

# Summer with your neighbours Guidelines

**Summer with your neighbours** is back again for 2021 and we're excited to announce that the dates for events have been extended for the whole summer from 29 October 2021 to 31 March 2022.

Small subsidies are available towards costs from each Christchurch City Council Community Board to help support the **Summer with your neighbours** events. Any funding approved for your event will be paid retrospectively after your event once we've received a copy of your 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.
- 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 29 October 2021 to 31 March 2022.
- 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 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 gathering.

If, for the purpose of your 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 your 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

If you are successful with your request for funding, you will be notified in writing and sent a Subsidy Reimbursement Form. Following your event, please complete this form and attach your receipts.

## The Process

Once you have decided to participate in **Summer with your neighbours**, here are the steps to take:

1. Get your neighbours together for a pre-gathering chat to brainstorm ideas.
2. Complete the online application form or pick up a hard copy from your local service centre.
3. Fill out the application form online prior to the application deadline.
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 it to us.
7. Your allocated subsidy will be reimbursed – note that this could take up to four weeks.

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If you have any questions throughout the process, do not hesitate to call (03) 941 8999 or email the Community Support Officer listed below for your area:

### Banks Peninsula

Linda Burkes (linda.burkes@ccc.govt.nz)

### Coastal-Burwood

Katie MacDonald (katie.macdonald@ccc.govt.nz)

### Fendalton-Waimairi-Harewood

Karen Boag (karen.boag@ccc.govt.nz)

### Linwood-Central-Heathcote

Chien-Chi Lin (chienchi.lin@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)