

Community Notices

March 2024

Hello everyone, welcome to the March 2024 Fendalton-Waimairi-Harewood Community Governance Team's monthly community notices.

Fendalton-Waimairi-Harewood Community Governance Team, Support Officer - Katie MacDonald is your key contact for sending any notices through, please email these to: katie.macdonald@ccc.govt.nz.

Disclaimer: Dates and times of events/activities have been provided by third parties and, to the best of our knowledge, were correct at the time of writing.

Upcoming Waimāero Fendalton-Waimairi-Harewood Community Board Meetings

Waimāero Fendalton-Waimairi-Harewood Community Board Meetings

The Waimāero Fendalton-Waimairi-Harewood Community Board's meetings for 2024 are as below:

- Monday 11th March 2024, 4.30pm.
- Monday 8th April 2024, 4.30pm.
- Monday 6th May 2024, 4.30pm.
- Monday 10th June 2024, 4.30pm.
- Monday 8th July 2024, 4.30pm.
- Monday 12th August 2024, 4.30pm.
- Monday 9th September 2024, 4.30pm.
- Monday 7th October 2024, 4.30pm.
- Monday 11th November 2024, 4.30pm.
- Monday 9th December 2024, 4.30pm.

The above meetings will take place in the Boardroom at the Fendalton Service Centre as well as being livestreamed on YouTube. The meeting's agenda, including the link to the livestream, can be found online at least two working days before the meeting. You can find copies of Council and Community Board meetings agendas and minutes [here](#).

Waimāero Fendalton-Waimairi-Harewood Community Board Webpage

The Waimāero Fendalton-Waimairi-Harewood Community Board have a Community Board Webpage.

Here you will find information relating to the Community Board area; news, events and information on decisions made by the Board. Please visit the website and please feel free to share the link to you own networks: <https://letstalk.ccc.govt.nz/waimaero-fendalton-waimairi-harewood-community-board>

Events / Workshops / Courses - Did you know you can [list your event for free](#) on the [CCC What's On webpage](#)? You can also subscribe to stay up to date with What's On [here](#) too.

Fendalton Bowling Club – South Island Secondary School Bowls Championship (new)

The South Island Secondary School Bowls Championship is being held at The Fendalton Bowling Club on Tuesday and Wednesday March 19th & 20th.

This will be great opportunity to see our talented young players in the lovely environment beside Fendalton Park. All welcome. No charge just come along.

Nor'West Brass presents their 10th Anniversary Concert (new)

Saturday 23rd March, 2024

2:00pm - 4:00pm

Christchurch Transitional Cathedral (234 Hereford Street, Christchurch Central, Christchurch, 8013)

Gold Coin Donation Appreciated (It is a free concert)

For more information view our [Facebook](#) Page

Join Nor'West Brass to celebrate their 10th Birthday, where they will revisit some of the best music they have played, and experience the amazing music! This is a special event not to be missed!

Community Notices

Fendalton-Waimairi-Harwood Funding Hui (new)



The Fendalton-Waimairi-Harewood Funding Hui on Wednesday, 28 February, was a valuable event showcasing insights into funding opportunities. Informative presentations by RATA, DIA, and CCC covered critical funding aspects, followed by a presentation focusing on "The Importance of Accountability and Telling Your Story." For those who couldn't attend, requesting copies of handouts, CCC presentations, and a link to the live recording is possible by contacting karen.boag@ccc.govt.nz

Bryndwr Banter - Autumn 2024 Edition (new)



The quarterly Bryndwr Banter is a community-driven communication tool that has been developed to strengthen connections within Bryndwr, reaching over 3,500 homes. Created collaboratively by seven local groups and the Council, the Banter keeps residents informed.

The upcoming May 2024 edition welcomes your contributions until March 30, 2024. Share your stories or ideas by connecting with us at Karen.boag@ccc.govt.nz. Let's keep our Bryndwr community thriving and connected! [Click to view or download the latest Bryndwr Banter](#)

Papanui Baptist Freedom Trust - Trust Manager Advertisement (new)

We are seeking a dedicated, dynamic, and caring leader to help us journey with people to belong, grow, and contribute to the lives of others in their whanau, neighbourhoods, and communities.

Papanui Baptist Freedom Trust has been working in the Northwest Christchurch area for over 25 years and is ready for a new season of growth and service within our communities. We have recently developed our new 5-year growth strategy and are looking for a Trust Manager to help us implement it. With a range of existing programs and services, a strong reputation, a dedicated board, committed partners, and a



passionate group of over 50 volunteers and leaders serving more than 300 people and families annually, this person has the opportunity to both lead and develop what we do and how we do it.

This is a 30 – 40 hour per week role with a competitive salary for this sector. Exact hours will be negotiated during the recruitment process.

This person will provide strategic leadership, oversee program/service design and delivery, lead teams, build relationships with key stakeholders, support fundraising and grant management, support policy development, and oversee administration. They will also engage directly with our clients and participants to provide community support at key moments.

If this is you, you are already resident and eligible to work in New Zealand, and you are eager for an opportunity to lead change and transformation in the Northwest Christchurch community, please see attached job description.

Send your CV with cover letter to freedomtrust@papbap.org.nz

Applications close midnight Wednesday, 13th March 2024.

Visit our website: www.papbap.org/freedom-trust

Nomad's United AFC – Nomad's Let's Play Programme (new)

New to football and want to give it a go? Returning to football and want to get some touches in before the season in a fun, stress free environment?

Introducing our **FREE Nomads Let's Play Programme** - simply turn up and play! Bring along some mates and make a team or come along individually and be placed into a team on the day.

We'll have girls-only and mixed options available. Recommended age groups 9-14 years, however, bring along your younger/older sibling if you want!

Every Friday 23rd Feb - 5th April (6 Weeks - No Games 29th March - Good Friday).

4:00-5:00pm.

Tulett Park.

Here is a link for more information: <https://www.nomadsafc.org/letsplay>

St Mark's Church & Community Centre – 2024 Activities (new)

St Mark's are located at 150 Withells Road, Avonhead.

Full listing of Community Activities, Children & Youth Groups and Exercise Classes can be found on our website or Facebook page below.

Website: www.stmarks.net.nz

Facebook Page: Facebook

The Village Community Centre – Community Activities Term One (new)

The Village Community Centre, corner of Aorangi & Ilam Roads, Bryndwr is offering the following community activities in Term 1 2024:

- *Weekdays:* MASH (children's morning, afterschool, and holiday programme)
- *Every six weeks:* Foot Clinic - 1 - 4pm
- *Mondays:*
Yoga - 7 - 8:30pm
Indoor Bowls - 7 - 10 pm
- *Tuesdays:*
Twins Plus Playgroup - 10am – noon
Line Dancing - 6:30 - 8:30pm
- *Wednesdays:*
Pre-school Music - 10 - 11:30am
Line Dancing - 6:30 - 8:30pm
- *Thursdays:*
Dance 4 Us - movement therapy - 11am – noon
Youth Group - 6:30 - 8:30pm
- *Fridays:*
GoGrans gentle exercise - 11am – noon
Perinatal well-being (ESOL) 1 - 3pm
- *Saturdays:*
Community Market - first Saturday of the month - 9 - 11:30am
Second-hand clothing shop - 9:30am – noon
Ballroom Dance - 3rd and 5th Saturday - 7:30 - 10:30pm

For more information, go to- www.villagechurch.nz or contact the office at 351-6664.

