**RWNZ CENTENNIAL FUNDING APPLICATION AND INFORMATION SHEET**

***Framework of the Centennial Funding***

**Honoring the Past, celebrating the Present and looking towards the Future.**

In July 2025 RWNZ will celebrate 100 years. To assist the regions in their centennial celebrations a funding pool totaling $120,000 is to be made available, over 8 regions represented by Regional Committees. Up to a total of $15,000 is available for each of the 8 regions.

**An application may be made using this application form. Each event should be applied for on a separate application form.**

***Application Criteria***

* **Applications to this fund close on 30 November 2024**
* Applicants must be Members of Rural Women New Zealand.
* An application may be made by a member; a Branch or Group; a Provincial; or a Region. Where an application is made by a member; Branch or Group; or Provincial, the Leadership team of the relevant Region will be part of the discussions and consultation regarding the application.
* In the case of an individual (or a group that does not hold an RWNZ bank account) applying for funding, that funding is to be managed through a registered RWNZ bank account, either regionally or out of National Office.
* Events must relate to the Centennial Framework.
* **Your Regional Leader must sign off on all applications -so they know what is planned in their region and to ensure the funding is shared between events right across their whole region.**

**CONTACT DETAILS**

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Name of Applicant**  (Member name/Branch, Group or Provincial/Region) |  |
| **Postal Address** |  |
| **Point of Contact** | **Detail** |
| **Contact Person** |  |
| **Position** (if applicable) |  |
| **Phone number** |  |
| **Email Address** |  |
| **Regional Leader** |  |
| **Regional Leader Email** |  |

**EVENT SUMMARY OUTLINE**

|  |  |
| --- | --- |
| **Event** | **Detail** |
| **What is the Event?** (Include how it fits the framework) |  |
| **Where?** |  |
| **How?** |  |
| **Who?** |  |
| **Proposed date** |  |

**EVENT DETAILS**

**1. Overview**

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| *Provide an overview of the proposed event that includes any background context, and how you will deliver the event.* |
|  |

**2. Event Plan – describe how you will organise and deliver your event.**

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| --- |
| *Provide a plan for the proposed event including (but not limited to) the following:*   * *Location: Describe the location where this event will be held* * *How will you register or keep track of bookings by prospective participants?* * *What are your plans to publicise, advertise and promote your event?* * *Will you be engaging or contracting suppliers? (Venue, catering, Audio-visual, insurance etc – please list)* * *Will you require any consents or permissions from any public or local authority to hold your event?* * *What are the Health and Safety considerations for this event?* * *Identify any expertise that you will need to complete the project.* |
|  |

**MILESTONES & REPORTING**

*Enter proposed milestones and their due dates and how you will report on your progress into the table below.*

***The Final Report and Photos should be completed no later than 8 weeks after the relevant event is completed. Preferably sooner.***

*If the actual expenses incurred in running the event are less than the grant amount, you will be asked to provide details of and reasons for this difference in your Final Report. In some situations, and after discussion with the Applicant, RWNZ may request repayment of the excess amount to the Centennial Fund.*

|  |  |  |
| --- | --- | --- |
| **Milestones for organising your event** | **Due Date** | **Reporting date** |
| *(i.e.: venue booked)* | *(ie:20 May 2024)* | *(i.e.: Inc. in interim report due 31 May 2024)* |
| **Milestones for delivering your event** | **Due date** | **Report date** |
| *Should also include follow up with attendees after the event* |  |  |
| **Event completed** | **Date** | **Final Reporting Date** |
|  |  |  |

**FINANCIAL INFORMATION**

*BUDGET: Please include estimates or quotes for all costs associated with delivering your event in the Expenses table Please add in any additional budget items that are not listed below. All quotes and estimates should be inclusive of GST (if applicable).*

*INCOME: Please include details of all income sources (other than the amount requested in this application) which will be applied to the delivery of this event.*

|  |  |
| --- | --- |
| **Expenses** | **$**  **(inc GST)** |
| Venue |  |
| Catering |  |
| Travel costs |  |
| Guest speakers or experts or entertainers |  |
| Accommodation |  |
| Materials |  |
| Permits or consent applications and fees |  |
| Advertising and publicity including printing |  |
| Props or room setting |  |
| Other: |  |
|  |  |
| Third parties (Subcontractors) |  |
| Audio visual |  |
| Specialist equipment hire |  |
| Insurance |  |
| Staff |  |
| Transport |  |
| Other: |  |
| Sub-Total |  |
| **Total** |  |

|  |  |
| --- | --- |
| **Income** | **$**  **(inc GST)** |
| Tickets |  |
| Sponsorship |  |
| Grant funding |  |
| Donations |  |
| Other: |  |
| **Total** |  |

**FINANCIAL SUMMARY**

|  |  |
| --- | --- |
| **Event** | **Detail** |
| **Total Budget for event *($ total)*** |  |
| **Amount Applied for** |  |
| **Bank Account name for payment of grant funds**  *(NB: this must be an RWNZ bank account)* |  |
| **Bank Account number**  *(NB: this must be an RWNZ bank account)* |  |

**DECLARATION**

I/We declare that in submitting this application that the information provided is true, accurate and complete and not misleading in any material respect.

By signing this declaration, the signatory/signatories below represent, warrant, and agree that he/she/they is/are authorised by the applicant/s to make this declaration on its/their behalf.

**Applicant:**

***Signature:***

***Full name***

***Date***

**Regional Leader:**

***Signature:***

***Full name***

***Date***

**TERMS AND CONDITIONS**

* This completed application form must be submitted to the regional leader and they will send it onto the centennial committee [lisa.thompson@ruralwomennz.nz](mailto:lisa.thompson@ruralwomennz.nz)
* All Applicants will be notified in writing of the receipt of their application.
* Should you not receive confirmation of receipt, please call the National Office to advise them of your application. Please always keep a copy of your application.
* Applicants can expect that communication between all parties to the application will be ongoing throughout the application process.
* The Centennial Committee will be approving the Regional Centennial Funding applications and be the final determiner of any application made for an event or initiative. The Centennial Committee will be reporting to the RWNZ Board.
* RWNZ and the Applicant will each take reasonable steps to ensure that any confidential information passed by one to the other will remain confidential and all steps will be taken to keep this information confidential. Neither party will disclose any confidential information to a third party without the other Party’s prior consent.
* RWNZ reserves the right to include coverage of accepted applications in its digital and printed channels to promote, recognise and celebrate these events that celebrate the Centennial.
* The total amount of any grant awarded from the Centennial Fund by the Centennial Committee on behalf of Rural Women NZ will be for a fixed sum. Any expenses incurred exceeding the budget provided as part of the application and the total amount of the grant must be met by the Applicant, unless any variation sought is agreed by prior arrangement between the Applicant and the Centennial Committee.
* The Centennial Committee will be reporting to the RWNZ Board on successful applicants to activate the mechanism for making payment of the grant. In cases where the application is from an Individual or Group, without an approved RWNZ related bank account, this will include the financial management of the grant and payments by the National Office or an RWNZ Region.
* Reports and Photos must be submitted to the Centennial Committee [lisa.thompson@ruralwomennz.nz](mailto:lisa.thompson@ruralwomennz.nz) [mailto:](http://mailto:)within 8 weeks of the event or project finishing.