

# Arts and Culture Event Support Scheme

## Supporting information for registrants

This document is intended to support potential registrants to understand the eligibility and registration requirements for the Arts and Culture Event Support Scheme (the Scheme). It provides important information, and we strongly recommend you read it before proceeding with your registration.

This document reflects the changes to the Scheme announced by the Minister for Arts, Culture and Heritage, Carmel Sepuloni on 2 February 2022.

## Contact us

Please contact us at [support.culture@mch.govt.nz](mailto:support.culture@mch.govt.nz) if you require information in a different format or you have further questions about the Scheme or the registration process.

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# Arts and Culture Event Support Scheme

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## Key information for registrants

This document provides details on what information is required to register to the Arts and Culture Event Support Scheme (the Scheme) and explains key terms and definitions as they relate to the Scheme.

It also contains important information that will help you register, so please do read through before starting your registration.

For definitions of the terms used throughout this document see the 'Additional terms and definitions' section.

## Scheme overview

This Scheme has been established to help organisers of arts and cultural events build confidence to commit to and deliver events under the [COVID Protection Framework](#) (traffic light system).

Arts and cultural events supported through this Scheme will be able to recoup the non-recoverable losses of an event which is unable to be delivered at the scheduled time and location due to:

- the lead performer(s) being unable to perform due to being in self-isolation (as advised by a Health Authority) or having contracted COVID-19, or
- the event location being at Red in the traffic light system or under a government mandated local lockdown.

Events which choose to deliver under Red can also receive financial support to meet the losses caused by a reduction in attendees required to deliver under Red.

Eligible registered events will be able to receive up to \$300,000 to cover non-recoverable costs.

The Scheme is available to support events until 31 January 2023, unless the use of the traffic light system or another public health protection framework ceases before then.

## Registration process

Your registration must be submitted via the [Manatū Taonga Online Portal](#).

Further information and resources to support you to provide all the required information can be found [attached here](#).

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## Is your event eligible?

Please make sure your organisation and event meet the eligibility criteria below before spending time on registration. Further information on the eligibility criteria is found within the body of this document.

**If, after reading this document, you are unable to confidently confirm your eligibility, please contact us before progressing with your registration.**

Eligibility Criteria	Notes
<b>To be eligible the EVENT ORGANISER (the Registrant) must:</b>	
Be based in Aotearoa - New Zealand.	
Be able to provide proof of <b>current NZ legal status.</b>	<p>For companies and charities (etc), we will confirm that your legal status is current by checking your legal status identifier against the online registers.</p> <p>For Sole Traders, you will need to provide your New Zealand Business Number (NZBN), and if your registration information is not publicly viewable online, your certificate of confirmation.</p>
Be a cultural sector organisation	<p>Cultural sector organisations (including cultural sector Sole Traders) are those that contribute to creating, presenting, protecting and distributing arts, culture and heritage in any medium.</p> <p><b>News content and sports are not in scope to register for this Scheme.</b></p> <p>For purposes of this Scheme, cultural sector organisations could include promoters, producers and event organisers.</p> <p>Cultural organisations include (but are not limited to):</p> <ul style="list-style-type: none"> <li>• Performing arts company</li> <li>• Performing arts venue / live music venue<sup>1</sup></li> <li>• Technical service provider</li> <li>• Museum, gallery, archive, whare taonga</li> <li>• Festival organisation</li> <li>• Iwi/hapū organisation</li> <li>• Advocacy/membership organisation</li> <li>• Arts, culture, or heritage consultancy business</li> </ul> <p>Cultural organisations might be working in artforms and disciplines including (but not limited to):</p> <ul style="list-style-type: none"> <li>• Māori and Pacific arts and culture</li> <li>• Dance</li> <li>• Literature</li> <li>• Multi-discipline</li> </ul>

<sup>1</sup> For live music venues see the 'Additional Terms and Conditions section for detailed eligibility requirements

