

CCS Festival Fund

# Application Form

Funding for local arts projects

Ngā pūtea mō ngā toi te hautāinga

Closing Date

*Tuesday 19 March 2024*

For Projects that take place  
between

*30 April 2024 – 30 April 2025*

To submit your Creative  
Communities Scheme  
application please complete,  
print and return this form to:

- Email (*with scanned signature*):  
[creativecs@kapiticoast.govt.nz](mailto:creativecs@kapiticoast.govt.nz)
- Post:  
Kāpiti Coast District Council  
Private Bag 60601, Paraparaumu 5254
- Hand delivery/courier:  
Kāpiti Coast District Council  
175 Rimu Road, Paraparaumu 5032  
Attention: Arts Events Coordinator

# BEFORE YOU START

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## Read the *Creative Communities Scheme Application Guide*

Before you prepare your application you should read the [Creative Communities Scheme Application Guide](#). This guide tells you:

- whether you are able to apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible and ineligible
- what information you will need to include in your application

## Complete the *Creative Communities Scheme Application Form*

- Applications can be submitted using this document (*Creative Communities Scheme Application Form* or an online version of this document)
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

Example:

- **IMPORTANT – DO NOT edit any text outside of these boxes**
- **If you are unable to type into the boxes provided, please print a copy and complete by hand**
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors.
- We recommend that you keep a copy of your completed application for your own reference.
- Contact the CCS Administrator if you need advice on your application (see contact details on the cover page).

## Important information regarding your budget / project costs

Be sure to enter all the cost for your project on the application form (*please do not use a separate sheet*).

Provide detail so the assessors can understand how you have calculated your costs.

Example:

Artist fees	60 hours @ \$40/hour x 4 artists	\$9,600
Materials	2 x 10mm plywood sheets @ \$50 each	\$100
Venue hire	3 days preparation time @ \$100/day and 6 days performance @ \$200/day	\$1500

Please attach detailed quotes; this will help the assessors understand your budget.

Note:

If you have costs that can't be covered by CCS, eg buying capital items or equipment, such as cameras, computers, instruments, costumes, lights or uniforms; you should still include these costs in your budget. However, you will need to have enough income from sources other than CCS to cover these costs.

# BEFORE YOU START

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**Before submitting your application, complete this checklist:** *(mark with an X)*

- My project has an arts focus
- My project takes place in the local authority district that I am applying to
- I have answered all of the questions in this form
- I have provided quotes and other financial details
- I have provided other supporting documentation
- I have read and signed the declaration
- I have made a copy of this application for my records

# PART 1: APPLICANT DETAILS

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## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:

Contact person (for a

Street address/PO Box:

Suburb:  Town/City:

Postcode:  Country:

Email:

Telephone (day):

All correspondence will be sent to the above email or postal address

Name on bank account:  GST number:

Bank account number:

If you are successful, your grant will be deposited into this account

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## Ethnicity of applicant/group *(mark with an X, you can select multiple options)*

New Zealand European/Pākehā:  Detail:

Māori:  Detail:

Pacific Peoples:  Detail:

Asian:  Detail:

Middle Eastern/Latin American/African:  Detail:

Other:  Detail:

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

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

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## How did you hear about the Creative Communities Scheme? *(select ONE and mark with an X)*

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide detail)	<input type="text"/>	

# PART 2: PROJECT DETAILS

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Project name:

Brief description of project:

## Project location, timing and numbers

Venue and suburb or town:

Start date:

Finish date:

Number of *active* participants:

Number of viewers/audience members:

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

- Access and participation:** *Create opportunities for local communities to engage with, and participate in local arts activities*
- Diversity:** *Support the diverse artistic cultural traditions of local communities*
- Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Craft/object art | <input type="checkbox"/> Dance                          | <input type="checkbox"/> Inter-arts    |
| <input type="checkbox"/> Literature       | <input type="checkbox"/> Music                          | <input type="checkbox"/> Ngā toi Māori |
| <input type="checkbox"/> Pacific arts     | <input type="checkbox"/> Multi-artform (including film) | <input type="checkbox"/> Theatre       |
| <input type="checkbox"/> Visual arts      |   |  |

## Activity best describes your project? (select **ONE** and mark with an X)

- |  |   |
|--|---|
| <input type="checkbox"/> Creation only             | <input type="checkbox"/> Presentation only (performance or concert) |
| <input type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (exhibition)             |
| <input type="checkbox"/> Workshop/wānanga          |   |

# PROJECT DETAILS

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## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

**1. The idea/Te kaupapa:** What do you want to do?

**2. The process/Te whakatutuki:** How will the project happen?

**3. The people/Ngā tāngata:** Tell us about the key people and/or the groups involved.

**4. The criteria/ Ngā paearu:** Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered?    Yes        Do NOT include GST in your budget  
   No        Include GST in your budget

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>eg 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>eg \$300</i>
<b>Total Costs</b>		<b>\$</b>
<b>Project Income</b>	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>
<b>Total Income</b>		<b>\$</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$</b>

# PROJECT DETAILS (budget)

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## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/ unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)

## Other financial information

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.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy



# PART 3: DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we agree to:**

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Kāpiti Coast District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Kāpiti Coast District Council 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/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name

(Print name of contact person/applicant)

Signed:

(Applicant or arts organisation's contact person)

Date: