

# CREATIVE COMMUNITIES NZ ~ Local Arts Funding Scheme.

## PROJECT GUIDELINES & APPLICATION FORM

There are two schemes which contribute toward local community based arts projects:

### CREATIVE COMMUNITIES – NELSON CITY SCHEME

For projects within the Nelson City Council wards only

For assistance up to a usual maximum of \$1200 per allocation

**Closing dates are the last working days of February and August**

Funding decisions are usually made within six weeks from closing date



### MONTHLY SMALL GRANTS SCHEME

For projects within the Nelson region not covered by other arts councils

For assistance up to a maximum of \$500 per allocation

**Closing dates are every second Wednesday of the month**

Funding decisions are usually made within four weeks of closing date



**PLEASE NOTE THAT LATE APPLICATIONS WILL NOT BE CONSIDERED.**

### GENERAL INFORMATION.

These Funding Schemes are a partnership Creative New Zealand, Arts Council Nelson, Nelson City & Tasman District Councils.

Groups or individuals may apply. Individuals must be sponsored by an incorporated society or legal body that will be responsible for administering the funds.

Assistance from the appropriate Funding Scheme must be acknowledged in advertising, publicity material & other relevant documents. The appropriate schemes logo will be provided for this purpose. ACN may also ask for material to be supplied for promotional display purposes.

Allocations are usually in the form of a Grant, but where projects show a potential break-even or surplus budget, a Guarantee Against Loss may be offered.

### Eligible projects are those that:

- \* show clear benefit to the community
- \* involve substantial input from the applicants
- \* are not underway or have taken place prior to the completion of the assessment process
- \* have an arts and / or cultural focus
- \* take place in the district specified for the scheme

### Assessment Criteria are prioritised for projects which respectively:

- \* increase participation in the arts
- \* introduce people to new art forms and experiences
- \* strengthen existing structures supporting the arts

**Examples of projects which may be considered for assistance include:** performances, workshops/training (tutor costs, materials etc), artist in residence schemes, seminars, some exhibitions, creation of public artworks which involve community participation, dance that has an arts or cultural focus, equipment costs (for a legally constituted group and strictly up to a maximum of 50% of equipment purchase price).

**Funding will NOT be provided for:** projects which are repeated annually, facility development, land or property purchase, debt servicing, administration & rent costs not related to a specific project, purchase of artwork for galleries, fundraising events, catering costs, school based projects that are considered to be part of normal school activity, projects already receiving funding from Creative NZ, personal training, projects already underway or that have taken place prior to the completion of the assessment process.

**Please contact us if you have any queries, or would like to discuss your project application ...**

Ph/fax: 03 548 4640 Email: [artscouncilnelson@paradise.net.nz](mailto:artscouncilnelson@paradise.net.nz)

Application forms may also be downloaded from our website

[www.acn.org.nz](http://www.acn.org.nz)



Please check closing dates and tick the appropriate scheme for your application.

**CREATIVE COMMUNITIES NZ / NELSON CITY**

**MONTHLY SMALL GRANTS SCHEME**

1. **Full name of applicant** \_\_\_\_\_

If individual, please name your sponsor group \_\_\_\_\_

**Contact person** \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

**Referees**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

2. **THE PROJECT**

When will your project take place? \_\_\_\_\_

Where will it take place? *(Please also specify venue if appropriate).* \_\_\_\_\_

Please outline your project in full and state clearly how funding assistance would be spent toward this project. *(Attach additional sheets as necessary).*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the expected benefits of your project? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you promote the project? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PROJECT Information continued

Does your project aim to involve a particular cultural, ethnic group or audience?  Yes  No  
 If yes, please specify:

General Community  Maori  Pacific Island  Other \_\_\_\_\_

What age group does your project target?  Under 25)  Over 25  All Ages

Please estimate participant numbers: Audience \_\_\_\_\_ Participants/Performers \_\_\_\_\_

What steps have you taken to encourage access for people with limited opportunities to participate?

Volunteers are an important part of community projects. Please estimate the volunteer hours involved in your project. (Multiply the number of volunteers by hours worked). **Volunteer hours:** \_\_\_\_\_

Which of the schemes funding criteria best describes your project? Please circle one.

**C1** - increasing participation in the arts **C2** - introducing people to new art forms and experiences  
**C3** - strengthening existing structures supporting the arts

Which art form best describes your project? Please circle one.

**LL** - Language arts and literature (e.g. poetry, storytelling..) **PA** - Performing arts (e.g. music, theatre etc.)  
**VA** - Visual arts (e.g. painting, craft, film, sculpture etc.) **MD** - Multi-disciplinary ( two or more of previous )

3. **BUDGET** Only applicants that are NOT registered for GST should include GST in their budget.  
 Please feel free to attach your budget in a different format if preferred.

Outline the cost of your project

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Income

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

<b>Total Project Cost</b>	<b>\$ _____</b>	<b>Other Income / Your contribution</b>	<b>\$ _____</b>
<b>Difference between costs and income</b>	<b>\$ _____</b>	<b>Amount requested from this scheme</b>	<b>\$ _____</b>

Are you seeking  a Grant? or  a Guarantee Against Loss? For Loan enquiries please contact ACN

Have you applied to other sources for funding toward this project? If yes, please specify

Source	Amount	Confirmed / Pending
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Please provide details of any previous funding you have received through either of the CCS funding schemes:

Date.	Project.	Scheme.	Allocation amount
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

#### 4. ABOUT YOUR GROUP

Is your organization a legally constituted Trust or Incorporated Society? (Please circle one) Yes No

Is your group listed in the Found Directory? This is not a requirement for applying for assistance, but a useful free way of promoting your group and activities. You can find Found at ~ [www.found.org.nz](http://www.found.org.nz)

What are your organisation's objectives? (Please use a separate sheet if required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your primary cultural or ethnic affiliation?

General Community       Maori       Pacific Island       Other \_\_\_\_\_

If you are an existing group or organisation, please attach details from your last set of annual accounts.

Are you registered for GST ? If yes, please enter your GST no: \_\_\_\_\_

#### 5. DECLARATION

I declare that I am authorised to submit this application on behalf of the named applicant, and that the information herein is correct. I have obtained consent from the contact person and referees to be approached, in order to provide further project, or organizational details as may be requested from the schemes Assessment Members.

If the application is successful, I / we agree to:

- Return a completed Acknowledgement & Project Report Form (which will be sent to successful applicants).
- Participate in any funding audit of my organisation or project conducted by Arts Council Nelson.
- Acknowledge the support from the Creative Communities Scheme in all promotional materials or activities.

I consent to Arts Council Nelson recording the personal contact details provided in this application, retaining and using these details and disclosing them to Nelson City Council, Tasman District Council or Creative New Zealand for the purpose of review and/or audit requirements of the Creative Communities Scheme as appropriate.

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

This consent is given in accordance with the Privacy Act 1993. I acknowledge my right to access this information.

I understand that the applicant body is solely responsible for identifying and acquiring consents where appropriate, and for meeting OSH, insurance and other legal requirements necessary to implement the proposed project.

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_

POSITION \_\_\_\_\_ DATE \_\_\_\_\_



On completion please post or deliver this form, along with any support material, to:~  
**Arts Council Nelson 203, Trafalgar St, PO Box 566. Nelson.7040.**

