

# Event Transition Support Payment (ETSP) | Eligibility Form

The Events Transition Support Payment (ETSP) scheme has been established to provide confidence to event organisers to continue planning events.

## INSTRUCTIONS FOR APPLICANTS

- Please use the correct form for your event. This form is for events scheduled to begin between **4 April 2022 and 31 January 2023 (inclusive)** only.
- Read the form carefully before you begin. Complete all four sections of the form.
- Submit the completed form and the required supporting evidence to Aon [nz.eventsupport@aon.com](mailto:nz.eventsupport@aon.com)
- Incomplete forms will not be assessed and will be referred back to the applicant.

## SUPPORTING EVIDENCE

- **Bank account verification** - please submit third party verification such as a bank statement, bank deposit slip, or screenshot of your internet banking when you submit this form. Screenshots must include bank logo and bank account name and number.
- **Section 3A** - please submit evidence that your event has sold tickets or paid registrations to over 5,000 in-person attendees to date, OR evidence that event has had an average of over 5,000 paid ticketed or paid registered in-person attendees over the last three iterations of the event.
- **Section 3B** - please submit evidence that your event has sold tickets or paid registrations to over 5,000 in-person attendees to date, OR evidence that event has had an average of over 5,000 paid ticketed or paid registered in-person attendees over the last three iterations of the event.
- **Section 3C evidence** - please submit evidence for **one** of the following:
  - Evidence that the event has been publicly announced or been actively in the market (e.g., where tickets or registrations have been advertised or for sale) prior to 23 January 2022.
  - Evidence that demonstrates a history of previous iterations over the last three years i.e. it is a recurring event.
  - Evidence to demonstrate a financial commitment to the event dates at least four months prior to the event dates – **for touring events held at multiple venues or on multiple dates only.**
- **Section 3D** - if not already provided as evidence for Section 3C, please submit evidence that the event is open to the public (e.g. evidence that tickets or registrations have been advertised or for sale on a public facing website).

## NOTES FOR APPLICANTS

- By completing this form, you are not confirmed as a recipient of ETSP. The eligibility of an event will be confirmed through the issuance of an eligibility certificate by the Ministry of Business, Innovation, and Employment.
- Forms will be accepted for review until 28 February 2023.
- You must complete one form per event. However, **touring events** can submit **one form** per tour.

**SECTION ONE: EVENT DETAILS**

<b>A</b>	Event Name				
<b>B</b>	Brief description of the event				
<b>C</b>	Event Type <i>Select one option</i>	SPORT <input type="checkbox"/>	ARTS/CULTURAL <input type="checkbox"/>	COMMUNITY/LIFESTYLE <input type="checkbox"/>	OTHER <input type="checkbox"/>
<b>D</b>	Event Start Date	Event End date			
	Event 2 Start Date <i>Touring events only</i>	Event 2 End date			
	Event 3 Start Date <i>Touring events only</i>	Event 3 End date			
	Event 4 Start Date <i>Touring events only</i>	Event 4 End date			
	Event 5 Start Date <i>Touring events only</i>	Event 5 End date			
	If necessary, detail more event dates here				
<b>E</b>	Event Location	Street	Town/City		
		District	Region		
			Postcode		
	Event 2 Location <i>Touring events only</i>	Street	Town/City		
		District	Region		
			Postcode		
	Event 3 Location <i>Touring events only</i>	Street	Town/City		
		District	Region		
			Postcode		
	Event 4 Location <i>Touring events only</i>	Street	Town/City		
		District	Region		
			Postcode		
	Event 5 Location <i>Touring events only</i>	Street	Town/City		
		District	Region		
			Postcode		
	If necessary, detail more event dates here				
<b>F</b>	Has the event been held before?	YES <input type="checkbox"/>		NO <input type="checkbox"/>	
	If YES, provide up to three previous event dates	Event start date		Event end date	
		Event start date		Event end date	
		Event start date		Event end date	

<b>G</b>	Total estimate of unrecoverable costs <i>The ETSP provides coverage for 90% of eligible unrecoverable costs</i>	\$	
<b>H</b>	Do you hold any insurance for this event?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If <b>YES</b> , please specify insurance policies in place.		
	If <b>NO</b> , would you like an Aon representative to contact you?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>I</b>	Do you have any cover in place for infectious or communicable diseases?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## SECTION TWO: EVENT ORGANISATION DETAILS

<b>A</b>	Registered Organisation Name		
<b>B</b>	Registered Address of Organisation	Street  District	Town/City  Region  Postcode
<b>C</b>	Entity Type		
<b>D</b>	Contact Name		
<b>E</b>	Contact Phone Number		
<b>F</b>	Contact Email Address		
<b>G</b>	Bank account name and number <i>See NOTES FOR APPLICANTS</i>		
<b>H</b>	GST Number		
<b>I</b>	NZBN Number		
<b>J</b>	IRD Number		

