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| Event Fund Application |

Applications will be considered quarterly whilst funds last with cut off dates for applications being 15 March, June, September and December.

\* *required*

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| **Event Details** | | | |
| **Event name:** \* |  | | |
| **Event location:** \* |  | | |
| **Event date  and times:** \* |  | | |
| **Event organiser/ contact person:** \* |  | | |
| **Email:** |  | | |
| **Phone:** \* | (day) | (after hours) | Mobile No: |
| **Amount applied for**\* |  | | |

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| **What is the purpose of the funding and how does it fit the Guiding Principles for Applicants?** \* |
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| **What other funding will you apply for?** \* |
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| **Please confirm the following:** | ***Yes*** | ***No*** |
| Do you have a Safety Management Plan for the event? | ⭘ | ⭘ |
| Have you attached your financial information for the previous years event? | ⭘ | ⭘ |
| Have you attached your budget for this event? | ⭘ | ⭘ |
| Will you ensure that any funding received is acknowledged on correspondence, advertising and other publicity material? | ⭘ | ⭘ |

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| **I agree to comply with all the criteria for this funding (tick all boxes)** |
| * All applications must be accompanied by a statement of financial position for the previous financial year (if applicable) and a budget projection for the event. * All applications must declare any conflict of interest that may exist with the Council, if relevant (for example, if a Councillor, or staff member is a Trustee of the Incorporated Society or Trust). * All successful applicants must acknowledge the support of the Hauraki District Council on any correspondence, advertising or other publicity material. * Any grant amount not spent on the project for which the funds were applied for by the close of the Council’s financial year must be returned to Hauraki District Council unless written approval to retain the funds is obtained from the Community Partnerships Committee. * A report on the success of the event and evidence that the grant was spent appropriately to be provided to the Community Partnerships Committee within three months of the event |

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| **Is there anything else we need to know?** |
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Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You can submit your completed application form by the any of the following:

* Email : [info@hauraki-dc.govt.nz](mailto:info@hauraki-dc.govt.nz)
* By hand :   
  Paeroa Office: 1 William Street, Paeroa, 3600  
  Ngatea Office: 84 Orchard West Road, Ngatea, 3503  
  Waihi Office: 40 Rosemont Road, Waihi, 3610
* Post: Hauraki District Council, 1 William Street, Paeroa, 3600

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| **Office use:** | |
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| Licence No: | Task: |
| Approved / Declined Authorised by: |  |