

Welcome and thanks for applying!

* indicates a required field

We are here for you

Your experience applying for Arts Event funding matters to us.

We understand that applying for funding can feel overwhelming, particularly if this is your first time applying. You are encouraged to contact the Community Development team if you'd like support completing the application, understanding eligibility requirements, or would like us to review your application before submitting.

Please contact us by phone on 06 356 8199 or email: communityfunding@pncc.govt.nz

Before you begin, here's a checklist of information and documents to have on hand to help complete your application:

- ☐ For organisations - your NZ Business number (NZBN) or NZ Charity Registration number (CRN)
- ☐ For local communities - your umbrella organisation's details and agreement to support your application
- ☐ Quotes for expenses over \$500
- ☐ Your Marketing plan
- ☐ Your Venue's booking confirmation form (if applicable)
- ☐ Letters of support
- ☐ Other documents, images or media to support your application

We're looking for events that

- **celebrate, showcase or develop arts, culture and creativity**
- **promote cultural vibrancy and arts participation**
- **promote Palmerston North as a place to visit and stay**
- **showcase Palmerston North's unique story**
- **generate positive media coverage for the city and region.**

We're interested in events that will

- boost our city's reputation
- create positive outcomes for our community now
- continue to positively influence and benefit our community after they're finished
- contribute to a diverse range of events across the region
- help us to achieve our city's four goals of [Council's strategic direction](#).

We'll support you with

Operational costs for your event including:

- event delivery
- production
- marketing
- equipment hire

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- venue hire
- salaries, wages or professional fees
- travel & accommodation costs to bring artists, judges or organisers to Palmerston North.

See the [Support and Funding Policy](#) and [Guidelines](#) for more information on funding criteria, eligibility and costs supported.

We want to grow the capability and capacity of our city's arts event organisers

We plan to offer workshops on event management and marketing. Successful applicants will receive first option to attend these training opportunities.

Not sure if this is the right fund?

Fill out a [Community Funding enquiry form](#). We will get back to you with advice on the right fund for your project.

Are you who we are looking for?

- We are either a registered company, an incorporated society, or trust, or
- a local community with an umbrella organisation willing to take responsibility for the funding application.
- We are in the final stages of planning an arts event.
- Our public-facing arts event will take place in Palmerston North (wider Manawatū will also be considered).
- We have read and understood the programme guidelines.
- Our organisation, community or umbrella organisation does not owe any outstanding reports or money to Palmerston North City Council as a result of previous funding or grants.

Please confirm that all statements above are true and correct *

☐ Yes

We take your privacy seriously

The personal information **Palmerston North City Council** collects may include your name, addresses, email address, telephone numbers, information on your use of our services or facilities and any other information provided by you in connection with, or specifically related to your communications with us or, your use of our services or facilities.

Collecting your information

- We may collect personal information about you when you or someone acting on your behalf provides information to us directly.
- We may collect personal information about you from other organisations, entities or persons.
- When you visit one of our websites, we may use technology solutions such as “cookies” to provide you with better access to tailored information and services on the websites and to better serve you when you return to them.
- Our internet service providers may also make a record of your visit and log information for statistical purposes. This information is only analysed on a bulk basis for broad demographic content. Individual use is not analysed. We do not attempt to identify

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users or their browsing activities unless they choose to give us personal information while using our website.

For more information on the council's privacy policy, see our [privacy statement](#).

I can confirm I have read and understood the privacy statement and agree to its terms *

☐ Yes

Conflicts of interest

All known conflicts of interest (whether actual, potential or perceived) must be declared. Council officers involved in the funding process are also required to declare any conflicts of interest.

Are there any Palmerston North City Council staff members or elected members in your organisation? *

☐ Yes

☐ No

If yes, please provide details

Are you aware of any other conflicts of interest which could affect this proposal? *

☐ Yes

☐ No

If yes, please provide details

We'd like your help

If your application is successful, we'd like your help to promote the Arts Event Fund.

As part of your report back to Council on the outcome of your project, we'd like you to include up to 10 high quality photos of your event or activity, in both landscape (horizontal) and portrait (vertical) form.

Any good quality video footage you have would also be great to add.

We may include some of this content in our funding outcome reports to our Elected Members, or to showcase some of the projects to ratepayers, and share with the community how their funding is positively contributing to arts and culture in our city.

Would you be happy to help with promotion? *

☐ Yes

☐ No

☐ Other:

Applicant Details

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* indicates a required field

Who is applying?

I am applying on behalf of *

- ☐ my registered company, incorporated society or trust
- ☐ my local community operating under the umbrella of another organisation

Applicant name and contact

Registered companies, incorporated societies and trusts please enter:

- your Organisation Name (they are the Applicant)
- your name as the Applicant Project Contact
- your position in the Company or Organisation
- company address and contact details
- the NZ Business Number or NZ Charity Registration Number of your company or organisation.

