



Application Guidelines for the Event Sponsorship Scheme

Annual budget - \$50,000

2 rounds per financial year – February / August

This Council run fund supports up to 50% of the cost of events which help develop community cohesion and reinforce economic growth within the Rangitikei District.

Applicant eligibility criteria:

- Applicant should be able to meet all the criteria stipulated in the guidelines.
- Applicant/organisation should be: Incorporated Society (certificate or documentation of proof must be supplied); Trust or Association (please supply documentation); Unincorporated community group or an Umbrella organisation with local branches.
- Council is unable to issue funds directly to individual recipients.

Event eligibility criteria:

- Take place within the Rangitikei district.
- Provide a detailed and realistic marketing and / or promotional plan.
- Provide a realistic and balanced budget.
- Quotes or other evidence of costs should be supplied for expenses over \$50.
- Be able to provide evidence of alternative funding sourcing and/or contributions.
- Provide the organisations balance sheet (for the relevant activity).
- Must have returned a completed project report for previous funding.

Applicant Exclusions:

- Have been financially supported by the ratepayers of the Rangitikei District Council through some other means for the same event in the same financial year, i.e., through the Community Initiatives Fund, Community Boards/Committees, Annual Plan etc.
- Events which have started before an application is approved by the Committee.
- Has received funding from the Events Sponsorship Scheme more than once in any financial year.
- Annual General Meetings.
- Events that have no economic or community benefit to Rangitikei.
- Events solely run for commercial purposes.
- Events promoting religion or political purposes.
- Regularly scheduled (for example Saturday morning sport).

Costs covered:

- Event production costs such as signage, advertising, and promotional material.
- Equipment hire.
- Venue hire.
- Seeding of events – seed funding is a grant to enable the event to develop to a stage where it can become self-funding.

Funding Exclusions:

- Facility development or funding for capital works (i.e., the cost of buildings or items necessary to operate the facility).
- Elimination of an accumulated debt or debt servicing.
- Bridging loans.
- Ongoing administration costs that are not related to a specific event.
- Salaries for ongoing administration and services.
- Food and beverage costs.
- Travel costs.
- Feasibility studies.
- Retrospective project costs.

Postponement or Cancellation:

- An event will be deemed to be 'postponed' if the organiser intends to hold a re-scheduled event within six months of the original start date, and if there are not going to be any significant changes to the declared budget.
- Any event not meeting the above criteria will be deemed to be 'cancelled', and the organiser will need to refund any Council grant money unless evidence (e.g., receipts) can be provided showing that the funds were spent prior to the decision to cancel.