

Application form



Creative Communities Scheme Funding local arts activities

**Nga kaupapa auaha a te iwi whanui
Te tono putea mo nga manahau a te iwi kainga**

Application Form 2012

Applications close at 4pm on Tuesday, the 14 February 2012 for projects that begin after Tuesday, the 21 February 2012 when applicants are notified of funding. Late applications will not be considered.

Contact the scheme administrator **Susi Haberstock** to discuss your project, to get help with your application or for more information on the scheme and closing dates for funding rounds.

Please write clearly using a black pen and send your application to:

Kaikoura District Council

PO Box 6
34 Esplanade
Kaikoura

Useful website addresses

- kaikouraevents.co.nz
- Creative New Zealand
www.creativenz.govt.nz/ccs

Local funding priorities for 2012

Priority will be given to applications that follow the one of the three funding criteria listed below

Would you like to speak in support of your application at the assessment committee meeting?

yes / no

Check your eligibility

Before you fill in this form, read the guide for applicants carefully to make sure you are eligible to apply, and find out about the types of activities that could and cannot be funded. If you are not sure that you can apply, contact the scheme administrator in your area.

1. Applicant's details

Are you applying as an individual
or as a group (select one)

individual

group/organisation

Full name of individual or group

Contact name

Address

Post code

Telephone number(s)

Email

What is the ethnic group that
you or your group most identify
with? (for example, New Zealand
European, Maori or Samoan).

2. Which of the scheme's three funding criteria are you applying under?

(Please select one only)

Broad community involvement – Your project will create opportunities for local communities to engage with and participate in arts activities.

or

Diversity – Your project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.

or

Young people – Your project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

3. Is your project targeted at a particular section of your community?

(You may tick more than one box)

Broad community

Specific group of interest:

Ethnic community group(s)

Disabled

Senior citizens

Young people

4. Which of the following arts activities best describes your project?

(For an explanation of these terms, see the Glossary)

CR Craft/Object art

DA Dance

IA Inter - arts

LT Literature

MA Maori arts (select one option)

Heritage te reo-based arts

Heritage material arts

Contemporary

MU Music

NM New Media eg, film making and digital arts

PA Pacific arts (select one option)

