



CREATIVE COMMUNITIES SCHEME

2009 FUNDING APPLICATION FORM

IMPORTANT INFORMATION: Applications close Friday 29 May 2009

Send applications to: Creative Communities Scheme
Central Hawke's Bay District Council
P O Box 127
WAIPAWA 4240

Please complete one application form per project.

If you require assistance please contact the Creative Communities Scheme administrator, Heather Kitson at Central Hawke's Bay District Council on (06) 857 8060.

For clarity please type or print in black ink as applications are photocopied.

Note: The Creative Communities Scheme Funding Committee expect applicants to contribute significantly to the total cost of the project.

Your details

Name of individual / organisation _____

Postal address _____

Street address _____

Project requiring funding _____

First Check your eligibility

The eligibility criteria and priorities are set out in the attached information sheet. Please read them carefully before filling out this form.

- Is your project an arts and cultural project?
- Will your project take place within this district and/or produce benefits which are largely experienced within this district?
- Will your project benefit local communities?
- Will your project increase participation in the arts at a local level, or increase the range and diversity of the arts available to your local community?

Your project cannot start before it has been assessed.

Your project cannot have already received Creative New Zealand funding for the same purpose.

FUNDING CRITERIA

- Which of the following of the *Creative Communities Scheme* funding criteria **best** describes your project (*tick one box only*) **Refer to guidelines for further information**

- Will the project increase participation in the arts?
Will usually involve opportunities for active participation by the target community
- Will the project increase the range and diversity of the arts available to the community
Will often involve presentation of new works and experiences to the community the project is aimed at
- Will the project enhance and strengthen the local arts sector
May involve training, engagement of consultants, purchase of equipment, networking and seminars

If you have ticked any of the above, continue.

Is funding sought for	Yes		Yes
facility development?	<input type="checkbox"/>	purchasing art works for a gallery?	<input type="checkbox"/>
a project in an education institution?	<input type="checkbox"/>	an ongoing expense in your organisation?	<input type="checkbox"/>
a project which will have started by the time grants are announced?	<input type="checkbox"/>	catering costs?	<input type="checkbox"/>
debt servicing?	<input type="checkbox"/>	fund raising?	<input type="checkbox"/>
a project already funded by Creative New Zealand?	<input type="checkbox"/>		

If you tick any of the above your project may not be eligible. Contact Heather at the Council office before continuing.

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Tell us about yourself

(If you are an individual some of these questions may not apply)

1.1 Full name of individual or organisation:

1.2 Street address:

1.3 Postal address:

1.4 Telephone/fax number:

1.5 **Contacts:** Please name two people we can contact if we need further information:

Name: _____ Telephone (day): _____

Fax: _____

Name: _____ Telephone (day): _____

Fax: _____

1.6 What are your organisation's objectives?

1.7 Is your organisation a legally constituted trust or incorporated society? **Yes** **No**

1.8 Are you registered for GST? **Yes** **No**

If yes, your GST number is: _____ - _____ - _____

Please note:

- **Applicants who are not GST registered need to provide budget figures that are GST inclusive**
- **Applicants who are GST registered need to provide budget figures that exclude the GST component. Successful applicants who are GST registered may submit a separate GST invoice.**

1.9 What is your or your groups primary cultural or ethnic affiliation?
Both groups and individuals need to answer this question.

Maori

Pacific Island

General community

Other defined community

[specify] _____

1.10 Please name up to two referees for you and your project

Name: _____ Telephone (day): _____

Fax: _____

Name: _____ Telephone (day): _____

Fax: _____

2.7 Which of the following Creative Communities Scheme funding criteria best describes your project ?
(Tick one box only)

Refer to the guidelines for further information

Projects that increase participation in the arts

Will usually involve opportunities for active participation by the target community

Projects that increase the range and diversity of the arts available to the community

Will often involve presentation of new works and experiences to the community the project is targetting

Projects that enhance and strengthen the local arts sector

May involve training, engagement of consultants, networking and seminars

2.8 What art form grouping **best** suits your project? (tick one box only)

Language arts and literature (eg. poetry, story telling, fiction, whaikorero)

Performing arts (eg. dance, music, theatre)

Visual arts (eg. painting, craft, toi whakairo)

Multi-disciplinary (projects which cross over two or more of the above categories)

2.9 Describe who will benefit and how from your project ?

Please relate this to the funding criteria that best describes your project (See question 2.7)

2.10 How will you advertise or promote the project?

3 Money and Resources

- 3.1 Outline the costs of your project.
- You may include a percentage of overhead costs, including salaries (except volunteer labour) which apply to the project.
 - Where appropriate, please include written quotes.
 - Organisations not registered for GST should include GST with their estimates.

