



## PROJECT APPLICATION FORM 2009/10

### Creative Communities New Zealand Scheme

#### IMPORTANT INFORMATION

- Please complete one application form per project
- If you require assistance and advice please contact the Creative Communities Scheme administrator as below
- For clarity please type or print in black ink. Applications are photocopied.

Please fill in all of the application by -

- Completing all parts of this form,
- Ticking all the appropriate boxes
- Writing in project details in all the spaces provided
- Attach all additional information

**Closing date for applications: Friday 30 October 2009**

Send your application to:

Postal: Otorohanga District Council - Box 11, Otorohanga, 3940

Courier/hand delivery: Otorohanga District Council - 17 Maniapoto St, Otorohanga

For the attention of: Colin Tutty

**Late applications will not be considered.**

## First check your eligibility

### ELIGIBILITY CRITERIA

The eligibility and funding are set out in the attached information sheet.

- Is your project an arts and cultural project?
- Will your project take place within your city or district and/or produce benefits, which are largely experienced within your city or district?
- Will your project benefit local communities?
- Will your project increase participation in the arts at a local level, or increase the range and diversity of the arts available to your local community?

**Your project cannot start before it has been assessed.**

**Your project cannot have already received Creative New Zealand funding for the same purpose.**

**Please identify any other Creative New Zealand, including Creative Communities funds for part of or all of the project in section 3.4 or 3.5.**

### FUNDING CRITERIA

- Will the project increase community participation in the arts?
- Will the project increase the range and diversity of arts available to communities?
- Will the project enhance or strengthen the local arts sector?

If you have ticked any of the above, continue.

#### Is funding sought for:

- facility development?
- purchasing artworks for a gallery?
- a project in an education institution?
- an ongoing expense in your organisation?
- a project that will have started by the time grants are announced?
- catering costs?
- debt servicing?
- fundraising?
- a project already funded by Creative New Zealand?

**If you have ticked any of the above your project may not be eligible. Contact the Scheme administrator at the Otorohanga District Council before continuing.**

### IMPORTANT

**Please ensure that you fill in all parts of this form.**

The information applicants provide is used to assess your Creative Communities application and also provides valuable data about the Scheme's activity.

Information provided by applicants is used to identify applicant and funding patterns of the Scheme users and to inform the Schemes development.

**1. Tell us about yourself**

**If you are an individual some of these questions may not apply.**

1.1\* Full name of individual or organisation:

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Commonly used name (if different from above):

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1.2 Street address:

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1.3 Postal address:

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1.4 Telephone/fax: \_\_\_\_\_

1.5 Please name two people we can contact if we need further information.

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

1.6 What are your organisation's objectives?

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1.7 Is your organisation a legally constituted Trust or incorporated society?

Yes                      No

1.8 Are you registered for GST?

Yes                      No

GST number    \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please note:

- ♦ Applicants who are not GST Registered need to provide budget figures that are GST inclusive.
- ♦ Applicants who are GST Registered need to provide budget figures that exclude the GST component. Successful applicants who are GST Registered may submit a separate GST invoice to their local authority.

1.9\* What is your or your groups primary cultural or ethnic affiliation?

- No specific ethnicity
- Maori
- Pacific Island
- Other ethnicity. Please state \_\_\_\_\_

1.10 Please name up to two referees for you and your project. (Not applicant or engaged with project)

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

**2 The project**

2.1 Please tell us about your project in full (attach additional sheets if you wish)

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2.2 When and where will your project take place?

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2.3 In which local authority area/s will your project take place?

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2.4 What District do the participants, or those whom you expect to benefit from your project, come from? (Please estimate)

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2.5\* Will the project primarily involve a particular cultural or ethnic group? Please indicate which group:

- No specific ethnicity
- Maori
- Pacific Island
- Other ethnicity. Please state \_\_\_\_\_

2.6\* Does your project target a particular age group?

