

2026 2027 Community Events Grant Application Form

Form Preview

Introduction and Applicant Information

* indicates a required field

Community Events Grant

Council's Community and Economic Development Team and the Community Development Committee determine community investments under the Community Funding Investment Policy and [Council's strategic framework](#). Funding for Strategic Partnerships, Community Services and Programmes and Community Events are covered by these.

The Community Events Grant is to acknowledge grass roots community events and support the vibrancy of the district. The grant is also to support the establishment of future annual events with the aim of becoming a major attraction of the district.

Please note that if you are successful with this funding application you will not be eligible to apply for any other grants within the [Community Funding Investment Policy](#).

Process

Upon submitting your application the Community and Economic Development Team will assess all applications for eligibility based on the criteria outlined in the policy and guidelines. If further information or clarification is required, a team member will contact you.

Your application is then considered by the Going For Growth Committee on 5 November 2026. You will be notified of the outcome following the meeting.

Further assistance

If you require any further information or assistance with completing your application, please call the Community and Economic Development Team on 06 7596060 or email grants@npdc.govt.nz

Presenting to Council Committee

All eligible applicants have the right to speak to the Community Development Committee about their application if they wish.

Although not mandatory giving a deputation is encouraged. It is an opportunity to **highlight any new information** that may not have been included in your application at the time of submitting, or to be present to allow the committee members to ask questions about your application if they have any.

The Community Development Committee will meet to hear presentations on 4 November 2026, if this changes we will let you know

I would like to give a presentation at the Community Development Committee

☐ Yes ☐ No

Applicant Information

Organisation Name *

Organisation Name

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Only organisations are eligible to apply for this fund

Is your organisation a not-for-profit entity? *

☐ Yes

☐ No

☐ Don't know

Organisations whose purpose is NOT to generate income/revenue for one or more people are considered not-for-profit

Applicant 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.

Is your organisation GST registered? *

☐ Yes ☐ No

G.S.T Number

Event Details

* indicates a required field

Strategic Framework - Thriving Today, Resilient Tomorrow | Matomato i te ao, Manawaroa i te pō

Our vision for New Plymouth District is to be Thriving Today, Resilient Tomorrow.

This vision is about caring for our people and place today, while making thoughtful choices for the future.

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It reflects our commitment to listening to our communities, supporting wellbeing, protecting the services people rely on, and enabling a strong and sustainable economy that supports jobs, investment, innovation and opportunity across our district.

It also means helping New Plymouth District remain a vibrant place to live, work, visit, do business and belong, while managing resources responsibly, investing wisely in the infrastructure our district needs, and preparing together for the challenges ahead.

By balancing today's needs with tomorrow's opportunities, we can strengthen our communities, grow our economy, and help current and future generations thrive.

The Community Outcomes of Thriving Today, Resilient Tomorrow are:

1. People live well, now and into the future
2. Core infrastructure is reliable and fit for purpose
3. A strong, diverse economy that is agile in a changing world
4. Communities are connected, heard, and proud to live here

For full details on the Strategic Framework, [please click here](#). You will need to refer to this link to answer the following questions.

Which goal do you feel best aligns with your event?

- | | |
|---|---|
| ☐ People live well, now and into the future | ☐ A strong, diverse economy that is agile in a changing world |
| ☐ Core infrastructure is reliable and fit for purpose | ☐ Communities are connected, heard, and proud to live here |

How does your event contribute towards Council's goals? *

Word count:

Must be no more than 200 words.

You are not expected to contribute to all aspects of the goals, but please clearly describe the specific areas where you have the most impact.

Funding Proposal

Name of Event: *

Is this event a: *

- ☐ New event ☐ Existing event ☐ Other:

Event Start Date

Must be a date.

Event End Date

Must be a date.

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Frequency of Event:

'one off', 'annual'

Location or Venue

Type of Event?

Eg; recreation, arts/culture, community etc.

Briefly describe the event outline: *

Word count:

Must be no more than 300 words.

What is the purpose of your event? *

Word count:

Must be no more than 300 words.

Please list other organisations involved and how they are supporting the event: *

Who will benefit from this event? *

Word count:

Must be no more than 300 words.

Approximately how many people will benefit from this event? *

Must be a number.

New Plymouth District Council strives to provide equitable services for all of our communities. How will you make sure your event is accessible? *

If something is accessible it is easy to reach, enter, get, understand or be appreciated by anyone in the community. This includes people with physical or cognitive challenges, temporary injuries, seniors, young children and their carers, people with Non-English speaking backgrounds and from a range of cultures

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What are the risks that might stop you from delivering your event successfully and how do you plan to manage these risks?

Word count:

Must be no more than 300 words.

