

Palmy Unleashed Small events fund

* indicates a required field

Purpose of the fund

The Palmy Unleashed Fund supports events with the following outcomes:

- Unique and a little bit unexpected
- Community initiated, planned and managed
- New, or new to Palmy
- Small to medium sized
- Musical, arty, recreational, sporty, leisure focused
- Open to everyone
- Located somewhere in the city centre
- Makes use of public places like the Square, footpaths, laneways, carpark etc
- Helps boost off-peak periods and encourages people to stay longer and do more in the CBD
- One off events, or keen to grow and become self sustainable

Approved funds: If your application is successful, the approved funds can be released to a your nominated registered organisation. This can either be an organisation you are a member of, or an organisation that has agreed to act as an umbrella organisation for the management of your event.

Funds CANNOT be transferred into an individuals bank account. If you are an individual that is not a member of an organisation, and you do not have an umbrella organisation, PNCC will hold funds you have been approved for, and pay approved expenses on your behalf.

See the [Palmy Unleashed plan](#) for more information.

For help, contact the PNCC Events team by emailing palmyunleashed@pncc.govt.nz

Applicant Details

Name of the person completing this application *

Organisation Name

Phone Number

Must be a New Zealand phone number.

Email *

Must be an email address.

Postal address

Address

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Any, but at least one field is required.

Are you a member of a registered organisation?

Yes

No

What is your organisation's name? *

Please give the full legal name of your organisation

What is your organisation's legal status?

E.g. Registered charitable trust. Registered non profit society.

GST number (if applicable)

Chairpersons contact details (of your of nominated organisation):

Name *

First Name

Last Name

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 *

Event details

Name of event *

Briefly describe your event *

Proposed event location/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 (proposed)

Must be a date.

Applications must be submitted at least 2 months prior to your event, unless otherwise arranged with the PNCC Events team.

Event start time

End date

Must be a date.

Event end time

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 plan

What will happen during your event? *

List the specific activities that will take place.

What is the purpose of your event? *

Explain using bullet points, what your outcomes will be. i.e. what does success look like?

Which communities will benefit from your event? *

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

Are there any other stakeholders involved in the event? *

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

Health and safety and waste minimisation

We need to make sure that events funded by PNCC are safe for all attendees. Even small events can pose risks to the public. Please complete a health and safety plan and upload this here. Your plan should identify all possible risks, and your plan to eliminate or minimise these risks. If you do not have one, you can download our basic health and safety plan from the Palmy Unleashed website, fill it in, and upload it here.

Please upload your health and safety plan *

Attach a file:

Expenditure

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Please list all the costs for your event. For example, venue hire, equipment hire - such as stage, PA system, marquees etc, food, prizes and so on. Even if some of your items are being donated or sponsored, you should still list their approximate value. Please include GST in all expenditure.

If you have quotes (recommended for items over \$1,000) please upload these in the supporting information section below.

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

Total expenditure amount

\$
This number/amount is calculated.

Income

List all income. If you have items that are being donated or sponsored, list the value of this as income. For example, if you listed in your expenditure "PA System - \$500", but you have found a company who is donating this for you, then you would list it in your income also like this "PA System - Sponsored by XYZ - \$500."

If there are certain items that you would like to apply for Palmy Unleashed to fund, you can list these here also. But they must be listed in your expenditure also.

These may be estimates.

The maximum funding that can be received through the Palmy Unleashed fund is \$5000.

Source of income	Amount	Confirmed?
	\$	

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 Palmy Unleashed Fund *

\$

Must be a dollar amount.

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

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

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- 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
- 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.

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- 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: *

First Name

Last Name