

TWBCEF Application Form

Form Preview

Fund Eligibility

Applicants please note:

The Tauranga Western Bay Community Event Fund is a collaboration between Acorn Foundation, Bay of Plenty Community Trust Inc ("BayTrust"), Tauranga City Council ("TCC"), Manawa Trust and Western Bay of Plenty District Council ("WBOPDC") to provide a co-ordinated approach to the support of community events taking place in the Tauranga and Western Bay of Plenty regions. Applications are administered by Manawa Trust.

It's crucial that you check your event against each eligibility criteria before you complete an application for funding. If you have any questions please refer to the fund guidelines [here](#) or [email](#).

Organisation Details

* indicates a required field

Organisation Name: *

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	

TWBCEF Application Form

Form Preview

Date Registered

Must be formatted correctly.

Applicant NZBN

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 your organisation not-for-profit? *

☐ Yes

☐ No

Primary Contact: *

First Name

Last Name

Role: *

Contact Phone Number: *

Must be a New Zealand phone number.

Email Address: *

Must be an email address.

Event/Organisation Website:

Must be a URL.

Briefly describe the experience the organisation and event organiser have in managing events and finances to demonstrate the level of expertise in these areas: *

TWBCEF Application Form

Form Preview

Applicant Primary Bank Account: *

Account Name

Account Number

Must be a valid New Zealand bank account format.

00 / 0000 / 0000000 / 00 - Cannot be a personal bank account.

Please upload bank account confirmation: *

Attach a file:

Deposit Slip/Screenshot.

Is your organisation registered for GST? *

☐ Yes

☐ No

Event Details

* indicates a required field

Event name: ***Event start date:****Event end date:**

Must be a date.

Must be a date.

Event time(s): ***Which month does this event primarily occur in? *****Event venue: *****Have you secured the venue? ***

☐ Yes

☐ No

If your event is in a public space or place have you contacted the relevant council or committee?

Event suburb: *

TWBCEF Application Form

Form Preview

Short event description: *

Word count:

Must be no more than 300 words.

Describe the purpose of the event, who will be involved, who will attend and the benefits to the community.

Event Attendance

Attendee type:	Attendees from Tau ranga:	Attendees from WB OP:	Attendees from rest of NZ:
Below titles are examples and can be edited	Tauranga City	Te Puke or Katikati & surrounding areas	Attendance outside of TCC and WBOPDC boundaries
Audience/Spectators			
Performers/athletes			
Event staff (paid)			
Volunteers			
Media			
Other			

Total attendees from Tauranga	Total attendees from WBOP	Total attendees from rest of NZ	Total attendees at event
This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.

What roles will volunteers undertake?

Word count:

Must be no more than 300 words.

Event Health and Safety

Please attach the health and safety plan: *

Attach a file:

TWBCEF Application Form

Form Preview

If your Health and Safety Plan is still in development, please upload a document with your current approach.

Event Marketing and Communications

Please attach the marketing and communications plan: *

Attach a file:

If your Marketing and Communications Plan is still in development, please upload a document with your current approach.

Is alcohol permitted at your event? *

☐ Yes ☐ No

Have you applied for/received a licence?

☐ Yes ☐ No

Event Budget

Amount of funding requested (NZD excluding GST): *

\$

For TCC events the max. is \$50,000 and for WBOPDC events the max. is \$15,000.

Total event cost:

\$

Must be a dollar amount.

How do attendees access the event? *

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

What is the average entry fee? *

\$

Must be a dollar amount.

Create and attach a budget with projected income and expenditure for your event (**use GST exclusive figures**). Include confirmed and potential sponsors (both cash and in-kind).

You can either use your existing budget (**which must be in Excel format**) or our [event budget template](#).

Please attach the event budget: *

Attach a file:

Have you got budget lines over \$5000 including event staff? *

TWBCEF Application Form

Form Preview

☐ Yes

☐ No

Please attach quotes and/or for wages, please include the name of the position, working hours and hourly rate.

Attach a file:

Is this a new event? *

☐ Yes

☐ No

If your event has taken place previously, please attach a copy of your most recent event's Profit and Loss Report (final event income and expenditure).

P&L Report:

Attach a file:

Describe the value of the event to Tauranga/Western Bay of Plenty communities:

*

Word count:

Must be no more than 250 words.

Who will attend the event? What will they gain from the event?

Is the event primarily youth focused? *

☐ Yes

☐ No

e.g. 12 - 24 years old

Values

These are the fund **VALUES**, and we recommend that applicants take the time to address this section of the application.

Please describe how the event will deliver on our three funding values.

Safety - Events that deliver a safe environment for participants and spectators. *

Word count:

Must be no more than 250 words.

Inclusivity - Events that encourage social inclusiveness and accessibility for our diverse communities. *

TWBCEF Application Form

Form Preview

Word count:

Must be no more than 250 words.

Environmental kaitiakitanga (guardianship) - Events that demonstrate the importance of protecting and enhancing our natural environment. *

Word count:

Must be no more than 250 words.

