creative nz COMMUNITIES

Creative Communities Scheme

Funding for local arts
Te tono pūtea mō ngā manahau a te iwi kainga

Application Guide

This guide will help you to apply for Creative Communities Scheme (CCS) funding. If you have more questions please contact your local CCS administrator.

FRONT COVER

WHARANGI TUATAHI
Te Roopu Rāranga Whatu o Aotearoa Hui 2011. Photo by Norm Heke.

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1. Applying for Creative Communities Scheme funding

1.1 Can I get funding for my project?

To be eligible for funding through CCS your arts project must support at least one of the following:

Access and participation: Create opportunities for local communities to engage with, and participate in local arts activities, eg:

- performances by community choirs, hip-hop groups, th eatre companies or poets
- workshops on printmaking, writing, dancing or other creative forms
- exhibitions by local craft groups promoting weaving, pottery and carving
- festivals featuring local artists
- creation of a community film or a public artwork by a community
- development of new tukutuku, whakairo or kōwhaiwhai for a local marae
- artist residencies involving local artists or communities
- seminars for local artist development.

Diversity: Support the diverse artistic cultural traditions of local communities, eg:

- workshops, rehearsals, performances, festivals or exhibitions in Māori or Pasifika heritage art forms
- workshops, rehearsals, performances, festivals or exhibitions by local migrant communities
- arts projects bringing together groups from a range of different communities
- workshops, rehearsals, performances, festivals or exhibitions by groups with experience of disability or mental illness.

Young people: Enable young people (under 18 years) to engage with, and participate in the arts, eg:

- a group of young people working with an artist to create a mural or street art
- a group of young people creating a film about an issue that is important to them
- printing a collection of writing by young people
- music workshops for young people
- an exhibition of visual art work by young people

Your project must:

- take place within the city or district where the application is made
- be completed within 12 months of funding being approved
- not have started or finished before CCS funding is approved.

1.2 Who can apply?

Individuals or groups can apply for CCS funding. Individuals must be New Zealand citizens or permanent residents.

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

1.3 What types of projects can't get CCS funding?

You cannot apply for CCS funding for:

- projects without an arts focus, eg puzzles, upholstery, magic, model-making, commercial

design, commercial fashion design, film festivals, fitness-based dance (such as aerobics or gymnastics or martial arts (such as tai chi or karate)

- projects within the scope of other sectors or organisations, eg arts projects in schools or other educational institutions that are the core business of that institution or are normally funded through curriculum or operating budgets
- projects that mainly deliver outcomes for other sectors, such as health, heritage or the environment
- local council projects
- projects to develop facilities, eg galleries, marae, theatres and other venues, including the costs of fixed items, whiteware, floor coverings, furnishings, gallery and theatre lights, stage curtains or building restoration. CCS funding is available for new artworks as part of marae projects such as tukutuku, whakairo, whāriki and kōwhaiwhai, however applications for funding for marae facilities or restoration projects should be made to the Lottery Marae Heritage and Facilities Fund, which is administered by the Lottery Grants Board.

1.4 What costs can I get support for?

You can apply for support for:

- materials for arts activities or programmes
- venue or equipment hire
- personnel and administrative costs for short-term projects
- promotion and publicity of arts activities.

1.5 What costs cannot be supported?

CCS does not fund:

- ongoing administration or personnel costs that are not related to the specific project
- costs for projects already started or completed
- travel costs to attend performances or exhibitions in other areas
- the cost of any food or refreshments
- buying equipment, such as computers, cameras, musical instruments, costumes, lights or uniforms
- entry fees for competitions, contests and exams
- prize money, awards and judges' fees for competitions
- royalties
- the purchase of artworks for collections
- debt or interest on debt.

1.6 How much can I apply for?

There is no limit to how much you can apply for, but most CCS grants tend to be under $2,000. Look at previously funded projects on your council website (or speak to your local CCS administrator) to get an idea of the sorts of projects that have been supported in the past and the average amount granted.

1.7 How often can I apply and how are decisions made?

Each area will run up to four funding rounds per year. You can apply in any round but, if you have already received funding from CCS for a project, you must complete a report on that project before making another application, unless the project is still in progress.

