

All applications to be printed in black ink or typed. Applications are photocopied and clarity is important.	(For office use only)
	Application No. _____ / _____
	Date _____



Creative Communities Scheme
 - funding local arts activities
 Nga kaupapa auaha a te iwi whanui
 Te tono putea mo nga manahau a te iwi kainga



Project Application Form

Please complete one application form per project.

Before completing this form it is advisable to contact the Special Projects Officer at the Horowhenua District Council on telephone (06) 366 0999 Extn 6881 or alternatively the members of the Local Allocation Committee to confirm eligibility:

- Mrs Katy Harding - Phone 3682 725
- Mrs Mary Judd - Phone 3689 660
- Mr Pariri Rautahi - Phone 021 0295 1942
- Mrs Margaret Craddock - Phone 3685 234 or email margandnoel@paradise.net.nz
- Mr Tony Matthews - Phone 3638 860 or email tmdesign@xtra.co.nz
- Mrs Rosalie Blake - Phone 3626 784 or email rosablake@gmail.com
- Councillor Garry Good - Phone 3683 607 or email tzgood@xtra.co.nz
- Councillor Leigh McMeeken - Phone 3675204 or email leigh_mcmeeken@clear.net.nz
- Councillor Anne Hunt - Phone 3637 750 or email annehunt@inspire.net.nz

Applications close at 5.00 pm on Tuesday, 31 August 2010

For projects that begin after 22 September 2010

No late applications will be accepted. The Committee reserves the right to request any further information or supporting documentation after the closing date for applications

Please return to:
Dennis Cole, Special Projects Officer, Horowhenua District Council, Private Bag 4002, Levin 5540 Or e.mail to denniscc@horowhenua.govt.nz

This application should be filled out after reading the additional information outlining eligibility, criteria and purposes. Be realistic and honest in the assessment of your project.

All applications received will be considered in late September 2010.

Local CCS Administrator to complete where applicable

Local funding priorities for year: _____ Priority will be given to applications that

First - check your eligibility

The eligibility and funding criteria are also set out in the attached information sheet at the back of this application form.

ELIGIBILITY CRITERIA

- Does your project have an arts and creative cultural focus? Yes
- Will your project take place within your district and/or produce benefits which are largely experienced within your district?
- Does your project meet one or more of the three funding criteria?
- Will your project benefit local communities?

Your project cannot start before it has been assessed. Retrospective applications will not be accepted. NOTE The project must not commence before the CCS meeting date to determine applications received.

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

If you have ticked any of the above, continue.

Is funding sought for:

	Yes		Yes
facility development? (re whiteware, floor coverings, furnishings)	<input type="checkbox"/>	an ongoing administrative expense in your organisation? - salaries, travel, catering costs, etc.	<input type="checkbox"/>
a project in an education institution? (normally funded by Operation Grants)	<input type="checkbox"/>	competitions, entry fees, awards ?	<input type="checkbox"/>
a project that will have started by the time grants are announced?	<input type="checkbox"/>	capital items or equipment?	<input type="checkbox"/>
a project already funded by Creative New Zealand?	<input type="checkbox"/>	debt servicing?	<input type="checkbox"/>
international events?	<input type="checkbox"/>	prize money/fund raising/trophies?	<input type="checkbox"/>

If you tick any of the above your project may not be eligible. Contact the Special Projects Officer at the Horowhenua District Council before continuing.

ATTENDANCE AT ASSESSMENT COMMITTEE MEETING

Do you wish to speak in support of your application at the Assessment Committee meeting?

Yes No

If you answered "Yes" to the last question you will be notified of the meeting date.

Note: Capital equipment/capital items can no longer be funded under the CCS Fund.

1. Applicant's Details

Are you applying as an individual
or as a group (select one)

Individual

Group

1.1 Full name of individual or group: _____

Commonly used name (if different from above): _____

1.2 Street address: _____

1.3 Postal address: _____

1.4 Telephone/fax number: _____

1.5 E-mail: _____

1.6 **Contacts:**

Please name two people we can contact if we need further information. Please make sure these people know about your project, and that they may be contacted by the Scheme Administrator or members of the Assessment Committee.

