

## The Facility Partnership Canvas – Guide for community groups (Stage 1)

### Purpose

The Stage 1 Canvas is a way to introduce the concept, share feedback, and prepare for the more detailed Stage 2 Proposal Template. In that stage the proposal will present more evidence and assess community needs, analyse participation further, and describe how the proposal aligns with council's role and the proposed use of ratepayer funds to promote and support long-term community outcomes. As this requires effort for community groups and council, **the Stage 1 canvas is used to get all parties on the same page before that more detailed process starts.**

For the proposal to proceed to Stage 2, all parties need to confirm that the information gathered is suitable and sufficient, and that they can commit to providing additional detail for the next Stage 2 process, before that is reviewed and advice provided to elected members for decisions.

The canvas and discussion provides early insight into the initiative - in reviewing information gathered here at Stage 1 council staff might indicate that more information is needed, or that a different process could be considered.

### How is it different from the Stage 2 Template?

The canvas is ideal for the initial discussion with council staff. While the canvas is a lighter version of the Stage 2 Proposal Template, in some cases community groups will develop proposals directly in the Stage 2 Template. For example, when council seeks expressions of interest to partner in a facility in a particular area the initiative will already be framed by a clear need, outcomes, and links to related strategy documents.

The Stage 1 and Stage 2 tools link: for those working on a Stage 2 initiative proposal, the Stage 2 template shows where the information is built on and developed from the Stage 1 Canvas stage.

### Evaluation of the Stage 1 Canvas

The first significant decision is at the end of Stage 2, where Council staff make recommendations to elected members about funding and other council contributions. During Stage 2 all parties will:

- Gather more information
- Form a shared agenda
- Make a case that the proposed initiative is needed (or takes advantage of an opportunity)
- Create a plan together (who does what, and costs) for how they will develop the detailed business case, site plan, and ultimate delivery. This is documented in a Relationship Agreement.

At the end of Stage 1 all parties need confidence that their investment in the next stage is warranted. Council's Stage 1 review is about the **quality and sufficiency** of information. It also checks that council and partners are ready to do more detailed work at Stage 2. **It is not to do that stage 2 evaluation.** The relevant council service manager will review the canvas to confirm there is sufficient detail to take the next step. i.e. Manager Sport and Recreation, Manager Community Places, Manager Arts and Culture.

### The Stage 1 result could be:

- **Proceed:** signals sufficient detail to progress to Stage 2 to undertake Strategic Alignment, Needs Assessment, and developing a roadmap of steps and roles for future stages.

- **More information:** (with detail of what information is needed) signals that after some information is provided the canvas should be discussed again with council.
- **Not yet:** (with feedback) indicates the proposal has merit but the proposal cannot be supported to go forward to gather more information and be assessed for recommendations to elected members yet. Reasons could be timing, need for more coalition building (more end-users, participants, funders, capability), site/locality matters, and/or more information and planning.
- **Not supported:** signals there is enough detail to suggest that a facility partnership does not appear warranted against the criteria. (feedback is provided)

**Council staff will provide advice to elected members on the progress of proposals and seek decisions on all proposals including any analysis from Stage 1 and Stage 2.**

### Guidance about information sought in the Canvas

Parties developing a proposal should review background information, council strategies, sector plans (e.g. sport code plans), and local plans. They should include information about current and future participation and feedback from the local community about the need that connects to *what* is being proposed, and *why* it is relevant. See Page 6 and 9 of The Facility Partnership Policy for a list of relevant strategies ([link to policy](#)).



Figure 1 – page 6 and 9 of the facility Partnership Policy

Parties should be familiar with sector strategies related to Sport and Recreation, Arts and Culture, and relevant drivers for community placemaking, as well as how the *Facility Partnership Policy* and (for Sport and Recreation) *Increasing Aucklanders' Participation in Sport: investment Plan 2019-2039* frames council's investment focus.

Follow the prompts in the canvas, and then via discussion with council staff the proposed council contribution can be clarified. In short council is interested in:

- What is proposed and where
- Why it should be done
- Who is/could be involved, and roles
- Funding sought, funding available, funding requested
- What is currently there (site, facility)? What is currently known about it and its future?
- Are there any other plans known or just forming that are related in this area?

- Who has been involved – e.g, sector groups, council elected members – so if there’s input or discussion with them to come soon, we are aware of any background.

### **Evaluation criteria**

The information needs to be consistent with the Facility Partnerships Policy ([here](#)) and all parties need to confirm they have the time to gather and present more information.

Council will review information against these *Facility Partnership Policy* criteria:

- Facility is not housing, education or health provision, unless Council is minority investor. 1.2 (p28)
- Facility is not primarily for worship or political purposes. 2.6, 2.7 (p29) ; 2.8. Is not operating for commercial gain (p32)
- The lead party needs to be a registered charity, or arrangements made to invest profits back 3.10; and is formally constituted. 4.18 (p31)
- The initiative does not propose split ownership 4.19 (p31).
- **Is partnership the best way?** is the additional effort of forming the partnership warranted for the outcomes sought? does it look like a partnership (where several parties will be mutually dependent) or could one partner achieve the proposal itself? 3.11, 3.12, 3.13 (p30)

Sport and recreation initiatives need to consider these priorities from *Increasing Aucklanders’ Participation in Sport: Investment Plan 2019-39*

- The plan focuses on increasing participation in sport, with priorities of emerging sports, high participation sports, and target groups that have low participation in sport.
- The initiative needs to focus on Community Sport (section 2.2)
- Needs to focus on core infrastructure and ancillary infrastructure (not incidental infrastructure)
- Multi-sport/multipurpose facilities are prioritised.

The Facility Partnership policy also has about 20 criteria that can strengthen the proposal.

Projected Funding: A full business case is not required until FPP Stage 4. However, at stage and stage 2, a ‘back-of-the-envelope’ model should suggest the investment and operation aligns with similar past initiatives.

### **What to do when you have completed your first version?**

The next step is to discuss the possible initiative with a sector adviser (i.e. Community Places, Arts and Culture, or Sport and Recreation adviser). They contribute to the discussion before the Canvas is reviewed.

You may have already been in contact with a sector adviser. If not, provide your details to [facilitypartnerships@aucklandcouncil.govt.nz](mailto:facilitypartnerships@aucklandcouncil.govt.nz). To help us understand who to put you in touch with, either attach the first version of the Canvas or include a few details, e.g. *what facility is involved? What is currently occurring there? What is your group? What do you seek to provide? What are you seeking from council?*