Which areas in the New Plymouth District will your community event reach? *

- | | | | |
|--|---|--------------------------------------|---|
| ☐ All of New Plymouth | ☐ Inglewood | ☐ Oakura | ☐ Urenui |
| ☐ Bell Block | ☐ Lepperton | ☐ Okato | ☐ Waitara |
| ☐ Egmont Village | ☐ New Plymouth Central | ☐ Tongaporutu | ☐ Other: <div></div> |

Outcomes

Develop outcomes that will measure and demonstrate the success of your event.

Please include for each outcome:

- 1.What the desired outcome is
- 2.The effort/activity you have to do to achieve the outcome
- 3.What measures/target you are aiming to achieve

Outcome one *

Word count:

Must be no more than 100 words.

What specifically do you want to achieve?

How will you achieve outcome one? *

Word count:

Must be no more than 300 words.

What activities will you undertake to achieve the outcome?

How will you measure outcome one? *

Word count:

Must be no more than 300 words.

How will you measure your outcomes to know what impact you've made?

Outcome two

Word count:

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Must be no more than 100 words.
What specifically do you want to achieve?

How will you achieve outcome two?

Word count:
Must be no more than 300 words.
What activities will you undertake to achieve the outcome?

How will you measure outcome two?

Word count:
Must be no more than 300 words.
How will you measure your outcomes to know what impact you've made?

Event Health and Safety Plan

If you need guidance with an event health and safety plan, please visit: [Mahi Haumarū Aotearoa | Worksafe](#)

Please attach an event health and safety plan.

Attach a file:

Financials

* indicates a required field

Budget

Please enter in your income you expect to receive for this event. Do not include unconfirmed grants from funders (including what you are seeking from us).

Then enter in your expenses for the event.

Income	\$	Expenditure	\$
e.g. ticket sales or confirmed grants or donations		e.g. venue hire or costs relevant to the programme/project	
E.g. - ticket sales	\$	e.g. venue hire	\$
	\$		\$
	\$		\$
	\$		\$

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	\$		\$
	\$		\$
	\$		\$
	\$		\$

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.
This is the shortfall of funding

Total cost to deliver this event

TOTAL COST

\$

This number/amount is calculated.

Funding from other sources

Are you seeking funding from any other sources? *☐ Yes☐ No

Unconfirmed/confirmed Income from other funders

Please enter any funds you are awaiting to be confirmed.

Do not include what you are requesting from NPDC.

Funds being sought from**Amount sought**

	\$
	\$
	\$

Current Sponsorship Agreements

Please upload any sponsorship agreements you have for this event

Attach a file:

Total Confirmed/Unconfirmed Income

Total Proposed Income Amount

\$

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This number/amount is calculated.

Request for Funding

How much are you requesting from NPDC? *

\$

Must be a dollar amount.

The amount you request must be equal to, or less than the "income - expenditure" amount above

If you receive less than what you are asking for, would your event be able to go ahead? Please explain

Word count:

Must be no more than 200 words.

Payment of Grant

We do not request bank account details as part of the application process.

If your application is successful, you will be required to supply NPDC with an invoice.

The invoice must include your GST details and bank account information. You will also need to provide bank account verification. This may include a bank deposit slip, a letter from your bank, or a screenshot showing the bank logo, account name, and account number. The bank verification must match the account information on your invoice.

Supporting Documents

Attach a file:

eg; venue hire or equipment hire.

Contact Details

* indicates a required field

Primary Contact *

Title First Name Last Name

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Job Title/Position of Applicant

Applicant Phone Number *

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Applicant Primary Email *

Applicant Physical Address *

Address

Suburb Town/
City Postcode

Must be Address Line 1, Suburb/Town, State/Province, and Postcode..

Conditions and Declaration

I agree that this event will be either free or low cost admission (\$5 or less) to the public and have a focus on encouraging participation across New Plymouth's diverse communities, as well as engaging local communities and neighbourhoods.

☐ I agree ☐ I disagree

If your application is successful the funding can not be used towards:

- Events that are exclusive to particular groups/members (e.g. school reunions/anniversaries, prize-giving events, end of year dinners for clubs). - Events that have a focus on fundraising for a charity or not-for-profit. - Event manager fees. - Costs to hire Council owned/managed venues.

☐ I agree ☐ I disagree

Privacy Statement

Information provided in this application is required to process your application.

That information may be subject to an information request, or may be part of a Council committee agenda. In such an event and where necessary NPDC will redact personal information such as private contact details and bank details. Under the Privacy Act 2020, you have the right to access your personal information held by NPDC and request NPDC to correct the personal information held by NPDC.

☐ I DECLARE that to the best of my knowledge and belief the information provided in this application form and in any supporting documentation is true and correct.

Full Name

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Date

Must be a date.

Thank you for your application!

The Community and Economic Development Team will check all applications for eligibility. The annual funding round closes 21 September 2026 and we will be in touch if further information or clarification is required.

If you have indicated that you wish to present to the Going For Growth Committee on 4 November, we will be in touch with details closer to the time.

Ngā mihi