- Under 25
- Over 25
- General

2.7\* Which of the following Creative Communities Scheme funding criteria **best** describes your project? (Tick one box only)

**Refer to guidelines for further information**

- Projects that increase participation in the arts  
**Will usually involve opportunities for direct active participation by the target community**
- Projects that increase the range and diversity of the arts available to communities  
**Will often involve presentation of new activities and experiences in art to the community the project is targeting**
- Projects that enhance and strengthen the local arts sector.  
**May involve training, engagement of consultants, networking and seminars**

2.8\* What art-form grouping best describes your project? (Tick one box only)

- language arts and literature (e.g. poetry, storytelling, fiction, whaikorero)
- performing arts (e.g. dance, music, theatre)
- visual arts (e.g. painting, craft, toi whakairo)
- multi-disciplinary (projects which cross over two or more of the above categories)

2.9 Describe who will benefit and how from your project.

**Please relate this to the funding criteria that best describes your project. (See question 2.7)**

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2.10 How and when will you promote the project?

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2.11 Will there be voluntary work hours involved in the project? Estimate how many and describe how this will support the project.

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**3 Money and Resources**

3.1 Outline the costs of your project

- You may include a percentage of overhead costs, including salaries (except volunteer labour), which apply to the project.
- Where appropriate, please include written quotes.
- Organisations not registered for GST should include GST in their estimates.

Item	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>A. Total Cost</b>	<b>\$ _____</b>

3.2 Please outline how you intend to fund the project, excluding Creative Communities Scheme application.

Donated material/services	\$ _____
Cash in hand towards the project	\$ _____
Loans/ Mortgage/ Debenture	\$ _____
Charge to participants or membership subscription	\$ _____
Other sponsorship/grant (please specify source)	\$ _____
Intended fundraising (provide an estimate)	\$ _____
Expenditure on project to date	\$ _____
Other income (ie donations)	\$ _____
<b>B. Total funds available</b>	<b>\$ _____</b>

3.3 Please work out below the amount of funding requested.

The total cost of the project **(A)**, minus total funds available for the project **(B)** will usually equal the amount requested from the Creative Communities Scheme.

A. Total cost of project	\$ _____
B. Less total funds available	\$ _____
C. Difference	\$ _____
D. Amount requested	\$ _____

3.4\* Are you seeking:

- a grant - (grants only available at Otorohanga District Council)

3.5 What other funding or loans have you applied for or received from other funding sources for this project?

Date applied	Source of Funding Agency or Organisation	Describe type of funding and what funding will be used for	Amount requested	Funds received or pending State and date above

#### 4 Financial Background

4.1 If you are an existing group or organisation, provide details from your last set of annual accounts or statement of funds in hand. Individuals should supply project specific banking statement details and two letters of endorsement from existing arts groups or organisations and/or ask an existing group or organisation to umbrella project funds.

4.2 Please provide details of any grants, loans or guarantees against loss you have previously received through the **Creative Communities Scheme**.

Date of project	Project title and funding type	Date and local authority that received project report	Amount of funding received

#### Final Check

**I declare that the information supplied here is correct. If the application is successful, I/we agree to:**

- Return a completed project report form (which will be sent to me in due course by the Local Authority)
- Participate in any funding audit of my organisation or project conducted by the Local Authority.

I consent to the Otorohanga 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 review of the Creative Communities Scheme. I understand that my name and brief details about the project may be released to the media or appear in publicity material. I undertake that I have obtained the consent of the other contact person to provide these details. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name: \_\_\_\_\_ Position in Organisation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### HAVE YOU ATTENDED TO ALL OF THE FOLLOWING? (Tick as appropriate)

- |  |   |
|--|---|
| <input type="checkbox"/> Answered all of the questions?                | <input type="checkbox"/> Provided full details of your project? |
| <input type="checkbox"/> Do your project figures add up? Please check! | <input type="checkbox"/> Provided daytime phone numbers?        |
| <input type="checkbox"/> Provided full financial details?              |   |