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**TPBA FUNDING APPLICATION FORM**

Funding for Lake Tekapo Projects

All projects must benefit the Lake Tekapo Region.

Projects must be completed within a year of the grant being allocated.

The Tekapo Promotions & Business Association will review applications and allocate the money.

All applicants will be notified at the monthly meeting after receiving the application. Successful applicants will be asked to supply an invoice for the amount granted.

Please complete and email this form to [laketekapopromotions@gmail.com](mailto:laketekapopromotions@gmail.com)

Before submitting your application, please check you have completed all details listed

 My project promotes the Tekapo Region

 My project takes place in the Mackenzie District

 I have answered all of the questions in this form

 I have provided quotes and other financial details

 I have provided other supporting documentation

 I have read and signed the declaration

 My project complies with all relevant rules and regulations as required

 I have made a copy of this application for my records

**Name and Contact Details**

Are you applying as an individual or group?  Individual  Group

Full name of applicant:

Street address/PO Box:

Town/City and Postcode:

Email:

Phone Number:

All correspondence will be sent to the email address provided above.

Would you like to speak about your application at the TPBA meeting?

 Yes  No

**Project Details**

Project Name:

Location of project:

Start date:

End date:

Brief description of project.

*Please include – The idea - What do you want to do? The Process - How will the project happen? The People - Tell us about the key people and/or the groups involved. The criteria - Tell us how this project will deliver promotion of the Tekapo Township.*

**Project Budget**

Project Costs

Write down all your project costs and include the details, eg, materials, venue hire, promotion, equipment hire, artist fees and personnel costs.

Total costs:

**Project Income**

Write down all the income you will get for your project from ticket sales, artwork sales, other grants, donations, your own funds, and other fundraising.

Costs less income:

**Declaration**

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We declare that the details in this application are correct and that I/we have the authority to commit to the following conditions.

If this application is successful, I/we agree to:

* complete the project as outlined in this application (or request permission in writing from the TPBA for any significant change to the project)
* complete the project within a year of the funding being approved
* return any unspent funds
* keep receipts and a record of all expenditures for seven years
* contact the TPBA administrator to let them know of any public event or presentation that is funded by the scheme
* acknowledge TPBA funding at event openings, presentations or performances

I/we consent to TPBA recording the personal contact details provided in this application.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to access this information.

This consent is given in accordance with the Privacy Act 1993.

*NB: All applications by persons under 18 must be signed by the applicant’s parent or legal guardian.*

Name:

*(Print name of contact person/applicant)*

Signed:

*(Applicant or arts organisation’s contact person)*

Date: