

OUTWARD SOUND

taking new zealand music to the world

INTERNATIONAL MUSIC MARKET DEVELOPMENT APPLICATION

WHAT IS OUTWARD SOUND?

The purpose of providing assistance for market development initiatives is to encourage the entry of New Zealand music and musicians into global markets. New Zealand music industry practitioners (artists, managers etc) and firms (record companies, associated businesses) can apply for assistance through the programme with the implementation of a range of international market development activities including expenditure related to:

- Market visits.
- In-market representation.
- Publicity and promotion.
- Marketing materials.
- Showcases, trade fairs and other events.

The Outward Sound programme is implemented and managed by the New Zealand Music Commission. It is inclusive of music from all genres, styles and niches and applicants may target relevant markets around the world. Bands, composers, songwriters, producers and solo artists are able to benefit. The foundations of the programme are research, collaboration, network development and information sharing.

Applicants apply to an open contestable pool of funds for their proposed project. The Outward Sound grants budget is limited. Applications to receive grants will be carefully assessed to ensure they meet the criteria, and that the project/activity involved has been thoroughly planned and has good prospects for commercial success. There are four funding rounds a year and there is a minimum grant value of \$1000 (\$2000 of eligible costs) and up to a maximum value of \$50,000 (\$100,000 of eligible costs) that applicants can apply for.

More information can be found on: <http://nzmusic.org.nz/international/>

Outward Sound
NZ Music Commission
P.O Box 68 - 524
Newton
Auckland

PH: 9 376 0115
FX: 9 376 0116
E: international@nzmusic.org.nz



NEW ZEALAND
MUSIC COMMISSION
TE REO REKA O AOTEAROA
www.nzmusic.org.nz

HOW DO I APPLY?

Before sending in an application contact the Outward Sound office to discuss your project and gain approval to apply for funding. This applies to resubmitting an application that was previously turned down, or any new project.

Applications must be completed electronically for ease of processing. You are required to print the whole document, sign the declaration page and supply an original copy when submitting your application. In addition to this it is essential to email a copy to international@nzmusic.org.nz no later than 5pm on the closing day of the round.

Handwritten applications will not be accepted.

AM I ELIGIBLE TO APPLY?

An applicant may be a business, music industry practitioner or artist, but must be:

- A clearly defined legal entity (e.g. individual person, company, registered partnership, trust).
- The repertoire promoted must be by a New Zealand citizen.
- Are a professional New Zealand manager/label or self-managing artist.
- The artist/group/label must clearly identify itself as from New Zealand.
- Registered in New Zealand for tax purposes.
- Operating or intending to operate in a commercial environment.
- Financially viable to the extent that they can demonstrate how they can finance at least 50 percent of the cost of the marketing initiative.
- Able to demonstrate they have the capacity and capability (including financial, business planning and delivery support) to carry the initiative through to completion.
- Crown entities, government departments and their agencies are ineligible for support from Outward Sound grants.

HOW DOES IT WORK?

Outward Sound runs four contestable funding rounds a year. Applicants may apply for a variety of costs relating to their market development plan.

- Applicants apply to an open contestable pool for their proposed project.
- The minimum grant available is \$1,000 i.e. \$2,000 of eligible costs.
- The maximum grant available is \$50,000 i.e. \$100,000 of eligible costs.
- Grants are funded on a dollar for dollar matched basis
- It is essential you have a well thought out business/project plan for your proposed project.
- The Outward Sound Grants budget is limited. Applications to receive grants will be carefully assessed to ensure they meet the criteria, and that the project/activity involved has been thoroughly planned and has good prospects for commercial success.

WHAT DO I NEED TO SUPPLY WHEN APPLYING?

