

Title	Coordinate the development of a funding proposal for a recreation programme and report on outcomes		
Level	4	Credits	6

Purpose	People credited with this unit standard are able to: coordinate the development of a funding portfolio; identify the project specifications and coordinate the collection and collation of information for which funding is being sought; identify potential funding organisations, application requirements, and processes; coordinate the development of a funding proposal; and reporting of project outcomes.
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Classification	Recreation and Sport > Recreation and Sport - Programmes and Events
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Available grade	Achieved
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Guidance Information

Definitions

Accountability refers to financial and/or performance measurables.

Funding, in the context of this unit standard, includes sponsorship.

Funding portfolio refers to a collection of documents which evidence key criteria of the funding applicant organisation. These include but are not limited to – organisation history, vision and mission statements, management structure, legal status, financials, community support, statistical information.

Organisational requirements refer to the policies and procedures of the business organisation, and include compliance with any applicable legislation, standards, and codes.

Recreation is an activity through which leisure may be experienced and enjoyed.

Recreation involves freely chosen activities engaged in for wellbeing. Recreation activities include: sport, fitness and health, arts, crafts, outdoor pursuits, hobbies, continuing education, ngā mahi a te rēhia, and activities with a service orientation. Participation in recreation has individual, community, and social benefits.

Outcomes and performance criteria

Outcome 1

Coordinate the development of a funding portfolio.

Performance criteria

1.1 The requirements of the funding portfolio are identified.

Range requirements include but are not limited to – organisation history, vision and mission statements, management structure, legal status, financial needs analysis, community support, statistical information, supporting evidential documentation.

- 1.2 Individual team member responsibilities for collecting required information are assigned.
- 1.3 Required information is collected and collated to form the funding portfolio in accordance with organisational requirements.

Outcome 2

Identify the project specifications and coordinate the collection and collation of information for which funding is being sought.

Performance criteria

- 2.1 Project specifications are identified and collated in accordance with organisational requirements.

Range specifications may include but are not limited to – demographics, finances, statistics, references, objective(s), timeframes, key performance indicators, project plan, evaluation processes, budget, documentation requirements.

- 2.2 Sources of information relevant to all specifications are identified.
- 2.3 Individual team member responsibilities for collecting required information are assigned.
- 2.4 Project information required for the funding proposal is collected and collated in accordance with project specifications.

Outcome 3

Identify potential funding organisations, application requirements, and processes.

Performance criteria

- 3.1 Organisations that could be approached with a funding proposal are identified and key information sourced.

Range key information includes but is not limited to – mission statement, values, core business, key personnel.

- 3.2 Funding application requirements and criteria of the organisations are identified.
- 3.3 Funding application processes and criteria are identified.

Outcome 4

Coordinate the development of a funding proposal.

Performance criteria

4.1 Funding proposal is comprehensive and completed in accordance with organisational requirements.

Range funding proposal includes – benefits to stakeholders, rights and responsibilities of all parties identified in proposal, accountabilities (including contractual obligations), all requirements of the funding application (including key personnel, timeframes, methodology, progress reporting, final reporting requirements).

4.2 Proposal is checked to ensure it meets the application and process requirements of the funding organisation and all information is current.

Outcome 5

Coordinate the reporting of project outcomes.

Performance criteria

5.1 Individual team member responsibilities for reporting outcomes are assigned.

Range reporting outcomes may include but are not limited to – key project objective(s), review criteria, reviewer(s), timeframes, acknowledgement criteria and processes, results.

5.2 The final report meets the funding organisation’s reporting requirements.

5.3 The completed report is presented to the funding organisation in accordance with the contractual obligations.

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 May 2011	31 December 2023
Review	2	23 January 2020	31 December 2023

Consent and Moderation Requirements (CMR) reference	0099
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.