



Creative Communities Scheme

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

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 can apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible
- what information you will need to include in your application

Applicant details	
Are you applying as an individual or a group?	<input type="checkbox"/> Individual <input type="checkbox"/> Group
Full name of applicant	
Contact person (for a group)	
Address	
Email	
Phone	
GST number (if applicable)	
Ethnicity of applicant/group (you can select multiple options)	<input type="checkbox"/> New Zealand European / Pākeha <input type="checkbox"/> Māori <input type="checkbox"/> Pacific Island <input type="checkbox"/> Asian <input type="checkbox"/> Middle Eastern/Latin American/African <input type="checkbox"/> Other Detail [text box for all options]
How did you hear about the Creative Communities Scheme?	

Project criteria	
Project name	
Brief description of project	
Where will it be held?	
Start and end dates	
Number of active participants	
Number of viewers/audience members	
Funding criteria (select ONE) 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.	<input type="checkbox"/> Access and participation – Create opportunities for local communities to engage with and participate in local arts activities <input type="checkbox"/> Diversity – Support the diverse artistic cultural traditions of local communities <input type="checkbox"/> Young people – Enable young people (under 18 years of age) to engage with and participate in the arts
Artform or cultural arts practice (select ONE)	<input type="checkbox"/> Craft/object art <input type="checkbox"/> Dance <input type="checkbox"/> Inter-arts <input type="checkbox"/> Literature <input type="checkbox"/> Music <input type="checkbox"/> Ngā toi Māori <input type="checkbox"/> Pacific arts <input type="checkbox"/> Multi-artform (including film) <input type="checkbox"/> Theatre <input type="checkbox"/> Visual arts
Activity that best describes your project (select ONE)	<input type="checkbox"/> Creation only <input type="checkbox"/> Presentation only (performance or concert) <input type="checkbox"/> Presentation only (exhibition) <input type="checkbox"/> Creation and presentation <input type="checkbox"/> Workshop/wānanga
Cultural tradition of your project (you can select multiple options) Make sure that you maintain cultural integrity in the project, through appropriate cultural advice, endorsement and inclusion. Reference this in your application.	<input type="checkbox"/> New Zealand European / Pākeha <input type="checkbox"/> Māori <input type="checkbox"/> Pacific Island <input type="checkbox"/> Asian <input type="checkbox"/> Middle Eastern/Latin American/African <input type="checkbox"/> Other Detail [text box for all options]

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 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.

The budget/Ngā pūtea
Project costs List all the costs of your project and include the details (eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs). If your project is detailed, you can attach a budget at the end of this application. You will also need to provide quotes.
Total of project costs: \$
Project funding List 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.
Total of project funding: \$
Amount requested Enter the amount are you requesting from CCS: \$

Other financial information

Tell us about any other funding you have applied for for this project.

Remember, you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes.

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

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of audited accounts, an income and expenditure statement, or a copy of unaudited management accounts. You'll be asked for attachments at the end of this application.

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

Is there anything about your financial accounts that you'd like to tell us?

Documents required:

- Latest financial statements (groups only)
- Bank deposit slip or similar (new applicants only)
- Quotes for expenses where appropriate
- Letters of support where appropriate
- Any supporting information you think relevant to your application.

Declaration

- 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 the authority to commit to the following conditions.
- I/we understand that the Whangarei District Council is bound by the Local Government Official Information and Meetings Act 1987.

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 return a project report form 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 (Whangarei District) logo in all publicity for the project
- give consent to 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 evaluating the Creative Communities Scheme

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

Name:
Signature:

Privacy statement

As part of the grant application process the Whangarei District Council collects information, including contact details, to assist in processing applications.

Information obtained as part of the grants process may be used by Council to communicate with applicants about future community funding opportunities, publicise the grants process and inform the community about successful grants.

The Privacy Act 2020 gives you rights to request access to and correction of any personal information we hold about you. Likewise, if you wish to opt out of receiving communication from Council please let us know.

Information held by Council may also be subject to the Local Government Official Information and Meetings Act 1987 and may need to be released where a formal request is received under that Act.

Submit your application

Deliver your completed application to one of our service centres or post to:

Attention: Community Funding
Whangarei District Council
Private Bag 9023
Whangarei 0148