

# Community-Led Initiatives Fund 2024-25

## Form Preview

### Introduction

#### Purpose of the fund

To provide communities with the resources to deliver their own small to medium scale community-led initiatives, including events and projects, that will primarily benefit Palmerston North communities of identity, place, or interest.

This fund is to support initiatives provided by the community for the community. It gives Council flexibility to support community-led initiatives as they emerge.

See the [Guidelines](#) for more information.

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

**We strongly recommend that you discuss your application with us before submitting it.** Contact Cindy Nguyen at [communityfunding@pncc.govt.nz](mailto:communityfunding@pncc.govt.nz) or 06 356 8199 to set up a meeting.

#### 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.

### Organisation Details

\* indicates a required field

#### Organisation details

**Full name of organisation \***

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? \***

For example, registered incorporated society; charitable trust; social enterprise.

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### Charities Commission registration number (if applicable)

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 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 initiative for which funding was awarded.
- To endorse accountability reports on the initiative.
- To repay any unspent funds to the Palmerston North City Council.

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

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

### **Umbrella organisation name**

Organisation Name

### **Phone**

Must be a New Zealand phone number.

### **Email**

Must be a valid email address.

### **Charities Commission Registration Number (if applicable)**

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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### 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)

### 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 Community-Led Initiatives 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.

## Funding Criteria

\* indicates a required field

### Community-Led Initiatives Fund criteria

#### Which of the following goals do you align with?

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

#### Please identify the community of identity, place, or interest that your initiative will primarily benefit: \*

Eg. the Niuean community, the neighbourhood of Roslyn, the photography club,...

#### Please identify any priority community or communities that your initiative will benefit: \*

- ☐ Māori;
- ☐ Pasifika;
- ☐ Ethnic communities;
- ☐ People of refugee background;
- ☐ People with disabilities;
- ☐ Children and young people;

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- ☐ Older people;
- ☐ Rainbow communities

### Initiative details

Please identify your initiative as an event or a project.

- Events are one-off gatherings, which are celebratory, educational, competitive, commemorative or exhibitive by nature. This fund is not intended for arts or sports events.
- Projects, or programmes, are a set of planned tasks or activities that have a defined time-frame for completion. Projects that are new and unique to Palmerston North, or which might otherwise not be achieved, will be prioritised for this funding.

#### Is your initiative an event or a project? \*

- ☐ An event
- ☐ A project

#### Initiative name \*

### Event details

**Briefly describe your event in details, including: what will happen on the day; who else is involved ie. stakeholders; what you hope to achieve \***

#### 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 and no earlier than 1/9/2024.  
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.

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**Will your event cost anything for people to attend? \***

- ☐ Yes  
☐ No

This includes any activity charges as well as admission costs.

**Please describe any cost to attendees**

## Health & 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 the initiative, including things like traffic management, recycling and waste minimisation, healthy beverages, sun protection, and first aid.

See the Council's Health & Safety Guidelines [here](#).

**Please fill out the Health and Safety Template below and upload it into your application.**

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

**Please upload your health and safety plan \***

Attach a file:

**Please provide any health and safety comments.**

## Project Details

**Please tell us about your project in detail. \***

What will be included in your project?

**Start date \***

Must be a date and no earlier than 1/9/2024.

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

**End date \***

Must be a date.

**Estimated attendance \***

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Must be a number.

### Why is this project needed in Palmerston North? \*

### Are there any other stakeholders involved in this project? \*

List any community groups, government agencies, businesses etc who will be involved in this project.

## Communication and marketing

Initiatives supported by Community-Led Initiatives Fund should be open and accessible. A communication/marketing plan shows how you will promote your event/project to your intended audience.

Download a template for a Communication/Marketing plan [here](#).

### Please upload your marketing plan \*

Attach a file:

### Communication and marketing comments.

## Outcomes

\* indicates a required field

### Outcomes

**Please tell us about the outcomes you expect to result from your initiative AND how those outcomes align with Council's Goals (2,3,4) and Outcomes (use the drop-down options).**

For example: your intended outcomes may align with Goal 3 - 'A connected and safe community', Outcome 1 - 'Communities to have access to services and facilities that are inclusive and appropriate for their needs'

**See the Council's Strategic Direction [here](#).**

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

#### Your intended outcomes (the most relevant to your initiative)

#### Alignment with Council's Goals and Priorities

What changes do you expect will occur as a result of your initiative (e.g. People feel more connected	Which of Council's Goals and Priorities does this contribute to?
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within community; The initiative celebrates the city's diversity,...)? Please be brief. One per row.	

### Performance measures

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

- How many people attended your event.
- How many volunteers were involved in your event.
- Feedback from attendees on their experience of the event.
- Feedback from performers and/or others involved in organising the event.
- Description of how well your intended outcomes were achieved.

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

☐ Yes

### Performance measures

Here we would like you to tell us which data you will provide to demonstrate how the outcomes above will be measured.

Please select in the first column "Measure" with the same Council's Goals and Outcomes you selected above in the drop-down list, then select the 2 relevant questions. Each Question for each row.

For example, if you selected "Goal 3: A connected and safe community => Outcome 1: 'Communities to have access to services and facilities that are inclusive and appropriate for their needs', you must select 2 relevant questions. Each Question for each row. i.e.

- Number of participants who respond to a survey about this initiative.
- Of those participants who respond to the survey, how many 'agree' or 'strongly agree' that the initiative has provided access to services and facilities that are inclusive and appropriate for their needs.

If you have more than one outcome, please choose the second one in the next rows.

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

Measure	Target	Collection method	Explanatory notes
Which of our measures will you track? Please choose both questions for each outcome. Each row for each question. You may be required to report on your progress. Add more rows if you have second outcome with another 2 questions.	This is your estimated numbers based on your estimated participants. In the report, you will be required to put actual numbers. Must be a number.	How will you collect and verify the data? E.g. survey, headcount, observation/estimation, externally verified sources (e.g. government or public datasets).	Add notes if you need to provide more context.

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### Budget

\* indicates a required field

#### 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 your initiative, please upload it here.  
Otherwise, you are welcome to fill out the budget template below.

##### Upload Excel budget for this initiative.

Attach a file:

Must be an Excel file.

#### Expenditure

Please set out the costs for the entire initiative 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 \$500) please upload these in the supporting information section below.**

The Community-Led Initiatives [guidelines](#) list the kinds of costs that are eligible and ineligible for funding.

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

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

**Total expenditure amount \***

\$

This number/amount is calculated.

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### Income

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

DO NOT include Community-led Initiative fund you are applying for.

The average Community-led Initiative grant range is from \$500 to \$10,000.

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

Source of income	Amount	Confirmed?
Please DO NOT include Community-led Initiative fund you are applying for.		
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

**Total income amount \***

\$

This number/amount is calculated.

### Expenditure - Income

**This amount should be a positive number and this is the maximum amount you can request from the Community-Led Initiatives Fund**

This number/amount is calculated.

**Please confirm the total amount you are requesting from the Community-Led Initiatives Fund \***

\$

Must be a dollar amount.

This amount should be NOT greater than the amount from above question (Expenditure-Income)

**Are you seeking funding from other sources for this initiative? \***

☐ Yes

☐ No

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

If the other funding is confirmed, please ensure this is included in the income box above.

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

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. Example: details of the programme, quotes for items in the budget, etc.

### File upload

Attach a file:

### Any explanation/ supporting information?

## 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:

[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 initiative 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.

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- ☐ 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.

**Your name: \***

First Name

Last Name