



# Application form

Creative Communities Scheme  
Funding local arts activities

**Ngā kaupapa auaha a te iwi whānui**  
**Te tono pūtea mo ngā manahau a te iwi kāinga**

## Application Form

Applications close \_\_\_\_\_ for projects that begin after  
Late applications will not be considered.

Contact the scheme administrator to discuss your project or to get help with your application. For more information on the scheme and closing dates for funding rounds contact:

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### Useful website addresses

Creative New Zealand [www.creativenz.govt.nz/ccs](http://www.creativenz.govt.nz/ccs)

Please write clearly using a black pen and send your application to:

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### Check your eligibility

Before you fill in this form, read the guide for applicants carefully to make sure you are eligible to apply, and find out about the types of activities that could and cannot be funded. If you are not sure that you can apply, contact the scheme administrator in your area.

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## 1. Applicant's details

Are you applying as an individual  individual  group/organisation  
or as a group (select one)

Full name of individual or group

Contact name

Address

Post code

Telephone number(s)

Email

What is the ethnic group that you or your group most identify with? (for example, New Zealand European, Māori or Samoan).

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## 2. Which of the scheme's three funding criteria are you applying under?

(Please select one only)

**Broad community involvement** – Your project will create opportunities for local communities to engage with and participate in arts activities.

or

**Diversity** – Your project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.

or

**Young people** – Your project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

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### 3. Is your project targeted at a particular section of your community?

(You may tick more than one box)

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Broad community | <input type="checkbox"/> Specific group of interest: | <input type="checkbox"/> Ethnic community group(s) |
| <input type="checkbox"/> Disabled        | <input type="checkbox"/> Senior citizens             | <input type="checkbox"/> Young people              |

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### 4. Which of the following arts activities best describes your project?

(For an explanation of these terms, see the Glossary)

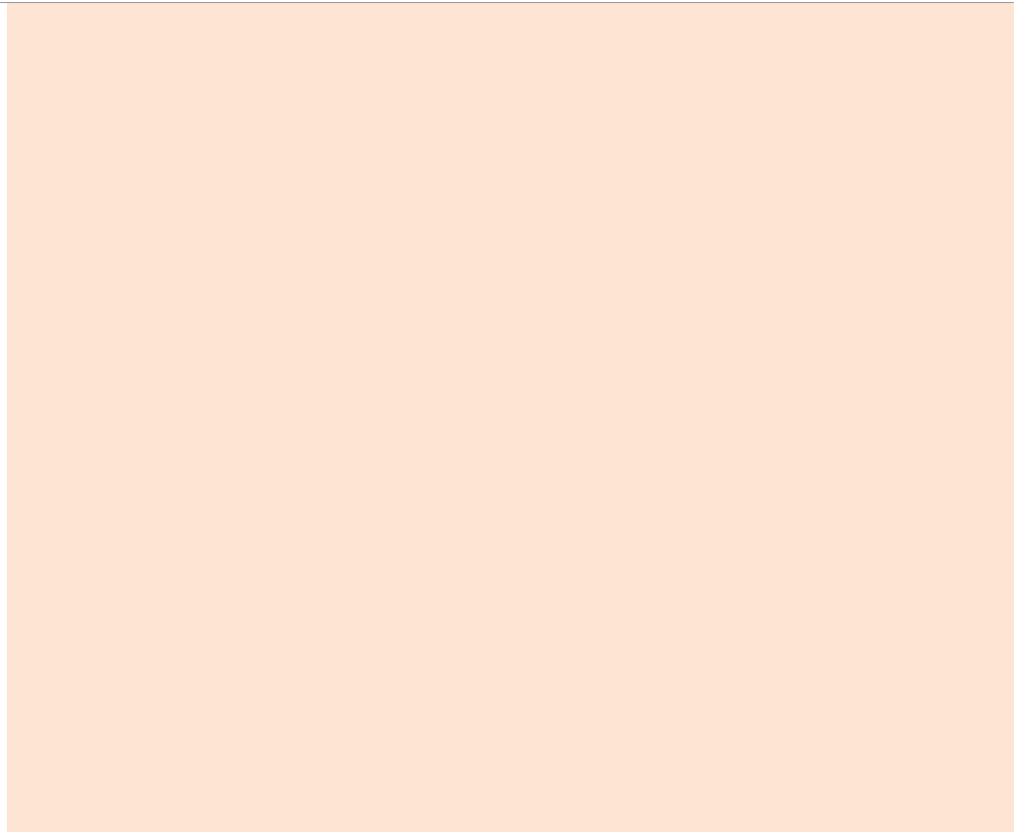
|  |  |
|--|--|
| <input type="checkbox"/> CR Craft/Object art               | <input type="checkbox"/> MU Music                                      |
| <input type="checkbox"/> DA Dance                          | <input type="checkbox"/> NM New Media eg, film making and digital arts |
| <input type="checkbox"/> IA Inter-arts                     | <input type="checkbox"/> PA Pacific arts (select one option)           |
| <input type="checkbox"/> LT Literature                     | <input type="checkbox"/> Heritage language-based arts                  |
| <input type="checkbox"/> MA Māori arts (select one option) | <input type="checkbox"/> Heritage material arts                        |
| <input type="checkbox"/> Heritage te reo-based arts        | <input type="checkbox"/> Contemporary                                  |
| <input type="checkbox"/> Heritage material arts            | <input type="checkbox"/> TH Theatre                                    |
| <input type="checkbox"/> Contemporary                      | <input type="checkbox"/> VA Visual arts                                |

