



Creative Communities Fund

Information and 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 can 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 city or district to which the application is made and/or benefit that district or city
- 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

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.

creative communities scheme

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What types of arts projects and activities can be funded?

Projects or activities may involve any art form or a mixture of art forms including theatre, visual, multi-media, dance, traditional arts, craft, music, literary arts and performance arts. Each local authority area is entitled to establish its own priorities within these criteria.

Types of assistance

Assistance may be provided in the following forms:

- grants
- guarantee against loss

Eligible activities and projects

- events and festivals
- personnel costs for one-off projects
- artist-in-residence schemes
- promotional activities
- materials
- seminars, workshops
- equipment (up to 50% of purchase price)
- dance with arts and culture focus
- school-based projects outside its normal activities

Ineligible activities and projects

- facility development
- purchase of art works for galleries
- arts activities in education institutions normally funded within curriculum budget
- ongoing administration costs
- 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 the official Scheme application form available from Whangarei District Council. Applications must include the following:

- a bank generated deposit form
- 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 organisation's finances for the last financial year.

Check your Eligibility

Eligibility Criteria

- Is your Project an arts and cultural project?
- Will your project take place within the Whangarei district and / or produce benefits which are largely experienced within the Whangarei 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 our local community?

Your project cannot start before it is assessed.

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

Funding Criteria

- Will the project increase the range and diversity of arts available to communities?
- Will the project enhance or strengthen the local arts sector?

If you have ticked any of the above, continue.

Is funding sought for:

- facility development
- purchasing artworks for a gallery
- a project in an education institution
- an ongoing expense in your organisation
- a project that will have started by the time the grants are announced
- catering costs
- debt servicing
- fundraising
- a project already funded by Creative New Zealand

If you have ticked any of the above, your project may not be eligible. Contact the Scheme administrator at the Whangarei District Council.

Closing Date for Applications for Round 2 2009/2010

4.00pm Friday 26 February 2010

Please mark the application/envelope **Creative Communities Fund**

Post to:

Whangarei District Council, Private Bag 9023, Whangarei 0148

Deliver to:

Customer Services Counter, Forum North, Rust Ave, Whangarei

For further information contact us on:

(09) 4304230 Ext 8716

jennyt@wdc.govt.nz

www.wdc.govt.nz



Creative Communities Fund Round 2 2009/2010 Application Form

1. Tell us about yourself

If you are an individual, some of these questions may not apply.

1.1 **Name of individual/organisation:** _____

Postal Address: _____

Phone: _____ Email: _____

Legal status: Trust Incorporated Society Other _____

1.2 **Are you GST Registered?** NO YES - GST number _____

1.3 **What is your group's primary cultural or ethnic affiliation?**

General community Maori Pacific Islands Other _____

1.4 **Please name two people Council can contact if we need further information regarding this application:**

1. Name: _____ 2. Name: _____

Position: _____ Position: _____

Address: _____ Address: _____

Email: _____ Email: _____

Phone Home: _____ Phone Home: _____

Mobile: _____ Mobile: _____

1.5 **What are your organisation's objectives? If you are an individual please describe your artistic focus.**



3. Financials

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, include written quotes
- Organisations not registered for GST should include GST in their estimates
- Organisations that are GST registered need to provide budget figures that exclude the GST component

Item	\$ Amount
A: Total Cost	

3.2 Outline how you intend to fund the project, excluding this application e.g. donated materials, cash in hand towards the project, loans and other grants (give details), intended fundraising

Description	\$ Amount
B: Total Funds Available	

3.3 Work out below the 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.

Description	\$ Amount
A: Total cost of project	
B: Less total funds available	
C: Difference	
D: Amount requested	\$

3.4 Are you seeking: a grant or a guarantee against loss

4. Financial Background

- 4.1 If you are an existing group or organisation, provide details from your last set of accounts.
- 4.2 Provide details of any grants or guarantees against loss you have previously received through the Creative Communities Scheme.

Date	Type (grant, guarantee against loss)	\$ Amount

5. Declaration

- 5.1 I declare that the information supplied here is correct.
- 5.2 If the application is successful, I/we agree to:
- (i) Acknowledge the Creative Communities Scheme in any promotional material for the project
 - (ii) Return a completed project report form (which will be sent to me in due course by the Whangarei District Council) within two months of the project's completion
 - (iii) Participate in any funding audit of my organisation or project conducted by the Whangarei District Council
- 5.3 I consent to the Whangarei District 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 review of the Creative Communities Scheme.

I understand that my name and brief details about the project may be released to the media or appear in publicity material.

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 group/organisation: _____

Date: _____

6. Final Check (Tick as appropriate)

- All questions have been answered
- Project figures add up
- Provided full financial details
- Provided full details of your project
- Provided daytime phone numbers
- Attached a bank generated deposit slip