

3. Guidelines for Heritage Week Community Grant Fund Application

PURPOSE

The Heritage Week Community Grant Fund supports the delivery of a Heritage Week Event. The Fund will assist community event providers to achieve the objectives of Heritage Week.

- To increase the public awareness of the value of the heritage of buildings and places of the Christchurch District as a vital component of the unique identity of the city.
- 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 Christchurch heritage buildings and places.
- To promote the efforts of community and commercial groups and organisations and profile their appropriate events and projects as part of Heritage Week.
- To be inclusive of the diversity of Christchurch's cultural heritage, particularly Tangata Whenua cultural heritage and cultural minorities.
- To highlight heritage successes and issues.
- To celebrate important anniversaries in Christchurch's history.
- To engage a wider audience; particularly children, young people and ethnic minority groups.
- To contribute to research and the creation of accessible resources, to be archived.
- To focus on themes of Christchurch's history which relate to/respond to current heritage and concerns and developments nationally and internationally.

FUNDING PERIOD

Funding to cover costs associated with event delivery for the period 13–23 October 2017.

ACCOUNTABILITY AND COMPLIANCES

- Funding received is to be spent by 31 October 2017.
- Any alterations to the use of the funding must be discussed with and agreed to by Council staff 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 31 October 2017.

THIS FUND COVERS:

- Costs related to delivery of an approved Heritage Week event.

WHEN ASSESSING YOUR APPLICATION WE WILL LOOK AT:

- How your event will add value to the Heritage Week 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 Heritage Week.
- 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.
- 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:
 - Central government
 - Some other funding body
 - A Council Unit (where funding should come from an internal budget)