Carterton District - Creative Communities Scheme Application
Form Preview

Introduction and Instructions for Applicants

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Introduction

Creative New Zealand is New Zealand's national agency for developing the arts. The Creative Communities Scheme is one of the ways Creative New Zealand fund a broad range of arts projects in local communities.

Before applying for the grant, please read the Creative Communities Scheme Guide [Application Guide](#)

If you have already received funding from the Creative Communities Scheme for a project, you must complete a report on that project before making another application, unless the project is still in progress.

For more information please contact;**Vic BatesCarterton Events Centre50 Holloway Street, Cartertonvictoria@cdc.govt.nz**

Privacy

The personal information Carterton District Council collects may include your name, addresses, email address, telephone numbers, information on your use of our services or facilities and any other information provided by you in connection with, or specifically related to your communications with us or, your use of our services or facilities.

Collecting your information

- We may collect personal information about you when you or someone acting on your behalf provides information to us directly.
- We may collect personal information about you from other organisations, entities or persons.
- When you visit one of our websites, we may use technology solutions such as "cookies" to provide you with better access to tailored information and services on the websites and to better serve you when you return to them.
- Our internet service providers may also make a record of your visit and log information for statistical purposes. This information is only analysed on a bulk basis for broad demographic content. Individual use is not analysed. We do not attempt to identify users or their browsing activities unless they choose to give us personal information while using our website.

For more information on the council's privacy policy, see the [website](#).

Privacy *
☐   I declare that I have read the privacy information and I am comfortable to proceed with the application

Applicant Details

* indicates a required field

Applicant Details

Individuals or groups/organisations can apply for Creative Communities Scheme funding. Individuals must be New Zealand citizens or permanent residents.

Applicant *
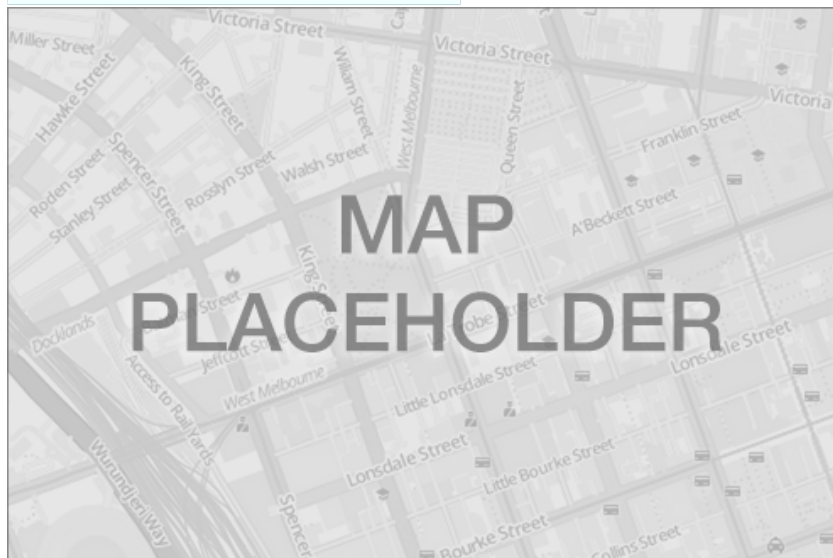○ Individual   ○ Organisation
Organisation Name

Title   First Name   Last Name

Applicant primary address
Address

Applicant postal address
Address

Applicant website

Must be a URL.

Key Contact Person

This is the person who we will correspond with about the grant and proposed project. We will also send all correspondence to the email provided.

Primary contact *

Title   First Name   Last Name

This is the person we will correspond with about this grant.

Position *

For example: Manager, Coordinator, Board Member.

Phone number *

Email address *

Is the key person available to speak in support of your application at the CCS assessment committee meeting? *

○ Yes   ○ No

Do you or your organisation have a NZBN or CRN? *

○ NZBN   ○ CRN   ○ Neither

Applicant NZBN *

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Applicant CRN *

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information

Charity Registration Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

Bank Account Details

If successful, this is the bank account into which funding will be deposited.

Bank Account *
Account Name

Account Number

Must be a valid New Zealand bank account format.

Ethnicity of Applicant

Ethnicity is self preserved and you may want to indicate more than one ethnic group. There is also an opportunity to provide further information regarding ethnicity group/s if you would like to share any details.

Please select the ethnicity you or the applicant group identify with. Ethnicity is self preserved and you may want to indicate more than one ethnic group. *
☐ NZ Pākehā
☐ NZ Māori
☐ Pacific Peoples
☐ Asian
☐ Middle Eastern
☐ Latin American
☐ African
☐ Other:

Please feel free to provide further information about you or your group's ethnicity.

Project Summary

* indicates a required field

Basic Project Details and Funding Criteria

Please provide basic details about your proposed cultural artform project and the funding criteria that it is most closely aligned with it.

Please provide a project title *

Please provide a short summary of your project. *

Word count:
Must be no more than 100 words.

