

# Creative Communities Scheme Application Form R1 2024

## Form Preview

### Creative Communities Scheme

\* indicates a required field

#### Name and contact details

**Applicant name \***

Individual       Organisation  
Organisation Name

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Contact person (for a group or organisation)**

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Street or physical address \***

Address

<input type="text"/>
<input type="text"/>

Must be a New Zealand postcode

**Postal Address (if different from above)**

Address

<input type="text"/>
<input type="text"/>

Must be an New Zealand postcode

**Email \***

Must be an email address.  
All correspondence will be sent to this email address.

**Telephone (day) \***

Must be an New Zealand phone number

**Bank Account \***

Account Name

Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Must be a valid New Zealand bank account format.  
If you are successful your grant will be deposited into this account.

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**GST number (if applicable)**

**Ethnicity of applicant/group \***

- New Zealand European/Pākehā  Asian  
 Māori  Middle Eastern/Latin American/African  
 Pacific Peoples  Other:

You can select multiple options.

**Details**

Please give further detail about your ethnicity. Eg Ethnicity: Pacific Peoples, Detail: Samoan.

**Are you available to speak to our Creative Communities Scheme assessment committee members in support of your application? \***

- Yes  No

**How did you hear about the Creative Communities Scheme?**

- Council website  Local paper  Radio  
 Council mail-out /  Poster/flyer/brochure  Everything Kapiti  
 Council staff member  Social media  Creative NZ website  
 Other

## Project details

\* indicates a required field

**Project Title \***

**Brief description of project \***

Provide a short description (100 words recommended) of your project - what are you out to do?

**Venue / location**

Address

  

**Start date \***

Must be a date and no earlier than 3/9/2024.

**Finish date \***

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Must be a date and no later than 3/9/2025.

### Number of active participants \*

Must be a number.

### Number of viewers/audience members \*

Must be a number.

### Funding criteria

See the [Creative Communities Scheme application guide](#) for more detail on the terms used in this section.

**Funding criteria: Which of the scheme's three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus \***

- 1. Access and participation: Create opportunities for local communities to engage with, and participate in local arts activities
- 2. Diversity: Support the diverse artistic cultural traditions of local communities
- 3. Young people: Enable young people (under 18 years of age) to engage with, and participate in, the arts

### Artform or cultural arts practice \*

- |   |   |
|---|---|
| <input type="checkbox"/> Craft/object art | <input type="checkbox"/> Ngā toi Māori                  |
| <input type="checkbox"/> Dance            | <input type="checkbox"/> Pacific arts                   |
| <input type="checkbox"/> Inter-arts       | <input type="checkbox"/> Multi-artform (including film) |
| <input type="checkbox"/> Literature       | <input type="checkbox"/> Theatre                        |
| <input type="checkbox"/> Music            | <input type="checkbox"/> Visual arts                    |

### Which activity best describes your project? \*

- |  |   |
|--|---|
| <input type="checkbox"/> Creation only             | <input type="checkbox"/> Presentation only (exhibition)             |
| <input type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (performance or concert) |
| <input type="checkbox"/> Workshop/wānanga          |   |

## Project details (continued)

\* indicates a required field

Project details

### 1. The idea / Te kaupapa: What do you want to do? \*

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### 2. The process / Te whakatutuki: How will the project happen? \*

### 3. The people / Ngā tāngata: Tell us about the key people and/or the groups involved. \*

### 4. The criteria / Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people. \*

## Project details (budget)

\* indicates a required field

### 5. The budget / Ngā pūtea

See the [Creative Communities Scheme application guide](#) for more detail on how to complete this section.

#### Are you GST registered? \*

- Yes - Do NOT include GST in your budget
- No - Include GST in your budget

## Project costs

Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.

**Item example hall hire      Detail example 3 days' hire Amount example \$300 at \$100 per day**

Item example hall hire	Detail example 3 days' hire	Amount example \$300 at \$100 per day
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

### Total Project Cost

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\$

This number/amount is calculated.

### 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 Creative Communities Scheme.

#### Income example ticket sales

#### Detail example 250 tickets Amount example \$3,750 at \$15 per ticket

		Must be a dollar amount.
		\$
		\$
		\$
		\$
		\$
		\$

### Budget summary

#### Total income

\$

This number/amount is calculated.

#### Costs less income (this is the maximum amount you can request from the Creative Communities Scheme)

\$

This number/amount is calculated.

#### Amount you are requesting from the Creative Communities Scheme \*

Must be a dollar amount.

This amount should be less than the "Cost less income" figure.

### Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both Creative Communities Scheme and Creative New Zealand's other funding programmes).

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

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### Other financial information

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.

### Project detail (budget)

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date applied	Project title	Amount received	Project completion report submitted
Must be a date.		Must be a dollar amount.	
		\$	
		\$	
		\$	
		\$	
		\$	

### Financial Statement and Quotes

#### Financial statement and quotes:

Attach a file:

### Sustainability

**Kāpiti Coast District Council is committed to the principle of sustainable development, including protecting the environment, and seeks to manage and reduce its carbon footprint as part of this. What steps are you taking to make your event sustainable?**

### Supporting information

**If you have any additional material you would like us to refer to, please enter it below. This is not a requirement.**

Attach a file:

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### Checklist / Declaration

\* indicates a required field

#### Checklist

**Before submitting your application, complete this checklist \***

- My project has an arts focus
- My project takes place in the local authority district of Kāpiti Coast District Council
- I have provided quotes and other financial details as needed

#### Declaration

You must read and agree to the following before submitting your application. Please select each box to show that you have read the information and agree to each section.

**You must agree to the below statement: \***

- 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 (or request permission in writing from the CCS Administrator for any significant change to the project)
- 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
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by Kāpiti Coast District Council
- contact the Creative Communities Scheme administrator to let them know of any public event or presentation that is funded by the scheme
- acknowledge Creative Communities Scheme funding at event openings, presentations or performances
- use the Creative Communities Scheme logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- I understand that the Kāpiti Coast District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to Kāpiti Coast District Council 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.

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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

### Authorisation

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal guardian.

#### **Your name \***

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### **Name of parent / guardian for applicants under 18 years of age**

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

#### **Date**

Must be a date.