

Application Form



Communities Scheme Funding local arts activities

Ngā kaupapa auaha a te iwi whānui Te tono pūtea mo ngā manahau a te iwi kāinga

Application Form:	ROUND 2 2011
Applications close:	Thursday 11 August 2011
for projects that begin after:	1 October 2011
Committee to meet:	Thursday 22 September 2011 <i>Cheques available following week</i>

Late applications will not be considered.

Contact the scheme administrator to discuss your project or to get help with your application.

For more information on the scheme and closing dates for funding rounds contact:
funding@uhcc.govt.nz; 04 5272792 or visit www.upperhuttcommunity.net/uhcomdir

Please write clearly using a black pen and send your application to:

**Creative Communities Upper Hutt
Private Bag 906, Upper Hutt 5014**

Local council funding priorities

Priority will be given to applications
that:

NONE THIS ROUND

Before you fill in this form, read the guide for applicants carefully to make sure you are eligible to apply, and find out about the types of activities that could and cannot be funded.

If you are not sure that you can apply, contact the scheme administrator in your area.

1. Applicant's details

Are you applying as an:

Individual

Group

Full name of individual or group

Cheque to be made out to:

Contact persons name

Postal address:

Post code:

Contact phone:

Email:

What is the ethnic group that you or your groups most identify with?

(for example, New Zealand, European, Maori or Samoan).

2. Which of the scheme's three funding criteria are you applying under?

(Please select one only)

- Broad community involvement** – Your project will create opportunities for local communities to engage with and participate in arts activities.
or
- Diversity** – Your project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.
or
- Young people** – Your project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

3. Is your project targeted at a particular section of your community?

(You may tick more than one box)

Broad community

Ethnic community group(s)

Senior citizens

Specific group of interest:

Disabled

Young people (under 25 yrs)

4. Which of the following arts activities best describes your project?

CR Craft/Object art

DA Dance

IA Inter-arts

LT Literature

Maori Arts (select one option)

Heritage te reo-based art

Heritage material arts

Contemporary

MU Music

NM New Media eg, film making and digital arts

TH Theatre Arts

VA Visual Arts

Pacific Arts (select one option)

Heritage – language based arts

Heritage material arts

Contemporary

5. Description of your project - Briefly describe your project by answering the following -

<p>1. The idea/Kaupapa - what is it you want to do?</p>	
<p>2. The Benefits - How will your project benefit your community?</p>	
<p>3. The process - How will you carry out your project</p>	
<p>Where will you carry out your project?</p>	
<p>When will you carry out your project?</p>	
<p>4. The People - who is involved? (include brief information about key individuals or organisations)</p>	

5.The budget –

Are you registered for GST?

Yes

No

GST NO:

- Applicants that are **not GST-registered** need to provide budget figures **that include GST**
- Applicants who are GST-registered need to provide budget figures that exclude GST. Successful applicants who are GST-registered must submit a separate GST invoice. Contact your local scheme administrator for more information.
- Include copies of written quotes.

Total Project Costs <i>eg, materials, venue hire, promotion, equipment hire, personnel costs</i>	<i>Tick if you are applying for this portion</i>	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
A: = TOTAL COST OF YOUR PROJECT		\$

Project Income <i>eg, ticket sales, sale of artwork, etc</i>	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Other source of income: <i>eg other grants, donations, discounts on services, own contribution, existing fundraising:</i>	
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
B: = TOTAL FUNDS AVAILABLE	\$

Please work out below the 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 from the Creative Communities Scheme

A: = TOTAL COST OF YOUR PROJECT	\$
B: = TOTAL FUNDS AVAILABLE	\$
C: = Difference	\$
D: = Amount requested from the Creative Communities funding scheme	\$

6. Financial background

Tell us about any other **funding** you have applied for or received for this project.

Date applied	Source of funding	Type of funding <i>(eg, a loan, grant and what it will be used for)</i>	Amount requested	Is funding confirmed? <i>If yes state how much? If you are still waiting for response, when will you know the result?</i>

Tell us about any other **grants** you have previously received through the Creative Communities Scheme. (Last three years only).

Date applied	Project Title	Have you completed a project completion report for this project? Yes / No	Amount funding received

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.

