

# Creative Communities Scheme

# Application Form

**Funding for local arts projects**

**Ngā pūtea mō ngā toi te haukāinga**

**CLOSING DATE:**

**Tuesday, 7 November 2017**

**FOR PROJECTS THAT TAKE  
PLACE BETWEEN:**

**20 October 2017 – 20 October 2018**

**TO SUBMIT YOUR CREATIVE  
COMMUNITIES SCHEME  
APPLICATION PLEASE  
COMPLETE, PRINT AND  
RETURN THIS FORM TO:**

**Gay Waikawa  
Administrator  
Wairoa District Council**

# BEFORE YOU START

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## 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

## Note the local funding priorities for the Creative Communities Scheme <Wairoa District Council

Priority will be given to applications that:

Access and Participation

- Diversity
- Young People

## 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 in Microsoft Word (version 2003 or newer) 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 X)*

- My project has an arts or creative cultural 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

# 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:

Postcode:     Country:

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 an X, you can select multiple options)*

New Zealand European/Pākehā:     Detail:

Māori:     Detail:

Pacific Island:     Detail:

Asian:     Detail:

Middle Eastern/Latin American/African:     Detail:

Other:     Detail:

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## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:     No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

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

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide detail)	<input type="text"/>	

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# 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 X)

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.

**Diversity:** Support the diverse artistic cultural traditions of local communities

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

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 X)

Creation only

Presentation only (performance or concert)

Creation and presentation

Presentation only (exhibition)

Workshop/wānanga

## Cultural tradition of your project (mark with an X, you can select multiple options)

European:

Detail:

Māori:

Detail:

Pacific Island:

Detail:

Asian:

Detail:

Middle Eastern/Latin American/African:

Detail:

Other:

Detail:

# PROJECT DETAILS (budget)

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## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets 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 groups 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

## 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 X in each box to show that you have read the information and agree to each section.

If this application is successful, I/we agree to:

complete the project within a year of the funding being approved

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

Name

(Print name of contact person/applicant)

(Print name of parent/guardian for applicants under 16 years of age)

Signed:

(Applicant or arts organisation's contact person)

Signed:

(Parent/guardians signature for applicants under 16 years of age)

Date:

Date: