

Introduction and Instructions for Applicants

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Introduction

Creative New Zealand is New Zealand's national agency for developing the arts. The Creative Communities Scheme is one of the ways Creative New Zealand fund a broad range of arts projects in local communities.

Before applying for the grant, please read the Creative Communities Scheme Guide (this includes helpful examples) [creative-communities-scheme-application-guide.pdf](#)

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

For more information please contact us on 06 356 8199 or email:
communityfunding@pncc.govt.nz

Privacy

The personal information **Palmerston North City Council** collects may include your name, addresses, email address, telephone numbers, information on your use of our services or facilities and any other information provided by you in connection with, or specifically related to your communications with us or, your use of our services or facilities.

Collecting your information

- We may collect personal information about you when you or someone acting on your behalf provides information to us directly.
- We may collect personal information about you from other organisations, entities or persons.
- When you visit one of our websites, we may use technology solutions such as "cookies" to provide you with better access to tailored information and services on the websites and to better serve you when you return to them.
- Our internet service providers may also make a record of your visit and log information for statistical purposes. This information is only analysed on a bulk basis for broad demographic content. Individual use is not analysed. We do not attempt to identify users or their browsing activities unless they choose to give us personal information while using our website.

For more information on the council's privacy policy, see our website [privacy statement](#)

Privacy *

☐ I hereby declare that I have read and understood the privacy policy, and I agree to its terms

Applicant Details

* indicates a required field

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Form Preview

Applicant Details

Individuals or groups/organisations can apply for Creative Communities Scheme funding. Individuals must be New Zealand citizens or permanent residents.

Applicant *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Applicant Address

Address

Postal Address (if different from above)

Address

Contact Email Address *

Must be an email address.

Contact Phone Number *

Must be a New Zealand phone number.

Organisation Website

Must be a URL.

Do you or your organisation have a NZBN or CRN? *

☐ NZBN ☐ CRN ☐ No

Applicant NZBN *

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information

NZBN

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Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Applicant CRN *

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information

Charity Registration
Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

Ethnicity of applicant/group

Please select *

☐ NZ Pākehā ☐ NZ Māori ☐ Pacific Peoples ☐ Asian ☐ Middle Eastern ☐ Latin American ☐ African
Other

You can select more than one option

Committee Meeting

You have the opportunity to meet with members of the Palmerston North Creative Communities Scheme Committee to discuss your project.

Would you like to talk to the CCS Committee in support of your application?

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☐ Yes

☐ No

Which date would you prefer to meet the Committee?

☐ Tuesday 15th September (Evening from 5.30pm)

☐ Thursday 17th September (Evening from 5.30pm)

Would you prefer to meet in person or online?

☐ In person

☐ Online

Promotion

If your application is successful, we'd like your help to promote the Palmerston North Creative Communities Scheme.

As part of your report back to Council on the outcome of your project, we'd like you to include up to 10 high quality photos of your event or activity, in both landscape (horizontal) and portrait (vertical) form.

Any good quality video footage you have would also be great to add.

We may include some of this content in our funding outcome reports to our Elected Members, or to showcase some of the projects to ratepayers, and share with the community how their funding is positively contributing to arts and culture in our city.

Would you be happy to help with promotion?

☐ Yes

☐ No

☐ Other:

Project Summary

* indicates a required field

Basic Project Details

Please provide details about your proposed project.

Please provide a project title *

Please provide a short summary of your project. *

Word count:

Must be no more than 50 words.

Project Location

Where will your project take place?

Project venue or location *

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Address

Address Line 1, Suburb/Town, State/Province, and Country are required.
Please enter the address where your project will be located:

Project Timing

Your project must not have started or finished before funding is approved.

Project start date *

Cannot start before Monday 7th October 2026

Project end date *

The project must be completed within 12 months of funding being approved.

Participants

- **Active participants** are the people involved in making and presenting an artwork or performance or running and attending a workshop.

Please note, if your application is successful you will need to provide the **actual** number of active participants and viewers/audience members in your project completion report.

Number of active project participants *

Must be a number.

Audience

- **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 artwork or performance in the number of viewers/ audience members. Please do not include casual passers-by.
- Please tell us how many people you realistically expect to reach, taking into account the size and nature of your project. Consider factors such as venue capacity, past attendance at similar events, and your planned promotion.

Number of anticipated viewers or audience members *

Must be a number.