7. Declaration

I declare that the information supplied here is correct. If the application is successful, I/we agree to –

- complete the project within a year of the funding being approved
- complete and return a project report form (which will be sent with the grant) within two months after the project is completed
- participate in any funding audit of my organisation or project conducted by the local council if required
- inform the scheme administrator of any public event or presentation that is funded by the scheme
- acknowledge the assistance of the scheme verbally at event openings, presentations, performances and such like
- use the CCS logo in publicity for the project and follow the guidelines for use of the logo. (Logo and guidelines can be downloaded from: www.creativenz.govt.nz/resources).

I understand that the **Upper Hutt City Council Creative Communities funding scheme** is bound by the Local Government Official Information and Meetings Act 1987. I also consent to it 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 understand that my name and brief details about the project may be released to the media or appear in publicity material. I undertake that I have obtained the consent of all people involved to provide these details. We understand that I have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993.

Name:

Signature:

Signature of parent or guardian if applicant is under 16 years of age:

Position in the Organisation (if applicable)

Date:

8. Final Check Make sure you have

- | | |
|---|--|
| <input type="checkbox"/> Completed all sections | <input type="checkbox"/> Have attached quotes |
| <input type="checkbox"/> Checked that the budget balances | <input type="checkbox"/> Have attached current financial details |

If you would like to present to the committee on behalf of your application form please contact the Creative Communities Administrator on 04 527 2792, or by emailing funding@uhcc.govt.nz. Applicants may speak for no longer than five minutes during the public inclusion portion of the meeting.

Guide for applicants

The Creative Communities Scheme is a partnership between Creative New Zealand (the national arts development agency) and local councils in New Zealand. Each council takes responsibility for delivering the scheme in its area. Local decision-making is the key to the scheme: applications are considered by assessment committees with knowledge and experience of the arts in their area.

Purpose of the scheme

The Creative Communities Scheme supports and encourages local communities to create and present diverse opportunities for accessing and participating in arts activities within their specific geographical area, as well as for defined communities of interest.

Under the scheme, “the arts” is defined as “all forms of creative and interpretative expression”.

Who can apply?

An application can be from an individual or from a group.

Individual applicants must be New Zealand citizens or permanent residents.

If you’ve previously received funding under the Creative Communities Scheme, either as an individual or as a member of a group, you must have completed a project report for the earlier project before any further applications from you will be considered.

Can I get funding for my project?

The project must –

- » have an arts or creative cultural focus
- » meet one or more of the three funding criteria (*see below*)
- » be completed within 12 months after funding is approved
- » benefit local communities
- » take place within the city or district where the application is made, or benefit local communities within that city or district
- » **not** have started before funding is approved
- » **not** have already been funded through Creative New Zealand’s contestable funding programme for the same purpose
- » **not** have already been funded through Creative New Zealand’s multi-year funding programme.

Funding criteria

Your project must meet one or more of the following funding criteria –

- » **Broad community involvement** – The project will create opportunities for local communities to engage with and participate in arts activities.
- » **Diversity** – The project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.
- » **Young people** – The project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

Types of projects or activities that could be funded include –

- » Exhibitions, productions, concerts, festivals, workshops and presentations that offer opportunities for community involvement in the arts
- » Activities that support the traditions and arts of ethnic communities
- » Youth arts events
- » Artist-led projects involving local communities
- » Materials for arts activities or programmes
- » Personnel costs for one-off, short-term projects
- » Promotion and publicity of arts activities to communities.

Types of projects or activities that cannot be funded include –

- » Activities that are not arts-focused
- » Activities that are the direct responsibility of schools or other education institutions
- » Ongoing administration costs not related to a specific project
- » Projects that are the core business of an organisation or service provider
- » Retrospective project costs (for projects already started or completed)
- » Catering costs of an event
- » Fundraising activities
- » Travel for individuals or groups to attend events, presentations or shows
- » Developing facilities, such as gallery and theatre lights, stage curtains or building restoration
- » Buying capital items, such as computers, cameras, musical instruments, costumes or uniforms.

Glossary

(explanation of words and phrases)

Arts activities

Craft/Object art: includes both traditional applied arts and contemporary practice, and covers the following genres: ceramics, jewellery, glass, textile, metalwork and woodwork, and studio-based design.