Please select the funding criterion most connected to your proposed project. *
○ Access and Participation
○ Diversity
○ Young People
Only one criterion can be selected and must be the type most closely aligned to the project's main focus.

Funding criteria definitions:

- **Access and Participation:** Create opportunities for local communities to engage with, and participate in local arts activities
- **Diversity:** Support the diverse artistic cultural traditions of local communities
- **Young people:** Enable young people (under 18 years of age) to engage with and participate in the arts

Artform, Cultural Practice and Activity Type

Please select the type of artform and activity that is **most** closely connected to your project.

Which artform and/or cultural practice is your proposed project most connected to? *
○ Craft/object art
○ Dance
○ Inter-arts (hybrid artform)
○ Literature
○ Music
○ Ngā toi Māori
○ Pacific arts
○ Multi-artform (including film)
○ Theatre
○ Visual arts
Please refer to the 'definitions' section of the Application Guidelines to ensure your project aligns the most appropriate artform.

**Which activity most closely describes your project type?** *

○ Creation only – for projects which focus on making an artwork but not performing or exhibiting in public, eg a community weaving group, focusing on weaving, dyeing, textile weaving and up-cycling, requesting funding for materials and venue costs.

○ Creation and presentation – for projects which include both creating and performing or exhibiting to the public, eg local youth crafting and painting life-size figures of the World Cup teams to exhibit at the gateway of their town.

○ Performance (presentation only) - for the presentation of performing arts only (e.g. theatre, kapa haka, dance, music).

○ Exhibitions – for the exhibition or presentation of visual arts or non-performing arts only (e.g. a display of tivaevae by local artists).

○ Workshop – any form of training (e.g. a wānanga in raranga or a programme of contemporary dance workshops).

Only one activity can be selected, and should be the type most closely aligned with project purpose and delivery.

Project Location

Project locationT *
Address
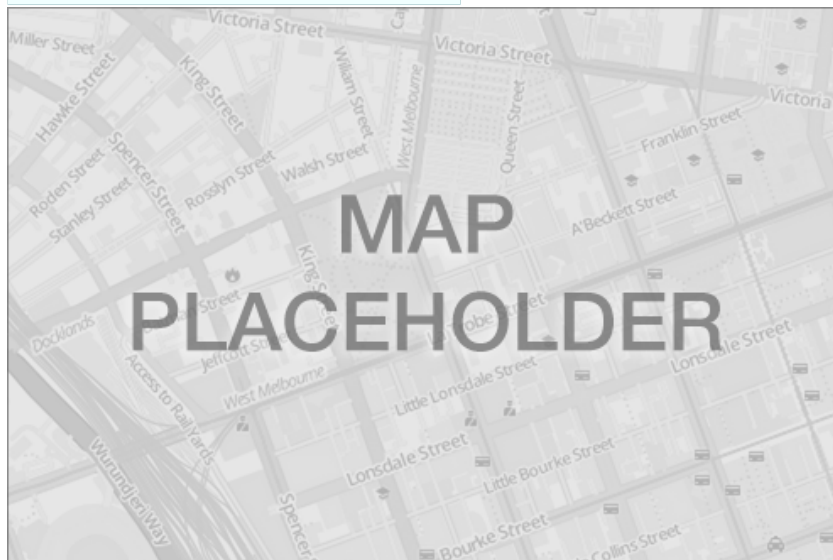
Address Line 1, Suburb/Town, State/Province, and Country are required.
Please enter the address where your project will be located:

Project Timing

Your project must not have started or finished before funding is approved.

Anticipated start date *

Anticipated end date *

The project must be completed within 12 months of funding being approved.

Participants and Audience

- **Active participants** are the people involved in making and presenting an artwork or performance, or running and attending a workshop.
- **Viewers or audience members** are the people who come to see the finished work or a presentation.
- If your project is presented in a public space, only include the people who specifically come to see the art work or performance in the number of viewers/ audience members. Please do not include casual passers-by.

Please note, if your application is successful you will need to provide the **actual** number of active participants and viewers/ audience members in your project completion report.

Number of active project participants *

Must be a whole number (no decimal place).

Number of anticipated viewers or audience members *

Must be a whole number (no decimal place).

Project Details

* indicates a required field

This section enables you to share more information about your project and the reasons why it's needed, anticipated results, how it will be delivered, the people who will assist and the connection it has to the chosen criterion.

Please refer to the **Application Guide** for more information related to the questions and examples which may assist you when responding.

The idea / Te kaupapa

Please describe the overall project idea, what the will lead to, associated artistic goals and funding necessity.

Please outline the need for this project. *

Word count:
Must be no more than 150 words.

Please describe what you hope to achieve in delivering the project. *

Word count:
Must be no more than 150 words.

The process/ Te whakatutuki

Please describe the process that will be involved in the project. Explain the key stages of your project and how it will be carried out. *

Word count:
Must be no more than 500 words.

