

# CREATIVE COMMUNITIES NEW ZEALAND SCHEME – HUTT CITY COUNCIL

Criteria and Application Form  
for grants over \$500



ARTS COUNCIL OF NEW ZEALAND *TOI AOTEAROA*



Rātonga Hapori  
o Awakairangi  
COMMUNITY  
DEVELOPMENT



# Creative Communities New Zealand Scheme

***Applications close on the third Friday in March and third Friday in September each year.***

Late applications will not be accepted.

Please read all the eligibility and criteria information before filling out the application form. Only one application per organisation is permitted in any funding round. Either type applications or fill the forms out clearly in black pen. Phone the Community Funding Officer on **570-6906** or email [comdev@huttcity.govt.nz](mailto:comdev@huttcity.govt.nz) for information or help.

This form is also available on the Internet at <http://www.comdev.huttcity.info/funding>

The Creative Communities New Zealand Scheme is a partnership between Creative New Zealand and local authorities. The purpose of the scheme is to increase participation in the arts at the local level, and to increase the range and diversity of arts available to communities. Arts, for the purpose of the scheme, is defined as 'all forms of creative and interpretative expression'. All New Zealanders are eligible to apply, both as groups and as individuals. Funding assistance is awarded to projects rather than to the people undertaking the project.

## ***Eligibility criteria***

Applicants must meet all of the eligibility criteria as follows:

- be arts and cultural projects;
- take place within Hutt City, and/or produce benefits that are largely experienced within Hutt City;
- increase participation in the arts at a local level, or increase the range and diversity of the arts available to local communities;
- benefit local communities;
- not have started before an application for funding is assessed;
- not have been already funded by Creative New Zealand for the same purpose.

## ***Funding criteria***

The Scheme has three criteria for funding assistance under which applications are assessed. Projects should meet **one or more** of these criteria:

- **increase participation in arts and culture**  
The aim here is to support opportunities for active and direct participation in the arts.
- **increase the range and diversity of arts and culture available to communities**  
The aim here is to support the presentation of new activities and arts experiences in Hutt City and by developing new audiences for the arts.
- **enhance and strengthen the local arts and cultural sectors**  
The aim here is to support communities and arts groups to practise and promote the arts in Hutt City. This could include funding for training and skills development for arts participants; organisational development for arts organisations; research; information and promotional projects.

## ***Priorities***

The assessment committee has identified the following priorities for funding from this scheme:

- innovative or new projects that increase participation in arts and culture;
- events that promote Hutt City;
- joint projects or events that involve two or more organisations working together;
- projects or events that involve considerable voluntary input.

Applications from schools or individuals will receive a lower priority for funding.

## Examples of activities eligible for funding

Activities that may be funded include:

- events or festivals;
- personnel costs for one-off, short term projects;
- costs associated with artist-in-residence schemes;
- arts-related promotional activities;
- material for an arts event or activity;
- seminars and/or workshops for local artists and arts groups;
- equipment, provided it is related to an arts activity and will be owned by a legally constituted group. Funding for up to 50% of the cost of equipment can be provided;
- dance that has an arts and culture focus (e.g. ballet, tap, jazz, contemporary dance, taiaha, highland dancing, cultural dance and rock'n'roll). Applications for dance that focuses on fitness (e.g. aerobics, line dancing) are not eligible for consideration;
- school-based projects that are outside of the school's normal activities, provide opportunities for community participation or provide benefits for the wider community.

## Ineligible activities

The types of projects/activities that are ineligible for funding include:

- facility development (i.e. the cost of buildings or items necessary to make a facility functional such as plumbing, floor coverings, furnishings, whiteware);
- the purchase of artworks for galleries;
- arts activities in education institutions normally funded through their curriculum and operating budgets;
- ongoing administration costs that are not related to a specific project;
- retrospective project costs (i.e. for projects already completed);
- elimination of accumulated debt or debt servicing;
- catering costs;
- fundraising costs;
- local authority projects normally funded from the authority's own resources;
- salaries for ongoing administration and services;
- prize monies.

## Method of funding

Funding can be applied for, or provided, in the following manner:

### Grants

These are for a proportion of the total cost of the project. Grants are provided conditional on a specific level of support being provided by the applicant or additional sponsor or from other income.

### Guarantees against loss

These may be provided up to a specified amount to cover financial loss or deficit, on an approved project, in advance of the project taking place.

### Loans

These may be provided for specific projects. The loan period is up to three years.