Burnside Park Tennis Club - Pickleball (new)

Pickleball at Burnside Park Tennis Club

Tuesdays 9.30am – 11.00am

\$5 per person, equipment supplied.

336 Avonhead Road

Family History Society of New Zealand (new)

Need help with your Family Tree or Genealogy in general?

The Family History Society has its library and research rooms open Every Monday and Saturday from 10am - 12noon

399A Papanui Road "The Office"

Look out for the sign on the footpath

Contact Margaret 0212108668 or email familyhistory.nz@hotmail.com



Community Patrol (new)

Have you seen this vehicle in your neighbourhood?

No, it is not the police but your local Community Patrol.

They are volunteers who are active in your neighbourhood to keep you and your property safe.

Give them a call if you need their help or, better still, join with them as a volunteer.

Call Mary to have a chat. 027 694 2291.

Burnside Garden Club (new)

Meets second Monday of each month at 1.30pm in the Boardroom of the Fendalton Service Centre. For more information contact Chris on 027 3301214.

Waimairi Community Toy Library

Waimairi Toy Library reopened at the beginning of January, at their new location at Wairakei School.

They are open 7.00 – 8.30pm on Thursday nights, and 9.30-11.30am on Saturdays.

www.waimairitoylibrary.org.nz

<https://www.facebook.com/waimairitoylibrary/>

St Christopher's Church – Holiday Programme (new)

St Christopher's are located at 244 Avonhead Road, Avonhead.

The St Christopher's Holiday programme will be running from 22 - 26 April. Registration will open next Monday 4th March. To see activities and photos from the January programme, go to

<https://stchristophers.org.nz/super-summer-holiday-programme/>

Other activities are listed under the Services & Groups tab. More information at:

<https://www.facebook.com/stchristopherschurch/>

The Corner Community Hub - Merivale

List of Programmes / Activities

For a list of programmes / activities at The Corner Merivale, please refer to the separately attached document.

Canterbury Potters - Children's classes on Thursdays 4pm - 5.30pm with Josie Backhouse @ Canterbury Potters Association

A class for students aged 8-13 yrs. who would love to play with clay in a relaxed and creative environment.

Introducing and building techniques of moulding, slabbing, pinching and coiling students will be guided through a variety of creative projects, with the outcome of beautifully decorated and fired ceramic art objects to take home.

As students develop skills and confidence there will be the opportunity to tailor the projects to individual ability and work on self-directed projects. There are still spaces available - please see details at [Classes – Canterbury Potters Association](#)

Bishopdale Table Tennis Club

- Play Table Tennis at the Bishopdale Recreation Centre
- A great sport for all ages and abilities
- Beginners welcome
- Every Wednesday and Friday 10:00 till 12:00
- Contact Stephen Barker on 021 225 8213 for further information

U3A - University of the Third Age

Arts Centre U3A is looking to enrol new members at its weekly meeting.

U3A (University of the Third Age) is a national organisation whose focus is on ongoing learning for seniors aged 55 and over. There are currently eighteen branches throughout the Canterbury region.

Arts Centre U3A meets at the new Riccarton Community building on Clarence Street on Fridays at 10am to 11-30am for a series of five lectures followed by a two week break.

If you are interested in experiencing one of these lectures, please come along or contact Wendy on 022 090 5982 for details of the current lecture series.

Christians Against Poverty

Struggling with debt or need help to budget your money?

Get free debt help in Christchurch with CAP see <https://www.capnz.org/get-help/debt-help/> or call 0508 227 111

For information on a free CAP Money budgeting course see <https://www.capnz.org/get-help/cap-money-course/>

Christchurch International Airport Information

Keen to learn more about Christchurch Airport?

Christchurch Airport is delighted to be sharing key airport operations and noise information with the community via this wonderful platform. Keep an eye out in the community notices as we share more about what the airport is up to.

Christchurch Airport is more than just planes

Modern airports like Christchurch Airport do a lot more than just transport by air!

The airport's 24/7 operation is the gateway into and out of the South Island and Antarctica for passengers and air freight. The airport is a ground transport network with a regular flow of business, leisure, and passengers, airport and campus employees, customers and other visitors, airfreight and other commercial goods.

It connects many communities throughout New Zealand and is a vital link in disaster response and recovery when roads, rail and maritime transport are compromised.

The airport also enables businesses located at the airport campus to thrive. We have a range of businesses across many sectors including manufacturing, logistics, retail and tourism. Having businesses located at the airport provides employment and other social benefits to the community.

Read more about the airport here: <https://www.christchurchairport.co.nz/about-us/who-we-are/>

Airport Noise Liaison Committee

Did you know that your community is represented by two Waimāero Fendalton-Waimairi-Harewood Community Board members on the Airport Noise Liaison Committee?

Nicola McCormick and Linda Chen are your representatives on all things relating to airport noise.

The committee advises on the Airport Noise Management Plan and the Acoustic Treatment Programme. It also provides a channel for any community concerns about noise from aircraft operations and engine testing.

Learn more about the committee, how the airport manages noise and how to get in contact here: <https://www.christchurchairport.co.nz/about-us/sustainability/noise/>

Kāinga Ora

To help meet the need for more public housing in Canterbury Waitaha, Kāinga Ora – Homes and Communities is building and buying new homes at sites across the region. Check out the redevelopments in the Bryndwr, Burnside and Bishopdale area.

[Bryndwr Burnside Bishopdale Landing page](#) | [Social Pinpoint \(kaingaora.govt.nz\)](#)

Christchurch City Council Information

Fendalton-Waimairi-Harewood Community Liaison Meetings

Community Leaders in Fendalton-Waimairi-Harewood! You're warmly invited to our bi-monthly Community Liaison Meetings tailored for community groups and organisations within the Fendalton-Waimairi-Harewood board areas. It is a fantastic opportunity to catch up, share ideas, and connect with fellow community members.

2024 Meeting Dates:

- Wednesday, 10 April, 10:30 am - 12 pm, Venue TBC (Morning tea available from 10 am)
- Wednesday, 19 June, 10:30 am - 12 pm, Venue TBC (Morning tea available from 10 am)
- Wednesday, 14 August, 10:30 am - 12 pm, Venue TBC (Morning tea available from 10 am)
- Wednesday, 16 October, 10:30 am - 12 pm, Venue TBC (Morning tea available from 10 am)
- Thursday, 28 November, 9 am - 11 am, Venue TBC (Thank you Breakfast)

Morning tea is provided at every meeting. For more information or to be added to the distribution list, please contact: fendalton.waimairi.harewood@ccc.govt.nz.

