



## **GRANT APPLICATION - SIG EVENTS** **HELD IN NEW ZEALAND**

<b>Grants Guidelines</b>  Please read carefully before submitting your application.	<b>Purpose of Grants</b>	To assist fund major SIG events which have been held or are to be held in New Zealand.
	<b>Amount and timing of application</b>	Applications for amounts exceeding \$1,000 must be received well in advance of the event. Retrospective claims are limited to a maximum of \$1,000.
	<b>Details of expense incurred/to be incurred</b>  <u>Note re future events</u> Receipts for pre-approved expenditure are to be submitted following the event.	<u>Completed Events</u> GST receipts or evidence of expenditure incurred are to be attached to this application.  <u>Future Events</u> Quotations or evidence of expenditure to be incurred are to be attached to this application.
	<b>Preparing application</b>	It is preferred that applications are typewritten. If this is not possible please ensure that handwriting is legible.
	<b>Forward application and receipts/quotations to</b>	Competitions Manager who will review application and forward to MFNZ Council for consideration at the next Council meeting.
	<b>Approval &amp; payment</b>	Amount approved with be directly deposited into your SIG's bank account.
<b>Name of SIG:</b>		
<b>Person authorised by SIG to submit this application</b>	Name	
	SIG position held	
	Landline	
	Mobile	
	Email	

<b>NAME AND DESCRIPTION OF EVENT:</b>	<b>LOCATION</b>	<b>DATE</b>  ...../...../.....
<b>INTENDED BENEFICIARIES OF EVENT:</b>		
<b>EXPENDITURE INCURRED OR TO BE INCURRED</b> This application may include reasonable expenditure for: -	<b>Expense Category</b>	<b>Amount</b>
Postage, phone calls, photocopying, stationery etc.	<b>Event Administration</b>	
Travel costs for local organisers, international personnel involved with the event e.g. FAI judges, International exhibition pilots etc.	<b>Travel</b>	
Venue hire, post event prize-giving/dinner.	<b>Venue</b>	
Hire or purchase of equipment considered essential for the running of the event.	<b>Equipment</b>	
Event advertising and/or promotion costs.	<b>Promotion</b>	
Accommodation costs for international personnel involved in the event.	<b>Accommodation</b>	
(Record details)	<b>Other Expenses</b>	
<b>Attach to this application:</b> <ul style="list-style-type: none"> <li>• GST receipts or evidence of payment for every amount claimed.</li> <li>• Quotations received for expenditure yet to be incurred.</li> </ul>	<b>TOTAL AMOUNT CLAIMED</b>	\$
<b>Additional information in support of amounts claimed.</b>		
<b>Has or will the SIG be applying to another funding provider for funds? YES / NO</b> If "YES" please provide details.		
<b>Note:</b> Applications over \$1,000 to other funding providers must have MFNZ prior approval.		

Signed on behalf of SIG: (Signature).....Date ...../...../.....

Supported by Competitions Manager (Signature) .....Date ...../...../.....