

Regional Event Fund Application 2021 - 1

Form Preview

Eligibility and criteria

* indicates a required field

Before completing this form:

Please ensure that your event meets the criteria and aligns with the priorities of this fund. You can find these priorities on the [Auckland Council Funding](#) webpage.

Only events which commence between 1 September 2021 and 31 January 2023 are eligible to apply for grants from this 2021/2022 funding round.

What date does the Event commence *

Must be a date and between 1/9/2021 and 31/1/2023.
Must be a date

Applicant Details

* indicates a required field

Organisation details

Organisation name *

Postal Address *

Address

Suburb Town/
 City Postcode

Must be a New Zealand post code

Physical Address *

Address

Suburb Town/
 City Postcode

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Must be a New Zealand post code

Website

GST number (if applicable)

Incorporation certificate number

Contact details

Contact person *

Title

First Name

Last Name

Alternative Contact person

Title

First Name

Last Name

Position held in organisation *

Position held in organisation

Phone (daytime)

Phone (daytime)

Mobile

Mobile

Fax

Fax

Email *

Email

Must be an email address

Legal status

What is the legal status of your organisation *

- Incorporated Society
- Charitable Trust
- Limited Liability Company
- Not for profit community group
- Individual or group with no formal legal structure

What registration numbers apply to your organisation?

(please provide all applicable numbers)

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**NZ Companies Office
Incorporated Society
number**

Must be a number

**NZ Charities
Registration number**

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly

**NZ Companies
Registration number**

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly

Event Production

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Is an Event Producer delivering the event on behalf of the Applicant?

Yes No
(if "Yes" Event Producer details will be requested)

Event Producer (if delivering on behalf of the Applicant)

* indicates a required field

Producing organisation name *

Postal Address *

Address

Suburb Town/ Postcode
 City

Contact person *

Title First Name Last Name

Phone (daytime)

Mobile

Email *

Must be an email address

Fax

Website

Event Information

* indicates a required field

Event name *

Proposed venue or location of event *

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Proposed event date/s *

Proposed event time/s *

Proposed rain date/s *

Estimated number of participants (if applicable) *

a whole number (no decimal place)

Estimated total audience (excluding participants) *

a whole number (no decimal place)

Target audience (what groups is the event aimed at) *

Is there an entry fee for the event *

Yes

No

Describe entry fees if payable (types and amounts)

Do the financial amounts provided in your application include GST *

Yes

No

(either GST inclusive or GST exclusive amounts may be submitted but the selected basis should be used consistently throughout the application)

Total estimated running costs for the event *

\$

What is the total budgeted cost (dollars) of your project?

Has the event been held before? *

Yes

No

(If "Yes" past event details will be requested)

Prior relevant experience of your organisation and key individuals *

Event overview and purpose *

Provide a short description (100 words recommended) of your project - what are you out to do?

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Organisation holding intellectual property rights to the event *

Business Plan

Attach a file:

Essential for new or developing events - please attach a business plan for the event, as outlined in the application guidelines

Event Budget

Attach a file:

Essential for all events - please attach a detailed budget for the event, as outlined in the application guidelines

Communications Plan

Attach a file:

Essential for all events - please attach a communications plan for the event, as outlined in the application guidelines

Previous Event Occasions

* indicates a required field

Dates, attendance numbers, and key outcomes achieved on occasions event held previously *

Dates and description of any Auckland Council or Council Controlled Organisation funding or in-kind support provided on occasions event held previously *

References and letters of support

Please attach any references or letters of support

Attach a file:

(multiple files can be attached)

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Funding and Support

* indicates a required field

Event funding requested

Amount of grant requested from the Auckland Council Regional Event Fund *

\$

What is the total financial support you are requesting in this application?

Information on funding is required in each of the tables below. If not applicable please enter "None" for the Income source and \$0 for the value. Additional rows may be added as required.

Confirmed sources of funding and amounts received

Funding source	\$
	\$

Unconfirmed sources of funding and amounts applied for

Funding source	\$
	\$

Other income sources and amounts

Income source	\$
	\$

Event partners / sponsors

Naming rights sponsor

Sub sponsors

Other sponsors

Event Alignment with Assessment Criteria

* indicates a required field

Assessment criteria

Eligible applications will be prioritised for events funding from the Regional Event Fund based on criteria contained in the Auckland Council Events Policy (May 2013).

