



NZBA Occasional Assistance Programme

The NZBA invites application from member clubs for assistance with events and activities which will:

- Increase awareness of the art of Bonsai in New Zealand
- Promote public participation in the art of Bonsai in New Zealand
- Raise the standard of Bonsai in New Zealand

Guidelines

Events and Activities

1. Criteria for qualifying events or activities is that they meet one or more of the objectives listed above and that they are proposed, and hosted, by a member club of NZBA.
2. Clubs may submit an application for only one event or activity in any period of 12 months. NZBA will make a determination at its discretion and subject to availability of suitable resources or funding, and the number of applications received in a given period.
3. The event or activity must be a formal club activity, approved by the club members or club committee.

Support

Assistance may be in the form of:

4. **Material support:** NZBA may provide materials in the form of promotional material, brochures or other materials to clubs to support qualifying events or activities, either at cost or at no charge and under such terms and conditions as it deems appropriate.
5. **Organizational support:** NZBA may assist clubs to organize and deliver qualifying events or activities, either at cost or at no charge and under such terms and conditions as it deems appropriate.
6. **Financial support:** NZBA may provide financial support to clubs to support qualifying events or activities, normally in the form of a forgivable loan to assist in covering costs of the event or activity.

NZBA will determine the sum allocated to any activity or event and the terms and conditions of any loan on the basis of the committee's estimation of the Benefit to NZ Bonsai and in

consideration of the contribution of other parties for example in the form of sponsorship or grants in kind.

The maximum amount available will normally be \$400 for events or activities involving visiting demonstrators from Australia and \$2,000 for other international visitors. Financial support for activities involving NZ registered demonstrators is under a separate Travel Grant programme and is limited to \$350.

All applications for financial assistance must include a full budget showing the contributions from NZBA and all other parties. Note that for the purposes of determining surplus and loss, any NZBA loan is not considered part of income but is a loan to help cover costs.

If the event or activity results in a deficit when all costs and returns are accounted, any loan from NZBA will normally be forgiven up to the limit of the loss¹.

If the event or activity results in a break-even when all costs and returns are accounted, any loan from NZBA will normally be repaid in full².

If the event or activity results in a surplus when all costs and returns are accounted, any loan from NZBA will normally be repaid in full together with a share of the surplus proportional to the relative contribution of NZBA to total costs³.

Overseas demonstrators involved in events or activities receiving financial support from NZBA must be approved by the NZBA committee

Events or activities receiving financial support from NZBA must be open to all members of NZBA with agreement through discussion between NZBA and the organizers on the number of places to be made available to NZBA members from outside the organizing group for example at a workshop or at a demonstration.

7. Where appropriate, NZBA will join with the organizers in promoting the event through its newsletter, website, Facebook page, and the Bonsai Times.

Applications

8. Applications for support must be submitted by email or mail to the NZBA Secretary as listed in Bonsai Times and should describe:

The nature of the activity or event

¹ As an example, if total costs are \$10,000, the NZBA loan is \$1,500, and total income is \$9,000, then there is a loss of \$1,000. This amount of the loan is 'forgiven', the recipient club would have to repay \$500 meaning they break even and NZBA subsidises the activity to the extent of \$1,000.

² If total costs are \$10,000, the NZBA loan is \$1,500, and total income is \$10,000, then there is a break-even situation, the recipient club would have to repay the loan of \$1,500 in full meaning they break even and NZBA breaks even.

³ If total costs are \$10,000, the NZBA loan is \$1,500, and income is \$11,000, then the surplus is \$1,000; the club has to repay the \$1,500 loan PLUS 15% of the surplus, ie \$150 meaning they make a surplus of \$850 and NZBA makes a surplus of \$150.

How the activity or event will meet the objectives stated above

The form of the assistance required

Why support from NZBA is required

In the case of a request for financial support, the application must include a full budget as noted above.

9. Applications for support must be lodged with the secretary in sufficient time to allow the activity or event to be effectively organized, and normally at least three months prior to the activity or event. Applicants should bear in mind that three months is unlikely to be sufficient time in the case of activities or event involving international visitors. At its discretion, NZBA may consider applications where organization of the activity or event and provision of support can reasonably be accomplished within a shorter time frame than three months.
10. Within 10 days of submission of an application for assistance the NZBA committee will review the application to ensure that it is complete and that sufficient information has been provided to enable the committee to make a determination on the application. The committee may make a request for further information.

Once the application has been accepted, the NZBA Committee has a further 30 days to process the application and make a determination taking into account the number of applications received in a given period, resources and funding available and previous grants to the club. The applicant will then be informed of the decision and any further conditions.

Reporting

11. Organizers must provide a brief report to the NZBA secretary within one month of the activity or event describing the extent to which the activity or event met the criteria listed in paragraph 1, identifying what worked well and what didn't, and evaluating any demonstrator involved in the event.
12. Unless agreed otherwise, the organizers will write a brief article for Bonsai Times describing the event or activity, acknowledging NZBA support.
13. Organizers must provide NZBA with any resources developed for the activity or event, such as handouts, video clips and the like to be available to members.
14. Where financial support has been provided, a full account of income and expenses for the activity or event, along with any loan repayment and agreed profit share, must be provided to the NZBA secretary within three months of the activity or event.