

# Regional Sports Organisation (RSO) Wakatipu Annual Application 2025

## Form Preview

### Applicants please note

Regional Sports Organisation (RSO) funding supports the facilitation of regional sporting programmes and services to encourage participation in sport and active recreation.

A total of \$580,000 is currently allocated by Community Trust South per annum. Funding is calculated for each RSO using a base sum of \$4,000 plus \$11.50 per participant.

Sporting clubs operating within the Wakatipu Basin are eligible to apply subject to meeting the following criteria:

- Be an incorporated society or an incorporated charitable trust. (You can check if you are incorporated at [\*\*either Charitable Trusts or Incorporated Societies\*\*](#))

To apply for RSO funding you also need to be:

- Undertaking your activities within the Community Trust South region (Wakatipu Basin)
- Affiliated to the appropriate National Sports Organisation
- Able to provide:
  - documentation of participation activities, detailing all competitions, programmes and development initiatives to show regular participation levels and activities
  - documentation that clearly shows individual participant numbers, including names, addresses and competition/level of participation
  - a strategic plan, a current annual plan and budget
  - annual financial statements
  - demonstrated need for financial assistance

Wakatipu sporting clubs do not qualify for the base funding as it is available for Regional Sporting Organisations only. Your funding will be calculated at \$11.50 per affiliated member living **within** the Wakatipu Basin.

Before completing this application please ensure you have read and understood the following information:

[Regional Sports Organisation Fund](#)

If you have any queries please contact [dianne@communitytrustsouth.nz](mailto:dianne@communitytrustsouth.nz)

#### **Important to note:**

**Please ensure you complete all questions in this application where applicable.**

**\* = a mandatory field** and you will not be able to submit your application if these are not completed.

### RSO funding 2025/26

Applications for RSO funding for 2025/26 (1 April 2025 to 31 March 2026) will be considered in May 2025.

# Regional Sports Organisation (RSO) Wakatipu Annual Application 2025

## Form Preview

### Organisation details

\* indicates a required field

#### Organisation contact details

**Legal name of organisation \***

As it appears in your constitution or registration with the Companies Office

**Organisation email**

#### Contact for this application

This is the person we will contact if we have any questions or require further information about your application.

**Name \***

First Name

Last Name

**Position \***

**Primary phone number \***

**Other phone number \***

**Email \***

### About your participants/members

\* indicates a required field

**Project title**

**Name of the national organisation your are affiliated to?**

Affiliated members of your organisation (living within Community Trust South region)

**Membership numbers as at \***

# Regional Sports Organisation (RSO) Wakatipu Annual Application 2025

## Form Preview

Must be a date.

### Affiliated participants \*

Must be a number.

### Umpires/referees/officials \*

Must be a number.

### Coaches/Managers \*

Must be a number.

### Total affiliated members of your RSO? \*

### Please upload a copy of your membership database \*

Attach a file:

Please provide your database in XL format as per this [template](#)

Please indicate which parts of the Wakatipu Basin your organisation regularly undertakes activities in and the types of activities undertaken, e.g. school competition, adult competition.

Please refer to our detailed [map](#) for a breakdown of our areas.

#### Geographical area

#### Type of activity

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

### The following are the main ethnic groups in our region. Please indicate who will predominantly benefit? \*

☐ NZ European ☐ Maori ☐ Pacific peoples ☐ Asian ☐ Middle Eastern/Latin American/African ☐ All Other

## Additional information

# Regional Sports Organisation (RSO) Wakatipu Annual Application 2025

## Form Preview

\* indicates a required field

### Climate change

We recognise that climate change is one of the most urgent issues of our time and that the implications of climate change are significant, representing risk to cultural values, the environment, society, and our economy, and therefore to the Trust's ability to achieve its strategic vision of a Thriving South. Our aspiration is to achieve net zero carbon emissions by 2050 or sooner across our operations, governance, investments and granting.

**Where is your organisation at on its journey to be environmentally sustainable in response to climate change?**

**We are interested in understanding how your organisation is responding to climate change and/or any measures you are taking to help reduce your carbon emissions.**

e.g. car pooling, online meetings, reducing waste, changing to LED lights or renewable energy, reducing printed resources, planting trees

### Looking back .....

**Briefly describe any highlights and achievements during the previous 12 months, relating to your Club or sport.**

### Looking forward .....

**What currently are the main challenges/issues for your Club and/or sport?**

**We're interested to know what you consider to be the top priority for your sport for the next 12 months, therefore please describe a goal(s) you wish to achieve during that time.**

**Goal 1 \***

**Goal 2**

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## Form Preview

**How will you know you have achieved or started to achieve the above goal(s)? i.e. how will you measure your progress and/or what information/data will you collect that that will show your progress**

### **Additional comments (optional)**

e.g. relating to other supporting documents and/or general comments

### **Please upload any other supporting documents (optional)**

Attach a file:

## About your organisation

### **Please provide your NZ Business Number (NZBN)**

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

| New Zealand Companies Register Information |  |
|--|--|
| NZBN                                       |  |
| Entity Name                                |  |
| Registration Date                          |  |
| Entity Status                              |  |
| Entity Type                                |  |
| Registered Address                         |  |
| Office Address                             |  |

Must be formatted correctly.

**[Click here to find your NZBN](#) or you can find it through the Companies Office in either [Charitable Trusts](#) or [Incorporated Societies](#)**

## Current officers of your organisation

### **Chair/President**

First Name

Last Name

# Regional Sports Organisation (RSO) Wakatipu Annual Application 2025

## Form Preview

### Secretary

First Name

Last Name

### Treasurer

First Name

Last Name

### Please upload a copy of your most recent AGM minutes.

Attach a file:

### People involved in your organisation

This helps us to understand the size of your organisation, its operations and the number of people directly involved.