For local communities please enter:

- your name (you are the Applicant)
- your community's name or brief description
- your address and contact details
- your Umbrella Organisation's details in the next section.

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Community Name - for communities applying

Applicant Project Contact

Title First Name Last Name

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Applicant Position in organisation

Applicant Address *

Address

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Address Line 1, Suburb, Town/City, Postcode, and Country are required.

Applicant Contact Phone Number *

Must be a New Zealand phone number.

Applicant Contact Email *

Must be an email address.

Applicant Website

Must be a URL.

Applicant NZBN

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly.

Applicant NZ Charity Registration Number (CRN)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone

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Fax
Email
Website
Date Registered

Must be formatted correctly.

Umbrella Organisation

* indicates a required field

Umbrella Organisation details

An umbrella organisation is an established organisation that is willing to oversee and monitor the use of grants made to unregistered groups.

The roles and responsibilities of an umbrella organisation are:

- To receive and hold the grant on behalf of a successful applicant.
- To pay out the funds as required by the successful applicant.
- To pay out the funds in line with the purpose of the event for which funding was awarded.
- To endorse accountability reports on the event.
- To repay any unspent funds to the Palmerston North City Council.

The responsibilities of the successful applicant operating under an umbrella organisation are:

- To keep the umbrella organisation informed of the status of the event.
- To provide the umbrella organisation with access to the event if requested.
- To provide the umbrella organisation with appropriate accountability forms for endorsement prior to submitting to the Palmerston North City Council.

Organisation Name *

Organisation Name

NZBN

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information

NZBN

Entity Name

Registration Date

Entity Status

Entity Type

Registered Address

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Office Address

Must be formatted correctly.

NZ Charity Registration Number (CRN)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information

Charity Registration

Number

Organisation Name

Other Names

Status

Street Address

Postal Address

Telephone

Fax

Email

Website

Date Registered

Must be formatted correctly.

Umbrella organisation contact person *

Title First Name Last Name

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Position in organisation *

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Contact Phone Number *

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Must be a New Zealand phone number.

Contact Email *

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Must be an email address.

The umbrella organisation contact person named above must agree to the following *

- ☐ I agree to act for the applicant in receiving and monitoring the use of a grant from Palmerston North City Council's Arts Event Fund.
- ☐ I understand the description of the roles and responsibilities of an umbrella organisation as described above.
- ☐ I have authority to commit to this role on behalf of this umbrella organisation.

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Arts Event Information

* indicates a required field

Tell us about your event

This is your opportunity to introduce your event and share what makes it special. We'd love to learn about what you're planning, who it's for, the difference you hope it will make, and how Arts Event Fund support will help bring it to life. Please provide as much detail as you can so we can appreciate the value your event will bring to Palmerston North and its communities.

Event details

Event Name *

Event start date *

Must be a date.
Cannot start before Monday 13 July 2026

Event end date *

Must be a date.
The event must be completed within 12 months of funding being approved.

Location of event *

Address

Address Line 1, Suburb, and Town/City are required.
If over several sites choose one and include details of all locations in the event summary description

Have you confirmed venue availability and requirements with the owner? *

☐ Yes ☐ No

This includes PNCC if the event is on public grounds or road closures are required.

Is there a cost to attendees or participants? *

☐ Yes ☐ No

If yes, ensure you include the figures in your budget

Art form

Please select the art form or cultural arts practice of your event *

☐ Craft/object art

☐ Ngā toi Māori

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- ☐ Dance
- ☐ Inter-arts
- ☐ Literature
- ☐ Music

- ☐ Pacific arts
- ☐ Multi-artform (including Film)
- ☐ Theatre
- ☐ Other:

At least 1 choice must be selected.

Event description

Please describe your event and why the funding is needed. *

Word count:

Is this a new or existing event? *

- ☐ New
- ☐ Existing

Event Development

How is your event growing or developing?

Event outcomes

What outcomes are you hoping to achieve and how will you measure them? *

Please explain what success looks like for your event and what impact you hope it will have. Examples: Visitor attraction, community participation in the arts, raising city profile, economic activity, cultural outcomes

Contributing to our City's goals

Our City has a vision to make the most of all the benefits of a small city, whilst offering our citizens and the region big city opportunities.

Our goal is for Palmerston North to be recognised for its great quality of life, while at the same time build our reputation as a creative and exciting place to live, work, play and visit.

When thinking about your event, what strategic goals do you share with Palmerston North City Council? *

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- ☐ Goal 1: An innovative and growing city
- ☐ Goal 2: A creative and exciting city
- ☐ Goal 3: A connected and safe community
- ☐ Goal 4: A sustainable and resilient city

For details of the Council goals and outcomes see the Council's Strategic Direction [here](#)

How will your event contribute to helping us achieve at least one of the city goals? *

Your event should contribute towards outcomes to achieve Goal 1 and 2 of Council's strategic direction.

