

Application for Summer with your neighbours 2024

Apply to be subsidised by your local Community Board

Contact name: First Name _____ Middle Name _____

Surname _____

Organisation: _____
(if applicable)

Address: _____

Suburb: _____ Post Code: _____

Contact details: Phone: _____ Email: _____

Proposed activity: _____

Itemised Cost of Activity:

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

| Item e.g. Food, Beverages, etc | Approx. Cost |
|---|--------------|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| Amount of subsidy requested from Community Board <i>(Note: receipts will be required to ensure reimbursement)</i> | \$ |
| Street/organisation contribution towards your gathering | \$ |
| Total cost of gathering: | \$ |

Please indicate if you
(or your group) have
received Summer
with your neighbours
(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 gathering will be provided to Community Board members so please let us know if the details change or your gathering is cancelled.

Applications must be received by 5pm Sunday 11 August 2024.

To send your application or for more information:

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

Post to: Summer with your neighbours, Rāraukau: Riccarton Centre, Christchurch City Council, PO Box 73022, Christchurch 8154

Application for Summer with your neighbours 2024

Guidelines for your information:

Summer with your neighbours is back again for 2024 and we're excited that the dates remain extended for the summer period. Events can be held from 26 October 2024 to 31 March 2025. Small subsidies are available to help cover costs and support Summer with your neighbours events. Please be aware that allocation of funding towards the project is subject to Community Board approval.

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 neighbourhoodweek@ccc.govt.nz if you have any queries around this.
- 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.
- 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 – 26 October 2024 to 31 March 2025.
- 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 Summer with your neighbours (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 Summer with your neighbours gathering.

If, for the purpose of the 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 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 advise of its health and safety policy in relation to that property or venue at the time of your booking.

All events must comply with events and gathering guidelines or rules set by the government in relation to Covid-19 restrictions.

Reimbursement

If you have been notified in writing that your application was approved, hold your gathering first, then provide receipts and attach them to the Subsidy Reimbursement Form. This form will be emailed or posted to you.

The process

1. Once you have decided to participate in Summer with your neighbours, here are the steps to take:
2. Get your neighbours together for a pre-gathering chat to gather ideas.
3. Complete the on-line application form or pick up a hard copy from your local service centre.
4. Fill out the application form on-line, submit via email, post to Rārākau: Riccarton Centre, Christchurch City Council, PO Box 73022, Christchurch 8154 or drop the form into your local service centre prior to the deadline of Sunday 11 August 2024 at 5pm.
5. 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. Please be aware that allocation of funding towards the project is subject to Community Board approval.
6. Hold your gathering. (Take lots of photos and have a great time!)
7. Complete the Subsidy Reimbursement form, include your receipts, and return.
8. If your application was successful in being allocated funding, your allocated subsidy will be reimbursed. **Note:** This could take up to four weeks.
9. Get going!

If you have any questions throughout the process, please get in touch. If you are able to, please email in the first instance: neighbourhoodweek@ccc.govt.nz

If email is not an option, please call Hannah Martin on 03 941 6424 (please be aware we may forward you to another staff member if your question relates to a specific Community Board area).