Christchurch Heritage Festival 2024 Application Checklist

What information do I need to complete the online application form?

Event Application Form:

- A Health and Safety Plan – a template and example are available online at **ccc.govt.nz/heritagefestival**
- Physical delivery address for printed material – not a post office box.
- Theme – does your event relate to this year's theme? (It's not compulsory for your event to relate to the theme.)
- Event title - 70 characters maximum, a short, catchy title for marketing
- Event summary - 100-160 characters, a short, descriptive overview to promote your event on the Council's What's On website.
- An event description - further details about your event. No need to repeat information from the event summary.
- Pricing details for your event - minimum to maximum ticket price only. Individual ticketing prices can be added into the event description.
- Event booking details if relevant – these can be provided at a later date.
- A brief summary of how you will promote your event.
- An interesting image for marketing your event. Format: jpg, jpeg or png. Aspect ratio: 16:9 e.g. 800px wide and 450px high (landscape). Images of other sizes will be cropped to fit. Please do not submit images with text as they will not be accepted.
- You must have permission to use any image you submit. Submitted images will be used on the What's On website and may be used in other print and online media including but not limited to; printed guide, posters, newspapers and social media.
- If relevant - all events must be run in line with current government COVID-19 guidelines.
- You will need to note if your event provides any of the following services:

  - Accessible parking
  - Accessible toilets
  - ATM
  - Bus stop
  - Free wifi
  - Hearing loop
  - Parking
  - Taxi stand
  - Toilets
  - Wheelchair access
  - EFTPOS

> If an event detail changes after you submit your application, please let us know as soon as possible at **heritage@ccc.govt.nz** as we compile the printed guide within a few weeks of confirming the applications. If you have to make an unavoidable change to your event after the event guide goes to print, please let us know so we can update your event on the webpage.

What information do I need to apply for a Heritage Festival grant?

> **Please note for 2024:** The Christchurch City Council is currently developing its Long Term Plan 2024 - 2034. In the draft plan the Christchurch Heritage Festival Community Grants scheme is not funded. The Long Term Plan is due to be finalised in late June. At that time the availability of any grants for this year's festival will be confirmed. If you do submit a grant request as part of your application, please be aware that the grant scheme is currently not funded and please make clear whether or not your event will go ahead without grant funding.

Grant Application Form (part of the online Application Form):

- How would funding support help you meet the Christchurch Heritage Festival objectives?
  A summary answer relating to the relevant objectives:
  a. To celebrate heritage as a taonga that connects our communities.
  b. To raise awareness of the value of tangible and intangible heritage as a vital component of the unique identity of the district.
  c. To be inclusive of the diversity of Christchurch and Banks Peninsula's cultural heritage, including Ngāi Tahu and other iwi, European, Pasifika and people of all ethnic and cultural backgrounds.
  d. To engage a wide audience and provide a range of accessible opportunities to people of all ages and abilities.
  e. To focus on themes of Christchurch and Banks Peninsula's diverse history and celebrate and acknowledge historic anniversaries and cultural commemorations.
  f. To promote community heritage events and projects as part of the Christchurch Heritage Festival.
  g. To support the creation of ongoing, accessible heritage resources.

- How would funding support increase the professional quality of the event and enhance the participants' experience?

- Funds on hand for this event.

- Ticket revenue (if relevant)

- Other funds- such as sponsorship, grants, fundraising or other Council funding or grants

- Event costs – amounts and details relating to relevant categories:
  - Venue hire
  - Technical
  - Entertainment
  - Marketing
  - Transport
  - Security
  - Infrastructure
  - Other resources

- Provide grant amounts being requested for each category.

- For 2024 – will your event go ahead without grant funding?

- Will your event go ahead as planned if you don't receive the full requested amount of funding? How might you do it differently if you do not receive the full amount requested?

- Does a City Councillor, Community Board member, Council employee or their immediate family have any interest or involvement in the activity for which this grant is being sought?