**Regional Events Promotion Fund**

**Application Form - April 2024**

**If you are applying for more than one event please complete an application form for each event.**

**Section 1: Applicant key details**

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| **Applicants’ key details** | | | |
| **Applicant details** | | **RTO/Council Name** |  |
| **RTO/Council address, including postcode** |  |
| **Contact person details** This will be the only person who receives the correspondence relating to the proposal.  Fill out all fields unless otherwise indicated | | | |
| **Contact person details** | **Full name** | |  |
| **Job title or Role** | |  |
| **Contact phone** | |  |
| **Contact email address** | |  |
| **Contact postal address (if different to lead applicant), including postcode** | |  |

**Section 2: Event Details**

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| **Short Description of proposed project/s for which funding is required.** | |
| **Name of Event** |  |
| **Date/s of Event** |  |
| **Location of Event** |  |
| **Is the Event a new event or an established, recurring event?**  **If an established event, how many iterations of the event have there been?** |  |
| **Is the Event: Ticketed**  **Prepaid**  **Require registration?** |  |
| **Describe the Event** |  |
| **Who is running the event – the RTO or an event organiser?**  **If the RTO, do you have the capacity to manage this additional promotion?** | **NOTE: The funding can be used for the RTO to promote the event or for the RTO to provide to an event organiser (through a third-party contract) for promotional activity relating to that event.** |
| **If this application is successful,** please describe what audience do you intend to target with this additional funding and the additional attendees you could potentially attractto attend the event |  |
| **Section 3: Budget Details** | |
| **Details of Event Budget** | |
| **What is the event budget for promotional costs** |  |
| **Amount of REPF funding sought for the event** |  |
| **If recurring event, what was the promotion budget of the last event** |  |
| Please provide a high-level budget of the promotional costs for the event.  **(you may wish to attach as a separate document)** |  |
| **Has the event received or receiving funding from the**   * **Major Events Fund** * **Regional Events Fund** * **Creative and Cultural Events Incubator,** * **Ministry for Culture and Heritage** * **any other government agencies** |  |

**Section 4: Declaration by applicant**

I declare on behalf of the applicant(s), that:

* This declaration outlines the basis on which this application is made;
* I confirm that I have read the principles relating to funding for the Regional Events Promotion Fund on the MBIE website;
* I confirm that appropriate public consultation and resource consent processes will be undertaken for the Event;
* the statements in this application are true and the information provided is complete and correct and there have been no misleading statements or omission of any relevant facts nor any misrepresentation made;
* I understand MBIE and its advisers may disclose to or obtain from any government department or agency, private person or organisation, any information about the applicant(s) or Event for the purposes of gaining or providing information related to the processing and assessment of this application;
* the applicant(s) will, if requested by MBIE or its advisers in connection with this funding process, provide any additional information sought and provide access to its records and suitable personnel;
* I understand MBIE may undertake due diligence checks as needed to meet government requirements, and I consent to checks required being carried for those purposes;
* I consent to the public release, including publishing on the Internet, of the name of the applicant(s), the amount of grant sought, and a general statement of the nature of the activity/project, and undertake to cooperate with MBIE on communications relating to this application;
* I understand MBIE’s obligations under the Official Information Act 1982 and that, notwithstanding any relationship of confidence created as a result of this application, the provisions of this Act apply to all of the information provided in this application;
* the application involves an activity/Event that is a lawful activity that will be carried out lawfully;
* the applicant(s) is not in receivership or liquidation nor will the project be managed by an undischarged bankrupt or someone prohibited from managing a business;
* where external providers are being employed as part of the Event/activity, the relevant providers will not be employees or directors of the applicant, and nor do they have any other direct or indirect interest in the applicant, whether financial or personal unless specifically stated in the application;
* I am authorised to make this application on behalf of the applicants identified in section 1**;**

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| **Signature of applicant**  **This acknowledgment must be signed by a person with the legal authority to commit your organisation to a transaction (e.g. Chief Executive or Mayor)** | |
| **Name** |  |
| **Title** |  |
| **Organisation** |  |
| **Signature** |  |
| **Date** |  |