



# Sport and Recreation Facilities Investment Fund

Guidelines for the 2023/2024 funding round

November 2022



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## About the fund

The Sport and Recreation Facilities Investment Fund was established to support the development of sport and active recreation facilities that create opportunities for Aucklanders to get active.

Auckland Council recognises the important role that non-council facilities play in serving Auckland's sport and recreation sector. The fund will invest up to \$150 million over the Long-term Plan 2021-2031, to:

- address sport and recreation infrastructure shortfalls
- respond to changing participation preferences
- deliver value-for-money by leveraging third-party investment
- get more Aucklanders more active more often.

## Previous Investment

In previous funding rounds the Sport and Recreation Facilities Investment Fund distributed the following sums:

- [2018/19](#) - \$5,000,000
- [2020/21](#) - \$9,933,940
- [2021/2022 and 2022/2023](#) - \$15,368,800

## Available Funding

The next round will open on Monday 14 November 2022. Grant decisions will be confirmed in September 2023 (2023/2024 financial year allocation).

- 2023/24 - \$13.4M (confirmed funding currently available in this round)
- 2024/25 - \$13.6M\*
- 2024/25 - \$13.8M\*

*\*Provisional budgets - subject to annual budget confirmation*

## Outcomes sought from investment

The Sport and Recreation Facilities Investment Fund seeks to improve the provision of facilities to increase Aucklanders' participation in sport and recreation.

The Fund primarily contributes to the 'Infrastructure' priority in the [Auckland Sport and Recreation Strategic Action Plan 2014-2024](#), notably initiative 7.2: *Provide quality fit-for-purpose facilities at regional, sub-regional and local levels for informal recreation and sport.*

The participation outcomes of this Fund directly align with the primary outcome of [Increasing Aucklanders' Participation in Sport: Investment Plan 2019-2039](#) which sets out the council's objectives and investment approach for sport over the next twenty years.

## Who might submit a proposal

- Community groups with a sport and/or recreation focus, e.g. sports clubs, community facility trusts.
- National or Regional sport and recreation organisations.
- Iwi, Schools, Universities or religious organisations (wanting to provide community access to their sport and recreation facilities).
- Commercial entities may apply for grants in certain circumstances (including where partnership investment can be leveraged and community participation outcomes are significant).

Eligibility for the Regional Sport and Recreation Facilities Investment Fund will be guided by the [Community Grant Policy Guidelines](#)

## Applications from groups using council-owned assets

Due to the varying ownership models of existing sport and recreation infrastructure, council may consider applications from organisations seeking the upgrade of, or extension to the council-owned sport and recreation assets they access, such as sports fields, pools, outdoor courts, indoor courts, water access, etc.

The merits of those applications will be considered using the same funding priority lens as applications for non-council assets (as set out below) with particular focus on: the impact on identified facility network gaps; addressing inequity in provision; availability of other council funding sources; and, the absence of funding leverage.

# Funding priorities

The intention is to ensure Auckland Council investment provides for the greatest number of people possible and meets the changing needs of the community. Investment will provide a basic level of provision of fit-for-purpose sport and recreation facilities to support community sport and recreation.

## Pass-Fail Criteria

For All Funding Gateways:

- the funding request is for the purpose of facility planning or development
- the proposed facility delivers a community sport and/or active recreation outcome
- the applicant is a formally constituted organisation with a recognised legal structure
- there is a demonstrable need for the proposed facility
- the proposed funding model to deliver this stage of the project is achievable.

For Funding Gateway 2:

- ownership of the proposed facility has been confirmed
- a concept design tested through feasibility and business case for achievability and operational viability.













For Funding Gateway 3:




- long term tenure has been secured for the land where the proposed facility will be located (e.g.: ownership of the land, or a lease (or agreement to lease) for an adequate term)
- land-owner approval and resource consent (if required) for the proposed facility development.


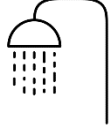

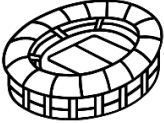
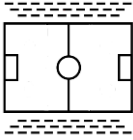
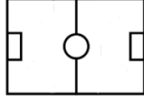
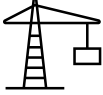





## Priority Criteria










The fund applies a wide range of criteria to accommodate potential applications for the wide range of sport and recreation facilities required to serve Auckland communities.

