

## Before you start

\* indicates a required field

Tēnā koutou katoa

### Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

**Closing date:** Applications can be submitted up to 10:00pm Sunday 13 March 2022. Please note there is no technical support after 5:00pm on Friday. Applications must be submitted online using this form.

**For projects that take place between:** 1 May 2022 and 30 April 2023..

**Decisions** will be notified by Friday 29 April 2022.

**Read the Creative Communities Scheme [Application Guide](#)** on our [webpage](#) before you prepare your application form. The guide tells you:

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

### Our local funding priority for the Creative Communities Scheme Auckland Council

- integrate arts and culture into our everyday lives

### Help to complete and submit the Creative Communities Scheme online application form

Applications must be submitted online using this form. The form can be saved and returned to as you complete the form. Remember to save frequently as you work. You can write your answers in a Word document and copy and paste into this online form.

If you have limited online access, Auckland Libraries offers support. You can book a librarian in Auckland Libraries for one hour. Take your saved information on a memory stick to the library to upload it into your online form. Access the form through <https://aucklandcouncil.smartygrants.com.au> with your email address and password. Do this in good time.

Contact the CCS administrator at [creative.communities@aucklandcouncil.govt.nz](mailto:creative.communities@aucklandcouncil.govt.nz) if you need advice on your application.

### Before submitting your application, complete this checklist: \*

- My project has an arts focus
  - My project takes place in the local authority district of Auckland Council
  - 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
- Must be at least 6 choices selected

### Which committee are you applying to? \*

- Central & Gulf Islands (Albert-Eden, Great Barrier Island, Ōrākei, Puketāpapa, Waiheke Island, Waitemātā)

North West (Devonport-Takapuna, Henderson-Massey, Hibiscus & Bays, Kaipātiki, Rodney, Upper Harbour, Waitākere Ranges, Whau)

South East (Franklin, Howick, Māngere-Ōtāhuhu, Manurewa, Maungakiekie-Tamaki, Ōtara-Papatoetoe, Papakura)

Select the area where your arts-focused activity is taking place, not where people come from. Venues include parks and open spaces.

## Applicant details

\* indicates a required field

### New Section

#### Are you applying as an individual or group? \*

Individual  Group

Groups/organisations must apply as a group and upload a financial statement. Finance audit requirements do not permit grants for an organisation to be paid to an individual.

#### Applicant \*

Organisation Name

Full name of organisation or individual applying. The applicant name must be the same as the bank account name.

#### Name on bank account \*

Organisation Name

The bank account name must be the same as the applicant name. If you are successful, your grant will be deposited into this account.

#### Bank account number \*

#### Proof of bank account may be one of these options. \*

A letter from the bank, less than 6 month's old, on the bank's letterhead confirming the bank account holder name and bank account number (must be certified)

#### Bank proof \*

Attach a file:

Attach ONE proof of bank account.

#### Street or Physical Address \*

Address

Suburb    Town/  
            City            Postcode

        

Must be a New Zealand postcode.

**Postal Address**

Address

Suburb    Town/  
            City            Postcode

        

Must be a New Zealand postcode.

**Contact name \***

Title            First Name            Last Name

        

If you are applying as a group/organisation, enter the name and contact details of the person who is responsible for this application.

**Contact phone number (daytime) \***

**Contact mobile number**

**Contact email address**

Must be an email address.

**Ethnicity of applicant/group. 'Ethnicity is a measure of cultural affiliation. It is not a measure of race, ancestry, nationality, or citizenship. Ethnicity is self perceived and people can belong to more than one ethnic group.' NZ Stats \***

- Asian
- European
- Māori
- Middle Eastern/Latin American/African
- Pacific Peoples
- Other

You can select more than one ethnicity.

**How did you hear about the Creative Communities Scheme? \***

- Council website     Council mail-out     Council staff member     Creative NZ website     Local paper     Poster/flyer/brochure     Social media     Radio     Word of mouth     Other:

## Project details

\* indicates a required field

### Project Name \*

### Brief description of project \*

Word count:

Must be no more than 24 words.

