

COMMUNITY EVENTS FUND 2024 APPLICATION FORM

BEFORE YOU START: please read the Community Events Fund Information Sheet to help you complete this form.

Have you applied to the Community Events Fund before?

YES

☐

NO

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If yes, has the Accountability Form been returned for the previous grant? Applications cannot be accepted until this is returned.

YES

☐☐

Please attach the following supporting documents:

☐

Bank verified account details (for the account to which any grant will be paid into)

☐

Latest annual accounts and last monthly financial statement (if applicant is an organisation)

☐

Event description (as per question 9)

☐

Relevant quotes to substantiate event costs

☐

Any additional information you wish to provide in support of your application (optional)

Please note: not providing the supporting documentation may result in your application being returned to you.

Completed applications can be:

POSTED
TO:

PO Box 444,
Masterton 5840

DELIVERED TO:

161 Queen Street,
Masterton

EMAILED
TO:

mdc@mstn.govt.nz

Please complete all sections of the application that apply.

A. GENERAL DETAILS

1. Is this funding application for an event to be run by an organisation or individual?

ORGANISATION

☐

INDIVIDUAL

☐

2. **If you are an organisation,** name of organisation applying for the event:

Organisation Name:			
Postal Address:		Phone:	
Email:			

The name of the person in the organisation responsible for this application:

Name:		Position:	
Email:		Phone:	

If you are an individual, please provide your name and that of another person who will retain equal responsibility for ensuring the event is carried out and funds are spent appropriately:

Name:			
Email:		Phone:	
Name:			
Email:		Phone:	

3. **If an organisation**, is it a legally constituted society or trust?

YES

☐

NO

☐

4. **If an organisation**, is it registered for GST

YES

☐

NO

☐

If yes, GST No.

5. Bank account name

Bank account number

/	/	/
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6. **If an organisation**, what is the balance in the bank account as of 31 March 2024

\$

B. INFORMATION ABOUT YOUR EVENT AND COSTS

7. Please tick the wellbeing area(s) that your project will contribute to:

(Please refer to the Community Events Fund Information Sheet for more detail about these wellbeing areas if required)

WELLBEING DEVELOPMENT AREA (PLEASE TICK)			
 Social	 Cultural	 Environmental	 Economic

8. Please tick the event category for your event:

(Please refer to the Community Events Fund Information Sheet for more details regarding the event categories if required)

EVENT CATEGORY (PLEASE TICK)		
Major events with economic benefit	Local and targeted events with community benefit	Emerging event
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. Please attach a description of your event including:



- ☐ The date(s) the event is to be held
- ☐ Where it will take place in the Masterton district and/or how it will benefit Masterton
- ☐ Anticipated number of active participants
- ☐ Anticipated number of the audience attending
- ☐ Where those people are expected to be coming from
- ☐ Explain any risks associated with the event (e.g. financial, health and safety etc.)

How much funding are you requesting from the Community Events Fund for this event?

\$

10. Do you wish to speak to the Awards and Grants Committee to further support your application at the meeting to be held on 4 September 2024?

Yes

☐

No

☐

If YES, in Person or Online (via Microsoft Teams)

In Person

☐

Online

☐

11. What funding have you applied for, intend to apply for or have already received for this event in your current financial year from other organisations/Councils?

FUNDER	AMOUNT REQUESTED	AMOUNT RECEIVED	RESULT DATE

12. Please tell us about your event costs, what the grant will be spent on and if applicable, what is the organisation's contribution?

[illegible]

D. DECLARATION AND CONSENT UNDER PRIVACY ACT 2020

Two people must sign this, one of whom is listed as the contact on the second page of this application form.

The information you have provided on this form is required so that your application for funding can be processed.

Once this application is lodged it becomes public information and may be made available on the Council's website and/or at the Awards and Grants Committee meeting. If there is sensitive information in the application or personal details you wish to be withheld, please advise.

These details are collected to inform the public about all funding applications which have been submitted to the Masterton District Council.

We, the undersigned, declare the following in submitting this application:

1. We have the authority to commit our organisation and/or ourselves to this application.
2. We have been duly authorised if an organisation.
3. We hereby declare that to the best of our knowledge the information supplied here for this event is correct.
4. We authorise Masterton District Council to seek such information as may be needed to complete consideration of this application.
5. We undertake that we have obtained the consent of the other organisation/individual person to provide these details.
6. We consent to the Masterton District Council collecting the contact details provided, retaining, and using these details for the purpose of administering this grant.
7. We acknowledge your right to have access to this information, in accordance with the Privacy Act 2020.
8. We consent to our information being made available in the agenda on Council's website and at the public Awards and Grants Committee meeting on 4 September 2024.
9. We acknowledge that any decision made by the Masterton District Council is final.

ORGANISATION OR INDIVIDUAL (from section A. 2. of this application)

Contact Name:

Signature:

Date:

ADDITIONAL ORGANISATION CONTACT OR INDIVIDUAL

Name:

Position if additional
Organisation contact:

Email:

Signature:

Date:

If you have any questions about the Community Events Fund, contact Deanna Elwin, Grant Administrator by telephoning (06) 370 6272 or email deannae@mstn.govt.nz