.00	\$ 2,937.00	To assist with travel costs for junior players to get to games in the Ellesmere sub-union. Also to assist players to travel to combined practices with teams from Banks Peninsula and Waihora (Tai tapu).	53	1	54	Petrol vouchers were distributed to all players with weighting for distance to the games. Without doubt the assistance keeps local kids involved in sport.
TOTALS:			\$ 14,281.00	\$ 9,173.00		157	44	201	

SPORT NZ Rural Travel Fund Applications Matrix 2012/2013 BANKS PENINSULA WARDS of the CHRISTCHURCH CITY COUNCIL

Name of group	Amount requested	Amount allocated last funding round(\$)	Average distance travelled for competitions (km)	Purpose of travel grant	Total members in club	Age 5 - 12	Age 13–19	Decision Rationale	Staff recommendation
Banks Peninsula Rugby Football Club Inc	\$5,000	\$3,388	Vans 90 km Buses 180 km Cars 22 km	To provide fuel vouchers and fuel for the community vans and buses for training and competition games where travel is outside the Ellesmere district.	135	52	35	Fund as requested. The club's use of community vans for training on Wednesdays has helped the teenage player numbers. Important to keep young players engaged.	That the Akaroa/Wairewa Community Board and the Lyttelton/Mt Herbert Community Board make a grant of \$5,000 from the Sport NZ Rural Travel Fund to the Banks Peninsula Rugby Football club inc.
Tai Tapu Netball Club	\$980	\$781	83 km	To assist in car pooling 22 girls who live in Banks Peninsula to club games at Lincoln on Saturdays.	99	14	8	Fund as requested. Six vehicles travel to 16 games per season. This request is only subsidising at a rate of 13 cents/km.	That the Akaroa/Wairewa Community Board and the Lyttelton/Mt Herbert Community Board make a grant of \$980 from the Sport NZ Rural Travel Fund to the Tai Tapu Netball Club.
Diamond Harbour Rugby Football Club	\$2,900	\$2,937	35 km practices 90 km competition	Travel assistance to enable club members (Juniors) to compete in the ERSU competition	75	43	2	Fund as requested. Funding assists those in lower socio-economic groups, and those children travelling to join combined teams.	That the Akaroa/Wairewa Community Board and the Lyttelton/Mt Herbert Community Board make a grant of \$2,900 from the Sport NZ Rural Travel Fund to the Diamond Harbour Rugby Football Club
TOTAL	\$8,880								
Balance remaining	\$620								