

# Youth Wellbeing Initiatives Fund - Application Form 25

## Form Preview

### Eligibility

\* indicates a required field

### Introduction

Purpose of the fund is:

To provide communities with the resources to deliver in collective impact wellbeing outcomes with and for young people. Initiatives, including an activity, event, or project. This fund is to support initiatives provided by the community for the community. The fund gives Council flexibility to support community-led initiatives as they emerge, including co-funding initiatives with other funders.

Before completing this application form, you should have read the program guidelines: (insert)

Incomplete applications and/or applications received after the closing date will not be considered.

If you have any questions in regards to these eligibility criteria, please contact **our Youth Services Team Lead on phone: 06 356 8199 or email: remy.waldteufel-irvine@pncc.govt.nz**

### Confirmation of Eligibility

Before proceeding, please confirm the following:

- Our organisation or community group is based in Palmerston North.
- We are either:
  - a local community group or for-purpose organisation, or
  - a group with an umbrella organisation willing to take responsibility for the funding application.
- We are in the final stages of planning an activity, event, or project.
- Our activity, event, or project will primarily benefit Palmerston North communities of identity, place, or interest.
- We have read and understood the programme guidelines.
- Our organisation does not owe any outstanding reports or money to Palmerston North City Council as a result of previous funding or grants.

**You must confirm that all statements above are true and correct \***

Yes

### Privacy Notice

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We take your privacy seriously. To find out why Palmerston North City Council collects and stores your personal information, what we will use it for and with whom we can share it, see our [privacy statement](#).

**I can confirm I have read the privacy statment and agree to the 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**

## Contact Details

### Primary Applicant Details

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Applicant Primary Address

Address

### Position held in organisation

### Applicant Primary Phone Number

Must be a New Zealand phone number.

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### Applicant Primary Email

Must be an email address.

### Applicant Primary Website

Must be a URL.

## Organisation Details

\* indicates a required field

### Organisation Name \*

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
Office Address

Must be formatted correctly.

### Organisation Name 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

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Street Address

Postal Address

Telephone

Fax

Email

Website

Date Registered

Must be formatted correctly.

## Kaupapa Details

\* indicates a required field

### Please identify your initiative as an event or a programme.

Events are one-off gatherings, which are celebratory, educational, competitive, commemorative or exhibitively by nature. This fund is not intended for arts or sport events.

Programmes are a set of planned activities that have a defined time-frame for completion.

### Event or Programme title \*

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

An event  A programme

### Please identify any priority youth communities your initiative will benefit: \*

- Māori;  Pasifika;  Migrant communities;  Young people of refugee background;  
 Young people with disabilities;  Young people in rainbow communities

### Please identify what adverse experiences you are supporting young people with through this programme \*

- Youth Justice  
 Care and Protection  
 Not in education, employment or training  
 Truancy  
 Young people with increased barriers (ie. transport, housing. kai)  
 Transient young people

### Anticipated start date \*

Must be a date.

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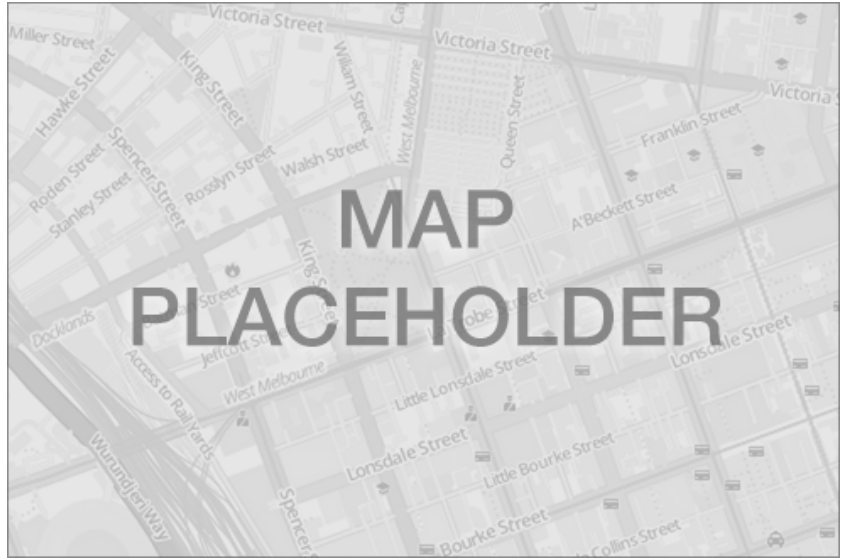
## Form Preview

**Anticipated end date \***

Must be a date.

