

Guidelines for Christchurch Heritage Festival community grant fund application

Purpose

The Christchurch Heritage Festival Community Grant Fund supports the delivery of Christchurch Heritage Festival events. The Fund will assist Community Event Providers to achieve the objectives of the Christchurch Heritage Festival:

- To increase public awareness of the heritage value of buildings and places as a vital component of the unique identity of the district.
- To create an annual celebration aimed at involving residents and visitors in a series of social, cultural and educational events which are thematically focused on the district's heritage.
- To promote the efforts of communities and profile their appropriate events and projects as part of the Christchurch Heritage Festival.
- To be inclusive of the diversity of Christchurch's cultural heritage, including Ngāi Tahu, European, Pasifika and people of all ethnic and cultural backgrounds.
- To highlight heritage successes and issues.
- To celebrate important anniversaries in the history of the city and Banks Peninsula.
- To engage a wide audience across all age groups.
- To contribute to research and the creation of accessible resources.
- To focus on themes of the city and Banks Peninsula's history which relate to/respond to current heritage concerns and developments nationally and internationally.

Funding period

Funding to cover costs associated with event delivery for the period 7-28 October 2019.

Accountability and compliances

- Funding received is to be spent by 31 October 2019.
- Any alterations to the use of the funding must be discussed with and agreed to by the Christchurch Heritage Festival Project Team or funding may be required to be returned.
- A funds reconciliation form will be forwarded to you and must be completed when funding is spent or by 8 November 2019.

This fund covers:

- Costs related to delivery of an approved Christchurch Heritage Festival Event within the Christchurch City Council District.

When assessing your application we will look at:

- How your event will add value to the Christchurch Heritage Festival theme.
- How funds will increase the professional quality of the event.
- How the funds will help you enhance the participants' experience.
- That your event delivers the objectives of the Christchurch Heritage Festival.
- That an Event Plan has been completed.

This fund will not cover:

- Retrospective costs or project or purchase costs incurred or settled before the agreed commencement date of the funding agreement.
- Debt servicing or re-financing costs.
- Stock or capital market investment.
- Gambling or prize money.
- Purchase of alcohol.
- Payment of any legal expenditure, including costs or expenditures related to mediation disputes Employment Tribunal, Small Claims Tribunal, Professional or Disciplinary Body hearings.
- Purchase of land and buildings.
- Building maintenance or facility design, development and renovation costs.
- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives, commercial or profit-oriented interests.
- Fundraising or general income-growth purposes.

- Money that will be re-distributed as grant funding, sponsorship, donations, bequests, aid funding or aid to other recipients.
- Payment of fines, court costs or mediation costs, IRD penalties or retrospective tax payments.
- Costs to remedy, rectify, upgrade, retrofit or replace equipment, vehicles or premises as a result of action by central or local government departments or other agencies who hold regulatory or enforcement powers.
- Purchase of vehicles and any related ongoing maintenance, repair, overhead costs or road user charges.
- Projects that are considered to be the primary responsibility of:
 - o Central government
 - o Some other funding body
 - o A Council unit (where funding should come from an internal budget)