

### Fund Eligibility

\* indicates a required field

#### Applicants please note

The Event Support Fund provides financial support to events that align with our event funding [values and priorities](#) and is an intermediary step between our Community Event Fund and Major Event Fund.

We prioritise events that

- occur during the off-peak seasons of April to October
- demonstrate a modest growth in regional GDP (gross domestic product)
- attract visitation and tourism
- generate positive national exposure for Tauranga.

This section of the application form is designed to help you, and us, understand if you are eligible to apply for funding. It's crucial that you check your event against each eligibility criteria before you complete an application for funding.

If you have any questions refer to the [guidelines](#) or email [eventfunding@tauranga.govt.nz](mailto:eventfunding@tauranga.govt.nz).

#### Confirmation of eligibility

##### **As the applicant, I confirm that the event:**

- will champion our event funding [values and priorities](#)
- is not run by individuals. We will only grant funding to a legal entity/organisation
- is not a commercial venture seeking significant profit
- is not taking place prior to an event funding decision being made
- is not primarily political, a protest or for the purpose of religious persuasion
- is not primarily for the purpose of fundraising or may transfer funding to another party
- is not a private function, lunch, dinner, meeting, convention etc. ('Private' is defined as any event where the general public aren't able to attend or purchase tickets)
- is not a market, stand-alone installation or exhibition, or for the repayment of debt
- is not for research, feasibility or evaluation of events outside the event itself
- does not support BAU operations, general salaries, rents or other overhead costs except as a proportion of the total event costs
- does not support repairs/maintenance and capex projects outside of the event
- is not requesting more than 50% of the event's total expenses
- does not have outstanding debt with Tauranga City Council
- has not breached previous funding agreements with Tauranga City Council, including post-event reporting requirements, and where no commitment has been made to rectify this
- does not occur outside Tauranga City [boundaries](#) (with the exception of TECT All Terrain Park and McLaren Falls Park).

# ED: Event Support Fund Application (V2)

## Form Preview

**You must confirm that all statements above are true and correct \***

☐ Yes

If you are unable to select 'yes' please contact us at [eventfunding@tauranga.govt.nz](mailto:eventfunding@tauranga.govt.nz) to discuss your event.

## Organisation Details

\* indicates a required field

### Organisation \*

Organisation Name

Legal entity name

### Applicant NZ Charity Registration Number (CRN)

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.

### Applicant NZBN

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

# ED: Event Support Fund Application (V2)

## Form Preview

Entity Status

Entity Type

Registered Address

Office Address

Must be formatted correctly.

**Is the organisation not-for-profit? \***

☐ Yes

☐ No

**Primary Contact \***

First Name

Last Name

**Role \***

**Contact Phone Number \***

Must be a New Zealand phone number.

**Email \***

Must be an email address.

**Address \***

Address

  

Suburb/Town, State/Province, Postcode, and Country are required.

**Event/Organisation Website**

**Briefly describe the experience the organisation and event organiser have in managing events and finances to demonstrate the level of expertise in these areas \***

**Applicant Primary Bank Account \***

Account Name

Account Number

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## Form Preview

Must be a valid New Zealand bank account format.

### Bank Deposit Slip \*

Attach a file:

Please upload an image of your bank deposit slip

### Is your organisation registered for GST? \*

☐ Yes

☐ No

## Event Details

\* indicates a required field

### Event name \*

### Event start date \*

Must be a date.

### End Date \*

Must be a date.

### Event time(s) \*

### Postponement Start Date

Must be a date.  
(If date is known)

### Postponement End Date

Must be a date.  
(If date is known)

### Which month does the event primarily occur in? \*

### Event venue \*

### Event suburb \*

### Short event description \*

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## Form Preview

Provide a short description - what are you out to do?

## Event Attendance

Enter the predicted event attendee numbers below. For each attendee type, provide an estimation of the percentage of these who will reside in Tauranga versus those that reside elsewhere in the Bay of Plenty/rest of New Zealand.

Attendee type	Number of people	% of Tauranga residents	% of visitors
"Performers/athletes" attendee type can be edited as required	Must be a number.		This number/amount is calculated.
Performers/athletes			
Spectators			
Event staff			
Volunteers			
Media			

### Total attendance at event:

This number/amount is calculated.

## Financial

\* indicates a required field

### Amount of funding requested (NZD excluding GST) \*

\$

Must be a whole dollar amount (no cents) and no more than 15000.

### How do attendees access the event? \*

☐ Free entry      ☐ Ticketed      ☐ Participant entry fee      ☐ Koha/donation

### What is the average entry fee? \*

\$

Must be a dollar amount.

## Event Budget

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## Form Preview

Complete the budget below with projected income and expenditure for your event. Include confirmed and potential sponsors (both cash and in-kind).

