

CENTRAL LAKES ARTS SUPPORT SCHEME (CLASS)

IN ASSOCIATION WITH YOUR

LOCAL COMMUNITY ARTS COUNCIL

Grant Guidelines and Application Form

Central Lakes Trust is a charitable trust supporting our community, by granting funds for charitable purposes throughout the Central Lakes district.

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Annually, approximately $6-9 million is granted to community organisations throughout the Trust's funding region, which spans most of Central Otago and Southern Lakes.

Since inception in 2000 the Trust has grown its asset base from the $155m bestowed by the Otago Central Electric Power Board to assets totalling $360m, and granted over $86 million. More detailed information is available on our website [www.clt.net.nz](http://www.clt.net.nz)

CLASS Supports Language, Arts and Literature, Performing Arts, Visual Arts; and Multi-disciplinary Arts in the Central Lakes Trust region.

Grant Guidelines

****Purpose Of Class****

**The purpose of the Central Lakes Arts Support Scheme, known as CLASS, is to increase, at both a local and grass roots level; 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 per organisation/group/project/event.**

**Please note:**

1. **If funding greater than $2,000 is required, then an organisation/group must be registered with the Department of Internal Affairs Charities Service and the purpose for which funding is required must also be deemed to be charitable; or**
2. **If you are a semi-professional or professional group/organisation and your application relates to a project or event being held in several locations throughout the Central Lakes Trust region, please do not apply through the CLASS Scheme.**

**In both of these situations, applicants must contact the Trust’s Grants Advisor on 0800 00 11 37 to discuss a potential application further.**

****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.**
* **“Informal” groups are organisations 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.**
* **If applying through the Central Lakes Trust normal funding round for amounts over $2,000, organisations/groups must be registered with the Department of Internal Affairs Charities Service.**

****Eligibility Criteria****

What is a Charitable Purpose?

Projects or events supported by CLT funding must meet charitable criteria. To qualify as charitable, projects or events must relate to one of the following four Heads of Charity and benefit the community in a way which the law regards as charitable.

The four **Heads of Charity** are defined as:

* **Relief of Poverty**
* **Advancement of Religion**
* **Advancement of Education**
* **Other purposes beneficial to the community**

It must also:

* **provide a public benefit**
* **not be aimed at creating private financial profit**
* **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 for funding through its normal funding round as well as to CLASS for the same or a different project within the same twelve month period that this application relates to.

Charitable Purpose in relation to the “Arts”

“**Entertainment”** is not deemed to be charitable unless the activities promote another charitable purpose i.e. the advancement of education”, and those activities are deemed to be a main Purpose/Object of the group/organisation. Below are some definitions to help guide you in regards to your project or event.

**Are musical performances charitable?** A trust for the advancement of musical education is charitable but a society formed to promote music merely for the amusement of the members would not be charitable. Therefore an orchestra or choir’s performance can be charitable under “Education” but a “Big Day Out” would not be charitable.

**“Exhibitions”** Are only charitable if exhibitions are not selling artworks. It would be “for profit” and therefore not charitable. Once prize money is in the mix, it would also not be charitable.

**Are Christmas Concerts charitable?** No – however, a Christmas Pageant with a religious theme (advancement of religion) as its key focus would be charitable.

**Are Art Competitions charitable?** Yes - if the purpose is to increase the artist’s profile. No – if the activity focus is on creating income for artists.

****What Is Eligible****

**Projects:**  can include exhibitions, festivals, traditional Maori arts, competitions, concerts, cultural celebrations, plays, CD productions, publications, workshops etc.

**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.

****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 educational 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
* Uniforms
* Commercial organisations
* Sponsorships
* 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
* Schools (see page 5)

****Conditions****

Arts for the purposes of the Central Lakes 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)

1. Applicants must meet the Scheme’s eligibility criteria
2. Grants are limited to a maximum of $2,000 per project.
3. 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.
4. Applicants can only apply to ONE of the four 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.
5. 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 provided the applicant group is registered with Charities Services and the purpose of the event/project is deemed to be charitable.
6. Please contact the local Arts Council in your region to discuss your project or event prior to submitting an application (contact details are on page 8). Alternatively you may ring Central Lakes Trust on 0800 00 11 37.
7. 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.
8. If you are considered to be a semi-professional or professional group, then please apply to Central Lakes Trust through its normal funding round provided your group is registered with Charities Services and the purpose or event is deemed to be charitable. CLASS has been set up to assist groups and organisations at the “grassroots” level.
9. 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.

