



ARTS SUPPORT SCHEME

IN ASSOCIATION WITH YOUR COMMUNITY ARTS COUNCIL

GRANT GUIDELINES & APPLICATION FORM

If you are a semi-professional or professional group and your application relates to a project or event being held in several locations throughout the Central Lakes Trust region, please submit one application through the Central Lakes Trust's normal funding rounds. Application forms are available from the Central Lakes Trust Office or its website on: www.clt.net.nz

The Mall, P O Box 138, Cromwell 9342
Telephone: (03) 445 0709 or 0800 00 11 37 Fax: (03) 445 3219
Email: info@clt.net.nz Website: www.clt.net.nz

Central Lakes Trust Grant Eligibility Region



INTRODUCTION

Central Lakes Trust is pleased to lend a 'helping hand' to the local Community Arts Councils within its district to increase participation in all art forms.

ABOUT THE TRUST

The Central Lakes Trust is a charitable Trust which was formed in December 2000 from funds bestowed from the Otago Central Electric Power Board. The Trust office is situated in the Cromwell Mall and is open on weekdays from 8.30 am – 5 pm.

PURPOSE

The purpose of the Central Lakes Trust Arts Support Scheme is to increase, at a local level, both participation in the arts and the range and diversity of arts available to the community. The maximum amount that can be funded through this Scheme is \$2,000. If funding greater than \$2,000 is required, then a formal application should be made to Central Lakes Trust by way of the standard Central Lakes Trust grant application form.

WHO IS ELIGIBLE: **Organisations that:**

- Are formally constituted non-profit organisations. The organisation/group must have a Trust Deed, Constitution or other formal set of rules.
- Unformed or "informal" groups. An informal group is an organisation that is not a Trust, Incorporated Society, Company or any other type of entity formed under New Zealand legislation. An informal group may be involved with managing a one-off project or a series of community activities. Generally an informal group would have a bank account, but would not own any assets of significant value.
- If applying through the Central Lakes Trust normal funding round for amounts over \$2,000, groups must be incorporated or formalised.

ELIGIBILITY CRITERIA: **Eligible projects must:**

- Increase participation in the arts at the local level
- Increase the range and diversity of the arts at a local level
- Enhance and strengthen the local arts sector
- Take place in and produce benefits for the town or district to which the application is made
- Not have commenced before any grant decision is made
- Not apply to Central Lakes Trust as well as CLASS for funding for the same or a different project within the same twelve month period that this application relates to.

WHAT IS ELIGIBLE:

Projects can include exhibitions, festivals, traditional Maori arts, competitions, concerts, cultural celebrations, plays and dance extravaganzas, CD productions, publications and writing workshops.

Equipment would be eligible for funding provided the grant does not exceed 50% of the total equipment value, relates to an arts activity and will be owned by a legally constituted group e.g. Incorporated Society or Trust. These groups will have a wind-up clause that specifies what will happen to their assets if the group folds. If funding was awarded to non-constituted groups there would be no guarantee that equipment purchased with public funding would stay within the public domain.

As well as making grants under the Scheme, Community Arts Councils may also offer a **Guarantee Against Loss**". The total funding support offered cannot exceed \$2,000 for any project. A Guarantee Against Loss is a guarantee of reimbursement or indemnity up to a specified amount, to cover any loss or deficit incurred for an approved project. A Guarantee Against Loss must be applied for in advance of a project taking place. It can be awarded instead of a grant for a specific project. The applicant will be advised of any conditions attached to its use and that it can be claimed in part or whole at the completion of the project. To claim the Guarantee Against Loss, the applicant must provide a copy of the final accounts for the project, which shows how funds have been spent and clearly identifies any loss or deficit.

WHO AND/OR WHAT IS NOT ELIGIBLE

- Facility development (i.e. the cost of buildings or items necessary to make a facility functional such as plumbing, floor coverings, furnishings, white-ware).
- The purchase of artworks.
- Arts activities in education institutions normally funded through their curriculum and/or operating budgets.
- Ongoing administration costs that are not related to a specific project.
- Retrospective project costs (i.e. for projects already underway or 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.
- The GST component of costs for GST registered organisations
- Individuals: The Central Lakes trust policy is to provide "a helping hand" primarily to the community.
- Schools (please see page 4)

CONDITIONS

Arts for the purposes of the Central Lakes Trust Arts Support Scheme is defined as, "all forms of creative and interpretive expression". This includes:

- Language, Arts and Literature
 - Performing Arts
 - Visual Arts
 - Multi-disciplinary (projects which cross over two or more of the above categories)
- Applicants must meet the Scheme's eligibility criteria
 - Grants are limited to a maximum of \$2,000 per project.
 - Applicants can only receive one successful grant in any 12-month period either from the Central Lakes Trust through its normal funding round or through CLASS.