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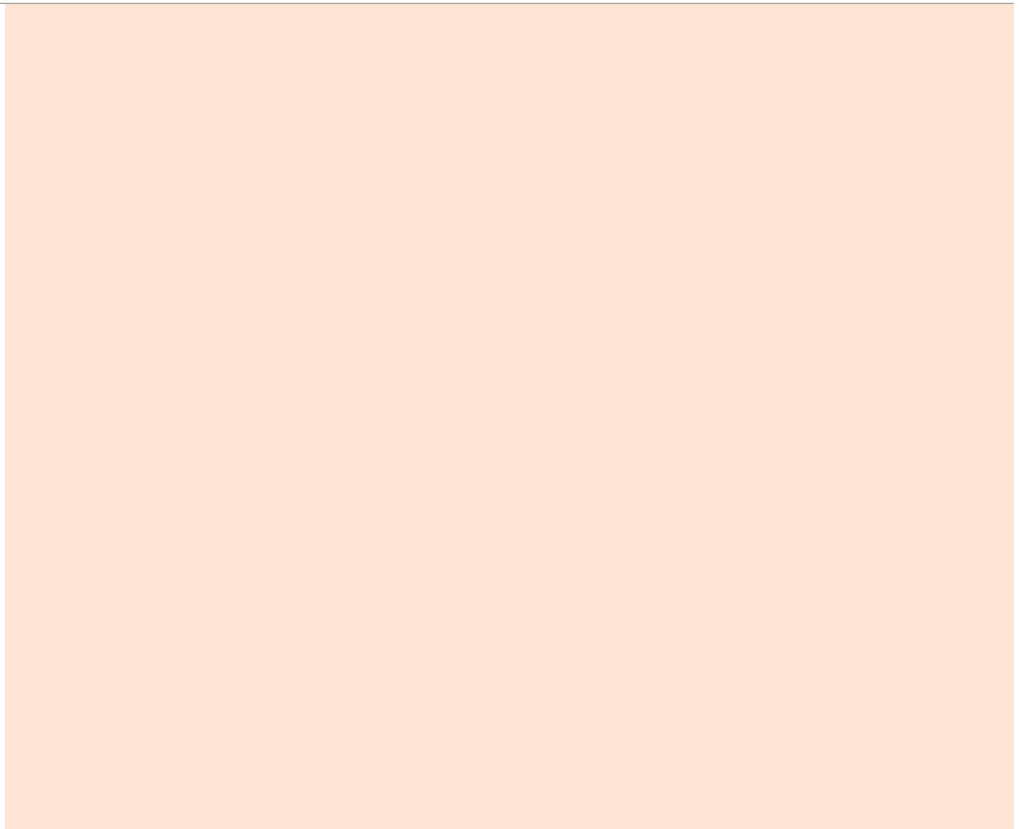
**5. Description of your project**