Looking forward to seeing you there!



**Have you
been tagged?**
Clean it up quick

Graffiti Team - Keeping Christchurch clean and graffiti-free is the [Graffiti Project](#) – contact the Graffiti Team to chat about creating a mural, removing graffiti, project ideas or attending an event.

Christchurch City Libraries- Storytimes, cultural celebrations, tech classes, book groups, exhibitions, author talks, hobbies, crafts, and more - discover programmes and events at libraries around the city. Check the libraries event calendar out [here](#).

The latest Council proposals in consultation: [Have Your Say Current](#)

Find out what's happening in Christchurch first on [Newsline](#)

[Smartview](#) – Displays real-time information about Christchurch City

Find out about [road works](#) in Christchurch



Support for individuals, community groups & organisations

[Charities Services](#) support charities in New Zealand.

Changes to the Charities Act - The Charities Amendment Bill is now law. Not all the changes will happen immediately, however different parts of the Act will come into play over the next 12 months. Charities Services have a [Charities Act Hub](#) that provides information about the upcoming Charities Act changes and changes to reporting requirements that are administered by The External Reporting Board (XRB).

[Child Matters](#) - Child Matters works with all sectors including professionals, community organisations, families and whānau, to deliver training, provide advice regarding policy and procedures, and recommend resources regarding child protection issues. For further information and to check out their 2024 Training and Courses. [Click here](#).

[Community Capacity Accounting](#) (new) Community Capacity Accounting (CCA) offers diverse workshops, covering topics from effective committee meeting management to budgeting. Workshops are typically conducted both online and in person in Christchurch. Since 2015, a year-long course on not-for-profit administration and management has been offered through Hagley Community College in Christchurch. Click [here](#) to see their full 2024 programme.

Upcoming workshops:

New Charity Reporting Rules

- [Tier 4 – do it yourself](#) (free online) - 10 am 16 April
- [Tier 3 – important changes in 2024](#) (\$35 online) - 10 am 30 April
- *Other Topics* - [CCA Accounting Spreadsheets](#) (free online) - 10 am 9 April

[Community Law Canterbury](#) - is a not-for-profit organisation that works to reduce and remove barriers to the law. They provide quality, free legal help to people in Canterbury and the West Coast, who face barriers in accessing justice. Community Law Canterbury offers a general legal advice service, information services, information services, specialist advice, and education services.

****New Law Alert for Incorporated Societies****

Community Law Canterbury is hosting a workshop in Fendalton on Wednesday, 8 May, for local community groups that are incorporated societies.

The workshop addresses a recent law change affecting all incorporated societies, mandating updates to constitutions, re-registration on a new online platform, and periodic checks on committee member eligibility. Failure to comply by April 2026 may result in removal from the register, impacting funding, property ownership, staff employment, and personal liability for committee members.

Limited space is available, so prompt registration is recommended. For more details and registration, email communityeducation@canlaw.org.nz. Learn more about the law changes at <https://is-register.companiesoffice.govt.nz/law-changes-for-societies/>.



Community Networks Aotearoa (CNA) (new) - formerly the New Zealand Council of Social Services – is a well-established national umbrella organisation. Proudly an Incorporated Society, CNA serves its members by providing information and support and advises the Government on the status of numerous small community organisations across Aotearoa.

They proudly present the Tick for Governance online course, designed to enhance governance skills for community organisations. Explore the engaging modules and improve your governance skills - learn more here. Learn more [here](#).

Equipment Resource Directory - Check out this [online directory](#). It lists recreation and event equipment available to community organisations at an affordable hire rate. Some equipment is free to hire.



Exult - Exult is one of New Zealand's leading training providers for the community sector. You can sign up for their annual Tonic Subscription. For further information click [here](#). *Events coming up:*

- Sustainable Funding: 5 & 12 March 9.30am – 12.30pm. Online Workshop

Click [here](#) to register.

- Secret of Sponsorship: 25 March & 2 April 12.30pm – 2.30pm. Online Workshop. Click [here](#) to register.
- Growing Great Volunteer Teams: (new) 4 & 11 April 9.30am – 12.30pm. Online Workshop Click [here](#) to register.

InCommon Quiz and Facilitators Toolkit - InCommon is a campaign that encourages people to reach out across cultures and faiths to make Canterbury a place where everyone feels they belong. The InCommon quiz has been developed to find out what you have in common with others. Because this is a great team building initiative, a toolkit has been developed for group organisers/facilitators to run this as well as other resources. Check out the [InCommon website](#).

Incorporated Societies Act 2022: Information Hub Parry Field and Co lawyers are offering an information Hub because all 24,000 Incorporated Societies are going to need to act under the new Incorporated Societies Act 2022. Here you will find articles, guides, videos, FAQs, and more so you can be empowered to take the right next steps. They are also offering FREE zoom sessions. *Dates coming up (new):*

- [Friday 22 March](#)
- [Friday 19 April](#)
- [Friday 24 May](#)
- [Friday 21 June](#)

Inspiring Communities - An organisation that supports and grows Community-Led Development practices and outcomes across Aotearoa, New Zealand. *Events coming up:*

- Putting Unity back into Community Events – Community Building Block: 21 March 9.30am – 11am. Online Workshop. Click [here](#) to register.

LEAD – Centre for Not-for-Profit Governance and Leadership – An organisation that specialises in organisational and leadership development for not-for-profit organisations. [Upcoming events](#).

Netsafe - where you can go to report online scams and learn about staying safe and protecting your privacy online. They have heaps of advice and useful Toolkits - www.netsafe.org.nz.

[Social Equity and Wellbeing Network \(SEWN\)](#) SEWN is a not-for profit society that aims to reduce marginalisation and foster wellbeing. It does this with community information, education, and support for the non-profit sector reducing poverty and discrimination and enhancing the social inclusion and wellbeing of marginalised groups. To find out more, and join or subscribe to newsletters visit www.sewn.org.nz

[Techsoup NZ](#) Provides online learning programmes designed to build the capability of the not-for-profit sector and give you the knowledge and skills you need for greater impact. Visit the events homepage to see the complete list of [upcoming webinars](#), online workshops, and other learning opportunities available through [TechSoup New Zealand](#).

[The Collaborative Trust](#) Their mission is to be responsive to the needs of those who work with or support rangatahi through: Research and Evaluation, Training and Advocacy. Check out what workshops they can deliver [here](#).