Outward Sound is a business development initiative so you will need to supply the following:

- International market plan (template guide below) .
- Any letters of support from people involved in your project.
- Copies or links to the music being promoted.
- Quotes for activities to be undertaken with your grant application (ie airfares/accommodation/visa costs etc)



PLEASE FILL OUT EACH SECTION BELOW AND ATTACH ALL THE REQUIRED MATERIALS

TO RETAIN THE PDF'S FUNCTIONALITY PLEASE USE ADOBE ACROBAT READER TO FILL OUT THIS FORM. DOWNLOAD THE LATEST FREE VERSION FROM [HTTP://GET.ADOBE.COM/READER/](http://get.adobe.com/reader/). INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

SECTION A

APPLICANT CONTACT DETAILS

LAST NAME:

FIRST NAME: **MIDDLE NAME (S):**

GENDER: **DATE OF BIRTH:**

TELEPHONE: **MOBILE:**
INCLUDE AREA CODE

EMAIL:

PHYSICAL ADDRESS:

CITY:

POSTCODE:

COMPANY DETAILS

TRADING NAME:

GST NUMBER:

WHEN DID THE BUSINESS START TRADING?

IS THE APPLICANT OR PRINCIPLE OF APPLICANT A NEW ZEALAND CITIZEN OR PERMANENT RESIDENT? YES NO

POSTAL ADDRESS

STREET/PO BOX:

SUBURB: **CITY:**

COUNTRY: **POSTCODE:**

PHYSICAL ADDRESS (IF DIFFERENT FROM POSTAL)

STREET/PO BOX:

SUBURB: **CITY:**

COUNTRY: **POSTCODE:**

DO YOU BELONG TO ANY ORGANISATIONS? **MMF** **APRA** **IMNZ** **RMNZ** **AMCOS**

OTHER ORGANISATION. PLEASE LIST:

HAVE YOU ATTENDED ANY LOCAL UPSKILLING SEMINARS? **GOING GLOBAL** **NZ MUSIC MONTH SUMMIT**

SOUNDS AOTEAROA

OTHER UPSKILLING SEMINARS. PLEASE LIST:

SECTION B

ARTIST(S) / GROUP(S)

PLEASE LIST THE ARTIST/GROUP/LABEL YOU ARE APPLYING FOR:

PLEASE GIVE A BRIEF DESCRIPTION OF THE PROJECT YOU ARE APPLYING FOR:

PLEASE PROVIDE DETAILS OF RELEASES FOR THE ARTIST/S RELATING TO THIS APPLICATION:

