

EVENT SUPPORT FUND APPLICATION

SECTION A: CONTACT DETAILS

Name of Organisation	<input type="text"/>		
Postal Address	<input type="text"/>		
	<input type="text"/>		
Main Contact Person	<input type="text"/>		
Position in Organisation	<input type="text"/>		
Phone (daytime)	<input type="text"/>	Email	<input type="text"/>

SECTION B: ORGANISATION DETAILS

Is your organisation GST registered? ☐ Y ☐ N

If yes, please provide your GST Number

Does your organisation have not-for-profit status? ☐ Y ☐ N

SECTION C: EVENT INFORMATION

Name of event	<input type="text"/>		
Event start date	<input type="text"/>	Event end date	<input type="text"/>
Event venue	<input type="text"/>		
Expected attendance	<input type="text"/>	Event admission fee (if applicable)	<input type="text"/>
Expected number of participants <i>(only applicable to events that require participation such as races and sporting tournaments)</i>			
<input type="text"/>			
Event experience overview <i>(objectives, target audience, what is happening)</i>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

SECTION C: EVENT INFORMATION (CONTINUED)

What are the benefits of your event to Lower Hutt?

What steps are being taken to offer affordable healthy food and beverage options at the event? (if applicable)

What steps are being taken to minimise waste at the event?

Please attach a detailed budget for your event itemising income (including your organisations contribution) and expenditure.

SECTION D: GRANT DETAILS

Amount applied for

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Will event still go ahead without Hutt City Council funding?

YN

What will the funds be used for?

Cost breakdown

[illegible]

Quotes: Two quotes are required for each item requested. If you cannot provide a second quote please state why. Quotes must have an issue date of no more than three months old at time of making this application.

Has your organisation applied to any other funding trust or organisation, including Hutt City Council, for the same items this application covers

YN

If yes, provide details

SECTION E: HEALTH AND SAFETY

We confirm that our organisation will have a Health and Safety Plan prior to the event date which complies with the requirements of the Health & Safety at Work Act 2015 and all approved AUS/NZ standards and generally complies with all Health & Safety legislation, regulations and by laws relevant for this purpose. This Plan will remain in force for the duration of our event and will not be amended or cancelled during this time.

We confirm the following requirements will be part of the Plan:

- ☐ A system is in place for the risk assessment, identification and control of hazards
- ☐ Risk assessment control measures for hazards are reviewed at intervals appropriate to the running of the event
- ☐ Health & Safety responsibilities are assigned to designated staff, that is, all those who work on the event, including volunteers
- ☐ Organisation representatives have inspected the event location to ensure that the venue is as safe as reasonably practicable from causing harm to participants and attendees
- ☐ An Accident and Hazard Register is kept on site
- ☐ An emergency plan designed for our event is in place for dealing with a variety of emergencies
- ☐ A Health & Safety briefing will be carried out with staff (including volunteers) prior to each session of the event and documented
- ☐ All staff working at the event location have the necessary knowledge, skills and training to perform their job adequately, or they will be adequately supervised by a suitably experienced person
- ☐ A system is in place to ensure the public is not endangered by activities carried out at the event venue

SECTION F: DECLARATION

Personal information provided to Hutt City Council ('Council'), may be held, used and disclosed by Council to enable Council to communicate with you for Council purposes. I understand and agree that as this is a public fund, if this application is successful the personal details provided will be made public.

Any unspent funds will be returned to Hutt City Council unless otherwise directed. Grant monies will only be used for the purpose for which quotes were supplied and the grant approved.

I declare that the information provided in this application is true and correct to the best of my knowledge and that I have the authority to make this application on behalf of this organisation.

Signature

Name

Date

APPLICATION CHECKLIST

- All sections completed?
- Current quotes attached?
- Budget attached?
- Any additional supporting information included?
- Declaration has been signed?
- You have detached the "Notes to Applicants" page?
- You have made a copy of the application for your own records

RETURN APPLICATION

Once all sections have been completed send this application and all supporting documents to:

events@huttcity.govt.nz

or by post to:

EVENT SUPPORT FUND – CITY EVENTS
HUTT CITY COUNCIL
PRIVATE BAG 31912
LOWER HUTT 5040

Please contact us if you have not received notification from Hutt City Council within 10 working days of submitting your application

NOTES TO APPLICANTS

Hutt City Council Event Support Fund

Hutt City's Event Strategy outlines some guiding principles and looks to support events which contribute to the following key themes:

- Active Outdoors and Sporting
- Heritage and Culture
- Artistic and Creative
- Science and Technology

Priorities

- The extent to which the event supports key Council plans and strategies such as the Long Term Plan and the Event Strategy
- Extent to which the event helps build community and city identity
- Extent to which the event utilises city assets (such as parks, harbours, facilities etc.)

Please note that in accordance with Hutt City Council's Smokefree Outdoor Public Places Policy, public spaces such as outside Council buildings and facilities, playgrounds, parks and sportsgrounds are smokefree. Council also encourages any public event to be smokefree. For more information please visit: www.huttcity.govt.nz/Your-Council/Projects/smokefree-lower-hutt

Section A – Contact Details

The applicant organisation must be an identifiable formal group, association, trust, society or not-for-profit organisation. We cannot accept applications from individuals or families.

Where possible all correspondence will be sent to the nominated email address of the applicant organisation. Please ensure this email address is secure and can be accessed by the applicant organisation.

The nominated contact person may be phoned to seek clarification or additional information regarding your application. Please ensure this person knows about this application.

Section B – Organisation Details

This section helps us confirm your non-profit, non-commercial status. The Event Support Fund cannot fund any organisation where the people in that organisation will accrue a personal or commercial benefit.

If the applicant is GST registered, only the GST exclusive amount will be funded.

Section C – Event Information

This section is to help the assessment team understand what your event will involve. It is important to complete all questions in this section as without a clear understanding of what the event is the assessment team may not be able to provide funds.

Event participation specifically refers to those events that require registration (e.g. a sporting tournament). This does not include people that come solely to watch the event (these are attendees).

Section D – Grant Details

The Event Support Fund will not grant funds where the possibility exists that the applicant group may also receive funding from another source for the same goods or services to an amount which exceeds the value of those goods or services. This is called double-dipping. If your organisation seeks to apply to multiple funding agencies we strongly recommend you apply for different items to each funding body.

The Event Support Fund is keen to determine what other fundraising efforts the applicant organisation has undertaken to contribute to the overall funding amount required. In some instances, as a result of a desire to see a wide spread of available funds, the Event Support Fund is only able to partly fund applications.

There are some things the Event Support Fund will not fund. Please check our website for details as this information is constantly updated.

The Event Support Fund will not grant funds retrospectively. This means your organisation needs to plan carefully to ensure that if funds are required for a specific date, the assessment team have plenty of time to consider the application (and make any grant) before the event takes place.

The Event Support Fund needs to ensure that the applicant has obtained competitive quotes for the goods or services it needs. It is preferred that the quote provider dates the quote and it is on company letterhead. The quote must be current (i.e. dated less than three months prior to the date of application). If the applicant cannot provide two quotes we need to know why.

Section E – Declaration

This section must be completed. You may be required to provide a copy of your Health and Safety Plan. If this is necessary the assessment team will be in contact with you.

Section F – Declaration

Please read this section carefully. Your organisation, if successful, will be asked to account for the use of funds granted. It is also important to note that the completion of an application form does not constitute approval of the request or, if approved, that further payments to the same applicant for the same purpose will be approved in future. The assessment team maintain an unfettered discretion to decline or refuse any application even if the submitted application meets all relevant criteria and funds are available.