[Volunteering Canterbury](#) Volunteering Canterbury offers services that support not-for-profit community organisations. *Events coming up: (new)*

- Coffee & Chats Peer Support: 7 March, 9am – 10am. Hohepa Canterbury, 23 Barrington Street, Somerfield. Email outreach@volcan.org.nz to register.
- Governance Bites: Board & Management - Getting the Balance Right: 20 March, 5:00 pm to 7:00 pm. Christchurch Central. Email outreach@volcan.org.nz to register.
- Coffee & Chats Peer Support: 4 April, 9:00 am to 10:00 am. Opawa. RSVP: [Via email](#) - it is essential that you RSVP for these events, please.
- CCA Workshops: Accounting Spreadsheets for Community Organisations: 9 April 2024, 10:00 am to 11:30 am. Online. RSVP: [Online](#)
- Tauoko Workshop: Recognition - Making Volunteers Feel Valued: 9 April, 1:00 pm to 2:00 pm, St Albans Community Centre. RSVP: [Via email](#)
- CCA Workshop: New Charity Reporting Rules - Tier 4 DIY: 16 April, 10:00 am to 11:00 am. Online. RSVP: [Online](#)
- Governance Bites: Better Board Decision Making: 17 April 2024 - 5:00 pm to 7:00 pm. Christchurch Central RSVP: Registrations essential via [email](#)
- CCA Workshop: New Charity Reporting Rules - Tier 3 Changes: 30 April 2024 - 10:00 am to 11:00 am. Online. RSVP: [Online](#)

Christchurch City Council Community funding and fundraising opportunities

Waimāero Fendalton-Waimairi-Harewood Community Board Funding (new)

Strengthening Communities Fund (SCF) – The Strengthening Communities fund is due to OPEN for applications on Monday 4th March 2024 and will close NOON Friday 12 April. Prior to applying, or if you have any questions about this fund or your application, please contact either Natalie, Karen, or Lisa. You can find their contact details below.

(new) Please find attached a couple of helpful handouts to guide you when applying for an SCF grant. Included are a Guide to completing an SCF Application and Frequently Asked Questions with troubleshooting tips.

This fund supports community-focused organisations/groups. Which play a role in the strengthening of community well-being. It is for business as usual and existing programs and activities. For more information, and to apply. [click here](#).

Youth Development Fund (YDF) - This fund celebrates and supports young people living in the Fendalton-Waimairi- Harewood Community Board area. By providing financial assistance for their development. For more information and to apply, [click here](#).

Discretionary Response Fund (DRF) - Groups can apply to the (DRF). The DRF is open year-round, until the fund is expended. It is for one-off, unforeseen programs, activities and things that do not fit the criteria or timeframe of the Strengthening Communities Fund. For more information, [click here](#).



Check out Christchurch City Council's other Community Funding Opportunities [here](#).

Other grant funding

Here is a helpful guide featuring other pertinent grant funders and their upcoming funding rounds. Before commencing your application, we suggest reaching out to the respective funder. It is advisable to make a call to introduce yourself, present your project, and inquire about any possible updates or revisions. The Department of Internal Affairs (DIA) provides diverse grants for organisations, and you can explore their [webpage](#) to explore the extensive array of available grants. (Go to For Organisations)

Funder	Website	Funding area	Closing dates
The Trusts Community Foundation	www.ttcfltd.org.nz/about-us	Arts, Heritage, Environment, Community Wellbeing, Education & Sport, and Recreation	1 st of each month (no closing date in Dec)
Air Rescue	https://www.arcs.co.nz/	General Community	1 st of each month
Christchurch Airport Fund	Christchurch Airport Community Fund	General Community	8 Mar
Mainland Foundation Limited	https://mainlandfoundation.co.nz/	General Community	13 & 27 Mar, 10 & 24 April
One Foundation	www.onefoundation.nz/grants	General Community	15 th day of every month
Air Rescue	https://www.arcs.co.nz/	General Community	1 st of each month
Four Winds Foundation	www.fourwindsfoundation.co.nz	General Community	4.30pm Last working day of each month
Pub Charity	www.pubcharitylimited.org.nz	Arts & Culture, Sport & Rec, Financial Assistance	6 Mar, 3 Apr & 8 May

TAB NZ - Gaming Grants	https://www.tabnz.org/gaming-grants-information-dates	Sports & Recreation	5 April & 21 June
Hardcourts Foundation	New Zealand – Harcourts Foundation	General Community	29 April (Round 61)
Christchurch Airport Fund	https://www.christchurchairport.co.nz/about-us/giving-back/community-fund/	Community, Sustainability, Safety, Well-being, and Innovation.	Midday 8 Mar 2024
Mazda Foundation	www.mazdafoundation.org.nz/applying-for-funding/	Environment, Arts, Education and Employment	31 Mar 2024
Youth town	https://youthtownfunding.org.nz/	Youth Projects	29 Feb, 31 March & 30 Apr

Grants Funds Always Open

Funder	Website	Funding area
Aotearoa Gaming Trust	www.agt.nz	General Community
Blogg Charitable Trust	www.bloggcharitabletrust.org	Children and Young People
Ethnic Communities Fund	www.ethniccommunities.govt.nz/funding/ethnic-communities-development-fund/	Ethnic Community Development
Rata Foundation – Small Grants	www.ratafoundation.org.nz	Community, Education, Support and Sport
The New Zealand Community Trust	https://www.nzct.org.nz/	Sport
Lion Foundation	https://lionfoundation.nz/	Sport, Community, Arts & Culture, Health and Education.
iSport Foundation	www.isport.org.nz	Sports and Youth
Kiwi Gaming Foundation	https://www.kiwigaming.org.nz/	General Community
Lindsay Foundation	www.lindsayfoundation.co.nz	Animal Welfare, Children Disabilities, Health,
The Tindall Foundation	www.tindall.org.nz	Families, Environment, Community
New Zealand Community Trust	www.nzct.org.nz	General Community
Lottery Minister's Discretionary Fund	www.communitymatters.govt.nz	Projects outside scope of other lotter funds, overseas travel, animal welfare projects, governance training
The Lion Foundation	www.lionfoundation.nz	General Community
SuperValue Community Cash Fund	https://www.supervalue.co.nz/community/	Give away \$200 grant from each of its stores monthly.

Rata Foundation – Small Grants	www.ratafoundation.org.nz	Community grassroots initiatives
Rata Foundation – Large Grants Programme	www.ratafoundation.org.nz	General Community
Techsoup	www.techsoup.net.nz	Provide donated and discounted computers, software, products and services from companies such as Microsoft, Symantec and SAP to eligible not-for-profit organisations in New Zealand.

Alcohol Licences

Information about Applications for Alcohol Licenses

The Alcohol and Licensing Team is keen to ensure people are aware of applications in their areas. We have highlighted Fendalton-Waimairi-Harewood applications so you can keep an eye on ones that come up for your area. For information about how to make an objection, click [here](#).

Separate from objecting to a licence application there are other ways in which members of the community can contact the Council at any time to raise any concerns or problems you may have with existing licenced premises, such as noise, nuisance, vandalism or specific promotions. For further information read the brochure: [Alcohol Licensing in the Community](#).