The people/ Ngā tāngata

Please provide details about the key people or partners who will be involved in your project. Please consider the ways they will contribute, their skills and ability to take part in the designated project timeframe.

Outline the key people who will be involved in your project, including any relevant qualifications and experiences. *

Word count:
Must be no more than 500 words.
Describe the roles of key personnel involved in delivery of the project. If you are delivering the project with another organisation clearly state who is responsible for what.

Attach any relevant CVs or brief biographies.
Attach a file:

Will your project involve participation from another group or organisation? *
○ Yes   ○ No

As you indicated that another organisation or group will be involved in the project, please outline the ways in which they will support and collaborate.

Project partner name	Key roles and responsibilities
Must be no more than 25 words.	Must be no more than 25 words.

The criteria/ Ngā paearu

Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people. *

Community Support

Does this initiative have community support? In particular, do the beneficiary and/or geographic communities affected by this project/program support the activities you are proposing? *

○ Yes   ○ No

What evidence do you have that this project/program has community support? *

[   ]

Supporting Material

Letter/s of support
Attach a file:

[   ]

These documents should be from key people within your community who can speak about the benefits of the project, the skills of the people involved in the project, and/or confirm that an invitation has been issued.

Example/s of previous work undertaken
Attach a file:

[   ]

Feel free to upload images, text or links to website/s highlighting previous work undertaken.

The Budget/ Ngā pūtea

* indicates a required field

This section seeks information about costs, income and expenditure related to your project. Please refer to the Application Guidelines for further information to assist you in completing details below

Are you registered for GST? *

○ Yes   ○ No

Expenditure

Please provide all costs of your project and include the details of each. For example, materials, venue hire, promotion, equipment hire, artist fees and personal costs. To add more rows please click on the Add More button at the bottom left on this table.

Please note:

- All amounts should be GST EXCLUSIVE if you are registered for GST.
- All amounts should be GST INCLUSIVE if you are NOT registered for GST.

Item	Detail	Amount ($)	Quote

		Must be a dollar amount.	
		$	

Income

Please provide all the income for your project, from other grants, ticket sales, artwork, donations and other funds. To add more rows please click on the Add More button at the bottom left on this table.

Please **do not** include the amount you are requesting from CCS for this grant.

Item	Detail	Amount ($)
		Must be a dollar amount.
		$

Budget Totals

Total Income Amount

$

This number/amount is calculated.

Total Project Cost

$

This number/amount is calculated.

Cost - Income

This number/amount is calculated.
Please Note: This is the maximum amount you can request from CCS.

Grant Funding

There is no limit to how much you can apply for, but most CCS grants tend to be under $2,000. You may want to look at previously funded projects on the council website for an indication.

You may also be receiving project cost funds from another source (e.g. yourself, your organisation, others). If that's the case include the amount in the 'total project cost'.

Total Amount Requested
*

$

What is the total financial support you are requesting under CCS funding in this application?

Financial Statement

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

Latest Financial Statement Upload *
Attach a file:

Other Grants

Have you applied for funding from other sources for this project? *
○ Yes   ○ No

Please tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes). To add more rows please click on the Add More button at the bottom left on this table.

Date applied	Who to	How much	Confirmed/ Unconfirmed
Must be a date.		Must be a dollar amount.	
		$	

Have you received a grant from the Creative Communities Scheme in the past 3 years? *
○ Yes   ○ No

Please tell us about other grants you have received through the Creative Communities Scheme in the past three years. To add more rows please click on the Add More button at the bottom left on this table.

Date	Project Title	Amount Received	Project completion report submitted
Must be a date.		Must be a dollar amount.	
		$	

Declaration and Feedback

* indicates a required field

Declaration / Whakaputanga

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

You must declare that you agree with the following statements:

- I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions

If successful you must agree to:

- complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- complete the project within a year of the funding being approved
- complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- return any unspent funds
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by the local council
- contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: http://www.creativenz.govt.nz/about-creative-new-zealand/logos
- I understand that the Carterton District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to Carterton 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 evaluating the Creative Communities Scheme.
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information

Please read and agree to the above statements. *
☐ I agree

Authorisation

Please note: All applications by person/s under the age of 18 must be authorised by applicant's parent or legal guardian.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *   ☐ Yes

Name of authorised person *

Title	First Name	Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position *

Position held in applicant organisation (e.g. CEO, Treasurer)

Contact phone number *

We may contact you to verify that this application is authorised by the applicant organisation

Contact Email *

Must be an email address.

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you hear about the Creative Communities Scheme? *

○ Council website   ○ Local paper   ○ Radio
○ Council mail-out   ○ Poster/flyer/brochure   ○ Word of Mouth
○ Council staff member   ○ Social media   ○ Other:

○ Creative NZ website

Please indicate how you found the online application process. *

○ Very easy   ○ Easy   ○ Neutral   ○ Difficult   ○ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider. *