



Mā te puoro, ka tuia
Through music, we are united

RECORDED MUSIC NZ MUSIC GRANTS APPLICATION FORM

1. APPLICANT DETAILS

Applicant name:

Organisation (if applicable):

Address:

Website:

GST registered?

Yes + GST number: - -

No

Contact name:

Contact email address:

Contact mobile:

Description of Applicant's field of expertise / business:

2. PROJECT DETAILS

Project description

Target audience

Describe if and how the project will benefit the Aotearoa recorded music industry

Project timeline

Project location

Describe any previous experience you have in managing similar projects:

Will this project go ahead if the funding application is not granted? – Yes No

Detailed Project Budget (including any funding that is expected from other sources):

[for assistance see notes at end of this form]

Date payment requested (if Grant approved):

3. CONFIRM YOU MEET THE CRITERIA

Please tick to confirm that:

- The Applicant is a resident of Aotearoa | New Zealand
- The Applicant works in or is connected to the Aotearoa recorded music industry
- This is NOT a project which could qualify for a MusicHelps grant
- The project meets the criteria for a Music Grant as set out on the Recorded Music NZ website

4. FUNDING ROUNDS – FILING AND DECISION DATES

DEADLINE FOR FILING APPLICATION	DECISION NOTIFIED BY
31 March	30 April
30 September	31 October

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 & Conditions below

Signed for and on behalf of the Applicant by:

Signature: _____

Name: _____

Position: _____

Date: _____

6. WHAT NEXT?

Submit your completed application (with any relevant attachments) to rochelle@recordedmusic.co.nz

7. BUDGET GUIDELINES

Please be as specific as possible when preparing your project budget. You should include all relevant costs, such as:

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

Please attach relevant supporting documentation (e.g. quotes) as available. Please also indicate any funding you have from other sources that will contribute to the project budget.

8. TERMS & CONDITIONS

- You must provide us with receipts or other supporting documentation proving that the Music Grant was used for the purpose we approved it, on request.
- If your application is successful, you may invoice Recorded Music NZ for 50% of the Music Grant after you've received notice of approval from us. The remaining 50% will be paid on completion of the Project and receipt of a cost report and summary of the approved Grant. Any variation to this is subject to the discretion of the Music Grants funding panel.
- Successful Grant applicants must complete the approved project within six months of the date of approval. Any delivery outside of this deadline will be at the discretion of Recorded Music NZ and must be included in the original Grant application. If an unexpected 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.
- Retrospective applications will not be considered i.e. any project that has already been delivered and/or paid for prior to the specified decision date will not be supported.
- You'll either receive confirmation of a Music Grant or notice that we can't help. Decisions are final and at the complete discretion of Recorded Music NZ.
- You may only apply for (and receive if successful) one Grant in any given funding round.
- If you receive a Music Grant, you must include an appropriate credit acknowledging Recorded Music NZ's funding and assistance in your promotional materials (including socials and website).
- If you are GST registered and the Grant is subject to GST, the Grant will be paid +GST and you must issue a valid tax invoice to Recorded Music NZ.
- You agree that the details provided in this application form may be distributed within Recorded Music NZ and to others that need 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 and in related business materials.
- You agree that 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 [Worksafe – Managing Health & Safety](#) and [Worksafe – Sexual Harassment, Advice for Businesses](#). If you require further information, please refer to <https://www.soundcheckaotearoa.co.nz/resources-and-tools>
- The Music Grants funding panel may at any time withdraw a Grant or require partial or full repayment of a Grant if it becomes aware that 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.