Current applications:

Type	Trading Name	Address	Requested hours of operation	Closing date
ON-LICENCE RENEWAL	CHOPSTICKS RESTAURANT	376 ILAM ROAD FENDALTON	MONDAY TO SUNDAY 11.00 AM TO 12.00 MIDNIGHT	4 March 2024
ON-LICENCE NEW	NALA KOREAN RESTAURANT	6 BISHOPDALE COURT BISHOPDALE	MONDAY TO SUNDAY 11.00 AM TO 11.00 PM	5 March 2024
ON-LICENCE RENEWAL	KINJI JAPANESE RESTAURANT	279B GREERS ROAD BRYNDWR	MONDAY TO SUNDAY 11.00 AM TO 11.00 PM	25 March 2024
OFF-LICENCE NEW	SUPER LIQUOR BELFAST	808 MAIN NORTH ROAD BELFAST	MONDAY TO SUNDAY 10.00 AM TO 10.00 PM	26 March 2024
ON-LICENCE RENEWAL	ICONS NEW ZEALAND	27 DUREY ROAD HAREWOOD	MONDAY TO SUNDAY 8.00 AM TO 9.00 PM	5 April 2024

Meet the Fendalton-Waimairi-Harewood Team

Support Officer – Katie MacDonald	Katie supports the team with all Board and non-Board related matters. She will be your key contact regarding future Community Notices and room bookings for the Fendalton Service Centre. You can contact Katie on 03 941 5325 or at katie.macdonald@ccc.govt.nz
Community Development Adviser - Karen Boag (Waimairi ward)	Karen is one of our Community Development Adviser's (CDA) and works with community groups within the Waimairi ward and deals with funding requests relating to community development. You can contact Karen on 03 941 5273 or at karen.boag@ccc.govt.nz

Community Development Adviser – Natalie Dally (Fendalton and Harewood wards)	Natalie is our other Community Development Adviser (CDA) and works with community groups within the Fendalton and Harewood wards and deals with funding requests relating to community development. You can contact Natalie on 03 941 5326 or at natalie.dally@ccc.govt.nz
Community Recreation Adviser - Lisa Gregory	Lisa is our Community Recreation Adviser (CRA) and works with anything relating to sport and recreation within our ward areas and also deals with funding requests relating to sport and recreation. You can contact Lisa on 03 941 6729 or at lisa.gregory@ccc.govt.nz
Community Board Adviser - Aidan Kimberley	Aidan is our Community Board Adviser (CBA) and is the first contact person in anything relating to the Waimāero Fendalton-Waimairi-Harewood Community Board. You can contact Aidan on 03 941 6566 or at aidan.kimberley@ccc.govt.nz
Community Governance Manager - Maryanne Lomax	Maryanne is the Manager of the Fendalton-Waimairi-Harewood team. She has overall responsibility for the Team and the strategic direction of the Waimāero Fendalton-Waimairi-Harewood Board. You can contact Maryanne at maryanne.lomax@ccc.govt.nz .

Papanui Baptist Freedom Trust



Position Description

Job Title	Trust Manager
Primary Purpose	To lead and participate in the mission of the Trust, journeying with people as they belong, grow, and contribute to the lives of others in their whānau, neighbourhoods, and communities, and to work effectively with board, volunteers, activity participants, funders, networks, the church and others to achieve the Trust's strategic goals and objectives.
Reports to	PBFT Board of Trustees
Working hours	<p>30-40 hours per week (exact hours to be negotiated), Monday to Friday. Located in Christchurch.</p> <p>Hours may be worked based on the priorities and needs of the trust, with the flexibility to work according to the ebbs and flows of demands. Some evenings, and weekend work will be required for governance meetings or stakeholder engagement.</p>
Key working relationships	<ul style="list-style-type: none">• Board of Trustees: The Manager reports to the PBFT board of trustees.• Volunteers and Program Leaders• Papanui Baptist Church Pastors, Church Manager, Staff• Funders• Local Community Networks, Referral Agencies and Community Based Organisations.• Local Schools
Duties	<p><i>Strategic Leadership</i></p> <ul style="list-style-type: none">• Advise, inform, and participate in the board's development of strategy.• Implement assigned objectives and priorities of the PBFT strategy.• Champion PBFT values and stated commitments to Te Tiriti o Waitangi within all PBFT programs, services, and management systems. <p><i>Program/ Service Design & Delivery</i></p> <ul style="list-style-type: none">• Oversee the implementation and ongoing evaluation and adjustment of PBFT programs and community support services.• Personally provide direct community support to the Trust's clients and beneficiaries.• Oversee the research, design implementation and evaluation of new initiatives.• Monitor trends and opportunities within our communities for board consideration. <p><i>Team Leadership & HR Management</i></p> <ul style="list-style-type: none">• Recruit, onboard, supervise, evaluate and lead staff, volunteer leaders and other volunteers according to PBFT HR policies.

- Ensure all staff, program leaders and volunteers are in full compliance with PBFT policies and practices relating to finance, staff and volunteer management, child protection, health and safety, and confidentiality.
- Ensure all teams you lead, and other team leaders you supervise have clear objectives for their teams and are resourced to achieve them.
- Develop leadership succession plans for each program to ensure sustainability.

Stakeholder Engagement & Networking

- Work closely with Papanui Baptist church as a key stakeholder to enhance alignment with church objectives, meet the needs of vulnerable people within the church, build awareness of PBFT, enhance volunteer engagement, and ensure smooth operations of PBFT programs within the PBC facility.
- Build collaborative relationships with donors, local community organisation networks, referral agencies, and local schools for the purpose of collaboration, identifying opportunities, and knowledge and resource sharing.

Planning, Reporting, Policy and Administration

- Develop the PBFT annual plan and budget in accordance with board priorities.
- Provide quarterly performance reports to the board, annual performance report for internal and external stakeholders and monthly brief narrative updates for the board.
- Implement and enhance PBFT systems of management and administration.
- Ensure income and expenses are managed in accordance with financial policies.
- Work with the treasurer to review financial reports and ensure proper use of funds.
- Support the board to review and develop policies to enhance operations.

Fundraising & Grant Management

- Support the board to identify new funding opportunities.
- Develop funding proposals in alignment with PBFT priorities.
- Liaise with key donor representatives to ensure PBFT visibility and ongoing engagement.
- Manage a calendar for grant applications, grant payments, and reports.
- Prepare reports for funding providers according to their specifications.
- Work with the treasurer to ensure grants are being used within the grant parameters.

Information Management

- Ensure all programs are collecting needed program and client information and this is collated for easy analysis.
- Ensure all PBFT information is filed clearly, efficiently, and digitally on a secure PBFT data platform that is backed up regularly.
- Ensure PBFT meets data privacy law requirements.

Experience

- >3 years' experience as a community support worker or similar role.
- >2 years' experience leading teams within a community-organisation.
- Experience working in a Christian ministry environment.
- Experience planning and managing a budget.
- Experience applying for and managing grants.
- Experience working with multiple stakeholders.