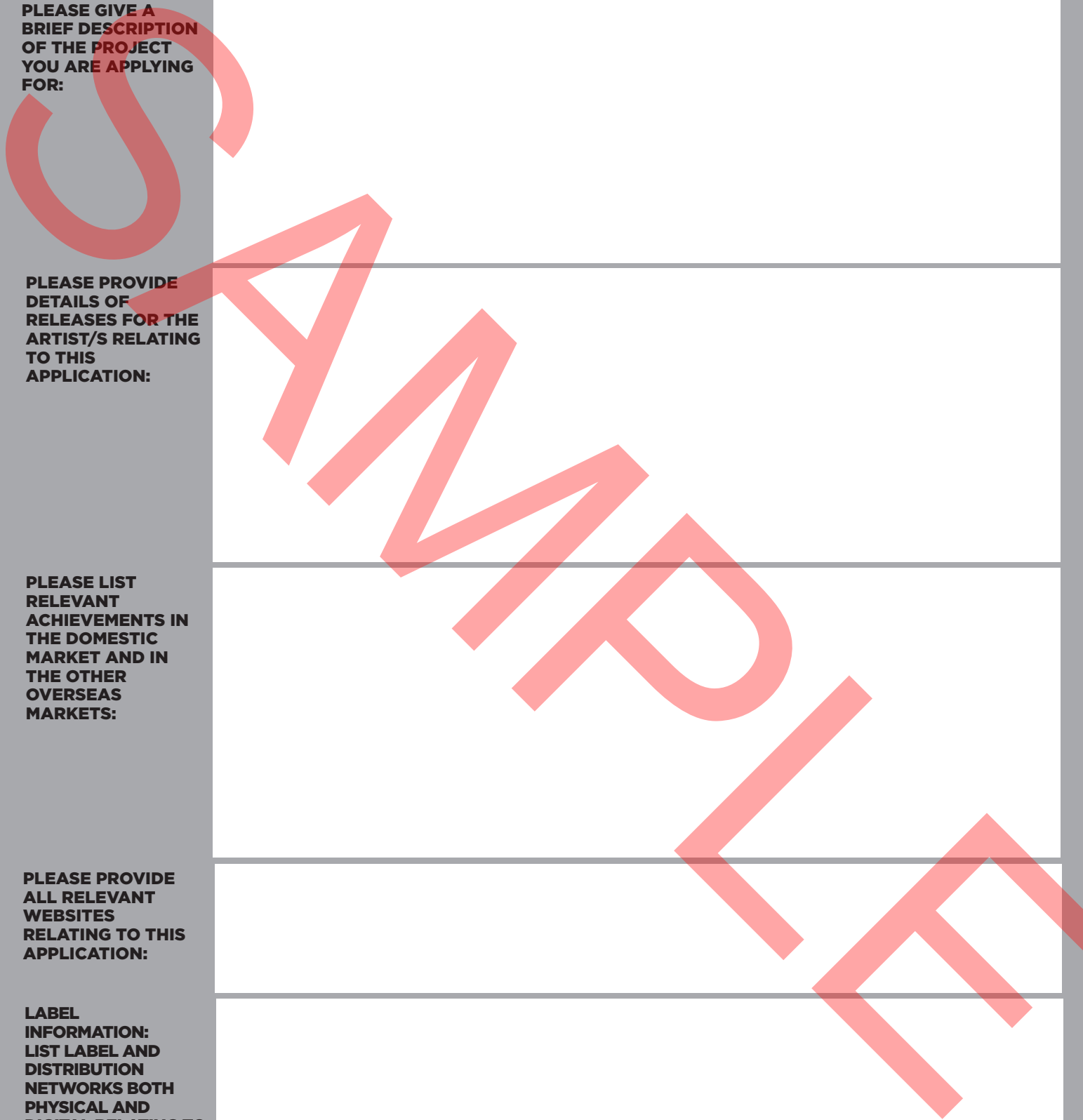
PLEASE LIST RELEVANT ACHIEVEMENTS IN THE DOMESTIC MARKET AND IN THE OTHER OVERSEAS MARKETS:

PLEASE PROVIDE ALL RELEVANT WEBSITES RELATING TO THIS APPLICATION:

LABEL INFORMATION: LIST LABEL AND DISTRIBUTION NETWORKS BOTH PHYSICAL AND DIGITAL RELATING TO TERRITORY FOR THE ARTIST/GROUP/LABEL:

PLEASE PROVIDE A LINK TO YOUR PRESS/PUBLICITY KIT:

Blank form area for providing details, descriptions, achievements, websites, label information, and press kit links.



SECTION B (CONTINUED)

HAVE YOU PREVIOUSLY APPLIED TO ANY OTHER GOVERNMENT FUNDED SCHEMES IN RELATION TO THIS ARTIST?

YES NO IF YES, PLEASE LIST:

DO YOU HAVE ANY OTHER GRANT APPLICATIONS CURRENTLY UNDERWAY WITH ANY OTHER ORGANISATIONS?

YES NO IF YES, PLEASE LIST:

DO YOU INTEND TO SPEND ANY TIME DURING THIS TRIP UNDERTAKING PERSONAL ACTIVITIES?

YES NO IF YES, WHEN:

BIOGRAPHIES

PLEASE ATTACH YOUR BIOGRAPHY:

YES

PLEASE PROVIDE A BIOGRAPHY FOR THE ARTIST/S BEING REPRESENTED IN THIS APPLICATION:

YES

PREPARATION

PLEASE PROVIDE DETAILS OF ANY PROMOTIONAL/MARKETING ACTIVITY YOU WILL BE UNDERTAKING AS PART OF THIS PROJECT:

PLEASE DESCRIBE THE STEPS YOU HAVE OR WILL TAKE PRIOR TO THE PLANNED ACTIVITY TO ENSURE YOU ARE WELL PREPARED TO MAKE THE MOST OF YOUR PROPOSED PLAN:

PLEASE PROVIDE A BRIEF OVERVIEW OF ANY INTERNATIONAL ACTIVITY FOR THE ARTISTS RELATING TO THIS APPLICATION:

LIST THE KEY PEOPLE INVOLVED IN YOUR PLAN:

OUTCOMES

PLEASE LIST THE KEY OUTCOMES YOU EXPECT TO ACHIEVE FROM THE PROPOSED ACTIVITY?

