

## Creative Communities NZ – Wellington Local Funding Scheme September 2009

Name of applicant/organisation: \_\_\_\_\_

### About Creative Communities Scheme

This scheme is a partnership between Creative New Zealand and Wellington City Council. Every year Creative New Zealand provides money to councils to support local arts and cultural activities with the aim of increasing participation in the arts. Any group, organisation or individual may apply for funding under this scheme.

#### There are three main funding criteria (one or more should be met by your project):

- The project increases participation in the arts (eg opportunity for active participation by the community).
- The project enhances and strengthens the local art sector (eg training, seminars, networking).
- The project increases the range and diversity of the arts available to communities (eg presentation of new works/experiences).

#### Projects that may be considered:

- arts and cultural projects
- projects that take place within Wellington City and/or produce benefits that are largely experienced in the city
- projects that start after the application has been assessed
- projects from applicants who have satisfactorily reported back on past projects funded from this scheme.

#### Types of activities that are eligible for funding include:

- events or festivals
- personnel costs for one-off, short-term projects
- costs associated with artist-in-residence schemes
- promotional activities
- materials for an event or activity
- seminars or workshops
- equipment purchase (up to 50 percent of purchase price) for a legally-constituted group
- dance that has an arts or cultural focus (eg ballet, tap, taiaha, highland dancing, rock 'n' roll)
- school-based projects that are outside the school's normal activities and benefit the wider community.

#### Ineligible costs/activities:

Facility development (eg cost of buildings, plumbing, floor coverings, furnishings); purchase of artworks for galleries; activities that are the responsibility of education institutions; administration costs not related to a specific project; projects that have already been completed; servicing of debts; catering; fundraising; projects normally funded from the local authority's own resources; salaries for ongoing administration and services; prize money; personal travel or accommodation costs.

## To apply for Creative Communities funding

1. Use the Creative Communities application guide, available on Wellington City Council's website ([www.Wellington.govt.nz](http://www.Wellington.govt.nz)) to help you fill in the attached application form.
2. Write and attach a project description and a project budget. Please use the budget template provided in the application guide.
3. Completed applications must be sent to Wellington City Council Grants Coordinator, PO Box 2199, Wellington, or delivered to Wellington City Council, 101 Wakefield Street.

### **Applications must be received by 5pm, 30 September 2009.**

4. All applications will be acknowledged and applicants notified of the outcome.
  5. For advice about criteria, eligibility and how to apply, please contact Phil Railton-Jacks, Grants Advisor, email [grants@wcc.govt.nz](mailto:grants@wcc.govt.nz) or phone 801 3158.
  6. We strongly recommend that you discuss your project/application with one of our arts advisors before you submit your application (see application guide for contact details or email [arts@wcc.govt.nz](mailto:arts@wcc.govt.nz)). Our arts advisors can advise you about how to strengthen your project and your application.
  7. Please make sure you leave plenty of time for these conversations. Our arts and grants advisors can become very busy in the last week or two before applications are due in.
- 8. Please ensure the application form is completed in full. For clarity, please print in black ink. Please note: emailed, faxed or late applications are not acceptable.**

### **Please send the following attachments with this application form:**

- Project description (see application guide)
- Project budget, with written quotes for budgeted costs (see application guide)
- A copy of your most recent audited accounts or other evidence of your organisation's financial situation (eg current bank statement, copy of cash flow book etc.) If you are an individual, or have not applied for a grant from Wellington City Council before, please provide a copy of a budget you have used for a similar project.
- A printed (encoded) bank deposit slip for your group. Hand-printed forms are not acceptable. We will use this deposit form if your application is successful.
- Letter/s of support from a reputable, established group or individual associated with your art form (required if the applicant has not received funding from Wellington City Council in the past three years).

# Application form for Creative Communities Scheme funding

Please refer to the application guide for help in completing this form.

## 1. About you or your group

### 1.1 Name and contact details

Name of organisation/group/individual: \_\_\_\_\_

Project name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Street address: \_\_\_\_\_

Please give the names of two people we can contact if we need more information. The first contact must be the person who completed and signed the form. Under the Privacy Act (1993), consent from these people must be given before their details are recorded here.

Name: \_\_\_\_\_ Phone [day]: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone [day]: \_\_\_\_\_ Email: \_\_\_\_\_

### 1.2 Financial details

Are you registered for GST?  Yes  No GST number if registered: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Bank account no. \_\_\_\_\_

### 1.3 Legal status:

What is the legal status of your organisation?

Trust  Incorporated Society  Ltd Company  Individual Other \_\_\_\_\_

How long has your organisation been operating?

Less than 1 year  1–5 years  more than 5 years

### 1.4 Cultural or ethnic affiliation:

What is your organisation's primary cultural or ethnic affiliation? (Both groups and individuals need to answer this question)

Maori  Pacific Island Other \_\_\_\_\_

Identify with more than one ethnicity (wider community)

### 1.5 Previous funding details:

Please list any funds received during the past two years from Wellington City Council, Creative New Zealand, Pub Charity, Lottery Grants, Community Trust, other sources.

Funding organisation	Project	Funds received	Year

## 2. About your project

2.1 Please give a one sentence summary of your project (You will be able to provide more detail in the project description.):

2.2 Start date of project (after 15 November 2009): \_\_\_\_\_ Finish date: \_\_\_\_\_

2.3 Where will the project take place? (venue details):

2.4 Tick the one criteria that your project best matches:

- The project increases participation in the arts (eg opportunity for active participation by the community).
- The project increases the range and diversity of the arts available to communities (eg presentation of new works and experiences to the community the project is targeting).
- The project enhances and strengthens the local art sector (eg training, seminars, networks, consultants).

2.5 What will be the main outcome of your project?

2.6 How does this outcome meet the criteria selected (above)?

2.7 How will you measure this outcome?

2.8 Which art form best suits your project (tick one)?

- Language arts literature (eg poetry, storytelling, fiction, whai korero)
- Performing arts (eg dance, music, theatre)
- Visual arts (eg painting, craft, toi whakairo, digital media, film)
- Multi disciplinary (projects which cross over two or more of the above categories)

## 2.9 Budget summary

Total project cost: \$ \_\_\_\_\_

Other income/Your contribution: \$ \_\_\_\_\_  
(excluding funding requested)

Grant amount requested: \$ \_\_\_\_\_

These figures should relate to your attached project budget – see application guide.

## 2.10 Creative New Zealand

Have you applied to, or received, funding from Creative New Zealand for this project?

Yes  No

## 2.11 Your audience:

Does the project aim to involve a particular cultural or ethnic group or reach a particular audience?

Maori  Pacific Island  Other \_\_\_\_\_

Identify with more than one ethnicity (wider community)

Does your project target a particular age group?

Under 25  Over 25  General

Please give any additional details about your target participants/audience.

Please estimate audience/participant numbers: Audience: \_\_\_\_\_ Performers: \_\_\_\_\_

## 2.12 What steps have you taken to ensure access for people with limited opportunities to participate in arts activities?

## 2.13 Have you discussed your application with someone in the Grants or City Arts teams?

Yes  No

Name of the person \_\_\_\_\_

## 2.14 Have you included all the required attachments? [see page 2]

**Declaration:** *I declare that the information supplied here, and in the information attached, is correct, and consent to the information contained in the application being made available to the public. This consent is given in accordance with the Privacy Act 1993. I also declare that if this application is on behalf of an organisation that in making this application I am authorised to act on behalf of the organisation named above.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_