



MINISTRY OF SOCIAL DEVELOPMENT

Te Manata Whakahiato Ora

Guide to Applying

for

OSCAR Assistance Funding





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Guide to Applying for OSCAR Assistance Funding

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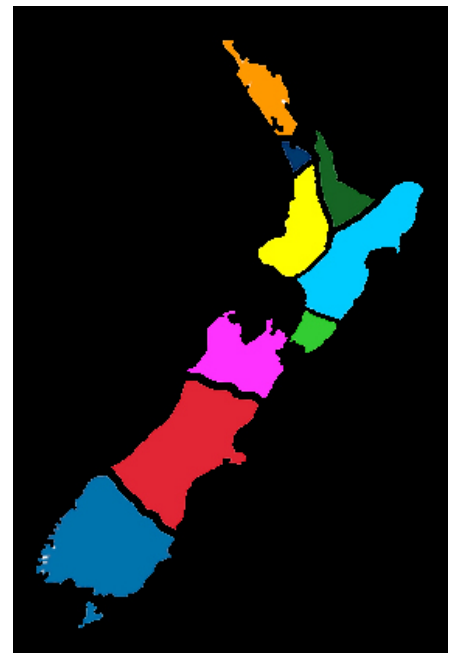
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What is Assistance Funding?

Assistance funding is part of the Government Strategy to reduce barriers for parents participating in work or training.

The Assistance Funding Grant is available for before school, after school, holiday and camp programmes. The purpose of the funding is to increase the sustainability of OSCAR programmes and to assist with the operational costs of running a programme.

Please note

It is expected that OSCAR programmes that generate large surpluses or profits will not be eligible for this funding.

What Can I Use Assistance Funding For?

Assistance Funding can only be used for the operational costs of an OSCAR Programme. (*Assistance Funding cannot be used for capital expenditure - a unit item exceeding \$500.*)

When Can I Apply?

There are two funding rounds per year: Spring and Autumn. Precise deadlines for each round are laid out in the covering letter that comes with the Assistance Funding application form. This information is also available on The OSCAR Foundation website.

www.oscar.org.nz

No late applications will be accepted.

OSCAR programmes may receive the Assistance Funding Grant only once per financial year. Programmes may apply for a grant of up to \$16,000 **maximum** (excluding GST).

Who Can Apply?

You can apply if you run an OSCAR Before School, After School, Holiday programme or Camp.

You must:

- Be CYF OSCAR approved
- Operate for five days per week
- Collect fees or contributions from parents using the programme

Before School Programmes:

Must operate daily for at least 5 hours per week during each school term

After School Programmes:

Must operate daily for at least 10 hours per week during each school term

Holiday Programmes / Camp Programmes:

Must operate for at least 30 hours per week and at least 4 weeks per year and operate in each school holiday period

Organisations that operate more than one type of programme, for example both after school and holiday programmes, may apply for separate grants for each.

Where an organisation operates programmes at more than one venue, (for example at a number of schools), these are considered separate programmes and the organisation may apply for a grant for each of the programmes.

If you are applying for funding for more than one programme you need only fill in Part One once.

Contestable Funding

The Assistance Funding Grant is contestable. Contestable funding means there is a capped pool of funding to be allocated, irrespective of the number of applications received. Therefore, a grant allocation is not guaranteed.

The level of funding awarded to each programme takes into account a number of considerations including:

- The demonstrated community need for the programme
- The size of the programme
- The demonstrated need for funding to enhance programme sustainability and quality
- The total amount of funding available to be allocated

Funded programmes will be required to sign an agreement with the Ministry to receive the funding. *The OSCAR Foundation processes the applications on behalf of the Ministry.*

Part One - Supporting Information

This supporting information is an important part of the funding application and must be included. It should verify the information provided in Part One of the application form. When you are ready to submit your funding application, go through the check list before you send it off. If you are a first time applicant some of the information e.g. proof of legal status or deposit slip needs to be provided with the first application only.

