

Application Form

- Applications close at **5pm, 31 October 2008**. Applications postmarked on this date will be accepted the following Monday. Please do not fax applications.
- Please print clearly. Please do not use folders or binders to present your application as it will need to be photocopied.
- All sections of the application form must be completed. Incomplete applications will not be considered for funding.
- **HELP?** If you have any questions about the Fund, please contact the Ministry for Culture and Heritage on (04) 499 4229 or email waitangi.fund@mch.govt.nz. The **Information Sheet** also has some helpful tips on how to complete this form.

SECTION A: OVERVIEW

A1. Name of your organisation – if you have a registered name, please use this

A2. Contact Details

Organisation's postal address

Organisation's physical address – if different from above

Phone	Fax	Email
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<p>Contact People</p> <p>Name of Main Contact:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Position – if applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Daytime phone number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Fax</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Email</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>Name of second Contact:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Position – if applicable:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Daytime phone number</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Fax</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p>Email</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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A3. Is this the first time you have applied to the Commemorating Waitangi Day Fund?

YES

NO

Year of last application

A4. Are you are a recognised entity?

YES

NO

Please enclose proof of entity status (**ONE** of the following: current constitution or trust deed and certificate of incorporation, letter from your District Māori Council/appropriate iwi authority, copy of a Māori Land Court Order, Bank account details, proof of organisational structure and/or copies of minutes of meetings/ annual general meetings)

A5. Is more than one organisation involved with this application?

YES

NO

if yes, please list names of other organisations involved

SECTION B: EVENT

B1.a Please give a brief outline of the proposed event to commemorate Waitangi Day in your community.

B1.b Show how your event relates to the criteria of the Fund- see www.mch.govt.nz or information sheet

Please include a detailed account of your proposed event on separate paper (no more than one typed A4 page)

B2. Who in your community/region, is this event aimed at?

B3. When will the event take place?

B4. Where will the event be held?

SECTION C: EVENT MANAGEMENT AND COSTS

C1. How much will your event cost in total?

\$

Please enclose proposed budget for the event. Where possible, please attach copies of quotes and price lists.

C2. How much are you applying for?

\$

Please be aware that the full amount may not be available but your organisation may be granted part of this amount.

C3. Please list, in order of priority, the most important items that require funding. Please do not include the cost of voluntary labour.

	\$
	\$
	\$
	\$
	\$
	\$
	\$

C4. Have you received or applied for funding from any other sources for this project? If YES, please name the sources and the amount of funding and indicate whether that funding has been approved.

	\$
	\$
	\$
	\$
	€

SECTION D: EXTERNAL SUPPORT

D1. Please enclose two letters of community or official support of the event. The letters should be current and specific to the event.

D2. Please comment on the relationship the external sources have with your organisation and event.

SECTION E: PERSONAL INFORMATION NOTICE

Information about applications provided to the Ministry for Culture and Heritage will be held by the Chief Executive for the purpose of permitting the Ministry to assess and evaluate the application, and to administer the grant.

Information supplied may be passed onto other relevant agencies to assist with the evaluation of the proposal.

Names of the grant recipients and the amounts will be made public. This information will be published on the Ministry's website and may be published elsewhere from time to time.

Each applicant consents to the use and disclosure of their personal and other information in the manner as described above. If requested information with respect to the applicant is not supplied, the application may be declined for consideration.

Applicants and those who support the event may, under the Privacy Act 1993, request access to and correction of their personal information by the Ministry. These requests must be in writing.

The Chief Executive is subject to the Official Information Act and may be required to release information in terms of that Act.

SECTION F: DECLARATION

This declaration must be signed by at least two people. One signatory must be either the Director, Chief Executive or Trustee of the organisation.

The details we have given in all sections of the application are true and correct to the best of our knowledge. We have authority to commit our organisation to this application and we understand and will meet the requirements of this Fund. In signing this form, and if this application is successful, we agree to provide the Ministry for Culture and Heritage with an evaluation and expenditure report ONE month after the event.

Name

Signature

Position

Date

Person completing this form

Name

Signature

Position

Date

Director, Chief Executive or Trustee

SECTION G: ATTACHMENTS

Your application is not complete until you have attached the following documents:

- Proof of entity status. **ONE** of the following: current constitution or trust deed and certificate of incorporation, letter from your District Māori Council/appropriate iwi authority, copy of a Māori Land Court Order, bank account details, proof of organisational structure and/or copies of minutes of meetings/ annual general meetings (**Section A4**)
- Detailed account of your event and how it relates to the criteria. To be no more than one typed A4 page. (**Section B1**)
- Proposed budget for the event (**Section C1**)
- At least two letters of support. Letters to be current and specific to the event. (**Section D1**)

Please send your application to: **Commemorating Waitangi Day Fund**
Ministry for Culture and Heritage, Te Manatū Taonga
PO Box 5364
WELLINGTON

or courier to: **Commemorating Waitangi Day Fund**
Ministry for Culture and Heritage, Te Manatū Taonga
Level 5, Radio New Zealand House
155 The Terrace
WELLINGTON

Receipt of Application – Commemorating Waitangi Day Fund

Please **fill in your name and address below** so we can inform you that your application has been received by the Ministry for Culture and Heritage.

You will be notified of the outcome of your application by mid-December

Name & Address:

Date Received:

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