Heritage language-based arts

Heritage material arts

Contemporary

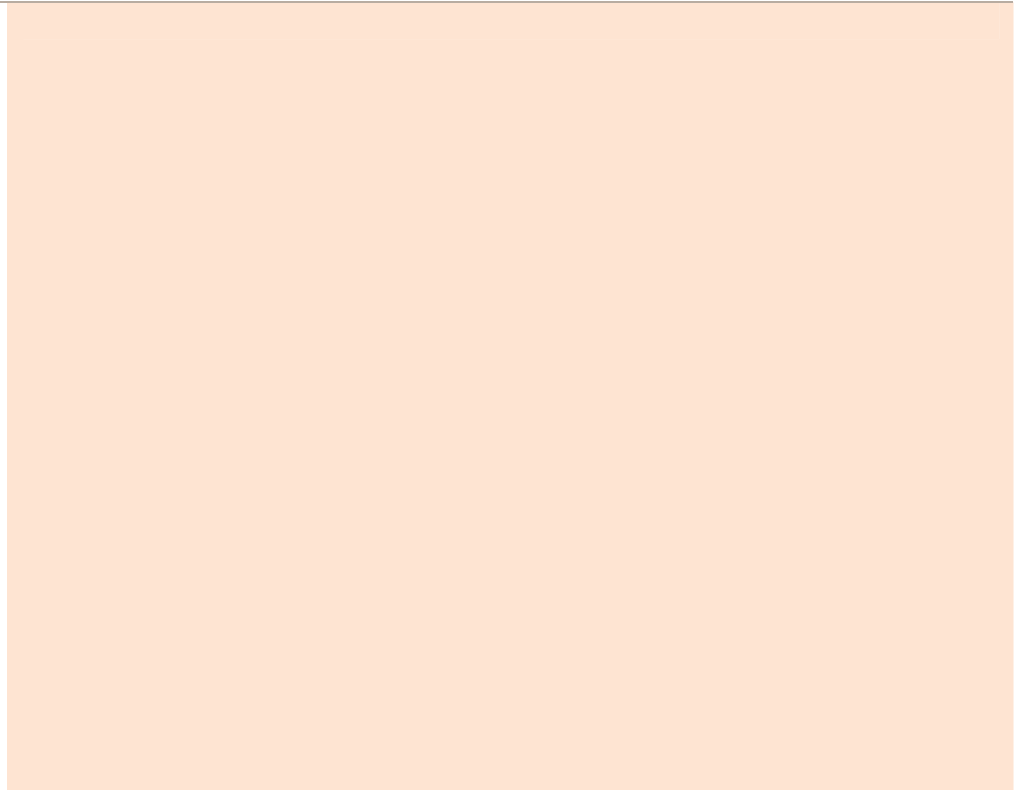
TH Theatre

VA Visual arts

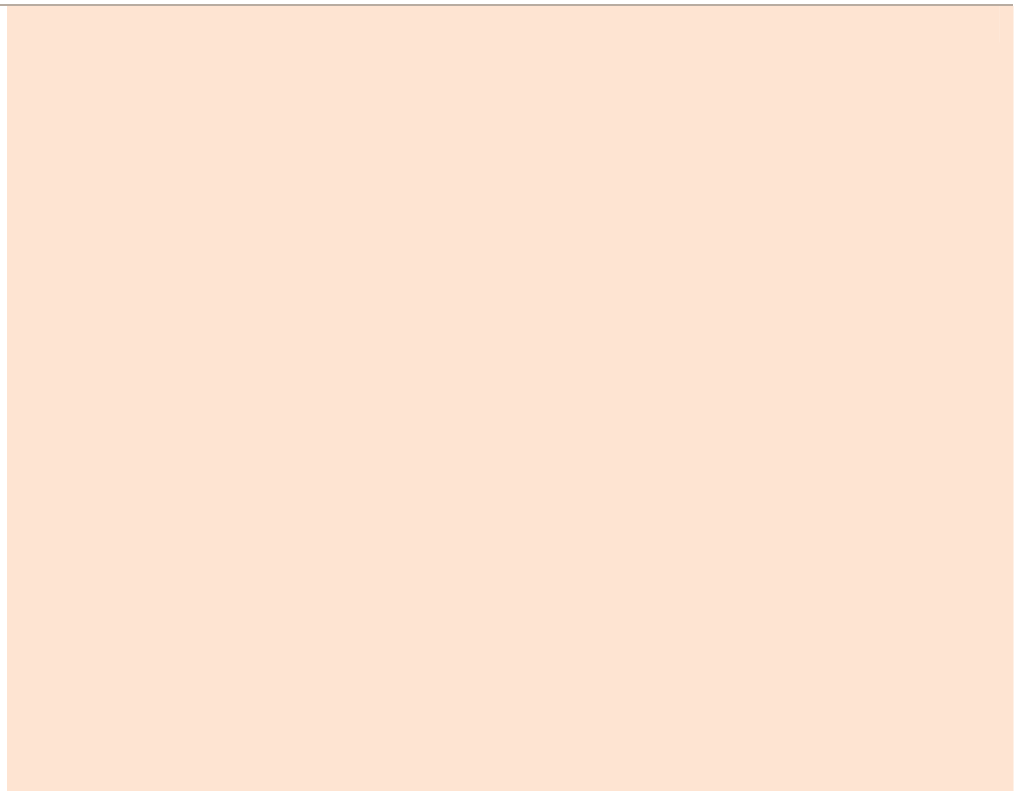
5. Description of your project