	<ul style="list-style-type: none"> <li>• Music</li> <li>• Screen and Theatre</li> <li>• Visual arts</li> <li>• Heritage</li> </ul>
<p>Be the organisation who has the <b>primary financial responsibility</b> for the delivery of the event.</p>	<p>Each event can only be registered once, so if there is more than one party involved in the organisation of an event you will need to agree who will submit the registration for the event.</p> <p>This may be the promoter, venue, producer, individual practitioner or event organiser.</p>
<p><b>To be eligible an EVENT must:</b></p>	
<p><b>Be an arts and cultural sector event.</b></p> <p>It must be focused on presentations or performances <b>by cultural sector organisations and / or practitioners</b> to members of the public who opt to attend the event <b>primarily</b> for the purpose of viewing that presentation or performance.</p>	<p>Eligible cultural sector events include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• gigs,</li> <li>• music festivals,</li> <li>• performing arts,</li> <li>• exhibitions (that are reliant on ticket sales to cover costs), and</li> <li>• cultural festivals.</li> </ul> <p>Events that are <b>not</b> eligible include:</p> <ul style="list-style-type: none"> <li>• Sports and fitness events,</li> <li>• Food and drink festivals (unless cultural sector performances are the main draw), and</li> <li>• Fairs, markets, business conferences, lifestyle/wellbeing expos, A&amp;P shows etc.</li> <li>• Pub or bar gigs unless a single night’s performance (or multiple consecutive nights by the same band/s) meet all event eligibility (see the definition for eligible live music venues in the ‘Additional Terms and Conditions’ section).</li> </ul> <p><i>What if your event isn’t a cultural sector event but includes a cultural sector element?</i></p> <p>The Scheme aims to support events where the audience has chosen to attend <b>primarily</b> for the purpose of seeing performances, rather than socialising or experiencing products such as food or drink.</p> <p>However, for some non-cultural events, a cultural performance element is a major draw, so the performance-related costs within the wider event could be eligible for the Scheme.</p>
<p>The costs of <b>day-to-day operations of a cultural sector organisation (event organiser)</b> are <b>not eligible</b>, unless they are directly related to the planning and development of an event.</p>	<p>General costs of operating cultural sector organisations (which are responsible for delivering the event) are not eligible however, reasonable costs incurred by the event organiser in the planning and development of the event are.</p> <p>Galleries, Libraries, Archives, Theatres, Venues and Museums normal operations are not considered events and these operations are not eligible to register unless there is an exhibition/event reliant on ticket sales to cover event costs or a cultural sector event which is a major audience draw.</p>

<p><b>Be scheduled to take place between 17 December 2021 and 31 January 2023</b> and be able to demonstrate a financial commitment to the scheduled event dates as of <b>22 January 2023</b>, unless the use of the traffic light system or another public health protection framework ceases before then.</p>	<p>Evidence of your event being committed to the scheduled dates includes a webpage link to a published event and/or written proof, such as signed contracts, or a deposit that has been paid.</p> <p>Events that are a tour or season of performances where all or most of the performances occur during the timeframe covered (17 December 2021 and 31 January 2023) are eligible to register.</p> <p>The eligibility timeframe is related to the dates of performances only and does not include the time spent in preparation and planning of an event. This means that if your event starts on 30 January 2023 and runs through to 15 February 2023, it would not be eligible for full cover, even though the planning and preparation (and related costs) largely happen during the eligible timeframe.</p>
<p><b>Not</b> be covered by the Events Transition Support Payment scheme.</p>	<p>Follow this link for more information on the <a href="#">Events Transition Support Payment scheme</a> administered by the Ministry of Business, Innovation and Employment (MBIE).</p> <p>If there is any possibility that your event could be covered by the MBIE scheme (i.e. potential for ticket numbers to exceed 5000) we request that you seek confirmation of ineligibility from that scheme before registering for our scheme.</p> <p>Event organisers cannot choose which scheme they would rather be covered by. If events are eligible for the MBIE scheme they will not be eligible for the Arts and Culture Event Support Scheme.</p>
<p><b>Not</b> be delivered solely by Local government or other public authorities.</p>	<p>Events wholly delivered or funded by Local Government (or Council Controlled Organisations/CCOs) or other public authorities are not eligible, however events can be partly funded by these entities.</p>
<p>Have an attendee capacity of 100 – 5,000 ticketed or un-ticketed, or 5,000+ un-ticketed</p>	<p>Events must have an attendee capacity or expected participation of at least 100 and no more than 5000, for ticketed or un-ticketed events. Events with attendee capacity or expected participation of greater than 5,000 must be un-ticketed, i.e. free.</p> <p>Note that numbers are based on a cumulative count of capacity or participation for multi day events, touring events or events with a ‘seasonal’ run.</p> <p>Where an event exceeds these limits, but is ineligible for the MBIE scheme, please contact <a href="mailto:support.culture@mch.govt.nz">support.culture@mch.govt.nz</a> as we may be able to make an exception.</p>
<p>Require all attendees to hold a current COVID Vaccine Pass and follow all COVID-19 Protection Framework rules.</p>	<p>All events must be committed to requiring attendees to hold a current COVID-19 Vaccine Pass <b>and</b> to follow all the health and operational requirements of the <a href="#">COVID-19 Protection Framework</a> (the traffic light system)</p>

### Supplementary eligibility notes:

- Recipients of funding from other entities such as Creative New Zealand or the New Zealand Music Commission Touring Fund can apply for non-recoverable costs not met by funding from these entities. Before receiving any financial support you will need to provide confirmation of any funding which you were not required to return to these organisations, if you were unable to deliver your event.
- Events where all performers are international artists may apply. However, international artist fees will only be covered to the value of the cancellation costs included in the contracts between the event organiser and the artist.
- Events which are unable to go ahead due to performers being unable to appear due to MIQ or border issues are not eligible for financial support.
- Events which are forecast to be loss-making events even if they can go ahead under Orange or Green, may still apply to the Scheme. However, the agreed financial coverage will reflect the value of any forecast event loss and may be conditional up to a certain value.

