WELLBEING INVESTMENT: APPLICATION GUIDELINES

HIGH PERFORMANCE SPORT NEW ZEALAND

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INTRODUCTION

High Performance Sport New Zealand (**HPSNZ**) is committed to enriching performance environments that empower and support individuals to optimise their potential and enhance their ability to thrive in sporting and non-sporting lives.

The HPSNZ 2025-2028 Strategic Plan underscores our commitment to a system-wide focus on wellbeing, and the investment process is designed to enable effective and transparent consideration of proposed wellbeing initiatives.

These Guidelines set out the process and criteria pursuant to which HPSNZ will consider investment in proposals for wellbeing initiatives to be implemented/commence implementation between 1 January 2025 and 31 December 2028 (the **Wellbeing Investment Period**).

WHO CAN APPLY?

Applications for Wellbeing Investment may only be made by or on behalf of National Sporting Organisations (**NSOs**) currently in receipt of investment by HPSNZ.

Where relevant, HPSNZ encourages NSOs to form partnerships and alliances and apply through a joint application, where resources can be pooled and information exchange is enhanced. In such cases, there must be a lead NSO for the application. Note that an NSO may be a party/collaborator to multiple applications but can only be the sole or lead applicant on one application during the Wellbeing Investment Period.

IMPORTANT DOCUMENTS

Initiatives submitted by NSOs will need to align with HPSNZ's strategy and defined wellbeing indices, including the HPSNZ Wellbeing Framework and Guidelines and the NSO High Performance Health Check Guidelines.

The following resources are critical to reference for context and in submitting an application for investment:

- 2032 High Performance System Strategy
- HPSNZ Wellbeing Framework and Guidelines
- HPSNZ Wellbeing Framework and Guidelines – NSO Health Check Guidelines Alignment resource

OVERVIEW OF THE WELLBEING INVESTMENT PROCESS

The following is an overview of the process for application, assessment, allocation and implementation of Wellbeing Investment:

1. NSO develops proposal for wellbeing initiative, for their sport and/or in partnership with other NSOs and sports, in coordination with their HPSNZ Performance Team Leader/s

2. NSO (or Lead NSO if a joint application) submits their proposal using the Wellbeing Investment application form

3. HPSNZ considers the application against the assessment criteria (detailed below). HPSNZ may seek further information from the applicant NSO as part of this process

4. HPSNZ advises the NSO (or Lead NSO if a joint application) by email of the result of their application, whether successful or unsuccessful

5. Where Investment is approved, an Investment Schedule with agreed Investment initiative, amounts and conditions will be signed between HPSNZ and the NSO (or Lead NSO if a joint application)

6. HPSNZ will pay the Investment to the NSO (or Lead NSO if a joint application) in accordance with the Investment Schedule

7. NSO (or Lead NSO if a joint application) will implement the agreed initiative in accordance with the Investment Schedule

8. NSO (or Lead NSO if a joint application) will report to HPSNZ on progress against outcomes of the investment made through implementation of the agreed initiative, in accordance with the requirements of the Investment Schedule. HPSNZ will advise if evaluation of the investment is to be undertaken, independent or otherwise.

HOW TO APPLY

Applications must be submitted by NSOs using the Application Online Form.

Applicant NSOs must address all of the questions in the application form (see also HPSNZ Wellbeing Investment: Further guidance & Top tips and HPSNZ Wellbeing Investment Application Checklist).

Two main sets of questions in the application form ask the applicant to detail:

- what they are proposing – an overview of the proposal and how it will be delivered, as outlined in this Section 3; and
- why HPSNZ should consider investing in the proposal – how the proposal aligns to each of the assessment criteria, which are outlined in Section 4 below.

PROPOSAL OVERVIEW AND DELIVERY REQUIREMENTS

The Proposal Overview will ask the applicant to detail the name of the proposed initiative, the name of the person responsible for its implementation, the start-date and end-date, exactly what you will do, and how much it will cost to implement – both the total budget and the amount of investment which you are requesting from HPSNZ.

Note that the proposed initiative may cover any length of time (up to one year or multiple years) but must commence within the Wellbeing Investment Period. Investment requested from HPSNZ should relate to the Wellbeing Investment Period (specified above) only.

The Delivery Requirements will ask the applicant to provide an appropriate plan and budget (in the applicant's chosen format) for delivery of the proposed initiative. These documents should include:

Initiative Plan

- a clear goal/vision for the proposed initiative and a way of demonstrating progress against the goal/vision;
- a clear rationale for the proposed initiative which strongly aligns with organisational strategy (and HPSNZ strategy, as above);
- an outline of the expected reach of the proposed initiative – for example, including the number of individuals who will be engaged in and (anticipated to) benefit from the proposal;
- description of the project scope, key deliverables or milestones, people resources, costs and timeframe; and
- risk management.

Initiative Budget

- details of all costs associated with the proposed initiative;
- details of all income that will support the proposal from all sources of income; and
- how much investment the application is requesting from HPSNZ to support the proposal.

Note that where relevant, HPSNZ encourages applicants to seek additional sources of income for their proposed initiative and to include this detail within the budget.