Briefly describe your project by answering the following –

**The idea/
kaupapa –**
What is it you want
to do?

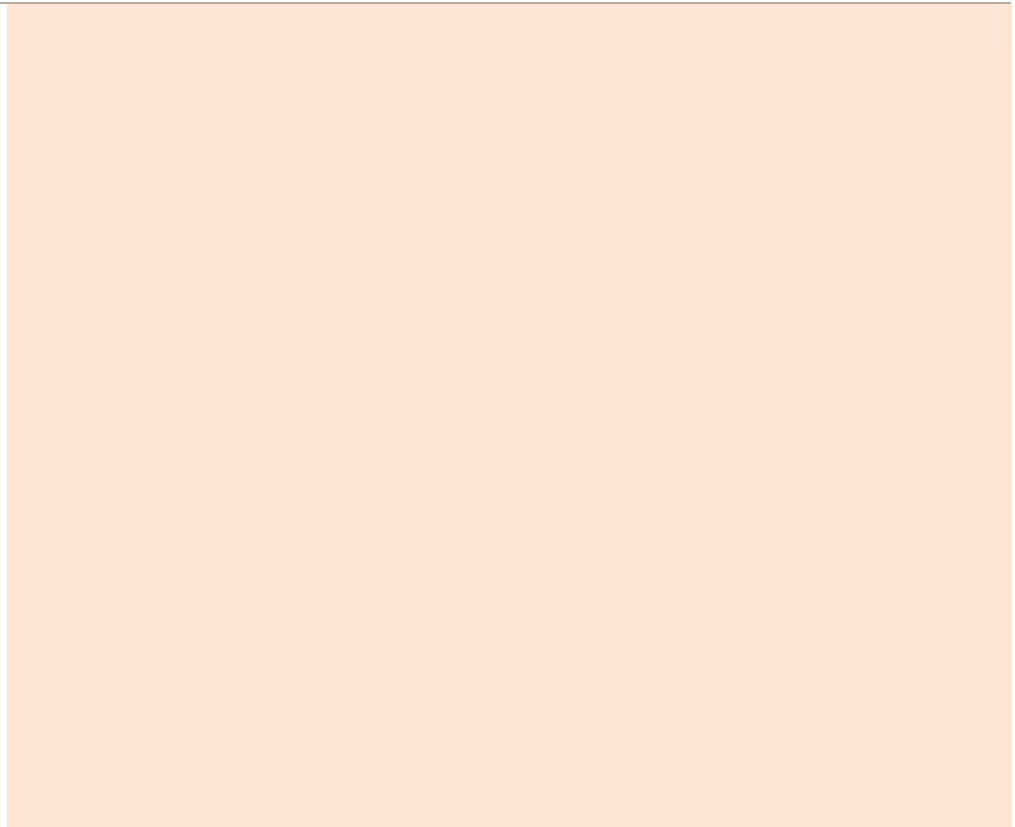


The benefits –
How will your
project benefit your
community?