### Key dates for registering your event

The Arts and Culture Event Support Scheme covers event scheduled to take place before 31 January 2023, that were planned before New Zealand moved to Red on 23 January 2022, unless the use of the traffic light system or another public health protection framework ceases before then.

**To be covered by this Scheme** event organisers should register their event and receive confirmation of a successful registration in advance of the scheduled event date. The table below sets out the expectations about timeframes for registration and non-delivery decisions.

Event committed dates	Event scheduled delivery dates	Registration timeframes	Non-delivery timeframes
Events planned <b>before</b> 29 November 2021	17 December to 28 February 2022	<b>Must</b> register before the scheduled event start date. This can happen even if the call to not deliver the event has already been made.	The decision to not deliver the event needs to have been made within four weeks of the scheduled event start date (note exceptions for up to six weeks in certain circumstances can be agreed).
Events committed <b>between</b> 30 November 2021 and 22 January 2022	17 December to 28 February 2022	<b>Should</b> register before the scheduled event start date <b>HOWEVER</b> , if the event start date has already passed registration will be accepted for consideration. Registration must be received for these events <b>before 28 February 2022</b> . This can happen even if the call to not deliver the event has been made.	The decision to not deliver the event needs to have been made within four weeks of the scheduled event start date and all other eligibility criteria (i.e. not in Orange)
Events committed	1 March 2022 to 3 April 2022	<b>Must</b> register before the scheduled event start date –	The decision to not deliver the event needs to have

Event committed dates	Event scheduled delivery dates	Registration timeframes	Non-delivery timeframes
before 22 January 2022		ideally at least 21 days before the scheduled event start date.	been made within four weeks of the scheduled event start date (note exceptions for up to six weeks in certain circumstances can be agreed).
Events committed before 22 January 2022	4 April 2022 to 31 January 2023	<b>Must</b> register before the scheduled event start date – ideally at least six weeks before the scheduled event start date.	The decision to not deliver the event needs to have been made within four weeks of the scheduled event start date (note exceptions for up to six weeks in certain circumstances can be agreed).

## If your event is eligible for support

Manatū Taonga, Ministry for Culture and Heritage (Manatū Taonga) will assess your registration and determine the eligibility of your event.

If your event is assessed as eligible you will receive a notification email confirming your registration to the Scheme. This will include a Letter of Commitment which sets out the maximum level of agreed financial support that Manatū Taonga commits to providing if your event cannot be delivered on the scheduled date and location. The letter will also outline the expectations on you, as the event organiser, to receive support from the Scheme.

## Eligibility – Q&A

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### Who should register an event?

The organisation or person who registers the event (the Registrant) should be the party who has the primary financial responsibility for the delivery of the event. This may be the promoter, venue, producer, individual practitioner or event organiser.

Each event can only be registered once, so if there is more than one party involved in the organisation of an event you will need to agree who will submit the registration for the event.

As the Registrant of the event, you will be the one who receives any funds (should they be paid) and will be responsible for ensuring that funds are distributed to all those who are eligible for payment such as suppliers with outstanding bills or the performers and production staff involved in your event.

As a requirement of this Scheme you are required to ensure that all local artists, performers and production crew receive full payment as if the event had gone ahead. You will be required to work with any production organisations or companies to ensure that any funds passed onto those companies are paid to the production crew.

## What costs does the Scheme cover?

The Scheme provides financial certainty to event organisers who would otherwise have non-recoverable financial losses caused by their event being unable to be delivered at the scheduled time and place due to:

- the lead performer(s) being unable to perform due to being in self-isolation (as advised by a Health Authority) or having contracted COVID-19, or
- the event location being at Red in the COVID-19 Protection Framework or under a government mandated local lockdown.

Non-recoverable financial losses are caused by costs such as, but not limited to:

Costs	Rationale for inclusion
Non-refundable / non-transferable deposits or other event expenses that have already been paid and other event related debts that are owing to suppliers (i.e. venue or equipment hire deposits)	This will ensure that all suppliers and the promoter/ producer/ event organiser, who have undertaken work related to the planning, pre-production and event-build will be paid for their work up to the date the decision about the event not being delivered is made.
Costs incurred by the event organiser in the planning and development of the event such as staff time, marketing or advertising.	Any suppliers who have not already provided their services (for example those who only work the day of the event) would be expected to receive any deposits or cancellation fees as per their contract. If you are able to receive a credit for the expense or use the spent funds to commit to a booking on another date, that cost is not non-recoverable.
Performance or presentation fee obligations to cultural practitioners /performers and production staff.	Please note, the Scheme includes an obligation to make full payment (as if the event had gone ahead) to local artists, performers and production crew/ organisations. International artist fees will be covered up to the cancellation costs included in the contracts.