## Applications for grants of \$500 and less

There is a separate process for applying for grants of \$500 or less. These applications are considered by the local Community Arts Council on a monthly basis. The same criteria apply to these \$500 and less grants as above. However a **different (shorter) application form is required**. If you wish to apply for a grant of \$500 or less, please contact:

Hutt Valley Community Arts, 2 Campbell Terrace, Petone, (04) 568 3488 or download a form at:  
[www.comdev.huttcity.info/funding](http://www.comdev.huttcity.info/funding)

## Local arts and cultural funding Application Form



Applications close on the third Friday in March and third Friday in September each year.

Late applications will not be accepted.

Application No: \_\_\_\_\_ Agenda No: \_\_\_\_\_  
(for office use)

## About you and your organisation

### SECTION A

#### Questions about who you are and what you do

**A1.** Name of individual or organisation

(if you have a registered name, please use this)

**A2.** Postal address:

**A3.** Street address (if different to above):

**A4.** Phone number:

**5.** GST number (if registered):

**A6.** Please provide the names and phone numbers of two contact people:

Name of main contact:

Name of second contact:

Daytime phone number:

Daytime phone number:

Evening phone number:

Evening phone number:

Email:

Email:



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**B2.** Which one of the following criteria best describes your project?

- Projects that increase participation in arts and culture.
- Projects that increase the range and diversity of arts and culture.
- Projects that enhance and strengthen the local arts and cultural sectors.

**B3.** Which one of the following art or cultural forms best describes your project?

- Language and literature (eg. poetry, drama).
- Performing arts or cultural activity (eg dance, music, theatre, kapa haka).
- Visual arts (eg fine arts, craft, toi whakairo).
- Multi disciplinary (eg mix of artforms)

**B4.** Which of the following applies to your project?

- A new activity       Improvement of an existing activity

**B5.** When will your project take place?

**B6.** Which area will your project take place in and where do the participants or those who are expected to benefit from the project come from?

  
  

**B7.** What steps have you taken to ensure access for people with limited opportunities to participate in arts and cultural activities?

  
  

**B8.** Will the project be accessible to people with disabilities?

- Yes       No

**B9.** Which cultural or ethnic group will primarily benefit from the project?

- Maori     Pacific Island     General Community     Other Defined Community (specify)

**B10.** Which age group will primarily benefit from the project?

- Under 25     25 and Over     General

**B11.** What community benefits do you expect from your project?

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**B12.** How will you measure this community benefit?

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## *Details of the funding you are seeking*

### SECTION C

**C1.** What type of funding assistance are you applying for?

- Grant     Guarantee against loss     Loan

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**C2.** Please provide details of the cost of your project (A) and the amount you are seeking funding for (B). Please list in order of priority. All costs must be itemised. You may include a percentage of overhead costs, including salaries (except volunteer labour) which relate to the project. Where appropriate please include written quotes. If registered for GST please exclude GST. If not registered please include GST. Please round all figures to the nearest \$.

Item:	Cost (\$):	Funding requested (\$):

**A. Total cost of the project:** \$  (A) \$  (B)

(Note: Funding for equipment is only eligible for up to 50% of its total cost).

**C3.** Please provide details of how you intend to fund the project, excluding funding that you are seeking through this application. Include funds on hand (and source) and details of other funding you have applied for and from where.

Details:	Cost:

**C. Total funds towards cost of the project:** \$  (C)

(Note: B+C=A)

**C4.** Do you have access to any other funds, such as trust funds, investments or shares?

Yes  No

If these accounts are not available please explain why:

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**C5.** Please provide a copy of the most recent set of accounts of your organisation with your application.

Accounts provided      Yes       No

If these accounts are not available please explain why:

If you are unable to provide annual accounts please attach a bank statement, no more than three months old, and your most recent treasurer's report for your organisation.

**C6.** Please attach at least one letter of community support for your project, dated and less than six months old, from someone not involved in running your organisation.

## Your declaration

### SECTION D

We hereby declare the information supplied in this application is correct. If the application is successful, we agree to provide an accountability report (which will be sent to us in due course by Hutt City Council) stating that the money received has been spent on the project or service. We also agree to participate in any funding audit of our organisation conducted by Hutt City Council.

We also consent to Hutt City Council collecting, retaining and using the personal contact details of the persons listed in this application. We confirm we obtained the consent of the persons listed in this application to provide these details and we have the authority to commit the organisation to this application. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

If this application is being umbrellaed by another organisation then one of the signatures below needs to be the Chairperson or office holder of the umbrella organisation.

Name:

Name:

Signature:

Signature:

Position on organisation:

Position on organisation:

Date:

Date:

Signed on behalf of (Name of organisation):

Signed on behalf of (Name of organisation):

Applications close at 4pm third Friday in March each year, and 4pm third Friday in September each year.

Send to:  
**Community Funding Officer**  
**Community Development**  
**Hutt City Council**  
**Private Bag 31912**  
**LOWER HUTT**