Proposal for museum development funding

* indicates a required field

Details

Project name: *

Applicant name: *

Applicant email *

Applicant phone number *

Are you applying on behalf of an organisation? *
○ Yes
○ No

Contact person's details

Name of contact person for organisation

Contact person's position at organisation

Phone number

Email

Further details

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? *
○ Yes
○ No

Please get in touch

Please contact one of the below before continuing your application:

Arts, Museums & Heritage Advisor or the Manager, Creativity and Culture.

artsadmin@kapiticoast.govt.nz

Applicant
○ Individual   ○ Organisation
Organisation Name

[   ]

Title   First Name   Last Name

[   ]   [   ]   [   ]

Overall objectives and outcomes

* indicates a required field

Overall 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 of:

- enhancing cultural wellbeing in the community through language, stories, visual and performing arts, ceremonies and heritage that make up our communities.
- facilitating 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 heritage in the Kāpiti Coast District:

- promoting Kāpiti's pre- and post-settlement history to the community and wider New Zealand
- preserving and displaying narratives of our communities' heritage, both past and for the future.

Objective(s) *

Word count:
Must be no more than 100 words.

Desired outcome(s) *

Word count:
Must be no more than 300 words.

What you are requesting funding for?

Amount requested *

$

Must be a dollar amount.

Which financial year(s) are you applying for? *
☐ 2023/24 financial year
☐ 2024/25 financial year
☐ 2026/27 financial year

NOTE: Applications for the 2023/24 financial year must be submitted by 24 May 2024.

What will that funding cover? *

Word count:
Must be no more than 350 words.

About your project

* indicates a required field

Dates and location

Start date *

Must be a date.

End date *

Must be a date.

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

If your location is outside of town/ village centres, please enter its GPS coordinates

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

What is the main purpose of your organisation? *

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

Tell us about the cultural Identity of the people in your organisation (include ethnicity if you want to). *

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

Individual

Tell us about your background and interest in heritage. *

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 you are targeting? *

Budget

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

Project income

Write down all the income you will get for your project from: your own funds, other grants, donations, other fundraising.

Item	Detail	$
		$

		$
		$
		$
		$
		$
		$
		$

Budget Totals

This section will automatically calculate based on your answers above.

Total Income Amount

$

This number/amount is calculated.

Total Expenditure Amount

$

This number/amount is calculated.

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 applied for or received for this project.

Date applied	Who to	How much	Confirmed or unconfirmed
Must be a date.			
		$	
		$	
		$	
		$	
		$	
		$	
		$	
		$	

Additional Information - financial

Attach quotes, alternative budgets, other financial information here.
Attach a file:

Attach images, other supporting information

Attach images or other supporting information

Attach a file:

Terms and conditions

* indicates a required field

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.