Dance: dance forms that clearly have an arts and culture focus (for example, ballet, tap, jazz, highland dancing and classical Indian dance).

Filmmaking: see **New media**.

Inter-arts practices: forms of arts practice that use skills and techniques drawn from a range of artforms or cultural traditions. The resulting creative process and artworks may be difficult to categorise as reflecting a single distinct artform or genre.

Literature: activities relating to the appreciation, presentation and/or production of all literary genres (for example, poetry readings, local storytelling, writers and readers events, and creative writing workshops).

Māori arts: arts activities that can be regarded as strong expressions of Māori identity. They include the following types of arts practice, which can also form the focus of workshops, wānanga and festivals –

- » **heritage te reo-based artforms**, such as whaikōrero, haka, karanga and whakapapa recitation, waiata mōteatea, pao and kōrero paki
- » **heritage material artforms**, such as toi whakairo (carving), tukutuku (wall decoration), kowhaiwhai (painted rafters), ngā mahi a te whare pora (weaving, textiles, basketry)

- » **contemporary Māori arts activities** that draw on traditional heritage artforms, fusing them with other elements and media to create innovative expressions of Māori cultural identity (for example, theatre and contemporary dance productions, creative writing, songwriting, and photography).

Music: the creation and performance of music in all genres, such as traditional folk music, popular and rock music, instrumental, vocal, choral and orchestral music, and brass and pipe bands. Activities also include music masterclasses and workshops.

New media: includes the following –

- » filmmaking in the genres of animation, dance film, documentary film, experimental film, feature film, short film, and moving-image art projects.
- » a variety of artistic practices that use digital or analogue technologies to create, produce, promote, document, record, discuss or distribute the work of artists and practitioners.

Pacific arts: arts activities that can be regarded as strong expressions of the unique cultural perspectives of individual Pacific nations (such as Samoa, the Cook Islands, Fiji, Tonga, Niue, Tokelau and Tuvalu) as represented by New Zealand's Pasifika communities. Like Māori arts, Pacific arts activities can include the following types of arts practice, which can also form the focus of workshops, fono and festivals –

- » **heritage language-based artforms** that relate to specific cultural traditions, such as storytelling, chanting and oral history

- » **heritage material artforms**, such as woodcarving, weaving, tivaevae and tapa-making
- » **contemporary Pacific arts activities** that draw on traditional heritage artforms, fusing them with other elements and media to create innovative expressions of Pasifika cultural identities (such as theatre and contemporary dance productions, music, creative writing, songwriting and photography).

Theatre: the creation and/or live presentation of theatrical productions.

Visual arts: the creation and/or public presentation of static or moving-image visual works using a range of materials, processes and media.

General terms

Arts: all forms of creative and interpretative expression (from the *Arts Council of New Zealand Toi Aotearoa Act 1994*).

Artform: one of various forms of arts practice.

Community: a community may be based around a place, a cultural tradition, or commonly held interests or experiences.

Community arts: projects that are undertaken within a particular community and that allow for wider community involvement.

Ethnicity: an ethnic group is made up of people who have some or all of the following characteristics –

- » a common proper name
- » one or more elements of common culture, which may include religion, customs or language
- » a unique community of interests, feelings and actions
- » a shared sense of common origins or ancestry
- » a common geographic origin.

For the purposes of the Creative Communities Scheme, the terms "ethnic" and "ethnicity" are generally used to describe groups of people whose origins and/or cultural traditions distinguish them from the majority of New Zealand's population (for example, migrants, refugees, long-term settlers and New Zealand-born generations). (Sources: *Statistics New Zealand and the Office of Ethnic Affairs*)

Genre: a kind or type of work, characterised by a particular style, form or content.

Heritage arts: artistic expressions and forms reflecting a particular cultural tradition or traditions that continue to be celebrated and practised by New Zealand artists and practitioners, and that are appreciated and supported by New Zealand communities.

Masterclasses: classes, workshops, seminars or other training offered by experienced and respected artists and practitioners (see also **Wānanga**).

Territorial Authority: a district or city council

Wānanga: a Māori term for a forum or workshop.