

# Waimakariri Events Funding 2009/2010

## Community Events - Criteria and Guidelines

***Please read carefully before completing the application form***

### **1. Introduction**

Visit Waimakariri has a role to play in supporting community events to foster community identity, participation and to encourage the use of community facilities. Visit Waimakariri is the brand that has been developed to promote the Waimakariri District. The funding amount is capped each year therefore if demand is greater than amount available, events requesting annual funding will be looked at on a rotational basis.

### **2. Purpose**

The purpose of the "Waimakariri Community Funding" is to support events that celebrate a sense of community and the diversity of the district. The event will have a feel good factor and be open for all to participate or attend.

### **3. Criteria and Eligibility**

- Funding must be utilised for Event Coordinator and/or promotion, marketing and signage
- The event takes place within the Waimakariri District Boundaries
- The event has not started before the application for funding is reviewed
- Waimakariri residents must be able to participate in or watch the event
- Applicants must be able to demonstrate community benefits
- Applicants to be non profit organisations and must be able to demonstrate strong community links and support through connections, collaborations and/or partnerships
- Does not coincide with another major event in the district unless compatible
- Have met Waimakariri District Council requirements (refer to application form)
- Can provide a recent annual accounts for the organisation running the event
- Can provide a realistic budget for the event
- Can provide a promotion plan for the event
- Must have secured 50% of the total cost of the event
- Repeat applications will be considered in light of report from previous year's event
- Events can only make one application per funding year

### **4. Events ineligible for funding**

- Subject to financial status
- Conferences/Annual General Meetings
- Events solely run for commercial purposes
- Events promoting religious or political purposes
- Events solely run for fundraising purposes

## 5. Funding Schedule

Applications are considered on a quarterly: 1<sup>st</sup> March, 1<sup>st</sup> June, 1<sup>st</sup> September, 1<sup>st</sup> December

## 6. Funding Levels

Enterprise North Canterbury allocates a total of up to \$5,000 per year to Community Events with a maximum of up to \$750.00 per event being 25% of total funding pool for the year.

## 7. Terms of Agreement

Visit Waimakariri Funding Committee needs to be satisfied that public money distributed through the “Waimakariri Community Funding” is being used for the purpose that it was intended. **Please note that funding is not provided until after the event has taken place, unless accredited event.**

If your event is successful in receiving funding, you will be sent a letter of confirmation and a Terms of Agreement Form. The Terms of Agreement form must be signed and returned before the event takes place. In signing the Terms of Agreement, you are agreeing to meet stipulated conditions; please ensure that your organisation is able to agree to these before submitting your application.

Before a cheque can be raised an invoice to Enterprise North Canterbury is required for the funding amount allocated as per letter of confirmation. We require copies of relevant paid invoices attached to the invoice from your organisation

## 8. Promoting Visit Waimakariri

The Visit Waimakariri logo must be clearly shown on any promotional material as agreed to by both parties.

## 9. Disclaimer

The final funding decisions are made at the discretion of Visit Waimakariri Community Event Funding Committee.