

## Applicant Details

\* indicates a required field

### Before you start

Ensure you are applying to the correct fund. [Click here](#) to view the fund decision tree.

Please review the [criteria](#) and [terms and conditions](#) relating to this fund before proceeding.

We recommend that you talk to a local or citywide advisor prior to submitting your application.

We STRONGLY advise you submit your application well before the closing date/time so, if necessary, adjustments can be made. You will not be able to switch funds once the fund is closed, however, if you submit early and we identify that you are in the incorrect place you want to make sure you have time to recreate your application in the correct fund.

An informal group (unincorporated or without charitable status) can apply but it:

- cannot apply for more than \$2,000
- must have a bank account in its own name

**OR** can use an umbrella organisation - contact [communtiygrants@ccc.govt.nz](mailto:communtiygrants@ccc.govt.nz) or 03 941 5488 to discuss options.

## Applicant

### **Name of organisation / group completing the project \***

Organisation Name

### **Project Title \***

Give us a descriptive title for this project

### **Are you using an umbrella organisation for this funding request? \***

Yes  No

If you are using an umbrella organisation, once you have submitted your application you will be required to provide information about that group.

Both groups will need to sign this agreement so we know that you both understand your obligations in applying and, if granted, receiving funds.

[Download the Agreement for Umbrella Groups.](#)

Download a resolution to umbrella the group applying to this fund.

If we do not receive a signed umbrella agreement 4 weeks after the fund closing date, **your application will automatically be withdrawn.**

### Resolution to apply

A resolution to apply is required by the project group. The resolution must be on the groups letterhead and signed by two committee members.

You can [download a standard resolution here.](#)

### Upload the Signed Resolution

**Resolution to apply \***

Attach a file:

### Two Signatures are required.

**Signatories cannot sign for a grant that they directly benefit from**(eg, if you are applying for your own wages you cannot sign this resolution).

### Resolution Details

Resolution should be on organisation / group letterhead and include:

- Name of organisation
- Name of the meeting in which the decision was made to apply.
- That the application was to be made to the Christchurch City Council and to which fund
- Amount of funding to be applied for
- The project or item that the application was to be for.
- 

Eg

It was decided at XYZ Meeting on DATE that the ZXYZ PROJECT GROUP applies for \$X,XXX to the Christchurch City Council Strengthening Communities Fund for ABC PROJECT / XYZ PROJECT COSTS.

### Funding Request Contact

**Application Contact \***

First Name

Last Name

**Application Contact Phone Number \***

Must be a New Zealand phone number.

**Application Contact Address**

Address

  

**Application Contact Email \***

Must be an email address.

### Organisation details

**Physical Address \***

Address

  

Address Line 1 and Suburb are required.

**Phone Number \***

Must be a New Zealand phone number.

**Website**

Must be a URL.

**Postal Address \***

Address

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Address Line 1 and Suburb are required.

**Email \***

Must be an email address.

### **Applicant Organisation NZ Charity Registration Number (CRN)**

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

| New Zealand Charities Register Information |
|--|
| Charity Registration Number                |
| Organisation Name                          |
| Other Names                                |
| Status                                     |
| Street Address                             |
| Postal Address                             |
| Telephone                                  |
| Fax  |
| Email                                      |
| Website                                    |
| Date Registered                            |

Must be formatted correctly.

To find your Charity Registration Number (CRN), visit: <https://register.charities.govt.nz/CharitiesRegister/Search>

### **Incorporated Society / NZBN Number**

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

| New Zealand Companies Register Information |
|--|
| NZBN                                       |
| Entity Name                                |
| Registration Date                          |
| Entity Status                              |
| Entity Type                                |
| Registered Address                         |
| Office Address                             |

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Must be formatted correctly.

To find your New Zealand Business Number (NZBN), visit: <https://is-register.companiesoffice.govt.nz/>

### Bank Details

#### Bank Account - Funds are to be paid into \*

Account Name

Account Number

Must be a valid New Zealand bank account format.

If using an umbrella organisation bank details must be for that organisation.

#### Bank Deposit Slip \*

Attach a file:

### Funding Request Details

\* indicates a required field

#### Provide a short description of your project and what you aim to achieve \*

Word count:

Must be no more than 100 words.