What is your plan to minimise waste going to landfill?

Supporting Material

Please upload any relevant supporting material:

Attach a file:

Declaration

* indicates a required field

Conflicts of Interest

Do you have any perceived or actual conflict of interest (with Acorn Foundation, Bay of Plenty Community Trust Inc, Tauranga City Council, Manawa Trust and/or Western Bay of Plenty District Council) with regards to the proposed event?

☐ Yes

☐ No

e.g. a member of the event planning team works for one of these entities.

Describe the conflict of interest below:

Word count:

Must be no more than 100 words.

Terms and Conditions

- 1.The Applicant acknowledges the following. a.The Tauranga Western Bay Community Event Fund is a collaboration between Acorn Foundation, Bay of Plenty Community Trust Inc ("BayTrust"), Tauranga City Council ("TCC"), Manawa Trust and Western Bay of Plenty District Council ("WBOPDC") (together, the "Fund Contributors") to provide a coordinated approach to the support of community events taking place in the Tauranga and Western Bay of Plenty districts. b. The Fund is made up of a single funding pool:

TWBCEF Application Form

Form Preview

- for events within the Tauranga and Western Bay of Plenty district boundary c. Manawa Trust is responsible for the administration of the Fund's and is the primary point of contact for applicants.
- 2.The Applicant agrees that the information provided in the application form ("Application") is true, correct and complete and that it is authorised to submit the Application.
 - 3.The Applicant acknowledges that it is not entitled to apply for any future funding from the Fund until it has submitted a satisfactory post-event report for any previous event(s) where the Applicant has received funding from the Fund.
 - 4.The Applicant authorises each of the Fund Contributors to promote its involvement in the event at its discretion. In addition, the Applicant must provide Manawa Trust, where reasonably practicable, with a selection of high-resolution images and/or video of their event. The Fund Contributors may use this material for the sole purpose of promoting the event in advance and retrospectively through their own communication channels.
 - 5.The Applicant will acknowledge the Fund as a funder or "partner" of the event in any event related marketing, publicity or communication collateral (including media statements and press releases)
 - 6.The Applicant will not do anything or engage in any activity that will impact adversely on the reputation or business of any of the Fund Contributors or the Fund.
 - 7.As the administrator of the Fund, Manawa Trust may terminate the Agreement and may require all or part of any funding paid under the Agreement to be returned and any future payments cancelled if the Applicant or its representatives do not fulfil their obligations under the Agreement. If the Applicant becomes bankrupt or insolvent or the ownership of the event changes; the Applicant does something or fails to do something that, in Manawa Trust's opinion, results in damage to the reputation or business of any of the Fund Contributors or the Fund; the Applicant has a conflict of interest that in Manawa Trust's opinion will impact adversely on the event, the Fund or any of the Fund Contributors).
 - 8.The Applicant confirms that: a. it has obtained all authorisations and consents and has done all things necessary in order to enter into the Agreement and to enable it perform its obligations under the Agreement; b. it is not aware of anything which will, or might be reasonably expected to, prevent or impair it from performing all of its obligations under the Agreement; and c. the provision of the information in the Application and the holding of the event will not breach the intellectual property rights of any third party.
 - 9.In planning and delivering the event, the Applicant agrees to comply with: a. all applicable New Zealand legislative requirements, regulations, bylaws, and government decrees (including, without limitation, the requirements of the Health and Safety at Work Act 2015 b. Industry best practice.

Acknowledgment

- 1.The Applicant has reviewed the eligibility criteria for the Tauranga Western Bay Community Event Fund ("Fund") and is permitted to apply.
- 2.The Applicant acknowledges that any decision made by the Tauranga Western Bay Community Events Fund Panel is final. We accept that no reasons for such decisions will be given, nor will any correspondence be entered into: and
- 3.That if this application is successful, the funds awarded will be applied to the purpose as stated in this application and not applied to any other purpose without the express permission of the Tauranga Western Bay Community Events Fund panel having first been obtained; and
- 4.Funding will not be granted for projects where spending has already been incurred; and
- 5.That Manawa Trust may disclose the applicants information to any third party it chooses for the purpose of verifying the accuracy of the information in the application, and evaluation and decision making concerning the application.

TWBCEF Application Form

Form Preview

6.Privacy Act 2020: We acknowledge that the information supplied in this application may be made available to other parties in the course of enquiries regarding applications. Personal information collected will be held by the Trust for the purpose of assessing the application to the Fund

7.Should the Applicant's application for funding be successful, the Applicant will be bound by the Terms and Conditions of funding set out in the Declaration section. By submitting this application form, the Applicant confirms that it has read and agrees to the Terms and Conditions of funding set out in the Declaration section.

8.Manawa Trust will provide fund partners Acorn Foundation, Bay of Plenty Community Trust Inc ("BayTrust"), Tauranga City Council ("TCC") and Western Bay of Plenty District Council ("WBOPDC") with contact details to send event-related communications.

Authorised person's name: *

First Name

Last Name

Date of declaration:

Must be a date.