Creative Communities Scheme

Application Form

Funding for local arts projects
Ngā pūtea mō ngā toi te hautāinga

CLOSING DATE

Friday 26 February 2027
Applications accepted from Monday 1 February 2027

FOR PROJECTS THAT TAKE PLACE BETWEEN

1 April 2027 and 1 April 2028

To submit your Creative Communities Scheme application please complete and email this form to:

Susi Schulze
ADMINISTRATOR

At the address below:

E. creative.communities@wmk.govt.nz

waimakariri.govt.nz/creative

WAIMAKARIRI DISTRICT COUNCIL | creative nz COMMUNITIES

BEFORE YOU START

Please note: Multiple applications from the same person, committee, or trust will not be accepted. **Please send ONLY ONE APPLICATION per person/committee/trust per round.**

Read the *Creative Communities Scheme Application Guide*

Before you prepare your application you should read the *Creative Communities Scheme Application Guide*. This guide tells you:

- whether you are able to apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible and ineligible
- what information you will need to include in your application.

Complete the Creative Communities Scheme Application Form

- Applications can only be submitted using this document (*Creative Communities Scheme Application Form* or an online version of this document)
- To complete this application form you need to type your answers to each question in the boxes provided.

  Example: _____

  IMPORTANT – DO NOT edit any text outside of these boxes
  If you are unable to type into the boxes provided please print a copy and complete by hand

- If you need more space, attach information to the back of this application form Please include the section headings to help assessors.
- We recommend that you keep a copy of your completed application for your own reference.
- Contact the CCS administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist:

(mark with an ✓)

My project has an arts focus

My project takes place in the local authority district that I am applying to

I have answered all of the questions in this form

I have provided quotes and other financial details

I have provided other supporting documentation

I have read and signed the declaration

I have made a copy of this application for my records

PART 1: APPLICANT DETAILS

Name and contact details

Individual Collective or Group Organisation or Trust Other

Full name of applicant: _____

Contact person: *(for a group)* _____

Street address/PO Box: _____

Suburb: _____ Town City: _____

Post Code: _____ Country: New Zealand

Email: _____

Telephone (day): _____

All correspondence will be sent to the above email or postal address.

Name on bank account: _____ GST number: _____

Bank account number: _____

If you are successful your grant will be deposited into this account.

Ethnicity of applicant/group *(mark with a ✓, you can select multiple options)*

New Zealand European/Pākehā Detail: _____

Māori Detail: _____

Pacific Peoples Detail: _____

Asian Detail: _____

Middle Eastern/Latin American/African Detail: _____

Other: Detail: _____

How did you hear about the Creative Communities Scheme? *(select ONE and mark with an ✓)*

Council website Creative NZ website Social media

Council mail-out Local paper Radio

Council staff member Poster/flyer/brochure Word of mouth

Other *(please provide detail)* _____

PART 2: PROJECT DETAILS

Project name: _____

Brief description of project:

Project location, timing and numbers

Venue and suburb or town: _____

Start date: _____ Finish date: _____

Number of active participants: _____

Number of viewers/audience members: _____

Funding criteria: *(select ONE and mark with an ✓)*

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

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 or cultural arts practice: *(select ONE and mark with an ✓)*

Craft/object art	Dance	Inter-arts
Literature	Music	Ngā toi Māori
Pacific arts	Multi-artform (including film)	Theatre
Visual arts		

Activity best describes your project? *(select ONE and mark with an ✓)*

Creation only	Presentation only (performance or concert)
Creation and presentation	Presentation only (exhibition)
Workshop/wānanga	

PROJECT DETAILS

Project details

You may require additional pages to complete your answer/s. If so, please clearly label any additional pages using the headings below.

1. **The idea/Te kaupapa:**
   What do you want to do?

2. **The process/Te whakatutuki:**
   How will the project happen?

3. **The people/Ngā tāngata:**
   Tell us about the key people and/or the group involved.

4. **The criteria/ Ngā paearu:**
   Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

PROJECT DETAILS (budget)

5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes No

Project costs Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.

Item *eg hall hire*	Detail *eg 3 days' hire at $100 per day*	Amount *eg $300*
Total Costs		

Project Income

Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.

Income *eg ticket sales*	Detail *eg 250 tickets at $15 per ticket*	Amount *eg $3,750*
Total Income		
Costs less income *This is the maximum amount you can request from CCS*		
Amount you are requesting from the Creative Communities Scheme		

PROJECT DETAILS (budget)

Other financial information

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).

Date applied	Who to	How much	Confirmed/ unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)

Other financial information

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.

PART 3: DECLARATION

You must read and sign the following. Please place an ✓ in each box to show that you have read the information and agree to each section.

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 tocommit to the following conditions.

If this application is successful, I/we 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: **www.creativenz.govt.nz/about-creative-new-zealand/logos**.

I understand that the Waimakariri District Council is bound by the Local Government Official Information and Meetings Act 1987.

I/we consent to Waimakariri 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. This consent is given in accordance with the Privacy Act 1993.

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal guardian

Name: _____

(Print name of contact person/applicant)

Signed: _____

(Applicant or arts organisation's contact person)

Date: _____

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WAIMAKARIRI DISTRICT COUNCIL

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