Your application will go to an assessment committee of people from your area. They are appointed for their knowledge and experience of the arts and local communities.

2. How to fill out the application form

This information will help you to fill out the application form. All parts of the application form need to be completed.

2.1 Applicant details

Full name of applicant: This is the name of the group, the organisation or person applying for funding. They will be responsible for the funding if the application is successful.

Contact person: If you apply as a group enter the name and contact details of the person who is responsible for this application.

Address, phone and email: Your local CCS administrator may need to contact you about your application and will let you know in writing whether you have been successful or not.

GST number: If you or your organisation is GST registered please include your GST number here.

Bank account number: If you are successful the grant will be paid into a bank account. Enter the name and number of the bank account here.

2.2 Project details

Insert your project name, eg South Taranaki children's ceramic workshops and a brief description of the project, eg six ceramic workshops during the school holidays for children aged 8-12.

Project location, timing and numbers

Where will your project take place? Enter the venue name and the suburb or town where the project will take place.

When will your project take place? Enter the start and finish dates.

Enter the number of participants and viewers/audience members you expect will be involved with the project.

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.

If your funding application is successful you will need to give the **actual** number of active participants and viewers/audience members in your project completion report.

2.3 Funding criteria

Select the ONE funding criterion that is the project's main focus.

2.4 Artform

Select ONE artform type. Refer to the definitions in the glossary on page 7. If you are not sure if your project fits within one of these artforms contact your local CCS administrator.

2.5 The activity that best describes your project

Select ONE activity 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 eg theatre, kapa haka, dance, music.
- Exhibitions – for the exhibition or presentation of visual arts or non-performing arts only eg a display of tivaevae by local artists.
- Workshop – any form of training, eg a wānanga in raranga or a programme of contemporary dance workshops.

2.6 The cultural tradition of your project

The cultural tradition of your project is the particular heritage of your project, eg. a Shakespearean play is from a European tradition, and kapa haka is from Māori tradition. Your project may be from more than one cultural tradition, so you can select more than one option.

2.7 The idea/Te kaupapa

Describe your project including:

- what you want to achieve
- why the funding is needed.

Here is an example of a good project description:

The Otarere Hall Restoration Group want to work with local youth and local, professional, Māori and Pākehā artists to make art works which tell the stories of the Otarere community. The art works will be made by young people with advice from professional artists.

The Otarere community is isolated. People meet at the school, Te Aroha marae and the pub. The Otarere Hall has been unused for many years but will re-open in December.

Otarere's population is getting smaller each year with families leaving the area. There is little out-of-school activity. This project will give the young people something to do and build their connection with the town and community hall.

The art works will combine traditional European and Māori arts including embroidery, tukutuku, oil painting, whakairo and kōwhaiwhai – symbolising the bi-cultural history of the area. The finished works will be hung in the hall once the restoration is completed in December.

Funding is needed to cover one quarter of the professional artist fees and some materials.

This example describes the overall idea, what the result of the project will be, some of the artistic goals and why the funds are needed.

2.8 The process/Te whakatutuki

How will the project happen? Explain the key stages of your project and how it will be carried out. Including a timeline can help assessors to understand the project and to show that you have considered how you will deliver the project.

Here is an example using the Otarere Hall Project:

The art work will be made from July to November and the final work installed in the hall in December. All workshops and making will take place at the hall in the dining area, which is free-of-charge.

Timeline

- *July school holidays – the young people (supported by the local youth worker and artists) will have a two week workshop at the hall to research the stories of Otarere. This will include interviews, on-line research and sharing stories from their own families. From this they will choose who will work on each art work and what the art work will be about.*

- *August/September – the young people will meet weekly with the artists to learn the different traditional art techniques.*
- *October school holidays – the young people will work with the artists (and youth worker) to design and make the art work.*
- *November – the artists and young people will complete the art works in the evenings and weekends as needed.*
- *December – the works will be installed and followed by an opening.*

2.9 The people/Ngā tāngata

Who are the key people involved in your project? Include the people who will be helping you to make the project happen and who your audience or participants will be.

Briefly describe what the role of the project leaders and their relevant experience. You can include a brief biography or attach a short CV to the application. It's important to show in your application that the people involved have the skills and time to make the project happen.

