

Neighbourhood Week guidelines

Neighbourhood Week is back again for 2018 and we excited to announce that the dates of Neighbourhood Week have been extended for the whole summer – Saturday 27 October to 31 March.

This change has come about from feedback from applicants who are unable to hold gathering during the set dates of Neighbourhood Week.

Neighbourhood Week funding is available for the whole summer.

Small subsidies are available towards costs from each Christchurch City Council Community Board to help support Neighbourhood Week events. This occurs after you hold your gathering and following the presentation and approval of receipts.

The following criteria applies

- Funding is not available for alcohol or fireworks.
- Some Community Boards may not give priority to funding items other than food. Please contact the Community Support Officer for the Community Board (see below) to check.
- Neighbourhood Week funding is seen as a **small contribution** towards holding a gathering. Because it is intended to 'bring neighbours together', applications from individuals getting together and holding a local gathering will take priority over those held by organisations.
- Neighbourhood Week funding should not be seen as a way for individuals or organisations to hold a gathering that they would at other times of the year.
- It is expected that those holding the gathering will contribute in some way towards the gathering, even if it is through supplying some of the materials.
- All gatherings need to take place within designated dates – Saturday 27 October to 31 March.
- Where two gatherings are to be held in a close locality (i.e. same street or park), we will encourage you to combine these gatherings.
- Where two or more people apply separately for the same gathering, these applications will be considered together.
- Residents' Associations can apply unless they have received funding for a Neighbourhood Week gathering from another Council fund.

Health and safety

- The individual(s) organising your gathering must ensure that appropriate standards of health, safety, security and environment practice are maintained at every Neighbourhood Week gathering.

- If, for the purpose of the Neighbourhood Week gathering, the individual(s) is/are a person conducting a business or undertaking within the meaning of the Health and Safety at Work Act 2015, they must comply with their various duties under that Act.
- If the proposed location of the Neighbourhood Week gathering is on Council property or to be held at a Council venue, the Council will provide information to the organiser of your gathering to advice of its health and safety policy in relation to that property or venue at the time of your booking.

Reimbursement

- Once you have been notified in writing of your application approval, hold your gathering first, then provide receipts and attach them to the Subsidy Reimbursement Form. The form will be posted to you.

The process

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

1. Get your neighbours together for a pre-gathering chat to gather ideas.
2. Complete the on-line application form or pick up a hard copy from your local service centre.
3. Fill out the application form on-line, submit via email, post to PO Box 73020 Christchurch 8154, or drop the form into your local service centre prior to the deadline of Friday 7 September at 5 pm.
4. Once applications have closed these will be presented to the Community Boards for consideration. **Note:** Because you are applying for public funding, your name and gathering 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 gathering (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. Get going...!

Any questions throughout the process, do not hesitate to call (03) 941 8999 or email the Community Support Officer listed below for your ward:

- **Banks Peninsula:** Adrianna Hess (adrianna.hess@ccc.govt.nz)
- **Coastal-Burwood:** Katie MacDonald (katie.macdonald@ccc.govt.nz)
- **Fendalton-Waimairi-Harewood:** Bronwyn Frost (bronwyn.frost@ccc.govt.nz)
- **Linwood-Central-Heathcote:** Rosie Carroll (rosie.carroll@ccc.govt.nz)
- **Halswell-Hornby-Riccarton:** Noela Letufuga (noela.letufuga@ccc.govt.nz)
- **Papanui-Innes:** Sharon Munro (sharon.munro@ccc.govt.nz)
- **Spreydon-Cashmere:** Wendy Gunther (wendy.gunther@ccc.govt.nz)