<table>
<thead>
<tr>
<th>Title</th>
<th>Coordinate the development of a funding proposal for a recreation programme and report on outcomes</th>
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<tbody>
<tr>
<td>Level</td>
<td>4</td>
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<td>Credits</td>
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**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.

**Classification**

Recreation and Sport > Recreation and Sport - Programmes and Events

**Available grade**

Achieved

**Explanatory notes**

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 evidence requirements

Outcome 1

Coordinate the development of a funding portfolio.

Evidence requirements

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.

Evidence requirements

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.
Evidence requirements

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.

Evidence requirements

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.

Evidence requirements

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.

Planned review date

| Planned review date | 31 December 2012 |
Status information and last date for assessment for superseded versions

<table>
<thead>
<tr>
<th>Process</th>
<th>Version</th>
<th>Date</th>
<th>Last Date for Assessment</th>
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<tr>
<td>Registration</td>
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Consent and Moderation Requirements (CMR) reference 0099

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMRs). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact Skills Active Aotearoa Limited info@skillsactive.org.nz if you wish to suggest changes to the content of this unit standard.