

Southern Lakes Regional Event Fund *Business Event Incentive Scheme* **Application Guidelines**

Queenstown / Wanaka / Central Otago



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Southern Lakes Regional Event Fund

Business Event Incentive Scheme

Application Guidelines

Introduction – about the Southern Lakes Regional Events Fund

The purpose of the Southern Lakes Regional Events Fund is to stimulate inter and intra regional visitation through funding events that will encourage expenditure missed by international visitor markets. The fund has been set up to support commercial events that maximise economic benefit to the region, optimise the region's assets and venues and drive out of region visitation.

About the Business Events Incentive Scheme (BEIS)

Within the Regional Events Fund, the Southern Lakes Events Investment Panel (SLEIP) has earmarked budget to push conversions for high value business event leads in order to accelerate conference and incentive visitation into the Queenstown, Wanaka and Central Otago regions.

This scheme will be open for applications over two funding rounds in 2021.

Travel cost support of up to \$150 per person for Conference and Incentive groups that meet the criteria below. The first funding round with invitation for applications is from **15 March to 1 April 2021**. During this funding round applications for Business Events visiting the Queenstown, Wanaka and Central Otago regions between **1 April and 31 October 2021** that meet the following criteria will be accepted.

Business Events eligibility and assessment criteria for Applications

- This scheme is applicable only for New Zealand based delegates visiting the regions of Queenstown, Wanaka and Central Otago from other regions in New Zealand.
- Group size of minimum 100pax and above, travelling and attending the programme together
- Minimum stay of 3 nights in the regions covering Queenstown, Wanaka and Central Otago
- Individual delegate travel a few days earlier or later as pre/post are permitted
- Stay for the main Business Event (Conference or Incentive) should be over weekdays (any night except Friday night and Saturday night)
- Stay for the main Business Event (Conference or Incentive) should be outside New Zealand public holidays and school holidays.
- The organisation must have a registered business number

The criteria state that the Business Events Incentive Scheme under the Southern Lakes Regional Events Fund will give priority to events that meet all or the majority of the above.

Eligible organisations and Application Process

Associations, Conference Organisers, Corporate Companies or Incentive Organisers can submit an application form. The Application form can be found [HERE](#). Applications should come from the end-user - Corporate Company or the Organisation that is taking on the financial responsibility to organise and deliver the Business Event. The end-user should apply for the funding in the first instance and funds will be paid directly to the end-user.

All applications will be reviewed by the SLEIP. Once the application is confirmed, a funding agreement will be issued. Once approved, relevant invoices are to be raised post the group's travel with supporting documentation

within 2 weeks. The supporting documentation and information required with the invoice will be specified in the funding agreement.

SLEIP Discretion

The SLEIP reserves the right to:

- Accept or reject any application at its sole discretion
- Change the criteria, parameters, date, timeline or any other aspect of the funding application or decision making process, and to waive any application requirements at its discretion.
- Require applicants to provide additional information if required
- Suspend or cancel the funding process in whole or in part
- Impose conditions on the approval or payment of funding, such as a requirement to generate a certain number of entries for an event.
- Do any other act that it sees fit in relation to the funding process.

APPLY NOW

For Further Information Contact...



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Find out more at...

www.queenstownNZ.nz/event-planning