Funding Criteria

Creative Communities supports local arts projects that contribute to one of these funding criteria:

- **Access and Participation:** Create opportunities for local communities to engage with, and participate in local arts activities

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- **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

Please select the funding criterion most connected to your proposed project. *

☐ Access and Participation ☐ Diversity ☐ Young People

Only one criterion can be selected and must be the type most closely aligned to the project's main focus.

Artform or Cultural Arts Practice

Which artform and/or cultural arts practice is your proposed project most connected to? *

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

Please refer to the 'definitions' section of the Application Guidelines to ensure your project aligns the most appropriate artform.

Activity Type

Which activity most closely describes your project 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 (e.g. theatre, kapa haka, dance, music).
- ☐ Exhibitions – for the exhibition or presentation of visual arts or non-performing arts only (e.g. a display of tivaevae by local artists).
- ☐ Workshop – any form of training (e.g. a wānanga in raranga or a programme of contemporary dance workshops).

Only one activity can be selected, and should be the type most closely aligned with project purpose and delivery.

Project Details

* indicates a required field

This section is your chance to share more about your project why it's needed, the results you're aiming for, how you plan to bring it to life, who will be involved, and how it connects to the chosen criteria.

Please refer to the [Application Guide](#) for more information related to the questions and examples which may assist you when responding.

The idea / Te kaupapa

Please describe what you hope to achieve and why the funding is needed. *

Word count:

Must be no more than 500 words.

Is this a new or existing project? *

- ☐ New
☐ Existing

Project Development

How is your project growing or developing? *

The process/ Te whakatutuki

How will the project happen? Explain the key stages of your project and how it will be carried out. *

Word count:

Must be no more than 500 words.

You may like include a timeline

The people/ Ngā tāngata

Tell us about the people who will be helping you to make the project happen. Include how they'll help, what skills they bring, and their ability to be involved during the project's timeframe.

Also tell us who your audience or participants will be.

Outline the key people who will be involved in your project *

Word count:

Must be no more than 500 words.

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Will your project involve participation from another group or organisation? *

☐ Yes

☐ No

If you selected 'Yes,' please provide details. If 'No,' proceed to the next question."

Project partner name

Must be no more than 25 words.

Key roles and responsibilities

Must be no more than 25 words.

The criteria/ Ngā paearu

Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people. *

Supporting Information

If you would like to include supporting information such as letters of support or examples of previous work, please upload them here.

File Upload

Attach a file:

The Budget/ Ngā pūtea

*** indicates a required field**

This section seeks information about costs, income and expenditure related to your project.

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

Please attach detailed quotes for important items. There is a file upload button below the total expenditure amount.

Enter all the income for your project. Be realistic about what income you can get. Do NOT include the amount you're requesting from Creative Communities in the Income.

GST

If you are GST registered, do NOT include GST into your budget.

If you are not GST registered, include GST into your budget.

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Are you registered for GST? *

☐ Yes ☐ No

Budget

Project Expenditure	\$

Total Expenditure Amount

This number/amount is calculated.

File Upload for Quotes

Attach a file:

Budget

Project Income	\$

Total Income Amount

This number/amount is calculated.

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Costs less Income (this is the maximum amount you can request from CCS)

This number/amount is calculated.

Total Amount Requested

*

Amount you are requesting from the Creative Communities Scheme

Declaration and Feedback

* indicates a required field

Declaration / Whakaputanga

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

You must declare that you agree with the following statements:

- 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.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions

If successful you must 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 return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- 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
- use the CCS logo in all publicity (e.g. 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

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- 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.

Please read and agree to the above statements. *

☐ I agree

Authorisation

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

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

☐ Yes

Name of authorised person

Title

First Name

Last Name

Must be a senior staff member, board member or appropriately authorised volunteer

Position

Position held in applicant organisation (e.g. CEO, Treasurer) or parent/guardian

Contact phone number

We may contact you to verify that this application is authorised by the organisation or parent/guardian

Contact Email

Must be an email address.

Date *

Must be a date

Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

How did you hear about the Creative Communities Scheme? *

☐ Council website

☐ Local paper

☐ Radio

☐ Council mail-out

☐ Poster/flyer/brochure

☐ Word of Mouth

☐ Council staff member

☐ Social media

☐ Other:

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☐ Creative NZ website

Please indicate how you found the online application process. *

☐ Very easy ☐ Easy ☐ Neutral ☐ Difficult ☐ Very difficult

How many minutes in total did it take you to complete this application? *

Estimate in minutes i.e. 1 hour = 60

Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.