## SECTION THREE: ELIGIBILITY

<b>A</b>	Has the event sold tickets or paid registrations to over 5,000 in-person attendees to date?  <b>OR</b>  Has the event had an average of over 5,000 paid ticketed or paid registered in-person attendees over the last three iterations of the event? <i>See NOTES FOR APPLICANTS</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>B</b>	Is the event scheduled to begin between 4 April 2022 and 31 January 2023?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>C</b>	Has the event been publicly announced or been actively in the market (e.g., where tickets or registrations have been advertised or for sale) prior to 23 January 2022?  <b>OR</b>  Is it a recurring event that can demonstrate a history of previous iterations over the last three years?  <b>OR</b>  Is it a touring event held at multiple venues or on multiple dates that can demonstrate a financial commitment to the event dates at least four months prior to the event dates? <i>See NOTES FOR APPLICANTS</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

<b>D</b>	Is the event open to the public? <i>Private functions are excluded.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>E</b>	Is the event organised by a New Zealand registered organisation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>F</b>	Is the event solely delivered by local government and other public authorities? <i>The event can be funded by those authorities, although any costs incurred by local government are not eligible for recovery.</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>G</b>	Is the event currently receiving funding through the Major Events Fund or receiving Arts and Culture Event Support Scheme funding from the Ministry for Culture and Heritage for the same period or is underwritten by local government or another insurer of 80% or more of unrecoverable costs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### SECTION FOUR: DECLARATIONS

The applicant is compliant and will continue to comply with all applicable laws, regulations, rules and professional codes of conduct or practice including but not limited to health and safety and employment practices. By completing the details below, the applicant makes the following declaration about its application to the Events Transition Support Payment scheme for the event ("application"):

- The statements in the application are true and the information provided is complete and correct, and there have been no misleading statements or omissions of any relevant facts nor any misrepresentations made;
- It is understood that if the event is confirmed as eligible for ETSP scheme, the information provided in this document and the support material provided as part of this application will be used to assess any payment made;
- I have secured all appropriate authorisations to submit the application, to make the statements and to provide the information in the application;
- The applicant warrants that it has no actual, potential or perceived conflict of interest (except any already declared in the application) in submitting the application or entering into a contract to carry out the event. Where a conflict of interest arises during the application or assessment process, the applicant will report it immediately to the MBIE by emailing [eventsupport@mbie.govt.nz](mailto:eventsupport@mbie.govt.nz);
- I understand that the falsification of information, supplying misleading information, or the suppression of material information in this application, may result in the application being eliminated from the assessment process and may be grounds for termination of any payment awarded as a result of this application process;
- I understand that this eligibility form is subject to the Official Information Act 1982 (the OIA). The OIA enables MBIE to withhold information under certain conditions. Where possible, MBIE will consult with the Applicant should an OIA request be received;
- The intended recipients of all information are Aon and MBIE. The applicant authorises the disclosure of personal information held by any party pertaining to this application and enables Aon and MBIE to collect this information to evaluate the eligibility of the Applicant. The Applicant has rights of access to, and correction of, this information, where it is personal information as defined in the Privacy Act 2020.

Signature

CLICK OR TAP HERE TO ENTER TEXT.

Date

Click or tap to enter a date.

Full name

Click or tap here to enter text.

Position held

Click or tap here to enter text.

## Event Transition Support Payment (ETSP) Scheme Eligibility Criteria

The **following criteria apply** to ensure the payment is targeted at events that are regionally significant and is distributed in an equitable way:

1. Events with in-person paid ticketed or paid registered attendees of over 5000 in-person attendees. Touring events at multiple venues on multiple dates are eligible on the basis that the cumulative total of attendees is over 5,000 and they meet all other criteria.
2. Event date must be scheduled to begin between 4 April 2022 and 31 January 2023.
3. Event must either:
  1. have been publicly announced or have been actively in the market (e.g. where tickets or registrations have been advertised or for sale) prior to 23 January 2022; **or**
  2. be a recurring event that can demonstrate a history of previous iterations over the last three years; **or**
  3. be a touring event held at multiple venues or on multiple dates that can demonstrate a financial commitment to the event dates at least four months prior to the event dates.
4. Event must be public-facing (i.e. open to the public and in New Zealand).
5. Event must be organised by a New Zealand registered organisation (e.g., an entity registered with the Companies Office or a charitable organisation).
6. Event must not be solely delivered by local government and other public authorities (but can be partly funded by those authorities, although costs incurred by local government would not be eligible for recovery).
7. Event must not be currently receiving funding through the Major Events Fund or receiving Arts and Culture Event Support Scheme funding from the Ministry for Culture and Heritage for the same period, nor have an agreement in place with underwriting of 80% or more of unrecoverable costs from local government or another insurer.
8. Event organisers can only apply once for cancellation and once for postponement for an event.

Further information for events scheduled to begin between 4 April 2022 and 31 January 2023:

- The number of confirmed or expected in person attendees (tickets sold or average attendance over the past 3 iterations of the event) must reach at least the minimum threshold of over 5,000
- Touring events, multi-day events, or events with multiple performances, would be eligible where the cumulative number of attendees meets the minimum threshold across the whole of the event
- Events that have been cancelled prior to the ETSP announcement on 12 February 2022 are not eligible.
- Events that cancel due to unavailability of MIQ spaces are not eligible.