

# Event Host Information Pack



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Dear prospective event host,

Thank you for taking an interest in running an event for Tuku 23 Whakatū in 2023. The festival runs from the 19<sup>th</sup> March to the 30<sup>th</sup> of April.

We are really looking forward to a wealth of ideas from the community, and some great ideas have already come forward. After last year's COVID 19 induced, three month extravaganza, 2023's shorter 6 week festival will be a more concentrated affair. We are all rearing to go!

Please use this information pack as a guide to planning your event and to assist you in registering your event(s) for inclusion in the programme.

If you want to talk directly to someone about your event idea, before or after you make your application, please contact me on the details below. I would love to hear from you, no matter how small or under development your idea may be.

To register your event and/or to make an application for grant support, fill in a Tuku 23 Event Host/Registration Form on the Nelson City Council "Shape Nelson" website.

Once again, thanks for your interest in getting involved in Tuku 23 Whakatū.

Tom

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## **Programme Listing Registration Criteria/Advice**

For Tuku 23 Whakatū event registrations to be accepted and added to the 2023 programme, the following suitability criteria must be met:

1. Events should be on a history/cultural heritage theme.
2. Events should be available for the public to attend. Event hosts can charge for events and have a booking system to control numbers, but no "invite only" or restricted access events will be added to the programme.
3. Events should be located within the Nelson City Council rates boundary.

### **OR:**

If not located within the Nelson City Council rates boundary, registrations must be:

- On a history/cultural heritage theme
  - Self-financing (no event grant funding can be applied for)
  - Not-for-profit
  - Within an hour's travel from Nelson City CBD.
4. An online registration form should be submitted on Nelson City Council's "Shape Nelson" website by the closing date of 08/01/2023.
  5. Events should be run/organised by the applying event host.
  6. Event hosts agree to be responsible for carrying out health and safety risk assessments, including meeting the governments COVID 19 controls, and shall provide a copy of their event risk assessment forms to Council.
  7. Event hosts agree to Council marketing their event in the Tuku 23 Whakatū programme and other marketing that Nelson City Council decides to carry out.
  8. Inclusion in the Tuku 23 Whakatū programme is at the discretion of Nelson City Council as assessed by Council's selection panel.

## **Event Grant Funding Criteria/Advice**

### **The Match Funding Model**

The grant funding of events in Tuku 23 Whakatū is all about partnership and joint contributions. Money from Nelson City Council can be paid to event hosts to assist with delivering events if they can show a similar degree of investment in time or money is made from their side.

In recognition that some people cannot put up cash funds this “match funding” model allows voluntary time to be valued at \$20 an hour as matching, alongside any funds you may have.

Grant funds are often oversubscribed. Grant applications can be as small as you like. Often, just a few hundred dollars may take away your barriers to running an event. The upper end of grant payouts is limited to about \$2000 per event, but at that figure, or above, an event accommodating significant numbers of people, (over 300) or other complexity will be expected.

### **Charging for Grant-Funded Events**

Grant-funded event hosts can set a charge for participants to attend their event. However, it is assumed that any grant received will reduce or subsidise the ticket price to attendees so that it is more accessible. This must be demonstrated in your application. A condition of the grant is to share all accounts with Council. Grant-funded events should not make a significant profit (after costs) for organisers. If profit is derived, this must be managed in either of the following ways:

- The organiser agrees to “pay forward” the profit by declaring it as cash input to any future Tuku Whakatū grant fund applications.
- The organiser agrees to donate the profit to a heritage-based charitable trust.

### **Grant Funding Criteria**

The following funding criteria will be used by the Council’s assessment panel to consider applications:

1. Events must have a history/cultural heritage focus and must be open to members of the public within the Nelson City Council boundaries to attend. Or, they must benefit Nelson residents in other ways.
2. Funded partners must be prepared to sign a Community Grant Agreement with Council or its agent and share their accounts after the event by completing a post-event report.
3. A preference will be given for projects/activities which show an element of working in partnership in their funding and delivery. This may include working with other not-for-profit organisations, funders, or sponsors.
4. Funding preference will be given to projects/activities that meet one or more of the “Especially Favoured Characteristics” noted below.
5. Successful applicants must acknowledge Nelson City Council and Tuku 23 Whakatū’s support in promotional their material wherever possible by using approved Tuku 23 logos.

6. Other factors that will be considered are:

- The value of the project to the community in comparison with the cost to Council
- The size of the event and its reach, particularly the expected audience size
- The degree of match funding provided by the event host
- The level of wider community involvement in the project
- The past achievements or potential of the event host in managing events
- Contribution to other Council policies/strategies.

### **Especially Favoured Characteristics:**

For Tuku 23 Whakatū, grant applications that achieve any of the following characteristics will be looked on particularly favourably:

1. Events that share Māori heritage, particularly those that have undergone appropriate consultation with iwi or specialist Māori heritage groups
2. Events that share other non-European migrant heritage
3. Events that are specifically designed to attract audiences that are under 50 years old
4. Events that require less than \$500 grant funding.

### **What won't be funded?**

The following factors will mean an event cannot be financially supported with an NCC grant:

- Activities held outside the Nelson City Council administration area
- Political parties
- Duplication of existing public or private programs operating close to each other
- Purchase or improvement of privately owned assets
- Activities already completed - no retrospective funding.
- Public services that are the responsibility of central government (e.g., core education, primary health care)
- Private events.