## What costs are excluded from the Scheme?

The following are **not** considered non-recoverable costs:

- any deposits for which credits are received or that can be transferred forward (for example, credits for flights or accommodation that can be used by the registrant for future activity are considered recoverable and are not eligible)
- shortfalls due to the withdrawal of local government or public authority funding
- the purchase of goods for sale at the event, such as merchandise or food and drink and in particular alcohol, and any anticipated losses arising from the inability to sell merchandise or bar products or retail losses
- cancellation or performance fees for artists due to border issues or restrictions
- profit which would be used for any costs not directly related to the registered event (for example, money that would be added to financial reserves or fund the costs of another event)

- any costs related to the purchase of items which might be used to set up an event, that could be used for future events or on-sold (i.e. construction products that are unused, tools, generic costumes).

### What income must be included?

To determine the non-recoverable financial losses of an event we must have visibility of all funding sources for your event and understand which income might remain if the event is able to go ahead.

Registrants must ensure that all income sources are reflected in the information provided, this includes (but is not limited to):

- All central and local government support that has or will be received, such as:
  - Funding grants
  - Leave Support Scheme payments (MSD)
  - Wage subsidy payments (MSD)
  - Resurgence payments (MSD)
- Grants from Philanthropic organisations
- Donations and grants from private funders
- Expected ticket sales and merchandising income (at the likely level if the event was to go ahead under Orange/Green)
- Fees from involved entities such as vendor fees.

Before the final value of any financial support is confirmed we may require evidence of which income was realised and which income required refunds or you did not receive.

### Can events be covered more than once within the Scheme eligibility period?

No. The same event will only be covered once during the Scheme eligibility period of 17 December 2021 to 31 January 2023.

The Scheme is covering the non-recoverable financial losses of an event not being able to be delivered on the scheduled date and location. If an event organiser chooses to receive financial support for an event that is being postponed, that event cannot receive support for the postponed date if it also unable to be delivered on the new date.

If your event is an annual event, with a history of delivering annually, you may register your event for each annual instance of the event. This means that if your event is generally delivered every January, you can register each January event under the Scheme. If, however, either of those events is postponed, the single coverage allowance (above) applies to each instance of the event.

### Can events receive support for any other reason than a 'Red' location or localised government mandated lockdown?

Yes. In addition to a location being at Red or under a localised lockdown, this Scheme will provide support for events that are unable to be delivered at the scheduled time and place if the lead performer(s) is unable to perform due to being in self-isolation (as advised by a Health Authority) or having contracted COVID-19.

It does not cover cancellations or artist performance fees if an event or artist is unable to go ahead due to border issues.

### What if an event needs to cancel mid-way through delivery?

If an event is a season of performances or a tour that needs to be cancelled mid-way through delivery, the level of financial support provided will be calculated based on the income received against the non-recoverable costs, across all the registered performances/shows.

Please note that the coverage noted in the letter of commitment is an indicative maximum and the final actual financial support is based on the actual income and expenditure provided when non-delivery of the event is confirmed.

### Can events receive support for additional costs that may occur from the lead performer(s) either contracting COVID-19 or being required to self-isolate (as advised by a Health Authority)?

If an event cannot be delivered due to the lead performer(s) contracting COVID-19 or being required to self-isolate (as advised by a Health Authority), additional costs related to the need to isolate will be considered. This applies to costs incurred by other event performers and production crew in addition to the lead performer.

Costs will only be considered if:

- the isolation has to occur in a location that is not their home location i.e., if a touring company is in a different city
- you can provide evidence that you have investigated support through the COVID-19 Leave Support Scheme [Financial support | Unite against COVID-19 \(covid19.govt.nz\)](#).
- you have evidence of the health authority's notification that self-isolation was required for the lead performer(s)<sup>2</sup> and that there are no other options enabling delivery of the event (i.e. understudies).

### Are events including international performers able to register?

Yes, your event may include international performers.

If your lead performer(s) are international artists who contract COVID-19, and are unable to catch their flight to New Zealand due to this, this scheme will still provide support for your events upon proof that the artist(s) had confirmed MIQ spots.

However, the Scheme does not cover event cancellation costs or performance fees for artists who are unable to perform due to any other border related issues.

Please note that financial support for international artists is limited to the value of the relevant cancellation fees within their contracts with the event organiser. The requirement to reimburse artists and crew in full, as if the event had gone ahead, does not apply to international artists, performers and production crew.

