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**Roles Funding Contract Initiation Form**

***Please note: NZ On Air will begin drafting your funding contract once we receive both this***

***form, platform confirmations of your rights and completed necessary attachments from you. We aim to have a draft contract back to you within 20 working days of receiving your initiation, provided all the information from you is complete and correct.***

**Full Legal Name of your Company:**

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**Location of Company’s Registered Office (City Only):**

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**Necessary Attachments to go with the below form:**

□ **Employment agreement** *(This* ***must*** *include all clauses outlined in Schedule 8 of our* [*Roles Funding Agreement*](https://d3r9t6niqlb7tz.cloudfront.net/media/documents/NZOA_PIJF_Roles_Funding_Agreement_Employee_C6lICDQ.pdf) *template and Appendix B of your letter of offer)*

□ [**Roles Budget**](https://www.nzonair.govt.nz/documents/778/PIJF_Roles_Budget_Template.xlsx)

□ If applicable, **a completed reporting requirements spreadsheet**, found [here](https://www.nzonair.govt.nz/documents/730/Online_Content_Statistics_Reporting_Template.xlsx)

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| **Producer Contact Details** |
| **Main contact person** |  |
| **Email address** |  |
| **Physical Address** | *(Please ensure you put correct postal code for both addresses)* |
| **Postal Address** |  |
| **Phone *(landline & mobile)*** |  |
| **Bank Account number:** |  |

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| **Role Details** |
| **Role title** |  |
| **Role Type** | Employee/Contractor *(delete one)* |
| **Name**  | *(of the person filling the role)* |
| **Salary** |  |
| **Term of Employment** |  |

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| **If your role is content producing:** |
| **Primary platform** | (name of the platform) |
| **Estimated reach** | (for example previous programme ratings, website reach, circulation) |
| **Type of content** | e.g. stand alone website, articles, audio features, magazine content |
| **Number of Stories (please state time period e.g. per week, per month)** |  |
| **Duration/word count (either per story or total)** |  |
| **Expected story dates (if applicable)** |  |

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| **Budget & Funding Details** |
| **Budgeted Costs**  | Budgeted Cash Costs |  |
|  | Budgeted Non-Cash Costs  |  |
|  | **Total Budgeted Costs** |  |
| **Funding** | NZ On Air Funding  |  |
|  | Producer/Primary Platform Funding |  |
|  | Additional Funding |  |
|  | **Total Funding** |  |

**Insurance:**

Do you have, or are you planning to get, any insurance specifically for the production of this funded content?

□ **No** (Please note that the funding agreement will require you to have Insurance cover as is prudent. It is not necessary to have project-specific insurance but we do expect you to at least have various blanket insurance agreements which will cover some risks)

□ **Yes** *(Please write list of insurance types you have or are planning to get below)*

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