

Notes on the Application Process:

- You can edit your application at any stage before you submit it. Click **Edit** at the top right corner.
- Unfortunately, the portal does not auto-save so be sure to save often so you don't lose your work. Click the **Save** button at the bottom of the screen.
- If you are in 'Edit mode', you can use the 'Table of Contents' to get to another section quickly.
- To expand or collapse a section, simply click on the arrow to the left of the heading.
- To print a copy of your application, click 'Save and Close' button at the bottom right of the screen and then click 'Print' button at the top right of the screen.
- Review budget categories and descriptions closely before creating your budget.
- When you have completed your application, click **Save and Close**. Please note that this does not submit your application.
- **To Submit** your application, once you have Saved and Closed your application, click the '**Submit**' button at the bottom right of the screen. If you need to make changes to an application you have already submitted, please contact us at funding@wcc.govt.nz
- The WCC Funding Team will email the 'Primary Contact' on your application if we need any further information from you.

Status

Granted

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▼ Internal Administration

Funding programme:	Climate and Sustainability Fund
Funding source:	Te Atakura First to Zero
Funding round:	2
Financial Year (start):	2023
Round close date:	28/3/2024
Decision date:	22/5/2024
Accountability due date:	22/5/2025

▼ Climate and Sustainability Funding Overview

Funding Request Overview - This fund supports communities and businesses to undertake climate action initiatives that reduce, or support the reduction of, gross carbon emissions.
Please read through the Funding Information here. All bold fields are required to be filled.

▼ Organisation Information

Organisation:	Creative HQ Limited
Primary Contact:	Taani Reihana
Primary Signatory:	Brett Holland
Is this application using an umbrella organisation?	No

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▼ Project Detail

Project Title:	Wellington CleanTech Summit
When will your project be ready to start?	1/6/2024
When will your project end?	21/6/2024
Will you be running any event(s)?	Yes
Event start date:	20/6/2024
Event end date:	20/6/2024
Geographic Area – Where is your project taking place? :	Wellington Central, Te Aro
What percentage of people taking part in the project live in Wellington City?	80%

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Please outline your project plan including the main activities, timeframes and tangible outcomes you aim to achieve.

Project Plan: CleanTech Summit in Wellington

The inaugural CleanTech Summit, a collaborative effort with WellingtonNZ's tech strategy team, serves as a pivotal gathering to spotlight both established and emerging technologies in the Wellington region dedicated to combating climate impacts. This event is set to draw a diverse audience including investors, climate scientists, speakers from across Aotearoa and Australia, government officials, corporate representatives, and local community groups. As an annual event, the Summit provides a prominent platform to showcase the progress and talent of Creative HQ's Climate Response Accelerator, offering CleanTech solutions. Additionally, it serves as an opportunity to engage investment and raise awareness about the urgent need for climate action, highlighting innovative solutions aimed at reducing carbon emissions and fostering positive climate impacts.

Main Activities:

May - June: Marketing Campaign

Develop marketing materials and strategies to attract participants to the CleanTech Summit. Target a minimum of 300 participants to attend the event in Wellington Central. Utilise various channels such as social media, email campaigns, and partnerships to promote the summit and generate interest.

April - May: Runsheet Development

Create a detailed runsheet outlining the schedule, logistics, and responsibilities for the Summit. Coordinate with speakers, sponsors, and vendors to ensure alignment with the runsheet and overall event objectives. Finalise venue arrangements and technical requirements for the event.

April - May: Guest Speaker Selection

Identify and finalise guest speakers, ensuring diversity and expertise across relevant CleanTech topics. Confirm speaker availability and coordinate logistics such as travel arrangements and presentation materials. Provide speakers with the necessary guidance and support in preparation for the event.

June: Event Delivery

Execute the CleanTech Summit according to the developed runsheet and event plan. Manage all aspects of event logistics, including registration, venue setup, AV requirements, and catering. Facilitate engaging sessions, panel discussions, and networking opportunities for participants. Ensure smooth coordination among all stakeholders involved in the event, including speakers, sponsors, volunteers, and attendees.

End of June: Post-Event Survey

Conduct a post-event survey to gather feedback and insights from participants and stakeholders. Evaluate the success of the summit based on attendee satisfaction, perceived value, and achievement of objectives. Analyse survey data to identify areas for improvement and inform future event planning efforts. Compile a report summarising survey findings and key takeaways to share with stakeholders and inform decision-making for future CleanTech initiatives.

