



Neighbourhood Week

25 October – 3 November 2013

Application for Neighbourhood Week Funds 2013

*Neighbourhood Week is subsidised by your local **Community Board***

Contact name: First Name _____ Middle Name _____

Surname _____

Organisation (if applicable): _____

Address: _____

Suburb: _____ **Post Code:** _____

Phone: _____ **Email:** _____

Proposed activity: _____

Itemised Cost of Activity:

*Including your contribution
(please continue on
separate sheet if need be)*

Item e.g. Food, Beverages etc	Approx. Cost
	\$
	\$
	\$
	\$
	\$
	\$
Amount of funding requested from Community Board <i>(Note: receipts will be required to ensure reimbursement)</i>	\$
Your street/organisation Contribution towards the event	\$
Total cost of event:	\$

☐ Please indicate if you
(or your group) have received
Neighbourhood Week funding in
the past 2 years
[this is for information purposes only]

Who will be participating: _____

Expected no. attending: _____ **Location of activity:** _____

Date of activity: _____ **Time:** _____

Declaration: In making this application I confirm that I have read and understood the Guidelines accompanying this form.

Signature: _____ **Date:** _____

Please note: Details of your event will be provided to Community Board members so please let us know if your event details change or if your event is cancelled.

Applications must be received by 5pm, Friday 23 August 2013

Send your application to or for more information:

Email: neighbourhoodweek@ccc.govt.nz **Phone:** (03) 941 8999 or

Post to: Neighbourhood Week, Christchurch City Council,

PO Box 73027, Christchurch 8154

GUIDELINES FOR YOUR INFORMATION:

Grants are available for reimbursement after the event and following the presentation and approval of receipts. **Please note that funding is not available for alcohol or fireworks. Some community boards may not give priority to funding items other than food.** Please contact the Strengthening Communities Team Administrator for the relevant ward (see below) to check.

Small Subsidy:

A **small** subsidy towards costs for Neighbourhood Week is currently available from each city ward Community Board for allocation to help support Neighbourhood Week events. The following criteria apply:

Intention of Support

- Neighbourhood Week funding is seen as a **small contribution** towards holding an event. Because it is intended to 'bring neighbours together', applications from individuals getting together and holding a local event will take priority over those held by organisations.
- Neighbourhood Week funding should not be seen as a way for individuals or organisations to hold an event that they would at other times of the year.
- It is expected that those holding the event will contribute in some way towards the event, even if it is through supplying some of the materials.

Dates of Events

- While there are set dates for Neighbourhood Week, we understand that not all events can take place within designated dates. If you wish to have your event outside these dates, please provide an explanation on your application form.
- Please note priority will be given to events that fall within Neighbourhood Week as opposed to other times of the year.

Numbers of People per Event

While there are no limitations on numbers attending Neighbourhood Week events, it should be remembered that the main purpose of Neighbourhood Week is to bring neighbours together to get to know each other and therefore events with too small or too large numbers may be less successful in achieving this.

Conflict of Events

- Where two events are to be held in a close locality (i.e. same street or park), we will encourage you to combine these events.
- Where two or more people apply separately for the same event, these applications will be considered together.

Residents' Associations

Residents' Association groups can apply unless they have received funding for a Neighbourhood Week event from another Council fund.

Reimbursement:

Once you have been notified in writing of your application approval, the individual(s) organising your event must meet the costs first, then provide receipts and attach them to the Subsidy Reimbursement Form. This will be posted to you in order for your reimbursement to be processed.

The Process: Once you have decided to participate in Neighbourhood Week, here are the steps to take:

- 1) Get your neighbours together.
 - 2) Complete the on-line application form or pick up a hard copy from your local service centre.
 - 3) Fill out the application form and submit via email, post to Po Box 73027 Christchurch 8154 , or drop in to your local service centre prior to the deadline of 23 August 2013 at 5 p.m.
 - 4) Once applications have closed these will be presented to the community boards for consideration.
- N.B:** Because you are applying for public funding, your name and event details will be part of the public record of the community board's allocation meeting. You will be notified of the decision made by your community board.
- 5) Hold your event. (Take lots of photos and have a great time!)
 - 6) Complete the Subsidy Reimbursement form, include your receipts, and return.
 - 7) Your allocated subsidy will be reimbursed – note, this could take up to four weeks.
 - 8) Forward any digital photos to us as we would like the opportunity to download your fun photos into the Neighbourhood Week Gallery.
 - 9) Get going...!

Any questions throughout the process, do not hesitate to call 941 8999 or email the Strengthening Communities Team Administrator listed below for your ward.

Akaroa/Wairewa:
Burwood/Pegasus:
Fendalton/Waimairi
Hagley/Ferrymead:
Lyttelton/Mt Herbert
Riccarton/Wigram
Shirley/Papanui
Spreydon/Heathcote

Helen Shanks – Helen.Shanks@ccc.govt.nz
Lynette Price – lynette.price@ccc.govt.nz
Katie MacDonald – katie.macdonald@ccc.govt.nz
Jenny Townshend – jenny.townshend@ccc.govt.nz
Helen Shanks – Helen.Shanks@ccc.govt.nz
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Sharon Munro – sharon.munro@ccc.govt.nz
Wendy Gunther – wendy.gunther@ccc.govt.nz