All funding applications have to include supplementary information every time they apply:

CYF OSCAR Approval

This information is required to confirm CYF OSCAR Approval for your programme(s.) The CYF report and the CYF cover letter (or CYF OSCAR certificate) must be sent each time you submit a funding application.

Attendance Sheets

Before and After school programmes must supply the most recent four weeks of attendance sheets.

Holiday / Camp programmes must supply attendance sheets for the last two holiday periods.

These must be sign out sheets as per CYF OSCAR standards, and show the children who actually attended each day, not just the total number of children enrolled.

It is appropriate to block out children's names as long as the parent signatures next to the children's name are visible.

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.

Please do not hesitate to call if you have any questions or require assistance:

0800 GO OSCAR
0800 466 7227

Annual Accounts

A full copy of the most recent Annual Accounts for your main organisation are required. These accounts are either audited or independently reviewed on an annual basis as detailed below:

- i Audited accounts are required for those organisations whose legislative status requires that audited accounts be produced, e.g. public companies.
- ii Audited accounts are also required for those organisations whose constitution or rules require audited accounts to be produced, e.g. most incorporated societies and charitable trusts.
- iii Audited accounts are also required for other organisations who receive \$50,000 (GST incl) or more in Government funding annually.
- iv For those organisations that receive less than \$50,000 (GST incl) in Government funding annually and do not fall under the above mentioned criteria, the Annual Accounts provided are required to be independently reviewed, by an Accountant or person with appropriate expertise in financial reporting. A review statement signed by the person conducting the review must be attached to the accounts (*you need to include this persons contact details*).



Annual Accounts need to include a Statement of Financial Position (Balance Sheet).



The Annual Accounts must include Income & Expenditure figures for OSCAR programmes. The Annual Accounts may show these as summary figures but if this is done, an additional detailed Income & Expenditure statement for each programme, covering the same financial period as the Annual Accounts must also be supplied.



For groups that operate their OSCAR services as part of a larger organisation, e.g. childcare centres, schools etc. the accounts for the OSCAR component need to be identified separately from those of the rest of the organisation.



Organisations that have received OSCAR funding previously need to show the grant as a separate item in their annual accounts. These need to be clearly identified as MSD Grant or OSCAR Grant.



If your Annual Accounts are currently being audited/reviewed, please send the draft and state that they are in the process of being audited/reviewed. In all cases, either an auditors report or review statement have to be attached.



If you are a newly established OSCAR provider and have not yet operated for a full financial year (and thus do not have Annual Accounts) you will need to provide:

A list of assests and liabilities

A copy of your most recent bank statement for your trading account.

Income & Expenditure for OSCAR programmes

If not identified separately within your annuals, you need to provide detailed and separated Income & Expenditure for each of your OSCAR programmes (for the same period as your Annual Accounts). The totals of these separated Income & Expenditure need to reconcile with the summarized figures in your Annual Accounts.



It is important to ensure that each individual Income & Expenditure reflects the true cost of that programme. Just dividing the expenditures equally into the different OSCAR programmes is not acceptable.



The detailed Income & Expenditure also need to show the individual MSD grant received for each OSCAR programme. This will give a true financial picture for your individual OSCAR programmes.



If your Annual Accounts are older than 6 months by the time the Ministry Allocation Panel will meet (these meetings take place in June and December), the funding processor will request an additional most recent 3 month Income & Expenditure for each of the programmes you are applying for. This will show any increases to the consumer price index and thus show rising cost factors that affect an OSCAR programmes (e.g. fuel increase in transport costs).

Budgets for OSCAR programmes

Budgets need to be for the period that the Ministry of Development will be funding the provider for. Autumn MSD Funding Round applicants (*previously known as April Funding Round*) need to provide budgets for the period of July to June of the following year.

Spring MSD Funding Round applications (*previously known as October Funding Round*) need to provide budgets for the period of January to December of the following year.

