

# Museum and Heritage Development Fund: Application Form

Kāpiti Coast District Council wants to:

support the delivery of heritage projects in Kāpiti Coast District (the District)

support the development and long-term sustainability of local museums and heritage sites.

Funding is available as a one-off grant for a specific activity, to support short term projects (1-2 years) or for longer term initiatives where seed funding is required as ongoing sustainability is being developed.

## How to apply

Applications open 1 February 2023. You can apply at any time. Applications for funding in the 2022/23 financial year must be received by 23 April 2023.

### **Before you spend time on/submit your proposal:**

- please read the Guidelines below about eligibility and funding criteria to ensure you are applying for the right fund.
- talk to us! Contact the Arts, Culture and Heritage Advisor and/or the Manager, Libraries and Cultural Services to discuss your proposal for funding and for advice on how to complete your application.
- we recommend you refer to the excellent guidance on museum development and writing a business case provided by Te Papa at Te Papa Tongarewa at [www.tepapa.govt.nz/learn/for-museums-and-galleries/how-guides/running-museum](http://www.tepapa.govt.nz/learn/for-museums-and-galleries/how-guides/running-museum)

Send this application form to:

- [artsadmin@kapiticoast.govt.nz](mailto:artsadmin@kapiticoast.govt.nz)
- post: 175 Rimu Road, Paraparaumu 5032, New Zealand

It will take up to two weeks to process your application.

## Guidelines – Eligibility and funding criteria

### Who is eligible?

- Museums: (refers to local museums operated by a trust or committee.)
- Heritage organisations: (refers to organisations that focus on maintaining or preserving a heritage site or building, or a collective that supports heritage activities in the district.
- Iwi organisations, or other groups focusing on development of Māori Heritage sites and initiatives.
- Museums and heritage sites in the district that may not be known to Council are welcome to apply.

### Criteria

#### **Priority will be given to those activities or projects that:**

- promote Kapiti's pre- and post-settlement history to the community and wider New Zealand.
- preserve and display narratives of our communities' heritage, both past and for the future.

Applicants will need to clearly articulate how Council funding will support their alignment with Council's purpose for this fund.

Applications for new initiatives will include a clear vision for the proposed programme or activity (but may be seeking to develop the business model for this activity/ programme).

#### Projects and activities considered include:

- developing new resources, services that will distinctly enhance the accessibility to the district's heritage story;
- building and strengthening capability (not equipment except where this is needed to enable this capability e.g. suitable technology or software for collection management;
- helping museums reach a high standard of presentation;

#### Projects may include the following:

- developing strategic policies such as for collection management, museum promotion,
- collection cataloguing,
- curation training

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**Project's name:**

*Add*

**Applicant's name:**

*Add*

**Applicant's contact number:**

*Add*

**Are you applying on behalf of an organisation?**

☐ Yes

☐ No

**If you ticked Yes, please also provide a contact name, email address and phone number, if different**

*Add*

**Are you on our system as a supplier?**

☐ Yes

☐ No

You will be 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 in our system under a different name.

**Have you discussed this proposal with the Arts, Culture and Heritage Advisor and/or the Manager, Libraries and Cultural Services?**

☐ **Yes**

☐ **No**

*(If you answered no, please get in touch before continuing your application).*

## 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:

- 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.

**Objectives:**

*Add*

**Desired outcomes:**

*Add*

**Funding amount  
requested:**

*Add*

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

- ☐ 2022/23 financial year
- ☐ 2023/24 financial year
- ☐ 2024/25 financial year

**What will that funding  
cover?**

*Add*

## About your project

**Dates:**

Start: *Add*

End: *Add*

**Locations:**

*Add*

**The idea/Te kaupapa:**

**What do you want to do?**

*Add*

**The process/Te whakatutuki:**

**How will the project happen?**

*Add*

## The people – Ngā tāngata

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

### For an organisation

**What is the main purpose of your organisation?**

*Add*

**Who is usually involved in activities?**

**(e.g., volunteers, paid staff, age groups, where you are based)**

*Add*

**What areas of the community will benefit from this project?**

**Is there a particular community group or sector you are targeting?**

*Add*

**For an individual**

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

*Add*

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

*Add*

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

*Add*





### Project costs

Write down all the income you will get for your project from:

- your own funds
- other grants
- donations
- other income sources including fundraising

Income	Detail <i>e.g., membership fees @ \$50 annual membership, name of sponsor or donor/s</i>	Amount <i>e.g., \$300</i>
<b>Total Costs</b>		

### 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

Please attach any relevant supporting information, for example, invoices, photos, endorsements to this application

## Terms and conditions

### Do you have any conflict 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.

**Please tick the relevant box**

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

**If you think you have a conflict of interest briefly describe the conflict and how you propose to manage it.**

*Add*

### 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.

**I've read and agree to all the terms and conditions**

**Signed:**

*Add*

**Position:**

*Add*

**Date:**

*Add*