Community Events Fund August 2026
Form Preview

Eligibility

* indicates a required field

Privacy Notice

The information you provide (including any personal information such as your name and contact details) is being collected by Nelson City Council to assess your eligibility for this fund. Nelson City Council may also use this information for grant management and communication purposes. Please note Council may share your information with other partners, along with your name and contact details, to facilitate assessment of your eligibility and or your access to other grant funds. Please advise Council when applying if you do not wish this to occur.

Council must retain records relating to this application for seven years under the Public Records Act 2005. Note, Council is subject to the Local Government Official Information and Meetings Act 1987 and a request for official information may cover your submission, including your address and other contact details.

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 wrong. If you wish to have your information corrected, please contact us on 03 546 0200. If you would like to ask for a copy of your information or have any concerns about its use, please contact 03 546 0200 and ask for a Privacy Officer. For more information about privacy at Nelson City Council please see our privacy_policy

Program

This field is read only.

Applicants: please note

Are you applying for the right fund?

The Community Events Fund

These events are normally low cost for attendees and are accessible for everyone in the community.

See other funds:

Economic Event Fund

These events normally have a portion of visitors attending from outside of the region and generate an economic impact. Apply here.

Venue Hire Fund

The venue hire fund is intended to contribute towards venue hire fees at Nelson City Council facilities and is available for community events only. Commercial or for-profit events are not eligible for this fund. Apply here.

Guidelines

Funding allocations will be guided by the priorities set out in the Nelson City Events Strategy to prioritise funding for events that contribute community wellbeing benefits, and the Arts and Heritage Activity Management Plan to prioritise funding towards events that contribute to:

1. A rich events calendar providing a diverse range of events for people to enjoy.
2. A sense of identity providing opportunities for community groups to celebrate and share their culture.
3. Partnership – Building the capacity and visibility of the community sector and promoting local creativity.
4. Community Wellbeing – Promotion of the wellbeing and cohesion of the local community.

Who can apply?

The applicant must be a legal entity, e.g. an incorporated society, trust or association, or a business recognised under the Companies Act 1993. Proof of this through a certificate or other documentation must be supplied.

Where does my event need to be held to be eligible for funding?

Events held within the Nelson City Council boundaries are eligible to apply for funding from the Nelson City Events Fund. Events in the Tasman or Marlborough District are not eligible for funding from the Nelson City Community Events Fund.

Incomplete applications and/or applications received after the closing date may not be considered.

This section of the application form is designed to help you, and us, understand if you are eligible for this grant. It is crucial that you complete these questions before any others to ensure you do not waste your time applying for an unsuitable grant.

If you have any questions in regard to these eligibility criteria, please contact Chris Pugh on (03) 546 0333 or chris.pugh@ncc.govt.nz.

If you do contact us throughout the application process, please quote the application number below:

Application Number

This field is read only.

Confirmation of Eligibility

I confirm that the applicant ...

- is a charity/non profit group or business and is not an individual.
- will hold the event within the Nelson City boundaries.
- is not purchasing or improving privately owned facilities.
- is not applying for professional fund raising services.
- is not applying for activities already completed.
- is not applying for costs already funded by council.

Please select below: *

○ Yes ○ No

You must confirm that all statements above are true and correct.

Event Details

Event title:

Provide a name for your event. Your title should be short but descriptive

Brief description of the event

Date(s) of Event

Date(s) of Event

Must be a date.
If unknown, provide your best guess or leave blank

Anticipated end date

If unknown, provide your best guess or leave blank

What is the start time of your event(s)?

Use the 12-hour clock, so say if the time is am or pm.

Event Description

Is the event exclusive to Nelson

☐ Yes ☐ No

Nelson City covers a land area from Champion Road, Stoke in the Southwest, to Bryant Range in the east and Cape Soucis (Raetihi) in the North.

What is the location of your event?

Where do people attend your event? If a roaming event such as a walk etc. state the start/meeting location

Has Event held before?

☐ Yes ☐ No

If yes, please provide a short outline of the events history

attendance levels etc

How often is/will event be held

e.g. One off, twice a year, annual, once every two years.

What is the estimate of the number of expected attendees?

How will you promote the event

Social media, website, flyer etc

If successful, how will you acknowledge NCC

Social media, website, media release etc

How will your event Impact community wellbeing

Funding

Total Amount Requested

$

What is the total financial support you are requesting in this application?

Total Event Costs

$

What is the total budgeted cost of your event?

What is the estimated total income for the event?

$

Must be a dollar amount.

How will you spend this Council grant?

What other funding have you been awarded or are seeking for this project?

Has this event applied for NCC event funding before

Please provide year, fund type and level of funding received.

Event Budget

Budget
Attach a file:

Please supply a event budget outlining income and expenditure. Please include details of other funding that you have applied for, and whether it has been confirmed or not. Consider adding your own funding contribution eg goods services and volunteer labour.

