

OUTWARD SOUND Business Development Grant Application Form

Please ensure that this application is filled out electronically. Hand written applications will not be accepted.

NOTE: It is essential that you make contact with the NZ Music Commission BEFORE you apply for any grant. Please contact Gary Fortune or Alan Holt by calling (09) 376 0115 or by emailing international@nzmusic.org.nz.

PART 1 APPLICANT DETAILS

OUTWARD SOUND BUSINESS DEVELOPMENT GRANT	<input type="checkbox"/>
STATUS OF BUSINESS OR INDIVIDUAL MAKING THE PROPOSAL: (PLEASE CLICK ON THE APPROPRIATE BOX)	
REGISTERED COMPANY: <input type="checkbox"/>	SOLE TRADER: <input type="checkbox"/>
BUSINESS PARTNERSHIP: <input type="checkbox"/>	OTHER TYPE OF BUSINESS ORGANISATION (Please specify)
FULL NAME OF APPLICANT <small>(For business this should be the name on the companies register For individuals this should include first and second names)</small>	
TRADING NAME (If different from above)	
CONTACT PERSON MR/MISS/MS/MRS <small>(If different from above. Please include all first and second names)</small>	
DESIGNATION <small>(Director/Manager/Representative etc)</small>	
STREET ADDRESS	
POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)	
PHONE NUMBER	FAX NUMBER
MOBILE NUMBER	EMAIL ADDRESS
WEBSITE	
MYSPACE URL	

FOR STATISTICAL PURPOSES ONLY:

IS THE APPLICANT OR PRINCIPAL OF APPLICANT COMPANY A NEW ZEALAND CITIZEN/PERMANENT RESIDENT?

Yes No

IS THE APPLICANT A MEMBER OF ANY OF THE FOLLOWING ORGANIZATIONS:

Independent Music NZ: Music Managers Forum: APRA: RIANZ: AMCOS:

Other (please specify):

BUSINESS DETAILS		
WHEN DID THE BUSINESS START TRADING?	MONTH	YEAR
Please note: If the business has only recently been established and/or has yet to trade, applicants must include details of other business activities or provide a CV detailing work and business history.		
GST NUMBER: (If not included please advise reason)		
PLEASE NOTE: IF YOU ARE GST REGISTERED AND CLAIMING GST AN OUTWARD SOUND GRANT CANNOT BE PAID WITHOUT A GST NUMBER.		
HAVE YOU PREVIOUSLY APPLIED TO ANY OTHER GOVERNMENT-FUNDED SCHEMES (SUCCESSFUL OR OTHERWISE) IN RELATION TO THIS PROJECT, OR DO YOU HAVE ANY APPLICATIONS CURRENTLY UNDERWAY? INCLUDE DETAILS ABOUT PREVIOUS OUTWARD SOUND GRANTS ALSO.		<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, PLEASE PROVIDE DETAILS		
PLEASE PROVIDE DETAILS ON HOW YOU WILL FUND THE PROJECT/ACTIVITY AND MEET YOUR SHARE OF THE COSTS FOR WHICH ASSISTANCE IS BEING SOUGHT (E.G. EXISTING TRAVEL, OVERSEAS INVESTMENT, MONEY FROM SPONSORSHIP, ADVANCES, MONEY IN BANK, PERSONAL LOANS, CREDIT CARD, ETC)		


SAMPLE

PART 2 PROJECT PLAN

WRITE A BRIEF OUTLINE OF YOUR PROPOSED PROJECT ACTIVITIES, INCLUDING KEY CONTACTS (LINKED TO SCHEDULE, PART 3) –

SAMPLE


PART 2 PROJECT MILESTONES LINKED TO YOUR PROJECT PLAN

KEY ACTIVITIES	FINISH DATE	MILESTONES & MEASURES OF SUCCESS
		

BUSINESS VERSUS PERSONAL ACTIVITIES

IS IT YOUR INTENTION TO SPEND ANY TIME DURING THE TRIP UNDERTAKING PERSONAL ACTIVITIES OUTSIDE OF THE SCOPE OF THE FUNDED PROJECT ACTIVITIES?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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IF YES, PLEASE PROVIDE DETAILS OF HOW MANY DAYS WILL BE SPENDING PERSONAL TIME, AND WHERE



PART 3 SCHEDULE OF PROJECT COSTS

PROJECT START DATE: PROJECT FINISH DATE: DAYS SPENT ON THIS ACTIVITY:

PLEASE NAME THE PEOPLE TAKING PART IN THE PROJECT RELATING TO THESE COSTS:

CATEGORY	Specific item/activity e.g. Flights to Los Angeles	Internal advisor/supplier Air NZ, hire company name of service provider	Costs Forecast costs in NZD and attached quotes where applicable	Claim - 50% of costs	Planned timeframe For this cost/activity – when you will incur this expense	Planned claim date For this cost/activity – when you will claim on this expense
Flights and Accom – National: NZ only for costs related the trip			\$	\$		
			\$	\$		
			\$	\$		
Flights and Accom – International: include per diems*			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
			\$	\$		
Trade Shows: e.g., registration fees			\$	\$		
			\$	\$		

PLEASE NOTE: Total eligible costs may not exceed \$20,000. Please ignore GST amounts (this will be added to the Outward Sound grant) and adjust figures accordingly to make sure total eligible costs do not exceed the limits stated above.

