Before you start

* indicates a required field

Tēnā koutou katoa

Funding for local arts projects | Ngã pūtea mõ ngã toi te haukāinga

Closing date: Applications can be submitted up to 10:00pm Sunday 2 March 2025. 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: 16 April 2025 and 16 April 2026.

Decisions will be notified by 16 April 2025.

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 Regional Funding Advisor at CreativeCom@aklc.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, Waitematā)

	 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	
	dual or group? * a group and upload a financial statement. Finance audit or an organisation to be paid to an individual.
Applicant * Organisation Name	
Full name of organisation or individua account name.	al applying. The applicant name must be the same as the bank
Name on bank account * Organisation Name	
The bank account name must be the be deposited into this account.	same as the applicant name. If you are successful, your grant will
Bank account number *	
and signed by the bank teller) O A letter from the bank, less the bank account holder name and be o Image capture, less than 6 me	than 6 month's old (certified means bank details stamped nan 6 month's old, on the bank's letterhead confirming the ank account number (must be certified) onth's old, of an on-line bank statement or mobile bank app der name and bank account number. This must include the
Bank proof * Attach a file: Attach ONE proof of bank account.	

Street of Address	or Physic	al Address *	
Suburb	Town/ City	Postcode	
Must be a	a New Zeal	and postcode.	
Postal A Address	Address		
	- ,		
Suburb	Town/ City	Postcode	
Must be a	New Zeal	and postcode.	
Title	* name First	Name	Last Name
		as a group/organ application.	isation, enter the name and contact details of the person who is
Contact	phone i	number (dayti	ime) *
Contact	mobile	number	
_			
Contact	email a	ddress	
Must he a	an email ac	ldress	
a meas	ure of ra ople can	ce, ancestry,	'Ethnicity is a measure of cultural affiliation. It is not nationality, or citizenship. Ethnicity is self perceived re than one ethnic group.' NZ Stats *
☐ Asiar			
□ Māor	ri		
	ic People:	n/Latin America s	n/African
		e than one ethnic	ity.

How did you hear about the Creative Communities Scheme? *

		O Council		Local paper	Poster/	○ Social ○media		of mouth Other:
website	mail-out	staff member	NZ website		flyer/ brochure	<u>.</u>		
Projec	t detai	ls						
	es a requ							
Project	Name *							
Brief de	escription	n of proje	ect *					
Word co	unt:							
		an 24 word en's ceram		op in the s	chool holid	ays.		
Locatio	(امده میر	ماسيماسم	`				
Locatio	on (ven	ue and	Suburb)				
		uotation f pen space		letter of	confirmat	ion for in-ki	nd supp	ort or permission
co asc a	park or o	pen space	••					
							_	
	t venue(s ut your p	s) will yo project?	u Venu	e suburl	b		ue quot irmatio	tation or on
carry o		roject?	u Venu		b			
carry o	ut your p	roject?			b			
Eg, Marlb	ut your poorough Ha	oroject?	Penro		o			
Eg, Marlb	ut your poorough Ha	roject?	Penro		b			
Eg, Marlb	ut your poorough Ha	oroject?	Penro	se		conf	irmatio	on
Eg, Marlb	ut your poorough Ha	oroject?	Penro	se	te after 16	conf	irmatio	
Eg, Marlb Project Start da	t timing	oroject?	Penro	se st be a da	te after 16	conf	irmatio	on
Eg, Marlb	t timing	oroject?	Penro Imbers Mu	se st be a da	te after 16 ly.	conf	irmatio	on
Project Start da Finish d	t timing	and nu	Penro Imbers Mu	st be a darospective	te after 16 ly.	conf	irmatio	on
Project Start da Finish d	t timing ate *	and nu	Penro Imbers Mu	st be a darospective	te after 16 ly.	conf	irmatio	on
Project Start da Number particip	t timing tate * Iate *	and nu	Penro Imbers Mu	st be a darospective	te after 16 ly.	conf	irmatio	on
Project Start da Finish d Number particip	t timing ate *	and nu	Penro Imbers Mu	st be a darospective	te after 16 ly.	conf	irmatio	on

part of your project (participants and audience)? *	☐ Great ☐ Barrier ☐ Henderson-☐ Massey ☐	Mangere- Otahuhu Manurewa Maungakiekie Tamaki	Puketapapa □ Rodney -	☐ Waiheke ☐ Waitakere Ranges ☐ Waitemata ☐ Whau	
Funding criteria (select O	NE)				
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.	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. communities to engage with, and participate in local arts activities O Diversity: Support the diverse artistic cultural traditions of local communities O Young people:Enable young people (under 18 years of age) to engage with, and participate in the arts				
Art form, activity and cul	tural tradition	ı			
Artform or cultural arts pract O Craft/ O O Inter- O object Dance arts Liter art See the CCS Application Guide page	○ Music ○ ature toi	Ngā ⊖ Māori Pacific arts	Multi-artform The (including film)	○ Visual eatre arts	
The activity that best described Creation only	Des your project Presentation on		E). *) Workshop/w	ānanga	
· ·	exhibition)	•	, workshop, w	ananga	
	performance or co	oncert)	pe.		
1. The idea/Te kaupapa					
What do you want to do? *	Describe the over	rall idea, what v	ou want to ach	eve and why the	

Page 5 of 11

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 p	project and how it w	vill be carried
	out. See the CCS Application Gu		
Does any part of your project require statutory consent? *	○ Yes	○ No	
Have you secured consent?	○ Yes	○ No	
Please upload written	Attach a file:		
permission.			
3. The people/ Ngā tāngat	ta		
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	Γhe 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

Ar	e you GST Registered?
0	Yes - Do NOT include GST in your budget
0	No - Include GST in your budget
GS	T number
Mus	st 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 how to complete the budget. Page 6 includes some examples.

Items that are not eligible for funding 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	Upload quotes

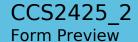
Project income

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	This number/amount is	This number/amount is
calculated.	calculated.	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 MAKAURAU / AUCKLAND in the past three (3) years.

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

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 *

O 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 *

O 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)
\square 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
\square 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

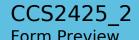
Conflict of interest

Must be at least 14 choices selected.

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.

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.



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.

	Confli	ict	of i	nter	est	*
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0	I do not have a conflict of interest, perceived, potentia
or a	actual, as a result of applying for and using grant
fun	ding for the project outlined in this application.
0	I declare a conflict of interest, detailed below.

Declared conflict of interest

В	rie	ef	de	tai		of	de	ecl	ar	e	d
C	on'	fli	ct	of	ir	ite	re	est			

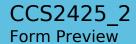
onflict of interest

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:

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. *

Title	First Name	Last Name
		o D'
○ Agree		○ Disagree