

**“TOP UP” SPORTS SCHEME**

**Information Sheet**

**Purpose**

Sport Gisborne Tairawhiti (SGT) is offering athletes who experience financial hardship, the opportunity to apply for a funding “top up” to ensure that talented athletes from our region—individuals and teams—are not missing out on pathway opportunities at a regional, national or international level towards achieving their sporting goals and aspirations. Examples of such a pathway opportunity could include competitions and tournaments, sport camps, and skill clinics. The aim is to support athletes who would otherwise miss out or have their sporting pathways jeopardised through non-participation due to financial constraints. Any sports-related costs will be considered and there is no expectation that the funds be spent on only school-endorsed sports.

Unique to this scheme is our “Pay it Forward” strategy which requires recipients to commit to providing volunteer hours back to sport. In what capacity this will be achieved will be negotiated between the athlete and SGT once their application has been approved. SGT will contact the relevant National or Regional Sporting Organisation (NSO/RSO) outlining the SGT investment in the athlete and will request additional resourcing or coaching if applicable for the athlete to complete their voluntary role.

**Eligibility**

* Applicants income is less than $40,000-$70,000 (proof of income detail required).
* Applicants should be 14 years through to open. Master’s competitors are not eligible to apply unless competing in an open category. In special cases Under 14’s will be considered. Please contact SGT to discuss if this applies.
* Applicants must live in the Tairawhiti and Wairoa region.
* Funding is available to individuals, up to
  + International representation - $1000
  + Up to National representation - $500
* Funding is available to teams, up to
  + $5000 per team
* Athletes are eligible to apply for further funding only after they have completed their previous accountability requirements.
* Funding allocations will be at the discretion of the SGT selection panel and will consider the total cost to attend the event, the number of athletes traveling, and the distance to travel.

**Submission**

* There is no closing date applications will be considered throughout the year.

**Application Process**

1. Applicants must complete the “Top Up” Sports Scheme Application Form and submit all relevant information including a letter of application and a letter of support from the club/code/school they are affiliated to.
2. Once approved, applicants will need to meet with the Community Sport Manager at SGT and negotiate the volunteer hours they can provide back to sport. A commitment of up to 15 hours for regional and national representation and 20 hours for international representation for an individual, and a commitment of 30 hours for a team is required if the application is successful. A contract will be signed between SGT and the athlete(s) confirming this agreement and outlining all other requirements and expectations pertaining to this scheme. The awarded amount will then be deposited into the nominated bank account.
3. At the conclusion of their volunteer hours, the athlete(s) will be required to submit a written report about their sporting and voluntary experiences including how the scheme has benefitted them personally.
4. The SGT selection panel reserves the right to consider applications that fall outside the criteria.
5. Decisions made by the SGT selection panel will be final.

The “Top Up” Sports Scheme Application form is attached. If you believe you are eligible for a “Top Up” Sports Scheme you are invited to complete and return the form to Sport Gisborne Tairawhiti. Please mark confidential and address to Sheryl Haynes, Community Sport Coordinator. All details are confidential to the SGT decision making group and all information is stored securely for audit purposes. If you have any further questions, please contact Sheryl on 06 868 9943, ext 719.



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**Application Form—Individual**

Please complete all sections of this form and return it to Sport Gisborne Tairawhiti marked ‘CONFIDENTIAL”. The decision will be communicated to you within 20 working days.

**SECTION A: Personal Details**

|  |  |  |
| --- | --- | --- |
| Athlete Name: |  | |
| Age: |  | |
| Address: |  | |
| Phone Numbers: | Day: | Mobile: |
| Email: |  | Sport: |
| Club/Code Contact Person: | Name: | Phone: |
| School |  | |
| Name of Competition/event: |  | |
| Competition/event location: |  | |

If 18 years or under please complete the following:

|  |  |  |
| --- | --- | --- |
| Parent/Caregiver Name: |  | |
| Address: |  | |
| Phone Numbers: | Day: | Mobile: |
| Number of dependent children and ages: | Number: | Ages: |

*Application Form – Individual, page 2*

**SECTION B: Personal Statement**

Please submit a letter outlining what you require the “Top Up” fund for and why you require financial assistance.

