

Arts Sustainability Fund: Application Form

* indicates a required field

Details

Project name *

Applicant *

Title

First Name

Last Name

Applicant phone number *

Applicant email *

Must be an email address.

Are you applying on behalf of an organisation? *

☐ Yes

☐ No

Organisation contact person

Name of contact person of organisation *

Position of contact person at organisation *

Please add the contact email and phone number of the organisation's contact person if different from above.

Email

Email address

Further details

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Are you on our system as a supplier? *

- ☐ Yes
☐ No

You will be on our system if you have received funding from Council before, or if you have done work for us as a contractor.

Please let us know if you are on our system under a different name.

Have you discussed this proposal with the Arts, Culture and Heritage Advisor and/or the Manager, Creativity and Culture team? *

- ☐ Yes
☐ No

Please get in touch

Please contact one of the below before continuing your application:

Arts, Museums & Heritage Advisor or Manager, Creativity and Culture team

artsadmin@kapiticoast.govt.nz

Overall objectives and outcomes

* indicates a required field

Objectives and outcomes

Outline what you hope to achieve by this activity or project and tell how the project can contribute to Kāpiti Coast District Council's high level strategic aims:

- Enhance cultural wellbeing in the community through language, stories, visual and performing arts, ceremonies and heritage that make up our communities.
- Facilitate social connection and inclusion, giving people a means of expression, a sense of community and a sense of belonging and identity, through arts culture and heritage.

And strategic aims for the arts in the Kāpiti Coast District:

- Promote a vibrant and sustainable arts presence in the district.
- Raise Kāpiti Coast District's profile as a well-known arts destination regionally and nationally.

Objective(s): *

Word count:

Must be no more than 400 words.

Desired outcome(s): *

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Word count:

Must be no more than 400 words.

What are you requesting funding for?

Amount requested *

\$

Must be a dollar amount.

Which financial year(s) are you applying for? *

- ☐ 2024/25 financial year
- ☐ 2025/26 financial year
- ☐ 2026/27 financial year

What will that funding cover? *

Dates and locations of your project

* indicates a required field

Dates

Start date *

Must be a date.

End date *

Must be a date.

Location

Location/s: (e.g. whole of Kāpiti Coast District, or individual town/village)

Project details

The idea/Te kaupapa: What do you want to do? *

The process/Te whakatutuki: How will the project happen? *

The people/Ngā tāngata

** indicates a required field*

Organisation

Tell us about the key people and/or the groups involved.

What is the main purpose of your organisation? *

Word count:

Must be no more than 100 words.

Who is usually involved in activities (e.g. volunteers, paid staff, age groups, where you are based)? *

What areas of the community will benefit from this project? Is there a particular community group or sector you are targeting? *

Individual

Tell us about the key people and/or the groups involved.

Tell us about your background and interest in the arts. *

Word count:

Must be no more than 100 words.

Can you tell us about your cultural identity? (include ethnicity if you want to) *

What areas of the community will benefit from this project? Is there a particular community group or sector you are targeting? *

Budget

Budget information

Project income

Under income, enter all the income you will get for your project from: your own funds, other grants, donations, other income sources including fundraising

Project costs

Under expenditure enter all the costs of your project and include the details, eg.contractor fee, promotion costs, staffing to carry out administration of programme etc. Please provide copies of quotes/estimate as relevant in the file upload section at the bottom of the page.

Project costs

Write down **all** the costs of your project and include the details, eg. contractor fee, promotion costs, staffing to carry out collection management etc.

Item	Detail	Amount
eg. promotional design/printing, fees/vouchers for volunteers, advertising etc	eg. graphic designer fee, voucher for student help on weekend	
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

Project income

Item	Detail	Amount
		\$
		\$
		\$

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		\$
		\$
		\$
		\$
		\$

Budget Totals

This section will automatically calculate based on your answers above.

Total income

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure

Total Expenditure Amount

\$

This number/amount is calculated.

Income less costs

Income - Expenditure

\$

This number/amount is calculated.

Amount requested from Kāpiti Coast District Council

\$

This number/amount is calculated.

Other financial information

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

Date applied	Who to:	How much	Confirmed or unconfirmed
Must be a date.		Must be a dollar amount	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Supporting information

Attach any relevant supporting information, for example, invoices, photos, endorsements:

Attach a file:

Terms and conditions

* indicates a required field

Conflicts of interest

Conflicts of interest may be:

- actual: where the conflict currently exists, e.g. you are related to a staff member who is assessing this application.
- potential: where the conflict is about to happen or could happen, or
- perceived: where other people may reasonably think that a person is compromised, e.g. you part of Council as an employee or elected member.

Conflicts may often be managed so you are still able to access this funding.

Select one: *

- ☐ I have no conflicts of interest
- ☐ I have a perceived, actual, or potential conflict of interest

Conflicts of Interest

Briefly describe the conflict and how you propose to manage it. *

What we need you to do if you receive funding:

Accountability:

- Use the funding for the purpose you've received it.
- Keep a record of what you spend on this project.
- Keep a track of the results of your initiative, and let us know how it's going (in an email, meeting, through your organisation's regular reporting, or in a separate report). Talk to us:
- If you have to defer or cancel the project
- if you find any issues in completing the project
- if you want to change the project from what you originally planned.
- Submit a completion report at the end of the project or at the end of the financial year you received funding for.

Acknowledgement of Council:

- Acknowledge Kāpiti Coast District Council in all your formal documents and promotional material relating to this project or initiative.

By filling out the below, you confirm that you have read and agree to all the terms and conditions.

Name *

Position *

Date *

Must be a date.