

Application form



Creative Communities Scheme
Funding local arts activities

Nga kaupapa auaha a te iwi whanui
Te tono putea mo nga manahau a te iwi kainga

Application Form 2011/12

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:

Jan Maxwell

Arts and Events Facilitator

Queenstown Lakes District Council

janm@qldc.govt.nz

03 441 0469

027 2337934

Late applications will not be accepted.

Useful website addresses

[www.qldc.govt.nz/services/funding/funding
for arts](http://www.qldc.govt.nz/services/funding/funding-for-arts)

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:

Jan Maxwell

Arts and Events Facilitator
Queenstown Lakes District Council
Private Bag 50072
Queenstown

Would you like to speak in support of your application at the
assessment committee meeting?

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.

Please note:

- *Your project cannot start before it has been assessed. Retrospective applications will not be accepted.*
- *Your project cannot have already received Creative New Zealand funding for the same purpose.*

1. Applicant's details

Name

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

individual

group/organisation

Address

Post code

Telephone number(s)

Email

Ethnic affiliation

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

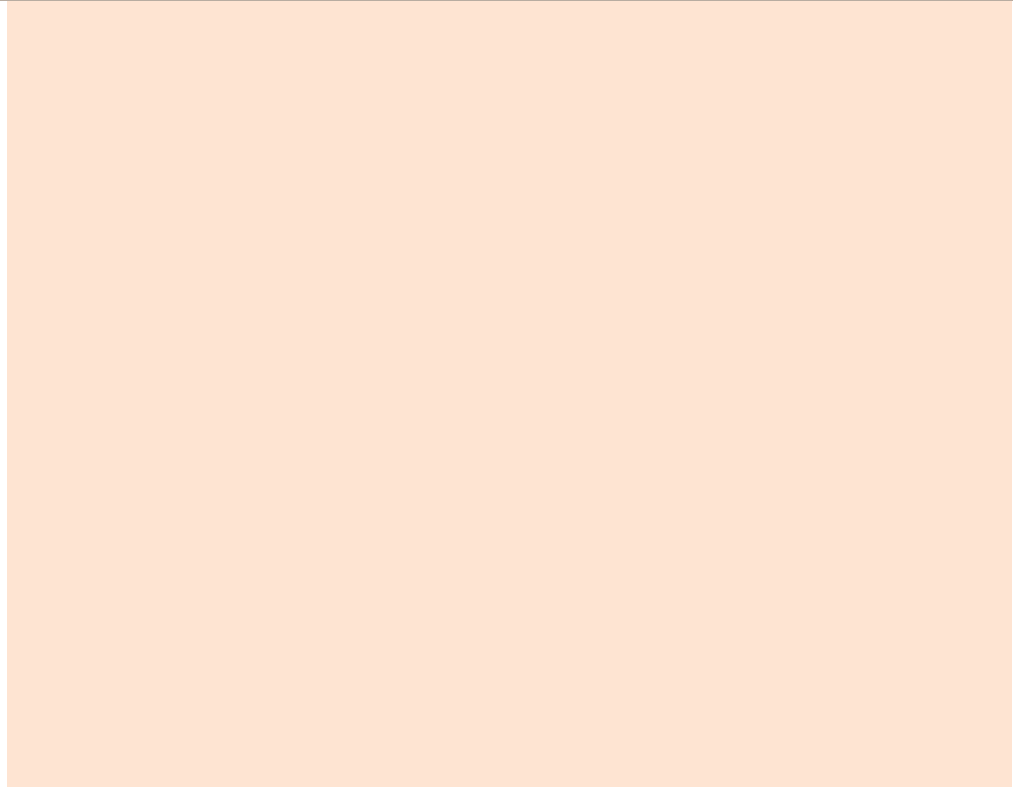
2. Project

Briefly describe your project terms of the following –

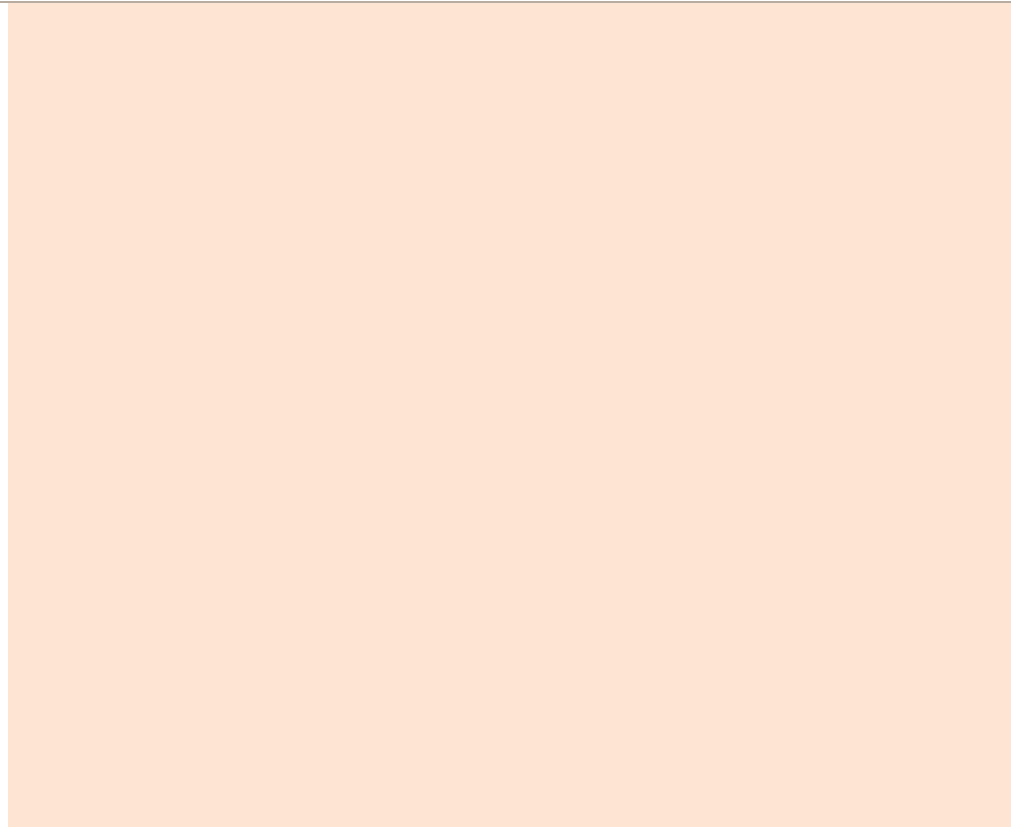
1. What is it that you want to do?



2. When and where will your project happen?

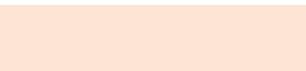


3. Who is involved?

A large, solid orange rectangular area intended for the user to provide their answer to the question '3. Who is involved?'. It occupies the right two-thirds of the page width and extends from just below the question down to the next section header.

3. How much money are you requesting from the Creative Communities Scheme for this project?

\$

A horizontal orange rectangular box intended for the user to enter the amount of money requested. It is positioned to the right of the dollar sign.

(Please provide a detailed budget in section 8 of this application form)

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

(Please select one only)

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

Or

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

Or

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

5. Which of the following is your project's main artform?

(Please select one only)

AF Arts Festival (multi-artform)

CR Craft/Object art

DA Dance

LT Literature

MU Music

NM New media, digital arts and film

TH Theatre

