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## RECORDED MUSIC NZ MUSIC GRANTS APPLICATION FORM

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### 1. APPLICANT'S DETAILS

Name:

Address:

Website:

GST:  Yes GST registered – GST number:   -    -

No, not GST registered

Contact name:

Contact email address:

Contact mobile:

Description of Applicant's business:

## 2. PROJECT DETAILS

Description of the Project:

Target audience:

Describe if and how the Project will benefit the NZ Recorded Music Industry:

Project timing:

Project location:

Describe any previous experience you have in managing similar Projects:

Grant amount requested:

\$

(plus GST if any) *[Individual max: \$2,500 / Organisation max: \$5,000]*

Detailed Project Budget: *[for assistance see notes at end of this form]*

Date payment required (if grant approved):

### 3. CONFIRM YOU MEET THE CRITERIA

Please tick to confirm that:

- The Applicant is New Zealand resident
- The Applicant is in or closely related to the NZ Recorded Music Industry
- It is NOT a project which would qualify for a NZ Music Foundation grant application
- The Applicant has NOT applied for (or been granted) any other funding in relation to this Project

### 4. FILING AND DECISION DATES

DEADLINE FOR FILING APPLICATION	DECISION NOTIFIED BY
31 March	30 April
30 June	31 July
30 September	31 October
24 December	31 January

### 5. SIGNATURE

By signing this form, the Applicant confirms that:

- the information in this application is true and correct and there are no material omissions
- the Applicant understands and agrees to the terms and conditions below

Individual Applicant signature:

Group or Organisation signature:

Signed for and on behalf of the Applicant by:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

### 6. WHAT TO DO WHEN YOU'VE COMPLETED THE FORM

Submit your completed application (together with any attachments) to:

**Email:** dean@recordedmusic.co.nz

OR **Post:** Recorded Music NZ, Private Bag 78850, Grey Lynn, Auckland. Attention: Dean Cameron

### 7. NOTES TO ASSIST IN COMPLETING BUDGET

Please be as specific as possible in the detail of your budget. You should cover all relevant items, such as (for example):

- Marketing
- Administration
- Travel
- Accommodation
- Equipment
- Salaries / fees
- PPNZ Music Grant (requested)
- Ticketing
- Miscellaneous
- Other income

Please attach relevant documentary evidence of the budget items where appropriate / available.

## 8. TERMS & CONDITIONS

- You must provide us with receipts or other supporting documentation proving that the Music Grant was applied in the way we approved, when we request it.
- If your application is approved, your Music Grant will be paid to you by the date specified in your application for (unless varied in the terms of our approval).
- You'll either receive confirmation of a Music Grant and the quantum, or notice that we can't help. Decisions are at our complete discretion, and are final.
- Only one grant per quarterly approval period may be made to any one applicant. You may apply for a grant for different projects, but only in different approval periods.
- If you receive a Music Grant, you must include a credit acknowledging Recorded Music NZ's funding and assistance on your promotional material (including website).
- If you are GST registered and the grant is subject to GST, then the grant will be paid 'plus GST' and you must issue a valid tax invoice to Recorded Music NZ.