

BBNZ POLICY: - Funding Applications

Introduction

In the past some "basketball" related applications have been less than transparent in their purpose and actual spend. As a result of those questionable practices the general "basketball" fraternity was viewed with some suspicion.

BBNZ is taking a proactive stance on this matter and is implementing a more formal process in its role in respect of these applications.

Process

Historically - The four major trusts mandated that letters of affiliation be provided by the national organization, in this case BBNZ. These particular trust fund providers were happy with this approach but BBNZ has now taken this process one step further to support internal governance practices, mainly around BBNZ affiliation requirements.

Future - BBNZ has been in liaison with the four major trust funders and has reassured them that the new process BBNZ has adopted will provide them with some comfort around applications received from BBNZ affiliated/associated entities.

BBNZ has now created a best practice to minimize the impact of such negative "perceptions" and this process will be adopted for all trust funders, not just the major four, to ensure consistency.

The process will be as follows:

Applicant to provide to BBNZ:

- Copy of application form and resolution with request for BBNZ affiliation letter and to whom the letter should be emailed. [BBNZ will not submit your application for you.]
- Can be sent by email, fax, or post.
- Identify any application deadline dates. [The meeting of application deadline date is the responsibility of the applicant.]
- All correspondence directed to Basketball Support Coordinator.
- Do not need to provide any quotes to BBNZ.

BBNZ Checks:

- That the application is "endorsed" and that its purpose relates to basketball activities.
- Finance Manager to check whether the applicant is a current financial member of BBNZ. [Current affiliation fee paid]
- Community Basketball Manager will advise as to whether the applicant has fulfilled other affiliation obligations for example registered members on FIBA Organiser.

- Membership obligations fulfilled - the Basketball Support Coordinator drafts a letter for the Chief Executive to sign.
- Once signed this letter will be scanned and emailed directly to the applicant.
- Membership obligations not fulfilled – the applicant will be advised and asked to come into compliance with those membership areas not yet addressed.
- BBNZ requests that you allow **10 working days** to process such requests but does endeavour to provide these letters at the earliest possible opportunity.
- BBNZ will not determine whether an application has a greater priority over another. The applications are dealt with on a case-by-case basis as they arrive at BBNZ.
- Each letter is specifically written for the one application. This prevents the repeated use of one letter for all applications.
- The letter is in three distinct parts.
 - The initial paragraph confirms the applicant as a financial member of BBNZ.
 - The second section mirrors the actual application being made – the amount and the purpose.
 - The next section provides some general comments around the support of this activity in the community and the alignment with BBNZ development strategies.

Conclusion

This process will provide trust providers with comfort in the applications they receive from “basketball” related associations and that the national sports body, BBNZ, is aware of the application and its stated purpose.

This process will reduce misconception around basketball and trust funding and will improve as time moves on.

The process will be tested for 12 months [August 2008-August 2009] and evaluated at the end of that time. There is no expectation of any changes to this process before that time unless unexpected circumstances warrant a change in practice.