- Applicants can only apply to **ONE** of the six local Community Arts Councils for a project or event, either on its own behalf or as part of another applicant group in a **twelve month period**.
- If an event/project is being held in more than one town in the Central Lakes Trust region, in the same 12-month period, then applicants should apply directly to Central Lakes Trust through its normal funding rounds. Please ring the Trust Office to discuss your project or event prior to submitting an application.
- If an application is being submitted by a local Community Arts Council directly to Central Lakes Trust on behalf of another group or organisation, then it must allow up to TWO FULL MONTHS before a decision will be advised.
- If you are considered to be a semi-professional or professional group, then please apply to Central Lakes Trust through its normal funding rounds. CLASS has been set up to assist groups and organisations at the “grassroots” level.
- The Central Lakes Trust’s philosophy is to provide a “helping hand” and it will generally only provide a portion of the total funding required.

SCHOOLS

If an event or project is being held at a school, but funding is outside the school curriculum, it must be made available to the community in order to be eligible for funding from CLASS. In this case, the local Arts Council **MUST** be the applicant and submit its application directly to Central Lakes Trust for assessment and decision-making. It will need to allow up to TWO FULL MONTHS before a decision may be advised.

CONFLICT OF INTEREST

Community Arts Council members who are members of an applicant group cannot take part in the assessment and decision-making process. Should a Community Arts Council wish to apply for funding, it **MUST** submit its application to the Central Lakes Trust for determination of eligibility, assessment and decision making.

CLOSING DATES

Community Arts Councils consider applications at different times. Therefore please contact your local Arts Council directly for details of its closing dates.

APPLICATION PROCESS: *Processing of applications involves the following steps:*

- Determining eligibility
- Assessment of the merits of the application.
- Decision making – applicants will be advised in writing by the respective Community Arts Council
- Payment of the Grant
- Co-ordination of the project evaluation.

INDIVIDUAL COMMUNITY ARTS COUNCIL RESPONSIBILITIES

- Promoting the scheme
- Coordinating and assessing applications
- Making grant payments to successful applicants
- Providing Central Lakes Trust with appropriate and timely evaluations and accountability.

To ensure accountability of Central Lakes Trust funds, each organisation will be required to provide an evaluation report to its respective Community Arts Council at the completion of its project that outlines costs, results and benefits.

GST

There is no GST associated with Central Lakes Trust grants. Grants made to organisations which are registered for GST will exclude the GST component of the project cost as organisations

are able to claim back from the IRD any GST paid. Grants made to organisations which are not registered for GST will be based on the GST inclusive project cost.

ACKNOWLEDGEMENT OF CENTRAL LAKES TRUST GRANTS

Central Lakes Trust requests that its grants are appropriately acknowledged. A copy of the Central Lakes Trust logo and the Corporate Identity Guide which identifies correct usage of the logo is available upon request from the Central Lakes Trust office. We request that any media statements that are issued about the project acknowledge Central Lakes Trust's involvement as a funder and are presented to us for approval prior to release.

FREQUENTLY ASKED QUESTIONS

How many grants can an Arts Council approve to an organisation each year?

Arts Councils can only approve one successful grant to an organisation in any 12 month period. Applicants who were declined a grant, however, may apply again but it must be for a different project/event.

Can an applicant whose application for a grant to the Central Lakes Trust has been unsuccessful, subsequently apply for a grant for the same project to the Central Lakes Trust Arts Support Scheme or vice versa?

No.

Can an applicant apply to both the Central Lakes Trust and the Central Lakes Trust Arts Support Scheme for the SAME or a DIFFERENT project in the same 12-month period?

No. Applicants can only have one successful application in any 12-month period either from the Central Lakes Trust or through this Arts Support Scheme.

Can an applicant apply to the Central Lakes Trust Arts Support Scheme and/or the Central Lakes Trust as well as submitting an additional application through another group for the same project?

No. This would be seen as "Double Dipping". Applicants need to be aware that if they choose to try this, it jeopardizes their own chances of seeking funding for their own priority project in any given 12-month period.

Can an activity or project be supported by both the Central Lakes Trust Arts Support Scheme and the Creative Communities Scheme funded by Creative NZ?

Yes.

Can the Central Lakes Trust Arts Support Scheme fund personnel costs and fees?

Yes. Personnel costs are legitimate components of some projects. The employment of a paid coordinator is sometimes a way of making a project happen. However, the Scheme is not available to cover on-going fees, salaries or administration costs outside a specific project.