It is important that providers inform their Accountants accordingly, so this information can be shown in the Annual Accounts as well. (*E.g. providers with Financial Year Ended 31st March would show a percentage of the grant in their present financial year and carry some of the grant over to their next financial year. This needs to be clearly identified within the Annual Accounts as Grant carried forward*).

Budgets need to clearly display the following information:

Budgets need to clearly show the period they are applying for.

Budgets need to include the name of the programme and type of programme.

Budget must show the number of children budgeted for.

Holiday programme / Camp programme budgets need to show the number of weeks per annum operating.

Budget must indicate whether they are GST inclusive or exclusive.

If applying for wages (this would be indicated in your application form under the heading "what will you use the funding for?"), a detailed breakdown of wages must be supplied in form of hours to be worked times hourly rates.

What happens next?

The next stage is done in 3 steps

Step One: Funding Processing

Once you have submitted your application forms they will then be looked over by an OSCAR Foundation funding processor who will review the information you have supplied. The funding processor may require additional information and explanations.

Step Two: The OSCAR Foundation Funding Committee Recommendations

The applications are then reviewed by the funding committee. Recommendations are made based on the available information.

Step Three: Ministry of Social Development Funding Panel Decide

The final decisions are made by the Ministry. It is anticipated that all providers will be notified of the funding decision 3 months following the funding round closing date.

Your responsibilities

When you receive funding from the Ministry of Social Development, it is the OSCAR providers responsibility to meet their contractual obligations.

If you have been allocated an Assistance Funding Grant you will be expected to sign a contract with the Ministry of Social Development. This contract holds information such as:

- Grant allocated per programme

- Funded period

- Terms and conditions that have to be met for the duration of the contract

Please note that any changes to venue, times of operation, or such other must be notified in writing to the Ministry of Social Development.

Whilst The OSCAR Foundation makes every effort to send out Assistance Funding Application forms to all eligible providers, we cannot guarantee that every eligible provider will receive an Assistance Funding Application form due to circumstances beyond our control.

It is the OSCAR Providers responsibility to keep themselves up to date with Funding dates.

We provide up to date information on MSD Funding on our website

www.oscar.org.nz

We recommend that you mark funding dates in your calendar and check our website regularly for the latest information.



Check list

Use this check list to ensure your Funding Application is on track. Tick off the boxes as you complete these key parts of your application.

Annuals

- 1. Audited or reviewed
- 2. Solvent
- 3. The MSD (OSCAR) Grant is clearly identified and shown separately to all other grants received.
- 4. The OSCAR Income & Expenditure is shown separately to the rest of the organisation. This can be shown as a line item, but if this is done, a separate and detailed I&E for each programme must be supplied as well and the totals of these must reconcile with the totals in the annuals.
- 5. Where the funded period does not reconcile with the organisations financial year, the appropriate percentage of the grant received needs to be carried over to the new financial year and this needs to be clearly identified as a liability in the Statement of Financial Position.

Income & Expenditure

- 1. Must be for the same period as the annuals and must reconcile with the totals or line items in the annuals.
- 2. If annuals are older than 6 months, then an additional most recent three months I&E has to be supplied as well.
- 3. Income & Expenditure are separated and detailed for each programme and include the MSD Grant.

Budget

- 1. Budget is for the period of July to June for Autumn Funding Round applicants and January to December for Spring Funding Round.
- 2. Budget is headed appropriately e.g. After School Care, Holiday Programme etc.
- 3. Holiday Programme and Camp Programme budgets show weeks of operation
- 4. Budget shows number of children it is budgeted for
- 5. Budget states whether it is GST exclusive or inclusive
- 6. If applying for wages, then a detailed breakdown of wages is supplied as well

CYF OSCAR Approval

- A copy of your current CYF OSCAR Approval and full report. If you are not yet CYF OSCAR approved, please provide a copy of your CYF correspondence acknowledging the receipt of your application for approval.

Please note that we do not retain copies of information you have attached to previous applications.