

Application Form

Request for a Grant from the National Policy One Emergency Pooling Scheme – Te Puna Tāmata

For use by proprietors of Catholic state integrated schools where a school has suffered a catastrophic failure of a building or other immediate property threat to the health and safety of the school students and staff and where the proprietor has insufficient Policy One funds to remediate the situation.

In submitting this form, it is assumed the proprietor has read and understood the information in the Te Puna Tamata Scheme Agreement which outlines the policy and procedures that define this scheme. This document is also available on the NZCEO website: [Te Puna Tāmata Scheme Agreement](#).

This application form must be accompanied by independent professional engineering/property assessment reports.

When completed, please either:

- Email to k.shore@nzceo.org.nz, or
- Print and send to New Zealand Catholic Education Office
PO Box 12307
Thorndon
Wellington

This application form may be printed and scanned or used electronically.

Has the proprietor previously made contact with the CEO of NZCEO to advise them of the emergency situation and discuss how the proprietor intends to manage the situation?		<div>Yes</div> <div>No</div>
Has the proprietor completed an assessment of what surplus policy one funds and/or contingency funding that they have that may be able to be applied to this emergency event?		<div>Yes</div> <div>No</div>

Has the proprietor identified the level of insurance cover (if any) that can be claimed and applied to this emergency work?	Yes.....No
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1. Contact Information

School Name	
MoE School No.	
Address	
Proprietors name	
Email	
Phone	

2. Description of Emergency Event

Please describe the nature of the emergency event.	
Describe the impact of the emergency event on the ongoing operation of the school.	
Outline the arrangements that are currently in place to ensure that the school is fully operational in the short term (including any details of emergency accommodation both on and off site).	
Describe any issues resulting from the emergency event that you would like the Board of NZCEO Finance to be aware of in deliberating on the application for a Policy One Emergency Grant	

3. Roll & Accommodation Information	
Current Maximum Roll	
Current Actual Roll (excluding foreign fee paying students)	
Does the school have foreign fee paying students?	Yes No
If yes how many?	
Provide the predicted rolls for the school over the next 5 years	
Existing number of integrated teaching spaces	
Existing number of non-integrated teaching spaces	
Number of integrated teaching spaces that are unable to be used due to the emergency situation	
List other non-teaching integrated spaces shut down due to this emergency	
Does the school have the capacity and space to be able to continue to operate without these facilities?	
How long could the school be reasonably expected to continue to operate without these facilities?	
4. Funding Information	
How much Policy One Funding has the proprietor received for this school over the last five years?	

How much of these Policy One Funds have been spent on capital maintenance on the school in that time?	
What type of capital maintenance has been done in that time?	
What contingency funds (type and quantity) does the proprietor (or their regional or cooperative funding pool) hold that can be applied to remediating the current emergency event? How much of this funding is Policy One?	
What is the level of insurance cover in place (type and quantity)? How much can be claimed and used to support the remediation of the current emergency event?	
Please provide contact details (email and phone contact) of the insurance broker	
Is there any possibility of fundraising (possibility and quantity) by the community to support the necessary funding required to remediate the emergency event?	

5. Required Reporting (please ensure that the following information is attached to the application form to provide the Board with the information needed to make a decision):

The Proprietor has provided a report outlining in detail the emergency situation.	Yes	No
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The Proprietor has provided a detailed independent professional engineering/property assessment on the impact of the emergency event. Please provide a copy of the assessment.	Yes	No
The Proprietor has provided a detailed breakdown of costs (by a QS or Property consultant) to remediate property and/or replace buildings and facilities.	Yes.....No	
The proprietor has provided correspondence and information between the proprietor and their insurance agency in exploring a claim against their existing insurance cover.	Yes	No

6. Any Other Information

The proprietor is free to add any additional information to support their application

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In signing this, the proprietor is declaring that all information contained in, and attached with, this application form is true and correct

Signed	
Role	(authorised signatory on behalf of proprietor)
Date	

Checklist – Please ensure you have completed and attached the following before submitting full documentation to NZCEO Finance

- ☐ Application form with all sections completed
- ☐ Attached a written report outlining the emergency situation in full
- ☐ Attached a detailed independent professional engineering/property assessment
- ☐ Attached a detailed breakdown of costs to remediate the situation
- ☐ Copies of correspondence with the insurance company exploring an potential for a claim

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