

# **Creative Communities New Zealand Scheme**

**2009/2010**

**Second Round**

Application Form and Guidelines

**Applications close: 30 October 2009**

**Model Guidelines for Applicants**

The primary focus of the *Creative Communities New Zealand Scheme* is to stimulate and support arts and cultural activity that:

- increases participation
- increases range and diversity, making the arts more attractive and relevant to the various communities in a district

**The three main funding criteria are:**

- 1 Projects that increase participation in the arts.
- 2 Projects that increase the range and diversity of arts available to communities.
- 3 Projects that enhance and strengthen the local arts sector.

Any group, organization or individual may apply for support under this scheme.

**Projects that may be considered eligible will:**

- 1 Be arts and cultural projects.
- 2 Take place within the local authority district to which application is made and/or produce benefits which are largely experienced within that district.
- 3 Have not commenced before the date when the funding decision will be made.
- 4 Have not already received Creative New Zealand funding.
- 5 Include school based activities that could not be reasonably expected to be covered by the school's own resourcing provision, particularly where there is local community involvement or community benefits outside of the school.
- 6 Include projects which have benefits which cross local district boundaries.

**See over for types of eligible and ineligible projects -**

**Types of activity that are eligible for funding include:**

- Cultural events, such as festivals
- Salary costs for one-off short term projects
- Costs associated with artist in residence schemes
- Tuition for young artists / performers
- Arts related promotional activities
- Materials necessary for an arts event or activity
- Seminars, workshops for local artists and arts groups
- Equipment, provided it is related to an arts activity; the committee can fund no more than 50% of the cost of any item of equipment for which application is made
- Dance which has a primarily arts and culture focus (eg - ballet, tap, jazz, contemporary dance, taiaha, highland dancing, cultural dance and rock and roll). Dance which has a primarily fitness focus, such as aerobics and line dancing does not qualify.

**Types of activity that are ineligible for funding:**

- Facility development (towards costs of buildings or items considered necessary to make a facility fully functional, eg plumbing, floor coverings, furnishings, whiteware, crockery).
- The purchase of art works for galleries.
- Arts activities in education institutions which would normally be funded through their ongoing curriculum and operating budgets.
- Ongoing administration costs that are not related to a specific project(s).
- Retrospective project costs (for projects already completed).
- Elimination of accumulated debt or debt servicing.
- Catering costs.
- Fundraising costs.
- Local authority projects that would normally be funded from the authority's own resources.

# Creative Communities New Zealand Scheme Project Application Form

Applications Close: **Friday 30 October 2009**

Post to: Kaipara District Council, Private Bag 1001, Dargaville 0340

Courier: Kaipara District Council, 42 Hokianga Road, Dargaville

By hand: Kaipara District Council, 42 Hokianga Road, Dargaville  
or Kaipara District Council Service Centre  
State Highway 1, Kaiwaka

## **Late Applications Will Not Be Considered**

Please complete one application form per project. If you require assistance please contact Charlane White on 09 439 7059.

Before considering making an application please review the attached check list to make sure that your project is eligible for funding. In the past a number of applications have been turned down because they were clearly outside the schemes guidelines or they were late. Applications will be photocopied **so for clarity please type or print neatly in black ink.**

### **FIRST Check Your Eligibility**

The eligibility and funding criteria and priorities are set out in the accompanying guidelines. Please read them carefully before filling out this form.

- |   | Yes                      |
|---|--------------------------|
| Is your project an arts and cultural project?   | <input type="checkbox"/> |
| Will your project take place within your city or district and/or produce benefits which are largely experienced within your city and district?            | <input type="checkbox"/> |
| Will the project benefit local communities?   | <input type="checkbox"/> |
| Will your project increase participation in the arts at a local level, or increase the range and diversity of the arts available to your local community? | <input type="checkbox"/> |

**Is funding sought for:**

	Yes		Yes
Facility Development?	<input type="checkbox"/>	Purchasing art works for a gallery?	<input type="checkbox"/>
A project in an education institution?	<input type="checkbox"/>	An ongoing expense in your organisation?	<input type="checkbox"/>
A project which will have started by the time grants are announced?	<input type="checkbox"/>	Catering costs?	<input type="checkbox"/>
Debt servicing?	<input type="checkbox"/>	Fund raising?	<input type="checkbox"/>
A project already funded by Creative New Zealand?	<input type="checkbox"/>	A project by an individual without sponsorship from an organization?	<input type="checkbox"/>

If you tick any of the above your project may not be eligible. Contact Charlane White on 09 439 7059 before continuing.

