

# Christchurch Heritage Festival 2021

## Application Checklist

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

- An Event Plan – an event plan template and event plan example are available at [ccc.govt.nz/heritagefestival](http://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 Council’s What’s On website, app and printed calendar.
- An event description - add any more details about your event. No need to repeat information from other parts of the form or event summary.
- Pricing details for your event - minimum to maximum ticket price only. Individual ticketing prices can be added into the additional information section.
- Event booking details if relevant.
- Image for marketing your event. Format: jpg, jpeg or png. Aspect ratio: 16:9 e.g. 800px wide and 450px high. Images of other sizes will be cropped to fit. Please do not submit images with text as they do not display well in the app.
- Does your event provide any of the following services?
  - Accessible parking
  - Accessible toilets
  - ATM
  - Bus stop
  - Free wifi
  - Hearing loop
  - Parking
  - Taxi stand
  - Toilets
  - Wheelchair access
  - EFTPOS
- Explain how you will promote your event.
- COVID-19 Alert Levels – will your event run in Alert Level 2? (You will need to note protective measures you will put in place in your event plan.)

If any event details change after you submit your application, please let us know as soon as possible so we can make sure the information is correct at the time of printing the event calendar in July. If you have to make an unavoidable change to your event after the event calendar goes to print, please let us know so we can advertise this change on your What’s On event webpage.

## What information do I need if applying for a grant?

- How would funding support help you meet the Christchurch Heritage Festival objectives? (See Community Grants Guidelines p.2 for objectives)
- How would funding support increase the professional quality of the event and enhance the participants' experience?
- Funds on hand.
- Ticket revenue (if relevant).
- Other funds – such as sponsorship, grants, fundraising or other Council funding or grants
- Total event costs – amounts and details relating to relevant categories in the table below.
- Grant amounts being requested for each category.
  - Venue hire
  - Technical
  - Entertainment
  - Marketing
  - Transport
  - Security
  - Infrastructure
  - Other resources (e.g. printing)
- Will your event go ahead as planned if you don't receive the full requested amount of Christchurch Heritage Festival Community Grant funding?
- Does a Christchurch City Councillor, local Community Board member, a Council employee or their immediate family have any interest or involvement in the activity for which this grant is being sought? And, if so, what is the nature of the involvement?