Multiple criteria will be considered to allow for a diverse range of projects to present themselves through the application process. It is expected that projects will present a mix of high medium and low priority characteristics, but successful applications will need to align with multiple high priority criteria within the tables below.

<b>People &amp; Community Priorities</b>		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<p>Communities of greatest need I.e., Communities who have limited capability to access social and economic resources and opportunities compared to the general population.</p> 	<p>Communities of some need Communities who are able to access some social and economic resources and opportunities compared to the general population.</p> 	<p>Communities of least need Communities who can readily access social and economic resources and opportunities compared to the general population.</p> 
<p><b>Strong benefit to Māori</b> Projects led by Māori, strongly supported by Māori and/or develop facilities that will help Māori be more active.</p> 	<p><b>Some Māori outcomes</b> Projects that develop facilities which will help Māori be more active.</p> 	<p><b>No specific benefit to Māori</b> Projects that develop facilities which deliver no specific benefit to Māori activity levels.</p> 
<p><b>Inactive Communities</b> Projects that will have a significant impact on insufficiently active communities (low-participation in sport and recreation), including but not limited to high deprivation communities, females, tamariki and rangatahi and disability groups.</p> 	<p><b>Insufficiently active Communities</b> Projects that will have a moderate impact on inactive/low-participant communities.</p> 	<p><b>Highly Active Communities</b> Projects serving highly active communities which have a limited impact on inactive/low-participant communities.</p> 
<p><b>High Participation</b> High participation sports or, emerging sports with high growth potential.</p> 	<p><b>Medium Participation</b> Medium participation sports or, emerging sports with medium growth potential.</p> 	<p><b>Low Participation</b> Low participation sports or, emerging sports with low growth potential.</p> 

<p><b>Partnerships</b> Projects involving partnerships between community groups with evidence of significant participation impact.</p> 	<p><b>Single Use</b> Investment in single code or single use facilities with evidence of significant participation impact.</p> 	<p><b>Limited Access</b> Investment in projects that deliver private benefits or, have minimal participation impact.</p> 
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<b>Infrastructure Priorities</b>		
<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<p><b>Core infrastructure</b> Courts, fields, playing surfaces, structures and lighting that is central to sport and recreation participation.</p> 	<p><b>Ancillary infrastructure</b> Toilets, changing rooms, equipment storage and carparking that enables safe and sanitary access for participants and spectators.</p> 	<p><b>Incidental infrastructure</b> Such as clubrooms and administration facilities that is not required for sports participation but exist for social and management purposes.</p> 
<p><b>Regional infrastructure</b> Regional facilities offer specialised community sport and active recreation facilities serving the entire Auckland region. Usually large facilities with sufficient capacity to serve regional demand.</p> 	<p><b>Sub-Regional infrastructure</b> Sub-regional facilities serve a significant number of users from a catchment of 10km or more. Often well-known destination facilities in their area, and/or are the only facility of their type in the area.</p> 	<p><b>Local infrastructure</b> Facilities that are primarily used by users within a catchment of 10km.</p> 
<p><b>Construction</b> Applicants seeking funding for the capital development stage of their project (Funding Gateway 3)</p> 	<p><b>Design &amp; Consenting</b> Applicants seeking funding for the design and consenting stage of their project. (Funding Gateway 2)</p> 	<p><b>Investigation and analysis</b> Applicants seeking funding for the investigation (eg: feasibility or business case) stage of a project. (Funding Gateway 1)</p> 
<p><b>Environmental Sustainability</b> Projects that have put in place mitigations to reduce climate impact. E.g., sustainable materials, solar energy, rain-water retention, etc.</p> 	<p><b>Neutral Climate Impact</b> Projects that have not yet considered their climate impact but intend to explore mitigations.</p> 	<p><b>Negative Climate Impact</b> Projects that have not considered their climate impact or, have no mitigations in place.</p> 

