

Arts Event Fund 2024-2025

Form Preview

Arts Event Fund

* indicates a required field

Purpose of the fund

Through the Arts Event Fund, Palmerston North City Council will invest in events that contribute to Council's vision for the City, in particular, Goal Two: A creative and exciting city. Council recognises the opportunities that arise from hosting significant events in Palmerston North, both in terms of economic growth and in developing the city as an arts powerhouse.

To be considered for funding, the event must:

- Have the arts as a central focus.
- Be of significant regional, national or international importance.
- Be accessible to the community.
- Positively profile the city of Palmerston North; and
- Provide an economic benefit for Palmerston North.

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

For help, contact Cindy Nguyen at communityfunding@pncc.govt.nz or 06 356 8199.

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.

Primary Contact

Applicant *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant Primary Phone Number *

Must be a New Zealand phone number.

Applicant Primary Email *

Must be an email address.

Applicant Position in organisation *

Group Details

Full Name of Group *
Organisation Name

Arts Event Fund 2024-2025

Form Preview

Primary Address *

Address

Primary Phone Number *

Must be a New Zealand phone number.

Primary Email *

Must be an email address.

Is your group a registered organisation? *

- Yes
 No

Organisation details

What is your organisation's legal status? *

Eg registered incorporated society; charitable trust

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

Arts Event Fund 2024-2025

Form Preview

Date Registered

Must be formatted correctly.

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.

GST Number (if applicable)

Umbrella organisation consent

An umbrella organisation is an established, registered 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 community group.
- To pay out the funds as required by the community group.
- To pay out the funds in line with the purpose of the project for which funding was awarded.
- To endorse accountability reports on the project.
- To repay any unspent funds to the Palmerston North City Council.

Full name of umbrella organisation

Phone Number

Must be a New Zealand phone number.

Email

Must be an email address.

Arts Event Fund 2024-2025

Form Preview

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.

NZBN (if applicable)

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

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NZBN
Entity Name
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Entity Type
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GST Number (if applicable)

Conflict of Interest

Arts Event Fund 2024-2025

Form Preview

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

Please provide their names

Financial Statement

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves that are not being used for this project, you should include your reserves statement or policy.

Upload your group's latest financial statement *

Attach a file:

Grant Referral

Have you been referred to this grant? *

- Yes
- No

What was your application number?

Project name *

Brief description of project *

Venue and suburb or town *

Start date *

a date

Finish date *

Arts Event Fund 2024-2025

Form Preview

a date

**Number of viewers/
audience members ***

Must be a number.

Art Form

Artform or cultural arts practice *

- | | |
|---|---|
| <input type="checkbox"/> Craft/object art | <input type="checkbox"/> Pacific arts |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Multi-artform (Including film) |
| <input type="checkbox"/> Inter-arts | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Visual Arts |
| <input type="checkbox"/> Music | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Ngā toi Māori | |

Project details

Who is involved in the delivery of the event? *

Who are the stakeholders involved in the event? *

How are they involved?

How is this providing economic benefit to Palmerston North? *

For example, the number of bed nights, meals out likely to be booked by participants and attendees.

The budget

Are you GST registered? *

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

Project costs

Arts Event Fund 2024-2025

Form Preview

Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.

Item e.g. hall hire **Detail e.g. 3 days' hire at \$100 per day** **Amount e.g. \$300**

Item e.g. hall hire	Detail e.g. 3 days' hire at \$100 per day	Amount e.g. \$300
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Total costs

\$

This number/amount is calculated.

Project income

Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising.

Income e.g. ticket sales **Detail e.g. 250 tickets at \$15 per ticket** **Amount e.g. \$3,750**

Income e.g. ticket sales	Detail e.g. 250 tickets at \$15 per ticket	Amount e.g. \$3,750
		\$
		\$
		\$
		\$
		\$
		\$

Total income

\$

This number/amount is calculated.

Budget summary

Costs less income (this is the maximum amount you can request from the Arts Event Fund) *

\$

This number/amount is calculated.

Amount you are requesting from the Arts Event Fund *

Arts Event Fund 2024-2025

Form Preview

\$

a dollar amount
A dollar amount

Other financial information

Tell us about any other funding you have applied for or received for this project.

Date applied	Who to	How much	Confirmed
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Must be a dollar amount.	<input type="text"/>

Supporting information

If you have any additional material you would like us to refer to, please enter it below. This is not a requirement.

File upload

Attach a file:

Free text

Promotion

A marketing plan shows how you will promote your event to the public.

Attach a file:

Describe your event marketing plan

Health and safety and waste minimisation

Arts Event Fund 2024-2025

Form Preview

We need to make sure that events funded by PNCC are safe for all attendees. Depending on the nature and size of your event, you may need a formal health and safety plan. This plan should cover the hazards and risks of an event, including things such as traffic management, recycling and waste minimisation, healthy beverages, sun protection, and first aid.

Please download the Council's template for Health and Safety plan [here](#).

Please upload your health and safety plan

Attach a file:

Comments

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.
- give permission for my/our name, brief details about the initiative, and the amount of the grant to be made available to the public
- ensure that service delivery adheres to legislative requirements, including requirements under the Vulnerable Children Act 2014, Health and Safety Act 2015, and Employment Relations Act 2020.
- complete and return a written report no later than two months following the initiative. I/we understand the information given in the initiative result form will be referred to if I/we apply 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 I/we return the final report.

Arts Event Fund 2024-2025

Form Preview

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:

[healthy-beverage-policy-2017.pdf \(pncc.govt.nz\)](#)

[Sun protection policy - PNCC](#)

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

Do you accept the terms of agreement outlined above? *

Yes

Declaration

You must agree to the below statements before submitting your application: *

- I have authority to commit to the following conditions on behalf of the applicant group.
- I understand that we cannot receive further funds from Palmerston North City Council for the same project if this application is successful.
- I understand that the Palmerston North City Council is bound by the Local Government Official Information and Meetings Act 1987.
- I consent to Palmerston North City Council recording the details provided in this application and retaining and using these details for considering the application.
- I have obtained the consent of all people involved to provide any personal contact details in this application. I understand that I have the right to access this information. This consent is given in accordance with the Privacy Act 2020.
- I authorise Palmerston North City Council to seek such information as they may require to complete the consideration of this application.
- I declare that the information provided in this application is correct and true to the best of my knowledge.

Name *

First Name

Last Name

