

# 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

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

What is the purpose of the funding and how does it fit the Guiding Principles for Applicants? *

What other funding will you apply for? *

Please confirm the following:	Yes	No
Do you have a Safety Management Plan for the event?	<input type="radio"/>	<input type="radio"/>

Have you attached your financial information for the previous years event?	<input type="radio"/>	<input type="radio"/>
Have you attached your budget for this event?	<input type="radio"/>	<input type="radio"/>
Will you ensure that any funding received is acknowledged on correspondence, advertising and other publicity material?	<input type="radio"/>	<input type="radio"/>

<b>I agree to comply with all the criteria for this funding (tick all boxes)</b>
<input type="checkbox"/> 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. <input type="checkbox"/> 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). <input type="checkbox"/> All successful applicants must acknowledge the support of the Hauraki District Council on any correspondence, advertising or other publicity material. <input type="checkbox"/> 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. <input type="checkbox"/> 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

<b>Is there anything else we need to know?</b>

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

- Email : [info@auraki-dc.govt.nz](mailto:info@auraki-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

<b>Office use:</b>	
Doc No:	File: HDC\
Licence No:	Task:
Approved / Declined Authorised by:	