Education	<ul style="list-style-type: none"> • Higher education qualification in community development or related field • Current full driver's license • Current First Aid certificate desired
Skills	<ul style="list-style-type: none"> • Technologically adept (MS Office, Google Suite, Project and data management etc.) • Planning, budgeting and administration. • HR Management and Health & Safety policy implementation. • Team leadership skills (tasks, relationship, development, delegation). • Program design, implementation and evaluation. • Written and spoken communication (including public speaking). • Grant management skills (proposals, tracking, reporting). • Conflict management and de-escalation. • Client support and management.
Attributes	<ul style="list-style-type: none"> • Sympathetic to the Christian ethos and values of the trust including its commitments to Te Tiriti o Waitangi. • Relational. • Team oriented. • Adaptable. • Confidential. • Well organised. • Comfortable working with people from a wide range of backgrounds and abilities (ages, cultures, faiths, sexuality, disabilities, addictions)
Our Culture/ Tikanga	<ul style="list-style-type: none"> • We aspire to Christ's example of love, acceptance, care and empowerment in all we do. • We value and honour the diversity of culture in our community. • We uphold the principles of partnership, participation and protection of Te Tiriti o Waitangi.
Our Strategic Goals	<ol style="list-style-type: none"> 1. Develop and deliver high impact programs to meet felt community needs. 2. Develop strategic partnerships with likeminded groups to enhance community engagement. 3. Increase & diversify the financial resources we have available to deploy. 4. Build our capacity to grow and sustain our impact and presence.



What takes place at The Merivale Corner - 30 Church

MONDAYS

SONGS AND STORIES FOR TODDLERS 10.00am Koha appreciated

ACTIVE PERSONS' EXERCISE GROUP 12:00 - 1.00pm \$7 a session

Coffee to follow - Koha appreciated

FILM CLUB Second and fourth Mondays each month - You will be contacted by Judy Ashton (022 1894597) each time with details of time and theatre - meet at The Corner for car pooling

YOGA FOR MEN 6.00pm-7.00pm term time only \$25.00 for casual class, discounted if pay for the term. Focusing on strength, flexibility, agility and most importantly learning how to rest. We gather après yoga for a beverage of your choosing at the Brewers arms

TUESDAYS

UKULELE SESSION 9.15am -10.15am \$5 a session

A chance to play with a group - coffee included, term time only.

SCRABBLE 10.15am - 12:30pm \$4 a session

COFFEE AND CONVERSATION 10:30am - 12noon

Enjoy morning tea and a chat Koha appreciated

TAI CHI 1:15pm - 2.15pm

Tai Chi improves mobility, balance and health; also increases energy and reduces stress for health and well-being. \$7 a session

Coffee to follow- koha appreciated

WEDNESDAYS

CRAFT GROUP 10am - 12noon 1st, 3rd and 5th Wednesdays

Share the company and conversation of others whilst working on your own embroidery, craft, project, etc \$5 a term

BOOK SHARING GROUP 1.00pm 3rd Wednesday

Meets monthly for inspiring book sharing sessions \$5 a session

DANCE FITNESS 5.30pm - 6.30pm

Exercise for the young at heart \$7 a session

THURSDAYS

SCRABBLE 10.15am - 12:30pm \$4 a session

TAI CHI 10:30am - 11.30am

Tai Chi improves mobility, balance and health; also increases energy and reduces stress for health and well-being. \$7 a session

Coffee to follow - koha appreciated

COFFEE and CONVERSATION 10:30am - 12noon

Enjoy morning tea and a chat Koha appreciated

ACTIVE PERSONS' EXERCISE GROUP 12:00 - 1.00pm

\$7 a session. Coffee to follow - Koha appreciated

WEEKEND GROUP 4.00pm - 5.30pm

Last Saturday of the month at The Corner Donations / Koha are always appreciated, recommended amount of \$5.00 per person

COMMUNITY OUTINGS Bi-monthly / **COMMUNITY MORNING TEAS** Bi-monthly - interesting guest speakers and shared company

For more information
Phone Frankie 021 222 7543
or Email: thecorner@allsouls.org.nz

Fendalton-Waimairi-Harewood Guide to CCC Funding

We have three funds available within our area:

- Groups can apply to the **Strengthening Communities Fund** (SCF) and the **Discretionary Response Fund** (DRF). SCF opens once a year and is for business as usual and existing programs and activities. The DRF is open year-round, provided enough money is still left in the fund. It is for one-off, unforeseen programs, activities and things that do not fit the criteria or timeframe of the Strengthening Communities Fund.
- Young people, both individuals and teams, can apply to **Youth Development Fund** to support them in their development and attend events.

More details on these funds and information on other Council funds are outlined in this document. If you are unsure about anything or have any further questions, please do not hesitate to contact a member of your local Community Support team (our contact details are below).

Who can apply? **Community Based-Not-for-profit organisations and groups** whose activities and services happen within the [Christchurch City Council area](#) and are **primarily for Christchurch City Council residents**.

To apply you must...

- Have a bank account in the name of your group. If you are an informal group, you can apply for up to \$2,000. To apply for more than 2,000, you must either be incorporated under the Incorporated Societies Act 1908, the Charitable Trusts Act 1957 or be a legal entity registered for charitable purposes.
- Have the approval to apply for funding from the Council at a properly convened meeting of your organisation.
- Have no unresolved or outstanding accountability and debt issues with the Council.
- Be able to provide evidence of the need for the project and tell us how it contributes to the Council's funding outcomes and priorities (*these are outlined below*).
- Have appropriate financial, management and organisational systems to deliver what you are applying for.
- Register your organisation with the CCC before applying for funding and update this registration every year ([Register Here](#))

How do you apply? You can apply online - www.ccc.govt.nz/culture-and-community/community-funding (*Click on the fund you are interested in*)

Please note:

- You can only apply for Council funding through an online application form.
- The online form can be saved whilst you are working on it, and it also allows you to attach your supporting documents at the same time. You can print a copy of your application once it has been submitted.
- Only fully completed online applications forms submitted before the closing date (*where applicable*) will be processed. When applications are submitted, you will receive an email confirmation with an application number. If you do not receive a confirmation number, your application has not been submitted. You will need to go back and check that you have submitted it correctly. If you still do not receive confirmation of your application, you should contact your local advisor or someone in the Council's Community Funding Team. (*You can find our contact details below*).
- Applications are considered for funding by Community Boards, based on where the participants or those benefiting from the project live. If the people attending your programmes or using your services come from different parts of the city, your application may be considered by more than one Community Board. This is known as a split application. Your application will be managed by staff, and you will not need to do anything extra. If your application is across 4 Community Boards, it will become a metropolitan application.

The Council's Funding Outcomes and Priorities The Council has limited funding available and focuses its funding on activities and initiatives that contribute to and align with; Council Strategies and the community outcomes in the Council's Long Term Plan (LTP). The Council's funding priorities and outcomes are used to evaluate and assess applications:

Funding Priorities

- Older adults
- Children and youth
- People with disabilities
- Ethnic and culturally diverse groups
- Disadvantaged and, or socially excluded.
- The capacity of community organisations.

Funding Outcomes

- Support, develop and promote the capacity and sustainability of community, recreation, sports, arts, heritage, and environment groups.
- Increase participation in and awareness of community, recreation, sports, arts, heritage and environment groups, programmes and local events.
- Increase community engagement in local decision making.
- Enhance community and neighbourhood safety.
- Provide community-based programmes which enhance basic life skills.
- Reduce or overcome barriers to participation.

