

Te Puna Waihangā – National Attendance Dues Pool

Application Process and Annual Timetable

Stage	Who	Starting	Ending
Applications (New + Updates) 10-year TPW Property Plan (Updates) Application forms, TPW guidelines and timetable are available in the Resources section of www.NZCEO.org.nz under Property/Te Puna Waihangā – National Attendance Dues Pool . The application form is one tab of a multi-tab spreadsheet called TPW project planner 10yr Property Plan + Applications. A proprietor updates the 10yr TPW Property Plan tab as a summary of all their TPW property project applications. Each project on the 10 yr TPW Property Plan tab then has its own Project Detail tab within the same spreadsheet. The application form is updated for each project at the end of each calendar year for any changes or increased detail as the project firms up. The spreadsheet is supported by other documentation as indicated in the application form tab. Annual updates and new applications are sent to NZCEO before 30 November each year. Guidance for proprietors considering making a TPW funding application are included in Te Puna Waihangā Guidelines . If an application is for property funding arising out of a Maximum Roll Increase (MRI) application, this should be noted on the application form. The MRI process runs parallel to the TPW funding application process.	Proprietors Proprietors	anytime	Closing date 30 November
Review of applications	Eligibility – NZCEO Priority – TPW sub-committee	January	February

<i>Stage</i>	<i>Who</i>	<i>Starting</i>	<i>Ending</i>
Feedback from NZCEO/TPW sub-committee and Clarification questions	From TPW sub-committee via NZCEO To Proprietors	March	March
Responses	Proprietors	March	Mid April
Initial Prioritisation by sub-committee	TPW sub-committee	Mid April	Early May (3 weeks)
Feedback from Proprietors	From Proprietors via NZCEO To TPW sub-committee	Early May	Late May (3 weeks)
Prioritisation by sub-committee	TPW sub-committee	Early June	Mid June (2 weeks prior to Prioritisation moderation meeting)
Prioritisation moderation meeting	Proprietors TPW sub-committee NZCEO	Early July	
Any additional clarification (if needed)	Proprietors TPW sub-committee NZCEO		End July
Confirmation of priorities	NZCEO		August

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S							
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JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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