

# AOTEAROA TOURING PROGRAMME

# SAMPLE ONLY

October 2020 - Tier One

Note: Your privacy is very important to us. To better serve you, the form information you enter is recorded in real time.

The Aotearoa Touring Programme will invest in approved domestic touring costs, to enable more NZ artists to grow sustainable careers and increase the access to live music for NZ audiences. This is a contestable fund intended to reinvigorate the live music sector and assist in the recovery from the effects of COVID-19 in the domestic touring market.

## Are you eligible to apply?

Applicants need to fulfil the following criteria:

- Be a clearly defined legal entity in New Zealand (e.g. individual person, company, registered partnership, trust).
- The repertoire promoted on the tour must be original New Zealand music.
- The artist/group must clearly identify itself as being a New Zealand artist/group.
- Be registered in New Zealand for tax purposes.
- Financially viable to the extent that they can demonstrate how they can finance at least 50% of the cost of the touring project.
- Able to demonstrate they have the capacity and capability (including financial, business planning and delivery support) to undertake the touring project.
- Are not crown entities, government departments or their agencies. This includes any organisation that receives baseline funding from Creative New Zealand's Toi Tōtara or Toi Uru Kahikatea investment programmes.

## ABOUT THE TIER 1 FUND

The Tier 1 Fund will enable New Zealand artists who perform original music in lower capacity venues (i.e. up to 600 capacity) to apply for a 50% contribution towards approved eligible costs for undertaking a domestic tour.

A domestic tour is defined as a tour in New Zealand which includes at least three dates outside of the artists home town.

The maximum grant that can be applied for is \$10,000 of approved eligible costs. Grants are approved on a dollar for dollar matched basis.

## Eligible & Non-eligible Costs:

Applicants may apply for 50% of a variety of costs relating to their domestic touring plan. Invoices or receipts need to be presented to claim the grant.

The eligible tour related costs include:

- Accommodation
- Air travel
- Ground transportation including petrol
- Freight and trucking costs
- Venue hire fees
- Sound production costs (including backline)
- Lighting and staging production costs
- Security costs
- Session musician fees for live performance
- Support band fees
- Sound and stage technician fees
- Tour manager and door person fees
- Promotion including publicity fees
- Advertising and marketing costs including local media spends
- Artwork
- Insurance

## Non-eligible tour related costs include:

- International airfares and quarantine costs
- Staff salaries and wages, rent and office overheads
- Management fees (including management percentage), promoter fees and booking agent fees
- Ticketing and inside charge fees
- OneMusic and APRA licence fees
- Equipment purchase or capital expenditure costs
- Per diems, catering, riders and alcohol
- Merchandise production / manufacturing
- Any activity that occurred prior to the application being submitted

Preference will be given to tours that include shows outside of the main centres, shows for all ages audiences, and shows accessible to communities that may not usually get to experience live, local music. It is anticipated that applications will include provision for payment of venue hire fees and advertising spends on local media outlets to market the shows.

## WHAT DO I NEED TO SUPPLY WHEN APPLYING?

In addition to a completed Aotearoa Touring Programme Application you will need to supply the following:

- A National Tour Plan – this should include dates, venues, towns/cities and ticket prices for each show
- A Promotion & Marketing Plan – including a proposed timeline and expenditure on local media, online channels, publicists, postering, flyers or any other paid material
- Evidence of audience demand (previous ticket sales, retail music sales, streams, radio play etc)
- Artist biography including discography & press kit
- Media quality image of the artist/group
- Support Letters from business partners or individuals relevant to the project, if appropriate

The above items will need to be compressed into a single zip file using the upload portal in the final section of this form. The compressed file must be 25MB or less in size.

## SAVING YOUR AOTEAROA TOURING PROGRAMME APPLICATION

We advise that before inputting your answers onto the form, that you develop your answers in a saveable document.

You will be able to save and resume your application at the end of each section. On saving you will receive a link. You will need to copy the link and save it in a safe place. You can use this link any time within 30 days to resume answering questions on this form.

Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form from the beginning.

There is an option to email the link to the email address of your choice.

Please note that the Music Commission will not have access to your application until it is submitted. We will also not have access to the link to your saved application.

## SUBMITTING YOUR APPLICATION

On submission you will receive an email confirmation that your application has been received Music Commission.

Applications close 27 October 2020 at 5pm.

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PLEASE FILL OUT EACH SECTION BELOW AND UPLOAD ALL THE REQUIRED MATERIALS AT THE END

## CONTACT DETAILS

PLEASE NOTE THAT ALL CORRESPONDENCE RELATING TO THIS APPLICATION WILL BE MADE USING THE CONTACT DETAILS ENTERED HERE.

