



PROJECT APPLICATION FORM

Creative Communities Scheme

IMPORTANT INFORMATION

- please complete one application form per project.
- if you require assistance please contact the Creative Communities Scheme administrator at the Kaikoura District Council
- for clarity please type or print in black ink. Applications are photocopied.

Please complete this form by ticking the appropriate boxes and writing in details in the spaces provided.

Closing date for applications: 4pm Friday 22 July 2005

Send your application to:

Postal address: Kaikoura District Council
PO Box 6
Kaikoura

Courier address: 34 Esplanade

Hand deliver to: 34 Esplanade

Mark your application for the attention of Carmel Yardley, Scheme Administrator

Late applications will not be considered.

First check your eligibility

ELIGIBILITY CRITERIA

The eligibility and funding criteria are set out in the attached information sheet.

- Is your project an arts and cultural project?
- Will your project take place within your city or district and / or produce benefits that are largely experienced within your city or 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 your local community?

Your project cannot start before it has been assessed.

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

FUNDING CRITERIA

- Will the project increase community participation in the arts?
- 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?
- a project in an education institution?
- an ongoing expense in your organisation?
- a project that will have started by the time grants are announced?
- catering costs?
- 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 your district or city council office before continuing.

1 Tell us about yourself

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

1.1* Full name of individual or organisation: _____

Commonly used name (if different from above): _____

1.2 Street address: _____

1.3 Postal address: _____

1.4 Telephone/fax number: _____

1.5 Please name two people we can contact if we need further information.

Name: _____

Telephone (day): _____ Fax: _____

Name: _____

Telephone (day): _____ Fax: _____

1.6 What are your organisation's objectives? _____

1.7 Is your organisation a legally constituted trust or incorporated society?

Yes No

1.8 Are you registered for GST? Yes No

GST number _____/_____/_____

Please note:

- Applicants who are not GST Registered need to provide budget figures that are GST inclusive (goods and services)
- Applicants who are GST Registered need to provide budget figures that exclude the GST component. Successful applicants who are GST registered may submit a separate GST invoice to your local authority.

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

General community Māori

Pacific Islands Other defined community

1.10 Please name up to two referees for you and your project.

Name: _____

Telephone (day): _____ Fax: _____

Name: _____

Telephone (day): _____ Fax: _____

2 The project

2.1 Please tell us about your project in full (attach additional sheets if you wish).

2.2 When will your project take place?

2.3 In which local authority area(s) will your project take place?

2.4 What district do the participants, or those whom you expect to benefit from your project, come from?
(Please estimate)

2.5* Will the project primarily involve a particular cultural or ethnic group? Please indicate which group:

- General community Māori
- Pacific Islands Other defined community

2.6* Does your project target a particular age group?

- under 25 over 25 general

2.7* Which of the following Creative Communities Scheme funding criteria **best** describes your project?
(Tick one box only)

Refer to guidelines for further information.

- Projects that increase participation in the arts

Will usually involve opportunities for active participation by the target community

- Projects that increase the range and diversity of the arts available to communities

Will often involve presentation of new works and experiences to the community the project is targeting

- Projects that enhance and strengthen the local arts sector

2.8* What art form grouping best describes your project?
(Tick one box only)

- language arts and literature (eg poetry, storytelling, fiction, whaikōrero)
- performing arts (eg dance, music, theatre)
- visual arts (eg painting, craft, toi whakairo)
- multi-disciplinary (projects which cross over two or more of the above categories)

2.9 Describe who will benefit and how from your project.
Please relate this to the funding criteria that best describe your project. (See question 2.7)

2.10 How will you promote the project?

3 Money and resources

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, please include written quotes.
- organisations not registered for GST should include GST in their estimates.

Item	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
A. Total cost	\$ _____

3.2 Please outline how you intend to fund the project, excluding Creative Communities Scheme application.

Donated material	\$ _____
Cash in hand towards the project	\$ _____
Loans / mortgage / debenture	\$ _____
Charge to participants or membership subscription	\$ _____
Other sponsorship / grant (please specify source)	\$ _____
Intended fundraising (provide an estimate)	\$ _____
Expenditure on project to date	\$ _____
Other	\$ _____
B. Total funds available	\$ _____

3.3 Please 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.

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

3.4* Are you seeking:

a grant a guarantee against loss a loan

3.5 What other grants, loans, guarantees against loss have you applied for with this project?

Date	Source Type	Amount	Funding received
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4 Financial background

4.1 If you are an existing group or organisation, provide details from your last set of annual accounts.

4.2 Please provide details of any grants, loans or guarantees against loss you have previously received through the **Creative Communities Scheme**.

Date	Project	Type	Amount
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5 Final check

I declare that the information supplied here is correct.

If the application is successful, I/we agree to:

- i) return a completed project report form (which will be sent to me in due course by the local authority)
- ii) participate in any funding audit of my organisation or project conducted by the local authority.

I consent to the _____ (name of city or district council to whom you are applying for funds) 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 organisation: _____

Date: _____

HAVE YOU ATTENDED TO ALL OF THE FOLLOWING?

(Tick as appropriate)

- Answered all of the questions?
- Do your project figures add up? Please check!
- Provided full financial details?
- Provided full details of your project?
- Provided daytime phone numbers?