

7. Accurate records must be kept of children's attendance, contact phone numbers, any relevant information on health conditions and medication administered, and accidents/incidents that occur during the programme.
8. All staff/volunteers employed must have 'reference' conducted to ensure their suitability to work with children.
9. Organisations must be aware of and are responsible for their compliance with the Health & Safety in Employment Act 1992.

### **What will be considered for funding?**

The following projects and associated costs will be considered for funding:

1. Hire of venues
2. Materials/resources directly associated with the programme
3. Transport
4. Hire of specialised tutors
5. General wages
6. Promotion

### **Additional Information**

1. If your organisation is registered for GST (Goods & Services Tax) and your application is approved, you will receive the amount grant plus GST. You will have to account to the Inland Revenue Department for the GST received. If you are not registered for GST, the total your organisation will receive will be the grant only with no GST added.
2. If your organisation is not legally constituted (i.e. an incorporated society), you can still apply for funding assistance provided you can satisfy the Council that you can account for any funds allocated to your organisation.
3. If your organisation received funding from the Nelson City Council to run a holiday Programme and for some reason the programme does not operate then the full amount of the subsidy must be returned to the Council with a letter of explanation before 30 July 2009.

Applications Close:

19 March 2009 (Easter)  
11 June 2009 (Winter)  
27 August 2009 (Spring)  
19 November 2009 (Summer)

For more information on the scheme please phone 03 546 0427

or email: [chris.blythe@ncc.govt.nz](mailto:chris.blythe@ncc.govt.nz)



## **Holiday Programme Assistance Scheme 2009**

INFORMATION FOR APPLICANTS

## Background

The Nelson City Council provides a range of services relating to recreation and leisure opportunities for people in Nelson, encouraging healthy and active lifestyles for all. In regard to provision of holiday programmes the Council offers financial assistance to holiday programme providers to ensure the community has access to safe, affordable programmes of a high standard.

Although there are no mandatory legal requirements for programmes to meet, or childcare regulations or standards of care the Council encourages providers to become members of the National Association for Out of School Care and Recreation (OSCAR) and to seek voluntary approval from Child, Youth and Family Services (CYFS).

For programmes to be eligible to apply for Council funding they do not need to be NAOSCAR members or be CYFS approved but they must meet certain criteria. This criteria is set out in the following information leaflet.

## Financial Assistance

Funding is available for each holiday round (i.e. Easter, Winter, Spring, Summer). However it is expected that provision of Council funding will allow for extension or improvements to existing programmes, or the development of new programmes (i.e. over and above what is currently being provided).

The amount of funding granted depends on the number of activities provided, and the expected participation numbers. All programmes that receive Council funding must be available to all members of the community.

To be eligible for funding all organisations must adhere to the following eligibility and accountability criteria.

## Who is Eligible for Funding?

Funding is available to organisations that intend to run a holiday programme in the Nelson area for children between the ages of 5-16 years. The maximum subsidy available for any application is \$1,000, or 60% of the total cost (whichever is the lesser amount). To be eligible for funding interested groups must meet the following criteria:

The programme (where applicable) must:

1. be a new initiative or be an extension or improvement of an existing programme;
2. cater for a minimum of 15 children per programme;
3. run for a minimum of 5 half day sessions (or 2½ full days);
4. be organised and run by professional and reputable individuals;
5. must include the NCC logo (if funding is achieved) and include at least three or four activities in any holiday period;
6. be held in safe and secure environment for children;
7. have safe and secure activities for children;
8. have appropriate staff: child ratios;
9. use the official application form to apply;
10. meet the required Minimum Safety Standards (see over).

The organisers will need to provide (where applicable):

11. a detailed budget of expenditure and income for the programme;
12. a completed financial accountability form at the conclusion of the programme;
13. proof that they have a policy on child abuse and child safety;

14. a copy of the organisation's most current accounts;
15. (if a new programme) a reference from the local Police as support of their organisation (only required once);
16. two letters of endorsement or contact details of two referees;
17. a copy of the designated first aid person's first aid certificate.
18. The application must include information on:
19. the number of children that will be catered for;
20. the age of the children that will be catered for;
21. the programme of activities and the venue;
22. the way in which organisers will publicise their programme;
23. any other supporting information;
24. the level of training given to staff.

## Minimum Safety Standards

1. A minimum of one adult to eight children must be maintained at all times.
2. A RAM (Risk Assessment Management Sheet) must be made up for the whole programme, taking into account variations for each activity.
3. A first aid kit must be carried at all times and access to a phone must be available for each activity.
4. At least one adult present for each activity must have a current First Aid certificate.
5. All activities/premises/venues must be smokefree.
6. All volunteers and staff must be aware of the provider's policies and procedures in relation to any accidents, discipline of children, collection of children, handling of child protection and for dealing with complaints.

P.T.O.