

Omicron Support Funding Guide - March 2022

Guidance from Basement

Navigating the bureaucracy that comes with getting good financial support can be tiring and confusing. You are already dealing with a lot, so we've come up with a guide that we hope will relieve some stress for you. Feel free to get in touch with the Programming Team at any point if you need advice or someone to talk to about claiming the support that you deserve.

You can access this support through the Manatū Taonga website, on the [COVID-19 Omicron Relief Funding](#) page.

THE FIRST THING YOU SHOULD DO IS [REGISTER](#)! Follow the link and Sign Up!

- At the start of your Event Support registration, in the online portal, it asks you to register as an Individual or an Organisation. Select Organisation!
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- Each show can only be registered once, so decide who in the group will register and make sure that person is the one whose account will receive the money.

Once you are in you'll see a dashboard with all the different types of support available to you! It looks like this:

Home		
Name	Opens	Closes
FIRST APPLICATION Cultural Sector Emergency Relief Fund – Organisations	1/10/2021 12:00 PM	Apply View Details
REAPPLICATION FORM Cultural Sector Emergency Relief Fund – Organisations	16/11/2021 12:00 PM	Apply View Details
Arts and Culture Event Support Scheme	1/12/2021 12:00 PM	Apply View Details
INFORMATION ONLY: General guidance and information for applicants		View Details
Cultural Sector Emergency Relief – Grant for Self Employed Individuals	28/2/2022 2:00 PM	Apply View Details

There are 2 things you could apply for through Mantū Taonga:

- **The Event Support Scheme** (apply for this if you had an event cancelled because of Omicron, or have an event coming up in the next year)

- **The Self-Employed one-off \$5000 grant** (apply for this if you lost work or opportunities to work - including attending networking events - because of the Omicron move to red)

Arts and Culture Event Support Scheme

First you need to prepare these things:

- A contract or email chain proving that your event was confirmed before 22 January 2022
- Get an NZBN number [here](#).

Then Click Apply

- You can include links to your website and to listing of the event online to prove the legitimacy of the event, for example, [the listing on our website](#).
- You can write in any of the boxes that evidence, like contracts etc, will be uploaded with supporting documents at the end.
- If you don't have a contract, ask your venue contact to write a letter that explains when your event was confirmed and when it was cancelled. Make sure that when you cancel an event, you do it within the 6 weeks before your event start date and no earlier.
- At Basement your expected audience is either 500 (in the Theatre) or 350 (in the Studio)
- If you were programmed at Basement then your District is **Waitemata**

When you get to Financial Details - follow the link and download the 'Financial Information Template' then fill it out.

This is not your final budget. This is what you expect you may lose by cancelling the event.

- Don't skimp on anyone's fees!
- Set out your income and include 100% of your box office at your average ticket price (if you are a Basement artist, your average ticket price is \$25.26)
- Then set out all your expenses (including our 20% box office take)
- In the 3 far right columns, enter the dates that would have been 6 weeks, 3 weeks and 48 hours before the event

Here's an example:

Income (add additional rows as required)	Example description	Specific tagged purpose and contractual return policy (if any)	\$ NZD	25th Feb (choose 48 before you would have packed the show in!)	4th Feb	14th Jan	
Creative Communities	Creative Communities grant	Towards Artist Fees	7,500	3,000	\$0 (because you had to give the money back)	\$0 (because you had to give the money back)	
Boosted Campaign	Crowd Funding	Towards set building and tech crew, marketing and promotion	9,500	2,000	\$0 (because you had to give the money back)	\$0 (because you had to give the money back)	
Predicted ticket sales (incl number of tickets)	100 seats x 5 nights = 500	500 seats x \$25.26 (average ticket price)	12,630	\$12630 (because you already sold 100% of the tickets)	\$2526 (because you already sold 20% of your tickets online)	\$0 (because you had to give the money back)	
TOTAL INCOME			\$ 29,630.00	\$ 5,000.00	\$ 2,526.00	\$ -	
Expenditure (add additional rows as required)	Example description	Brief description of calculations		Non-recoverable expenditure			
Venue fees	20% of total box office		10,104	10,104	-	-	
Artist fees	Director, Producer and 2 actors	\$1600 each for two full weeks	12,800	12,800	12,800	12,800	
Production crew	1 operator, 1 set designer, 1 lighting designer	\$1500 each	4,500	4,500	4,500	4,500	
Other production expenses	Set and Props		1,000	1,000	1000 (because you already bought all your set and props)	-	
Marketing and other promotion	posters, flyers and facebook		1,000	1,000	500 (because you will have started your marketing campaign)	-	
TOTAL EXPENDITURE			\$ 29,404.00	\$ 29,404.00	\$ 18,800.00	\$ 17,300.00	
Expected event profit/loss			\$ 226.00	Non-recoverable costs coverage \$	\$ 24,404.00	\$ 16,274.00	\$ 17,300.00
				Coverage as % of total costs	83%	55%	59%

- Put in any funding you would have held on to at each point
- Put in any expenses that would have been spent at each point
- If this is still all gobbledigook, email Nisha! We can set up some time to go through it together.

Upload all your documents - make sure the file names don't have any symbols in them!

Once your application is approved they will ask you to fill out another budget and provide evidence of your costs like invoices, receipts and quotes, so it's a smart idea to **start collecting that stuff up now.**

They will then get you to fill out a final 'Actuals' budget that shows what expenses were irrecoverable.

Don't be afraid of showing them that things cost more or less than they should have, be honest!

At any point, email support.culture@mch.govt.nz for help. They are really responsive and are on your side!

Self employed grant \$5000

You can apply for this as well as the Event Support scheme so long as you have had other gigs or opportunities fall through.

Despite how it feels, this is a high trust model and they are on your side!

When you go to [this page](#), down the bottom are some useful resources for you

- The **“Applicant Scenario”** document outlines various scenarios you might be in and tells you whether you are eligible or not
- The **“Key Information”** document tells you what kind of evidence you need to collect.

Don't feel like you have to prove yourself! Just put your info down and attach your evidence. If you are unsure, call them and they will do their best to help you!

- Fill in your details on the first page.
- Check all the boxes on the second page.
- Check all the boxes on the third page.

Where it asks you to: Briefly describe your role(s) in the arts.....Here are some things you can do

- Put in a link to your website and/or artistic Instagram account or FB Page
- Say you will upload your CV in the supporting documents section
- Put in link to reviews of shows you have been in or articles about you

Where it asks you to: Briefly describe how you have lost income (or lost an opportunity for income) due to the move to 'Red'....you could

- Describe any gigs or seasons that couldn't happened
- Explain that submissions for work at Basement venues are closed because of all the postponed shows due to Omicron otherwise you would have applied
- Write down all the events you might have gone to in order to network with industry professionals, like opening nights, industry showings, workshops, panels, etc

Supporting documents

- Make pdfs of any email exchanges you have had (you can do this by clicking on 'print' and saving your email to PDF)
- Attach a cancelled contract
- Attach screenshots of conversation exchanges that prove a gig was cancelled

If in doubt contact us and we can do our best to help!