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# RECORDED MUSIC NZ MUSIC GRANTS APPLICATION FORM

## 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 MusicHelps 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:** rochelle@recordedmusic.co.nz

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

### 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
- Recorded Music NZ 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, you may invoice Recorded Music NZ for 50% of the approved amount with the remaining 50% to be paid on completion and receipt of cost report and summary of the approved grant. Any variation to this is subject to the discretion of the committee
- Successful grant applicants must complete the approved project within six months of the date of approval. Any consideration outside of this deadline will be at the discretion of the grant's committee and must be included in the original grant application. Once approved if a delay in completion arises the applicant must advise the grants manager no less than one month prior to the six month deadline for consideration by the grants committee. Failure to complete the approved project within the six month deadline, or any extended deadline if agreed by the grants committee, may result in the grant being withdrawn and the applicant being required to repay all sums already advanced.
- 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.