

Events Investment Funding Application Form

The items below should all be expanded on in your business plan, but we ask that you provide summary details on this form and include it in your application. *Please complete this in full – partially completed applications will not be progressed.*

CONTACT DETAILS

Primary contact/ Event organiser	<input type="text"/>		
Address	<input type="text"/>	Phone number(s)	<input type="text"/>
		Mobile number	<input type="text"/>
Email address	<input type="text"/>		

EVENT DETAILS

Name of event	<input type="text"/>	Event date(s)	<input type="text"/>
Location of event	<input type="text"/>		
Webpage URL	<input type="text"/>		
Is this the first time the event has been held?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If no, how many times has this event been held and where?	<input type="text"/>		
Financial objective (tick one)	<input type="checkbox"/> Fundraising/profit	<input type="checkbox"/> None (cover costs)	
Event description (please write a brief description)	<input type="text"/>		

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EVENT INFORMATION

How many attendees do you expect will attend from:

Please provide as close an estimate of the numbers as possible for each of the following categories (it is better to underestimate attendance than to over estimate)

Numbers Expected	Northland (not incl. Far North)	Rest of N.Z.	Overseas	Far North
Participants	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Spectators	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Trade / Event staff	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Anticipated accommodation needs:

	Number of beds	Number of nights
Paid accommodation	<input type="text"/>	<input type="text"/>
Friends & family	<input type="text"/>	<input type="text"/>

How long do you expect visitors from each of these areas to attend your event (in days)

Within the Far North district?	<input type="text"/>
From the wider Northland region (not including Far North)?	<input type="text"/>
From outside of the Northland region?	<input type="text"/>
From overseas?	<input type="text"/>

BUSINESS PLAN

We ask all applicants to provide a business plan for their event. Detailed information and guidance of the information required is outlined in more detail in the Application Guidance document. It is strongly recommended applicants read this guidance before completing their application. This business plan must include the following information:

Event background

- How did your event start?
- Why is it being held?
- What other funding has been secured to enable the event to proceed?
- What previous experience do you have running events?

How will your event meet the following principles?:

- Cultural benefits - how will your event celebrate Far North Culture in an exciting and vibrant way?
- Social benefits - how will your event contribute to building stronger communities?
- Economic benefits - how will your event benefit the Far North economically?
- Environmental sustainability - how will your event minimise negative impacts on neighbourhoods and natural areas? You also need to include a detailed waste management plan.

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FINANCIAL INFORMATION

Please note:

- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents – round the values up or down to the nearest dollar
- Do not use the dollar sign (\$) – just enter the dollar value
- If you are applying for operating costs of a programme, please attach a programme outline.

Is your organisation registered for GST? Yes No GST number

Provide a detailed costs estimate for the project or event (GST excl.)

Total cost:

Amount requested:

What funds (amount) do you have secured already for this event?

Please provide evidence of the funds you have already secured

Has this event received funding from the Events Investment Grant fund before? Yes No

If yes, please explain

Has this event received funding from Council before (including Community Boards and other funds)? Yes No

If yes, please explain

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	Expenditure	Total cost	Amount requested
Rent/venue hire			
Advertising/promotion			
Facilitator/professional fees ²			
Administration (incl. stationery/copying)			
Equipment hire			
Equipment purchase (describe)			
Utilities			
Hardware (e.g. cement, timber, nails, paint)			
Consumable materials (craft supplies, books)			
Refreshments			
Travel/mileage			
Volunteer expenses reimbursement			
Wages/salary			Not applicable
Volunteer value			Not applicable
Other (describe)			
Totals		\$	\$

² If the application is for professional or facilitator fees, a job description or scope of work must be attached.

A full budget breakdown has been included in our business plan instead of being completed above

We have provided financial information to support our application

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PRIVACY INFORMATION

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with Council it becomes public information and may be made available on Council's website. If there is sensitive information in the proposal or personal details you wish to be withheld, please advise. These details are collected to inform the general public and community groups about all funding applications which have been submitted to Far North District Council.

APPLICANT DECLARATION

This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners and cannot live at the same address. They must have a day time contact phone number and be contactable during normal business hours.

On behalf of: (Full name of organisation)

We, the undersigned, declare the following:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisation's most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
 - Two signatories to all bank accounts (if applicable)
 - A regularly maintained and current cashbook or electronic equivalent
 - A person responsible for keeping the financial records of the organisation
 - A regularly maintained tax record (if applicable)
 - A regularly maintained PAYE record (if applicable)
 - The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
 - Tracking of different funding, e.g. through a spreadsheet or journal entry

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We agree to the following conditions if we are funded by Events Investment Grant Funding:

1. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
2. To spend the funding only for the purpose(s) approved by Far North District Council.
3. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
4. To acknowledge the receipt of Event Investment funds as a separate entry in our accounts or in a note to our accounts in our organisation's annual report.
5. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project and to provide copies or photographic evidence of same.
6. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North District Council or its auditors.
7. To complete and return a Project Report within two months of the event. Applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
8. To inform the Far North District Council of significant changes in our organisation before this application has been considered or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
9. To lay a complaint with the Police and notify the Far North District Council immediately if any of the funding is stolen or misappropriated.
10. To notify the Far North District Council immediately if our GST status changes.

SIGNATORY ONE

Name	<input type="text"/>	Position	<input type="text"/>
Postal address	<input type="text"/>	Town	<input type="text"/>
		Post code	<input type="text"/>
Phone number	<input type="text"/>	Mobile number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

SIGNATORY TWO (IF APPLICABLE)

Name	<input type="text"/>	Position	<input type="text"/>
Postal address	<input type="text"/>	Town	<input type="text"/>
		Post code	<input type="text"/>
Phone number	<input type="text"/>	Mobile number	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

CHECKLIST

Completed application form
Business plan
Financial information

Details of all other funding secured or pending approval for this project

Signed applicant declaration