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*Application Form – Individual, page 3*

**SECTION C: Description of Expenses**

Total cost of this event? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_

What is your expected contribution for this event? $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Contribution to date $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your “Top Up” Fund request?

(Up to National max $500/International max $1000) $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you applied to any other Trust or Agency for funding the same purpose? YES / NO

If YES please provide the name of the Trust or Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the expected total cost of your sporting programme for the year? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Please provide expected sport cost breakdown.

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*Application Form – Individual, page 4*

**SECTION D: Financial Circumstances (the following information will be kept confidential)**

If applicant is under 18 years parents/caregivers are required to complete this.

Is your income solely reliant on some form of a benefit? YES / NO

Is your household income supplemented by Family Support? YES / NO

Is your total household income less than $40,000 pa? YES / NO

Is your total household income more than $70,000 pa? YES / NO

Should this application be approved please provide the bank details you would like the money deposited into:

Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: □□-□□□□-□□□□□□□-□□

**SECTION E: “Pay it Forward” Volunteer Agreement**

In what capacity do you see yourself volunteering back to the sporting community? (Club Support/Events) Please circle:

COACHING UMPIRING/REFERREEING OTHER (Please specify)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of volunteer hours (Suggestion up to National 15 hours/ International 20 hours)

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Who will supervise and sign off these hours? (Please provide name and contact details)

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*Application Form – Individual, page 5*

**SECTION F: Letter of Support to be completed by club/code**

Please attach a letter of support signed by your club/code endorsing this application.

**SECTION G: Declaration**

If applicant is under 18 years both athlete and parents/caregivers are required to complete this.

I/We, the undersigned, hereby acknowledge that the information given above is true and correct

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Athlete)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Caregiver)

**SECTION H: Checklist**

□ Letter requesting “Top Up” Funding

□ Sport Cost Breakdown

□ Bank Account Details

□ Letter of Support from Club/Code

□ Signed Declaration

**…………………………………………………………………………………………………………………………………………………………....**

**Office Use Only:**

Application Approved: YES / NO Amount Awarded: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for declining application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by SGT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Community Sports Coordinator)

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**Contract**

**Athlete Conduct**

I understand that I am a representative of my chosen sport, it is expected that I shall be a role model and fulfill all criteria of those associated bodies that I am representing including Sport Gisborne Tairawhiti.

Any reports of misbehavior and/or evidence of drug usage (performance enhancing or “social”) will result in instant cancellation of your “Top Up” contract and a refund of any monies received from Sport Gisborne Tairawhiti.

**Volunteer Requirements**

I understand the “Top Up” Sports Scheme is a reciprocal arrangement between Sport Gisborne Tairawhiti (SGT) that involves committing volunteer hours, as per my contract criteria, in exchange for financial assistance.

I agree to the following volunteer hours: \_\_\_\_\_\_\_ (Reporting template)

I agree these volunteer hours will be completed by: \_\_\_\_\_\_ (timeframe)

I understand these volunteer hours will be monitored and signed off by a nominated person and will be reported back to SGT and the relevant NSO.

**Confidentiality**

I understand all details are confidential to the SGT decision making group and all information will be stored securely for audit purposes.

**Reporting Requirements**

I understand I must submit a written report and photographs about my sporting and voluntary experiences including how the scheme has benefitted me personally. Failure to do so may jeopardize future funding applications for me and members of my club.

I understand and agree to the terms and conditions of the “Top Up” Sports Scheme and the support from Sport Gisborne Tairawhiti.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Athlete or Adult Team Rep. for team application)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Community Sport Coordinator, SGT)