

Arts Sustainability Fund: Application Form

Kāpiti Coast District Council wants to:

- support the development and long-term sustainability of arts initiatives and organisations in Kapiti.
- provide the opportunity for Kāpiti arts and cultural communities to create and sustain inspirational and aspirational initiatives for the Kāpiti Coast District, in the Visual, Performing, and Cultural Arts.

Funding is primarily for multi-year (maximum three years) initiatives or as seed-funding grants to artists and arts organisations, to meet those aspirations.

This grant is focused on supporting new initiatives, or those not previously supported by Council, that show potential to grow and become self-sustainable over the next three years.

Preference is given to new initiatives, but we may consider existing projects where there is a new activity proposed.

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.

Send this application form to:

- 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?

- Arts organisations or individuals based or resident in Kāpiti.
- not-for profit organisations that wish to develop arts activities or programmes to reach certain audiences.
- Iwi organisations, or other groups focusing on development of Ngā Toi Māori.
- Educational institutions (for schools, this must be for programmes or activities outside the curriculum.)

What is eligible?

Initiatives, activities, and programmes must:

- be located in Kāpiti Coast District.
- be ongoing for three years or more;
- showcase the Kapiti arts scene to a local, regional, national audience
- be aligned with the Council's strategic priorities for the arts in Kāpiti; and
- have the potential to build to a major ongoing initiative or activity.

Proposed initiatives may include online activities that benefit the arts sector in Kāpiti.

What is **NOT** eligible?

One-off projects that are not intended to be long term.

- Existing projects where there is no new activity or initiative being planned.
- Existing projects that have already received Council funding.
- Projects for individuals such as training courses, unless there is a clear community outcome. (e.g., training in an arts form leading to ongoing performance or teaching programmes in Kāpiti Coast District).
- School curriculum-based projects.

Criteria

Priority will be given to those activities or projects that align closely with the Council's strategic aims for arts in Kāpiti Coast District:

- A vibrant and sustainable arts presence in the district (Cultural and social well-being)
- Raising Kāpiti Coast District's profile as a well-known arts destination regionally and nationally (economic well-being)
- Arts as an enabler in raising environmental awareness and that profile heritage stories in the district (environmental well-being)

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

Initiatives that would be considered include:

- Programmes that support sustainable careers in the arts.
- Developing ongoing visual or performing arts programmes highlighting themes and stories of the environment and the district.
- Regular concert series or arts workshops (including for social wellbeing outcomes).
- Establishing a cultural performing or other arts group.

Arts Sustainability Fund: Application Form

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?

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.

☐ Yes

☐ No

Have you discussed this proposal with the Arts, Culture and Heritage

☐ Yes

**Advisor and/or the
Manager, Libraries and
Cultural Services?**

☐ **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

Budget

Project costs

Write down **all** the costs of your project and include the details, e.g., contractor fee, promotion costs, staffing to carry out administration of programme etc Please provide copies of quotes/estimate as relevant.

Item	Detail	Amount
<i>e.g., promotional design/printing, fees/vouchers for volunteers, advertising etc</i>	<i>e.g., graphic designer fee, voucher for student help on weekend</i>	<i>e.g., \$300</i>
Total Costs		

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>
Total Costs		

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