### **The Grant Application Process:**

- **Early November 2022**- Tuku 23 Whakatū grant and listing registrations are opened and are promoted.
- **8th January 2023**- Grant applications and event registrations close.
- **By end of January 2023**- Grant applications are assessed by the grant assessment panel and negotiated with hosts. The panel is made up of three people: two heritage staff members and a third staff member from outside the heritage team.
- **February 2023**- Grant agreements are signed by event hosts.
- **Early March 2023**- payment is provided to all grant recipients once they have sent in their health and safety plans.

# Risk Management Advice

Event organisers/hosts should undertake a risk assessment for each event they run. The key aims of risk assessment are to prioritise the risks – i.e. rank them in order of seriousness and plan how to make all risks small by either eliminating the hazard altogether; or if this is not possible, controlling the risks so that harm is unlikely.

## COVID 19

During the COVID-19 pandemic, all event hosts will need to comply with any measures or advice set by the Government that relates to limiting spread of the virus. This can be seen here: <https://covid19.govt.nz/> How these controls will be implemented, needs to be included in the risk assessment.

### Risk Assessment Steps

#### **Step 1: Identify hazards, i.e. anything that may cause harm**

When considering the hazards associated with your event, make sure that you consider setting up and packing out after the event as well as the event itself.

#### **Step 2: Decide who may be harmed and how**

What are the consequences if someone does get hurt?

#### **Step 3: Assess the risks and take action**

Consider how likely it is that each hazard could cause harm. This will determine whether or not you should put controls in place to reduce the level of risk. What are those controls?

#### **Step 4: Make a record of the findings**

This record should include details of any hazards noted in the risk assessment and actions taken to reduce or eliminate risk. This record provides proof that the assessment was carried out. The risk assessment is a working document. You should be able to read it. It should not be locked away in a cupboard.

## **Step 5: Review the risk assessment**

If your event is running for multiple days or sessions, you should review it at a toolbox meeting to make sure any controls are in place and working and that nothing has been missed.

Each venue and event will have its own hazards. Some potential hazards that you could consider are:

**Vehicles** *Movement during set up and event? Parking?*

**Trips & slips** *Cables, uneven ground, stairs?*

**Lifting** *E.g. heavy or awkward items*

**Equipment in use** *Electrical? Heat e.g. BBQ or heat guns?*

**Capacity for visitors** *E.g. confined spaces?*

**Hygiene** *Food safety? Toilets?*

**Environmental** *Sun? Rain? Cold?*

**Fire or earthquake** *What are the emergency procedures? Evacuation?*

**Accidents** *Is first aid available?*

This risk management plan should make the basis for the health & safety briefing you give your crew before the event. Remember to keep a record of who has been briefed.

See a template of a health and safety risk assessment and a risk matrix below as a suggestion of how to present your risk assessment paperwork. This completed template should be presented to Council once you receive confirmation your event is in the programme.

# Health and Safety Risk Assessment

**PROJECT/EVENT/ACTIVITY:****DATE COMPLETED:****COMPLETED BY WHOM:**[illegible]



<b>Action Plan</b> (where controls are not effective, additional controls must be put in place):						

**Competencies/Training/Qualifications Required:**

**Equipment and PPE Required:**

**Equipment Maintenance and/or Pre-Start Checks Required:**

*\*Please provide evidence of training, Equipment Maintenance Records, Pre-Start Checks, and Safe Operating Procedures if relevant*

**SIGN OFF (by all involved in the project/event/activity):**

CONSEQUENCES					LIKELIHOOD of the given consequence occurring			
Minor injury requiring only first aid or less	Serious injury on one person requiring medical treatment	Notifiable injury of workers or public	Single fatality of workers or public	Multiple fatalities of workers or public				
Insignificant(1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)	Descriptor	Qualitative guidance statement	Indicative Probability range %	Indicative frequency range (years)
Medium (5)	Medium (10)	High (15)	Very High (20)	Very High (25)	Almost certain (5)	The consequence can be expected in most circumstances OR	>90%	>1 occurrence per year
						A very low level of confidence/information		
Medium (4)	Medium (8)	High (12)	High (16)	Very High (20)	Likely (4)	The consequence will quite commonly occur OR	20% - 90%	Once per 1-5 years
						A low level of confidence/information		
Low (3)	Medium (6)	Medium (9)	High (12)	High (15)	Possible (3)	The consequence may occur occasionally	10% - 20%	Once per 5-10 years
						A moderate level of confidence/information		
Very Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)	Unlikely (2)	The consequence may occur only infrequently	2% - 10%	Once per 10 - 50 years
						A high level of confidence/information		
Very Low (1)	Very Low (2)	Low (3)	Medium (4)	Medium (5)	Rare (1)	The consequence may occur only in exceptional circumstances	<2%	Less than once per 50 years
						A very high level of confidence/information		

# Communications and Marketing Advice

Nelson City Council will be spending at least \$15,000 in promoting and marketing the Tuku 23 Whakatū festival.

Promotions and advertisements may be undertaken in a number of ways including:

- Adverts/editorial pieces/stories in local newspapers
- Adverts and editorial pieces on local radio stations
- Displays and posters in Nelson City Council buildings, including libraries
- Promotions associated with a Tuku 23 Whakatū Heritage Month webpage or Nelson City Council's website
- Social media activity
- Articles/stories in Our Nelson
- Listings in It's On
- Tuku 23 Whakatū programme printing and distribution
- Plus lots more.....

You are welcome to carry out your own promotions or publicity for your event. If you are planning to do your own promotion, Nelson City Council would like to hear about what you are planning.

Brand logos and guidelines for Tuku 23 Whakatū will be provided by Council, and users must use logos/branding in compliance with any associated brand guidelines.

See a template of a basic Communications Plan below. If you are doing your own promotions, this completed template should be presented to Council once you receive confirmation of having your event in the programme.

[illegible]