SECTION C

SCHEDULE OF COSTS

PROJECT START DATE : PROJECT FINISH DATE :

DAYS SPENT ON THIS ACTIVITY:

PLEASE NAME THE PEOPLE RELATING TO THE PROJECT COSTS:

PLEASE COMPLETE THE ATTACHED SCHEDULE OF COSTS FORM:

FINANCE INFORMATION

PLEASE FILL IN THE ATTACHED FINANCIAL INFORMATION FORM:

SECTION D

CONFIRMATION AND ACKNOWLEDGEMENT

CONFIRMATION - I/WE CONFIRM THAT:

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 COSTS 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 BY AN INDIVIDUAL WHO IS AN UNDISCHARGED 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 ANY 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).

ACKNOWLEDGEMENT:

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.

ACKNOWLEDGEMENT

THE UNDERSIGNED ACKNOWLEDGES THAT, IF A GRANT IS ACCEPTED, NZMC MAY RELEASE THE FOLLOWING DETAILS IN RELATION TO THE GRANT:

NAME OF GRANT RECIPIENT.

AMOUNT OF GRANT.

CONTACT DETAILS OF GRANT RECIPIENT.

GENERAL STATEMENT OF THE NATURE OF THE PROJECT/ACTIVITY AS AGREED BY GRANT RECIPIENT AND NZMC.

THE OUTCOME OF THE ACTIVITY ASSISTED (NOT BEFORE THREE MONTHS AFTER THE FINAL PROJECT REPORT IS RECEIVED).

I/WE ACKNOWLEDGE THAT NZMC MAY RECEIVE REQUESTS FOR INFORMATION ON GRANTS UNDER THE OFFICIAL INFORMATION ACT 1982 AND THAT THIS MAY RESULT IN THE RELEASE OF ADDITIONAL INFORMATION IN ACCORDANCE WITH THAT ACT.

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.

I/WE ACKNOWLEDGE THAT BECAUSE FUNDING FOR THE 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.

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

SIGNATURE: NAME: DATE:

DESIGNATION: COMPANY/ENTITY:

SECTION E

APPLICATION CHECK SHEET

PLEASE INCLUDE:

- YOUR INTERNATIONAL MARKET PLAN
(REFER TO THE TEMPLATE PROVIDED ON THE NEXT PAGE IF REQUIRED)
- LINKS OR A COPY OF YOUR PRESS KIT
- MEDIA-QUALITY PHOTOS OF THE ARTIST(S) YOU WILL BE REPRESENTING
- LINK TO LIVE PERFORMANCE FOOTAGE OF THE ARTIST(S) YOU WILL BE REPRESENTING
(WHERE AVAILABLE)
- A COPY OF THE ARTIST'S/GROUP'S MOST RECENT ALBUM RELEASE
- HAVE YOU COMPLETED ALL SECTIONS OF THE DOCUMENT?
- HAVE YOU ATTACHED THE SCHEDULE OF COSTS?
- HAVE YOU ATTACHED YOUR FINANCIAL INFORMATION?

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.

APPLICATIONS MUST BE RECEIVED BY THE OUTWARD SOUND OFFICE IN BOTH DIGITAL AND PHYSICAL FORM BY 5PM ON THE CLOSING DATE, THERE ARE NO EXCEPTIONS. LATE APPLICATIONS WILL NOT BE CONSIDERED.

POST

NZ MUSIC COMMISSION
7 GREAT NORTH ROAD
PONSONBY
AUCKLAND

ATTN: OUTWARD SOUND
APPLICATIONS

COURIER

NZ MUSIC COMMISSION
7 GREAT NORTH ROAD
PONSONBY
AUCKLAND

ATTN: OUTWARD SOUND
APPLICATIONS

E-MAIL

PLEASE EMAIL
A DIGITAL VERSION TO:
INTERNATIONAL@NZMUSIC.ORG.NZ

ANY ENQUIRIES: PHONE: (09) 3760115

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.

