

Types of evidence that may be required

If you are registered under the Arts and Culture Event Support Scheme and are seeking payment, we will be seeking additional information and evidence to confirm the final value of financial support that we can provide.

The following table is indicative to provide guidance of what evidence may be requested before a payment can be finalised. It is clearly marked below where specific evidence will be required.

Other forms of evidence may be requested as circumstances require.

Cancellation	Evidence or verification types
For events cancelling due to a lead performer(s) contracting COVID- 19 or self-isolating	<p>Required:</p> <ul style="list-style-type: none"> Evidence of the lead performer(s) contracting COVID-19 or self-isolating such as an official letter that is generated by your local Health Authority confirming the performer has COVID-19 and/or is having to self-isolate. The letter must be clearly dated evidencing that the timeframes in which the performer is isolating will impact your ability to deliver the event.
For events cancelling due to an international artist(s) contracting COVID- 19 or self-isolating and therefore, not able to board their flight to New Zealand.	<p>Required:</p> <ul style="list-style-type: none"> Official evidence (relevant to the country of origin) that confirms this person either has COVID-19 or is having to self-isolate. When border restrictions are active: Official evidence of a Managed Isolation Allocation Voucher that is generated by the New Zealand Government, which confirms this artist had secured a Managed Isolation and Quarantine (MIQ) spot before contracting COVID-19 or requiring to self-isolate.
Cancellation/ Postponement Date	<ul style="list-style-type: none"> To confirm an event has cancelled or postponed within the timeframes allowed under the scheme. We may request evidence that shows the date the decision was made. Examples of what you could provide include an internal email, a Facebook announcement, a website update. The evidence you provide must clearly be dated and clearly about the registered event.

NOTE: Festivals and events being delivered as part of a festival may provide contracts or agreements with the festival or artists to show the fees or payments due and any cancellation and return policies. The same costs cannot be recovered by both the festival and the event. Costs can only be claimed once.

Income	Examples of evidence or verification types
Public sector funding	<ul style="list-style-type: none"> The funding agreement or letter of grant that includes the dates, value, tagged purpose, and any contractual return policy. <p>Required:</p> <ul style="list-style-type: none"> If you are required to refund a grant or it is not received, provide a letter from the funder confirming the grant and their expectations or a refund or withdrawal of the offer of financial support for the event.
Charitable or philanthropic funding	<ul style="list-style-type: none"> The funding agreement, which should include the dates, value, tagged purpose, and any contractual return policy <p>Required:</p> <ul style="list-style-type: none"> If you are required to refund a grant or it is not received, provide a letter from the funder confirming the grant and their expectations or a refund or withdrawal of the offer of financial support for the event.
Ticket sales	<ul style="list-style-type: none"> The terms and conditions of your agreement or contract with a ticketing vendor could be provided to confirm non-recoverable costs such booking fees and ticket charges. A ticketing vendor report, to show the ticket sales or refunds.
Private sector sponsorship	<ul style="list-style-type: none"> Written confirmation of sponsorship or the sponsorship agreement, including the dates, value, tagged purpose, and any contractual return policy. <p>Required:</p> <ul style="list-style-type: none"> If you are required to refund a sponsorship commitment or it is not received, provide a letter from the funder confirming the grant and their expectations or a refund or withdrawal of the offer of financial support for the event.

Expenditure	Examples of evidence or verification types
Venue fees	<ul style="list-style-type: none"> A contract or written agreement confirming deposit or payment value, and any refund or cancellation related clauses. This could be an email trail. If a contract wasn't signed but a deposit was paid (which you are seeking financial support for) then evidence to show us proof of payment made. Proof of payment evidence could include, but is not limited to, a receipt (clearly showing who paid who for what), bank statement (clearly showing who paid who). <p>Please note that a quote is <u>not</u> considered evidence confirming a payment made or to be made.</p>

<p>Artist and production crew fees</p>	<ul style="list-style-type: none"> • Evidence of proof of payment could include: <ul style="list-style-type: none"> • a screenshot of a bank payment and email confirmation or report from your payroll system. If the payment will be made after the grant is received from MCH an email • or formal correspondence with the practitioner could be provided. <p>Required:</p> <ul style="list-style-type: none"> • Full payment is required to practitioners. Provide a contract or written agreement, or something confirming a verbal agreement made prior to the event being registered. This needs to confirm the full payment value to the practitioner. • For Production crews who are employed by a third-party production company, a written agreement from the production company stating that they will pass on full payment to the individual production crew is required. <p><i>For profit share situations, some form of written agreement or evidence of a track record of profit-sharing situations – also verification of ticket sales to date (or estimated sales based on trending sales), or ticket sales for the event in previous years to confirm reasonable profit expectations.</i></p>
<p>Organisation costs production costs and overheads</p>	<ul style="list-style-type: none"> • For significant costs, a signed contract, agreement, invoice or GST receipt to confirm the value paid or to be paid following receipt of payment from MCH. • Written confirmation of the required level of payment i.e., what are the cancellation timeframes or postponement clauses.
<p>Staff costs (management and administrative roles)</p>	<ul style="list-style-type: none"> • Written evidence should clearly show the amount agreed and/or proof of payment up to the date of cancellation/postponement. <p>Required:</p> <ul style="list-style-type: none"> • For profit share situations, a written agreement or evidence that shows a track record of profit-sharing situations is required. In addition, provide verification of ticket sales to date (or estimated sales based on trending sales), or ticket sales for the event in previous years to confirm reasonable profit expectations.
<p>Marketing and other promotion costs</p>	<ul style="list-style-type: none"> • A contract or written agreement confirming deposit and payment value, as well as any cancellation clauses or agreements. • Proof of payment made and/or refunded may also be required. This could include a GST receipt, bank statement, invoice or statement that clearly show who was paid what, by whom, for what purpose.

Equipment hire	<ul style="list-style-type: none"> • A contract or written agreement confirming deposit and payment value, as well as any cancellation clauses or agreements. • Proof of payment made or refunded may also be required. This could include a GST receipt, bank statement, invoice or statement that clearly show who was paid what, by whom, for what purpose.
Storage costs	<ul style="list-style-type: none"> • A contract or written agreement confirming deposit and payment value, as well as any cancellation clauses or agreements. • Proof of payment made and/or refunded may also be required. This could include a GST receipt, bank statement, invoice or statement that clearly show who was paid what, by whom, for what purpose.
Transport and logistics costs	<ul style="list-style-type: none"> • Written evidence that a payment was a sunk cost (this means that it has not been refunded or credited). This could include a contract or formal agreement confirming deposit and/or payment value, as well as the terms and conditions of the agreement. • Proof of payment made such as a statement or GST receipt may also be required.
Accommodation and travel costs	<ul style="list-style-type: none"> • Written evidence that a payment was a sunk cost (this means that it has not been refunded or credited). This could include a contract or formal agreement confirming deposit and/or payment value, as well as the terms and conditions of the agreement. • Proof of payment made such as a statement or GST receipt may also be required.