

Application Form

PROJECT APPLICATION FORM

Creative Communities Scheme

IMPORTANT INFORMATION

- Please complete one application form per project.
- If you require assistance please contact the Creative Communities Scheme administrator at your district or city council office.
- For clarity please type or print in black ink. Applications are photocopied.

Please complete this form by ticking the appropriate boxes and writing in details in the spaces provided.

Closing date for applications:

Friday 15th May 2009

Send your application to:

Westland District Council

Private Bag 704

Hokitika

**Attention: Community Services
Department**

Late applications will not be considered.

First check your eligibility

ELIGIBILITY CRITERIA

The eligibility and funding criteria are set out in the attached information sheet.

- Is your project an arts and cultural project?
- Will your project take place within your city or district and / or produce benefits which are largely experienced within your city or district?
- Will your project benefit local communities?
- 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?

Your project cannot be started before it has been assessed.

Your project cannot have already received Creative New Zealand funding for the same purpose.

FUNDING CRITERIA

- Will the project increase community participation in the arts?
- Will the project increase the range and diversity of arts available to communities?
- Will the project enhance or strengthen the local arts sector?

If you have ticked any of the above, continue.

Is funding sought for:

- facility development?
- purchasing artworks for a gallery?
- a project in an education institution?
- an ongoing expense in your organisation?
- a project that will have started by the time grants are announced?
- catering costs?
- debt servicing?
- fundraising?
- a project already funded by Creative New Zealand?

If you have ticked any of the above your project may not be eligible. Contact the Scheme Administrator at your District Council office 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 organisation:

Commonly used name (if different from above):

1.2 Street address:

1.3 Postal address:

1.4 Telephone/fax number:

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

Name: -----

Telephone (day): ----- Fax: -----

Name: -----

Telephone (day): ----- Fax: -----

1.6 What are your organisation's objectives?

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

1.8 Are you registered for GST? Yes No

GST number -----/-----/-----

Please note:

- Applicants who are not GST Registered need to provide budget figures that are GST inclusive
- Applicants who are GST Registered need to provide budget figures that exclude the GST component. Successful applicants who are GST registered must submit a separate GST invoice to their local authority.

1.9* What is your or your groups primary cultural or ethnic affiliation?

General community Māori

Pacific Islands Other defined community

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).

2.2 When will your project take place?

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

2.4 What district do the participants, or those whom you expect to benefit from your project, come from?

(Please estimate)

2.5* Will the project primarily involve a particular cultural or ethnic group? Please indicate which group:

General community Māori

Pacific Islands Other defined community

2.6* Does your project target a particular age group?

under 25 over 25 general

2.7* Which of the following Creative Communities Scheme funding criteria **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 the range and diversity of the arts available to communities

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 artform grouping best describes your project?

(Tick one box only)

- language arts and literature (eg poetry, storytelling, fiction, whaikōrero)
- 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 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)

2.10 How will you promote the project?

3 Money and Resources

3.1 Outline the costs of your project.

- You may include a percentage of overhead costs, including salaries (except volunteer labour), which apply to the project.
- Where appropriate, please include written quotes.
- Organisations not registered for GST should include GST in their estimates.

Item	Amount
-----	\$-----
-----	\$-----
-----	\$-----
-----	\$-----
A. Total cost	\$-----

3.2 Please outline how you intend to fund the project, excluding Creative Communities Scheme application.

Donated material	\$-----
Cash in hand towards the project	\$-----
Loans / mortgage / debenture	\$-----
Charge to participants or membership subscription	\$-----
Other sponsorship / grant (please specify source)	\$-----
Intended fundraising (provide an estimate)	\$-----
Expenditure on project to date	\$-----
Other	\$-----
B. Total funds available	\$-----

3.3 Please work out below the 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 Scheme.

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

3.4* Are you seeking:

- a grant a guarantee against loss a loan

3.5 What other grants, loans, guarantees against loss have you applied for with this project?

Date	Source	Type	Amount	Funding received

4 Financial Background

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

4.2 Please provide details of any grants, loans or guarantees against loss you have previously received through the **Creative Communities 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 a completed project report form (which will be sent to me in due course by the local authority)
- ii) participate in any funding audit of my organisation or project conducted by the local authority.

Name: _____

Signature: _____

Position in organisation: _____

Date: _____

I consent to the Westland District Council 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 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.

**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?

The Creative Communities Scheme information sheet



The Creative Communities Scheme is a relationship between Creative New Zealand and local authorities, and supports opportunities for New Zealanders to participate in the arts in their local area. Each local authority has an assessment panel representative of its community, and these panels make the funding decisions.

Who can apply

Any group, organisation or individual can apply for funding. The project must promote participation in the arts. Local authorities are not eligible to apply.

Eligible projects

Eligible projects must:

- have an arts or cultural focus
- take place within the city or district to which the application is made and/or benefit that district or city
- meet at least one of the three funding criteria
- benefit local communities
- not have started before an application for funding is assessed
- not have been funded by Creative New Zealand for the same purpose.

FUNDING CRITERIA

Projects or activities must:

- increase participation in the arts
- increase the range and diversity of the arts available to communities
- enhance and strengthen the local arts sector.

To be eligible for assistance, the project must have clear community benefits. An application from an individual will be stronger if they can show an endorsement from a community group or arts provider.

What types of arts projects and activities can be funded?

Projects or activities may involve any artform or a mixture of artforms including theatre, visual, multi-media, dance, traditional arts, craft, music, literary arts and performance arts.

Each local authority is entitled to establish its own priorities within these criteria.

Types of assistance

Assistance may be provided in the following forms:

- grants
- guarantee against loss
- low-interest rate loans

Eligible activities and projects

- events or festivals
- personnel costs for one-off projects
- artist-in-residence schemes
- promotional activities
- materials
- seminars, workshops
- equipment (up to 50% purchase price)
- dance with arts and culture focus
- school-based projects outside its normal activities

Ineligible activities and projects

- facility development
- purchase of artworks for art galleries
- arts activities in education institutions normally funded within curriculum budget
- ongoing administration costs
- retrospective project costs
- debt servicing
- catering costs
- fundraising costs
- local authority projects
- salaries
- prize monies

CONDITIONS

If you have previously received Creative Communities Scheme funding, either as an individual or as a member of a group, a completed project report must be submitted before any further applications will be considered.

CLOSING DATES

**The application closing date
is Friday 15th May 2009**

TO APPLY

Applications must be made on an application form, available from your Scheme administrator. Applications must include the following:

- a bank-generated deposit form
- a detailed budget
- a project description, including dates, numbers of participants, and a programme of what you intend to achieve. If you are paying fees to artists or tutors include a brief CV of who they are and their role in your project.
- financial information summarising your group's finances for the last financial year.

FOR FURTHER ASSISTANCE PLEASE
CONTACT YOUR SCHEME
ADMINISTRATOR:

VIOLET MCDERMOTT

WESTLAND DISTRICT COUNCIL

PRIVATE BAG 704

HOKITIKA

PHONE : 03 756 9039