



FUNDING application form



Festival of Adult Learning

Ahurei Ākonga

The 2021 Festival of Adult Learning Ahurei Ākonga, September 6-12 is a celebration of lifelong learning.

SECTION ONE | eligibility

Yes No

Are you an education provider or community group that provides community education for adults?

Does your event fit within the festival brief?

ie. celebrating lifelong learning, acknowledging learners, promoting the work you do and encouraging adults to have a go at learning.

Do you have a plan with clear goals and objectives?

NOTE: If you have answered **NO** to any of the above, you do not meet the eligibility criteria for festival funding. Do not continue to complete this application.

SECTION TWO | general details

Organisation name

List the names of all the education providers or community groups involved in the application.

Contact person

Name and position of the person we can contact for this application.

Email address

Postal address

Brief description of your services

You may refer to your vision, mission and strategic goals or provide a summary of what you do.

Daytime phone number

SECTION THREE | event details

What type of event(s) are you planning?

eg. programme of taster courses, exhibition, awards event. Use separate sheet if needed.

What will the funding be used for?

Who will be involved?

SECTION FOUR budget

NOTE: Funding will be allocated according to the scope and strength of event ideas, and preparedness of individuals and organizations to work together collaboratively or regionally. Grants of \$300 – \$500 are available for small events while larger grants up to \$5000 will be allocated to communities or regions working together on a big event or range of events. **Grants are GST exclusive.**

How much will your event(s) cost?

Use the budget template below as a guide. Keep your costs realistic and reasonable. Your budget should match the description of your PD activity or project details in Section 3.

Venue <i>provide details if applicable, eg. venue name /hourly or daily hire cost/ how many hours/days required</i>		\$
Catering <i>provide details if applicable, eg. name of caterer, number of people, cost per head</i>		\$
Remuneration <i>provide details if applicable, eg. if you will be paying for a service such as a tutor for a taster course</i>		\$
Other costs as required <i>provide details if applicable, eg. purchase of resources, advertising or printing</i>		\$
	Total	\$

If the requested grant is not enough to cover all your costs, how will you meet the shortfall?

What will you or your team contribute to the event(s)?

What support you will be providing, eg. staff/volunteer time, administration services, a venue, food or gifts, financial support by other means

SECTION FIVE declaration

In making this funding application I declare that:

- I am authorised to do so and to the best of my knowledge the information contained herein is true and correct.
- I agree to assist or provide any further information if requested, with any enquiries related to this funding application.
- On behalf of the applicant, I accept that any decision made by ACE Aotearoa is final.
- I agree that All event promotional materials and media will reference the Festival of Adult Learning Ahurei Ākonga.
- I agree to provide written feedback on my event(s) including numbers attending by **September 28** using the evaluation form provided.
- I agree to return the festival grant to ACE Aotearoa at the end of the festival week (September 12) if my planned event(s) does not go ahead.

Privacy Act

- Any personal information about individuals or organisations you provide in this application will be used only to assist with the administration and assessment of your application and in publishing the results of approved grants.
- The information collected will be restricted to ACE Aotearoa, along with other parties that may be consulted or contracted to act on behalf of. You have the right to check and correct any personal information held by ACE Aotearoa.

Signature

You will need to sign the application form and send us the original copy. Or you may use an approved authentic digital signature

Name and position

Date