

Waimakariri Events Funding 2011/2012

Repeat Seed Funding Criteria

Please read carefully before completing the application form

1. Purpose

The purpose of the “Waimakariri (repeat) Seed Funding” is to support events that have received Seed or Repeat Seed Funding in the previous 2 years and is running for either the 2nd or 3rd time. These events will continue to add to the vibrancy of the district event calendar, engender community spirit as well as stimulate domestic visitor numbers. Repeat funding can be applied for two years with a decreasing level of funding.

2. 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 by Visit Waimakariri Advisory Group
- Waimakariri residents must be able to participate in or watch the event
- Must have secured 50% of the total cost of the event from other sources
- The event displays clear economic and community benefits
- Public good out weighs private good
- The event exposes district's image and distinctive features
- Does not coincide with other major events in the district unless compatible
- Has a plan for the future of the event in regards to becoming established and self sustaining
- Must not apply for funding from Council Ward Advisory Boards or other Council funding
- Have provided a realistic and balanced budget
- Have provided a promotional plan
- Have met council requirements
- Has provided a set of accounts

It is preferred that the organisations are incorporated societies or trusts. However, applications from individuals and commercial organisations will be considered. Applicants should demonstrate the skills and experience to deliver the event successfully.

3. Events Ineligible for Funding

- Events that have minimal economic or community benefit to the Waimakariri District
- Conferences/Annual General Meetings
- Events where the main purpose is to fundraise (and meet few other points of criteria)
- Events promoting religious or political purposes

4. Your event will be rated on the following:

- Financial Details
- Economic Impact
- Community Benefits
- Promotion of the district

5. Funding Schedule

Closing Dates: 30th of September and 31st of March

We encourage you to have your application in at stated closing dates. However we will look at new events that may need funding within those times.

6. Funding Levels

Visit Waimakariri allocates \$15,000 per year for Seed Funding and Repeat Seed Funding. Maximum per application is \$3,750.00. Please note that the level Repeat Seed Funding will decrease annually as events become established enough to secure funds from sponsors and/or participants.

7. Terms of Agreement

The Waimakariri Promotions Advisory Group needs to satisfy itself that public money distributed through the “Waimakariri Events Funding” is being used for the purpose that it was provided. **Please note that up to 50% of this funding may be provided prior to the event taking place, if event has been accredited. This is at the Visit Waimakariri Advisory Group’s discretion.**

If your event is successful in receiving funding, you will be sent a letter of confirmation, Terms of Agreement Form and a form to complete as part of a Final Written Report. 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.

Within 30 days post event we require:

- Copies of relevant paid invoices and an invoice from your organisation. Before a cheque can be raised an invoice to Enterprise North Canterbury is required for the funding amount allocated as per letter of confirmation.
- A final report and income and expenditure report inclusive of actual and perceived budgets

8. Promoting Visit Waimakariri

The support of the Visit Waimakariri brand must be acknowledged on publicity material.

9. Disclaimer

The final funding decisions are made at the discretion of Waimakariri Promotions Advisory Group.