



Tauranga Western Bay Community Event Fund Funding Agreement Process

Please see below regarding how to view, download, sign, and re-upload your TWBCEF funding agreement.

Downloading the Agreement

1. Log in to SmartyGrants

Login or Register

A free account is required to make an online submission.

Registration gives you secure access to your forms, allowing you to save your progress and resume later.

Log In

Email:

Password:

[Forgotten your password?](#)

By clicking **Log In** you agree to Our Community's [Privacy Policy](#) and [Terms of Use](#).

LOG IN

Register

If you haven't registered or started filling in a form, [register here](#).

2. Enter the email address and password that you applied with.



3. Once logged in, click “My Submissions” at the top of the page.



Logged in: Tane Phillips (tane@tect.org.nz) **My Submissions** Log Out

4. Find your approved application.

My Submissions

[Update Details](#)



Current

Archived

Sort by

Due Date

Search keywords

Advanced search

CD022 - Operating Costs

Submitted, next form available

Owned by Tane Phillips (me)

No due date

Test

No more submissions

5. Click on the application number on the left-hand side of the page.

CD022 - Operating Costs

Submitted, next form available

Owned by Tane Phillips (me)

No due date

Test

***The application number is individual – You would have received this in a confirmation email when you applied.**



6. Click the Adobe PDF icon next to TWBCEF – Agreement.

TWBCEF - Agreement	Not started
No due date	
Last updated on 1:47pm, 14 Dec 2023	

7. The agreement will be downloaded as a PDF. **Print** this and check that all details are correct.
8. **This agreement must be signed by two signatories.**

Uploading the agreement

1. Log back into SmartyGrants [here](#)

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Logged in: Tane Phillips (tane@tect.org.nz) [My Submissions](#) [Log Out](#)

4. Find your approved application.

My Submissions

[Update Details](#) **SmartyFile**
Store it. Share it. Use it

[Current](#) [Archived](#)

Sort by Due Date ⌵ ⬆

[Advanced search](#)

CD022 - Operating Costs

Submitted, next form available ⋮

Owned by Tane Phillips (me) No due date

Test ⌵

No more submissions

5. Click the downward arrow on the right side of the page.

My Submissions

[Update Details](#) **SmartyFile**
Store it. Share it. Use it

[Current](#) [Archived](#)

Sort by Due Date ⌵ ⬆

[Advanced search](#)

CD022 - Operating Costs

Submitted, next form available ⋮

Owned by Tane Phillips (me) No due date

Test ✓



6. Select TWBCEF – Agreement.

CD022 - Operating Costs

Submitted, next form available

Owned by Tane Phillips (me)

No due date

Test

Application Form - Org	Submitted 10:49am, 07 Feb 2023 (NZDT)	Submitted
TWBCEF – Agreement	No due date	Not Started
Funding agreement test	No due date	Not Started

7. Scroll to the bottom of the form and attach the signed agreement to the upload field.

8. Select next page.

Must be at least 1 rows

This agreement must be signed by two signatories and returned prior to any funding being released. Please upload signed document here:

*

Attach a file: No file chosen

Filename 118027612.docx

File size 1.1 MB

SAVE PROGRESS

SAVE AND CLOSE

NEXT PAGE



9. Select submit.

Test – CD022 – Operating Costs

This grant round has now closed. The round closed at 7 February 2023, 8:00am New Zealand Daylight Time.

Review Form

Your form has not been submitted yet. Please review and correct any errors you find.

Click the Submit button when you're ready to submit this form.

← PREVIOUS PAGE	DOWNLOAD PDF	SAVE AND CLOSE	SUBMIT →
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[Event Funding Agreement](#)

[Grant Offer Agreement](#)

Congratulations! We are pleased to confirm that the Tauranga Western Bay Community Events Fund Panel, at their recent meeting approve the grant below.

Organisation name

10. Funding will now be released as per your funding agreement.