

Creative Communities Scheme (CCS) Application Form

Funding for local arts

Ngā kaupapa auaha a te iwi whānui
Te tono pūtea mō ngā manahau a te iwi kāinga

Read the *Creative Communities Scheme (CCS) Application Guide*

This guide tells you –

- > if you are able to apply for a CCS Grant for your project
- > what information you will need to include in your application
- > how to submit your application.

You can print this document out and handwrite your application or you may like to save a copy of this application to your desktop and enter the information this way. If you need more space attach information to the back of this application form. Please include the section number and heading for easy assessing.

Contact the CCS administrator if you need advice on your application.

Jan Maxwell

Arts and Events Facilitator

Queenstown Lakes District Council

PH 03441 0469

027 2337934 Email: jan.maxwell@qldc.govt.nz

Applicant details

Are you applying as an individual or group?

Individual Group

Full name of applicant

Contact person (for a group)

Daytime phone number

Postal address

All correspondence will be sent to this address.

Street/PO Box

Suburb

Postcode

City

Email

Ethnicity of applicant

Please tick and provide detail e.g. Ethnicity: Pacific Island, Detail: Samoan.

Ethnicity Detail

NZ European

Māori

Pacific Island

Asian

Middle Eastern/Latin American/African

Other

Bank account name and number

This is where funds will be deposited if your application is successful.

Name

Account number

	/									:	/										
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1 Project details

Project name

For example, South Taranaki children's ceramic workshops.

Brief description

For example, six ceramic workshops during the school holidays for children aged 8–12.

Does your project have an arts or creative cultural focus?

Yes

No

Will your project take place within the city or district where the application is made?

Yes

No

If the answer is no to either of these questions your project is likely to be ineligible. Please contact your CCS administrator.

Funding criteria

Which of the scheme's three funding criteria are you applying under. Please select one. If your project meets more than one criteria, choose the one that is the project's main focus.

▲ *You can find examples of each criteria in the CCS Application Guide page 10*

- Participation:** Create opportunities for local communities to engage with, and participate in local arts activities.
- Diversity:** Support the diverse arts and creative cultural traditions of local communities.
- Young people:** Enable young people (under 18 years) to engage with, and participate in the arts.

If you do not know which of the three fits your project, contact your CCS administrator.

2 The idea/He aha te kaupapa

▲ *See the CCS Application Guide on page 2*

What do you want to do?

3 The benefit/He aha ngā hua

▲ See CCS Application Guide page 3

How will your project benefit your community?

4 The process/Pehea te whakatutuki

▲ See CCS Application Guide page 3

Where, when and how will the project happen?

Venue/location:

Project start and finish dates:

Details of how the project will happen:

5 The people/Ko wai ngā tāngata

▲ See *CCS Application Guide* page 5

Tell us about the key people and/or community involved

Estimated number of active participants

Estimated number of attendees

6 The budget/He pūtea

How much will it cost?

Are you GST registered? Yes No

GST number | |

If you are **GST** registered, do not include GST in these amounts.
If you are *not* GST registered, please provide the amounts **including GST**.

This budget includes GST This budget does not include GST

Project costs

Write down *all* the costs of your project and include the details.

For example materials, venue hire, promotion, equipment hire, artist fees and personnel costs.

▲ See *CCS Application Guide page 6*

Item	Detail	Amount
<i>e.g. Hall hire</i>	<i>e.g. 3 days hire at \$100.00 per day</i>	<i>e.g. \$300.00</i>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
A: Total cost		\$

Project income

Write down *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.

Item	Detail	Amount
<i>e.g. Ticket sales</i>	<i>e.g. 250 tickets at \$15.00 per ticket</i>	<i>e.g. \$3,750.00</i>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
B: Total income		\$

Calculate your requests from CCS using this table.

A: Total cost of project	\$
B: Less total income	\$
C: Difference	\$
D: Amount requested from CCS	\$

Financial background

Tell us about any other funding you have applied for or received for this project (including funds from Creative New Zealand's other funding programmes).

Date applied	Source of funding	Type of funding e.g. grant	Date of result	Amount
				\$
				\$
				\$
				\$
				\$

Tell us about other grants you have received through CCS in the past three years.

Date	Project title	Have you submitted a project completion report for this project?	Amount
			\$
			\$
			\$
			\$
			\$

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.

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

7 Artform, activity and cultural tradition

Which of the following artforms best describes your project?

Please select one. If your project combines more than one artform select combined arts.

▲ *See CCS Application Guide page 6 for definitions of each artform*

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Combined arts | <input type="checkbox"/> Māori arts |
| <input type="checkbox"/> Craft/Object art | <input type="checkbox"/> Music |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Pacific arts |
| <input type="checkbox"/> Film | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Visual arts |

Which of the following activities best describes your project?

Please select one.

▲ *See CCS Application Guide page 8 for definitions*

- Creation only
- Creation and presentation
- Presentation only (performance or concert)
- Presentation only (exhibition)
- Workshop

What is the cultural tradition of your project?

The cultural tradition of your project relates to the particular heritage that your project is part of. Cultural tradition **does not relate** to your group's ethnic affiliations or geographical origins.

Select the cultural tradition that best relates to your project and give additional information if needed.

For example, a kapa haka performance would be categorised as Māori arts or a traditional Polish dancing workshop would be Cultural tradition: European, Detail: Polish.

Cultural tradition	Detail
<input type="checkbox"/> European	<input type="text"/>
<input type="checkbox"/> Māori arts	<input type="text"/>
<input type="checkbox"/> Pacific arts	<input type="text"/>
<input type="checkbox"/> Asian	<input type="text"/>
<input type="checkbox"/> Middle Eastern/Latin American/African	<input type="text"/>
<input type="checkbox"/> Other	<input type="text"/>

8 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 authority to commit to the following conditions.

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

- > complete the project as outlined in this application
- > complete the project within a year of the funding being approved
- > complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- > return any unspent funds

- > participate in any funding audit of my organisation or project conducted by the local council if required
- > 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 logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from www.creativenz.govt.nz/logo.

I understand that the Queenstown Lakes District Council

- > is bound by the Local Government Official Information and Meetings Act 1987
- > I/we 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/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material
- > I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information
- > this consent is given in accordance with the Privacy Act 1993.

Name

Signature

Name and signature of parent or guardian if applicant is under 16 years of age:

Name

Signature

Position in organisation if applicable

Date

How did you hear about this fund?

- | | |
|---|--|
| <input type="checkbox"/> Council website | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Council mail out | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Council staff member | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Creative New Zealand website | <input type="checkbox"/> Other (please give detail): |
| <input type="checkbox"/> Local Newspaper | <input type="text"/> |
| <input type="checkbox"/> Poster/flyer | |

9 Final check

Make sure you have

- Completed all the sections
- Checked that your budget balances
- Provided quotes and financial details
- Attached supporting documents

Submitting your application

Mail your application to:

Queenstown Lakes District Council
Private Bag 50072
Queenstown 9300

Email your application to:

jan.maxwell@qldc.govt.nz

Courier or hand deliver your application to:

Queenstown Lakes District Council
10 Gorge Road, Queenstown
Or 47 Ardmore Street, Wanaka