If you are doing a project with another group or organisation, state clearly in your application who is responsible for what.

Here is an example using the Otarere Hall Project:

There will be at least 20 young people aged 12 to 18 who will be involved in the project. Ten young people have already committed to the project but we expect more to be involved as people hear about it. The project will be open to all high school age young people but they need to make a commitment to the whole project.

Four artists have been selected from the local community. They have experience of teaching and leading community projects. Please see the attached artist biographies and letters of support/ commitment from these artists.

The young people will be supported by the local youth worker and parents. The youth worker will coordinate the project with support from the Otarere Hall Restoration Project (please see attached youth worker biography).

2.10 The criteria/Ngā paearu

Explain how this project will deliver to the criterion you have chosen: access and participation, diversity or young people.

Here is an example using the Otarere Hall Project:

Young people:

The project will be targeted at young people between the ages of 12 and 18

The young people will:

- *get to work with and learn from local artists*
- *learn to express themselves through their art*
- *have something constructive to do during the school holidays*
- *learn the stories of the local community and their families and be able to pass these stories to other people. This will strengthen their understanding of who they are and where they come from*

There are no other arts activities happening in Otarere that work with young people and the wider community.

If there are other similar projects happening in your district you may need to outline what is unique about this project and how it will address a need in your community. If this is a project that has happened before you may need to show how the project is growing and developing, eg the activity involves more people this time, it encourages new people to take part, there are new things happening or there are new partners or groups involved in the project.

2.11 The budget/Ngā pūtea

Project costs:

Enter all the costs for your project. Provide detail so the assessors can understand how you have calculated your costs.

eg:

Artist fees	*60 hours @ $40/hour x 4 artists*	*$9,600*
Materials	*2 x 10mm plywood sheets @ $50 each*	*$100*
Venue hire	*3 days preparation time @ $100/day and 6 days performance @ $200/day*	*$1,500*

Attach detailed quotes for important items.
This will help the assessors understand your budget.

If you have costs that can't be covered by CCS, eg catering, you should still include these costs in your budget. However you will need to have enough income from sources other than CCS to cover these costs.

Project income:

Enter all the income for your project. Be realistic about what income you can get.

If you include the value of a discount as part of your income you will need to show the full cost (before the discount) of the item in your project costs.

2.12 Supporting Material

It is useful to attach support material. It should be brief and may include:

- examples of previous work undertaken by the individual or group, eg images, text or links to websites
- letters of support and invitations – these should be from key people within your community who can speak about the benefits of the project or the skills of the people involved in the project, or confirm that an invitation has been issued.

Make sure you send **copies only** as they may not be returned.

Keep a copy of your original application. If you do receive a grant, your original application will be useful to have at hand when writing your completion report.

3. Glossary

Arts: all forms of creative and interpretative expression (from the Arts Council of New Zealand Toi Aotearoa Act 2014).

Artform: one of various forms of arts practice.

Community: a community may be based around a place, a cultural tradition, or commonly held interests or experiences.

Heritage arts: artistic expressions and forms reflecting a particular cultural tradition or traditions that continue to be celebrated and practised by New Zealand artists and practitioners, and that are appreciated and supported by New Zealand communities.

Wānanga: a Māori term for a forum or workshop.

3.1 Definitions of artforms

Craft/Object art includes traditional and contemporary applied arts practices of all the peoples of Aotearoa/New Zealand, including Māori and Pasifika peoples and the diverse cultures of people living in Aotearoa/New Zealand today. Genres include, but are not limited to, ceramics, furniture, glass, jewellery, object making, raranga, studio-based design, tāniko, tapa making, textiles, tivaevae, typography, weaving and woodwork.

For projects involving a design component, artists can apply for funding to develop and/or make new work and for the public presentation of the work, but not for the commercial manufacture or production of a work.

Dance includes forms of dance that clearly have an arts and cultural focus (as opposed to aerobics, fitness or martial arts), eg kapa haka, tango, traditional Highland dancing, hip-hop, classical Indian dance, Pacific dance, ballet, tap and jazz.

Inter-arts projects integrate artforms of any cultural tradition, combining them to create a new and distinct work. The result of this integration is a hybrid or fusion of artforms outside of Creative New Zealand's existing artform categories.

