



## COMMUNITY EVENTS FUNDING GRANTS APPLICATION FORM

### ORGANISATION DETAILS

**Applications must be typed not hand written**

1.1	Organisation Name:
1.2	Street Address:
1.3	Postal Address:
1.4	Email Address:

Please provide the names of two people we can contact if we need more information. The first person must be the person who filled out the form. Under the Privacy Act (1993) consent from these people must be given before their details are recorded here.

1.5	Contact Person 1 (Applicant)	Consent Obtained: Yes <input type="checkbox"/> TBA <input type="checkbox"/>
	Name:	
	Phone (day):	
	Email:	

1.5	Contact Person 2	Consent Obtained: Yes <input type="checkbox"/> TBA <input type="checkbox"/>
	Name:	
	Phone (day):	
	Email:	

1.7	Is your organisation an incorporated society, trust, or association?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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1.8	What type of funding are you applying for?
	New Event Funding <input type="checkbox"/> Existing Event Funding <input type="checkbox"/> One-off Event Funding <input type="checkbox"/>

1.9	Have you or your organisation had experience in organising events before? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If yes, please provide details including two referees eg. Sponsors

## EVENT DETAILS

2.1	Event Title:
2.2	Event Date:
2.3	Where is the event being held?
2.4	Event Description:
2.5	What other sponsorship/grants have you applied for? (List organisation/business name, amount of funding requested, whether funding has been confirmed).
2.6	Event Admission Price (if applicable) Adult \$ _____ Child \$ _____
2.7	Why does your event require funding and how will it benefit your group and the community?
2.8	What specific cost of the event does your organisation want funding for? (Please make sure the projects you state are eligible as per the guidelines)
2.9	If this event has received funding from the Ashburton District Tourism Development Board previously, what new initiatives have you developed to ensure continuing community support?

2.10	Have you researched to see what other events are taking place in Mid Canterbury around the date of your event? If yes, what other events are on and do you see a synergy with the event(s)?
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2.11	Is your event supported by local and/or national associations / organisations? If yes, who and how are they supporting you?
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2.12	Has your event occurred in Mid Canterbury before? If yes, how has the event been supported before? (Please supply financial records of previous events).
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2.13	How many participants/spectators attended previous events? What method did you use to measure the numbers of people attending?
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## FINANCIAL DETAILS

Please attach a detailed budget (Detailing if costs are GST inclusive or exclusive)

3.1	Amount Requested (to the nearest dollar)
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3.2	How much will the event cost your organisation in total?
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3.3	Please list below the items you are seeking funding for from this fund (round to the nearest dollar).
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Item/Activity	Costs

Note: This total should be equal to the amount you are requesting and match the figures shown in your attached budget.

3.4	If you have applied to any other organisation for the funding of this event, please list the organisation(s), the amount of money you are applying for and when you will know the result of the application.
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Organisation	Amount Requested	Result Date

3.5	Briefly describe any voluntary effort and/or donated material provided for this event.
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Voluntary Effort	Donated Material

3.6	What will happen to the event if you do not receive the full amount of the grant you have requested?
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3.7	How do you propose to meet the funding shortfall?
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### **ECONOMIC IMPACT**

4.1	How many performers/participants/officials will be participating in this event?
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4.2	How many spectators/audience/attendees will be visiting the event?
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4.3	How many people do you estimate will come from outside the district to attend this event? What do you base this estimate on?
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4.4	How long will those from outside the district stay and what type of accommodation are participants most likely to stay in? ie Friends & Family / Hotels & Motels / Budget
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4.5	Will this event employ local people in (temporary or permanent) extra paid employment?
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4.6	Will this event support local businesses for service needs?
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## MARKETING & PROMOTION

Please attach a marketing and promotional plan including methods of promotion & timeframes.

5.1	What forms of media are you planning on using to promote the event? ie. National TV, Local Radio, National Radio, Print Media (flyers, posters etc), Website
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## ASHBURTON DISTRICT TOURISM RECOGNITION

6.1	If your organisation receives funding, how will your event acknowledge the support of Experience Mid Canterbury Tourism? E.g. Experience Mid Canterbury Tourism will be acknowledged in publicity (PA announcements), publications and signage associated with event.
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## DECLARATION

We hereby declare that the information supplied in this document on behalf of our organisation is correct. (Note: Names are to be the same as supplied at the start of this document).

7.1	<u>Contact Person 1</u> Name: Position in organisation: Signature: Date:
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7.2	<u>Contact Person 2</u> Name: Position in organisation: Signature: Date:
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## SUPPORT MATERIAL

The applicant may furnish the Ashburton District Tourism Development Board with relevant support material, which will enhance the application. Please be selective about what you send, by only including material that will provide insight to your idea which cannot be captured through the questions asked in the application form.

Please make sure Experience Mid Canterbury Tourism is aware of any items that you would like returned.

There are two compulsory items, which must be attached with all applications:

1. A detailed and realistic budget
2. A detailed and well thought out marketing plan

For applications relating to Existing Event Funding and Event Underwriting, the following information must also be attached:

1. Income and expenditure report (actuals vs budget) for the last previous event.

Where possible to enhance your application:

- Present a comprehensive and compelling event concept
- Details of your organisations experience in organising events
- Provide proof that you have approached other funding sources
- Detail how your organisation will measure the success of your event
- Detail how the proposed funding from the Ashburton District Tourism Development Board would be recognised in any promotional/marketing activities or material.

Additional Information

- All questions must be answered. An incomplete application will not be considered.
- Make sure your budget balances.
- Please provide your application on A4 paper (single sided) in black & white.
- Please do not bind your document so that copies can be reproduced for board members.
- Make sure your application is received by the due date. (See Criteria & Guidelines for dates)

Experience Mid Canterbury Tourism is available for advice or clarification of the Community Events Funding Grants criteria and/or application form.

Applications should be provided to:

Experience Mid Canterbury Tourism  
Address: 211a Wills Street, PO Box 482, Ashburton 7740  
Ph: (03) 308 2669  
Fax: (03) 308 2665  
Email: [events@MidCanterburyNZ.com](mailto:events@MidCanterburyNZ.com)  
Website: [www.MidCanterburyEvents.com](http://www.MidCanterburyEvents.com)