FIRST NAME

LAST NAME

EMAIL

PLEASE LIST THE ARTIST/GROUP YOU ARE APPLYING FOR:

RELATIONSHIP TO APPLICANT

I CONFIRM I AM AUTHORISED TO MAKE THIS APPLICATION ON BEHALF OF THE ABOVE STATED ARTIST.

Yes

TELEPHONE

CELL PHONE

POSTAL ADDRESS (REQUIRED)

ADDRESS 1

SUBURB

CITY

COUNTRY

POSTCODE

PHYSICAL ADDRESS

Address Line 1

Address Line 2

City

State/Province

ZIP / Postal

Country

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## COMPANY DETAILS

TRADING NAME

GST NUMBER

WHEN DID THE BUSINESS START TRADING?

IS THE ARTIST/BAND A LIMITED LIABILITY COMPANY?

Yes  No

IS THE ARTIST OR PRINCIPLE OF APPLICANT A NEW ZEALAND CITIZEN OR PERMANENT RESIDENT?

Yes  No

DO YOU BELONG TO ANY  
OF THE FOLLOWING  
ORGANISATIONS?

APRA AMCOS  Independent Music NZ  Music Managers Forum NZ  Recorded Music NZ

OTHER ORGANISATIONS?  
PLEASE LIST:

HAVE YOU ATTENDED ANY  
LOCAL UPSKILLING  
SEMINARS/EVENTS

GOING GLOBAL  GOING LOCAL  NZ MUSIC MONTH SUMMIT  MMF MEMBER SEMINARS

OTHER UPSKILLING  
SEMINARS? PLEASE LIST:

HAVE YOU PREVIOUSLY  
APPLIED TO ANY OTHER  
GOVERNMENT FUNDED  
SCHEMES IN RELATION TO  
THIS ARTIST? IF YES,  
PLEASE LIST:

DO YOU HAVE ANY OTHER  
GRANT APPLICATIONS  
CURRENTLY UNDERWAY  
WITH ANY OTHER  
ORGANISATIONS? IF YES,  
PLEASE LIST:

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## ARTIST DETAILS

PLEASE LIST ARTIST/GROUP WEBSITES AND SOCIAL MEDIA LINKS:

LIST LOCAL AND INTERNATIONAL LABEL, DISTRIBUTION AND PUBLISHING PARTNERS:

PLEASE LIST RELEVANT ACHIEVEMENTS IN THE DOMESTIC MARKET:

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## TOUR DETAILS

PLEASE PROVIDE A ONE SENTENCE DESCRIPTION FOR THE PLANNED ACTIVITY: (i.e 15 date tour of the North and South Island in support of our debut album 'Aotearoa'.)

PLEASE GIVE A BRIEF (500 WORDS OR LESS) OVERVIEW OF YOUR TOUR - INCLUDE A LIST OF SHOW DATES INCLUDING VENUES AND TOWNS/CITIES:

IS THIS TOUR ALREADY ANNOUNCED / ON SALE?

- NO  
 YES

PLEASE DESCRIBE THE PROMOTIONAL/MARKETING ACTIVITY UNDERTAKEN IN SUPPORT OF YOUR TOUR.

PLEASE LIST THE KEY OUTCOMES YOU EXPECT TO ACHIEVE FROM THE TOUR:

TOUR START DATE:

TOUR FINISH DATE:

TOUR LENGTH IN DAYS - INCLUDE SHOW DATES AND TRAVEL DATES BUT NOT DATES BETWEEN:

PLEASE NAME THE PEOPLE RELATING TO THE PROJECT COSTS (BAND/CREW/MANAGEMENT):

AVERAGE DOOR CHARGE (EXCLUDING FESTIVALS):

TOTAL VALUE OF FESTIVAL/GUARANTEEE BOOKINGS:

TOTAL NUMBER FESTIVAL/GUARANTEEE BOOKINGS AS PART OF THE TOUR:

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## TURNOVER HISTORY

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.