#### Select which sector best describes your project \*

- |  |   |
|--|---|
| <input type="checkbox"/> Multicultural     | <input type="checkbox"/> Māori            |
| <input type="checkbox"/> Older Adults      | <input type="checkbox"/> Pacific Peoples  |
| <input type="checkbox"/> Environment       | <input type="checkbox"/> Wellbeing        |
| <input type="checkbox"/> Sports/Recreation | <input type="checkbox"/> Equity/Inclusion |

At least 1 choice and no more than 3 choices may be selected.

### Sport & Recreation Strategic Priorities

#### Please select the priority that your project aligns to \*

- Participation: The citizens of Ōtautahi live physically active lives through participation in recreation, sport and play.
- Partnership: Quality recreation, sport and play experiences are enabled through partnerships.
- People: A strong and sustainable sector effectively delivers recreation, sport and play experiences.
- Places: The citizens of Ōtautahi have access to fit for purpose places and spaces to participate in recreation, sport and play.

### Participation pillar

#### **select 1 or more objectives of this pillar**

- Objective 1.1 There are affordable and accessible options for recreation, sport and play. Show alignment to the delivery of sport, recreation and play opportunities that meet the needs of the community
- Objective 1.2 Recreation, sport and play is promoted, and information is easily available. Show alignment to the promotion, awareness and education of the benefits of physical activity.
- Objective 1.3 Recreation, sport and play opportunities meet the needs of our diverse communities. Show alignment to RSE Priority Population ie Maori, Pacifica, Multicultural, Tamariki, Rangatahi, Older Adults, Rainbow Communities, People with disabilities, Women and girls.
- Objective 1.4 There are opportunities to recognise sporting success. Show alignment to athlete centric pathways.

### Partnership pillar

#### **select 1 or more objectives of this pillar**

- Objective 2.1 Partnerships enable the provision of sport, recreation and play experiences. Show alignment to a collaborative and coordinated approach.
- Objective 2.2 Community capacity and capability is supported through partnerships and funding. Show alignment to initiatives that support a strong, thriving and connected sector, with particular focus on Parakiore.

### People pillar

#### **select 1 or more objectives of this pillar**

- Objectives 3.1 There is a commitment to honouring Te Tiriti o Waitangi. Show alignment to Maori led and/or co-designed sport, recreation and play experiences. Show alignment to preserving the history and culture of Ngai Tahu.
- Objectives 3.2 Canterbury's strong sporting culture is valued and celebrated. Show alignment to opportunities that connect communities and provide a sense of belonging to place.
- Objectives 3.3 Volunteers are supported to contribute to the sector. Show alignment to supporting and enhancing volunteer opportunities within the sport, recreation and play environment.

### Places pillar

#### **select 1 or more objectives of this pillar**

- Objective 4.1 Otautahi has accessible, activity-friendly environments that encourage participation. Show alignment to safe, inclusive and accessible places and spaces that reduce barriers to participation.
- Objective 4.2 Facilities are fit for purpose, are maintained and redeveloped to meet current and future needs. Show alignment to multiuse, flexible and innovative design that future proofs places and spaces.
- Objectives 4.3 Sport is supported with facilities that provide for regional, national and international sport. Show alignment to National and/or regional spaces and places plans.
- Objectives 4.4 Sustainable practices are actively promoted and implemented. Show alignment to sustainable environmental practices that drive climate action.

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### Dates

Strengthening Communities Funding will not be paid until after 1 September the year it is granted so the start date must be after this date.

If you are applying for operational costs, there is no need to have an end date.

**Start Date \***

Must be a date.

**End Date**

Must be a date.

### Mana Whenua

Council work within Te Hononga, a partnership between the Christchurch City Council and Papatipu Rūnanga (Mana Whenua). As a learning organisation we are interested in what relationships and engagement organisations have with Mana Whenua and will use the information supplied below for reporting on the strength of Te Hononga.

**Will this project impact mana whenua? \***

- Yes  No  Don't know

**Comments on mana whenua impact**

Word count:

Must be no more than 100 words.

### Climate Change

This fund is not specifically a climate / environmental fund. However, the Council has climate goals it wants to achieve. To allow us to understand how our grant funding contributes to those goals, please answer the questions regarding your project/activities.