Income	\$	Expenditure	\$
Income categories can be edited as required.		Expenditure categories can be edited as required.	
TCC requested funding	\$	Venue hire	\$
Other funding providers	\$	Equipment/infrastructure hire	\$
Commercial sponsorship	\$	Waste management	\$
In-kind sponsorship	\$	Traffic management	\$
Entry fees/donations	\$	Security	\$
	\$	Medical/first-aid	\$
	\$	Marketing/communication	\$
	\$	Signage & branding	\$
	\$	Staff	\$
	\$	Volunteers	\$
	\$	Performers	\$
	\$	Misc	\$

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

**Of the total event expenses, approximately what percentage of that spend could be attributed to Tauranga based suppliers?**

(Note that "rest of New Zealand" includes the Bay of Plenty outside of Tauranga City Council's boundaries)

**% of Tauranga suppliers**

**% of rest of NZ suppliers**

This number/amount is calculated.

**If your funding application is unsuccessful, will the event proceed? \***

☐ Yes

☐ No

**Has your organisation received funding from council in the last three years? \***

☐ Yes

☐ No

**Please select which fund(s) from the list below \***

# ED: Event Support Fund Application (V2)

## Form Preview

- ☐ Event Support Fund
- ☐ Legacy Event Fund
- ☐ Major Event Fund
- ☐ Community Event Fund
- ☐ Community Development Small Match Fund
- ☐ Resource Wise Community Fund
- ☐ Community Grants Fund
- ☐ Papakāinga Housing Grants
- ☐ Other:

## Event Benefits

\* indicates a required field

**Describe the value of the event to Tauranga \***

e.g. community and economic benefits.

**Is the event primarily youth focused? \***

☐ Yes

☐ No

e.g. 12 - 24 years old

## Values

Our funding is heavily weighted towards our [values](#) and we therefore recommend that all applicants take the time to meaningfully address this section of the application.

**Describe how the event will deliver on our three funding values.**

**Safety \***

**Inclusivity \***

**Environmental kaitiakitanga (guardianship) \***

### Priorities

Our funding is heavily weighted towards our [priorities](#) and we therefore recommend that all applicants take the time to meaningfully address this section of the application.

**Which of our funding priorities does your event champion? \***

- |   |  |
|---|--|
| <input type="checkbox"/> Arts and culture                   | <input type="checkbox"/> Kaupapa Māori   |
| <input type="checkbox"/> Communities of need                | <input type="checkbox"/> Priority spaces and places                                      |
| <input type="checkbox"/> Healthy and accessible communities | <input type="checkbox"/> Sport and active leisure - mass participation and/or spectators |

### Arts and Culture

**Describe how your event demonstrates the Arts and Culture priority selected \***

### Communities of Need

**Describe how your event demonstrates the Communities of Need priority selected \***

### Healthy and Accessible Communities

**Describe how your event demonstrates the Healthy and Accessible Communities priority selected \***

### Kaupapa Māori

**Describe how your event demonstrates the Kaupapa Māori priority selected \***

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## Form Preview

### Priority Spaces and Places

**Describe how your event demonstrates the Priority Spaces and Places priority selected \***

Sport and Active Leisure - mass participation and/or spectators

**Describe how your event demonstrates the Sport and Active Leisure priority selected \***

### Supporting Material

Attach any relevant supporting materials such as an event health and safety plan, marketing plan etc. Do not attach an additional event budget, please include this detail in the Financial section of the application form.

**Please attach any supporting documents**

Attach a file:

We recommend that you keep files to a maximum of 5MB each.

### Declaration

**\* indicates a required field**

#### Conflict of Interest

**Do you have any perceived or actual conflict of interest with regards to the proposed event? \***

☐ Yes

☐ No

e.g. a member of the event planning team works for council

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## Form Preview

### Describe the conflict of interest below \*

Word count:

Must be no more than 150 words.