Strategic & Financial Priorities		
HIGH	MEDIUM	LOW
<p><b>Strong Strategic Alignment</b> Projects that have been prioritised in key national or regional strategies (e.g., local board plans, sport facility plans, etc.).</p> 	<p><b>Some Strategic Alignment</b> Projects that are able to demonstrate significant potential impact where a key national or regional strategy does not exist.</p> 	<p><b>Little/No Strategic Alignment</b> Projects that are not considered to be a priority in key regional strategies (e.g., local board plans, sport facility plans, etc.).</p> 
<p><b>Significant Leverage</b> Partnership projects able to leverage over two dollars for every dollar requested, allowing more of the facilities Auckland needs to be built more quickly</p> <p style="text-align: center;"><b>&gt; 2 : 1</b></p>	<p><b>Moderate Leverage</b> Partnership projects able to leverage over one dollar for every dollar requested from this council Fund, allowing more of the facilities Auckland needs to be built more quickly</p> <p style="text-align: center;"><b>&gt; 1 : 1</b></p>	<p><b>Low Leverage</b> Partnership projects able to leverage less than one dollar for every dollar requested from this council Fund.</p> <p style="text-align: center;"><b>&lt; 1 : 1</b></p>
<p><b>Large Scale</b> Facility development projects with a total capital cost of more than \$2,000,000.</p> 	<p><b>Medium Scale</b> Facility development projects with a total capital cost of more than \$500,000.</p> 	<p><b>Small Scale</b> Facility development projects with a total capital cost of less than \$500,000.</p> 
<p><b>No Subsidy</b> Projects requiring no ongoing operational funding.</p> 	<p><b>Start-up Subsidy</b> Projects requiring some operational funding or start-up funding.</p> 	<p><b>Ongoing Subsidy</b> Projects requiring significant ongoing operational funding.</p> 

## Not eligible for this fund

- Facilities with no community sport and/or active recreation benefit.
- High performance or early childhood facilities (unless that component of the project is paid for by another funder and/or, is complimentary to community access outcomes and financial sustainability).
- Facility maintenance or staff costs.
- Events or programming costs.
- Retrospective funding of projects.
- Applications to undertake needs assessments.

## Provisional timeline

Stage	Date
Stage 1 – Applications open	14 Nov 2022
Stage 1 – Applications close	31 Jan 2023
Stage 1 – Processing, analysis, feedback and decisions (staff led)	Feb 2023
Stage 2 – Applications open (by invitation)	10 Mar 2023
Stage 2 – Applications closed	10 Apr 2023
Stage 2 – Processing, analysis and request further information (if required)	Apr - May 2023
*Mana Whenua engagement (staff led)	May 2023
Independent Assessment Panel materials circulated	Jun 2023
Independent Assessment Panel Review meeting	Jul 2023
Final analysis and recommendations (staff led)	Jul 2023
*Governing body committee workshop (feedback on recommendations)	Aug 2023
*Governing body committee business meeting (funding decision)	Sep 2023
Funding agreements developed with grant recipients (staff led)	Oct - Dec 2023

*\*Subject to mana whenua and governing body meeting schedules*

# Application Process

The Sport and Recreation Facility Investment Fund application process is comprised of two stages:

- Stage 1 application
- Stage 2 application

All information is submitted through Smartygrants – council’s online grants portal. Links to the application forms will be available on the [Sport and Recreation Facility Investment Fund webpage](#) on the council website.

The Sport New Zealand [Community Sport & Recreation Facility Development Guide](#) is recommended as a good-practice guidance document when developing your proposal.

# Funding Gateways

There are three funding gateways (shown in the diagram below) for the Sport & Recreation Facility Investment Fund. These entry points are aligned with the key fundraising stages community groups have to navigate when planning and developing a sport and recreation facility.