**Does your project increase in wider community climate literacy and/or preparedness**

- Yes  No

**Does the project contribute to reducing climate risk?**

- |   |   |
|---|---|
| <input type="checkbox"/> Increase in shade vegetation/structures  | <input type="checkbox"/> Local food produced                            |
| <input type="checkbox"/> Increase in pervious surfaces  | <input type="checkbox"/> Reduction in pest species (flora or fauna )    |
| <input type="checkbox"/> Increase in stormwater absorption capacity   | <input type="checkbox"/> Reduction in flammable weeds and/or vegetation |
| <input type="checkbox"/> Increase in community understanding of climate change impacts (community education events/surveys) | <input type="checkbox"/> Increase in mulching/plant protection          |
| <input type="checkbox"/> Water saved or stored  | <input type="checkbox"/> Other: <input type="text"/>                    |
| <input type="checkbox"/> Trees or other vegetation planted  |   |

**Does the project improve other outcomes (co-benefits)?**

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- Biodiversity restored
- Soil carbon restored
- Waste diverted from landfill
- Water quality improvements

- Employment/career experience opportunities created
- Food security
- Other:

### Does the project reduce emissions?

- Save power
- Generate renewable energy
- Reduce car trips
- Reduce use of petrol/diesel equipment

- Increase use of electric equipment/electric/hybrid vehicle use
- Reduce, reuse, recycle materials, equipment or other
- Other:

## Participation, benefits and outcomes

\* indicates a required field

### Collaboration

**Tell us about any partnerships or collaborations related to your project and how does this differ from other similar projects in the sector? \***

Word count:

### Staff/Volunteer information

**Number of paid staff \***

Must be a number.

**Number of volunteers or unpaid staff \***

Must be a number.

**Number of volunteer hours for this project \***

Must be a number.

### Participants

**How many people will directly benefit from this project? \***

Must be a number.

**How will the participants of the project or activities be better off? \***

Word count:

Must be no more than 250 words.

### Funding

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**If, for any reason, Council does not fund this project - or is only able to contribute partial funding - does your organisation have a contingency plan in place to support the delivery of the project? Please outline.**

## Funding Outcomes

**What are you going to do?      What change/impact is expected from your activity?      Why is it important?      How will you measure it?**

|                                |                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Must be no more than 50 words. | Must be no more than 50 words. | Must be no more than 50 words. | Must be no more than 50 words. |
|                                |                                |                                |                                |

## Budget - for this project

### Expenditure for this project

*This is a broad overview of your expenses.* If you want to include a full project budget, upload it in the supporting documents upload section on the next page.

Please NOTE: When asked to enter the dollar amount please put in as 1000. There should be no comma's or \$.

[Download a sample budget to help you complete this section.](#)

| <b>Cost Description</b> | <b>Expenditure Category</b> | <b>Total Cost (\$) for the expenditure</b> | <b>How much (\$) you are requesting from Council?</b> | <b>Upload quotes</b> |
|-------------------------|-----------------------------|--|---|----------------------|
|-------------------------|-----------------------------|--|---|----------------------|

| <b>Cost Description</b> | <b>Expenditure Category</b> | <b>Total Cost (\$) for the expenditure</b>                            | <b>How much (\$) you are requesting from Council?</b> | <b>Upload quotes</b> |
|-------------------------|-----------------------------|---|---|----------------------|
|                         |                             | Total dollar amount (eg 1000). No comma's or \$)<br>Must be a number. | Must be a number.                                     | Where relevant       |
|                         |                             |   |   |                      |

## Grant Funding

List the grants you have applied for to fund this project. Do NOT include this grant application request amount in the list below.

Confirmed funding is money you have received or have been approved for.

Unconfirmed funding is funding you have applied for but not had confirmation of any decision at the time of application.

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| <b>Date applied</b> | <b>Who have you applied to</b> | <b>How much CONFIRMED funding (\$) have you received</b> | <b>How much UNCONFIRMED funding (\$) have you applied for</b> | <b>If unconfirmed, expected decision date</b> |
|---------------------|--------------------------------|--|---|---|
| Must be a date.     | Funder Name                    | Must be a number.  | Must be a number.   | Must be a date.                               |
|                     |                                |  |   |   |

### Other income related to this project

Please enter your income details. In the Amount column the number must be a whole number, no coma's, or dollar signs (eg 1000 not \$1,000).

Do not include grants listed above or this grant request in the boxes below.

In-kind income includes volunteer hours, donated equipment, or discounts to costs (eg reduced venue hire).