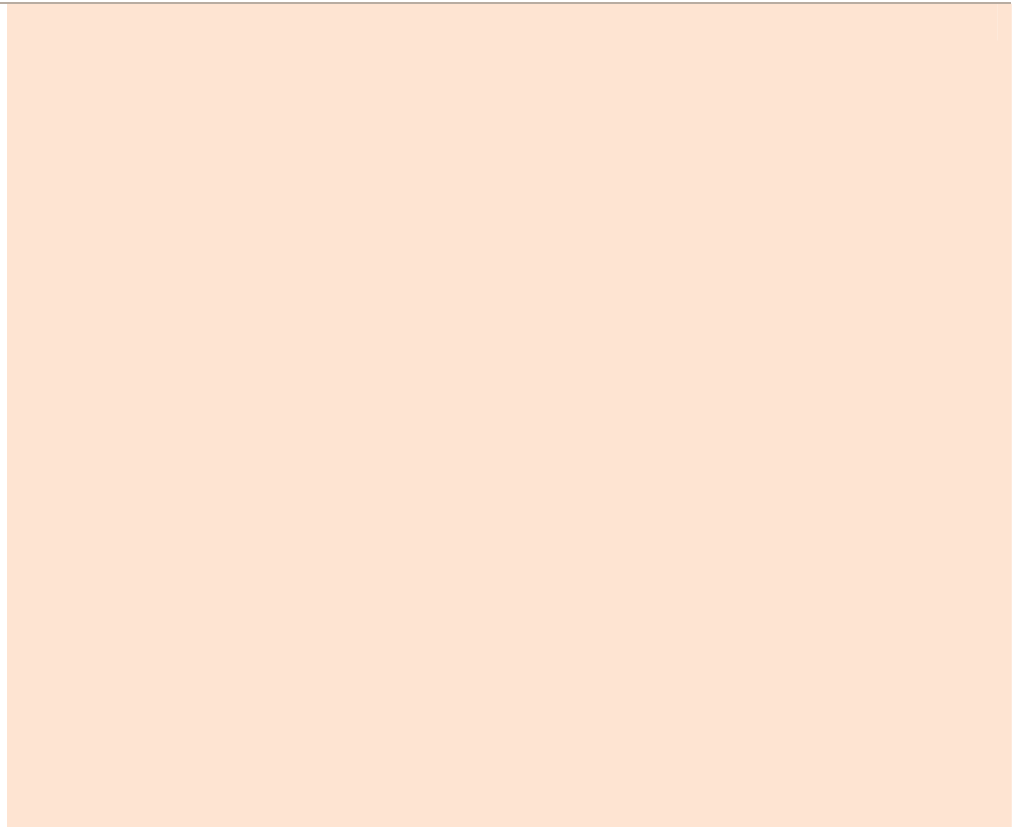
The process –

How will you carry out your project, and where and when?



The people –

Who is involved?
(include brief information about key individual or organisations)



The budget –

Are you registered for GST?

no

yes

GST
number

Applicants that are not GST-registered need to provide budget figures that include GST

Applicants who are GST-registered need to provide budget figures that exclude GST. Successful applicants who are GST-registered must submit a separate GST invoice. Contact your local scheme administrator for more information.

Include copies of written quotes.

**Total Project Costs eg, materials, venue hire, promotion,
equipment hire, personnel costs**

Amount

\$

\$

\$

\$

\$

\$

\$

\$

\$

\$

(A) Total cost

\$

6. Financial background

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

Date applied	Source of funding	Type of funding (eg, a loan, grant and what it will be used for)	Amount requested	Is funding confirmed? If yes state how much. If you are still waiting for response, when will you know the result?

Tell us about any other grants you have previously received through the Creative Communities Scheme. (Last three years only).

Date	Project title	Have you completed a project completion report for this project? Yes/No	Amount of funding received

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

Individuals and groups must provide bank account details (or bank deposit slip) for the payment of the grant.

7. Declaration

I declare that the information supplied here is correct. If the application is successful, I/we agree to –

- complete the project within a year of the funding being approved
- complete and return a project report form (which will be sent with the grant) within two months after the project is completed
- participate in any funding audit of my organisation or project conducted by the local council if required
- inform the scheme administrator of any public event or presentation that is funded by the scheme
- acknowledge the assistance of the scheme verbally at event openings, presentations, performances and such like
- use the CCS logo in publicity for the project and follow the guidelines for use of the logo. (Logo and guidelines can be downloaded from: www.creativenz.govt.nz/resources).

I understand that the

KAIKOURA DISTRICT COUNCIL

Is bound by the Local Government Official Information and Meetings Act 1987. I also consent to it 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 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 all people involved to provide these details. We understand that I have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:

Signature:

Signature of parent or guardian if applicant is under 16 years or age:

Position in organisation (if applicable):

Date

8. Final Check

Make sure you have

Completed all sections

Checked that the budget balances

Provided quotes, bank account details and full financial details (groups and organisations only)