|  |  |
| --- | --- |
|  |  |
| **Application Form**  **INTERNATIONAL PROMOTIONAL FUND FOR LITERATURE**  The objective of this Fund is to support the international promotion of New Zealand literature. The Fund offers support to New Zealand authors for confirmed market development activities including attendance at an international literary festival, a book promotion tour overseas or other off-shore, targeted opportunities.  Note: you cannot apply to Creative New Zealand’s Quick Response or Arts Grants for international promotional activities. However, creative and professional development projects are still eligible. Please contact [Malcolm Burgess](mailto:malcolm.burgess@creativenz.govt.nz) [malcolm.burgess@creativenz.govt.nz](mailto:malcolm.burgess@creativenz.govt.nz) for further information.  **CRITERIA**  Applications can be submitted by New Zealand authors, international literary festivals or international publishers on behalf of New Zealand authors.  To be eligible for this fund you must meet the following criteria:   * Written confirmation of the author’s availability for the prescribed dates of the festival, tour etc * A letter of invitation to the author from the festival, publisher, agent etc   Refer to full criteria on the **CRITERIA AND GUIDELINES** document  Note link to Glossary for definition of ‘literature’ : <http://www.creativenz.govt.nz/find-funding/glossary>  **PROPOSAL REQUIREMENTS**  Your proposal must:   * identify the objectives for the project * outline the long terms benefits of the opportunity for the author including alignment with the author’s or publisher’s international strategy and the potential to leverage from other projects * include a copy of the author’s CV * include a project budget – breakdown of income and expenditure including expenses covered by the international host (festival, publisher etc), fundraising, personal contribution etc, and a quote from a travel agent or internet site * include written confirmation of the author’s availability for the prescribed dates of the festival, tour etc * include a letter of invitation to the author from the festival, publisher, agent etc., and outline of role in the festival programme   **PRIORITIES**  Priority will be given to applications that demonstrate alignment with Creative New Zealand’s other international market development activities, including:   * The opportunity relates to the publisher’s participation in international book fairs specifically, Germany and Asia. * The author’s work is available for sale within the territory they are visiting * The author’s work has recently been published in a  foreign territory with support from The Translation Fund * The author has received an invitation as a result of Creative New Zealand’s Te Manu Ka Tau international visitors’ programme   **NOTES**  Grants provide a contribution towards international airfares only, to a maximum of NZ$3000. Please include actual international airfare costs only in the amount requested section; successful applicants will be allocated, support based on available funds and the actual cost of flights at the time of assessment. The applicant is responsible for booking flights and for covering any shortfall in costs. Applicants are also responsible for additional costs including transfers, visas and travel insurance.  **DEADLINE FOR APPLICATIONS:**  Applications will be considered three times a year in February, June and October and notification of the decision will be made within four weeks of the application closing date.   * **28 February by 5.00pm** * **29 June by 5.00pm** * **26 October by 5.00pm**   **Email application and support material to PANZ** [**admin@publishers.org.nz**](file:///C:\Users\belindaj\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\M2MH3JQH\admin@publishers.org.nz)  For enquiries, please contact:  Katherine Shanks, Membership Services Manager  Email: [admin@publishers.org.nz](mailto:admin@publishers.org.nz) | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION A: APPLICANT DETAILS**   |  |  | | --- | --- | | Contact person: |  | | Organisation: |  | | Telephone:  Include country and area code |  | | Mobile: |  | | Email: |  | | Street/PO Box: |  | | Suburb: |  | | City & Postcode |  | | GST number: |  | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION B: PROPOSAL DETAILS**   |  |  | | --- | --- | | **Name of international event** |  | | **City and country of activity:** |  | | **Date of activity:** |  | | **Amount requested (NZD) note maximum of NZD$3,000 applies:** |  | | **Have you received funding for this project from other sources?** | □ Yes □ No  If yes, please provide details in your budget notes. | |

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION C : PROPOSAL DESCRIPTION**   1. **Identify the objectives for the project**  |  | | --- | |  |  1. **Outline the programme or itinerary**  |  | | --- | |  |  1. **Describe the long terms benefits of the opportunity for the author including alignment with the author’s or publisher’s international strategy and the potential to leverage from other projects**  |  | | --- | |  | |

|  |  |
| --- | --- |
| **SECTION D: BUDGET**  Please attach a detailed budget including income from other sources and expenditure – travel, freight (if applicable), insurance, etc.  **Important:**  The budget must be realistic, accurate and include all costs and sources of revenue. Please note this fund is to support economy flights only to a market promotional programme and the **maximum grant is NZD$3,000**  **(excl GST) per author.**   |  | | --- | | **Notes on your budget** | |
| **SECTION E: SUPPORT MATERIAL**  **Please attach:**   1. Author’s CV 2. A full budget including income from other sources and all expenditure 3. Written confirmation of the author’s availability for the prescribed dates of the festival, tour etc 4. A letter of invitation to the author from the festival, publisher, agent etc |

**Section F - Declaration**

**Note - please ensure that all team members have read the declaration information below. Submission of a proposal will be deemed as acceptance of the conditions in the declaration**.

Subject to its statutory obligations, Creative New Zealand treats all information in funding applications as confidential. The personal information provided is used solely for the purpose of administering and assessing the application. We hold any personal information in accordance with the Privacy Act 1993 and, in particular, the Privacy Principles contained in that Act. Personal information is stored in a secure environment accessible only by authorised persons for legitimate purposes. You have the right to access your personal information and ask for the information to be updated or corrected where necessary.

If you are offered a grant, one of the conditions is that Creative New Zealand has the right to publish your name, a description of the project, and the amount of funding. We may also include a brief description of your project in our media releases and publications, including on the Creative New Zealand website.

Creative New Zealand is subject to the Official Information Act 1992 and we may have to release information under that Act to third parties if requested. Creative New Zealand is also subject to the requirements of the Public Records Act 2005; this includes seeking permission from the Chief Archivist to destroy records or transfer records to Archives New Zealand.