Volunteer hours can be calculated by number of hours and equivalent hourly pay rate. Ten volunteers @ 8 hrs per day for 7 days  $-(10 \times 8) \times 7 = 560$  with an hourly rate of \$28.95/hr (the current living wage) = \$16,212

| <b>Income Detail</b> | <b>Income Category</b> | <b>Income - In Kind Value</b> | <b>Income Amount (\$)</b> |
|----------------------|------------------------|-------------------------------|---------------------------|
|                      |                        | Must be a number.             | Must be a number.         |
|                      |                        |                               |                           |

### Income Totals

| <b>Confirmed grant funding</b>    | <b>Unconfirmed grant funding</b>  | <b>Total of other Income</b>      | <b>Total of In-Kind Donations</b> |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="text"/>              | <input type="text"/>              | <input type="text"/>              | <input type="text"/>              |
| This number/amount is calculated. | This number/amount is calculated. | This number/amount is calculated. | This number/amount is calculated. |

### Council Request Details

The following figures are calculated from the information supplied above. If they are incorrect, you will need to fix the corresponding amounts in the figures above.

| <b>Total Requested</b>            | <b>Total Project Cost</b>         | <b>Percentage of project requested %</b> |
|-----------------------------------|-----------------------------------|--|
| <input type="text"/>              | <input type="text"/>              | <input type="text"/>                     |
| This number/amount is calculated. | This number/amount is calculated. | This number/amount is calculated.<br>%   |

### Funding - Multiyear

**How many additional years funding are you requesting?**

- 2  3

### Second Year Funding

#### Amount Requested Year 2

Must be a dollar amount.

What is the amount (in dollars only) of the total requested funds committed in the second year?

#### Further details if different to Year 1 request

#### How does getting additional years funding benefit your organisation?

### Third Year Funding

#### Amount Requested Year 3

Must be a dollar amount.

What is the amount (in dollars only) of the total requested funds committed in the third year?

#### Further details if different to Year 2 request

## Supporting documents

#### You must attach the following supporting documents:

- Recent bank statement
- Full Project budget (Including items not included in Council Request)
- Annual accounts - please supply the most recent (if more than 12 months old also supply a recent financial update)

#### If applicable to your project also attach:

- Job description - if applying for salary or wages
- Volunteer description - a list of volunteer's duties if you are applying for volunteer costs
- Other supporting documents
- Any other information to disclose financial position e.g. ring-fenced funding for a specific project

#### IMPORTANT NOTES ABOUT ATTACHMENTS:

*If you have problems uploading documents, please contact [communitygrants@ccc.govt.nz](mailto:communitygrants@ccc.govt.nz)*

#### Request Information Upload

Attach a file:

## Declaration

\* indicates a required field

I/We confirm that this application has been approved by the appropriate authorising body of the organisation, and that this has been minuted at an appropriate Board/Committee meeting.

I/We have read and accept the Christchurch City Council's [Grant Terms and Conditions](#).

For the purpose of processing this application and assessing our group's eligibility, we authorise the Council to:

- Collect information about this application, including name, contact information and bank details, and our group, and disclose such information to, third parties; and
- Collect, retain, use and disclose personal information about individuals who are noted in this application. We confirm we have consent to authorise this.

We collect your personal information in order to assess your funding application and any subsequent applications.

We keep the personal information in accordance with the Privacy Act 2020. We hold it safe by storing it with Smartygrants and between servers it is encrypted using HTTPS (TLS 1.3 by default, TLS 1.2 is supported for older browsers).

We only allow authorised Council staff to access this information.

By submitting an application, you consent to council publishing the applicant's name, project description and amount funded on our website. This information may also be used for promoting Christchurch City Council's grant program.

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is incorrect. If you'd like to ask for a copy of your information, or to have it corrected, please contact us at [communitygrants@ccc.govt.nz](mailto:communitygrants@ccc.govt.nz), or phone 03 9415488.

I/we solemnly declare that the details contained in this application are true and correct to the best of our knowledge and we have authority to commit to the above conditions.

\*

I/We confirm the above declaration.

## Tell us about your experience completing this form

You are now at the end of this form. Before you review your application, we would appreciate if you would please take a few moments to provide some feedback.

Please ensure that you push 'Submit' once the application is completed for the form to be submitted. Late applications will not be considered.

**Please indicate how you found the application form:**

Very Easy     Easy     Neutral     Difficult     Very Difficult

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Form Preview

**Did you find the application process useful in helping to understand your own work?**

Yes

No

**Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider:**

**Any final comments?**