****Payment Of Grant/Guarantee Against Loss (Gal)****

Project Grant

* Grants for projects, events or productions are not paid in advance but are paid on receipt of invoices submitted for actual costs incurred that relate to the components listed in your application.
* Your organisation is responsible for raising the balance of funds required to undertake the project (as presented in the application) before this grant is available to you.
* If the full grant amount from Central Lakes Trust is unable to be utilised for the allocated purpose or if this completed project costs less than the budget submitted, the balance of the grant will be forfeited.

Guarantee Against Loss (GAL)

As well as making grants under the Scheme, Community Arts Councils may also offer a GAL. The total funding support offered cannot exceed $2,000 for any performance or event. A GAL is a guarantee of reimbursement or indemnity up to a specified amount, to cover any loss or deficit incurred for an approved event.

* After the event/performance, the Applicant group must present a full set of financial accounts to the Arts Council showing income and expenditure and details of any loss incurred.
* The Guarantee Against Loss will only be available to «ApplicantName» if the event/performance/production does not financially break even.
* If the event/performance/production does not go ahead, the Guarantee Against Loss is not available to cover any preliminary costs which may have been incurred either prior to or after cancellation.
* The Guarantee Against Loss cannot be used to offset any budget overruns. The approval of a Guarantee Against Loss will be based on your budgeted expenditure figure of the event/performance/production as detailed in your application. If actual expenditure comes in under budget but your organisation still makes a loss, the Guarantee Against Loss amount may be reduced on a pro rata basis.

Payment of the grant or guarantee against loss will be made either by electronic banking into your organisation’s bank account or by cheque, depending on the method used by each respective Arts Council. Arts Councils do not pay suppliers, contractors or performers directly.

****Schools****

If an event or project is being held at a school, and 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 will 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 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. (See page 8 for contact details).

****Application** Process:**

Processing Of Applications Involves The Following Steps:

* Determining eligibility of group & project/event
* 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 or Guarantee Again Loss (GAL)
* 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.

****Goods & Services Tax****

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 its grants are appropriately acknowledged. A copy of the Trust’s Corporate Identity Guide, which identifies correct usage of the logo is available upon request. 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. Please Note that Central Lakes Trust do not “sponsor” projects, events or resources. Central Lakes Trust acts as a helping hand to “support” these activities. As such the correct wording to be applied is “Supported by Central Lakes Trust”.

****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 its 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.

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. Organisations or groups must be registered with Charities Services for these projects or events and 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.

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Community Arts Council Contacts

Alexandra Community Arts Council

Alexandra, Earnscleugh-Manuherikia and Teviot Valley Wards

Shona Bain

Central Otago REAP, Alexandra Community House,  
14-20 Centennial Avenue, Alexandra 9320  
Telephone: 03 448 6115 or (0274 137 421)  
Email: sholin2008@hotmail.com

Creative Queenstown

Wakatipu & Arrowtown Wards, but excludes Kingston

Jan Maxwell

Queenstown Lakes District Council, Private Bag, Queenstown 9348  
Telephone: 03 441 0469  
Email: [janm@qldc.govt.nz](mailto:janm@qldc.govt.nz)

Cromwell & Districts Community Arts Council

Cromwell Ward

Peter Mead or Heather McPherson

82 Neplusultra Street, Cromwell 9310  
Telephone: 03 445 1266  
Email: perome@xtra.co.nz or Heather McPherson: hmcp@xtra.co.nz

Upper Clutha Community Arts Council

Wanaka Ward including Makarora

Robyn van Reenen or Susan Manson

P O Box 216, Wanaka 9343  
Telephone: 03 443 1810  
Email: [UCCAC@outlook.com](mailto:UCCAC@outlook.com)

CENTRAL LAKES ARTS SUPPORT SCHEME (CLASS)

