

Celebrating Communities Fund 2019

Form Preview

Celebrating Communities Fund

* indicates a required field

Purpose of the fund

The Celebrating Communities Fund supports events with the following outcomes:

- Geographic communities are able to celebrate their strengths and share them with the city.
- Communities of interest are able to celebrate their strengths and share them with the city.

Events are defined as gatherings of a celebratory, educational, competitive, commemorative or exhibitiv nature. Events should be locally significant, of special interest to the people of Palmerston North, and enhance community well-being.

See the [Celebrating Communities Fund guidelines](#) for more information.

For help, contact Brooke Carter 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.

Group details

Full name of group *

Organisation Name

Postal address

Address

Any, but at least one field is required.

Is your group a registered organisation?

Yes

No

What is your organisation's legal status? *

Eg registered incorporated society; charitable trust

Charities Commission registration number (if applicable)

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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.

| 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)

Primary contact person

Name *

First Name

Last Name

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Position in organisation

Phone *

Must be a New Zealand phone number.

Email *

Must be an email address.

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

Please provide their names *

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

Yes

No

Please describe *

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.

Umbrella organisation name

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Organisation Name

Phone

Must be a New Zealand phone number.

Email

Must be a valid email address.

Charities Commission registration number (if applicable)

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|--|
| 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 |
| Registration Date |
| Entity Status |
| Entity Type |

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Registered Address

Office Address

Must be formatted correctly.

GST number (if applicable)

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

- I agree to act for the applicant group in receiving and monitoring the use of a grant from the Palmerston North City Council Celebrating Communities 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.

Event details

Name of event

Briefly describe your event

Event venue(s)

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.

Start date

Must be a date.

Applications must be submitted at least two months prior to the event date.

End date

Must be a date.

Estimated attendance

Must be a number.

Will the event cost anything for people to attend?

Yes

No

This includes any activity charges as well as admission costs.

Please describe any costs to attendees

Event outcomes

This section is for you to describe the aims of the event, and provide details about how it will run.

Describe what you want the event to achieve *

What are the the expected benefits/outcomes for participants or others?

Which communities will benefit from your event? *

A community can be geographic (eg a neighbourhood) or a community with a common background or interest.

What will happen on the day? *

List the specific activities that will take place.

Are there any other stakeholders involved in the event? *

List any community groups, government agencies, businesses etc who are involved in this event.

Promotion

Events supported by the Celebrating Communities Fund should be open and accessible. A marketing plan shows how you will promote your event to the public.

If you already have a marketing plan, upload it here. Otherwise you can use the text box below.

Attach a file:

Describe your event marketing plan

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Health and safety and waste minimisation

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 like traffic management, recycling and waste minimisation, healthy beverages, sun protection, and first aid.

Please upload your health and safety plan

Attach a file:

Comments

Event budget

Are you GST registered? *

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

If you already have an Excel budget for this event, please upload it here. Otherwise, you are welcome to fill out the budget template below.

File upload

Attach a file:

Must be an Excel file.

Expenditure

Please set out the costs for the entire project in the table 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 \$1,000) please upload these in the supporting information section below.

The [Celebrating Communities Fund guidelines](#) list the kinds of costs that are eligible and ineligible for funding.

| Item | Amount | Do you want PNCC to fund this item? |
|------|--------|-------------------------------------|
| | \$ | |
| | | |
| | | |

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| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

Total expenditure amount

\$

This number/amount is calculated.

Income

Work out the income for the entire project in the below table. It's rare for us to fund whole projects, so think about where else you will access funds. Remember to include support in kind as listed in your expenditure table above.

The average Celebrating Communities Fund grant is \$3,500, with past grants ranging from \$500 to \$15,000.

| Source of income | Amount | Confirmed? |
|---|-------------------------|----------------------|
| PNCC Celebrating Communities Fund grant | \$ <input type="text"/> | <input type="text"/> |
| | | |
| | | |
| | | |
| | | |
| | | |

Total income amount

\$

This number/amount is calculated.

Expenditure - income

This box should display '0.00' to show the income and expenditure is balanced:

This number/amount is calculated.

If the box shows a positive number, you need to add or request extra income or cut down your expenditure.

Please confirm the total amount you are requesting from the Celebrating Communities Fund *

\$

Must be a dollar amount.

Are you seeking funding from other sources for this event? *

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Yes

No

Please provide details of other funding you have requested for this event.

| Funder | Amount requested | Confirmed? | Decision date |
|--------|--------------------------|------------|---------------|
| | \$ | | |
| | | | |
| | | | |
| | Must be a dollar amount. | | |

Supporting information

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

File upload

Attach a file:

Free text

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 project as outlined in the application (or request permission in writing from the Council for any change to the project)
- 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 event 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
- give permission for my/our name, brief details about the event, and the amount of the grant to be made available to the public

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- 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 2015
- establish a risk management plan for the event, including compliance with health and safety regulations (including provision for spectator safety and roading issues)
- complete and return a written report no later than three months following the event. I/ we understand the information given in the project 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.

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.

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 1993.
- 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.

Your name: *

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First Name

Last Name