

Applicant Guidelines

Central Lakes Arts Support Scheme

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About the Central Lakes Arts Support Scheme

The Central Lakes Arts Support Scheme (CLASS) is here to help grow arts participation and ensure there's a wide range of arts experiences on offer for our community. Central Lakes Trust (CLT) allocates funding to four local community arts councils, which are responsible for administering and distributing up to \$2,500 per applicant, per year.

Eligibility criteria

To apply for CLASS funding, your project needs to:

- take place in and benefit people living in the CLT funding region
- be a non-profit organisation or community group
- have a charitable purpose

and

- promote wellbeing through the arts
- increase participation in the arts at a local level
- increase the range and diversity of the arts at a local level
- enhance and strengthen the local arts sector.



You'll find more detail about each of these below.

If you need more than \$2,500 in funding, and your organisation is registered with Charities Services, please visit clt.net.nz/how-we-fund to check eligibility. You're also welcome to call the grants team on 0800 00 11 37 to chat about applying directly to CLT.

[Click here to view a more detailed map of the CLT funding region.](#)

Who can apply for CLASS funding?

The following groups *can* apply for CLASS funding:

- *Formal* non-profit organisations that have a Trust Deed, Constitution or other guiding documents.
- *Informal* community groups that are not a Trust, an 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.

The following *cannot* apply for CLASS funding:

- individuals funding their own artistic endeavours
- individuals seeking to create private financial profit
- commercial organisations (a business that sells goods or services for the purpose of making a profit)
- schools – unless the project or event is outside the school curriculum and accessible to the wider community.

What can and cannot be funded

The following *can* be funded:

- Arts projects, events, and activities that have a charitable purpose and benefit the community.
- Initiatives that encourage participation in the arts, such as festivals, exhibitions, performances, workshops, and similar activities.
- Equipment that directly supports an arts activity, provided it is owned by a legally constituted group (such as an Incorporated Society or Trust). These groups will have a wind-up clause that specifies what will happen to their assets if the group folds.

As well as approving CLASS grants, community arts councils may instead offer a guarantee against loss (GAL). A GAL is a guarantee of reimbursement or indemnity up to a specified amount, to cover any unexpected financial deficit incurred for an approved event.

The following *cannot* be funded:

- facility development (i.e. the cost of buildings, floor coverings, furnishings, whiteware, etc.)
- the purchase of artworks
- projects or events that are mainly for entertainment or commercial purposes
- administration costs or salaries that are not related to the specific project in the application
- retrospective project costs (i.e. projects already underway or completed)
- elimination of accumulated debt or debt servicing
- catering costs
- fundraising costs
- uniforms
- sponsorship or prize money
- local authority projects normally funded from the authority's own resources.

What is a charitable purpose?

Projects or events supported by CLASS funding must meet charitable criteria. To be considered charitable, your project's main purpose must fall under one of the following recognised charitable categories:

- relief of poverty
- advancement of education
- other purposes beneficial to the community.

In relation to the arts, projects and events with charitable purpose includes:

- Arts activities that support people experiencing hardship or disadvantage.
- Community-led theatre, dance, or music performance that encourage participation and are open to the public.
- Projects that focus on learning, skill development, or the sharing of knowledge through the arts, including classes and workshops.
- Projects that promote community wellbeing, connection, or cultural enrichment such as cultural festivals, public murals or sculptures, or events that improve social cohesion and mental health.

Definitions, terms and conditions

Definition of arts

For the purposes of CLASS, 'arts' is defined as "all forms of creative and interpretive expression."

This includes, but is not limited to:

- language, arts, and literature
- performing arts
- visual arts.

General conditions

- Applicants must meet CLASS eligibility criteria.
- Applicants are not permitted to apply to CLASS and CLT for the *same* project.
- Organisations are permitted to apply to CLT and CLASS for *different* projects within any 12-month period.
- Applicants may only apply to one community arts council for any project within a 12-month period, including when it is held in different areas. (If held across more than one arts council area, and applicants are registered with Charities Services, they are invited to apply directly to CLT through its usual funding rounds.)
- Grants are capped at a maximum of \$2,500 per organisation within any 12-month period.
- Generally, an organisation may receive one grant per 12-month period. However, if the total grant is less than \$2,500, a further application may be considered, provided the combined total does not exceed \$2,500 per 12-month period.
- Retrospective funding is not available.

Payments

Project grant

- Funding will be paid on receipt of supplier invoices (copies of) for costs relating to the approved components of the project.
- The applicant organisation is responsible for securing the remaining project funding before the grant can be uplifted. Proof of confirmed funding is required if claiming funding prior to the project.
- If the full grant amount cannot be used for the approved purpose, or if the project costs less than budgeted, the unused portion of the grant may be requested to be returned.

Guarantee against loss (GAL)

- After the event, the applicant group are requested to provide a full set of financial accounts to the arts council, showing all income, expenses, and any loss incurred.
- The GAL is only available if the event does not financially break even.
- If the event does not go ahead, the GAL cannot be used to cover any preliminary or cancellation costs.
- The GAL cannot be used to cover budget overruns. It is approved based on the budgeted expenditure detailed in your application. If actual costs come in under budget but a loss is still incurred, the GAL payment may be reduced on a pro-rata basis.

All payments will be made by the community arts council via electronic transfer to the applicant organisation's bank account. Payments will not be made directly to suppliers, contractors, or performers.

Goods and Services Tax (GST)

No GST is applied CLASS grants.

- If your organisation is GST-registered, the grant will exclude GST as your organisation can claim it back from IRD.
- If your organisation is not GST-registered, the grant will be based on the GST-inclusive project cost.

Acknowledging your grant

If successful you can use the combined CLT / local arts council logo in collateral you produce to promote your project, service or event. Some examples include flyers and posters, newspaper advertisements, media releases, email signature, signage, branded clothing and more.

CLASS doesn't "sponsor" projects, events, or resources. We offer a helping hand to support them. Please use the wording: "Supported by CLASS".

Your local community arts council will provide you with the logo when approving your application.

If you have any further questions about CLASS and the application process, please contact your local arts council who will be happy to help.

How to apply

CLASS funding is managed by the four community arts councils within the CLT region. Each consider applications at different times. Please contact your local community arts council to discuss your project or event prior to applying. They will provide you with the necessary forms and advise you of their application timelines:

Alexandra Community Arts Council

Alexandra, Earnsclough-Manuherikia and Teviot Valley Wards

Shona Bain

Telephone: 03 448 6115 or 0274 137 421

Email: sholin2008@hotmail.com

Arts Central

Cromwell Ward

Mark Christie

Telephone: 027 492 6492

Email: christinemark56@gmail.com

Creative Queenstown

Whakatipu and Arrowtown Wards, excludes Kingston

Jan Maxwell

Telephone: 03 441 0469

Mobile: 027 233 7934

Email: Jan.Maxwell@qldc.govt.nz

Upper Clutha Community Arts Council

Wānaka Ward including Makarora

Susan Manson or Robyn van Reenen

Telephone: 0274 249 441

Email: uppercluthaarts@outlook.com

Central Lakes Trust provides funding to charitable causes in our region and is proud to support the arts. If you'd like to know more about CLT please see our website clt.net.nz