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Application Form

Section 1: Organisation Details

Date Application Submitted to Arts Council/Central Lakes Trust:\_\_\_\_\_\_\_\_\_\_\_*[enter date]*

|  |
| --- |
| **Registered or Official Name of Organisation:** |
| **Postal Address:**  **Postcode:** |
| **Organisation’s Physical Address:** |
| **Website Address:** |

Application Contacts:

1. Primary Contact

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **Daytime Telephone:** | **Mobile:** |
| **Email:** | |

1. Secondary Contact

|  |  |
| --- | --- |
| **Name:** | **Position:** |
| **Daytime Telephone:** | **Mobile:** |
| **Email:** | |

1. **Organisation’s Legal Status *(please highlight one)*:**

Incorporated Society

Informal Group (ie not a Legal Entity

Charitiable Trust

Other (eg School, Church, Local Authority etc)

1. **Briefly outline what your organisation does?**

|  |
| --- |
|  |

1. **Charities Commission Number** (if applicable)
2. **Is your organisation registered for GST? *(please highlight one)***

**NO / YES GST Number**

1. **What year was your organisation formed?**
2. **Has your organisation applied to CLASS or Central Lakes Trust for funding before?**

NO / YES. If yes, when and what was funding required for?

|  |
| --- |
|  |

1. **What is your financial year start date? *(eg. 1st April, 1st July)***
2. How many members does your organisation have *(Total Number)*
3. How many people are involved in running your organisation?

Paid Full Time Staff: Paid Part Time Staff: Volunteers:

1. (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

1. Please briefly describe your Project/Event:

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| --- |
|  |

1. When will your Project/Event Take Place (approximately and please provide dates):

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| --- |
|  |

1. Where will it take Place:

|  |
| --- |
|  |

1. Which of the following art forms best describes your project/event  *(please highlight only one)*:

Language & Literature (e.g. poetry, writing, storytelling)

Performing (e.g. dance, music, theatre)

Visual (e.g. painting, craft)

Multi-disciplinary (projects that cross over more than one of the previous categories)

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

YES – Please Attached copies.

NO – Please explain why not.

|  |
| --- |
|  |

Section 3: Project/Event Budget

1. Project Budget:

It is important to ensure that TOTAL COSTS equals TOTAL FUNDING. The budget that you provide should only include the figures relating to this application for a project your organisation provides in the Central Lakes Trust region, not those of your organisation/group’s national body.

“Funds raised to date”, 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” 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.

1. Goods and Services Tax

If your organisation **is registered** for GST, please ensure the figures below are **GST Exclusive.**

If your organisation **is not registered** for GST, please ensure the figures below are **GST Inclusive.**

1. Budget Figures below must be in whole dollars (ie do not include cents). Do not include voluntary time or any donated goods or materials. This budget is for “Actual” costs only.



Note: Total Actual Expenses must equal Total Actual Income

1. “Voluntary/In Kind Contributions” means voluntary labour @ $14.25 per hour (minimum adult wage), equipment hire, donated goods and materials etc. These contributions have a value and the Trust likes to see the voluntary contributions made by groups and organisations towards a particular project. Therefore, the figures below will not be “Actual” costs for this project but the estimated value of voluntary work being undertaken for this project. These amounts must be shown on both the income and expenditure columns below to balance.



Section 4: Required Documentation

The following documents are required to accompany grant applications. ***(Please highlight where you have enclosed documentation)***

Certificate of Incorporation or copy of Registration with Department of Internal Affairs, Charities Service

Copy of the Constitution or Rules of your Organisation

A copy of your organisation’s most recent, prepared, reviewed or audited financial statements

Copies of quotes.

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.

Primary Contact

|  |  |  |
| --- | --- | --- |
| **Name:** | **Signature:** | **Date:** |

Secondary Contact

|  |  |  |
| --- | --- | --- |
| **Name:** | **Signature:** | **Date:** |

* 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.
* Please complete your bank account name and details in the boxes provided below:

Bank Account Name:

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Please send this Completed Application Form together with   
Supporting Documentation to the Nearest Arts Council in your Areas (as detailed on page 8),   
not to Central Lakes Trust