Name _____ Telephone (day) _____

E-mail _____ Fax _____

Name _____ Telephone (day) _____

E-mail _____ Fax _____

1.7 What are your organisation's objectives?

1.8 Is your organisation a legally constituted trust or
incorporated society?

Yes

No

How many members in your organisation/group

1.9 What is the ethnic group that you or your group most identify with?
(for example, NZ European, Maori or Samoan)

Both groups and individuals need to answer this question.

- | | |
|--|---|
| <input type="checkbox"/> Maori | <input type="checkbox"/> Pacific Island |
| <input type="checkbox"/> General Community | <input type="checkbox"/> Other (please specify) _____ |

**2. Which of the scheme's three funding criteria are you applying under:
(Please select one only)**

Broad community involvement - Your project will create opportunities for local communities to engage with and participate in arts activities

OR

Diversity - Your project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.

OR

Young people - Your project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

**3. Is your project targeted at a particular section of your community?
(You may tick more than one box)**

- | | | |
|--|---|--|
| Broad community <input type="checkbox"/> | Specific group of interest <input type="checkbox"/> | Ethnic community group(s) <input type="checkbox"/> |
| Disabled <input type="checkbox"/> | Senior Citizens <input type="checkbox"/> | Young people <input type="checkbox"/> |

**4. Which of the following arts activities best describes your project?
(for an explanation of these terms, see the Glossary in the guide for Applicants)**

- | | |
|--|---|
| CR Craft/Object art <input type="checkbox"/> | MU Music <input type="checkbox"/> |
| DA Dance <input type="checkbox"/> | NM New Media eg, film making and digital arts <input type="checkbox"/> |
| IA Inter-arts <input type="checkbox"/> | PA Pacific arts (<i>select one option</i>) <input type="checkbox"/> |
| LT Literature <input type="checkbox"/> | Heritage language-based arts <input type="checkbox"/> |
| MA Maori arts (<i>select one option</i>) <input type="checkbox"/> | Heritage material arts <input type="checkbox"/> |
| Heritage te reo-based arts <input type="checkbox"/> | Contemporary <input type="checkbox"/> |
| Heritage material arts <input type="checkbox"/> | TH Theatre <input type="checkbox"/> |
| Contemporary <input type="checkbox"/> | VA Visual arts <input type="checkbox"/> |

c. The process - how will you carry out your project, and where and when?

d. The people - Who is involved?
(Include brief information about key individuals or organisations)

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	\$

7. Financial Background

Tell us about any other funding you have applied for or received for this project.

Date applied	Source of Funding	Type of funding (eg loan, grant and what it will be used for)	Amount Requested	Is funding confirmed? If yes state how much. If you are still waiting for response, when will you know the result?

Tell us about any other grants you have previously received through the Creative Communities Scheme.

Date	Project Title	Have you completed a project completion report for this project? Yes/No	Amount of funding received

If you are a registered group or organisation (such as a charitable trust or incorporated society), provide a copy of your latest set of audited annual accounts.

Please provide bank account details (or bank deposit slip) for the payment of your grant.

8. Declaration

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

- Complete the project within a year of the funding being approved
- Complete and return a project report form (which will be sent with the grant) within two months after the project is completed
- Participate in any funding audit of my organisation or project conducted by the local council if required
- Inform the scheme administrator of any public event or presentation that is funded by the scheme
- Acknowledge the assistance of the scheme verbally at event openings, presentations, performances and such like
- Use the CCS logo in publicity for the project and follow the guidelines for use of the logo. (Logo and guidelines can be downloaded from: www.creativenz.govt.nz/resources).

I understand that the	Horowhenua District Council
Is bound by the Local Government Official Information and Meetings Act 1987. I also consent to it 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 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 all people involved to provide these details. We understand that I have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.	
Name:	
Signature:	
Signature of parent or guardian if applicant is under 16 years of age:	
Position in organisation (if applicable):	
Date:	

Creative Communities New Zealand

[Local arts funding scheme]

Guidelines to assist you to complete the application form.

