

Arts and Culture Event Support Scheme

Initial guidance for financial information template

If you have feedback on this guidance, or suggestions that will make it clearer, please contact us at support.culture@mch.govt.nz.

Introductory notes

- We know that the last thing you want to do is fill in a financial information form
- We want to make it quick and easy for you, but...
- We **need good data** so that we can confidently support arts and culture sector events over the coming months
- We also need to demonstrate that we are using public funding responsibly
- The data you provide in the form will be used to check that the **nonrecoverable costs** that we will cover **if your event does not go ahead** are fair and reasonable
- Please note that **if your event does not go ahead**, we may need to review some evidence of financial commitments (e.g. contracts) **before** making any payment
- If your nonrecoverable costs are high, or they look high in comparison to other similar events, we will need to **review more evidence** before making any payment

- Please enter your expected 'event day' income in this column – broken down using the categories provided
- You can add more categories if you need to but **please keep** income from ticket sales, public sector funders, charities, and private sponsorship separate
- It is important that you provide some notes to help us understand how these numbers have been worked out (see examples)
- This section should add up to your **forecast** of total event income **if the event goes ahead**

- Please enter your expected 'event day' expenses in this section – using the categories provided
- Again, provide notes explaining how the numbers are calculated
- This section should add up to your total expenditure **if the events goes ahead**

			EVENT DAY	Financial impact of deciding not to go ahead (days before event)		
Income (add additional rows as required)	Example description	Specific tagged purpose and conditions (if any)	\$ NZD	< 48 hours	1 - 3 weeks	4 - 6 weeks
				<i>Add Specific Date</i>	<i>Add Specific Date</i>	<i>Add Specific Date</i>
Public sector funding (e.g. local govt grants)	<i>For example: Grant from Luvagig City Council Arts Fund</i>	<i>For example: this grant must be spent *only* on artist's fees</i>	\$	\$	\$	\$
Charitable or philanthropic funding	<i>For example: Performance grant from John Liedown Trust</i>	<i>For example: this grant must be used to pay a specific performer</i>	\$	\$	\$	\$
Private sector sponsorship	<i>For example: Green Cow soft drinks main sponsor</i>	<i>For example: contract signed - 50% will be received if event cancelled</i>	\$	\$	\$	\$
Predicted ticket sales (incl number of tickets)	<i>For example: 1,000 ticket sales</i>	<i>For example: 10% of ticket sales go to venue</i>	\$	\$	\$	\$
Other event day net income	<i>For example: *profits* from merchandise, commission from bar</i>	<i>For example: we get 10% of bar sales - normally \$500</i>	\$	\$	\$	\$
<i>add as required</i>			\$	\$	\$	\$
<i>add as required</i>			\$	\$	\$	\$
TOTAL INCOME			\$	\$ -	\$ -	\$ -
Expenditure (add additional rows as required)	Example description	Brief description of calculations		Non-recoverable expenditure		
Venue fees	<i>For example: Venue hire inc security</i>		\$	\$	\$	\$
Artist fees	<i>For example: Headliner plus 4 bands etc</i>		\$	\$	\$	\$
Production crew and equipment hire (not inc above)	<i>For example: Extra PA equipment and stage crew</i>		\$	\$	\$	\$
Marketing and other promotion	<i>For example: Facebooks advertising and posters</i>		\$	\$	\$	\$
Organiser's costs and overheads			\$	\$	\$	\$
<i>add as required</i>			\$	\$	\$	\$
TOTAL EXPENDITURE			\$	\$ -	\$ -	\$ -
Expected event profit/loss			\$ -	\$ -	\$ -	\$ -
Non-recoverable costs coverage			\$	\$ -	\$ -	\$ -

- The expected profit / loss **if the event goes ahead** will be calculated in the **grey cell**
- The nonrecoverable costs if the event does not go ahead will be shown in the **dark cells** – with separate totals for each of the **specific dates** displayed at the top of the column
- The numbers in these non-recoverable cost columns are important – here’s why...
- Let’s say your registered event is on 31 January 2022 and a decision is taken on 17 January 2022 to put the region your event is in into ‘Red’ for 3 weeks. Your event is no longer possible so you decide to cancel
- When you contact us, we will expect you to be seeking the nonrecoverable costs from **the 1-3 weeks column** (because your event was due to take place two weeks after the decision to cancel)
- We may ask you for some evidence that these costs need to be met before making a payment to you – e.g. contracts or written agreements. How much evidence we ask for will depend whether the nonrecoverable costs look high relative to other events

			Financial impact of deciding not to go ahead (days before event)		
			hours	1 - 3 weeks	4 - 6 weeks
			Specific Date	Add Specific Date	Add Specific Date
Income (add additional rows as required)	Example description	Specific tagged purpose and contractual return policy (if any)			
Public sector funding (e.g. local govt grants)	For example: Grant from Luvagig City Council Arts Fund	For example: this grant must be spent *only* on artist's fees		\$	\$
Charitable or philanthropic funding	For example: Performance grant from John Liedown Trust	For example: this grant must be used to pay a specific performer		\$	\$
Private sector sponsorship	For example: Green Cow soft drinks main sponsor	For example: contract signed - 50% will be received if event cancelled		\$	\$
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Other event day net income	For example: *profits* from merchandise, commission from bar	For example: we get 10% of bar sales - normally \$500		\$	\$
add as required				\$	\$
add as required				\$	\$
				\$	\$
				\$	\$
TOTAL INCOME			\$ -	\$ -	\$ -
Expenditure (add additional rows as required)	Example description	Brief description of calculations			
Venue fees	For example: Venue hire inc security		\$	\$	\$
Artist fees	For example: Headliner plus 4 bands etc		\$	\$	\$
Production crew and equipment hire (not inc above)	For example: Extra PA equipment and stage crew		\$	\$	\$
Marketing and other promotion	For example: Facebooks advertising and posters		\$	\$	\$
Organiser's costs and overheads			\$	\$	\$
add as required			\$	\$	\$
			\$	\$	\$
TOTAL EXPENDITURE			\$ -	\$ -	\$ -
Expected event profit/loss			\$ -	\$ -	\$ -
Non-recoverable costs coverage			\$ -	\$ -	\$ -