- Funding Gateway 1: Investigation & Analysis
- Funding Gateway 2: Design & Consent
- Funding Gateway 3: Construction

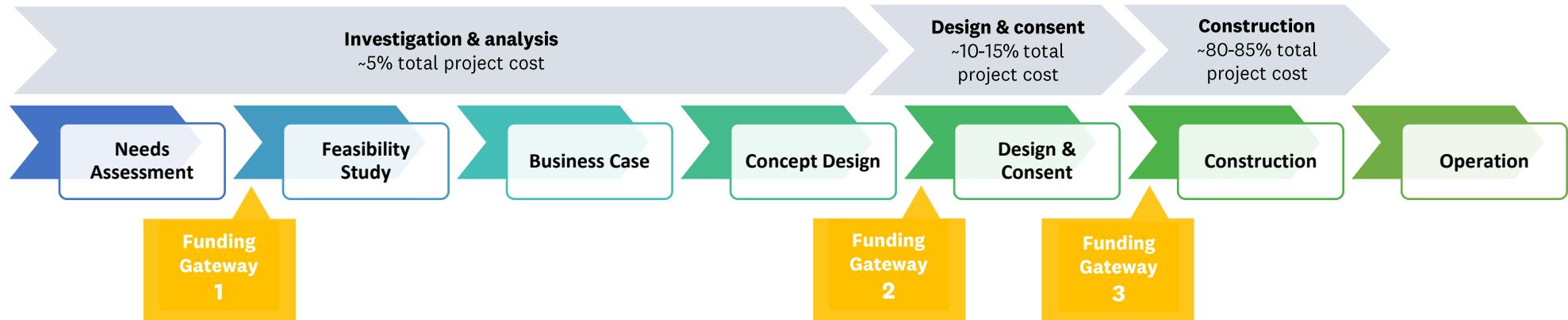
Applicants will be required to have undertaken a needs assessment prior to entering any Gateway. Evidence should be submitted with the Stage 1 application for best chance of proceeding to Stage 2.

Applicants will generally only receive funding from one gateway in any given funding round, unless council in its sole discretion considers there are exceptional circumstances.

Note: The deliverables listed in diagram below are at times interchangeable (E.g., between needs, feasibility and business case) depending on the complexity of the project and project brief deliverables requested. The approach below is an overview of good practice but each project and its approach will be considered on its individual merits.

# Sport & Recreation Facility Investment Fund - Funding Gateways

Useful reference: Sport New Zealand [Community sport and recreation facility development guide](#)



## Needs Assessment

- Identify the current supply of facilities (proximity, function & capacity)
- Define the catchment area, population characteristics and growth trends
- Define the gap in facility provision
- Identify the current, projected and priority needs
- Identify options to meet the priority needs (e.g., shared space, redevelopment, new facility)
- Refine the objectives of the facility
- Define likely roles and responsibilities with stakeholders/partners
- Identify location options from a strategic perspective

## Feasibility Study

- Refine and assess the technical requirements, costs, SWOT, ROI, timeframes, resources required, partners, governance and management models and risks
- Assess location options if applicable
- Assess relevant planning rules and regulations
- Develop schedule of spaces for the facility design brief
- Prepare a initial concept design(s) including preliminary costing (QS)
- Prepare an achievable fundraising plan
- Confirm vision, objectives and facility purpose
- Define the scope of the business case/business model
- Set principles for design of the facility that address technical and functional requirements

## Business Case

- Define the ownership, governance, management and operating models
- Specify catchment, target market, occupancy and pricing models
- Generate an operational income and expenditure model over a 10-year period
- Identify and mitigate any ownership, financial, construction and ongoing operational risks
- Set principles for design of the facility that address functionality, user experience, access and financial and environmental sustainability

## Concept Design

- Concept design refined in response to feasibility and business case findings
- Concept design sufficient to inform permissions processes eg: land-owner approval, resource consent
- Updated preliminary costing (QS)

## Design & Consent

- Confirmation of tenure (eg: ownership, lease or agreement to lease) and landowner permission.
- Obtain planning/regulatory consents (eg: local board landowner approval, resource consent and building consent)
- Confirmation of technical requirements to inform detailed design including for eg: geotechnical, structural, durability/lifespan, acoustic, access, plant, energy and environmental objectives, etc...
- Detailed design – construction drawings with all necessary engineering input
- Obtain building consent for detailed design
- Confirm project management approach, construction budget, fundraising and procurement plans, project programme, key project milestones and risks

## Construction

- Complete fundraising including contingency
- Procure construction contract
- Complete conditions for drawdown of grant funding
- Undertake construction
- Obtain Code Compliance Certificate
- Develop asset management plan

Different questions will be asked at each funding gateway to gauge good-practice facility planning and design. The breadth and depth of information required will be proportional to the overall level of council investment (funding, land and other inputs).

