

Creative Communities Scheme Application Form R2 2025

Form Preview

Creative Communities Scheme

* indicates a required field

Name and contact details

Applicant name *

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

Last Name

Contact person (for a group or organisation)

Title

First Name

Last Name

Street or physical address *

Address

Must be a New Zealand postcode

Postal Address (if different from above)

Address

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

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
☐ Māori
☐ Pacific Peoples

- ☐ Asian
☐ Middle Eastern/Latin American/African
☐ 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? *

- | | | |
|---|--|--|
| <input type="checkbox"/> Council website | <input type="checkbox"/> Local paper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Council mail-out / | <input type="checkbox"/> Poster/flyer/brochure | <input type="checkbox"/> Everything Kapiti |
| <input type="checkbox"/> Council staff member | <input type="checkbox"/> Social media | <input type="checkbox"/> Creative NZ website |
| <input type="checkbox"/> 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 7/5/2025.

Finish date *

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Must be a date and no later than 6/5/2026.

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**

		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$

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

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (may be different to the contact person listed earlier in this application form).

You must declare that you agree with the following statements: *

- ☐ 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, you must agree to: *

- ☐ complete the project as outlined in this application (or request permission in writing from the CCS Manager 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 Manager 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.

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- ☐ 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

Authorisation

Please note: All applications by person/s under the age of 18 must be authorised by applicant's parent or legal guardian. I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant organisation is approved for this grant, we will be required to accept the terms and conditions of the grant as outlined in the letter of approval.

*

☐ Yes I agree

Name of authorised person *

Title First Name Last Name

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