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<sup>2</sup> See the 'Additional Terms and Definitions' section for more information about self-isolation eligibility.

### What if an event includes performers who will receive a payment based on the event income from ticket sales?

Payment of organisations or people involved in the delivery of an event, which are reliant on the event's income from ticket sales, are considered an obligation and a non-recoverable cost.

Ensure the expenses in your financial information include fair and reasonable payments, based on expected profits from ticket sales, for all practitioners and production crew who are receiving payment based on those sales.

If eligible, and assessed as fair and reasonable, the value of these expected payments will be included in the value of any financial support received from the Scheme.

### Are events in public spaces able to register?

Yes. If your event is using the vaccine pass and can control access to the event space, you can register for the Scheme. Please attach a brief explanation of how you will manage the Vaccine Pass checking for all attendees, in line with the requirements of the COVID-19 Protection Framework.

For more detail on what activity is allowed under the COVID-19 Protection Framework, please see the [Events and Gatherings Guidelines on the business.govt.nz website](#).

If an event cannot or will not operate using the vaccine pass, they will not be eligible for registration to the Scheme.

## Application scenarios for different types of events

Below are some common scenarios of the different types of event delivery, and how/if they can register with the Scheme.

### A 'SEASON' EVENT

A production or exhibition has a show running in a single venue over a period of days or weeks

The same presentation or performance being shown multiple times in a single location, over (largely consecutive days, allowing for rest/closure days) is considered one event. Organisers of these sorts of events will be able to submit a single registration.

You will need to provide the key financial details of the event.

When considering eligibility, registrants will need to cumulatively count the size of audience participation across all the presentations included as a part of the event.

In the case where only some dates are affected by COVID-19 restrictions, event organisers can discuss their needs with Manatū Taonga.

In the case where some event dates extend past the end of the Scheme, you can register your event as long as most of the performance dates fall within the eligibility period.

### A NON-CULTURAL EVENT WITH A CULTURAL COMPONENT

A wine and food festival has contracted musicians to entertain the attendees. The musical act is a major drawcard and the event organiser promotes the musical act to encourage attendance

The Scheme aims to support events where the audience has chosen to attend **primarily** for the purpose of seeing performances, rather than experience products like food and wine. For some festivals the performance element is a major draw, so the performance-related costs within the wider event could be eligible for the Scheme.

Event organisers in this scenario are encouraged to contact Manatū Taonga to discuss what parts may be in scope for support.

### A TOURING EVENT

A musician or production has a number of gigs or performances planned across the year, including a number which are a part of different festivals

The **same** presentation or performance being shown multiple times across multiple different locations is considered one event. Organisers of these sorts of events, will be able to submit a single registration.

While a single registration is required, it will need to include the key financial details of each performance (for example, financial details for each performance or presentation in each town).

When considering eligibility, Registrants will need to cumulatively count audience participation across all the presentations in the tour.

In this case where there is overlap with festivals, who may be registering as their own event, it is important that it is clearly identified where this overlap occurs, and to only include the non-recoverable costs that you (as the event organiser) are responsible for.

In the case that only some tour dates are affected by COVID-19 restrictions, event organisers can discuss their needs with Manatū Taonga.

In the case where some touring dates extend past the end of the Scheme, you can register your event as long as most of the actual performance dates fall within the eligibility period.

#### DIFFERENT PRODUCTIONS = DIFFERENT EVENTS

An event organiser has several different productions or festivals scheduled throughout the year

If you are planning to deliver different productions/performance/festivals during the Scheme eligibility period, each production/performance/festival should be registered as a separate event (subject to all other eligibility being met). For example, if you have a dance production booked for a week in October and a comedy show booked for a two-week season in June, these are two separate events.

As an event organiser you can claim reasonable costs for the planning and development of each event however you must ensure that your total costs are not duplicated (claimed more than once) across all submitted registrations.

#### FESTIVALS and the related productions

An arts festival operating in a major centre will showcase 20 different performances across several different venues and dates

A festival can register for un-recoverable costs related to the promotion and operation of the festival.

It may also apply for any events for which it is financially responsible for the payments of involved artists, production crew and other associated suppliers.

Individual events being presented as part of a festival with financial responsibility for themselves can separately register their event with the Scheme.

If individual events are making payments to the festival (or vice versa), only one party can claim the costs of that payment, either the festival (because they refunded it) or the individual event (because the festival kept the payment)

## Submitting a Registration – Q&A

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### How do I submit my registration?

You need to submit your registration online using our [online portal](#).

Before you can complete your registration, you need to sign up as a user and create an account for your organisation. For support to do this, please read the online portal user guide [attached here](#).

