

File: 305/30/023

Contact: Community Support & Funding Officer

Funding Round TWO 2009 – Closing Thursday 6TH August 2009

Kia ora/Greetings

Welcome to the Creative Communities Upper Hutt City Arts funding scheme!

Please find enclosed:

- Guidelines to applying for Creative Communities Upper Hutt Funding Scheme.
- An application form.

Please read them carefully.

If you have any queries I am more than happy to help you *BEFORE* the closing date.
INCOMPLETE APPLICATION FORMS WILL NOT BE ASSESSED.

Please note TWO current quotes (within 2 mths) need to be supplied for each item of funding if it exceeds \$100.00.
Unless there is only one suitable option (ie a preferred coach/instructor/venue etc.)
Quotes are to be addressed to the applicant/organisation requesting funding.

Email and web quotes are not acceptable.

Please note that no future funding can be approved without all prior successful applicants fulfilling the requirements of Creative New Zealand by completing an accountability report

All applications are photocopied so please submit **one copy only**; use a **BLACK PEN** and **PRINT CLEARLY** and **NEATLY**. Please **USE THE FORM PROVIDED** and answer **EVERY** question.

Please be succinct. The committee does not require pages and pages of detailed information. This causes unnecessary work for you and also for the Assessment Committee. In most cases the questions on the form provide us with all the details that are required. You may attach up to four additional pages if you wish (excluding financial statements).

Please ensure you have included all the items listed on the last page of the application form and return applications to the above address:

ATTENTION: COMMUNITY SUPPORT & FUNDING OFFICER

Applications close 5:00 pm, Thursday 6th August 2009

*The Creative Committee will be meeting during **early September 2009** – cheques will be issued within 10 working days thereafter*

Please feel free to contact the
Community Support & Funding Officer on 527 2792 to arrange an appointment, to assist your organisation in assessing the eligibility of your project, or to help you fill out your form.

PROJECT APPLICATION FORM

(For projects commencing after 14th September 2009)

Please complete one application form per project. If you require assistance, please contact the Community Support & Funding Officer at Community Services, Upper Hutt City Council, based at the Upper Hutt i-SITE Visitor Centre Ground Floor, CBD Towers, 84-90 Main Street; UPPER HUTT, Ph 527 2792.

Applications close 5:00 pm, Thursday 6th August 2009

No late applications will be accepted.

First check your eligibility

This application should be filled out after reading the additional information outlining eligibility, criteria and purposes. Be realistic and honest in the assessment of your project.

- | | |
|---|---------------------------------|
| Will the project increase participation in the arts? | Yes
<input type="checkbox"/> |
| Will the project increase community interest in the arts? | <input type="checkbox"/> |
| Will the project enhance or strengthen local arts structures? | <input type="checkbox"/> |

If you have ticked any of the above, continue.

Your application may not be eligible if you can tick the following boxes:

	Yes		Yes
• Facility development?	<input type="checkbox"/>	• Purchasing art works for a gallery?	<input type="checkbox"/>
• A project in an education institution?	<input type="checkbox"/>	• An ongoing expense in your organisation?	<input type="checkbox"/>
• A project that will have started by, or before 14th September 2009	<input type="checkbox"/>	• Catering costs (including all food and beverages)?	<input type="checkbox"/>
• Debt servicing?	<input type="checkbox"/>	• Fund-raising?	<input type="checkbox"/>
• A project already funded by Creative New Zealand?	<input type="checkbox"/>		

Contact the Community Support & Funding Officer on telephone 04 527 2792 before continuing.

*Please note that if you are applying for **equipment**, in any form, under this scheme **only 50% of the total cost of the item can be funded** (however, if you are granted the 50% of the item you are obliged to purchase the item described in the application form (or for the cost of the quote) you may not purchase a cheaper version) – **Uniforms are now classified as 'equipment'***

Equipment = scissors, cutting mats, stereos, paint brushes, musical instruments etc, this does not include disposable items for craft classes etc – ie paint, paper, craft accessories etc

If you have any doubt as to whether part of your application includes equipment please give the administrator a call.

PLEASE REMEMBER TO INCLUDE FINANCIAL ACCOUNTS FOR THE PAST 12 MONTHS

Without these your funding application **can not** be processed.

2. The Project Funding Is Required For:

2.1	Please give a description of the specific project for which you are seeking assistance (attach additional sheets if you wish).	NOTE: YOUR APPLICATION CANNOT BE PROCESSED WITHOUT 1 YEARS FINANCIAL RECORDS			
2.2	Project Times / Dates <i>(Please note: Projects must commence after 14 September 2009)</i>			When will your project take place? (date)	
				Over how many days will your project take place	
2.5	Estimated audience/participation size				
2.3	In which local authority area(s) will your project take place?	Upper Hutt	Lower Hutt	Porirua	
		Wellington	Kapiti Coast	Other _____	
2.4	Where do the participants, or those that you expect to benefit from your project, come from?	Upper Hutt	Wellington Region		Other _____
		National			
2.6	Is the project aiming to involve a particular cultural or ethnic group?	Yes	Maori	Pacific Island	
		No	NZ European/Pakeha	Other (please Specify) _____	
2.7	Does your project target a particular age group?	Yes	If yes – what age:	0-13	26-45
		No		13 – 25	46+
2.8	What steps have you taken to ensure access for people with limited opportunities to participate in arts activities? eg: 1. access to buildings 2. cost to participate				
2.9	Which of the following criteria of the Creative Communities NZ Upper Hutt Scheme best describes your project? (tick one of the sections in the next column only).		Projects that increase participation in the arts, will usually involve opportunities for active participation for the community the project is aimed at.		
			Projects that increase the range and diversity of the arts available to communities will often involve presentation of new works and experiences to the community of which the project is aimed at.		
			Projects that enhance and strengthen the local arts sector and may involve training, engagement of consultants, purchase of equipment, networking and seminars.		