Are quotes required to support an application?

No, however, it is good business practice to do so and Community Arts Councils do have the discretion to ask for quotes if they feel it is necessary.

Can an applicant apply to more than one Community Arts Council for the same or different project within the same 12-month period?

No. Some applications may be for projects that will take place in locations covered by more than one Community Arts Council. Also the membership of some applicants may come from areas covered by more than one Community Arts Council. Applicants for these projects must apply through the Central Lakes Trust's normal funding round and allow up to THREE FULL MONTHS from when an application is submitted before an outcome is able to be advised.

How frequently do Community Arts Councils consider applications?

This varies. Applicants should check with their respective local Community Arts Council.

Is there a time limit on the availability of funding?

The Trustees of the Central Lakes Trust review the operation and continued funding of the Arts Support Scheme annually. Continued funding if approved covers the 12 month period from 1 July in one year to 30 June in the following year.

Can projects that take place outside the Central Lakes Trust district be supported?

No. The Trust Deed of the Central Lakes Trust does not allow this.

Can an activity be supported by both the Central Lakes Trust Arts Scheme and the Central Lakes Trust through its normal grant application process?

No. Double dipping into funding provided by the Central Lakes Trust is not allowed.

Should the Central Lakes Trust Arts Support Scheme be publicly acknowledged?

Yes. Please contact Central Lakes Trust to discuss the use of its logo.

COMMUNITY ARTS COUNCIL CONTACTS

Alexandra Community Arts Council

Kathi McLean
Central Otago REAP, 17A Brandon Street, Alexandra 9391
Telephone: 03 448 6115
Email: kathi@coreap.org.nz

Creative Queenstown

Jan Maxwell
Queenstown Lakes District Council, Private Bag, Queenstown 9348
Telephone: 03 441 0469
Email: janm@qldc.govt.nz

Cromwell & Districts Community Arts Council

Peter Mead
82 Neplusultra Street, Cromwell 9310
Telephone: 03 445 1266
Email: perome@xtra.co.nz

Roxburgh Community Arts Council

Wyn Dryden - Telephone: 03 448 8925 or
Anita Christie
49 Scotland Street, Roxburgh 9500
Telephone: 03 446 8130
Email: rchristie@kol.co.nz

Upper Clutha Community Arts Council

Christy Rolfe
P O Box 216, Wanaka 9343
Telephone: 03 443 8835
Email: rolfes@slingshot.co.nz

Maniototo Community Arts Council

Janet Andrews
7 Chirnside Terrace, Patearoa RD4, Ranfurly 9398
Telephone: 03 444 7709
Email: janetandrews@kinect.co.nz

CLASS APPLICATION FORM

SECTION 1: ORGANISATION DETAILS

Date Application Submitted to Arts Council/Central Lakes Trust: _____

Registered or Official Name of Organisation:
Postal Address: Postcode:
Organisation's Physical Address:
Website Address:

Names of TWO Contact persons for this application:

(a) Name:	Position:
Home Telephone:	Mobile:
Work Telephone:	Fax:
Email:	
(b) Name:	Position:
Home Telephone:	Mobile:
Work Telephone:	Fax:
Email:	

Names of the Principal Officers of your Organisation (if applicable):

Chair:	Telephone:
Email:	
Secretary:	Telephone:
Email:	
Treasurer:	Telephone:
Email:	

1. Your organisation's Legal Status (please tick one):

Incorporated Society
Charitable Trust

Informal Group (i.e. not a Legal Entity)
Other (e.g. School, Church, Local Authority etc)

2. Briefly outline what your organisation does?

3. CHARITIES COMMISSION NUMBER (if applicable)

4. Is your organisation registered for GST? YES

GST Number:

NO

5. What year was your organisation formed?

6. Has your organisation applied to CLASS or Central Lakes Trust for funding before? YES

NO

If yes, when and what was funding required for?

7. What is your financial year end date, e.g. 31 March, 30 June etc

8. How many members does your organisation have? Total Number

9. How many people are involved in running your organisation?

Paid Full Time Staff

Paid Part Time Staff

Volunteers

10. (a) Amount being requested from CLASS

\$

(b) Total Project/Event Costs (or total budgeted expenses)

SECTION 2: TELL US ABOUT THE PROJECT/EVENT YOU ARE PLANNING

11. Please briefly describe your project/event

12. Approximately when will your project/event take place? (Please provide dates)

13. Where will it take place?

14. Which of the following art forms best describes your project/event (tick only one):

- Language & Literature (e.g. poetry, writing, story telling)
- Performing (e.g. dance, music, theatre)
- Visual (e.g. painting, craft)
- Multi-disciplinary (projects that cross over more than one of the previous categories)

15. Has your organisation sought estimates or quotes e.g. hire of equipment, venue, consents, resources etc (if applicable)?