ASSESSMENT CRITERIA

The Assessment Criteria aim to ensure that proposals by NSOs for Wellbeing Investment align with HPSNZ's strategy and defined wellbeing indices, including the *HPSNZ Wellbeing Framework and Guidelines* and the *NSO High Performance Health Check Guidelines*.

Each criterion is a measure of HPSNZ's Wellbeing Investment success. Applicants are required to demonstrate in their application the ways in which:

- their proposal meets and aligns with these criteria and is expected to contribute to improvements, and;
- the progress or the impact of the proposal will be monitored/measured.

PROPOSAL ALIGNMENT – HPSNZ AND NSO

Applications must provide clear detail of how:

1. the proposed initiative aligns to the strategic outcomes of both HPSNZ's 2025-2028 strategy and the NSO(s) current strategy; and
2. their proposed initiative might improve alignment to those strategic outcomes.

For both 1 and 2, applications should:

- clarify and describe how, beyond affirming that, this criterion is met; and
- provide evidence in support of the indicated alignment between the proposal and strategic objective.

PROPOSAL IMPACT AND LEGACY

Applications must clearly describe how the proposed initiative:

1. protects and promotes wellbeing of coaches, athletes and/or support staff in the NSO(s); and
2. might improve protection and wellbeing of coaches, athletes and/or support staff in the NSO(s) in an enduring manner.

For example, an application could include descriptions of:

- the meaningful changes to be gained in perceptions, behaviours or policies and procedures through the proposed initiative
- plans for the ongoing viability of proposed initiative or the legacy created from this proposal
- new insights to be gained through the development and delivery of proposed initiative, which could be shared with HPSNZ and others, to inform the development of future initiative

PROPOSAL FINANCIAL SUSTAINABILITY

Applications must consider the financial sustainability of the proposed initiative beyond the Wellbeing Investment Period, including succession planning for the proposed initiative.

For example, an application could include descriptions of:

- plans for continuing and financing the proposed initiative beyond the Wellbeing Investment Period
- new or strengthened relationships with other NSOs as a result of working together on the proposed initiative, which would contribute to financial sustainability
- new or strengthened resources or processes that will allow the NSO to become self-sustaining as a result of the proposed initiative

PROPOSAL CAPACITY AND CAPABILITY

Applicants must demonstrate:

1. that their NSO(s) has the experience, capacity and capability to deliver the proposed initiative; and
2. how the proposal might increase the experience, capacity and capability of the NSO(s) to deliver upon wellbeing criteria (refer to "Note" below).

This might include evidence of:

- readiness, capacity, expertise and skills to deliver, including the capability of the project team to manage the proposed initiative and the investment
- targeted efforts to address the three core principles of transparency, inclusion and continuous growth that have been identified by HPSNZ as underpinning wellbeing, per the HPSNZ Wellbeing Framework and Guidelines
- targeted efforts to address wellbeing and the performance environment, including wellbeing, performance culture, voice mechanisms, wellbeing safeguards and daily training environments, per the NSO High Performance Health Check Guidelines
- partnerships with other key stakeholders to enable success (this may include partnering with organisations who have complementary skills and experience)

Note: It is not anticipated that all *HPSNZ Wellbeing Framework and Guidelines* and *NSO High Performance Health Check Guidelines* criteria will be the target or focus of the proposal. Rather, initiatives should articulate which aspects of these will be specifically addressed.

MONITORING AND EVALUATION EXPECTATIONS

NSOs who are allocated Wellbeing Investment may be required, as a condition of receiving the investment, to provide specific updates or progress reports. Final reports may include a funding acquittal. Unspent funds will need to be returned to HSPNZ within four weeks of submitting the final acquittal.

NSOs who are allocated Wellbeing Investment will also be required to actively contribute to the HPSNZ-led evaluation programme. This may include:

- sharing learnings from the initiative, especially lessons about what works (or does not work) when trying to promote and enhance wellbeing, potentially as part of a workshop
- reporting to HPSNZ on the implementation of the agreed initiative annually
- HPSNZ conducting interviews with successful applicants or requesting additional information to support the overall programme evaluation

ADDITIONAL INFORMATION

PROTECTING INFORMATION

Before completing an application, please read the following information regarding HPSNZ's obligations in relation to the information provided within the application. You should only proceed if you are happy to comply with these requirements.

OFFICIAL INFORMATION ACT 1982

The Official Information Act 1982 (OIA) covers how HPSNZ must handle requests for its official information. Applications for funding are among the documents that can be requested under the OIA. The general expectation, as expressed by the Chief Ombudsman, is for official information to be released (either pro-actively or in response to a request), unless there are clear grounds to withhold it. Personal information provided with your application may be of a type that may not be released.

PRIVACY ACT 2020

The Privacy Act 2020 covers how HPSNZ collects and stores personal information, including personal information provided with applications for funding, and what procedures are required to protect the security of that information. It also covers how long we can keep personal information, what the personal information can be used for and when it can be disclosed.

Personal information provided as part of the Wellbeing Investment application process is collected by HPSNZ and may be used for the purposes of:

- assessing the application;
- supporting and evaluating the proposed initiative; and
- supporting and evaluating HPSNZ's Wellbeing Investment funding and wellbeing-associated projects.

ACCURACY OF INFORMATION

It is the responsibility of the primary applicant to ensure that all information contained in the application is accurate.

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