

REGIONAL CULTURE AND HERITAGE FUND:

APPLICANT DECLARATION AGREEMENT

To accompany all applications



Applicant Agreement

The Regional Culture and Heritage Fund Applicant Agreement must be signed by two people who are 18 years of age or over with authority to sign on behalf of the organisation. Signatories cannot be immediately related, cannot be partners, and cannot live at the same address. No signatory can be an undischarged bankrupt. Signatories must have a daytime contact telephone number and be contactable during normal business hours. If any part of the application for a grant relates to a salary for a person, that person cannot be a signatory.

DECLARATION (Two office holders must complete)

We have authority to commit our organisation to this application. We declare that the details given in all documents that make up our application are true and correct to the best of our knowledge. In addition:

- a) We declare our organisation is financially solvent.
- b) We have provided an explanatory note of any material financial changes since the date of the annual accounts and the application closing date.
- c) The Ministry for Culture and Heritage will be advised of any significant change to our finances between the date of application and the date of the decision-making. This includes disclosure of any loans, and their terms and conditions, entered into since the date of application and any additional fundraising.
- d) We have the following in place:
 - a. Two signatories to all our bank accounts;
 - b. A current cashbook or equivalent;
 - c. A Treasurer;
 - d. A spreadsheet journal or other system that tracks different funding sources;
 - e. Regular financial reporting to every meeting of our governing body
 - f. GST registration
 - g. Appropriate entity registration in place such as, but not limited to, Incorporated Society, and or Registered Charity status.
- e) We will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
- f) We confirm that any conflicts of interest relating to this application and the project have been declared and are being managed by the organisation in accordance with established good practice.
- g) We understand that information presented to the Minister for Arts, Culture and Heritage/Ministry for Culture and Heritage is subject to disclosure under the Official Information Act 1982, court orders and in response to Parliamentary Questions.

- h) The organisation will allow the Ministry for Culture and Heritage to obtain from any other government department or agency, private person or organisation, any information about the organisation for the purposes of gaining information related to the organisation's application.
- i) Privacy Act 1993: I understand my rights and obligations under the Privacy Act 1993 and those of the persons I may come into contact with in relation to this application.
- j) We agree the Ministry for Culture and Heritage has the right to collect, hold and retain information about the organisation from other parties, and may liaise with local and national organisations about this application.
- k) We understand the Ministry for Culture and Heritage has the right to complete and commission background checks on applicants, including but not limited to credit checks, criminal record checks and reference checks.
- l) We understand that any decision to grant funds is not confirmed until a funding agreement has been signed by the contracting parties.
- m) We understand that it is the responsibility of the applicant to clearly identify by marking any information it has supplied within its application documents which it deems to be confidential or commercially sensitive.
- n) **Official Information Act 1982; Disclosure and Publication of Information:**

In advising of a possible application for funding, or submitting any application for funding to the RCHF, you and/or the organisation you represent, acknowledge and agree that the Ministry for Culture and Heritage may:

- disclose to or obtain from any other government department or agency, private person or organisation, any information about you and/or the organisation you represent and the project; and
- publish any information relating to you and/or the organisation you represent and the project;

where the Ministry for Culture and Heritage considers it necessary for the purpose of administering the RCHF.

For example, such information may include:

- your name and/or the name of the organisation you represent;
- the purpose of the project;
- the cost of the project;
- the amount of funding that may be sought under the RCHF;
- the timeframe in which you and/or the organisation are likely to formally apply to the RCHF; and
- the Minister for Arts, Culture and Heritage's subsequent decision on that application.

When advising of or submitting your application, please notify the Ministry for Culture and Heritage of any objection to the disclosure or publication of any information contained therein, identifying any parts considered confidential and which should be withheld, together with the reasons for withholding them. While taking into account all such objections, the Ministry for Culture and Heritage will exercise its own discretion in this matter, particularly when responding to requests for information under the Official Information Act 1982.

Regional Culture and Heritage Fund applicant declaration continued.

Name and contact details of those signing the declaration above

FIRST CONTACT	
Full name:	Signature:
Position held:	
Daytime phone number:	
Alternative phone number:	
Email address:	Date signed:
SECOND CONTACT	
Full name:	Signature:
Position held:	
Daytime phone number:	
Alternative phone number:	
Email address:	Date signed:

Applicant information -High-level Summary of Applicant Details

Legal Name of the Entity Applying:	
GST Registration Number:	Are you the owner of the land/building to be altered? If no, who is the owner?
Incorporated Charity Number:	Resource Consent(s) Number(s):
Registered Charity Number:	
Other number Companies Office Registration (please name):	If just granted, on what date will the resource consent become unencumbered?

Project information

Name of Project:	
Brief Description of the Project:	
Performing Arts Venue <input type="checkbox"/> Art Gallery <input type="checkbox"/> Museum <input type="checkbox"/> Whare Taonga <input type="checkbox"/>	
Heritage Site Building Housing a Major Collection <input type="checkbox"/> Other <input type="checkbox"/> (describe)	
Heritage Building Status:	Council Plan Registration:
	Heritage NZ Category: Heritage NZ property number:
Planned Construction Start Date:	Planned Construction End Date:
Planned Date Facility Open to the Public:	Planned Opening Event Date:
Proposed Project Manager:	
Proposed Architect:	
Proposed Lead Contractor:	
Proposed Lead Engineer:	
Proposed Exhibition Designer:	
Please briefly describe any identified risks of this project:	

Project information (continued)

Project Objectives	Existing facility (now)	Capital Project Goal (if funded)	FINAL Outcome (office use only)
Seismic Strength – as a % of New Building Standard (NBS)			
Building Importance Level (IL) (e.g. IL1, IL2, IL3, or IL4)			
collection storage space (m ²)			
exhibition space (m ²)			
seating capacity			
standing capacity			
Climate Control System			
Fire Suppression Systems			
Security Systems			
Disabled facilities			
Other facilities improvements			
other (describe)			
other (describe)			

Any OTHER key information you wish to alert us to:

Summary of the project's financial information

Total Cost of the Project (GST excl.)	\$	
LESS non- qualifying aspects	\$	
Sub-total net capital cost of project:	\$	
LESS Funding already raised (please indicate if funds are held in a secured form or pledged)		
Local Authority (Cash) Contribution 1	\$	
Local Authority (Cash) Contribution 2	\$	
Other Major Contribution (describe)	\$	
	\$	
	\$	
	\$	
Lottery Grant(s) secured (name)	\$	
	\$	
Other Funds raised in a secure form (name)	\$	
	\$	
	\$	
	\$	
Sub-total - Net capital cost less \$ raised	\$	
Other Funds raised in a pledged form (name)	\$	
Application decisions pending (name)	\$	
	\$	
Amount Sought from this Fund:	\$	(GST excl.)

Please note this is an application coversheet - not an application form.

Please refer to the RCHF Policy, Criteria and Checklist document on our website for the full list of components to form your accompanying written application.