Briefly describe your project by answering the following –

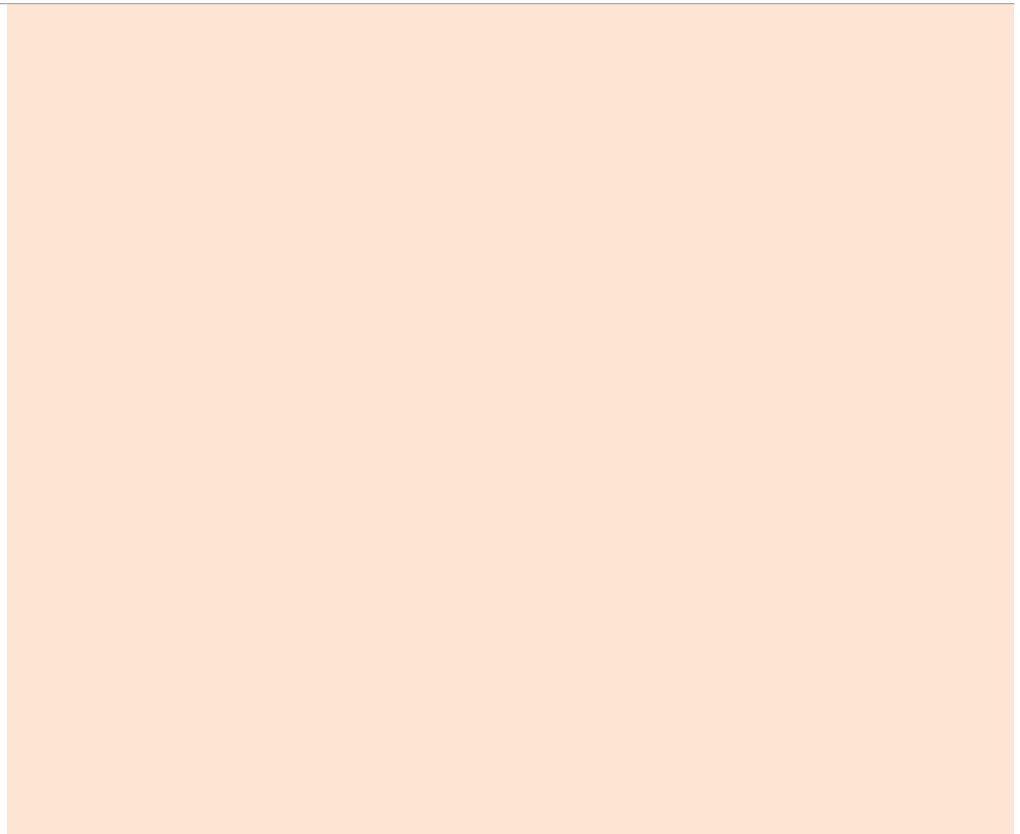
1. The idea/kaupapa –  
What is it you want to do?