Literature includes both fiction and non-fiction

- 'Fiction' includes, but isn't limited to, novels, novellas, short stories, poetry, children's fiction, young adult fiction, graphic novels, illustrated picture books, and speculative fiction such as fantasy fiction, science fiction, detective fiction, and historical fiction.
- 'Non-fiction' includes, but isn't limited to, autobiography, biography, essays, social commentary, literary criticism, reviews, analytical prose, non-fiction written for children, young adult non-fiction, and writing about the physical and natural sciences.

Literary activities may include poetry readings, local storytelling, writers' and readers' events, and creative writing workshops. Creative New Zealand does not consider the following to be literature: instruction manuals, guide books, phrase books, and do-it-yourself and how-to books (including travel guides, gardening books, and recipe books); bibliographies, dictionaries, encyclopedias and professional reference works; newsletters; hymn books; and publisher catalogues.

Māori arts are arts activities that can be regarded as strong expressions of Māori identity. They include the following types of arts practice, which can also form the focus of workshops, wānanga and festivals:

- heritage te reo-based artforms, such as whaikōrero, haka, karanga and whakapapa recitation, waiata mōteatea, pao and kōrero paki
- heritage material artforms, such as toi whakairo (carving), tukutuku (wall decoration), kōwhaiwhai (painted rafters), and ngā mahi a te whare pora (weaving, textiles and basketry)
- customary performance arts such taonga puoro, karetao (puppetry), and ngā tākaro (string games)
- contemporary Māori arts activities that draw on

traditional heritage artforms, fusing them with other elements to create innovative expressions of Māori cultural identity, eg theatre and contemporary dance productions, creative writing, songwriting, and photography.

Multi-artform (including film) projects combine or feature two or more artforms, eg a youth project that combines music and visual arts, or a festival that features dance, music and theatre. Film includes animation, dance film, documentary film, experimental film, feature film, short film, and moving-image art projects.

Music includes all music genres for example classical and contemporary music; popular and rock music; rap and hip-hop; orchestral and choral music; brass bands; opera; jazz; 'world' music; and traditional and contemporary Māori and Pacific Island music.

Pacific arts are arts activities that identify with the unique cultural perspectives of individual Pacific nations (such as Samoa, the Cook Islands, Fiji, Tonga, Niue, Tokelau and Tuvalu) as represented by New Zealand's Pasifika communities. Pacific arts activities can include the following types of arts practice, which can also form the focus of workshops, fono and festivals:

- heritage language-based artforms that relate to specific cultural traditions, eg storytelling, chanting and oral history
- heritage material artforms, such as woodcarving, weaving, tivaevae and tapa-making
- traditional dance, theatre and music performance, eg Samoan siva (dance) and Cook Island drumming.
- contemporary Pacific arts activities that draw on traditional heritage artforms, fusing them with other elements to create innovative expressions of Pasifika cultural identities, eg theatre and contemporary dance productions, music, creative writing, songwriting and photography.

Theatre includes all theatre genres, eg comedy, drama, physical theatre, street theatre, musical theatre, pantomime, circus, clowning, puppetry, mask, and theatre by, with and for children.

Visual arts includes customary and contemporary practices of all the peoples of Aotearoa/New Zealand, including Māori and Pasifika peoples and the diverse cultures of people living in Aotearoa/New Zealand today, eg drawing, painting, installation, kōwhaiwhai, photography, printmaking, sculpture, tā moko, and typography.

4. Other sources of funding

If your project has regional or national significance and/or is at the leading edge of a particular artform you may wish to consider applying to one of Creative New Zealand's other funding programmes. See www.creativenz.govt.nz/find-funding/funds for more information.

The Creative New Zealand website has a list of other funding options including crowd funding www.creativenz.govt.nz/find-funding/other-sources-of-funding

GivUS is an online search engine for subscribers where you can find funding opportunities and resources for communities. Contact your local library or council to see if they provide access to this service. http://apps.generosity.org.nz/givUS

The Ministry of Culture and Heritage also has a search engine for other possible funders: http://www.mch.govt.nz/funding-nz-culture/search-funding