

## 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](http://www.fndc.govt.nz/funding), in the Events Investment Fund section. The form can be filled out online, but **must** be printed out for signature.

Applications with incomplete or missing forms/information may **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 information that you need to include is listed on the application form. The Business Plan does not have to be a complicated document and can be as simple as one or two pages. It must, however, include the event background and address how your event will meet the specific principles listed on the application form.

#### 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 2019/20 Events Investment Process**

26 March – 29 May 2020	Applications accepted for the 2020/21 Events Period
June	Council assesses application
July	Community Board Panel deliberates which events will receive funding. Applicants will be notified by mid-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](http://www.fndc.govt.nz/funding), in the Events Investment Fund section.

If you have any further questions, please contact:

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