Examples:

- Core Infrastructure: An organisation looking to develop/extend a network of mountain bike tracks may not need detailed designs as tracks are developed around key environmental features and changing gradients during track construction. Track length is typically proportional to budget available so can be amended accordingly. However, the applicant would need to demonstrate need, regional priorities, provide a trail map detailing track grade/difficulty, ensure track signage is included in the budget, confirm how the asset will be maintained over time and confirm that landowner approval and tenure is in place.
- Ancillary Infrastructure: An organisation looking to expand its changing room provision to better meet female participation and growth requirements would not need a formal business case as the space does not generate income. However, the applicant would need to demonstrate strong need, regional priorities, an achievable capital development plan and a sustainable operating model, that shows how they will cover asset maintenance costs.

## Stage 1 application

- Stage 1 applications that strongly align with grant criteria will be invited to proceed to Stage 2 application.
- Stage 1 applications that partially or, do not align with grant criteria will not proceed to Stage 2 application.

Where possible council staff will try to advise groups who do not proceed where their application needs further development. The last section in these guidelines detail alternative funding opportunities that groups may wish to explore.

## Stage 2 applications

Stage 2 applications will be reviewed by an independent assessment panel (comprised of Sport New Zealand, Active, Auckland Council and other parties).

Panel recommendations inform the final recommendations that council staff present to a Governing Body committee (the Parks, Arts, Community and Events Committee or its successor) for funding allocation decisions.

## Post Funding Decision

Following a funding resolution by the relevant Governing Body committee, council staff will work with grant recipients to develop funding agreements. Funding agreement terms will likely consider project dependencies, including but not limited to:

- **Funding Gateway 1** – Business case funding will be released upon receipt of the feasibility study indicating a realistically achievable project.
- **Funding Gateway 2** – Detailed design and building consent funding will not be released until tenure is established, and both landowner approval and resource consent have been obtained.
- **Funding Gateway 3** – Drawdown of construction funds will not commence until the project is fully funded for 100% of the total build cost, plus a 10% contingency.

Please note – copies of council's *Development Funding Agreement* template are available if you wish to familiarise yourself with the general terms and conditions. Please contact the [Sport and Recreation team](#) to get a copy.

## Information required

Different questions will be asked for each funding gateway, and information required will be proportional to the level of council investment.

### Stage 1 application

The Stage 1 application looks to capture the following information about your project:

- General information about your organisation
- Project description including: work completed to date; how the proposed facility will meet identified needs; and, deliver the intended outcomes
- Strategic Alignment
- Māori Outcomes
- Partnerships
- Project location and tenure (if appropriate)
- Which funding gateway you are applying through
- Evidence of progress on your project to date
- Project funding plan detailing how total project cost is intended to be funded
- Resources you require to deliver this stage of your project
- A quote or quantity surveyors report
- Project timeline for this stage of your project

## Stage 2 application

For Stage 2 applications the following additional information will be required.

- Relevant updates on your project since Stage 1 application
- Inactive communities
- Facility capacity and location
- Applicant's financial position
  
- Funding Gateway 1: Investigation and Analysis
  - A project brief that clearly defines the requirements of this stage of the project, from which consultants can submit a proposal
  - Minimum two quotes from sport and recreation consultants detailing their methodology, previous experience/expertise and cost to carry out the work
  - Please note – please contact [sportandrecreation@aucklandcouncil.govt.nz](mailto:sportandrecreation@aucklandcouncil.govt.nz) if you require support with the preparation of a project brief or, wish to discuss the complexity of your project and associated feasibility and business case requirements.
  
