

# Activity in The Community Sponsor Application



**Work and Income**  
Te Hirainga Tangata

A service of the Ministry of Social Development

## Please read this before you start

### Activity in The Community:

- must be of benefit to the community and/or the environment
- should be used only where it is the most appropriate and cost effective means of moving a client towards and into unsubsidised employment
- should benefit clients who participate by developing or maintaining their self-esteem, motivation, work disciplines and ethic, and dignity
- should not take precedence over paid work, both part-time and/or full-time
- placements should resemble a paid work environment as much as possible, without reducing the incentives for participants to move into paid work
- should not result in private benefit to sponsor organisations, in terms of profit or competitive advantage
- should not result in the substitution and/or displacement of current or future paid workers
- should not result in sponsor dependency on Activity in The Community or client dependency on Activity in The Community.

**Clients participating in Activity in The Community may continue to job search and undertake other appropriate employment-related assistance.**

**Any organisations that benefit from Activity in The Community should contribute to the project.**

## Administration

### 1. What is the organisation's name?

Name of organisation

### 2. What is the organisation's address?

Street no.

Street name

Suburb

City

### 3. What is the organisation's mailing address?

  

### 4. How can we contact the organisation?

Work phone

Mobile phone

Fax

Email

### 5. What is the name of the person responsible for the application?

First name(s)

Surname or family name

### 6. Who is the supervisor for the Activity?

First name(s)

Surname or family name

7. Can the organisation ensure there is sufficient funds and materials for the project?

Yes  No

8. Can the organisation ensure that a safe and healthy working environment is maintained?

Yes  No

**Q9 note:** Facilities could include:

- lunch room
- weather shelter
- protective clothing
- safety equipment.

9. What facilities will be available?


## Activity location

**Q11 note:** If several places, please list them.

10. Where will the Activity be administered from?


11. Where will the Activity be located?


## Activity details

12. What is the name of the position or what is the title of the Activity?


13. Please provide a description of the Activity:


14. What is the purpose of the Activity?


15. What are the key tasks and responsibilities of the participant(s)?


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**16. What skills will the participants need?**


*Q17 note: Please do not over-estimate.*

**17. How many participants are required?**

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## Duration

**18. What is the start date?**

Day	Month	Year

*Q19 note: 20 hours is the maximum number of hours per week.*

**19. What is the proposed duration of the Activity?**

Number of weeks:  *and*

Number of days (per week):  *and*

Number of hours (per week):

**20. What is the proposed end date of the Activity?**

Day	Month	Year

# Conditions of Agreement for Activity in The Community

## This is an agreement between Work and Income and the sponsor named below:

- The Sponsor has agreed to provide Activity for persons (participants, beneficiaries and non-beneficiaries) referred by Work and Income.
- Work and Income agrees to supply workers for the Activity.
- This Agreement includes the Activity in The Community Application form and the following Conditions of Agreement.

## The parties agree as follows:

- That the Sponsor accepts that the terms of this Agreement applies to any participant referred to them by Work and Income in respect of any Activity referred to in the application.
- That the Sponsor will ensure that participants in any Activity in The Community will be selected only from eligible clients referred by Work and Income.
- That the Sponsor will support participants wanting to job search and undertake other appropriate work-related assistance.
- That the Sponsor will give Work and Income staff access to all reasonable times to any premises where an Activity is being carried out or where records relating to an Activity are kept (for example, participation and time records). With the purpose of enabling staff to monitor the progress of the Activity and also to carry out any other audit function.
- The Sponsor agrees to advise Work and Income immediately of any change in circumstances, including but not limited to:
  - the participant ceasing Activity *or*
  - the business/programme ceasing operation.
- That the Sponsor will notify Work and Income of the names of those clients selected and the dates on which they start before clients commence on an Activity.
- That the Sponsor will notify Work and Income of the names of those participants who leave before an Activity is completed, or fail to attend or participate in an Activity, along with the reasons for this.
- That the Sponsor will submit signed claims/time sheets for each Activity in The Community participant every 4 weeks.
- That the Sponsor agrees to pay the actual Participation Allowance Costs to those participant(s) who are beneficiaries.
- That Work and Income will reimburse the Sponsor the Participation Allowance Costs referred to above (within the maximum limits stipulated per participant) paid to the participant. This amount is paid to the Sponsor in relation to each participant who is a beneficiary on an Activity as soon as possible upon receipt of a claim/time sheet.
- That the Sponsor acknowledges that the participant is deemed (by the Social Security Act 1964) for the purposes of the Health and Safety in Employment Act 1992 and the Human Rights Act 1993 to be an employee of the Sponsor and that the Sponsor will maintain safe working conditions.
- That the Sponsor declares that any Activity in which participants will be involved is an Activity which would not have been undertaken but for the provisions of the programme.
- That the Sponsor and Work and Income are in agreement that no Activity will result in the substitution and/or displacement of current or future paid workers.
- That the Sponsor agrees to abide by the terms and conditions of this Agreement or as otherwise agreed in writing by both parties.
  - (a) Any money paid to the Sponsor by Work and Income, whether during the course of or after the Activity has been completed, where the Sponsor is not entitled to the money under this agreement for whatever reason shall be a debt due to Work and Income. Work and Income may recover the money or set the debt off against other subsidy money properly payable to the Sponsor by Work and Income whether under this agreement or otherwise.
  - (b) The Sponsor acknowledges that any funds granted under this contract which are not used for the purpose specified by this contract shall be recoverable by Work and Income.
- The participants are not employees of Work and Income or the Sponsor (except for the purposes of the Health and Safety in Employment Act 1992) but, where applicable, will continue to receive any existing benefit entitlements plus the reimbursement of actual work-related costs paid by Work and Income during the period of the participation of the Activity.
- That Work and Income or the Sponsor may terminate this Agreement for any reason with a minimum of two (2) weeks notice in writing or by mutual agreement.
- That Work and Income may terminate or suspend this Agreement immediately if the Sponsor is at any time considered to be in breach of any of the Term of this Agreement.

Sponsor's organisation name, address and telephone details


Sponsor's name (print)

Sponsor's signature

Sponsor's designation

Date

Day	Month	Year

## OFFICE USE ONLY

I have discussed the principles of Activity in The Community with the sponsor, as outlined on the front of this form.

Yes  No

Recommender's name (print)

Recommender's signature

Recommender's designation

Date

Day	Month	Year

Approver's name (print)

Approver's signature

Approver's designation

Approver's contact number

Date

Day	Month	Year