

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.

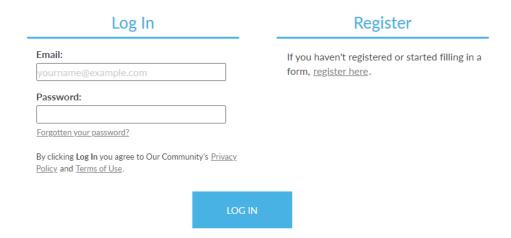
Downloading the Agreement

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.



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

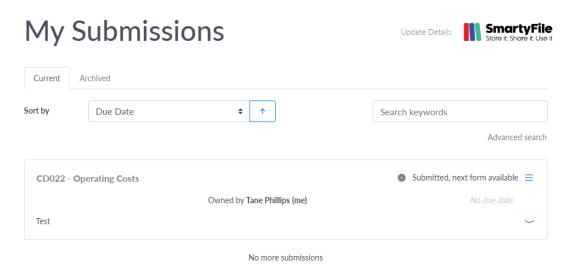


3. Once logged in, click "My Submissions" at the top of the page.



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

4. Find your approved application.



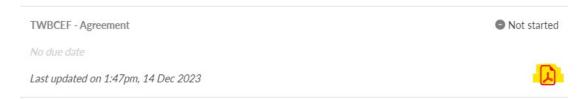
5. Click on the application number on the left-hand side of the page.



*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.



- 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.

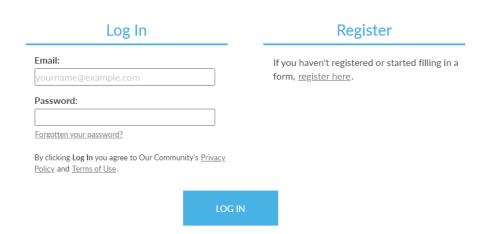
Uploading the agreement

1. Log back into SmartyGrants here

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.



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

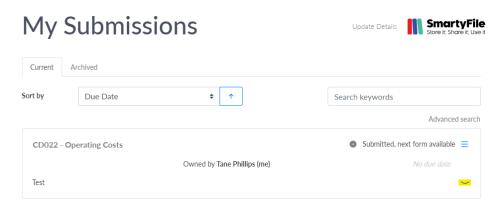


3. Once logged in, click "My Submissions" at the top of the page.



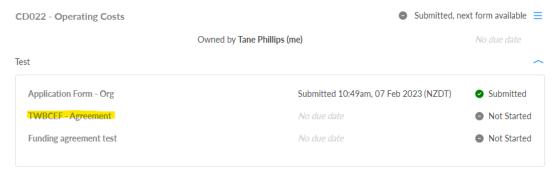
4. Find your approved application.

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





6. Select TWBCEF - Agreement.



- 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:





9. Select submit.

Organisation name

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.

DOWNLOAD PDF SAVE AND CLOSE

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.

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