

EVENTS INVESTMENT FUND

Application Guidance

Introduction

Council has limited funding to invest in outstanding events and festivals within the District. The events fund is contestable. This means applications are all assessed and have an equal opportunity of receiving funding.

Application Form

Each application must include a completed application form, which can be found at www.fndc.govt.nz/funding, in the Events Investment Fund section. The form can be filled out online, but must be signed (either digitally or physically) prior to being submitted.

Applications with incomplete or missing forms/information will **not** be considered for funding.

Contact Details

Please ensure you complete this section in full – please put n/a in any sections that you do not have information for.

Event Details

This section covers who you are and what the event is about. If you do not have particular information (eg a webpage), please put n/a in the box.

The Event Description is a simple outline of the event – a brief explanation of what you are planning on doing and why. We expect you to go into more detail in your Business Plan.

Event Information

To allow us to assess all applications equally, please fill in the requested information as accurately as possible. It is better to under-estimate the number of attendees than over-exaggerate.

Business Plan

You must attach a business plan to the application form. The Business Plan does not have to be a complicated document and can be as simple as a few pages. It must, however, include the following information:

1. Event Background
 - a. How your event began
 - b. Why it is being held
 - c. What other funding has been secured to enable this event to proceed
 - d. What previous experience you have in running events
2. How your event will meet the following principles:
 - a. **Environmental sustainability**
 - i. Will your event do the following:
 - Provide recycling and/or composting bins

- Have staffed waste stations
 - Use reusable cups (with or without a deposit system)
 - Back-end sorting of waste
 - Used cooking oil recovery
 - Have a contractual requirement for stallholders to use compostable, recyclable or reusable packaging
- ii. How will you minimise negative impacts on neighbourhoods and natural areas?
- b. Cultural Benefits**
- How will your event help us celebrate our culture and the place in which we live in?
 - Will it celebrate and showcase Far North culture, tell Far North stories, or feature Far North art?
 - Event identity – will your event celebrate the Far North in an exciting and vibrant way?
 - Will your event showcase the best a community has to offer in terms of sports, arts, culture, natural environment and facilities?
- c. Social Benefits**
- How will your event contribute to building stronger communities?
 - What community engagement is expected, including:
 - capability development
 - diversity and inclusion
 - accessibility
 - education and skills
 - Have water available for attendees and promoted as the beverage of choice
 - Have healthy kai options promoted and readily available
- d. Economic Benefits**
- Will your event enhance the quality of facilities, promote the district and deliver economic benefit?
 - Will it increase employment in the district?
 - Will it support the Far North District through procurement?
 - Will it optimise the use of resources and be financially sustainable?
 - Will your event be self-sustaining in the future? If so, how do you expect this to take place and when?

Financial Information

Far North District Council must ensure fiscal responsibility with ratepayers money. Before we can agree to any funding, we need to know your financial position and your proposed event budget.

The form on page 4 gives a basic budget breakdown. If you have a budget already prepared, you may include it in your business plan. In this case, please tick the box at the bottom of the page, so that we know it is in your Business Plan.

Funding is not available to cover wages/salary, but should still be included in your budget if applicable. Volunteer Value is an approximate cost of the hours volunteers are contributing to your event. (eg If you have 10 volunteers each doing 10 hours work at \$20/hr, this adds \$2000.00 to your event budget). This counts towards your investment in the event, even if you don't physically have to pay it.

We also require copies of your most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate your ability to manage a grant.

Privacy Information

If there is any information in your application or you have personal details you wish to be withheld, please ensure that you advise us when you lodge the application. Once your application is lodged, this information becomes public information and may be made available on Council's website.

Applicant Declaration

Two signatories over the age of 18 are required to sign the application to confirm that all of the terms and conditions are clearly understood.

Checklist

Ensure you have included all the required information by completing the checklist on the last page of the application form.

Timetable for the 2020/21 Events Investment Process

24 May – 24 June 2021	Applications accepted for the 2020/21 Events Period
Late June	Council assesses application
July	Community Board Panel deliberates which events will receive funding. Applicants will be notified by late-July if their application is successful.

Further Information

The Far North District Council Event Process can be found on the Council website at www.fndc.govt.nz/funding, in the Events Investment Fund section.

If you have any further questions, please contact:

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