FOR OFFICIAL USE ONLY

OS NUMBER:

DATE RECEIVED:

TAG:

INTERNATIONAL MARKET PLAN TEMPLATE

AN INTERNATIONAL MARKET PLAN EXPLAINS HOW YOU WILL TARGET OVERSEAS MARKETS. IT IS USEFUL TO THINK ABOUT THE FOLLOWING AREAS WHEN DEVELOPING YOUR PLAN:

PURPOSE

1. WHY DO YOU THINK IT'S TIME TO TAKE YOUR MUSIC OVERSEAS?

CONSIDER:

- The quality of the New Zealand music being promoted relative to other music products in the international music marketplace
- The applicant's business capability, access to capital and ability to sustain international networks
- The key factors that have led to this proposed activity

MARKET CHOICE

2. HOW DOES YOUR MUSIC FIT WITH YOUR SELECTED MARKET(S)?

CONSIDER:

- Whether there is an audience for your music in the market(s) you are targeting?
- The market niche that you intend to cater for?

3. WHICH MARKET(S) DO YOU PLAN TO TARGET AND WHY?

CONSIDER:

- Geographical factors (airfare costs, freight and distribution channels, seasons and touring circuits, the size of your touring party)
- Economic and legal factors (taxes, duties, exchange rates, regulations, visas, taxes, etc)
- Audience factors (age, gender, income, lifestyle, cultural differences)
- Market characteristics (market size, types of venues, availability of agents and distributors)

4. WHAT MARKETING STRATEGIES WILL YOU USE AND HOW DO YOU KNOW THAT THESE WILL BE EFFECTIVE?

INCLUDE:

- A marketing overview
- People taking part on the project
- Your comparative position in the marketplace (i.e. consider what other artists and/or bands operate in the same or similar market)
- Examples of successful marketing strategies used by you in the past and the impact on audience size and income generation.
- Information on how the various income streams from the proposed market initiative will generate a return on investment - both directly and indirectly - to the applicant.

RISKS

5. WHAT ARE THE RISK FACTORS RELATING TO YOUR PROJECT?

BUDGET

6. HOW MUCH WILL YOU AND YOUR PARTNERS INVEST IN TARGETING THE PROPOSED MARKET(S)?

INCLUDE:

- Your project budget information

TIMELINE

7. HOW LONG HAVE YOU BEEN TARGETING THE PROPOSED MARKET AND FOR HOW LONG DO YOU PLAN TO CONTINUE?

8. WHAT ARE THE CRITICAL MILESTONES IN YOUR PLAN AND WHEN WILL YOU ACHIEVE THEM?

INFRASTRUCTURE AND READINESS

8. WHO ARE THE KEY PEOPLE INVOLVED IN YOUR BUSINESS/CAREER IN NEW ZEALAND? (I.E. MANAGER, TOUR MANAGER, RECORD COMPANY, PUBLICIST, BUSINESS MANAGER ETC.)

9. WHAT CURRENT INTERNATIONAL INFRASTRUCTURE DO YOU HAVE?

(I.E. AGENTS, LABELS, DISTRIBUTORS, RECORD COMPANIES, PUBLISHERS, PROMOTERS, PUBLICISTS, CONTRACTORS ETC.)

10. WHO WILL YOU NEED TO DEVELOP PROFESSIONAL RELATIONSHIPS WITH TO ACHIEVE YOUR GOALS?

MEASUREMENT

11. HOW WILL YOU MEASURE YOUR SUCCESS?

INCLUDE:

- Criteria which can be used to measure if the activity is successful or not.
- Tangible measures of success (e.g. showcases, tours, signed agreements, return on investment etc.)