#### Paid full-time staff

Must be a number.

#### Paid part-time staff

Must be a number.

#### Volunteers

Must be a number.

### Does your project or organisation involve working with children and young people under the age of 18 years?

☐ Yes

☐ No

### Does your organisation have documented child protection policies in place?

☐ Yes

☐ No

If 'YES' we may contact you as part of our assessment process to discuss this with you.

If 'NO' we want to encourage your organisation to have appropriate policy and practices in place.

Please [click here](#) for details of resources and training opportunities.

### Organisation financial details

#### What is the year end date of your latest financial statements

Must be a date.

# Regional Sports Organisation (RSO) Wakatipu Annual Application 2025

## Form Preview

### **Please upload organisation's latest annual financial statements**

Attach a file:

### **Please upload a copy of your operating budget for the coming year**

Attach a file:

### **Please upload a copy of your current Business or Strategic Plan**

Attach a file:

## Bank account details

### **Please include organisation's bank account number**

Your bank account number needs to include: BANK (2 digits) BRANCH NUMBER (4 digits) ACCOUNT NUMBER (7 digits) SUFFIX (2 or 3 digits). Also please don't use any hypens or spaces when entering your account number.

### **Please include organisation's bank account name**

The bank account name that appears on your a bank coded deposit slip or bank verified account details.

### **Please upload verification of organisation's bank account details**

Attach a file:

## Feedback

**We are always looking to improve our processes and your feedback is essential to helping us achieve this.**

### **Approximately how long did it take to complete this application?**

### **The time required to prepare & complete the application was reasonable**

### **The application/accountability process is very straightforward**

# Regional Sports Organisation (RSO) Wakatipu Annual Application 2025

## Form Preview

**Please let us know any suggestions about any improvements we could make to our application process.**

e.g. layout of application form, length of form, did you understand the questions and what was required, was able to access assistance

## Privacy Statement & Declaration

\* indicates a required field

### Privacy Statement

Community Trust South's [Privacy Policy](#) governs our collection, storage, use and disclosure of personal information. Any personal information you provide us in connection with this application is subject to the Privacy Policy and you agree that we may use and disclose that information in accordance with the Policy, or as otherwise stated in this Privacy Statement and Declaration.

Where you are making this application on behalf of an organisation, information you provide for the purposes of this application that is not personal information is not subject to our Privacy Policy and we may use and disclose that information as permitted by law and as further set out in this Privacy Statement and Declaration.

Information provided by you in connection with this application (including personal information) will be used and held by the Trust, and we may share this information with other relevant third parties, for the purposes of administering and assessing your application.

Please indicate if you agree to Community Trust South using your personal information for the following purposes:

Please indicate if you agree to the Trust using your organisation or personal information for the following purposes:

**Sending you Community Trust South newsletter or email updates relevant to you or your organisation \***

☐ Yes

☐ No

**Sending you information on behalf of other organisations which in the opinion of Community Trust South is relevant to you or your organisation \***

☐ Yes

☐ No

### Declaration

This declaration and authorisation relates to all information in this application, attachments and information received by Community Trust South, from you or the organisation you are making the application on behalf of, during the assessment of the application and anytime thereafter.

I hereby declare that:

- the information supplied in this application and any attachments is true and factual;
- the project has not already been started;



# Regional Sports Organisation (RSO) Wakatipu Annual Application 2025

## Form Preview

- any funding received will be used for the purpose for which it was approved;
- I have read, understood and agree to be bound by Community Trust South's Privacy Policy and this Privacy Statement and Declaration.

I hereby authorise Community Trust South to:

- use the information supplied as part of this application and any attachments for the purposes outlined in the Community Trust South's Privacy Policy and this Privacy Statement and Declaration;
- make any enquiries of any relevant third parties (which may involve disclosing information supplied as part of this application) which Community Trust South deems appropriate for the purposes of assessing and administering this application;
- undertake audits of our organisation/group for the purposes of assessing and administering this application, including compliance with the terms on which any funding is approved;
- Provide to other funding agencies and advertise or publish, including for marketing and promotional purposes (including on our website, facebook page, annual report and other promotional material), the name of the funding recipient (individual or organisation), the amount of any funding approved and any photographs or videos supplied by me to Community Trust South.

I acknowledge that any decision made by Community Trust South in relation to this application is final and that Community Trust South has the right to withdraw any funding approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading in a way that may have affected the funding decision.

Where completing this application on behalf of an organisation/group I declare that I have all necessary approvals and authorisations to complete this application, including approval from the individuals concerned (and that individual's guardian if the individual is a minor) for any personal information provided with this application, or subsequently in connection with the grant, including any photographs or videos containing identifiable individuals, to be used as set out in this Privacy Statement and Declaration.

### Authorised Person's Name \*

First Name

Last Name

### Position in organisation \*

### Email address \*

### Date of declaration \*

Submitting your form

# Regional Sports Organisation (RSO) Wakatipu Annual Application 2025

## Form Preview

There is a '**Review and Submit**' button at the bottom of the navigation box to the right of the screen.

You need to review your application before you can submit it – you won't be able to submit your application until all required questions (marked with an \*) are completed.

Once reviewed you can submit your application by clicking on '**Submit**' at the top of the screen or on the navigation box.

Once submitted, you will receive an email from SmartyGrants acknowledging receipt of the application. If you do not receive this email please check you have clicked the submit button at the top of the form. No further editing of your application or uploading of support material is possible once submitted.

If you have any queries or experience any problems please phone us on **0800 500 185** during business hours or email **dianne@communitytrustsouth.nz**