For example, Children's ceramic workshop in the school holidays. Must be no more than 24 words.

### Location (venue and suburb)

Please upload a quotation for hire or letter of confirmation for in-kind support or permission to use a park or open space.

At what venue(s) will you carry out your project?	Venue suburb	Venue quotation or confirmation
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Eg, Marlborough Hall	Penrose	

### Project timing and numbers

#### Start date \*

Must be a date after 1 May 2022. Projects cannot be funded retrospectively.

#### Finish date \*

Must be a date

#### Number of active participants \*

#### Number of viewers/ audience members \*

#### Where do people come from who will be part of your project (participants and audience)? \*

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Albert-Eden        | <input type="checkbox"/> Howick          | <input type="checkbox"/> Orakei           | <input type="checkbox"/> Upper Harbour    |
| <input type="checkbox"/> Devonport-Takapuna | <input type="checkbox"/> Kaipatiki       | <input type="checkbox"/> Otara-Papatoetoe | <input type="checkbox"/> Waiheke          |
| <input type="checkbox"/> Franklin           | <input type="checkbox"/> Mangere-Otahuhu | <input type="checkbox"/> Papakura         | <input type="checkbox"/> Waitakere Ranges |

- Great Barrier  
 Henderson-Massey  
 Hibiscus and Bays
- Manurewa  
 Maungakiekie-Tamaki
- Puketapapa  
 Rodney
- Waitemata  
 Whau

You are not assessed on this information. This is used to report on grant distribution.

## Funding criteria (select ONE)

**Which of the scheme's 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

## Art form, activity and cultural tradition

**Artform or cultural arts practice: (select ONE). \***

- Craft/object art  
 Dance  
 Inter-arts  
 Literature  
 Music  
 Ngā toi Māori  
 Pacific arts  
 Multi-artform (including film)  
 Visual Theatre arts

See the CCS Application Guide pages 7-8 for definitions of art form.

**The activity that best describes your project: (select ONE). \***

- Creation only  
 Creation and presentation
- Presentation only (exhibition)  
 Presentation only (performance or concert)
- Workshop/wānanga

See the CCS Application Guide pages 3-4 for descriptions of activity type.

## 1. The idea/Te kaupapa

**What do you want to do?**  
\*

Describe the overall idea, what you want to achieve and why the funding is needed. See CCS Application Guide page 4 for detail.

## 2. The process/Te whakatutuki

**How will the project happen? \***

Explain the key stages of your project and how it will be carried out. See the CCS Application Guide page 4 for an example.

**Does any part of your project require statutory consent? \***

Yes  No

For example, owner consent to use a wall for a mural, resource consents, council consents for activity in a public space, Maunga Authority consent for activity on a Tūpuna Maunga?

**Have you secured consent?**

Yes  No

**Please upload written permission.**

Attach a file:

### 3. The people/ Ngā tāngata

**Tell us about the key people and/or the groups involved \***

See the CCS Application Guide page 5 for detail.

### 4. The criteria/Ngā paearu

**Tell us how will this project will deliver to your selected criterion: access and participation, diversity or young people. \***

See the CCS Application Guide page 5 for detail.

### Supporting documents (optional)

**You are welcome to upload any supporting documents**

Attach a file:

The committee will assess your application on the information provided in questions 1-4 above and question 5 below, the Budget/Ngā putea. You are welcome to provide supporting material such as an image or two or a small amount of information such as a brief bio or CV for key people including artists, a detailed budget spreadsheet for a more complex project or provide a link to Facebook, Youtube or website by copying the link into a Word document and uploading that document.

### 5. The Budget/Ngā putea

**Are you GST Registered?**

- Yes - Do NOT include GST in your budget
- No - Include GST in your budget

**GST number**

Must be a number.

**Total project costs**

Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs. See the CCS Application Guide for more detail on how to complete the budget. Page 6 includes some examples.

