

Application for Summer with your neighbours 2022

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, Friday 12 August 2022

To send your application or for more information:

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

Post to: Summer with your neighbours, Christchurch City Council, PO Box 73023, Christchurch 8154

Application for Summer with your neighbours 2022

Guidelines for your information:

Summer with your neighbours is back again for 2022 and we are excited to announce that the dates have been extended for the whole summer – 22 October 2022 to 31 March 2023. Small subsidies are available towards costs from each Christchurch City Council Community Board to help support Summer with your neighbours events.

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 – 22 October 2022 to 31 March 2023.
- 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

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

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 Christchurch City Council (PO Box 73023, Christchurch 8154) or drop the form into your local service centre prior to the deadline of Friday 12 August 2022 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.*
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. 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 Katie MacDonald, Support Officer for Waitai Coastal-Burwood on 941 5325 (please be aware we may forward you to another staff member if your question relates to a specific Community Board area).