Who do you contact for further information?

Fendalton-Waimairi-Harewood Community Governance Team

- **Natalie Dally** - Community Development Adviser (Fendalton and Harewood wards) - 941 5326 or natalie.dally@ccc.govt.nz
- **Karen Boag** - Community Development Adviser (Waimairi ward) - 941 5273 or karen.boag@ccc.govt.nz
- **Lisa Gregory** - Community Recreation Adviser - 941 6729 or lisa.gregory@ccc.govt.nz

Or

- **Community Funding Team** - 941-8999 or communitygrants@ccc.govt.nz

Community Board Funding available in Fendalton-Waimairi-Harewood wards

Strengthening Communities Fund

[Apply here](#)

Purpose: To support community-focused organisations/groups, who play a role in the strengthening of community well-being.

Key Dates: An annual contestable funding round.

2022/23

- Applications open 4 2024.
- Applications close 12 April 2024.
- Decisions made in August 2024 with funding for successful applications being paid out in September on receipt of a signed Funding Agreement.
- Funding covers the period of 1 September to 31 August each year.

What can you apply for?

- Operating Costs (e.g. salaries, power, rent and administration costs)
- Project Costs including:
 - Costs of community programmes, events, activities, and equipment.
 - Small equipment purchases for organisation’s to take advantage of efficiency gains and costs.
 - Cost to support the recognition, contribution, and retention of volunteers.

Multi-year funding - You can request up to three years of funding. To be considered for multi-year funding, you will need to meet the [Council's criteria](#).

What can't you apply for?

- Debt servicing
- Prize money
- Food
- Vehicle costs
- Building maintenance and renovation costs
- Anything retrospective
- Activities where the primary purpose is to promote religious ministry, political objectives or commercial interest

Discretionary Response Fund

[Apply here](#)

Purpose: To support community organisations/groups with new, unforeseen, or emergency activities, programmes, or situations.

Key Dates:

- Applications open from 1 July each year.
- Fund closes 30 June each year, or before if fund is exhausted.
- Process time: Applications can take up to six weeks to process, so please allow time for this.

What can you apply for? The Community Board can grant funds to any group for any purpose with the following exceptions:

- Activities or initiatives where the primary purpose is to promote religious ministry, political objectives or commercial profit orientated interests.
- Debt servicing or re-financing costs
- Stock or capital market investment
- Gambling or prize money
- Payment of fines or court costs
- Payment for IRD penalties or retrospective tax payments.
- Legal challenges against Council, Community Boards, Council-controlled organisations or Environment Court decisions
- Projects or initiatives that change the scope of a Council project.
- Projects or initiatives that will lead to ongoing operational costs to the Council.

Youth Development Fund

[Apply here](#)

Purpose: To celebrate and support young people living in the Fendalton-Waimairi-Harewood Community Board area by providing financial assistance for their development.

Key Dates:

- Applications normally open in August each year, depending on when the Board approves to establish the fund.
- Fund closes 30 June each year, or before if fund is exhausted.
- Process time: Applications can take up to six weeks to process, so please allow time for this.

What can you apply for?

- Educational studies (such as personal development or leadership opportunities).
- Cultural studies (such as musical training, or attendance at cultural events taking place locally, nationally, or internationally).
- Representation at events (such as assistance if you have been selected to represent your school, team, or community at a local, national or international event). This includes sporting, cultural and community events.
- Recreation development (such as attending or taking part in one-off or ongoing recreational events, participation at recreation or sporting development). For example, representing Canterbury at rugby or advanced ballet classes in Wellington.

Other Council Funding Schemes

Funding Pool	Purpose/Criteria
Christchurch Biodiversity Fund	Landowners may apply to the fund to protect areas of significant ecological value on private land and to encourage initiatives that protect and enhance indigenous biodiversity on private land.
Christchurch Creative Communities Scheme	Creative New Zealand funding for committee artistic projects - administered by Council.
Community Organisation Loan Scheme	Help organisations to develop or improve new or existing facilities and other major projects.
Computers to the Community Scheme	Distribution of ex Council desktops and laptops to not-for-profit community organisations.
Events and Festivals Fund	Sponsorship to develop a citywide calendar of events that enhance Christchurch as a place to live and visit and to strengthen its distinctive lifestyle, qualities, and identity.
Mayor's Welfare Fund	To provide assistance to families and individuals in our community who are in extreme financial distress.
Place Partnership Fund	Supports those seeking to strengthen connections between communities and their places and spaces to foster inclusion, local identity, shared experience, and stewardship.
Red Zones Transitional Use Fund	For a diverse range of transitional projects in the red zones that support the Council’s Vision and Strategic Priorities and Community Outcome for Strong Communities.
Small Sports Events Fund	To provide opportunities to National and South Island sporting events.
Sustainability Fund	To encourage community, school, social enterprise, or business projects that help meet our climate change objectives and targets.

Fendalton-Waimairi-Harewood

Guide to completing a Strengthening Communities and Discretionary Response Funding Application

1. Before you start....

Check your organisation and project meet the eligibility and criteria for the fund you are applying to: This link will take you to the Council's funding schemes <https://ccc.govt.nz/culture-and-community/community-funding>

Register (Every Year):

Before you can apply for any Council Grants or funding you have to complete an organisation registration form. This needs to be completed each year you apply to make sure the information is up-to-date for your organisation. This is the link to the registration form. Please note you can save and resume later. <https://ccc.tfaforms.net/257>

Have your electronic attachments ready:

Please ensure that the required information is attached to your application. Individual attachments should not exceed 5MB each, and the combined size of all attachments should not exceed 38MB. A checklist near the end of the form serves as a helpful reminder.

Essential Attachments:

1. Verified bank account details (e.g., deposit slip or bank statement).
2. Copy of your most recent bank statement.
3. Budget for each project seeking funding.
4. Copy of your most recent annual accounts (Include a recent financial update if accounts are over 12 months old).
5. Copy of your certificate of incorporation or charitable status.

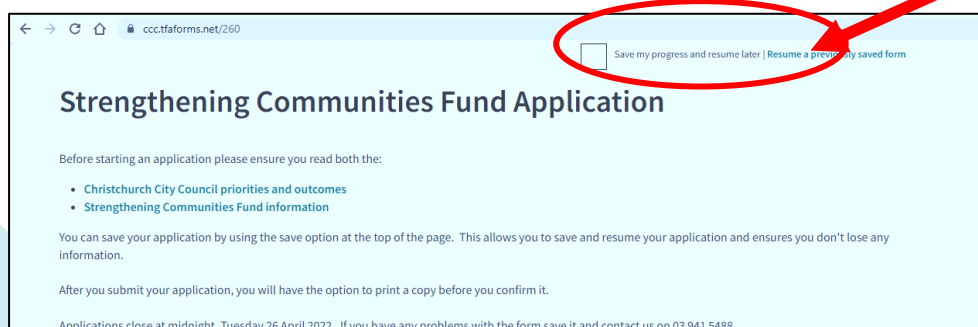
Possible Additional Attachments:

1. For wage applications: Job description and a copy of an employment contract.
2. For purchases: Quotes for individual items exceeding \$500.
3. For multi-year funding: Business or strategic plan covering the applicable years.