Many worthy applications lack adequate supporting documentation. This can make it difficult for the members of the Assessment Committee to properly consider your application in competition with others.

To assist in the success of your application and to assist the Assessment Committee please ensure:

- You clearly define your project and what the grant will be spent on. Be specific.
- You itemise all aspects of expenditure and income.
- You attach quotations for all proposed expenditure. If you can't get a quotation, provide estimates, preferably from your preferred suppliers.
- You are open about other sources that you have applied for funding or non-financial support from.
- You clearly state what contribution your organisation will be making to the project, including likely income from attendance fees.
- You show the benefit that will come to the Horowhenua because of your project.
- Funds in your accounts submitted with the application which are earmarked/reserved for specific purposes are highlighted.
- The name and qualifications of the auditor are clearly shown on any audited financial statements submitted with your application.

Talk to the Scheme Administrator or members listed if you are unsure about any question in the application form, and to check your eligibility to apply for funding.

Checklist

Please ensure you have included these items in your application:

- Latest audited accounts/balance sheets (please indicate which reserves are earmarked). If these are not available please provide a bank or financial statement.
- Detailed budget for your project (attached separately or as per application form)
- Relevant information about artists/tutors involved in your projects (if appropriate)
- Photocopies of letters of support (**do not** send originals)
- Location, dates, numbers expected, venue(s) and organiser
- Other relevant information
- Quotes for expenditure

PLEASE NOTE: *That all financial material provided is treated with confidentiality and held for any auditing purposes only following each funding round.*

Finally

- Have you answered all of the questions?
- Do your figures add up?
- Have you attached copies of all the required supporting documents?
- Ensure your contact people shown on the "Project Application Form" are briefed and will be available for telephone interview by one of the committee members soon after the closing date for applications.
- Signed the Declaration?

Purpose of the scheme

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities within their specific geographical area, as well as for defined communities of interest.

Under the scheme, "the arts" is defined as "all forms of creative and interpretative expression".

Who can apply?

An application can be from an individual or from a group.

Individual applicants must be New Zealand citizens or permanent residents.

If you've previously received funding under the Creative Communities Scheme, either as an individual or as a member of a group, you must have completed a project report for the earlier project before any further applications from you will be considered.

Can I get funding for my project?

The project must -

- Have an arts or creative cultural focus
- Meet one or more of the three funding criteria (see below)
- Be completed within 12 months after funding is approved
- Benefit local communities
- Take place within the city or district where the application is made, or benefit local communities within the city or district
- Not have started before funding is approved
- Not have already been funded through Creative New Zealand's contestable funding programme for the same purpose
- Not have already been funded through Creative New Zealand's multi-year funding programme.

Funding Criteria

Your project must meet one or more of the following funding criteria -

- **Broad community involvement** - The project will create opportunities for local communities to engage with and participate in arts activities
- **Diversity** - The project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.
- **Young people** - The project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

Types of projects or activities that could be funded included -

- Exhibitions, productions, concerts, festivals, workshops and presentation that offer opportunities for community involvement in the arts
- Activities that support the traditions and arts of ethnic communities
- Youth arts events
- Artist - led projects involving local communities
- Materials for arts activities or programmes
- Personnel costs for one-off, short-term projects
- Promotion and publicity of arts activities to communities

Types of projects or activities that cannot be funded include -

- Activities that are not arts-focused
- Activities that are the direct responsibility of schools or other education institutions
- Ongoing administration costs not related to a specific project
- Projects that are the core business of an organisation or service provider
- Retrospective project costs (for projects already started or completed)
- Catering costs of an event
- Fundraising activities
- Developing facilities, such as gallery and theatre lights, stage curtains or building restoration
- Buying capital items or equipment, such as cameras, computers, instruments, costumes or uniforms.

CONDITIONS

All applications to be on the official application form and must be lodged with the appropriate supporting information and financial documentation.

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.

**FOR FURTHER ASSISTANCE PLEASE
CONTACT YOUR SCHEME ADMINISTRATOR
HOROWHENUA DISTRICT COUNCIL
Dennis Cole
Phone (06) 366 0999 Extn 6881
Email : denniscc@horowhenua.govt.nz**