**Regional Events Fund Expression of Interest**

**Organisation Information**

**Organisation name**

**Type of organisation** (e.g. charity, company)

**Organisation website**

1. **Key Contact Information**

**Full name**

**Role**

**Phone Number**

**Cell Phone Number**

**Email**

**Postal Address**

**Physical Address** (if different from postal)

**Alternative contact full name**

**Alternative contact phone number**

**Alternative contact email**

1. **Event Information**

**Name of the event**

**Event frequency** (e.g.: annual, biennial)

**New Event/ Existing Event** (please circle one)

**Event concept** (brief overview including what attendees can expect to experience at the event)

**Proposed event start/finish dates**

**Duration** (how many days will the event run for)

**Reason for the selected dates** (i.e. is the event seasonal)

1. **Declaration**

**Signature**

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|  |

**Date**

**Please note that a full application will need to be completed to be considered for funding.**

1. **Contact Us**

**PO Box 451, Greymouth 7805, New Zealand**

**Email:** events@dwc.org.nz **Phone: +64 3 769 7000**

**Eligibility Checklist:**

* The event will attract significant inter and intra-regional visitation to the host region, and is not an event only targeting local community attendees.
* The region has the appropriate facilities to host the event (such as infrastructure, accommodation, waste management and access).
* The event will meet the Event Sector Voluntary Code and comply with applicable laws, regulations, rules and professional codes of conduct or practice.
* The event has sufficient event planning documentation available – business plan, event budget, marketing plan, feasibility study, Health & Safety plan, waste management plan etc.
* Funding will not be used to competitively bid with other regions for the same event.
* Funding will not be used to replace existing committed funding (from Local Government or Trust Funds).