Item	Dollar amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
A	Total cost
	\$ _____

- 3.2 Please outline how you intend to fund the project **excluding** *Creative Communities New Zealand* scheme application

Donated material	\$ _____
Cash in hand towards the project	\$ _____
Loans/mortgage/debenture	\$ _____
Charge to participants or membership subscription	\$ _____
Other sponsorship/grant (please specify source)	\$ _____
Intended fundraising (provide an estimate)	\$ _____
Expenditure on project to date	\$ _____
Other	\$ _____
B	Total funds available/expected
	\$ _____

3.3 Please specify 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	\$

3.4 What other grants have you applied for this project?

Date	Source	Type	Amount	Funding received

4 Financial Background

4.1 If you are an existing group or organisation, please provide details from your last set of annual accounts.

4.2 Please provide details of any grants that you have previously received through the ***Creative Communities Scheme***.

Date	Project	Type	Amount

5 Final Check

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

- i) return the project report form (which will be sent to me in due course by the local authority)
- ii) participate in any funding audit of my organisation or project conducted by the local authority.

I consent to the Central Hawkes Bay District Council collecting the personal contact details provided above, retaining and using these details and disclosing them to Creative New Zealand for the purpose of review of the ***Creative Communities Scheme***. I undertake that I have obtained the consent of the other contact person to provide these details. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name: _____ Signature: _____

Position in organisation: _____ Date: _____

**HAVE YOU ATTENDED TO ALL OF THE FOLLOWING ?
(Tick as appropriate)**

- Answered all of the questions?**
- Do your project figures add up? Please check.**
- Provided full financial details?**
- Provided full details of your project?**
- Provided daytime phone numbers?**

Creative Communities Scheme

Guidelines for applicants

The ***Creative Communities Scheme*** is a relationship between Creative New Zealand and local authorities, and supports opportunities for New Zealanders to participate in the arts in their local area. Each local authority has an assessment panel representative of its community, and these panels make the funding decisions.

Who can apply

Any group, organisation or individual may apply for funding. The project must promote participation in the arts. Local authorities are not eligible to apply.

Eligible Projects

Eligible projects must:

- have an arts or cultural focus
- take place within the local authority district to which application is made and/or produce benefits which are largely experienced within that district
- meet at least one of the three funding criteria
- benefit local communities
- not have started before an application for funding is assessed
- not have been funded by Creative New Zealand for the same purpose.
- Applications from Educational Institutions and Childcare centres should not be for activities which are part of their usual business and equipment provision.

Funding Criteria

Projects or activities must :

- increase participation in the arts
- increase the range and diversity of the arts available to communities
- enhance and strengthen the local arts sector

To be eligible for assistance, the project must have clear community benefits. An application from an individual will be stronger if they can show an endorsement from a community group or arts provider.

See over for types of eligible and ineligible projects -

What types of arts projects and activities can be funded?

Projects or activities may involve any artform or a mixture of artforms including theatre, visual, multi-media, dance, traditional arts, craft, music, literary arts and performance arts.

Each local authority is entitled to establish its own priorities within these criteria.

Eligible activities and projects

- cultural events, such as festivals
- personnel costs for one-off short term projects
- costs associated with artist in residence schemes
- promotional activities
- materials necessary for an arts event or activity
- seminars, workshops for local artists and arts groups
- equipment (up to 50% of the cost of any item)
- dance which has a primarily arts and culture focus (eg. ballet, tap, jazz, contemporary dance, taiaha, highland dancing, cultural dance and rock and roll.)
- School-based projects outside its normal activities.

Ineligible activities and projects

- facility development (towards costs of buildings or items considered necessary to make a facility fully functional eg. plumbing, floor coverings, furnishings, whiteware, crockery)
- purchase of art works for art galleries
- arts activities in education institutions normally funded within curriculum budgets
- ongoing administration costs that are not related to a specific project(s)
- retrospective project costs
- debt servicing
- catering costs
- fundraising costs
- local authority projects
- salaries
- prize monies

Conditions

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.

To Apply

Applications must be made on an application form, available from the Scheme Administrator, **Heather Kitson** at Central Hawke's Bay District Council, Phone (06) 857 8060 or email: heather.kitson@chbdc.govt.nz or on Council's website www.chbdc.govt.nz. Applications must include the following:

- **a detailed budget**
- **a project description**, including dates, numbers of participants, and a programme of what you intend to achieve. If you are paying fees to artists or tutors include a brief CV of who they are and their role in your project
- **financial information summarising your group's finances for the last financial year.**

For further assistance please contact the Creative Communities Scheme administrator, Heather Kitson at the Central Hawke's Bay District Council on (06) 857 8060.