Total eligible costs: Total grant sought

Applicant's Signature:

* Per Diems can be claimed as an eligible cost up to NZD \$100 per day per person (Outward Sound will pay up to NZD \$50 per person).

PART 4 CONFIRMATION AND ACKNOWLEDGEMENT

CONFIRMATION – I/WE CONFIRM THAT:	ACKNOWLEDGEMENT:
<ul style="list-style-type: none"> I/We have read the guidelines for making an application for an Outward Sound grant that outlines the procedures, terms, conditions and criteria and I/we understand and agree to these. The assistance sought in the attached application does not relate to expenditure that has been incurred prior to the receipt of this application by NZMC. The application involves a project/activity that is a lawful activity carried out lawfully, and is directed at a commercial development. The balance of the cost sought is not being funded from any other government source. The application is not being made by an organisation that is in receivership or liquidation or an individual who is a discharged bankrupt. The project is not being managed by an undischarged bankrupt or someone prohibited from managing a business. The application is being made by a company or organisation that is resident in New Zealand for the purposes of tax, and/or by an individual who is a New Zealand citizen or who has New Zealand permanent residence status. The information contained in the attached application is true and correct and there has been no omission of relevant facts nor any misrepresentation made. I/We understand that NZMC may liaise with other government agencies and may refer applications where appropriate. I/We understand that a background check will be undertaken on all applicants/directors. I/We confirm that NZMC may request additional information as part of the evaluation of the application. I/We acknowledge that NZMC may wish to promote any successes that result from our proposal (while respecting our commercial confidentiality). 	<ul style="list-style-type: none"> I/We acknowledge that it will be a condition of receiving a grant that the recipient must remain a resident of New Zealand for tax purposes for at least five years. I/We confirm that where external providers are being employed as part of the project/activity, the relevant providers are not employees, directors or shareholders of the applicant, and nor do they have any other direct or indirect interest in the applicant, whether financial or personal. I/We understand that NZMC may carry out checks to verify the contents of any information provided by me/us as part of the application process, and I/We confirm that I/We will provide access to my/our records and personnel for that purpose. <p>Acknowledgement</p> <p>The undersigned acknowledges that, if a grant is accepted, NZMC may release the following details in relation to the Grant:</p> <ul style="list-style-type: none"> Name of grant recipient Amount of grant Contact details of grant recipient General statement of the nature of the project/activity agreed by grant recipient and NZMC <p>The outcome of the activity assisted (not before three months after the final project report is received).</p> <p>I/We acknowledge that NZMC may receive requests for information on grants under the Official Information Act and that this may result in the release of additional information in accordance with that Act.</p> <p>I/We acknowledge that the Government expects regular reports on Outward Sound grants, including information on its usage. The undersigned acknowledges that data may be made available to other government agencies that have an interest in monitoring the funds usage.</p> <p>I/we acknowledge that because funding for Outward Sound Grants is limited, not all applications will be successful. The fact that an application meets eligibility criteria does not guarantee a grant. Allocation of available funding to eligible applicants will be at the sole discretion of NZMC.</p>

APPLICANT MUST SIGN AND COMPLETE DETAILS BELOW

SIGNATURE		NAME	
DESIGNATION		DATE	
COMPANY/ENTITY			

(THIS CONFIRMATION/ACKNOWLEDGEMENT MUST BE SIGNED BY THE APPLICANT OR DIRECTOR OF THE APPLICANT COMPANY)

PART 5 APPLICATION CHECKLIST

HAVE YOU INCLUDED THE FOLLOWING? (MARK WITH AN "X" IN EACH BOX)

<input type="checkbox"/> Signed the declaration	<input type="checkbox"/> Completed the project plan section
<input type="checkbox"/> Completed all sections of the document	<input type="checkbox"/> Completed the project costs being applied for
<input type="checkbox"/> You must attach a deposit slip for a New Zealand bank account that can be used to reimburse	<input type="checkbox"/> Attached supplier quotes for items being applied for as part of the grant application

As your application CANNOT be assessed until it is complete, please ensure you have included the required information (where possible). You are also welcome to attach additional supporting information in relation to the business/project/activity.

Send your completed application by 5pm on the closing date to:

POST:

**Outward Sound Applications
NZ Music Commission
PO BOX 68-524
Newton
Auckland 1145**

COURIER:

**Outward Sound Applications
NZ Music Commission
7 Great North Road
Ponsonby
Auckland**

You are required to email a copy of this application form in Microsoft Word format to international@nzmusic.org.nz before 5pm on the closing date.

Please Note: we recommend that you courier your application to the Outward Sound office. We will not be responsible for any late submissions. Should you choose to post your application please allow seven days for delivery.

Any applications received after 5pm on the closing date will not be considered for that funding round. No exceptions will be made.