

# Types of evidence that may be required from registrants

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

The following table is intended to provide examples of the type of evidence we may request to confirm that final value.

Please note, this table is indicative only and other forms of evidence may be requested as circumstances require. The table provides guidance of what evidence may be requested before a payment can be finalised.

For festivals and events being delivered as part of a festival, you may provide contracts or agreements with the festival/artists including any fees/payments 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.

Cancellation	Evidence or verification types
For events cancelling due to a lead performer(s) contracting COVID-19 or self-isolating	<p><b>Required:</b></p> <p>An official letter that is generated by your local Health Authority that confirms 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.</p>
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><b>Required:</b></p> <ul style="list-style-type: none"> <li>• Official evidence (relevant to the country of origin) that confirms this person either has COVID-19 or is having to self-isolate.</li> <li>• Official evidence of a <b>Managed Isolation Allocation Voucher</b> 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.</li> </ul>
Cancellation/ Postponement Date	<p><b>Examples of possible verification:</b></p> <p>To confirm an event has cancelled/postponed at a time or within the timeframes allowed under the scheme we may request evidence that show the date the decision is made to cancel or postpone. This may be an internal email, a Facebook announcement, a website update – must clearly be dated and easily identifiable as related to the event.</p>

## Income

## Evidence or verification types

Public sector funding	<p><b>Examples of possible verification:</b></p> <p>The funding agreement or letter of grant, which should include the dates, value, tagged purpose, and any contractual return policy.</p> <p><b>Required:</b></p> <p><b>Where funding is required to be refunded or is not received,</b> 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</p>
Charitable or philanthropic funding	<p><b>Examples of possible verification:</b></p> <p>The funding agreement, which should include the dates, value, tagged purpose, and any contractual return policy</p> <p><b>Required:</b></p> <p><b>Where funding is required to be refunded or is not received,</b> a letter from the funder confirming the grant and their expectations or a refund or withdrawal of the offer of financial support for the even</p>
Ticket sales	<p><b>Examples of possible verification:</b></p> <ul style="list-style-type: none"><li>• If you have used a ticketing vendor, the terms and conditions of your agreement or contract could be provided to confirm non-recoverable costs such booking fees and ticket charges.</li><li>• A ticketing vendor report, to show the ticket sales or refunds.</li></ul>
Private sector sponsorship	<p><b>Examples of possible verification:</b></p> <p>Confirmation of sponsorship or the sponsorship agreement, in writing, which should include the dates, value, tagged purpose, and any contractual return policy</p> <p><b>Required:</b></p> <p><b>Where funding is required to be refunded or is not received,</b> a letter from the funder confirming the grant and their expectations or a refund or withdrawal of the offer of financial support for the even</p>

## Expenditure

## Evidence may include

Venue fees	<p><b>Examples of possible verification:</b></p> <ul style="list-style-type: none"><li>• A contract or written agreement (which might be an email trail) confirming deposit or payment value, and any refund or cancellation related clauses.</li><li>• If no contract was signed but a deposit was paid (which you are seeking financial support for) then evidence confirming proof of payment made could include, but is not limited to, a receipt (clearly showing who paid who for what), bank statement (clearly showing who paid who).</li></ul> <p><b>Not sufficient evidence</b></p> <p>Please note that a quote is <b>not</b> considered evidence confirming a payment made or to be made.</p>
Artist and production crew fees	<p><b>Required:</b></p> <ul style="list-style-type: none"><li>• A contract or written agreement, or something confirming a verbal agreement prior to the event was registered, confirming the full payment value to the practitioner</li><li>• For Production crews who are employed by a third-party production company, written agreement from the production company that they will pass on full payment to the individual production crew is required.</li><li>• <b>For profit share situations</b>, 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.</li></ul> <p><b>Examples of possible verification:</b></p> <p>Evidence of proof of payment could include 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>
Organisation/ production costs and overheads	<p><b>Examples of possible verification:</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• Written confirmation of the required level of payment i.e., what are the cancellation timeframes or postponement clauses.</li></ul>

Staff costs (management and administrative roles)	<p><b>Examples of possible verification:</b></p> <p>Written evidence should clearly show the amount agreed and/or proof of payment up to the date of cancellation/postponement.</p> <p><b>Required:</b></p> <p><b>For profit share situations,</b> 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.</p>
Marketing and other promotion costs	<p><b>Examples of possible verification:</b></p> <ul style="list-style-type: none"> <li>• A contract or written agreement confirming deposit and/or payment value, showing any cancellation clauses or agreements</li> <li>• 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.</li> </ul>
Equipment hire	<p><b>Examples of possible verification:</b></p> <ul style="list-style-type: none"> <li>• A contract or written agreement confirming deposit and/or payment value, showing any cancellation clauses or agreements</li> <li>• 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.</li> </ul>
Storage costs	<p><b>Examples of possible verification:</b></p> <ul style="list-style-type: none"> <li>• A contract or written agreement confirming deposit and/or payment value, showing any cancellation clauses or agreements</li> <li>• 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.</li> </ul>
Transport and logistics costs	<p><b>Examples of possible verification:</b></p> <ul style="list-style-type: none"> <li>• Written evidence that a payment was a sunk cost (for example, 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.</li> <li>• Proof of payment made such as a statement or GST receipt may also be required.</li> </ul>