

April 2024

## Application form for funding to Guarantee Against Loss (GAL)

Theatre New Zealand (TNZ) supports community initiatives to create opportunities for growth and learning. Workshops, or series of workshops are often a good idea, and should be budgeted appropriately (to make a modest profit).

Where an organisation is concerned about not being able to underwrite their own projects, TNZ agrees to consider an application for **Guarantee Against Loss**. The community group must provide an approved budget must be signed by 2 of the following: the treasurer, president, or secretary.

Where good budgeting and financial practice has been shown TNZ may provide up to a maximum (Currently) **\$500** against loss, in total for each event or series.

### Grants

This GAL is not a grant from TNZ.

TNZ encourages its members (and will assist if required), in applying to a suitable grant-providing body, such as Creative Communities. (i.e. Creative NZ)

### Criteria

1. The workshop/s *is actively promoted* to other TNZ group members in your local area or region.
2. A *realistic fee* is charged for participants to cover costs.
3. A *copy of the budget* is sent with this application.
4. *Proof* is later provided of loss incurred. A written report indicating what happened, and why the loss was incurred must be received before funds (if any) will be released. The decision to guarantee against loss remains at the discretion of the TNZ executive.
5. TNZ needs to be satisfied that the Tutor(s) is/are recognised tutor(s) in the relevant field.

### Questions

Contact Theatre New Zealand, President, Secretary or Treasurer

	The Workshop / Course / Event / Festival		
Title			
Purpose			
Group running			
Date, duration			
Venue: address			
Other Groups Targeted/Interested			
Expected numbers		Costs per person	
Other income			
Known overheads	Tutor costs	Venue costs	Marketing costs
Other notes, including known risks			
Budget attached	YES NO (required)		
	Contact Details		
Name Administrator			
Email			
Phone			
	Tutor		
Name			
Email			
Phone			
Qualifications and experience of Tutor			
	Signed		
Administrator Signed			
Date			
Approved TNZ Signatories	Budget approved? Yes No Office use only SIGN AND DATE		