Timeframes:

May-June: Marketing Campaign

April - May: Runsheet Development

April - May: Guest Speaker Selection

June: Event Delivery

End of June: Post-Event Survey

Tangible Outcomes:

- Attract a minimum of 300 participants to the CleanTech summit in Wellington Central.
- Develop a comprehensive runsheet outlining the schedule, logistics, and responsibilities for the event.
- Secure a diverse lineup of guest speakers representing various CleanTech topics and expertise.
- Execute a successful CleanTech summit, delivering engaging sessions, panel discussions, and networking opportunities.
- Gather feedback from participants through a post-event survey to evaluate attendee satisfaction and identify areas for improvement.
- Compile a report summarising survey findings and key takeaways to inform decision-making for future CleanTech Summits.

Could your project be replicated or scaled up to increase impacts? Yes

Please provide details of the scalability. :

The CleanTech Summit in Wellington demonstrates significant potential for scalability based on the outlined project plan. With a focus on attracting at least 300 participants in its initial phase, the Summit can easily expand its reach and impact in subsequent iterations. An innovative approach could be to organise trade shows, career events, and expos specifically targeted towards students. These events could be designed to showcase CleanTech innovations, career opportunities in the sustainable technology sector, and educational pathways related to environmental sustainability. The Summit could create engaging and interactive experiences tailored to students' interests and learning objectives by partnering with local schools, educational

Wellington's CleanTech Summit is supported by the CleanTech Accelerator programme to ensure ongoing engagement, collaboration, and impact in sustainable technology and innovation. Over time, the Summit will evolve to become a leading platform for showcasing cutting-edge CleanTech solutions, facilitating meaningful discussions, and fostering partnerships between industry, government, academia, and the community. The project will focus on expanding its reach and influence by attracting a growing number of participants, including businesses, policymakers, researchers, students, and the general public. The summit will seek to deepen its impact by incorporating educational initiatives, networking opportunities, and capability-building programmes that empower stakeholders to drive positive change in their respective sectors.

Through continuous feedback, evaluation, and adaptation, the long-term vision for the CleanTech summit is to become a catalyst for sustainable innovation, driving tangible environmental and social benefits for Wellington and beyond.

Please provide an example of a project that your organisation has run of a similar budget or scope to this project. If you're a new organisation, clearly describe how you would ensure successful delivery of your project. Upload relevant documents or include links to information.

We have a proven track record of successfully executing projects with a budget and scope similar to the CleanTech Summit. Our portfolio includes numerous small to medium events, including startup showcases, pitch competitions, and industry-specific workshops. One notable example is Talk Innovation Leadership, which targeted 10 senior leaders from various organisations and focused on cultivating leadership skills and fostering innovation. This event involved expert speakers, interactive sessions, and opportunities for participants to network and exchange ideas.

How will you measure the success of your project and demonstrate impact? :

Measuring the impact of the CleanTech Summit in Wellington involves a multifaceted approach aimed at assessing both tangible and intangible outcomes. Key performance indicators would include quantifiable metrics such as attendance numbers, participant feedback, and engagement levels throughout the event. Tracking the number of partnerships formed, initiatives launched, and investments secured as a result of the summit would provide insight into its tangible impact on driving CleanTech innovation and adoption. Beyond these metrics, qualitative assessments such as case studies, testimonials, and stakeholder interviews would help gauge the summit's influence on raising awareness, fostering collaboration, and inspiring action within the community. By combining the quantitative and qualitative measures, we can evaluate the Summit's effectiveness in catalysing positive change towards a more sustainable and resilient future for Wellington and beyond.

How would your project operate with restrictions imposed by Covid or another adverse event?

In the event of restrictions imposed by COVID-19 or any other adverse event, the CleanTech Summit project would leverage our extensive experience in delivering virtual events to ensure seamless continuity of operations while prioritising the health and safety of all participants. Drawing from our track record of successfully delivering remote programmes of work to international clients, we are well prepared to navigate challenging circumstances and adapt our approach as needed such as implementing a COVID tracing process. For instance, when faced with restrictions during the COVID-19 outbreak, we swiftly pivoted day two of our GovTech accelerator to a virtual format, ensuring the programme's continued to deliver and meet the needs of participants. This approach would ensure the safety of all involved and maintain the integrity and objectives of the Summit, allowing us to deliver a high-quality and impactful event regardless of the circumstances.

Which other organisations or community groups are you collaborating with on this project, if any?

WellingtonNZ
Climate Salad
Climate startups and established companies
Taranaki Whānui

Are there other social or environmental impacts of your project, either positive or negative?

By creating a culture of climate change action in Wellington, the Summit has the potential to inspire individuals and businesses alike to embrace innovative solutions that drive towards a zero-carbon or circular economy. This includes the development of products and services that enable Wellingtonians to reduce their emissions and adopt more sustainable practices in their daily lives. Additionally, initiatives such as waste management, recycling, and environmentally-conscious catering practices employed during the Summit further reduce environmental impact and promote social responsibility.