Items that are not eligible for funding (eg, catering) need to be covered by Project income. A list of what costs can and cannot be supported is on page 2 of the guide.

Upload quotes or estimates for key project costs, larger or unusual items. Such costs might include venue and equipment hire, artist fees and other costs that are a key part of your project delivery.

**Item eg hall hire      Detail eg 3 days' hire at \$100 per day      Amount (eg \$300.00)      Upload quotes**



**Project income**

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. Include confirmed funding from other sources. Do NOT include the amount you are requesting from CCS.

**Income, eg ticket sales      Detail eg 250 tickets at \$15 per ticket      Amount eg \$3,750.00**

		\$
		\$
		\$
		\$

**Amount you are requesting from the Creative Communities Scheme (CCS)**

**Total cost      Total income      Costs less income**

This number/amount is calculated.	This number/amount is calculated.	This number/amount is calculated.
\$	\$	\$

**Request from CCS \***

\$

Cost less income is the maximum amount you can request from CCS

**Other funding for this project**

**Tell us about any other funding you have applied for or received for this project. If funding is confirmed, include it in income as well. (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
			Remember to include confirmed funding under the project income
		\$	
		\$	
		\$	

**Creative Communities Scheme grants**

**Tell us about other grants you have received through Creative Communities Scheme in TĀMAKI MAKĀURAU / AUCKLAND in the past three (3) years.**

Date	Project title	Amount received	Project completion report submitted
		Must be a dollar amount	
		\$	
		\$	
		\$	
		\$	

**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.

\*

Attach a file:

**Declaration/Whakaputanga**



\* indicates a required field

You must read and authorise the following by selecting Agree at the close of this Declaration/Whakaputanga.

Please select each box to show that you have read the information and agree to each statement.

### **Creative New Zealand funding programmes \***

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.

### **Commitment \***

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 the 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 changes to the project)
- complete the project within a year of the funding being approved
- complete and submit the online project report form through Auckland Council's grants management system Smartygrants 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/creative-communities-scheme-logos>
- I understand that Auckland Council is bound by the Local Government Official Information and Meetings Act 1987.
- I/we consent to Auckland 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.

Must be at least 14 choices selected.

### **Conflict of interest**

For guidance on whether you have a perceived, potential or actual conflict as a result of applying for and using grant funding you should consider the following matters - if in doubt you should declare the conflict.

A conflict of interest could arise where you (the applicant) have a responsibility as a result of receiving Council grant monies. This could affect another responsibility, duty or relationship you may also have.

For example

- Personal or family relationships that you have
  - 
  - with Council employees
  - with Council contractors
  - organisations or persons that you will procure services from with the grant monies
- Financial relationships
  - 
  - eg investments that you have in entities that you will procure services from with the grant monies
- Employment relationships or membership of clubs
  - 
  - eg you intend to procure services with the grant monies from your employer or a club you are a member of - who will benefit financially from the arrangement.

**Conflict of interest \***

- I do not have a conflict of interest, perceived, potential or actual, as a result of applying for and using grant funding for the project outlined in this application.
- I declare a conflict of interest, detailed below.

### Declared conflict of interest

**Brief detail of declared conflict of interest**

### Important privacy information

The personal information that you provide in this form will be held and protected by Auckland Council in accordance with our privacy policy (available at <http://www.aucklandcouncil.govt.nz/EN/Pages/websiteprivacypolicy.aspx> and at our libraries and service centres) and with the Privacy Act 1993. Our privacy policy explains how we may use and share your personal information in relation to any interaction you have with the council, and how you can access and correct that information. We recommend you familiarise yourself with this policy.

### Agreement and authorisation

**Your name/Ingoa \***

First Name

Last Name

**Position in organisation if applicable**

**Name of authorising parent or guardian if applicant is under 18 years or age:**

Title

First Name

Last Name

**I/We solemnly declare that the details contained in this application are true and correct to the best of our knowledge and we have the authority to commit to the above conditions. \***

Agree

Disagree