



MINISTRY OF
SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora

**OSCAR Development Funding
Fact Sheet**

An OSCAR Development Grant is used to assist with the costs of setting up or promoting a new before school, after school, or school holiday programme. You can also use it to make any changes you need to become a Child, Youth and Family (CYF) approved OSCAR provider.

These grants are provided by the Ministry of Social Development (MSD). Funded programmes are required to sign an agreement with MSD in order to receive funding. The OSCAR Foundation administers the application process on behalf of MSD.

How to apply for OSCAR Development Grants

Page 1:

The Name your Organisation is commonly known by is the name you prefer your programme(s) to be called or the name your organisation is known by in your community.

The Legal Name of your Organisation is the name of the person or organisation that will sign the contract with MSD. It is the full official name of the organisation, as shown on your incorporated certificate or trust deed. If you are not a stand alone OSCAR programme, the legal name of the organisation responsible for receiving the funding and signing the contract is required. Private providers who are not registered as a company should use their own name/s trading as (for example, Joe Bloggs trading as OSCAR Auckland After School).

Legal signatories are individuals who are legally authorised to sign documents on behalf of your organisation. One of these individuals will be required to sign the agreement between your organisation and MSD.

The **Main Contact Person** will be the contact for the OSCAR Foundation and MSD. This person needs to be accessible and must know about the programme.

Page 2:

Along with your **Bank Account number**, you need to attach a pre-printed bank deposit slip for verification. The account name should be the same as the legal name of your organisation.

You can apply for funding even if you don't have a **GST Number**. However, you should inform MSD if you become GST registered.

Page 3:

The **Declaration** needs to be signed by individuals who are authorised to apply for funding on behalf of the organisation. Sole traders and organisations that do not require two signatures need only the one. If your organisation's policies, constitution or trust deed require two signatures please ensure two are provided.

Programme Pages :

Fill out one of these pages for each programme for which you are applying for funding. If you need more than the one provided just photocopy the original form.

There are 3 **types of OSCAR programme**: Before School, After School, and Holiday (Camps are regarded as a Holiday programme):

Before School Programmes must

- Operate for at least 5 hours per week during the school term

After School Programme must

- Operate for at least 10 hours per week during the school term

Holiday Programmes must

- Operate for at least 30 hours per week and at least 4 weeks per year
- Operate in each school holiday period.

The **Location of your OSCAR programme** and the kind of facility needs to be stated. (For example, Church Hall, 111 Church Road, Hamilton).

The **maximum funding available** for a Development Grant is \$3,000 (GST exclusive) **per programme**.

OSCAR Advisors are available to provide OSCAR programmes with assistance to complete the application. Do not hesitate to call if you have any questions or require assistance:

0800 GO OSCAR / 0800 466 7227

In order to be approved OSCAR funding by MSD, all programmes must:

- Operate 5 days a week
- Have a commitment to gaining CYF OSCAR Approval
- Collect fees from parents whose children are using the programme
- Be able to demonstrate that there is a need for the programme in the community.

The deadline for applications is the last day of each month.

Applications can take **AT LEAST 8 weeks** after the deadline to process; it is important to take account of this in your financial planning.

In addition to the application form, there is extra information required that needs to be included.

- **Pre-printed bank deposit slip**

This is required in order to verify your account details.

- **Proof of legal status**

Proof can come in the form of your current constitution or trust deed and/or certificate of incorporation or other proof of your legal status.

- **One letter of recommendation for each programme venue applied for**

If you are applying for multiple programmes to be run at the same venue, then one letter is sufficient. However, if you are using more than one venue then you have to supply one letter for each programme venue.

These letters of recommendation or support should be from people of standing in the community. For example, school principals, community constables, community centre representatives, church leaders, MPs, etc. Letters of Support can not be from parents who use the programme; they should be from an independent person that is not from the organisation running the programme. If the application is from a school a letter from the Principal is sufficient. All letters should reflect that your programmes will be needed in your community.

- **Budget outlining how your Development Grant will be spent**

It is important to include a detailed list of what the funding will be used for. Please note that Development funding is to help establish your programme and gain CYF approval. This budget is separate from the operational budget required in each of the programme details application forms. This budget should show a breakdown of how you will spend the Development grant amount you are applying for. Only one budget is required.

If you are applying for funding for a new programme:

- **Evidence that your programme will be used by the local community**

The most common reason that a Development Grant application is declined by MSD is due to a lack of evidence that programmes are needed by the local community. It is important for your application to include evidence of need in the form of survey results, a waiting list, enrolment forms, or if your programme has already started, attendance sheets.

If you are applying for funding to assist with obtaining CYF OSCAR Approval:

- **A list of CYF requirements and their projected cost**

A list needs to be made of the steps you need to take in order to obtain CYF OSCAR Approval. This time line should also outline who will be involved in the Approval process and what costs will be incurred.

Important: An accountability form will be sent to you at the end of the period for which you received your grant. This must be completed and returned to the Ministry of Social Development before you can receive further funding.