Have you secured, or applied for, any funding for this project from other sources? Yes

Please provide details including when you expect to hear the outcome:

We have secured funding from Callaghan Innovation to contribute towards this event through the delivery of our Climate Response Accelerator

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▼ Please indicate if, and how, your project addresses the following fund priorities (Select and comment on any/all that apply)

Demonstrates equity across communities in relation to ability take climate action: Yes

Please provide details of how you will address equity across communities:

Addressing equity across communities in the context of this Summit project involves implementing several key strategies to ensure inclusivity and accessibility for all stakeholders. These strategies include:

Outreach and Engagement: Engage with diverse communities, including underrepresented groups, indigenous communities, and marginalised populations. This may involve targeted outreach efforts, community consultations, and partnerships with local organisations working directly with these communities.

...towards a zero-carbon economy by 2050:

Please provide details how your project will lead toward a zero-carbon economy:

The Summit will showcase the best established and emerging decarbonisation technologies from the Wellington region (and others from across NZ) to investors, potential clients and members of the public. 41% of our zero carbon technologies need to be new innovations and these need funding. The Summit aims to bring tens of millions of dollars of investment to these companies to accelerate their businesses and help create a zero-carbon economy.

Has a plan to be self-sustaining and financially viable post Council funding: Yes

Please provide details how your project will be self-sustaining.

In future years we will look to increase ticket prices and charge exhibiting companies to cover the running costs of the event.

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▼ Budget

Please provide a breakdown of the expenditure and income for the project adding new lines by clicking on the plus sign '+':

Please make sure you have clicked '**Save and Continue**' before starting this section.

Applicants that **ARE NOT** GST-registered will need to provide budget figures that include GST.

Applicants who **ARE** GST-registered need to provide budget figures that exclude GST, we will also ask you to confirm that the grant will be used for taxable activity.

As you are registered for GST (with number 103-792-029) please confirm that this grant, if approved will be used in your taxable activity.

Please confirm taxable activity: Yes

Expense Item	Expense Amount
MC / Organiser costs and travel	\$13,000.00
AV hire	\$13,744.37
PR / Marketing	\$20,000.00
Catering	\$12,000.00
venue hire	\$10,000.00
Staff time	\$12,000.00
Total Project Cost	\$80,744.37
Income item	Income amount
Expected ticket sales	\$7,500.00
Creative HQ programme sponsors	\$10,000.00
Wellington NZ funding	\$32,000.00
Event sponsors	\$20,000.00
Total Income	\$69,500.00
Difference:	\$11,244.37

▼ Project Budget

Amount Requested: \$11,244.37

Attachments

Please include a scan of an appropriate bank encoded deposit slip OR a screenshot of an online banking statement header showing the bank logo, account name and number. You will need to attach your latest

CHQ Final Financial Statements 30 June 2023 signed.pdf



Financial report

Added by Raven Maeder at 4:14 PM on 9 April 2024

CHQ Financial_Company Setup Details.pdf



Bank account evidence

Added by Taani Reihana at 12:40 PM on 27 March 2024

▼ Declaration

By submitting this application, you indicate that you are authorised to act on behalf of the organisation/individual named above. The information supplied here and in the uploaded to the application is correct, and you consent to the information contained in our application being made available to the public. This consent is given in accordance with the Privacy Act 2020.

► Application Check - Internal Only

► Message for Applicant

► Application Review - Internal Only

► External Review - Internal Only

► Moderation - Internal Only

▼ Decision - Internal Only

Panel Comments (included in email to grantee):

The Review Panel agreed to recommend this application on the basis that it holds potential for supporting genuine innovation and provides an important platform for local climate solutions. However, they were clear that there should be a greater emphasis on including Te Ao Māori and ensuring that this summit is accessible and relevant to mana whenua and whānau Māori. They recommended funding on the basis that it is used to facilitate greater involvement in and access to this event, with KPIs around participation and engagement with Māori. This will be stipulated in our funding conditions. Our Business Events Wellington team are keen to connect with Creative HQ on this summit, and to work with you to ensure the summit continue to be aligned to other relevant events and activities taking pace in Wellington in future years, as it is this year.

Final Decision: Approved
Granted amount: \$11,244.00

Conditions:

Release of funding subject to Creative HQ and WCC agreeing on KPIs around participation and engagement with Māori.

We would like to see our funding facilitate greater inclusion of Te Ao Māori and ensuring accessibility and relevance to mana whenua and whānau Māori. This may be through free tickets, participation in panels and involvement in shaping the focus of the event.

We would also like to partner with Creative HQ to ensure that the community sector is included in this forum.

► Reporting and Payment - Internal Only

► Reporting

► Communication Records - Internal only

RELEASED UNDER THE OFFICIAL INFORMATION AND MEETINGS ACT 1987