

HPSNZ WELLBEING INVESTMENT APPLICATION

CHECKLIST AND HELP SHEET

This checklist is provided to help applicants prepare the necessary information prior to starting the High Performance Sport New Zealand (HPSNZ) Wellbeing Investment Application.

As a reminder... National Sporting Organisations (NSOs) who are currently receiving investment from HPSNZ and seeking investment related to wellbeing initiatives are eligible to apply.

Before you begin, carefully read and consult the following resources

- [Application Guidelines](#)
- [HPSNZ 2024 Strategic Plan](#)
- [HPSNZ Wellbeing Framework and Guidelines](#)
- [Framework – Health Check Alignment resource](#)

Throughout the process

- Engage with...your respective Performance Team Leader (PTL)
- Engage with...relevant parties (including those from other NSOs if submitting a collaborative proposal)

Preparation recommendations for the proposal

- Draft an outline of your initiative plan (what you will do)

[insert here a draft of your initiative that you can develop before inserting into the online application form]

[Also develop a detailed initiative plan that you will then attach to the online form]

- Ensure that your plan aligns with the investment criteria (see Application Guidelines)

- Strategic alignment – HPSNZ & NSO
- Impact and legacy
- Financial sustainability
- Capacity and capability

[insert here a draft of your application's strategic alignment re: HPSNZ and your NSO/s]
Use this to help develop your answer that you can then insert into the online application form.

[insert here a draft of your application's proposed impact and legacy]
Use this to help develop your answer that you can then insert into the online application form.

[insert here a draft of how your application will be financially sustainable, including succession planning]
Use this to help develop your answer that you can then insert into the online application form.

[insert here a draft of evidence of your NSO's experience, capability and capacity to deliver the initiative and how your NSO's capability will be enhanced through delivery of this initiative]
Use this to help develop your answer that you can then insert into the online application form.

- Draft an outline of your budget (how much it will cost to implement)

[insert here a draft of the total amount of your initiative and what amount you are requesting from HPSNZ that you can draft before inserting into the online application form] - [Also develop a detailed budget that you will then attach to the online form]

- Share / discuss your drafted plan and budget with your respective PTL

Submission guidance:

- Conduct final checks with PTLs and HPSNZ (e.g., Wellbeing and Engagement Lead)
- Use your drafted content to complete the online application form. Finalise and transfer content of your drafted plan and budget into the [Investment Application Form](#)
- If separate attachments are part of the submission, then these should be emailed to wellbeing@hpsnz.org.nz – if in doubt, please ask your PTL or HPSNZ contacts.