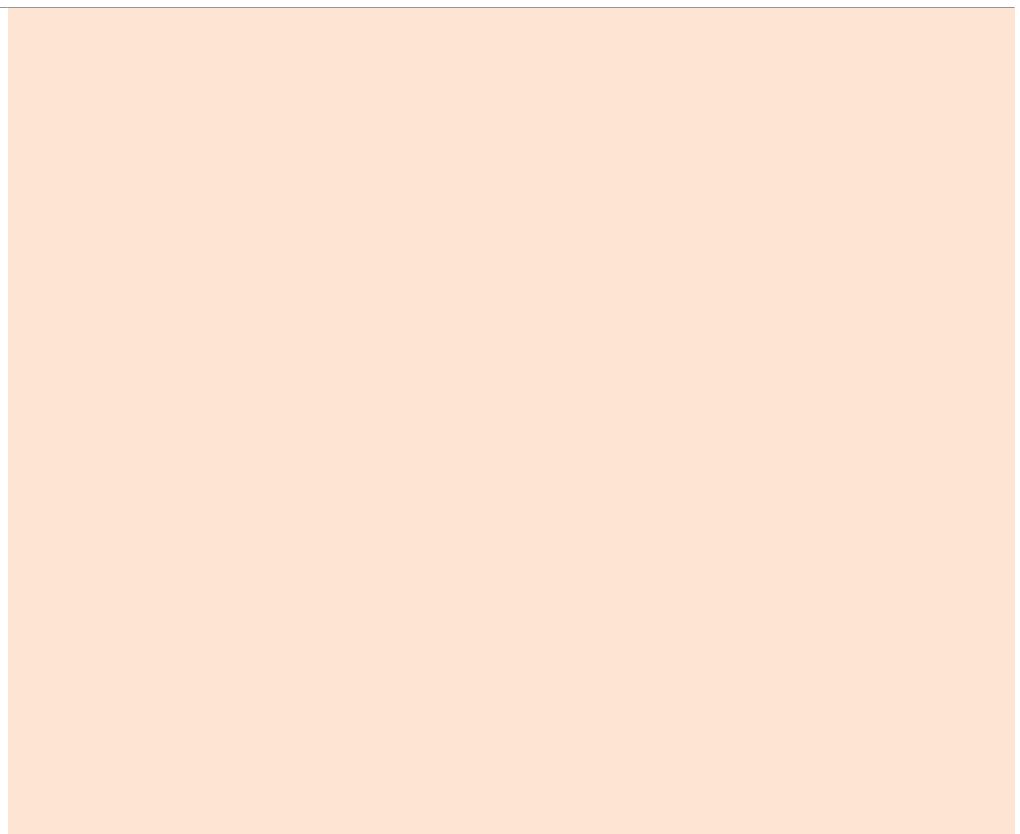
2. The benefits –  
How will your project  
benefit your community?



**3. The process –**  
How will you carry out your project, and where and when?



**4. The people –**  
Who is involved?  
*(Include brief information about key individuals or organisations)*





**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.

|                                      |    |
|--------------------------------------|----|
| <b>A. Total cost of project</b>      | \$ |
| <b>B. Less total funds available</b> | \$ |
| <b>C. Difference</b>                 | \$ |
| <b>D. Amount requested</b>           | \$ |

**6. Financial background**

Tell us about any other funding you have applied for or received for this project.

| <b>Date applied</b> | <b>Source of funding</b> | <b>Type of funding</b><br>(eg, a loan, grant and what it will be used for) | <b>Amount requested</b> | <b>Is funding confirmed? If yes state how much.</b><br>If you are still waiting for response, when will you know the result? |
|---------------------|--------------------------|--|-------------------------|--|
|                     |                          |  |                         |  |
|                     |                          |  |                         |  |
|                     |                          |  |                         |  |

Tell us about any other grants you have previously received through the Creative Communities Scheme. (Last three years only).

| <b>Date</b> | <b>Project title</b> | <b>Have you completed a project completion report for this project?</b><br><b>Yes/No</b> | <b>Amount of funding received</b> |
|-------------|----------------------|--|-----------------------------------|
|             |                      |  |                                   |
|             |                      |  |                                   |
|             |                      |  |                                   |
|             |                      |  |                                   |

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.

Individuals and groups must provide bank account details (or bank deposit slip) for the payment of the grant.

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## 7. Declaration

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

- complete the project within a year of the funding being approved
- complete and return a project report form (which will be sent with the grant) within two months after the project is completed
- participate in any funding audit of my organisation or project conducted by the local council if required
- inform the scheme administrator of any public event or presentation that is funded by the scheme
- acknowledge the assistance of the scheme verbally at event openings, presentations, performances and such like
- use the CCS logo in publicity for the project and follow the guidelines for use of the logo. (Logo and guidelines can be downloaded from: [www.creativenz.govt.nz/resources](http://www.creativenz.govt.nz/resources)).

I understand that the

[Insert name of city or district council where you are applying for funds]

is bound by the Local Government Official Information and Meetings Act 1987. I also consent to it 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. 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 all people involved to provide these details. We understand that I have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:

Signature:

Signature of parent or guardian if applicant is under 16 years of age:

Position in organisation (if applicable):

Date

## 8. Final Check

**Make sure you have**

Completed all sections

Checked that the budget balances

Provided quotes, bank account details and full financial details (groups and organisations only)