

**MTNZ**

# **Capital Assistance Fund**



# Capital Assistance Fund

The object for which the Fund has been established is to lend money to societies who are members of Musical Theatre New Zealand to assist them with projects of a capital nature.

# Why is the Fund necessary?

- Most societies will have, sooner or later, a capital requirement involving premises, furniture, lighting and sound equipment or something of that sort, and will require help in the form of either a grant or a loan.
- Some musical theatre groups are limited to whom they can apply too for capital works grants.

# Why is the Fund necessary?

- It is often difficult, sometimes impossible, for some musical theatre groups to satisfy the requirements of a commercial lending institution if they wish to borrow.

# What can Society members use Capital Assistance Fund for?

- Buying, building or converting any premises, whether freehold or held under lease or licence.
- Furnishing or equipping any premises for rehearsal, storage, workshop or production purposes.
- Buying technical equipment.

## **Capital Assistance Fund cannot be used for:**

- Building sets or costumes for productions.
- Expenses for productions ie. director's fees, advertising costs.
- Working capital for productions.

# Who controls the Capital Assistance Fund?

- The Fund is a perpetual trust fund, and the trustee is Musical Theatre NZ itself .
- The Fund's money is kept entirely separate from Musical Theatre NZ's accounts.
- Member societies have the ultimate control of the scheme.

# Who controls the Capital Assistance Fund?

- The Management Team of the Capital Assistance Fund:
  - MTNZ President
  - MTNZ Vice President
  - MTNZ Financial Advisor
  - MTNZ Administrator of the Fund
  - Plus Zone Representative endorsement

# Where does the Fund come from?

- Your audiences will provide it. You can and should raise a small levy from them as part of the cost of their entertainment.
- The levy payable to the Fund by a participating society is five cents a seat.
- It is recommended that you add five cents to your seat prices.

# How does a Society apply for a loan?

- Societies will be asked in the first instance simply to outline to the Management Committee what the project is, how much is already available towards it and how much the Fund is asked to lend.

## How does a Society apply for a loan?

- You will need to fill in application form and send it to the Administrator . All the information required is on the form (ie. Financial statements, quotes from suppliers etc.)
- The Administrator will then circulate it to the Management Committee, then it will be forwarded to the Financial Advisor. The Zone Representative will also be consulted in the process.

## What terms of payment will apply?

- These will vary with the size of the loan and the circumstances of the individual society.
- The maximum amount of a loan is \$20,000.
- Loans must be paid back within a five to seven year period.

# What are the rates of interest ?

- If no contributions have been made, interest will be 5% per annum.
- For each year that contributions have been made during 10 calendar years prior to application, the interest rates reduces by half a per cent, per year.

# What chance has a small Society?

- Every chance. Eligibility for loan assistance is not intended to be in any way proportionate to the size of the levy paid in by the society concerned.
- Most of the current loans are to the mid – smaller societies, rather than the main centres.

# How does a Society join the fund?

- Simply by completing Capital Assistance Fund contribution form available from the MTNZ Administrator or the MTNZ website.

# CAPITAL ASSISTANCE FUND

## 2005 Contribution Form

Enclosed please find a contribution to the Capital Assistance Fund from:

Name of Society.....

**Either:**

1) We presently have a loan from the Fund.

Our contribution is at the rate of five cents per seat sold for our recent production of:

.....

(please note that \$500 is the maximum to be paid annually).

**OR:**

2) We do **not** presently have a loan from the Fund. Our cheque attached for \$..... is based on the rate of five cents per seat sold, for our recent production or productions of:

\_\_\_\_\_

\_\_\_\_\_

There are two payment options –

1. Per production – you make a contribution using this form after each production during the financial year. More forms are available from the administrator's office.
2. Annual contribution – one payment for all the productions of the financial year

Please forward your payment (**cheque made payable to “Capital Assistance Fund” not Musical Theatre NZ**) with this form to:

Box 1413, Wellington

Signed:.....

(President/ Treasurer/Secretary)

# Accountability Report for Musical Theatre NZ- Capital Assistance Fund Loan

## CONTACT DETAILS

Name of Organisation: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## LOAN INFORMATION

When was the loan approved? \_\_\_\_\_

How much was the loan for? \_\_\_\_\_

## PROJECT INFORMATION

What was the project? \_\_\_\_\_

When was the project completed? \_\_\_\_\_

Please list the benefits that have occurred as a result of your project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you think the project was a success and why/why not?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What would you change and/or do differently if you were to repeat the project?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare to the best of my knowledge all information provided in this  
Accountability Report are true and correct.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## Application for Musical Theatre NZ- Capital Assistance Fund Loan

<b>Name of Society</b>	
<b>Address</b>	
<b>Address</b>	
<b>Town/City</b>	
<b>Main Contact Person</b>	
<b>Designation</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>2<sup>nd</sup> Contact Person</b>	
<b>Designation</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>Email</b>	
<b>Approximate Total Cost of Proposal</b>	
<b>Amount Applying for from the Capital Assistance Fund</b>	
<b>Are there any other sources of income for this project?</b>	
<b>Where possible indicate the amounts raised by your own efforts with a breakdown as to methods.</b>	
<b>Repayment structure</b>	Five years      Seven years
<b>Background</b> (Please provide, in full detail, what the Capital Assistance Loan is to be used for)	

<b>Quotations</b>	Please attach formal quotations from suppliers (if possible two quotes but you must supply at least one) outlining cost of equipment, the purpose it is to be used for and price. A complete cost breakdown is also necessary
<b>Supplier</b>	Total Cost: \$ _____
<b>Supplier</b>	Total Cost: \$ _____
<b>Please specify the estimated time by which the project is likely to be completed.</b>	
<b>If the project is for development work please advise whether your premises are leasehold or freehold and details of the lessor where appropriate; and the terms of any lease which could result in the property falling back to the lessor by a given date.</b>	

### **Repayments**

This will be agreed upon between the Society and the Capital Assistance Fund Management team once the loan has been approved.

### **Interest Rates**

If no contributions have been made, interest will be 5% per annum.

For each year that contributions have been made during 10 calendar years prior to application, the interest rates reduces by 1%.

Please check with the MTNZ Administrator regarding contribution status.

### **Annual Accounts**

Please make sure you include a copy of your annual accounts with this application.

Please forward this application with a covering letter on your society letterhead signed by either society President, Treasurer or Secretary to:

The Administrator  
Capital Assistance Fund  
PO Box 1413  
WELLINGTON

If you have any questions regarding this application form, please contact your Zone Representative or any member of the Capital Assistance Fund Management Team.

### **Consent of Audit**

Musical Theatre New Zealand is subject to an annual audit. The Capital Assistance Fund is also subject to an annual audit. Therefore we require the following Consent of Audit to be signed by all applicants for funds:

#### CONSENT OF AUDIT

- *We agree to comply with requests from an Auditor of Musical Theatre New Zealand for additional information, in relation to how monies received by this society have been spent.*
- *We also agree that Musical Theatre New Zealand may direct an audit or inspection of the books, accounts or data systems in which the monies have been deposited by a Chartered Accountant in public practice.*

We agree that an audit or inspection will be carried out in a manner approved by the Auditors, within the time frame specified by the Auditors. The society shall pay for such an audit.

Signature of Secretary

Attach Common Seal if Incorporated