## Terms and Conditions

1. The parties agree that the Application and these Terms and Conditions shall constitute one document ("Agreement").
2. The Applicant agrees that the information provided in the Application is true and correct, that they are authorised to submit the Application and execute this Agreement. This Agreement will be binding once it is signed by both parties.
3. Funding is accepted at the amount specified in writing by Tauranga City Council ("TCC") ("Funding Granted") in return for the deliverables outlined in the Application.
4. TCC will pay 50 % of the Funding Granted prior to the event and 50% on TCC's receipt of a satisfactory post-event report from the Applicant. Both payments will be made on the 20th day of the month following receipt of a valid tax invoice from the Applicant. The invoice(s) must include a purchase order number provided to the Applicant by TCC.
5. The Applicant will invoice TCC within two months of the event occurring, or no later than 30 June following the event, whichever may occur first.
6. Any TCC funding received by the Applicant will be used for the purpose for which it was given.
7. The Applicant acknowledges that they are not entitled to apply for any future funding from TCC until such a time that they submit a post-event report for any previous event(s) where they have received funding from TCC.
8. The Applicant authorises TCC to promote its involvement in the event at its discretion. In addition, the Applicant must provide TCC with a selection of high-resolution images of their event (minimum of 5 images over 1MB labelled with photo credits) and if available, video content of their event. TCC may use this material:
  1. for promoting the event in advance and retrospectively through its online channels (including but not limited to websites, social media and e-newsletters); and
  2. in perpetuity, for TCC's event related business and operations.
9. The Applicant will acknowledge TCC as a sponsor or partner of the event (whichever is more appropriate as mutually agreed between the parties), in any event related marketing, publicity or communication collateral. This will include the inclusion of TCC's logo and any other sponsor acknowledgements such as verbal acknowledgments at public events.
10. In instances where TCC sponsor signage (e.g. tear drop flags, corflute signs, marquees, banners) is damaged and/or lost whilst in the possession of the Applicant, any costs associated with replacing or fixing the signage may be passed onto the Applicant.
11. The Applicant will deliver to TCC a brief post-event report within four weeks of the conclusion of the event specifying attendance numbers, audience demographics (e.g. age, visitor's vs locals) if known, any general audience feedback, any significant learnings or successes, a review on how the event delivered on the values and priorities outlined in the Application, an evaluation of other benefits the event delivered for Tauranga (if any), a media coverage and publicity summary, and a profit and loss report.

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## Form Preview

12. In instances where the event is scheduled to take place on public open space, the Applicant acknowledges that receiving financial support from TCC does not guarantee that they will receive 'event approval' to proceed with their event. The Applicant accepts that they must comply with all conditions required of them through the 'event approval' process, as coordinated by the Event Facilitation team at TCC.

13. The Applicant must meet any conditions imposed by TCC from time to time, in relation to event funding and this Application.

14. The Applicant is solely liable for all of its debts, losses and expenses arising out of its entry into this Agreement and delivery of the event.

15. The Applicant indemnifies TCC and will keep TCC indemnified in respect of any action, claim, loss, cost, liability, damage or expense, including legal costs on a solicitor/client basis, incurred by TCC by reason of the Applicant's breach of the Agreement.

16. TCC may terminate this Agreement, and may require all or part of any funding paid under this Agreement to be returned and any future payments cancelled, if the Applicant, or its representatives, do not fulfil their obligations under this Agreement e.g. the event is cancelled in whole or part thereof or postponed to a date not agreed in advance in writing by TCC, or the event is materially modified (as determined by TCC in its sole discretion), the Applicant becomes bankrupt or insolvent or the ownership of the event changes, the Applicant does something or fails to do something that, in TCC's opinion, results in damage to TCC's reputation or business, or has a conflict of interest that in TCC's opinion will impact adversely on the event or TCC.

17. The Applicant confirms that they have obtained all authorisations, consents and has done all things necessary in order to enter into this Agreement and to perform its obligations under this Agreement; is not aware of anything which will, or might be reasonably expected to, prevent or impair that party from performing all of its obligations under this Agreement and that all information provided is complete and accurate and will not breach the intellectual property of any third party.

18. The Applicant agrees to comply with all New Zealand legislative requirements, regulations, bylaws, industry best practice and Government decrees, including all Covid-19 Government alert level guidelines and requirements for planning and delivery of the event.

19. Any offer of financial support through the Event Funding Framework is subject to the event being able to be delivered under COVID-19 alert level restrictions. If the event is unable to proceed for COVID-19 related reasons (whether they be voluntary or mandated), or the event is materially altered to adapt to the applicable alert level(s), then the grant may have to be returned. Please refer to our [COVID-19 cancellation policy](#) on our website for more information.

20. This Agreement will remain confidential except where required by law unless agreed by the parties noting that:

a) The Applicant agrees to allow TCC to publish the amount of funding granted to the Applicant, on its website; and

b) TCC may be required to disclose information pursuant to its obligations under the Local Government Official Information and Meetings Act 1987.

## Acknowledgement and Privacy Authorisation Act

### The Applicant acknowledges that: \*

☐ This application form contains information Tauranga City Council may hold about us now or in the future.

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## Form Preview

- ☐ I/we are authorised to submit this application and agree that any funding received from Tauranga City Council will be used for the event/initiative for which it was approved.
- ☐ I/we authorise Tauranga City Council to use the information contained in this application for the purposes of administration and promotion of Tauranga City Council.
- ☐ The information provided in the application is true and correct.
- ☐ I/we acknowledge that any decision made by Tauranga City Council is final.
- ☐ Should my/our application be successful, I/we accept and agree to be bound by the Terms of Conditions.

At least 6 choices must be selected.