

Part Four:
to be completed for funding for Holiday programmes

Programme Information

1. What is the name of your holiday programme?

2. Is this programme currently operating?

3. When (**MM/YY**) was this programme established?

4. Does this programme operate each holiday period? (If not please provide the explanation below).

5. How many weeks per year does your holiday programme operate?

6. How many days per week does your holiday programme operate?

7. How many hours per week does your holiday programme operate?

8. How many children on average per day attend your holiday programme?

9. What fees are charged for this programme?

Some organisations such as childcare centres, community centres etc, run a number of services and give their OSCAR programme another name. For example "Maunu OSCAR."

If your programme is in recess explain why and when the programme will be operating again.

Please put the month & year it started E.g. 06/97

This question is not focusing on how many different children attend but on numbers of children who attend **per day**.

Clearly state the fee structure as well as supplying fee structure in additional information such as poster /brochure.

Personnel and Venue Details

10. How many people work with the children at any one time in your holiday programme?

How many staff positions are there per day. This question is to determine ratios of staff to children

11. How many of the people are in paid positions?

11a. How many of the people are volunteers?

12. Who is your holiday programme co-ordinator?

13. Is this programme co-ordinator a paid position?

This is the person who is responsible for the day to day running of the programme. This person may or may not be a supervisor in the programme and is the person with whom an OSCAR fieldworker will liaise regarding the operation of the programme.

14. Please name those involved in the management of your programme?
(e.g. your management committee or trust board etc)

Name:	
Name:	
Name:	
Name:	
Name:	
Name:	

If you are a sole trader put yourself

15. What is the street address where your holiday programme is located?
(Please include your postcode)

If someone were to visit your programme while it is running, this is the address they would come to.

16. In what type of premises is your programme located?
(e.g. school hall, community hall, marae, early childhood centre etc)

17. By what arrangements are these premises secured?

Are they rented, owned, donated, subsidised, etc

Financial summary of programme

18. What is your holiday programme's projected operating deficit?

This is the deficit shown on your budget.

19. How much funding are you applying for?

Please write how much money you are requesting from us.

20. What will this funding be used for?

21. How is your holiday programme currently funded?

Parent fees, community grants, sponsorships, cross subsidisation from other parts of your organisation.

22. Which funding bodies have you applied to or will be applying to in future

If Yes, who have you applied to?

This refers to other agencies that you are applying to.

23. Have you received an OSCAR Development grant or Assistance grant in the last 12 months for this programme?

YES		NO	
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24. If yes, give the month & year the specific grant was received.

This allows us to establish whether the grant received would be in the period of your annuals.

Budget

Name of Programme: _____

Programme type: Holiday Programme

Period of Budget : _____

No of children forecast: _____

No of weeks in operation per annum: _____

GST inclusive / exclusive

Staff Expenses	Wages - Coordinator	
	Wages - Supervisor	
	Wages - Assistant	
	ACC	
	Holiday Pay 8%	
	Staff Training	
	Volunteer Expenses	
Programme	Equipment / Resources	
	Food	
	Transport - Daily	
	Transport - Fieldtrips	
	Excursion Entrance Fees	
	Tutor Fees	
Administration		
Venue		
Misc.	Other	
	TOTAL	

Parent Fees	
WINZ Fee Subsidy	
Grants	
Fundraising	
Interest	
Refunds	
Other	
TOTAL	

Expenditure

Income

Income - Expenditure

= Surplus / Deficit

Please note: if you are applying for wages / salary please provide a breakdown of the wages separately including hours to be worked and hourly rate.

Additional Information that you must supply with PART FOUR of your application continued:

Financial Information (Refer to **page 5 and 6** of the Guide)

- A recent Statement of Income and Expenditure for this Oscar programme. This should form part of your Annual Accounts (as required by the MSD), but if it does not and/or if your Annual Accounts are more than 6 months old **A SEPARATE STATEMENT OF INCOME AND EXPENDITURE FOR YOUR HOLIDAY PROGRAMME FOR AT LEAST THE LAST 2 HOLIDAY PERIODS IS REQUIRED**, as well as your Annual Accounts.

- A copy of a 12 month projected budget for your holiday programme, for the period funding is being applied for.

Evidence of Operation (Refer to **page 6** of the Guide)

- Completed attendance sign out sheets for the last two holiday periods

Community Support (Refer to **page 6** of the Guide)

- At least two reference letters from the community supporting your holiday programme. These may not be from parents. (Not required if you have previously received Assistance Funding).

Evidence of Fees (Refer to **page 6** of the Guide)

- Evidence of your holiday programme's fee structure (e.g. a copy of your programme brochure, parent contract, enrolment form, or record of fees charged).