

ED: Legacy Event Fund Application

Form Preview

1. Fund Eligibility

* indicates a required field

Applicants please note

The Legacy Event Fund provides ongoing financial support to events that have proven longevity and are important to the cultural and social identity of Tauranga.

This fund is committed to supporting events that create and cultivate a strong sense of community pride and actively engage with residents and visitors, to showcase Tauranga as an exciting place to live, work, play and visit.

The events we fund must

- have been operating in Tauranga for 12 years or more when you apply, either continuously or cumulatively (i.e. annually or biennially)
- strongly align with our [event funding values and priorities](#) as our funding decisions are heavily weighted towards these principles
- deliver tangible cultural and social benefits to Tauranga
- clearly demonstrate how it showcases Tauranga as an exciting place to live, work, play and visit
- create leverage and legacy opportunities for the city.

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

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
- is not for research, feasibility or evaluation of events outside the event itself
- does not support business as usual 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

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- is not requesting more than 50% of the event's total expenses
- does not have outstanding debt or for the repayment of 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).

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 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

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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.

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 *

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Applicant Primary Bank Account *

Account Name

Account Number

Must be a valid New Zealand bank account format.
00 / 000 / 0000000 / 000

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? *

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Event venue *

Event suburb *

Frequency of event

☐ One-off

☐ Annual

☐ Biennial

☐ Other:

Briefly outline the reasons for timing and location of the event *

Short event description *

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

Short history and background to the event *

How many years has the event taken place in Tauranga? *

Must have been operating in Tauranga for 12 years or more when you apply, either continuously or cumulatively (i.e. annually or biennially)

Has the event been held anywhere else in NZ before?

☐ Yes

☐ No

Where and when?

What other events, if any, are held domestically and/or internationally that are similar to this event?

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Event Attendance

Expected attendees

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.

Note that "Spectators" excludes friends and family that are accompanying a competitor. "Support Personnel" includes coaches, managers, accompanying friends & family etc.

Attendee type	Number of people	% of Tauranga residents	Average number of hours devoted to the event per attendee	Average number of nights spent in Tauranga per overnight visitor
"Performers/athletes" attendee type can be edited as required	Must be a number.		Training, attending event, travelling	
Spectators				
Performers/Athletes				
Support personnel (for competitors)				
Event staff (excluding volunteers)				
Volunteers				
Meida				

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 100000.

How do attendees access the event? *

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

What is the average entry fee? *

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\$

Must be a dollar amount.

Event Budget

Please attach a high-level budget detailing projected income and expenses, including confirmed and/or potential sponsors (both cash and in-kind). Where relevant, please categorise income as follows:

- central government funding
- registration fees (competitors/performers)
- registration fees (businesses, partners etc.)
- commercial sponsorship
- ticketing income
- other income

Please attach event budget

Attach a file:

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.

Do you anticipate any significant non-tourism spend in Tauranga as a result of the event? This relates to business-to-business transactions e.g. a gala dinner for all participants hosted by one of the event partners/sponsors.

☐ Yes ☐ No

Please explain.

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

- ☐ 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. 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 *

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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 *

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 *

Legacy Benefits

*** indicates a required field**

Leverage and legacy opportunities

Please describe how the event will create leverage and legacy opportunities for Tauranga. *

Cultural and social benefits

Please describe the cultural and social benefits the event will deliver for Tauranga. *

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Showcasing Tauranga

Please describe how the event showcases Tauranga as an exciting place to live, work, learn, play and/or visit. *

Supporting Material

Attach any relevant supporting materials such as an event health and safety plan, marketing plan etc.

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

Describe the conflict of interest below *

Word count:

Must be no more than 150 words.

Acknowledgement and Privacy Authorisation Act

The Applicant acknowledges and agrees the following: *

- ☐ The Applicant has reviewed the eligibility criteria for the Legacy Event Fund ("Fund") and is permitted to apply.
- ☐ The information provided in the application is true, correct and complete.
- ☐ The Applicant is authorised to submit this application form and agrees that any funding received from the Fund will be used for the event for which it was approved.

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- ☐ This application form contains information which Tauranga City Council may hold about the Applicant now or in the future.
 - ☐ The Applicant authorises Tauranga City Council to use the information contained in this application for the purposes of administration and promotion of the Fund.
 - ☐ Any decision made by Tauranga City Council in relation to the Applicant's application for funding is final.
 - ☐ Should the Applicant's application for funding be successful, the Applicant will be required to enter into an Event Funding Agreement with Tauranga City Council.
- At least 7 choices must be selected.