



Events Support Fund Application Form

The Buller District Council Events Support Fund is for groups/organisations that are carrying out new major events in Buller.

For photocopying purposes, please use a black or blue ballpoint pen to complete this form.

Closing date for submitting applications in 2018:

- 4.30pm Friday 23 February 2018
- 4.30pm Monday 10 September 2018

About your organisation:

Name of your organisation: _____

Legal status of organisation: _____

Postal address: _____

Postcode: _____

Email: _____ Bank account #: ____ - ____ - ____ - ____

Contact people:

Name	Position in organisation	Daytime phone number
<i>Main contact:</i>		
<i>Secondary contact:</i>		

About your Event:

What do you want to do? Please summarise your event (please do not say 'see attached' – If you wish to attach a project outline or plan then please do so, but summarise your project here):

How many participants do you expect?

When is your event? Starts: / / Finishes: / /

How will your event benefit the community?

About the funds you are applying for:

Please identify all the costs of your project and include the details:

Item/Activity	Detail	Cost (\$)
Total Cost:		\$

How much are you requesting from the events support fund?

Have you spent any money to date on this event, if so how much? _____

Tell us about your other sources of funding for this project:

From	Applied/Received	Amount (\$)

Will you use this funding (if approved) to leverage further funding? If yes, how?

Have you received funding from Buller District Council Events Support in the past? Yes / No

If yes, please complete this table. If you have received funding more than once, please refer to the most recent amount you received:

Year	Project	Amount (\$)	Have you submitted an accountability statement for this project?

All accountability statements for previous funding must be submitted before any new applications are considered. If you are unsure if an accountability statement has been submitted, please contact the Buller District Council Community Services Officer on (03) 788 9683.

Your declaration:

I/We hereby declare the information supplied in this application is correct. If the application is successful, I/we agree to provide an accountability report to Buller District Council stating that the money received has been spent on the project or service as requested. I/we agree to participate in any funding audit of our organisation conducted by Buller District Council.

I/we also consent to Buller District Council collecting, retaining and using the contact details of our organisation that have been listed in this application. I/we confirm we have the authority to provide these details and to commit the organisation to this application. Where funds are approved, I/we agree to acknowledge Buller District Council in all promotions carried out.

Name	Signature
<i>Main contact:</i>	
<i>Secondary contact:</i>	

PLEASE NOTE: Complete one application form per event. Applications are copied to the Community Grants Committee, please use black pen to complete your details. Council's Community Services Officer is available if you require assistance, phone (03) 788 9683. Please ensure you attach all the required supporting information. Failure to include all relevant information may delay the processing of your application. If you are unsure of the closing date, please contact Customer Services for confirmation as late applications will not be accepted.

Checklist for supporting information, the following information is required in support of your application:

Please ensure that you have completed **ALL** sections of the application. If information is not provided, it may delay your application.

- Two letters of community support for your organisation, signed, dated and less than six months old, from people not involved or connected in any way with the running of your organisation.
- A copy of your organisation's latest annual accounts. If you do not have annual accounts, please attach a statement of income and expenditure for the past 12 months. If neither of these documents are available please explain why below, and attach a copy of your organisations latest bank account statement/s.

**Send your completed application to:
Buller District Council, PO Box 21, Westport 7866**