Economic Outcomes

* indicates a required field

Our Arts Event Fund supports arts events that attract participants and audiences from outside Palmerston North and the Manawatū.

These visitors can bring valuable economic benefits by spending money in local businesses and encouraging future visits to the city. The following questions help us understand the broader impact your event may have on Palmerston North's economy, alongside its arts, cultural and community benefits.

How many people are helping to create your event?

- **Active participants** are the people involved in creating and presenting the performance or running and attending the competition.
- Please include paid staff, performers, competition judges and volunteers in your number.

Number of active project participants *

Must be a number.

How many people do you estimate will attend?

- **Viewers or audience members** are the people who come to see the event.
- Please tell us how many people you realistically expect to reach, taking into account the size and nature of your event. Consider factors such as venue capacity, past attendance at similar events, and your planned promotion.
- Estimate the percentage of visitors you expect to attend from outside Palmerston North and the Manawatū.

Number of people expected to attend *

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Must be a number.

Estimated percentage of visitors from outside Palmerston North and the Manawātū *

Must be a number.

How long will visitors stay?

- We would like you to estimate the average length of stay or visitor nights your event will generate.
- This can include hotels, motels, Airbnb's, holiday parks, or visitors staying with friends or family.

Estimated average length of stay *

Event Performance Measures

Please note we would like you to provide the following information after your event has happened, in the acquittal report:

- 1.Event economic data that includes:
 - total number of participants & demographics
 - total number of attendees & demographics
 - percentage of local and out of region visitors
 - where visitors are coming from
 - average length of stay or visitor nights
 - estimated daily visitor spend
- 2.Feedback from attendees on their experience of the event.
- 3.Feedback from performers and/or others involved in organising the event.
- 4.Description of how well your intended outcomes were achieved.
- 5.A final budget showing projected and actual costs and income.

Do you agree to report all of the above information after your event has happened? *

☐ Yes

Budget

* indicates a required field

Tell us about your event budget

You're welcome to upload your detailed event budget in the **Supporting Information** section later in this application to give us a complete picture of your project. However, to help us assess your application consistently and meet our reporting requirements, we also

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ask that you enter a summary of your expected income and expenses in the tables below. This information helps us understand how your event will be funded and how Arts Event Fund support will contribute to its success.

GST status

Are you GST registered? *

- ☐ Yes - Do NOT include GST in your budget
☐ No - Include GST in your budget

Expenditure

Please outline your project expenses below.

Remember to include support in kind (like donated materials) and volunteer hours (number of hours and estimated cost/value per hour).

If you have quotes (recommended for items over \$500) please upload these in the supporting information section below.

The [Arts Event fund guidelines](#) list the kinds of costs that are eligible and ineligible for funding.

Press the + button or 'add more' to include more rows.

Expenditure Description	Amount	Quotes (\$500.00 and over)	Comments
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Total Expenditure Amount *

This number/amount is calculated.

Income

Please tell us about all other income you expect for your event, **do not** include the funding you are requesting from the Arts Event Fund.

The other income could include any other grants you've applied for, sponsorships, donations, ticket sales, fundraising, or your own contribution.

Even if the income is not confirmed yet, please list it.

This helps us see the full funding picture for your event.

Income Description	Amount	Is this funding confirmed?

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Total Income Amount *

This number/amount is calculated.

Total Project Cost *

This number/amount is calculated.

Total Amount Requested *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Event planning requirements

* indicates a required field

The following information helps us understand how you'll deliver a safe, well-promoted and environmentally responsible event.

Keeping your event safe

All event organisers have a duty of care under the [Health and Safety at Work Act 2015](#) to help keep workers, volunteers, contractors, subcontractors, participants, attendees and the wider public safe. Even if your event runs for only a day or a weekend, it is considered a workplace under the Act and must be planned and managed accordingly.

Events often involve several organisations working together in the same place, so it is important that everyone communicates and coordinates their activities to identify and manage risks. Because every event is different, careful planning before your event is one of the most effective ways to create a safe experience for everyone involved.

By submitting this application, you are confirming that you understand your responsibilities under the **Health and Safety at Work Act 2015** and will take all reasonably practicable steps to meet your duty of care when planning and delivering your event.

If you have already confirmed your venue, please upload a copy of your signed venue booking confirmation. This helps demonstrate that appropriate venue arrangements are in place. If your venue has not yet been confirmed, you may provide the booking confirmation once it becomes available.

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Venue booking confirmation (if available)

Attach a file:

If you have confirmed your venue, please upload a copy of the signed booking confirmation or venue hire agreement. If your venue has not yet been confirmed, you can provide this later before your event proceeds.

Please confirm the following: *

☐ I understand my responsibilities under the Health and Safety at Work Act 2015 and agree to meet my duty of care in planning and delivering this event.

