

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 following 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

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: _____

Street address/PO Box: _____

Email: _____

Phone Number: _____

All correspondence will be sent to the above email address provided

Would you like to speak in support of your application at the TPBA meeting?

Yes No

Project Budget Details

Location of project: _____

Start date: _____

End date: _____

Are you GST registered??

Yes No

Project Budget

Are you GST Registered? Yes - Do NOT include GST in your budget

No - Include GST in your budget

Project Costs

Write down all the costs of your project 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, sale of artwork, other grants, donations, your own funds, other fundraising.

Total income:

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 contained in this application are correct and that I/we have 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 expenditure 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 have access to this information.

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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal guardian.

Name: _____
(Print name of contact person/applicant)

Signed: _____
(Applicant or arts organisation's contact person)

Date: _____