Applicant Capacity

Thank you for sharing the details of your event with us. We are excited to learn more about your organisation's ability to make this event a success. Please provide someInformation about your organisation to help us understand how you plan to achieve a successful event

Contact Details

* indicates a required field

Organisation Details

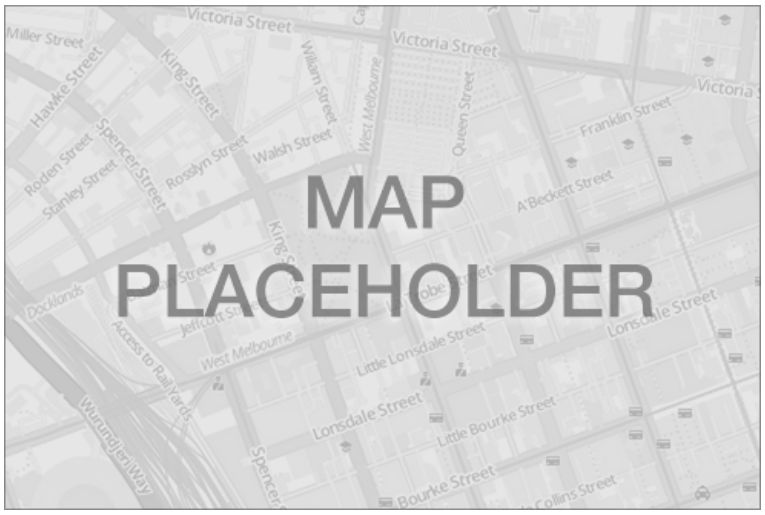
Name of your organisation *
Organisation Name

For organisations: please use the organisation's full name. Make sure you provide the same name that is listed in official documentation.

Working name of your organisation if different from above

Use this field only if relevant.

Organisation primary address
Address



Organisation phone number *

Organisation email address *

Must be an email address.

Organisation website

Must be a URL.

Event Website

Must be a URL.
Must

Primary Contact Details

Contact Person *

Title | First Name | Last Name

This is the person we will correspond with about this grant.

Phone number *

Email address *

This is the address we will use to correspond with you about this grant.

Name of event organiser (if different from above)

Title | First Name | Last Name

Phone Number

Must be a New Zealand phone number.

Email address

Must be an email address.

Organisation Details

* indicates a required field

Organisation's objective or purpose

Does your organisation have an NZBN or CRN? *

☐ Yes ☐ No

Applicant NZBN

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

Applicant 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.

What is your organisation's legal structure?

○ Incorporated Society
○ Unincorporated association
○ Company limited by guarantee
○ Unknown
○ Charitable Trust
○ Cooperative
○ Organisation established through specific legislation
○ Other:

If your organisation is unincorporated it must have an auspice organisation.

Are you GST Registered?

If yes, please provide your GST number.

Umbrella Application

* indicates a required field

Is this an umbrella application on behalf of another organisation *

☐ Yes ☐ No

Unincorporated organisations applying for a grant must be umbrellaed by an incorporated organisation. An umbrella organisation is usually a larger organisation that is an incorporated body and can provide resources and backing to smaller groups that work in similar areas and/or share similar goals.

If this is an umbrella application please submit this application form and contact Chris Pugh for more details.

Umbrella organisation name *

Organisation Name

Please use the organisation's full name. Make sure you provide the same name that is listed in official documentation.

Declaration

To the best of their knowledge, does the organiser, or any of the team involved in organising the event, have any perceived, potential or actual conflict of interest in applying for or using Nelson City Council events funding?

☐ Yes
☐ No

If you have answered 'Yes' please provide details below:

What is a conflict of interest? A conflict of interest could arise where the responsibilities that you (the applicant) have as a result of receiving Council monies could be affected by another responsibility, duty or relationship you may also have. For example: • Position o You are a Council elected member, employee or contractor • Personal or family relationships you have o With Council elected members, employees or contractors o With organisations or persons that you will procure services from with the funding • Financial relationships o For example, investments that you have in entities that you will procure services from with the funding • Employment relationships or memberships of clubs o For example, you intend to procure services with the funding from your employer or a club you are a member of, who will then benefit financially from the arrangement. If in doubt, you should declare the conflict.

Authorisation and Feedback

* indicates a required field

Authorisation

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree * ○ Yes ○ No

Name of authorised person *

Title | First Name | Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Terms and conditions

By submitting this application you are agreeing to the following terms and conditions.

Terms and conditions of funding

- The Nelson City Council's Event Fund is capped. The council is not obliged to grant all its fund in any year, nor to carry over unallocated amounts to future years.
- Nelson City Council has the right to share application details with council-controlled organisations (CCO's), and to consult with them on applications.
- The applicant should detail in their application any actual or potential conflict of interest (including anything which might have the appearance of a conflict of interest) which could compromise the decision on the application or bring the process into disrepute.
- All applicants must disclose to Nelson City Council any other central government or local government funding sources for the event (either confirmed or in process), as well as any corporate or commercial sponsorship arrangements.
- Applicants must not directly or indirectly seek to influence Nelson City Council's funding decisions in any improper or unethical manner (or in any way which might have the appearance of being so), nor attempt to solicit or garner non-public information from Nelson City Council or CCO sources which might provide an unfair advantage in the application process.
- Each applicant warrants that all information provided in relation to its application is true and correct in all material particulars, at all times, and is not misleading whether by omission or otherwise. Each applicant must disclose all matters likely to be material to Nelson City Council's consideration of its application or which might have a bearing on the outcomes the council expects to be delivered from the funding.
- If circumstances or information changes (including with regard to any conflicts of interest which may arise) after making an application, or after the council awards funding, the applicant must immediately notify Nelson City Council.
- Each applicant consents to Nelson City Council carrying out due diligence on its application, including the organisations and personnel involved, and relevant track records. The applicant consents to Nelson City Council making due enquiries from third parties in this regard, and shall provide access to referees upon request.

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback. (If you would rather provide anonymous feedback, please go to **{{ Grantmakers: provide a link to an anonymous survey or delete this sentence }}**).

Please indicate how you found the online application process:

○ Very easy ○ Easy ○ Neutral ○ Difficult ○ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.