If you have already signed up on the online portal, you can log in with the same username and password you have used previously. If you are applying on behalf of a different organisation, you can use the same sign in and create a new account for that organisation once you have signed in.

Once you have created the account you will be able to complete your registration by selecting 'APPLY' for the Arts and Culture Event Support Scheme. **Please double check to ensure you are choosing the right scheme/fund, as there is more than one that is available.**

Please make sure you complete all sections of your registration. You can SAVE, close and return to your registration at any time before you SUBMIT the form. **NOTE** that if you do save and return to the form, you will find your draft registration from under the 'My Projects' section at the bottom of your Home page. If you select the 'APPLY' button, this will start a whole new registration.

You will not be able to SUBMIT your registration until all mandatory questions have been answered. Note: mandatory questions are marked with an asterisk \*. Once you have submitted your registration you will not be able to make any further changes.

### What evidence and supporting documents are required?

To complete your registration, you will need to have completed the online registration form and attached the following supporting documents:

- Proof that your event delivery was committed on or before 22 January 2022
- Event Registration - Financial Details Template
- For Sole Traders - Evidence of legal status such as your NZBN number

### How do I provide the financial information for my event?

All Registrants **must** complete the 'The Event Scheme Registration – Financial Information Template' which can be found [attached here](#). A document which supports you to complete this template can also be found at that link.

The financial details you provide will enable Manatū Taonga to confirm a maximum agreed amount of financial support should your event not go ahead or goes ahead at a reduced capacity. This amount may vary depending on the date at which a decision is made to not to go ahead with an event and any supporting evidence received.

If you are GST registered, please ensure all financial information entered into the template excludes GST. If you are not GST registered, you should make sure that all financial information includes GST.

Please note that Manatū Taonga will need verification or supporting evidence of non-recoverable costs before making any final decisions about your payment amount. This information is not required at the registration stage but will be requested if you notify us that your event is unable to go ahead.

### Evidence of legal status

All Registrants must have a current legal status.

For companies and charities (etc), we will confirm that your legal status is current by checking your legal status identifier against the online registers.

For Sole Traders, you will need to provide your New Zealand Business Number (NZBN), and if your NZBN registration information is not publicly viewable online, your certificate of confirmation.

### How do you show evidence that the event is committed?

In the registration form you will be asked to provide proof that your event was committed to the scheduled date, on or before 22 January 2022. You can demonstrate your event was committed by:

- If your event is published online, provide the webpage link plus some form of written evidence that your scheduled date and location were committed on or before 22 January 2022,
- If your event was not published before 22 January 2022, you need to provide some form of written evidence that your scheduled date and location were committed on or before 22 January 2022.

Written evidence could include (but is not limited to):

- Contracts that were signed on or before 22 January 2022, such as a contract with a venue, performer or sponsor
- Evidence of a deposit that has been paid and what it was paid for, which might be a screenshot of a bank payment and email confirmation.
- Funding agreement with an event funder which details the date of the funded event
- Any other documentation which includes the event name, date of the event and the date of a financial commitment to deliver the event on that date.

## After Registration – Q&A

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### How will your registration be processed?

Manatū Taonga will process registrations as quickly as possible to determine if the event organiser and event meet the eligibility requirements.

If all relevant information is provided and the financial information is clear and reasonable, relative to other similar events, we will aim to provide confirmation within ten working days. However, timing for confirmation of your registration will vary depending on the volume of registrations received at any time and the date of your event. Events that are imminent or are happening earlier than other events, will be given priority.

### What can you expect if your registration is accepted?

You will receive a notification email including a letter of commitment. The letter will outline the requirements in the case an event cannot be delivered, and you need to access support. The letter will also provide the details of your registration such as:

- the event that is covered
- the levels of financial coverage possible at different stages leading up to event
- the timeframes and notice periods required for making decisions about event delivery, and additional information that would be required to recoup non-recoverable losses.

### What happens if your registration is not accepted?

You will receive a notification email notifying you that you are ineligible. This notification will note why your registration was not eligible.

### How do you access payment if your event cannot be delivered?

Events **must** be registered in advance of scheduled event date.

If you are making a decision to cancel or postpone your event, please keep in mind that to be eligible to receive payment under the scheme your event location must be in Red under the traffic light system, or under a government mandated local lockdown for the date your event is scheduled, or your lead performer(s) are self-isolating (as advised by a Health Authority) or have contracted COVID-19.

You can make the decision to not deliver your event if, **within four weeks of your event start date**, your event location is at:

- **‘RED’ with an unknown end date or an end date that covers your event dates** – In this situation you can make the decision to not deliver your event anytime leading up to the start date.
- **‘RED’ but a shift to ‘ORANGE’ or ‘GREEN’ has been announced and the shift will occur before your event** – In this situation you would not be eligible for payment if you choose to cancel your event. The exception being a further announcement that your event location will be remaining in RED for the date(s) of your event.

