



Mā te puoro , ka tuia  
Through music we are united

## 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 (including any funding that is expected from other sources): *[for assistance see notes at end of*

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 project meets the criteria for a Music Grant as set out on the Recorded Music NZ website

### 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

### 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. Please also indicate any funding you have from other sources that will form part of the project budget.

## 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 Recorded Music NZ and must be included in the original grant application. Once approved if a delay in completion arises the applicant must advise the Music Grants Fund Administrator (Rochelle Stables) no less than one month prior to the six month deadline for consideration by Recorded Music NZ. Failure to complete the approved project within the six month deadline, or any extended deadline if agreed, 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 the complete discretion of Recorded Music NZ, 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.
- You agree that details provided in this application form may be distributed within Recorded Music NZ and to people that need to have them for the purpose of assessing your application. If your application is successful, Recorded Music may publish summary details of your organisation and the project on its website
- You agree that if your application is successful, you will comply with the [Recorded Music Code of Conduct](#) which outlines our expectations of the people that we work with and support through our funding. As the contact person you agree to communicate the Recorded Music Code of Conduct to others involved in the project/event. Recorded Music NZ may at any time withdraw a grant or require partial or full repayment of a grant, if there is a breach of the Code of Conduct, or it becomes aware of information that in its view means that continuing with the grant could negatively impact the reputation of Recorded Music or its members.
- We encourage grant recipients to use their best efforts to (1) ensure that the participants of the project/event reasonably reflect representation across the NZ music community, taking into account for example gender and ethnicity; and (2) make the project/event a friendly, safe and inclusive experience for all participants.

- Recipients are required to be aware of and comply with their obligations under the Health and Safety at Work Act 2015. These obligations include measures to prevent the risks associated with sexual harassment, harassment and bullying. See <https://www.worksafe.govt.nz/managing-health-and-safety/getting-started/health-and-safety-at-work-quick-reference-guide/> and <https://www.worksafe.govt.nz/topic-and-industry/sexual-harassment/>. If you require further information please refer to [www.soundcheckaotearoa.co.nz/resources](http://www.soundcheckaotearoa.co.nz/resources)
  
- The Grants Committee may at any time withdraw a grant or require partial or full repayment of a grant if it becomes aware the applicant has provided any false or misleading information, or breached or not complied with any of the funding conditions, whether in respect of the current grant or a previous grant.