**Address**

Address

**What is the estimated attendance?**

**Is there a cost to attendees**

Yes  No

If yes, ensure you provide the figures into your budget

**Please provide the purpose and need being addressed (including any relevant history of the need in Palmerston North)**

**Please tell us who you are working in partnership with to deliver the event or programme**

**Please upload MOU (if available/relevant)**

Attach a file:

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**Does the programme have inter-agency support? \***

Yes

No

Not Applicable

**What evidence do you have that this programme has inter-agency support?**

**Please upload any letters of support (if applicable/relevant)**

Attach a file:

## Outcomes

\* indicates a required field

**Which of the following PNCC goals do you align with? \***

- 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

## Outcomes

**What are the outcomes you expect to result from your project/event and how those outcomes align with Council's Goals (1,2,3,4) and outcomes.**

**Example:**

### Your Outcome

*Young people are supported to activate their whai whitanga and enable their authentic community participation*

### Alignment with our outcomes

*Goal 3 A connected and Safe Community*

### How does your intended outcome link to our outcomes?

*By working collectively with other youth service organisations, we create safe spaces where young people can learn, connect, feel safe improving access to activities that build belonging and inclusion.*

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

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

**What are your intended outcomes**

**Which of the Council's Goals and Outcomes does your mahi align with?**

**Talk to us about how your intended outcome link to our outcomes?**

Please tell us about what success looks like in this event or programme. What are young

Which of Council's Goals and Outcomes does this contribute to?

Please explain how your intended outcome helps contribute to ours.

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people are walking away with? 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 participated in the kaupapa.
- Feedback from attendees on their experience of the event.
- Evidence that accessibility needs have been addressed through the delivery of the programme.
- Pathways and next steps created for young people participating
- 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.

- In the first column (**Measure**), select the same Council Goal and Outcome you chose earlier (from the drop-down list).
- Then select **two relevant questions** — one question per row.

**Example:** If you selected: **Goal 3: A connected and safe community** → **Outcome 1: Communities have access to services and facilities that are inclusive and appropriate for their needs**, you would select the following two questions:

- 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.

You would then complete the fields like this:

Measure	Target	Collection Method	Explanatory Notes
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Number of participants who respond to a survey about this initiative.	50	Survey completed at the end of the event.	Based on expected event attendance.
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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.	80%	Survey responses collected at the event.	Question asks about perceived improvement in access.
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If you have a second outcome, please add additional rows for the next two questions.

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Measure	Collection method	Explanatory notes
Which measures will you track? For each outcome, choose two questions and complete one row per question. You may need to report on your progress. Add more rows if you have a second outcome with two more questions. You can only select the goal and outcome you chose earlier.	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.

## Budget

\* indicates a required field

### Budget

#### Are you GST registered? \*

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

Please outline your project expenses in the expenditure 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 \$1000) please upload these in the supporting information section below.

Here is an example of a budget.

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

### Budget

Expenditure Description	Amount	Expenditure Type	Quotes (\$1000.00 and over)	Upload budget forecasting here

#### Total Expenditure Amount

This number/amount is calculated.

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### Budget

Please tell us about all other income you expect for your project, **not** including the funding you are requesting from the Community-Led Initiatives Fund.

This could include sponsorships, donations, 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 project or event.

Income Description	Amount	Is this funding confirmed?

#### 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?

## Health and Safety

\* indicates a required field

### Health & Safety

We need to make sure that events funded by PNCC are safe and healthy for everyone attending.

Please include youth development frameworks and codes of conduct used to deliver and align your collective impact programme.

#### Please upload your any relevant frameworks and safety plans \*

Attach a file:

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

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## 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.
- 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.

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**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 \(pncc.govt.nz\)](#)

**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

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### 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.**

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