

# Creative Communities Scheme

# Application Form

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

## **CLOSING DATE**

Monday 26 August 2024

Applications accepted from Friday 26 July 2024

## **FOR PROJECTS THAT TAKE PLACE BETWEEN**

1 September 2024 and 1 September 2025

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

**Ben Eldridge**

**ADMINISTRATOR**

At the address below:

**E.** [ben.eldridge@wmk.govt.nz](mailto:ben.eldridge@wmk.govt.nz)

 [waimakariri.govt.nz/creative](https://waimakariri.govt.nz/creative)

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# BEFORE YOU START

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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

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## Name and contact details

Are you applying as an individual or group?      Individual      Group

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.

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## 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: \_\_\_\_\_

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## 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

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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

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## **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)

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## 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

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**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 to commit 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](http://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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