Reducing waste at your event

Creating a successful event also means looking after the environment. If your event is held on Council land or receives Palmerston North City Council funding, you'll need to comply with Council's [Waste Management and Minimisation Bylaw](#) and take reasonable steps to reduce the amount of waste your event generates.

Simple actions can make a big difference. We encourage you to plan ahead, reduce unnecessary packaging, work with food vendors and stallholders to use reusable, recyclable or compostable packaging wherever practical, provide clearly labelled rubbish and recycling bins, and make it easy for attendees to recycle correctly. Good waste management creates a cleaner, safer event and helps protect our environment.

If you're planning an event on Council land, waste stations are available for hire, and our Waste Minimisation Officer can provide advice to help you reduce waste and recycle effectively.

Helpful resources

- [Reducing Waste at Your Event](#)
- [Event Waste Management Terms and Conditions](#)

Please confirm the following: *

☐ I have read and understood Palmerston North City Council's Event Waste Management requirements and agree to manage waste and recycling at my event in accordance with these requirements.

Marketing your event

You know how to deliver a great event but how will you get people to come? To help us understand how you will promote your event to your intended audience, please upload a copy of your Event Marketing Plan.

The Event Marketing Plan should include:

- Objective – what success looks like
- Audience – who you want to reach
- Hook / key message – why they should come
- Channels – where you'll reach them
- Timeline – what you'll do when
- Budget/resources – what you can invest
- Measures of success – how you'll know it worked

Please upload your plan *

Attach a file:

Supporting Information

Upload additional information

If you have any additional material you would like us to refer to, please use the File Upload below. Keep using the Upload new file button for each additional item.

Examples of additional material are:

- run sheet or programme details of your event; or
- details of your project;
- a detailed budget;
- additional quotes for items in the budget;
- letters of support for your event or project.

New Question

Attach a file:

Terms of agreement and declaration

* indicates a required field

Terms of agreement

You will only be bound by these terms if your application is successful.

1. In accepting the offer of funding from the Palmerston North City Council, the applicant agrees to:

- complete the initiative as outlined in the application (or request permission in writing from the Council for any change to the initiative)
- use the grant money for the expenses identified in the success letter
- return any unspent funds
- operate in an open and publicly transparent manner
- manage the project in a financially prudent manner with full, up to date and accurate records
- keep invoices/receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or initiative conducted by Palmerston North City Council
- contact the Council to let them know of any public event or presentation that is funded by the Palmerston North City Council
- positively acknowledge the support of the Palmerston North City Council in all relevant media and promotional activities, including incorporation of Council's logo in line with the provided identity guidelines.

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- give permission for the applicant's name, brief details about the initiative, and the amount of the grant to be made available to the public.
- undertake that the applicant has obtained the consent of all people involved to provide these details and the applicant has the right to have access to this information. This consent is given in accordance with the Privacy Act 2020.
- ensure that service delivery adheres to legislative requirements, including requirements under the Children's Act 2014, Health and Safety at Work Act 2015, and Employment Relations Act 2000.
- complete and return a written report no later than two months following the initiative. The applicant understands the information given in the initiative result form will be referred to if the applicant applies for further funding.
- notify the Council of any changes to office holders of the organisation, or changes to the organisation's address or other contact details, should this occur before the applicant return the final report.

2. Palmerston North City Council shall not be liable for any loss or damage incurred or sustained by the applicant, or any of its employees, agents, contractors, customers or volunteers.

3. Representatives of both parties to this agreement will discuss any issues relating to the achievement or non-achievement of the expectations outlined in the agreement. If either party identifies any issues, such discussions will take place as soon as practical.

4. No alteration to, deletion from, or amendment to, any of the provisions of this agreement shall be binding on the parties unless both parties agree, and this agreement is recorded in writing.

5. Palmerston North City Council may terminate this agreement, with two months written notice, where it considers there are serious performance problems against the expectations outlined in this agreement.

6. In the event that the applicant fails to comply with these terms of agreement, Palmerston North City Council is entitled to terminate the agreement immediately. In the event of termination the applicant is required to repay the grant money to Palmerston North City Council.

7. Council has policies to make funded events safe and healthy for our communities, please review the following policies and ensure your event complies where relevant:

[Sun protection policy – PNCC](#)

[auahi-kore-smokefree-and-vapefree-policy-2020.pdf \(pncc.govt.nz\)](#)

I certify to the best of my knowledge the information provided in this application is true and correct, and I understand if the application organisation is approved for this grant we will be required to accept the terms and conditions. *

☐ Yes

Name *

Title

First Name

Last Name

Position

Phone Number

Must be a New Zealand phone number.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

Please indicate how you found the online application process:

- ☐ Very Easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very Difficult

How many minutes in total did it take you to complete this application?

Must be a number.

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.