YES (Please attach copies) NO If no, please explain why not

SECTION 3: PROJECT/EVENT BUDGET

- It is important to ensure that TOTAL COSTS equals TOTAL FUNDING on the budget template below.
- The budget that you provide below should only include the figures relating to this project.
- Please provide costs in round figures i.e. do not include cents

GST: If your organisation **is** registered for GST, please ensure the budget is **GST EXCLUSIVE**
 If your organisation **is not** registered for GST, please ensure the budget is **GST INCLUSIVE**.

“Funds raised to date by your own organisation and other Trusts / Funders”, means funds raised by way of fundraising activities already undertaken by your own organisation (i.e. cake stalls, raffles etc) and funding already received/confirmed from other Trusts and Funders.

“Funds still to be raised by your own organisation and other Trusts/Funders” means fundraising activities your organisation is planning to undertake and what you anticipate being able to raise, and funding applications which will be, or have already been submitted, but an outcome has yet to be advised.

“Voluntary/In Kind Contributions” means voluntary labour @ \$13 per hour (adult minimum wage), equipment hire, donated goods etc. These amounts must be shown on both the income and expenditure columns to balance.

Project/Operational Costs Expenditure		Sources of Funding Income		
Actual Expense Items	Amount \$	Funds raised to date by your own organisation and other Trusts/Funders & Voluntary/In Kind Contributions already undertaken (Please list below)	Amount \$	Date Funding Confirmed/Received
		Funds still to be raised by your own organisation and from other Trusts/Funders (Please list below):		
		Central Lakes Trust	\$	
Voluntary/In Kind Contributions e.g. voluntary labour, donated goods or equipment hire etc (please list below):		Voluntary/In Kind Contributions Still to be undertaken (please list below):		
TOTAL COSTS	\$	TOTAL FUNDING	\$	

SECTION 4: REQUIRED DOCUMENTATION

The following documents are required to accompany grant applications. Please tick boxes where you have enclosed documentation.

- Certificate of Incorporation
- Copy of the Constitution or Rules of your Organisation
- A copy of your organisation's most recent audited or reviewed financial statements

SECTION 5: DECLARATION & PRIVACY ACT 1993 AUTHORISATION

This declaration and authorisation relates to information in this application that the Central Lakes Trust may hold about your organisation now or in the future.

- We hereby declare that we are authorised to submit this application and that any grant received will be used for the purpose for which it was approved.
- This application has the formal approval of our Committee/Board or controlling body.
- Our organisation/group will not be applying to Central Lakes Trust through its normal grant application process for the same or a different project during the next twelve month period, should this application to CLASS be successful.
- We authorise the Central Lakes Trust to use this information for the purposes of administration and consideration of this application.
- We authorise the Central Lakes Trust to make any enquiries of any third parties, (which may involve discussing information contained in this application), or undertake audits of our organisation in connection with this application.
- We hereby declare that the project/event has not been started or financially committed to.
- We hereby declare that the information provided in this application is true and factual, to the best of our knowledge.
- We hereby agree that the Central Lakes Trust may make public the name of our organisation and the amount of the grant approved if this application is successful, including the use of any photographs provided by our organisation, and disclose any information to other funding agencies.
- The organisation will comply with any reasonable request from the Central Lakes Trust to monitor performance and accountability.
- We acknowledge that any decision made by the Central Lakes Trust or a Community Arts Council is final and no correspondence will be entered into.
- We acknowledge that if this application is incomplete in any respect, the entire application will be returned to us for completion, thus delaying any decision.

1. Name of contact person:	Signature:	Date:
----------------------------	------------	-------

2. Name of contact person:	Signature:	Date:
----------------------------	------------	-------

AND LASTLY

- This form MUST be signed by the two contact persons your organisation listed at the front of this form. These two people must be familiar with the contents of this application.
- Please ensure you take a photocopy of this completed application form and attachments for your own records.
- *What is your organisation's bank account Number? Please complete the boxes below or attach a deposit slip.*

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

THANK YOU



Ellen Hendry
Project Officer
Telephone: (03) 445 4640 or 0800 00 11 37 Fax: (03) 445 3219
10 The Mall, P O Box 138, Cromwell 9342

Email: ehendry@clt.net.nz Web: www.clt.net.nz

**PLEASE RETURN THIS COMPLETED
APPLICATION FORM TOGETHER WITH
SUPPORTING DOCUMENTATION TO THE
NEAREST ARTS COUNCIL IN YOUR AREA
(as detailed on page 6)**