



## PNZ Cyril Smith Legacy Fund Information Sheet

Paralympics New Zealand (PNZ) has funds each year to be applied to Para athletes in the Canterbury Region for their training and development and otherwise in accordance with the strategic aims of PNZ. Refer to PNZ Strategic Plan and PNZ Constitution at [paralympics.org.nz](http://paralympics.org.nz)

1. This information is designed to assist you in completing a PNZ Cyril Smith Legacy Fund Application Form.
2. The PNZ Cyril Smith Legacy Funds Sub-Committee will meet a minimum of four times a year to consider funding requests. Applications are due by 28 February, 28 May, 28 August and 28 November each year. The Sub-Committee will consider funding requests more frequently if the situation requires this.
3. Who can apply:  
**Individuals**
  - a) Any individual applying must have a PNZ classification
  - b) Para athletes that are either a) residing in the Canterbury region, or b) competing for the Canterbury region.
  - c) Para athletes that are out of the region for reasons of university or employment but compete for the Canterbury region  
Para athletes that are resident and training fulltime in the Canterbury region but representing an outside club or region are eligible for funding.
  - d) If the applicant is under 18, parental approval is required.  
**Organisations**
  - e) Any organisation applying must demonstrate that they are providing support to individuals who meet the individuals criteria.  
For example: Canterbury based organisations that support Para athletes and National organisations that are running an event/training opportunity in the Canterbury region that support Para athletes are eligible
  - f) Any individual or organisation that doesn't meet the criteria above will still be considered should their application align with fulfilling PNZ strategic aims.
4. What can be applied for:
  - Equipment
  - Travel
  - Coaching
  - Camps and associated fees
  - Education
  - Professional or Personal development
  - Other items will be considered on a case by case basis
5. There is defined amount of funding available in each financial year however individuals and organisations can apply for any amount of funds that they require to meet their objectives.
6. Individuals or organisations must complete and submit the application form and provide quotes.
7. **The PNZ Cyril Smith Legacy Funds Sub-Committee meets a minimum of four times a year to review applications received. Applicants will be notified once their application has been received by PNZ.**
8. **The applicant will be notified in writing as to whether their application has been approved or declined. The Sub-Committee's decision is final.**
9. A letter of authorisation, with a reference number, will be issued to successful applicants.
10. Successful applications will be paid directly to the individual, organisation or a supplier on receipt of an invoice.
11. Retrospective funding will not be considered, unless in exceptional circumstances.

12. Unless a time extension has been requested, funding will expire 6 months after the date of approval. If funds have been distributed, they will be required to be paid back in full.
13. PNZ suggests that you keep a copy of your application for your own records.
14. Successful applicants are required to submit a brief report on the benefits that they or the beneficiaries that they apply on behalf of, gain from the funding. Where the same funding has been received previously, applicants must demonstrate an improvement in performance, rankings, participation numbers, etc.

**Each application is considered on its merits and allocation of funding is at the discretion of the Sub-Committee.**