

Creative Communities Scheme 2019-20 (Round 2)

Form Preview

Creative Communities Scheme

* indicates a required field

Name and contact details

Applicant name *

Individual Organisation
Organisation Name

First Name

Last Name

The Creative Communities Scheme funds individual artists as well as groups and organisations.

Contact person (for a group or organisation) *

First Name

Last Name

Street or physical address

Address

Must be a New Zealand postcode.

Postal address

Address

Must be a New Zealand postcode.

Email *

Must be an email address.

All correspondence will be sent to the above email or postal address

Telephone (day) *

Must be a New Zealand phone number.

GST number (if applicable)

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.

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If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

Upload your group's latest financial statement *

Attach a file:

Ethnicity of applicant/group *

- | | |
|------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> New Zealand European/Pākehā | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Māori | <input type="checkbox"/> Middle Eastern/Latin American/African |
| <input type="checkbox"/> Pacific Peoples | <input type="checkbox"/> Other: <input type="text"/> |

You can select multiple options

Detail

Please give further detail about your ethnicity. Eg Ethnicity: Pacific Peoples, Detail: Samoan

Are you available to speak to our CCS assessment committee members in support of your application? *

- Yes No

All interviews will take place during an afternoon or evening in April 2020.

How did you hear about the Creative Communities Scheme?

- | | |
|--------------------------------------------|---------------------------------------------------|
| <input type="radio"/> Council website | <input type="radio"/> Poster/flyer/brochure |
| <input type="radio"/> Council mail-out | <input type="radio"/> Social media |
| <input type="radio"/> Council staff member | <input type="radio"/> Radio |
| <input type="radio"/> Creative NZ website | <input type="radio"/> Word of mouth |
| <input type="radio"/> Local paper | <input type="radio"/> Other: <input type="text"/> |

Project name *

Brief description of project *

Venue and suburb or town *

Start date (2nd May 2020) *

Must be a date and no earlier than 2/5/2020.

Finish date (3rd May 2021) *

a date

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Number of active participants *

Must be a number.

Number of viewers/ audience members *

Must be a number.

Funding criteria

See the [Creative Communities Scheme application guide](#) for more detail on the terms used in this section.

Funding criteria: Which of the scheme's 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 *

- Craft/object art
- Dance
- Inter-arts
- Literature
- Music
- Ngā toi Māori
- Pacific arts
- Multi-artform (including film)
- Theatre
- Visual arts

Which activity best describes your project? *

- Creation only
- Creation and presentation
- Workshop/wānanga
- Presentation only (exhibition)
- Presentation only (performance or concert)

Project details

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. *

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4. The criteria / Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people. *

5. The budget / Ngā pūtea

See the [Creative Communities Scheme application guide](#) for more detail on how to complete this section.

Are you GST registered? *

- Yes - Do NOT include GST in your budget
- No - Include GST in your budget

Project costs

Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.

Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300
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Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300
		\$

Total costs

\$

This number/amount is calculated.

Project income

Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.

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Income eg ticket sales **Detail eg 250 tickets at \$15 per ticket** **Amount eg \$3,750**

		\$

Total income

\$

This number/amount is calculated.

Budget summary

The average Creative Communities Scheme grant is \$2,300, with past grants ranging from \$400 to \$10,000.

Costs less income (this is the maximum amount you can request from the Creative Communities Scheme) *

\$

This number/amount is calculated.

Amount you are requesting from the Creative Communities Scheme *

\$

a dollar amount

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
		\$	
		Must be a dollar amount.	

Past CCS grants

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

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Date applied	Project title	Amount received	Project completion report submitted
		\$	
Must be a date.		Must be a dollar amount.	

Supporting information

If you have any additional material you would like us to refer to, please enter it below. This is not a requirement.

File upload

Attach a file:

Free text

Checklist

Before submitting your application, complete this checklist *

- My project has an arts focus
- My project takes place in the local authority district of Palmerston North City Council
- I have provided quotes and other financial details as needed

Declaration

You must read and agree to the following before submitting your application. Please select each box to show that you have read the information and agree to each section.

You must agree to the below statement: *

- 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.

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 submit an online project report form within two months after the project is completed
- return any unspent funds

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- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by the Palmerston North City 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: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- I understand that the Palmerston North City Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to Palmerston North City 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.

Authorisation

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal guardian.

Your name *

First Name

Last Name

**Name of parent/
guardian for applicants
under 18 years of age**

First Name

Last Name