- **‘RED’ with a settings review due before your event** – In this situation we recommend you wait until the announcement to see what impact it will have on your event location, however if the announcement is due very close to your event, please get in touch with us to discuss.
- **‘ORANGE’ or ‘GREEN’ with no announced/planned shift to ‘RED’** – In this situation if you cancel or postpone you will not be eligible for payment under this scheme.

If you would prefer to make a cancellation decision earlier than four weeks before the start date of your event, please contact the Ministry via [support.culture@mch.govt.nz](mailto:support.culture@mch.govt.nz) to discuss.

You must advise the Ministry within three days of your decision to cancel or postpone your event via email to [support.culture@mch.govt.nz](mailto:support.culture@mch.govt.nz).

For multi-day events such as a tour or festival, the event start date (to calculate the four weeks) is the first day of the first event or performance that is scheduled to occur.

### What if my event can be delivered in Red but the reduced capacity will lead to financial losses?

The scheme can cover losses caused by reduced income and non-recoverable costs associated with delivering the event at a reduced capacity.

If you are planning on delivering your event under Red, please let us know when you register and provide us with financial information which shows the differences of income and costs when delivering in Red, compared to delivering under Orange or Green. This information can be provided in a separate spreadsheet or document.

You will still need to complete the required financial template to capture the potential financial support that would be required if the worst happens, and you are unable to deliver your event at all.

If you decide to go ahead with the event under Red, you will need to notify the Ministry either within 3 days of an announcement, or within the 4-week period prior to the start of the event. We will ask you to provide the actual income and costs once the event is over, and we will then finalise the level of financial support based on those actuals.

### When will eligible registrants receive a payment?

If you notify us that your event cannot be delivered, we will require information validating your non-recoverable costs and resulting financial loss. The time it takes to receive and validate this information will inform the timeframes for payment.

Following receipt of all the required information a Funding Agreement will be generated. Once the agreement has been generated and signed by both parties, a payment will be processed.

## Protecting your information

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The following information outlines what Manatū Taonga will do with the information you provide. If you have any concerns about personal information that Manatū Taonga holds, please contact the Manatū Taonga Privacy Officer at [privacy@mch.govt.nz](mailto:privacy@mch.govt.nz).

- Manatū Taonga will only use personal information collected as part of the registration process for the purposes of administering the Arts and Culture Event Support Scheme.
- By submitting a registration, the registrant authorises Manatū Taonga to disclose information to, or obtain information from, any other government department or agency, private person, or organisation, for these purposes.
- Manatū Taonga will hold all personal information securely and will only disclose it on request if it is legally obliged to do so. Once it is no longer required, information will be securely archived or destroyed, in accordance with the Public Records Act 2005.

Manatū Taonga will publish details such as the Event organiser name, and the location, date and name of the event. However, no commercial or confidential information will be published without your written authorisation.

## Additional Terms and Definitions

Term	Definition
<b>Arts and Culture Sector Festivals</b>	<p>Festivals are organisations which curate and promote a series of events across multiple locations or venues.</p> <p>Festivals can register for costs associated with promoting and organising, as well as any festival events which they have financial responsibility for.</p> <p>Individual events within a festival, where someone else has the primary financial responsibility for the delivery of the event, should separately register their event for coverage.</p>
<b>Cultural sector practitioner</b>	<p>A person working as an artist or creative in the arts and culture sector. This includes but is not limited to actors, musicians, visual artists, dancers and writers.</p>
<b>Current legal status</b>	<p>Organisations with current legal status include those that have a current legal status identifier. This includes:</p> <ul style="list-style-type: none"> <li>• a company or incorporated society that is listed on the NZ Companies Register or that has a registered NZBN</li> <li>• a sole trader that has a registered NZBN</li> <li>• a business that is listed on the NZ Companies Register or that has a registered NZBN</li> <li>• a charity that is registered on the Charities Register or the Charities Services Register</li> <li>• a Māori land trust that can provide evidence of their legal status.</li> </ul>
<b>Events Transition Support Payment Scheme</b>	<p>As the country moves to the new COVID-19 protection framework (CPF), the Events Transition Support Payment (ETSP) Scheme is designed to provide assurance to organisers of large-scale events, so they can continue organising summer events. This Scheme is led by the Ministry of Business Innovation and Employment. Detailed information on the Scheme is available on the MBIE website: <a href="#">Events Transition Support Payment scheme (ETSP)</a></p>
<b>Evidence of commitment</b>	<p>Evidence your event will be available to the public on a particular date and time.</p> <p>Evidence could be demonstrated with a contract that is in place or a deposit that has been paid. This might include proof of your venue booking or deposit, contracts established with performers and/or crew, sponsorship or funding contracts.</p>
<b>Forecast event losses</b>	<p>When an event is forecast to make a loss, even if it could go ahead under normal circumstances (i.e. where ticket sales or other income are not sufficient to meet the total expenses related to the delivery of the event at Orange or Green).</p>
<b>Lead Performer(s)</b>	<p>Lead Performer(s) are those who have significant impact on the ability to deliver your event or are the main drawcard of your event; if this person(s) were to contract COVID-19 or are required to self-isolate (as advised by a Health Authority) you would be unable to deliver your event. This can include but is not limited to:</p>