2. Filling in the form...

You can save your form at any point and resume it later:

Just click the box at the very top right of the application form to do this. (The picture below shows the Strengthening Communities Fund Application, the Discretionary Response Fund also has this option)



The screenshot shows a web browser window with the URL ccc.tfaforms.net/260. In the top right corner, there is a small box containing the text "Save my progress and resume later | Resume a previously saved form". A red circle and a red arrow point to this box. Below the header "Strengthening Communities Fund Application", there is a section titled "Before starting an application please ensure you read both the:" followed by two bullet points: "Christchurch City Council priorities and outcomes" and "Strengthening Communities Fund information". Further down, there is a paragraph stating: "You can save your application by using the save option at the top of the page. This allows you to save and resume your application and ensures you don't lose any information." At the bottom, it says: "After you submit your application, you will have the option to print a copy before you confirm it." and "Applications close at midnight, Tuesday 26 April 2022. If you have any problems with the form save it and contact us on 03 941 5488".

3. Organisation Information

Volunteer Hours:

When reporting total volunteer hours for Christchurch activities, kindly specify the period of calculation (e.g., 25 hours per week or 3000 hours per year). If your projects have varying volunteer hours, you can either aggregate them or provide a breakdown—whichever is more convenient for you.

Contact Information:

Please share the contact details of someone we can connect with for further discussions about this application, the funding project, and your organisation.

Project Name and Description:

If seeking funding for your organisation's overall activities, consider naming it "Operational Costs for the organisation." For specific projects, provide the project name and a brief description in the designated box. Example descriptions: "Towards wages for the coordinator of our older adult's programme" or "To purchase required softball helmets."

Sector:

Choose the sector (group of people) your project benefits most from the dropdown box. Example: "Youth."

Outcomes:

Outline two to four achievable outcomes resulting from your project or activities. These outcomes will be assessed in your end-of-project accountability. Clearly state what your project will provide or accomplish if funded. Examples: "Open five days a week as a drop-in center for vulnerable people" or "Conduct four annual holiday programmes for up to 30 children each."

Need:

The question of what need is being met can be reframed as "Why are you doing this?" Provide evidence that your project is essential in your community, along with proof that you will effectively address these needs.

Number of participants that will benefit:

When identifying the total number of participants benefiting from the project, please specify the timeframe of calculation (e.g., visits/contacts or individual people). For instance, "We anticipate 3,000 visits within a year from 1,000 different individuals using our services, with 400 being one-off visitors and 600 returning more than once."

If applying for funding for multiple projects, break down the participant count for each project. For example, "35 people will attend our weekly gentle exercise classes, and 23 youth will engage in basketball activities each week."

Where do participants live, percentages:

Indicate the percentage of people from different parts of Christchurch in the form. This information helps us direct your application to the right Community Board or the Council for consideration. If people attend from outside the applied Community Board area, specify this. If participants come from across four or more Community Board areas, your application becomes Metropolitan rather than local.

For sports clubs, you may use membership information to identify where people come from. If your organisation serves drop-in visitors without identified locations, make your best guess. Most service users tend to be local unless your service is unique. Refer to the Frequently Asked Questions/Troubleshooting section for specific suburbs within the Fendalton-Waimairi-Harewood wards.

If unsure of the Community Board areas, check the Council website map or the application form: [Council Website Map](#).

Benefit:

Explain how your project will positively impact participants. What outcomes or impacts do you expect, and what will it mean to them?

Staff/Volunteers:

Indicate the total number of staff/volunteers involved in delivering the project(s) you are seeking funding for. Please avoid counting staff twice if they are working on multiple projects; each staff member should only be counted once.

Project Budget:

- For each project seeking funding, please attach an individual budget within the application. Additionally, complete the budget section of the form, providing a concise overview of major income and expenditure items such as rent and wages. This section covers the total income, expenditure, and the amount you are applying for. To include each income and expenditure item, click "Add another item" beside the initial budget item box, illustrated below.

The screenshot shows the 'Project Budget 2021/22' form. It has two main sections: 'Income' and 'Expenditure'. The 'Income' section has a table with columns 'Item', 'Amount (\$)', and 'Further details'. The 'Expenditure' section has a table with columns 'Item', 'Total cost (\$)', 'Amount requested (\$)', and 'Further details'. Both sections have 'Add another item' buttons. At the bottom, there are four summary fields: 'Total project income (\$)', 'Total project cost (\$)', 'Difference (\$)', and 'Total requested (\$)', each with a placeholder '0###,###,###'.

- As you input each income and expenditure item, the total project/organisational amounts will be automatically calculated. Ensure that the amount you're applying for corresponds to your total expenditure minus total income. For example, if your wages cost \$1,000 and you have \$600 allocated, your application should reflect the difference of \$400.

The screenshot shows the same form with example data entered. In the 'Income' section, 'Funds on hand' has an amount of 600 and 'User / Registration Fee' has an amount of 300. In the 'Expenditure' section, 'Salaries and Wages' has a total cost of 1000 and an amount requested of 400, and 'Rent / Venue Hire' has a total cost of 300 and an amount requested of 0. The summary fields at the bottom now show: 'Total project income (\$)' as 900, 'Total project cost (\$)' as 1300, 'Difference (\$)' as -400, and 'Total requested (\$)' as 400. Red arrows point from the 'Add another item' buttons in the first screenshot to the corresponding buttons in this screenshot, and another red arrow points from the 'Difference (\$)' field in this screenshot to the 'Difference (\$)' field in the first screenshot.

- There is a separate box for noting individual grants below this.

- For other grants, state who you have applied to and for how much. Specify whether the funds are approved (granted), pending a decision, or if the application is yet to be submitted. This information helps us understand your current funding status. For instance, "Lottery - \$25,000 for wages, pending." To attach documents, click on the "choose file" box.

- Easily include additional files by selecting "Add another file."
- After adding all your attachments, please check the box to confirm completion.

4. Submission Steps:

- Tick the declaration (if you agree).
- Right-click to print a copy of your application.
- Confirm your submission by clicking "I am not a robot," then proceed to the next step.
- Verify your submission. You should receive an automated confirmation email from the Council. If not, revisit your application, as it may not have been received.

Good luck and if you have any issues don't hesitate to contact us.

Who to contact for further information in Fendalton-Waimairi-Harewood

- **Natalie Dally** - Community Development Adviser (Fendalton and Harewood wards) - 941 5326 or natalie.dally@ccc.govt.nz
- **Karen Boag** - Community Development Adviser (Waimairi ward) - 941 5273 or karen.boag@ccc.govt.nz
- **Lisa Gregory** - Community Recreation Adviser - 941 6729 or lisa.gregory@ccc.govt.nz