These criteria are listed on pages five to seven of the **Regional event fund application guidelines**. This information should be referenced in answering the questions below.

Please record in each section below the ways in which the event:

- aligns with **Regional event key priorities**
- delivers against **Funding criteria**
- reflects matters listed under **Other considerations**
- delivers against the Events Policy action plan strategic priority for **more Maori and youth events** to create a balanced region-wide programme of events.

Information entered in this section will form a key component in the assessment and prioritisation of events for funding.

BRIEF AND FOCUSED RESPONSES in this section will assist in the effective assessment of your application.

Regional event key priorities

Please outline the ways in which the event supports regional event key priorities (guidelines page 5) *

Funding criteria

Please outline the degree to which the event delivers the desired impacts for events as outlined in the Events Policy (guidelines page 6) *

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Please outline the extent to which the event expands the variety or range of events on offer in the region (guidelines page 6) *

Maori event focus - please outline the ways in which the event reflects a Maori focus in terms of content and/or audience

Please outline the level of positive community benefits generated by the event (guidelines page 6) *

Please outline the amount of community support, involvement and/or active partnerships in the event (guidelines page 6) *

For existing events please comment on how effectively the event has been run in the past, or for new events, comment on the extent of planning undertaken relative to the scale and risks associated with the event (guidelines page 6) *

Other considerations

Please comment as appropriate on any of the other considerations listed in the fund application guidelines (page 7) *

Other Information

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Please record any other information in support of your application

Documents containing additional background information may be attached to your application if required.

These should not be as a substitute to full completion of the preceding sections.

Please attach no more than 5 documents.

Attach a file:

(multiple files can be attached)

Declaration and Privacy Statement

* indicates a required field

Note: Auckland Council reserves the right to subsequently decline an application or request a refund of a grant if any of the above information is found to be incorrect.

I/We certify that to the best of our/my knowledge the information contained in this application is correct *

Yes No

I/We confirm that any funds granted will only be used for the activity described in this application *

Yes No

I/We confirm that to the best of our/my knowledge I/we have no perceived , potential or actual conflict of interest in applying for or using any grant funding *

Yes No

Do you consent to a random financial and quality audit of your project/activity? *

Yes No

For guidance on whether you have a perceived, potential or actual conflict as a result of applying for and using grant funding you should consider the following matters - if in doubt you should declare the conflict.

A conflict of interest could arise where you (the applicant) have a responsibility as a result of receiving Council grant monies. This could affect another responsibility, duty or relationship you may also have.

For example

- Personal or family relationships that you have
 - with Council employees

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- with Council contractors
- organisations or persons that you will procure services from with the grant monies
- Financial relationships
 - eg investments that you have in entities that you will procure services from with the grant monies
- Employment relationships or membership of clubs
 - eg you intend to procure services with the grant monies from your employer or a club you are a member of - who will benefit financially from the arrangement.

If you have answered No to any of the above, please provide details below:

- **I/We understand that Auckland Council is bound by the Local Government Official Information and Meetings Act 1987**
- **I/We understand that my/our name and brief details about the project may be released to the media or appear in publicity material.**
- **I/we understand that I/we have the right to have access to this information**
- **I/We undertake that I/we have obtained the consent of all people involved to provide these details.**

*

Accept

Decline

Declaration Date *

Must be a date

Your Name *

First Name

Last Name

Position in Organisation *

When your application is submitted you will receive an automatic confirmation email that the application has been received from Smartygrants. If you do not receive an email confirmation, please check to see if the email has been treated as "spam".

If you need assistance please contact the grants advisor at communityfunding@aucklandcouncil.govt.nz or phone 09 301 0101.

Privacy

Any personal information that you provide in this form will be held and protected by Auckland Council in accordance with our [privacy policy](#) and at our libraries and service centres) and with the Privacy Act 1993. Our privacy policy explains how we may use and

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share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.