- Funding Gateway 2: Design and Consenting
  - A feasibility study that indicates the proposed facility development project is realistically achievable, including a clear fundraising plan that shows how you will fund this stage of the project and the construction stage.
  - A business case that indicates you have a viable operating model for the proposed facility
  - A concept design that has been that has been tested against the feasibility study and business case and is still fit-for-purpose (ie: meets identified needs)
  - An overview of construction approaches considered and your preferred option
  - Quote from your chosen planner for all resource consent costs
  - Quote from your chosen architect and other consultants (e.g. engineers) for all detailed design and building consent fees
  - Please note - Pre-application planning guidance is available if you're planning a facility development that may need a resource consent or permit. Early discussions with Auckland Council's planning team will help you make informed decisions about your application and avoid unnecessary processing delays. For simple enquiries, the Council Planning Team offer up to 15 minutes of [free assistance](#) at service centres or over the phone, where you can speak to an expert about your project

- Funding Gateway 3: Construction
  - A feasibility study, business case and concept design indicating a viable and fit for purpose facility development project
  - Evidence of adequate tenure on the land for the proposed facility
  - Evidence that relevant consents are in place, including landowner approval, resource consent and building consent
  - The following excerpts from detailed design: location plan, floor plan and elevations
  - An up to date quantity survey or construction quote
  - An up-to-date project funding plan
  - A clear project plan or procurement strategy which outlines how the project will be governed and constructed and how risks will be managed.

## Assessment approach

To ensure all investment is evidence-based applications are assessed against the investment principles outlined in [Increasing Aucklanders' Participation in Sport: Investment Plan 2019-2039](#), including:

- Equity: ensures equity of outcomes across the population regardless of age, gender, ethnicity, socio-economic status or location.
- Outcome-focused: there is a clear 'line of sight' between the investment and the outcomes it delivers.
- Financial sustainability: projects need to be financially viable and affordable for the public.
- Accountability: investment should be efficient, effective, transparent and consistent.

Additional criteria will apply where it is relevant to the stage of development of your project. E.g.

- Achievability: construction costs and the fundraising plan should be realistic and achievable in terms of commitment from non-council partnership funding sources.
- Capability: the group should have in place the necessary skills and experience to ensure council's investment is used effectively.
- Fit-for-purpose: the design of the proposed facility meets best-practice design standards to mitigate ongoing operational costs and deliver desired activity outcomes.
- Land owner support: the applicant should provide written evidence of the landowner's support for the project or funding application. Where the landowner is Auckland Council it will be sufficient to provide a formal [land-owner approval](#), local board resolution, or local board letter of support will be sufficient.

Please note - Auckland Council reserves the right to share submitted proposals and/or key information with other sport sector investors as part of its grant analysis process.

## Other grants and investment

In addition to the Sport & Recreation Facility Investment Fund, Auckland Council has allocated \$1 billion over the next ten years to sport and recreation investment and provides a variety of support to sport organisations through grants, loans and leases for council land and buildings.

The Sport & Recreation Facilities Investment Fund is one of three targeted regional sport and recreation grant programmes made available by Auckland Council. The grants collectively cover facility development, facility operations and programme delivery. The other two grants are:

- [Regional Sport & Recreation Facilities Operating Grant](#) - This grant provides operational funding to sub-regional and regional facilities that increase Aucklanders participation in sport and recreation
- [Regional Sport & Recreation Programming Grant](#) - This grant provides operational funding for a range of regional programmes that encourage Aucklanders to be more active, more often

Groups looking to deliver projects that aren't considered eligible for or, awarded funding through the Regional Sport & Recreation Facility Investment Fund, may be able to seek funding through [Local Board Grants](#) or [multi-board grants](#).

Alternatively (particularly for grants over \$10,000) groups can contact their local board and seek a timeslot to do a deputation about their project. Local Boards will consider requests to allocate annual discretionary budget. Please note local board budget planning starts in January and is confirmed in June each year, ready for the start of the financial year on 1<sup>st</sup> July.

Sport New Zealand run a range of [targeted grant programmes](#) throughout the year such as Tū Manawa Active Aotearoa, Disability Inclusion Fund and Young Women's Activation Fund.

Sport New Zealand also have an external [funding portal](#) that is a good source of information to apply for philanthropic and class four gaming funding.

## Getting in touch

Contact [sportandrecreation@aucklandcouncil.govt.nz](mailto:sportandrecreation@aucklandcouncil.govt.nz) to discuss your proposal with a Sport and Recreation Lead.

