

# Activity in the Community sponsor application



Work and Income  
Te Hirainga Tangata

A service of the Ministry of Social Development

Activity in the Community projects give unemployed people a chance to participate more fully in their communities. At the same time, doing voluntary work will help them develop work skills and increase their confidence, or find out what they're good at.

To sponsor an Activity in the Community project, please complete this form.

If your project is accepted, we'll refer suitable applicants to you for consideration and, if necessary, help you set up a work plan.

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.

For more information visit [www.workandincome.govt.nz](http://www.workandincome.govt.nz) and search using the words *activity in the community*.

## Your organisation's details

1

### What is the organisation's name?

#### HOW TO ANSWER Q2:

If the address is in a rural area, street number could include your RAPID number, fire number, emergency services number.

2

### What is the organisation's street address?

Street number

Street Name

Suburb

Town/City

#### HOW TO ANSWER Q3:

Mailing address can include a postal box (PO Box), rural delivery details, or C/O address.

3

### Is the mailing address different from the street address?

No

Yes



Tell us the mailing address

  

#### HOW TO ANSWER Q4:

Please only give us contact details you would like us to use.

4

### How can we contact the organisation?

Work phone	( )
Mobile phone	( )
Fax	( )
Email	

5

### Who is the person responsible for this 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?**

No

Yes

8

**Can the organisation ensure a healthy and safe working environment is maintained?**

No

Yes

9

**What facilities and/or resources will be available?**


**HOW TO ANSWER Q9:**

Facilities and resources could include:

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

## Activity details

10

**Where will the activity be administered from?**


11

**Where will the activity be located?**


12

**What is the name of the position or what is the title of the activity?**


13

**Please provide a description of the activity.**


**HOW TO ANSWER Q11:**

If there are several places, please list them.

14

What is the purpose of the activity?


15

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


16

What skills will the participant(s) need?


17

How many participants are required?

### Duration of the activity

18

What is the start date?

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

19

What is the proposed duration of the activity?

Number of weeks  and

Number of days a week  and

Number of hours a week  and

20

What is the proposed end date of the activity?

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year

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

# Activity in the Community conditions of agreement

## This is an agreement between the Ministry of Social Development and the Sponsor named in the application:

- The Sponsor has agreed to provide an Activity for people referred by the Ministry of Social Development.
- The Ministry of Social Development agree to supply workers for the Activity.
- This Agreement includes the Activity in the Community Application form and the following Conditions of Agreement.
- The Ministry of Social Development includes any contracted service provider.

## The parties agree:

- That the Sponsor accepts that the terms of this Agreement applies to any participant referred to them by the Ministry of Social Development in respect of any Activity referred to in the application.
- That the Sponsor will ensure participants in any Activity in the Community will be selected only from eligible clients referred by the Ministry of Social Development.
- That the Sponsor will support participants wanting to job search and undertake other appropriate work-related assistance.
- That the Sponsor will give Ministry of Social Development 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 the Ministry of Social Development 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 the Ministry of Social Development of the names of those clients selected and the dates on which they start before clients commence an Activity.
- That the Sponsor will notify the Ministry of Social Development 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 four weeks.
- That the Sponsor agrees to pay the actual Participation Allowance Costs to those participant(s) who are beneficiaries.
- That the Ministry of Social Development 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 at Work Act 2015 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 the Ministry of Social Development 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 the Ministry of Social Development, 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 the Ministry of Social Development. The Ministry of Social Development may recover the money or set the debt off against other subsidy money properly payable to the Sponsor by the Ministry of Social Development 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 the Ministry of Social Development.
- The participants are not employees of the Ministry of Social Development, or the Sponsor (except for the purposes of the Health and Safety at Work Act 2015) but, where applicable, will continue to receive any existing benefit entitlements plus the reimbursement of actual work-related costs paid by the Ministry of Social Development during the period of the participation of the Activity.
- That the Ministry of Social Development or the Sponsor may terminate this Agreement for any reason with a minimum of two weeks notice in writing or by mutual agreement.
- That the Ministry of Social Development may terminate or suspend this Agreement immediately if the Sponsor is at any time considered to be in breach of any of the Terms of this Agreement.

Sponsor's name (print)

Sponsor's signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year