### FINANCIAL DETAILS

TURNOVER	2018/2019 ACTUALS	2019/2020 ACTUALS
MERCHANDISE	<input type="text"/>	<input type="text"/>
SYNC LICENSING	<input type="text"/>	<input type="text"/>
SONGWRITING ROYALTIES	<input type="text"/>	<input type="text"/>
TOURING	<input type="text"/>	<input type="text"/>
DIGITAL INCOME	<input type="text"/>	<input type="text"/>
PHYSICAL MUSIC SALES	<input type="text"/>	<input type="text"/>
SPONSORSHIP	<input type="text"/>	<input type="text"/>
GRANTS	<input type="text"/>	<input type="text"/>
ADVANCES	<input type="text"/>	<input type="text"/>
ALL OTHER TURNOVER	<input type="text"/>	<input type="text"/>
<b>TOTALS</b>	0 <input type="text"/>	0 <input type="text"/>

### COMMENTS

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**MARKETING: e.g. eligible PR, social media, posters/fliers**

**SPECIFIC ITEM/ACTIVITY**  
e.g. PR, tour posters, radio plugging, local media advertising, social media advertising

**EXTERNAL SUPPLIER**  
e.g PR company, printing company

**COSTS**  
Forecast costs and attached quotes where applicable

**CLAIM**  
Maximum 50% of costs


Please ensure these numbers and the numbers submitted in your budget are correct. All information submitted here is final and can not be amended after submission.

TOTAL ELIGIBLE COSTS

TOTAL GRANT SOUGHT

0.00

0.00

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## CONFIRMATION/ACKNOWLEDGEMENTS

I/WE CONFIRM THE INFORMATION CONTAINED IN THE SUBMITTED APPLICATION IS TRUE AND CORRECT AND THERE HAS BEEN NO OMISSION OF ANY RELEVANT FACTS NOR ANY MISREPRESENTATION MADE.

THE APPLICATION INVOLVES A PROJECT/ACTIVITY THAT IS A LAWFUL ACTIVITY.

THE COSTS SOUGHT ARE 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 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 AND IS PAYING TAX IN NEW ZEALAND.

I/WE UNDERSTAND THAT THE NEW ZEALAND MUSIC COMMISSION MAY LIAISE WITH OTHER GOVERNMENT AGENCIES REGARDING INFORMATION PROVIDED IN THIS APPLICATION.

I/WE UNDERSTAND THAT THE NEW ZEALAND MUSIC COMMISSION MAY REQUEST ADDITIONAL INFORMATION AS PART OF THE EVALUATION OF THE APPLICATION.

I/WE UNDERSTAND THAT THE NEW ZEALAND MUSIC COMMISSION MAY CARRY OUT CHECKS TO VERIFY THE CONTENTS OF ANY INFORMATION PROVIDED AS PART OF THE APPLICATION PROCESS.

I/WE CONFIRM THAT WE AGREE TO PARTICIPATE IN A RANDOM AUDIT IF REQUIRED.

### ACKNOWLEDGEMENT

THE APPLICANT ACKNOWLEDGES THAT, IF A GRANT IS ACCEPTED, THE NEW ZEALAND MUSIC COMMISSION MAY RELEASE/PUBLISH THE FOLLOWING DETAILS IN RELATION TO THE GRANT:

NAME OF GRANT RECIPIENT

AMOUNT OF GRANT

GENERAL STATEMENT OF THE NATURE OF THE PROJECT/ACTIVITY

**I/WE ACKNOWLEDGE THAT THE NEW ZEALAND MUSIC COMMISSION 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.**

**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 FUNDING FOR THE AOTEAROA TOURING PROGRAMME IS LIMITED AND 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 THE MUSIC COMMISSION.**

### CONFIRMATION\*

I have read the above and can confirm that I understand and acknowledge the obligations associated with the Aotearoa Touring Programme and can confirm the information we have submitted is true and factual.

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## UPLOAD SUPPORT DOCUMENTS

Please use the portal below to upload support documents for your application, for example:

- A National Tour Plan – this should include dates, venues, towns/cities, ticket prices for each show (REQUIRED - Guidelines can be found [here](#))
- A Promotion & Marketing Plan – including a proposed timeline and expenditure on local media, online channels, publicists, postering, flyers or any other paid material
- Evidence of audience demand (previous ticket sales, retail music sales, streams, radio play etc)
- Artist biography including discography & press kit
- Media quality image of the artist/group
- Support Letters from business partners or individuals relevant to the project, if appropriate.

The files must be compressed into a single zip file of no more than 25MB in size.

All support documents you wish to accompany your application must be submitted by 5pm Monday 27 October 2020. You may submit them using the field on this page or you can email them to [touring@nzmusic.org.nz](mailto:touring@nzmusic.org.nz) after your initial submission. It is recommended that you submit your Business and Marketing Plan and itinerary sooner rather than later so we are able to provide feedback.

Upload all relevant documents as a compressed zip file.

Upload all relevant documents as a compressed zip file.

Choose File Remove File No File Chosen

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