



**Encouragement Grant Application Form (\$200 and less)  
(Please complete in black pen)**

**IMPORTANT INFORMATION:**

- Applications to be submitted by the second Tuesday of the month (except January)
- Applications considered on the Third Tuesday of the month
- Applicants are expected to have obtained other sources of funding.
- Late applications and commercial activities will not be considered.
- Applications must be received and processed before the activity begins
- Priority will be given to applications whose primary focus is not fund raising.

**Criteria for small projects fund.**

**PRIORITIES**

**Does the project**

- a) increase participation in the arts at a local level?
- b) increase the range and diversity of arts available to the local community?
- c) enhance and strengthen local arts sectors?

**ELIGIBILITY CRITERIA**

- 1 Is the project an arts and cultural project?
- 2 Will the project take place within the wider Motueka District and / or produce benefits which are largely experienced within the district?

Please return to: **Motueka Arts Council, Inc.  
PO Box 121  
MOTUEKA**

If you require assistance with your application please phone:  
Shirley Frater on (03) 528 7104 Pam Marchant (03) 526 8515

**1. General Information**

Name of Individual/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone/fax number: \_\_\_\_\_

Email: \_\_\_\_\_

What are your organisation's objectives?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Project Application**

**Please tell us about your PROJECT in full including the following information:**

Benefits of the project \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of event: \_\_\_\_\_

Expected number of participants: \_\_\_\_\_

Event venue: \_\_\_\_\_

How you will advertise or promote the project: \_\_\_\_\_

How much money are you applying for? \$ \_\_\_\_\_

How much are you contributing to the project? \$ \_\_\_\_\_

What other funding have you sought/obtained? \_\_\_\_\_

**3 Financial Information**

**Income**

**Project Costs**

Sponsorship	\$	Equipment	\$
Fees/subscriptions	\$	Venue Hire	\$
Fundraising	\$	Promotion	\$
Donations of materials	\$	Materials	\$
Cash savings	\$		\$
Other	\$	Other	\$
<b>TOTAL INCOME</b>	<b>\$</b>	<b>TOTAL EXPENDITURE:</b>	<b>\$</b>

**4 Grant payment**

Name of organisation that cheque should be made payable to

\_\_\_\_\_

**5 Agreement**

I declare that the information supplied here is correct. If the application is successful, I/we agree to:

- i) return the project report form (which will be sent to me in due course by the Motueka Arts Council)
- ii) participate in any funding audit of my organisation or project conducted by the Motueka Arts Council.
- iii) acknowledge Motueka Arts Council in any promotion/publicity.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_