VA Visual arts

6. Which of the following activities best describes your project?

(Please select one only)

COAW Creation of artwork

CRPN Creation and presentation of art work

EXBN Exhibition / Presentation

PERF Performance

WORK Workshop

7. What is the cultural tradition of your project?

The cultural tradition of your project relates to the particular heritage that your project is part of. For example, a Kapa Haka performance is part of a Māori cultural heritage or a traditional Polish dancing workshop is part of a Polish European/Slavic heritage. Cultural tradition **does not relate** to your group's ethnic affiliations or geographical origins.

(Please select one only)

M Māori

PI Pacific Island (if possible please specify, eg Samoan, Cook Islands Māori, Niuean, Fijian)

E European / North American (if possible please specify, eg Celtic, Dutch, Hungarian, American)

A Asian (if possible please specify, eg Southeast Asian, Chinese, Korean, Indian)

MELAA Middle Eastern, Latin American, African (if possible please specify)

MC Multi-cultural

O Other (if possible please specify)

8. Money and Resources –

Are you registered for GST?

no

yes

GST
number

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Applicants that are not GST-registered need to provide budget figures that include GST

Applicants who are GST-registered need to provide budget figures that exclude GST. Successful applicants who are GST-registered must submit a separate GST invoice. Contact your local scheme administrator for more information.

Include copies of written quotes.

Total Project Costs eg, materials, venue hire, promotion, equipment hire, personnel costs	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
(A) Total cost	\$

9. Financial background

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

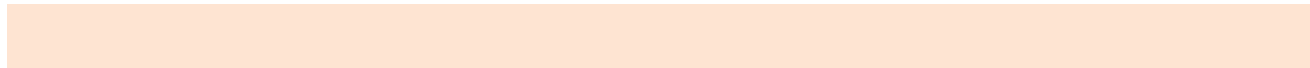
Date applied	Source of funding	Type of funding (eg, a loan, grant and what it will be used for)	Amount requested	Is funding confirmed? If yes state how much. If you are still waiting for response, when will you know the result?

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

Date	Project title	Have you completed a project completion report for this project? Yes/No	Amount of funding received

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.



10. 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).

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:

[insert signature JPEG here 2.5cm high x 5cm wide]

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

Position in organisation (if applicable):

Date

11. 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)