



NORTHERN REGION CAPITAL WORKS SCHEME APPLICATION CHECKLIST



PLAYCENTRE :		ASSOCIATION :		
PROJECT DESCRIPTION :				
AMOUNT APPLIED FOR: (NRCWS-B) \$				

	REQUIRED INFORMATION	ASSN	PFM	COMMENTS
	Section One - APPLICATION			
1.1	Association Declaration			
1.2	Project Contact Details			
1.3	Application for Funds (<i>NRCWS-B</i>)			
1.4	Summary Sheet of Costs (<i>NRCWS-C</i>)			
1.5	Summary Sheet of Income (<i>NRCWS-D</i>)			
1.6	Centre Viability Report (<i>NRCWS-E</i>)			
1.7	Community Description			
1.8	Other Early Childhood Facilities			
1.9	Existing Situation			
1.10	Purpose Funding Sought			
1.11	Photos			
	SectionTwo - PLANS			
2.1	Site Plan			
2.2	Floor Plan (existing)			
2.3	Floor Plan, Elevations, etc (proposed)			
2.4	Specifications			
	SectionThree - QUOTES (At least two, dated and signed by a suitably qualified person)			
3.1	Quote Comparison Summary			

3.2	Preferred Quote			
3.3	Other Quote(s)			
Section Four - FINANCIAL DOCUMENTATION				
4.1	Centre Current Financial Monthly Statement (as presented to meetings)			
4.2	Proof of minimum % contribution as per 5.3.2			
4.3	Other Information Detailing Centre's Financial Position (budget & comparison)			
4.4	Evidence of outside funding sought			
Section Five - SUPPORTING DOCUMENTATION				
5.1	Copy of Association Minutes (To show project approval, as per criteria)			
5.2	Evidence of MOE Requirement/ERO report (of support)			
5.3	Health Check (if supporting application)			
5.4	Statement of Tenure (copy of POD, lease etc)			
5.5	LIM Report (new sites only)			
5.6	Resource/Building Consent (if required)			

Section 1.1: Association Declaration

- All the information contained in this application has been checked by the Association Property Convenor before forwarding to the NZPF Property Funds Manager.
- The Centre Viability Report (Section 1.6) has been checked by the Association President before forwarding to the NZPF Property Funds Manager.
- All relevant documentation is attached.
- We understand funding will not be allocated until all the required information is supplied.

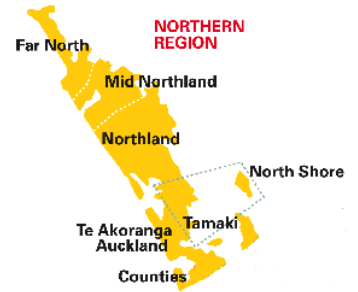
Association Property Convenor	Name :
Signed :	Date :
Association President	Name :
Signed :	Date :

NZPF PFM: _____ **CHECKED/ DATE:**

Details of NRCWS Funding Received By This Playcentre With the Past 5 Years:



NORTHERN REGION CAPITAL WORKS SCHEME APPLICATION FOR FUNDS



Please refer to the NRCWS criteria before completing the form accurately and legibly.

DATE: _____ **PLAYCENTRE:** _____

ASSOCIATION: _____

ASSN ADDRESS: _____

ASSN CONTACT PERSON: _____ **PH. No:** _____

DESIGNATION: _____

PREVIOUS NRCWS FUNDING FOR THIS PROJECT

DATE APPLICATION SUBMITTED: _____ APPROVED / DECLINED

IF APPROVED, AMOUNT RECEIVED \$ _____

FUNDING PROPOSAL

TOTAL COST OF PROJECT (GST Exclusive) \$ _____ (A)
(Taken from "Project Cost Summary Sheet")

SUB TOTAL (1) \$ _____

LESS CENTRE/ASSN CONTRIBUTION \$ _____ (B)
(Minimum of 20% of Sub-Total 1)

SUB TOTAL (2) \$ _____

PLUS 10% CONTINGENCY (Calculated \$ _____ (C)
on Sub Total 1)

FUNDING SOUGHT FROM NRCWS \$ _____

ASSOCIATION PROPERTY CONVENOR

ASSOCIATION TREASURER



NORTHERN REGIONAL CAPITAL WORKS SCHEME
INCOME/BALANCE SHEET



Association _____

Playcentre: _____ Date: _____

INCOME: (GST Exclusive)

Association _____

Playcentre _____

NRCWS _____

TOTAL INCOME (GST Exclusive) _____

20% Centre/Association Contribution Breakdown

Cash _____

Donated Labour \$ _____ p/hr x No. _____ People) _____

Donated Labour \$ _____ p/hr x No. _____ People) _____

Donated Goods _____

Other (Please specify) _____

TOTAL CENTRE CONTRIBUTION _____ **(B)**

Total Income: _____

Deduct total cost of project: _____

Surplus/Deficit (Should equal contingency) _____

If not, please explain why:



NORTHERN REGION CAPITAL WORKS SCHEME PROJECT COST SUMMARY SHEET



ASSOCIATION: _____

PLAYCENTRE: _____ DATE: _____

EXPENDITURE:

Architect/Overseer _____

Surveys – Site/Building _____

Building Consent/LIM/PIM _____

Insurance _____

Builder/Contractor (Include Roof/fences/gates/drives/paths) _____

Electrician _____

Plumber (Include drain laying/earthworks) _____

Telephone/Power Connection _____

Painting/Decorating _____

Legal Costs _____

Administration Costs – Postage/Tolls etc _____

SUB TOTAL (GST Inclusive/Exclusive) _____

LESS GST (If applicable) _____

TOTAL COST OF PROJECT (GST Exclusive) _____ (A)



NORTHERN REGION CAPITAL WORKS SCHEME VIABILITY OF CENTRE REPORT



TO: NZPF Property Funds Manager

From: _____ Association

Date: _____

Report on _____ Playcentre

Address of Centre: _____

Licensing Status: (If not full, state why) _____

Number of families currently enrolled: _____

Number of children currently enrolled: _____

Number of children on waiting list: _____

Number of sessions: _____ How supervised: _____

Completed Training Qualifications

Course One _____

Course Two _____

Course Three _____

Course Four _____

Other _____

Course One in Training

Total Trainees

Training figures added together should equal number of families enrolled, if not please explain and give any other relevant information.

The above information is correct and verifiable

ASSOCIATION LICENSEE

ASSOCIATION PROPERTY CONVENOR