	<ul style="list-style-type: none"> <li>• Headline Act(s)</li> <li>• Lead actor(s)</li> <li>• Principal dancer(s)</li> </ul>
<b>Live Music Venue</b>	<p>A venue is eligible to apply as a live music venue if it holds an active OneMusic licence and can meet at least three of the following eligibility criteria:</p> <ul style="list-style-type: none"> <li>• It has track record of hosting original, live New Zealand music</li> <li>• It has an organisational focus on original, live New Zealand music, with other ancillary services (alcohol, food, merchandise) subsidiary to or dependent upon music activity</li> <li>• It possess the amenities and infrastructure of a music venue</li> <li>• It occupies an important role within their local community as a hub for live New Zealand music.</li> </ul> <p>If you received a grant from the NZ Music Venue Infrastructure Fund, administered by the New Zealand Music Commission then you will meet this eligibility criteria.</p>
<b>Obligation</b>	<p>A binding agreement committing to a payment or other specified action.</p> <p>In context of this Scheme the full costs of the local performers/artists and production crews directly associated with the production and delivery of the event/performance are considered obligations.</p> <p>Where contracts are not in place, but a verbal or handshake agreement has been reached between the promoter and a supplier, or where payment is based on a share of box office or profit, the promoter can claim reasonable expenses to fulfil their payment obligations.</p>
<b>Production Crew</b>	<p>A person or organisation hired to provide specialised technical support to the production and presentation of the event, including but not limited to, stage management, lighting or sound technicians.</p> <p>The obligation for full payment relates only to the people involved in production of an event, not the hire of production equipment. The costs of hireage of production equipment should be paid as per the cancellation clauses in the agreement/contract between the production organisation and the event organiser.</p> <p>Production crew includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Lighting/sound technicians and other technical support</li> <li>• Event producers</li> <li>• Event managers</li> <li>• Stage managers</li> <li>• Designers (lighting, stage, costume)</li> </ul> <p>Production crew does not include (not an exhaustive list):</p> <ul style="list-style-type: none"> <li>• General maintenance staff</li> <li>• Security</li> <li>• Staff working in ticketing, ushers, cleaning, manning stalls or any other event day support roles</li> <li>• Food and beverage</li> </ul>

<b>Profit margin</b>	Your profit margin is the amount of revenue generated by running an event. In other words, it is any income remaining after all expenses have been paid.
<b>Public event</b>	Open to attendance by all people in New Zealand.  This includes ticketed events, where tickets were available for purchase by all people in New Zealand (allowing for any age restrictions required).
<b>Public authorities</b>	Central government organisations (also known as the public service) that are funded by the crown to engage directly in the economy for public purposes. This includes Crown Entities such as Creative New Zealand and Council Controlled Organisations/CCOs.
<b>Reasonable expenses for development, promotion or administration</b>	A fair market rate for products and services directly related to developing, promoting and administering the event. These costs will be relative to other events.  Expenses may include (but are not limited to) the costs of: <ul style="list-style-type: none"> <li>• transportation and storage,</li> <li>• printing and distribution</li> <li>• marketing and promotional material</li> <li>• staff time which is directly attributed to supporting the event.</li> </ul>
<b>Non-Recoverable Costs</b>	Costs that cannot be paid or recovered through any other means such as other funders, or a refund or credit note.
<b>Self-Isolation</b>	Your lead performer(s), must have been advised to self-isolate by any one of the following: <ul style="list-style-type: none"> <li>• a medical officer (as defined in the Health Act 1956) or their delegate e.g., the Ministry of Health or a public health unit or</li> <li>• a medical practitioner (as defined in the Health Act 1956) e.g., your GP or doctors at the hospital or</li> <li>• the National Investigation and Tracing Centre</li> </ul> Lead performer(s) who have been named as someone who must stay at home or in a managed isolation facility under the relevant legislative order or direction outline in the declaration are also eligible, as long as they are not self-isolating because they have returned from overseas.
<b>Sole trader</b>	Sole traders are people in business or contracting on their own, who are not registered as a company. You can find more information about becoming a sole trader <a href="https://www.business.govt.nz/">on the Business.govt.nz website</a> .