**1 Tell us about yourself**

(If you are an individual some of these questions may not apply)

1.1 Full name of individual or organization \_\_\_\_\_

(Commonly used name (if different from above) \_\_\_\_\_

1.2 Street Address \_\_\_\_\_

1.3 Postal Address \_\_\_\_\_

1.4 Telephone / fax number \_\_\_\_\_

1.5 Contacts: Please name two people we can contact if we need further information:

Name \_\_\_\_\_ Telephone (Day) \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Telephone (Day) \_\_\_\_\_  
\_\_\_\_\_ Fax \_\_\_\_\_

1.6 What are you organisation's objectives? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.7 Is your organization a legally constituted trust or incorporated society? Yes  No

1.8 Are you registered for GST?

If yes, your GST number is \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please note:

- Applicants who are not GST registered need to provide budget figures that are GST inclusive (goods and services)
- Applicants who are GST registered need to provide budget figures that exclude the GST component. Successful applicants who are GST registered may submit a separate GST invoice to your local authority.

1.9 What is your primary cultural or ethnic affiliation?  
(Both groups and individuals need to answer this question)

Maori

Pacific Island

General Community

(Please specify) \_\_\_\_\_

1.10 Please name up to two referees for you and your project

Name \_\_\_\_\_ Telephone (day) \_\_\_\_\_  
Fax \_\_\_\_\_

Name \_\_\_\_\_ Telephone (day) \_\_\_\_\_  
Fax \_\_\_\_\_

**2 The Project**

2.1 Please tell us about your project in full (attach additional sheets if you wish)

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2.2 When will your project take place?

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2.3 In which local authority area(s) will your project take place?

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2.4 What district do the participants, or those that you expect to benefit from in your project, come from? (Please estimate).

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2.5 Is the project aiming to involve a particular cultural or ethnic group? If so please indicate:

Maori  Pacific Island  General community  Other defined community

2.6 Does your project target a particular age group? Please tick appropriate box.

Under 25  Over 25  General

2.7 Which of the following criteria of the *Creative Communities New Zealand Scheme* best describes your project (tick one box only) (Refer to guidelines for further information)

Projects that increase participation in the arts

(Will usually involve opportunities for active participation by the target community)

Projects that increase community wide interest in the arts

(Will often involve presentation of new works and experiences to the community the project is targeting)

Projects that enhance and strengthen the local arts sector

(May involve training, engagement of consultants, networking and seminars)

2.8 What art form grouping best describes your project . (tick one box only)

Language arts and literature (eg poetry, story telling, fiction, whaikorero)

Performing arts (eg dance, music, theatre)

Visual arts (eg painting, craft, toi whakairo)

Multi-disciplinary (projects which cross over two or more of the above categories)

2.9 What steps have you taken to ensure access for people with limited opportunities to participate in arts activities?

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2.10 Describe who will benefit and how from your project?

Please relate this to the funding criteria that best describes your project. (see question 2.7)

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2.11 How will you advertise or promote the project?

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3.3 Please specify amount of funding requested. The total cost of the project (A), minus total funds available for the project (B) will usually equal the amount requested from the *Creative Communities New Zealand Scheme*.

A	Total cost of project	\$
B	Less total funds available	\$
C	Difference	\$
D	Amount requested	\$

Will this project go ahead if we do not fund it ? Yes/No

3.4 Are you seeking (please tick one box)

a grant       guarantee against loss       loan

3.5 Tell us about any other grants, loans, guarantees against loss you have applied for with this project?

Date	Source	Type	Amount \$	Funding Advice Date

#### 4 Financial Background

4.1 If you are an existing group or organization, provide details from your last set of annual accounts.

4.2 Provide details of any grants, loans or guarantees against loss you have previously received through the *Creative Communities New Zealand Scheme*.

Date	Project	Type	Amount

## 5 Final Check

I declare that the information supplied here is correct. If the application is successful, I/We agree to:

- (i) return the project report form (which will be sent to me in due course by the local authority)
- (ii) participate in any funding audit of my organization or project conducted by the local authority

I consent to the \_\_\_\_\_ (name of City or District Council who you are applying for funds) recording the personal contact details provided in this application, retaining and using these details and disclosing them to Creative New Zealand for the purpose of review of the *Creative Communities New Zealand Scheme*. I understand that my name and brief details about the project may be released to the media or appear in publicity material. I undertake that I have obtained the consent of the other contact person to provide these details. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Position in organization \_\_\_\_\_ Date \_\_\_\_\_

Have you attended to all of the following?

(Tick as appropriate)

Answered all of the questions?

Do your project figures add up? Please check!

Provided full financial details?

Provided full details of your project?

Provided daytime phone numbers?