TURNOVER HISTORY - PART ONE

PLEASE PROVIDE YOUR COMPANY TURNOVER HISTORY (GROSS REVENUE) PLEASE INCLUDE ALL REVENUE STREAMS IN THESE FIGURES
PLEASE LIST ANY OTHER TURNOVER NOT LISTED BELOW IN 'OTHER TURNOVER' AND COMPLETE THE COMMENT BOXES TO DESCRIBE THE ACTIVITY.



DOMESTIC FINANCIAL DETAILS

DOMESTIC TURNOVER	2011 ACTUALS	2012 ACTUALS
MERCHANDISE		
SYNC LICENSING		
SONGWRITING ROYALTIES		
TOURING		
DIGITAL MUSIC SALES		
PHYSICAL MUSIC SALES		
SPONSORSHIP		
GRANTS		
ADVANCES		
ALL OTHER TURNOVER		
TOTALS		

DOMESTIC	2011 ACTUALS	2012 ACTUALS
ANNUAL MARKETING AND PROMOTION BUDGET		

COMMENTS:

A large, empty white rectangular area intended for providing detailed comments on the turnover data. A large, semi-transparent red watermark reading "DRAFT" is oriented diagonally across this area.

TURNOVER HISTORY - PART TWO

PLEASE PROVIDE YOUR COMPANY **TURNOVER HISTORY** (GROSS REVENUE) PLEASE INCLUDE ALL REVENUE STREAMS IN THESE FIGURES
PLEASE LIST ANY OTHER **TURNOVER NOT LISTED BELOW** IN 'OTHER TURNOVER' AND COMPLETE THE COMMENT BOXES TO DESCRIBE THE ACTIVITY.



EXPORT FINANCIAL DETAILS

EXPORT TURNOVER	2011 ACTUALS	2012 ACTUALS
MERCHANDISE		
SYNC LICENSING		
SONGWRITING ROYALTIES		
TOURING		
DIGITAL MUSIC SALES		
PHYSICAL MUSIC SALES		
SPONSORSHIP		
GRANTS		
ADVANCES		
ALL OTHER TURNOVER		
TOTALS		

EXPORT	2011 ACTUALS	2012 ACTUALS
ANNUAL MARKETING AND PROMOTION BUDGET		

COMMENTS:

APPLICANT OR ACCOUNTANT MUST SIGN AND COMPLETE DETAILS BELOW

COMPANY/ENTITY		NAME	
DESIGNATION		DATE	
SIGNATURE			

PROPOSED PROJECT COSTS

PLEASE USE ADOBE ACROBAT READER TO COMPLETE YOUR BUDGET.



CATEGORY	SPECIFIC ITEM/ACTIVITY E.G. Flights to Los Angeles	EXTERNAL ADVISOR/ SUPPLIER E.G. 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	OFFICE USE ONLY: APPROVED COSTS
FLIGHTS AND ACCOM NATIONAL: Only costs related to the project							
FLIGHTS AND ACCOM INTERNATIONAL: Include per diems*							
PRODUCTION: Costs related to showcases e.g., backline hire, excess, crew (names)							

PROPOSED PROJECT COSTS

CATEGORY	SPECIFIC ITEM/ACTIVITY E.G. Flights to Los Angeles	EXTERNAL ADVISOR/ SUPPLIER E.G. 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	OFFICE USE ONLY: APPROVED COSTS
ADMINISTRATION: Include visas, legal costs, etc)							
MARKETING: E.G. In-market consultants, PR, promo items, promo stock							
TRADE SHOWS: E.G. Registration Fees							

<p>PLEASE NOTE: The minimum grant available is \$1,000 i.e. \$2,000 of eligible costs. The maximum grant available is \$50,000 i.e. \$100,000 of eligible costs. Please ignore GST amounts this will be added to the Outward Sound grant. Per Diems can be claimed as an eligible cost up to a maximum of NZD \$100 per day per person Outward Sound will pay up to NZD \$50 per person</p>	<p>TOTAL ELIGIBLE COSTS SOUGHT:</p>	<p>TOTAL GRANT SOUGHT:</p>	<p>APPLICANT'S NAME:</p>
			<p>APPLICANT'S SIGNATURE:</p> <p>.....</p>