2.10	<p>What art form grouping <u>best</u> suits your project</p> <p>(tick one of the sections in the next column only).</p>		<p>Language, arts and literature (<i>e.g. poetry, storytelling, fiction, whai korero</i>)</p> <p>performing arts (<i>e.g. dance, music, theatre</i>)</p> <p>visual arts (<i>e.g. painting, craft, toi whakairo</i>)</p> <p>multi-disciplinary (<i>e.g. projects which cross over two or more of the above categories</i>)</p>
2.11	<p>How will you advertise or promote the project?</p>		
2.12	<p>What will be the benefits of your project taking place either in Upper Hutt or for the people of Upper Hutt</p> <p>It is useful to refer back to the criteria of the scheme and to tell us how your project relates to those aims (see question 2.8).</p>		
2.13	<p>Please provide any additional information that may assist your application, including letters of support etc. (Use separate sheet if necessary).</p>		

3. Money & Resources

Please note that TWO current (within 2 mths) quotes need to be supplied for each item of funding requested that exceeds \$100.00. Quotes are to be addressed to the applicant/organisation requesting funding.

EMAIL AND WEB QUOTES ARE NOT ACCEPTABLE.

3.1	Section A Expenditure - Please outline the costs of the project you are requesting funding for. You may include a percentage of overhead costs, including salaries (except volunteer labour) which apply to the project. Where appropriate, please include written quotes. <i>Organisations not registered for GST should include GST with their estimates. Organisations that are registered for GST should remove GST from their estimates.</i>	TOTAL COST OF THE PROJECT <i>(please note, this section is the <u>total cost</u> of the project – not just what you are applying for in funding)</i>		We are applying for funding for this item (TICK)	Quote Supplied (only supply quote if this is what you are applying for) (TICK)	AMOUNT (\$)	
		ITEM:					
		1.					
		2.					
		3.					
		4.					
		5.					
		6.					
		7.					
		8.					
TOTAL COST OF PROJECT - Section A <i>(This is the total cost of the project/event including your contribution)</i>						\$	
3.2	Section B Income - Please outline how you intend to fund the project <i>excluding</i> Creative Communities NZ Upper Hutt Scheme application.	Estimated dollar value of:					
		Donated material:				\$	
		Cash in hand towards the project:				\$	
		Loans/mortgage/debenture:				\$	
		Charge to participants or membership subscriptions:				\$	
		Other sponsorship/grant, please specify source:				\$	
		Other sponsorship/grant, please specify source:				\$	
		Intended fund-raising (provide an estimate):				\$	
		Expenditure on project to date:				\$	
		Other _____				\$	
Total funds available/expected				Section B	\$		
3.3	Please specify amount of funding requested. The total cost of the project (A), minus total funds available for the project (B), will usually equal the amount requested. <i>Organisations not registered for GST should include GST with their estimates. Organisations that are registered for GST should remove GST from their estimates.</i>	THESE COLUMNS MUST BALANCE OUT TO AMOUNT REQUESTED					
		Total cost of project		Section A		\$	
		Less total funds available		Section B		\$	
		Difference between Section A&B <i>(this is what you are applying for)</i>					\$
		Amount Requested					\$
3.4	Type of assistance applying for (please tick one box)	<input type="checkbox"/>	Grant	<input type="checkbox"/>	Guarantee Against Loss	<input type="checkbox"/>	Loan
3.5	If you have <i>applied</i> to, or have already <i>received</i> any financial assistance for this project please give details:	Date:	To Whom Applied			Amount Received	
						\$	
						\$	
						\$	

4. Financial Background

4.1	<i>If you are an existing group or organisation, provide details from your last set of annual accounts – at least 12 months worth (ATTACH WITH THIS APPLICATION FORM)</i> <i>Without this, your grant can not be processed</i>	<i>Please tick</i>	Financials Attached	
4.2	Provide details of any grants, loans or guarantees against loss you have previously received through the Creative Communities NZ Upper Hutt scheme. Note: This information should be available through your own records.	Date	Project	Amount Received
		2004		
		2005		
		2006		
		2007		
		2008		

5. Final Check

I hereby declare that the information supplied here on behalf of our organisation is correct. If the application is successful, my organisation agrees to:

- (i) provide an expenditure return form (which will be sent to me in due course by the Upper Hutt City Council), stating that the money received has been spent on the project, or is being held in trust for the purpose stated;
- (ii) participate in any funding audit of my organisation conducted by the Upper Hutt City Council.

I consent to the Upper Hutt City Council collecting the personal contact details provided above, retaining and using these details and disclosing them to Creative New Zealand for the purpose of review of the Creative Communities New Zealand scheme. I undertake that I have obtained the consent of the other contact person to provide these details. We acknowledge our right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:		Signature	
Position in Organisation		Date	

Please ensure you have included these items in your application

- Attach latest audited accounts/balance sheets (please indicate which reserves are tagged). If these are not available, please provide a bank or financial statement for the past 12 months**
- Detailed budget for your project (attached or as per application form)
- Letter of support (do not send originals)
- Location, dates, numbers expected, venue(s) and organiser
- Other relevant information

CHECKLIST

- You have answered all the questions.
- YOUR FIGURES ADD UP IN SECTION THREE (3).**
- Quotes are supplied for each component of funding requested over \$100.00.
- You have attached your organisation's last 12 months financial accounts.**
- Your contact people can be reached easily during the day.
- No more than four additional pages attached.