

Office Use Only

Application No:  
Date Received:

Franklin District



Franklin Arts, Culture & Library Trust

Te Tira Toi Matauranga O Franklin

## **CREATIVE COMMUNITIES SCHEME APPLICATION FORM 2009/2010**

If you need funding for a local art or cultural project, the Creative Communities Scheme can help. The scheme provides financial help to projects, both established and new, which stimulate arts and cultural activity, and encourage greater participation within the Franklin District. Any group, organisation or person in the Franklin District may apply however; priority is given to organizations that have not already received funding from Creative New Zealand.

### **IMPORTANT INFORMATION**

- Applications must be made on this form, typed or written clearly in black ink.
- Applicants must fill out all sections of this form. Attachment must be in addition to this form.
- Please submit one copy of this application form but keep a copy for your own records.
- Late, faxed, emailed or incomplete applications will be deemed ineligible.
- The Creative Communities Scheme requires applicants to contribute at least 30% of the total project cost. Grants are generally paid to applicants on approval of application.
- Background information of your organisation or CV if you are an individual applicant, financial statements and quotes, evidence of support of your project, background information of key people involved, confirmation of key arrangements i.e. venues, dates and any other supporting evidence should be included in support of your application.
- Please read this application form carefully and understand the terms of agreement before you sign the form.
- Contact the Director Arts & Culture, FACLT for advice.

#### **Postal Address:**

Creative Communities Scheme  
Franklin Arts, Culture & Library Trust (FACLT)  
Private Bag 8, Pukekohe 2340  
Attention: Aliah Jan, Director Arts & Culture

#### **Delivery Address:**

Creative Communities Scheme  
Franklin Arts, Culture & Library Trust (FACLT)  
Franklin: The Centre, 12 Massey Ave, Pukekohe  
Attention: Aliah Jan. Director Arts & Culture

### **CLOSING DATES FOR FUNDING YEAR 2009**

Applications close at midday 12pm on  
**17 July 2009 and 16 October 2009**

### **CLOSING DATES FOR FUNDING YEAR 2010**

Applications close at midday 12pm on  
**15 January, 16 April, 16 July, 15 October**

Details on the Creative Communities Scheme and application form can be downloaded from  
[www.franklinarts.org.nz](http://www.franklinarts.org.nz)

## CHECK YOUR ELIGIBILITY

### 1. ELIGIBILITY CRITERIA

- Will your project take place within your city or district and/or produce benefits which are largely experienced within your city or district?
- Will your project increase participation in the arts at a local level, or increase the range and diversity of the arts available to your local community?
- Is your project an arts and cultural project?
- Will your project benefit local communities?

### FUNDING CRITERIA (TICK ONE BOX ONLY)

- Will the project increase community participation in the arts?
- Will the project increase the range and diversity of the arts available to communities?
- Will the project enhance or strengthen the local arts sector?

### IF YOU HAVE TICKED ANY OF THE ABOVE, CONTINUE.

Is funding sought for:

- Facility development?
- Purchasing artworks for a gallery or business?
- A project in an education institution?
- An ongoing expense in your organisation?
- A project that will have started by the time grants are announced?
- Catering costs?
- Debt servicing?
- Fundraising?
- A project already funded by Creative New Zealand?
- A historical based project?

If you have ticked any of the above activities your project **MAY NOT** be eligible.

### Funding Eligibility

Your project can relate to one or more of the three criteria below:

#### **Increase participation in the arts**

The aim here is to support opportunities for active and direct participation in the arts

#### **Increase the range and diversity of the arts available to communities**

The aim here is to support the presentation of new activities and arts experiences locally and by developing new audiences for the arts

#### **Enhance and strengthen the local arts sector**

The aim here is to support communities and arts groups to practice and promote the arts locally. This could include funding for training and skills development for arts participant; organizational development for arts organizations; research, information and promotional projects.

**1. Applicant Information**

*(If you are an individual, some of these questions may not apply)*

Please note - if you are applying as an individual, please attach your CV to this application.

1.1 Full name of individual or organisation/group:.....

Name to appear on cheque (if different from above).....

1.2 Street Address: .....

1.3 Postal Address: .....

..... Postcode: .....

1.4 Telephone : ..... Mobile: ..... Fax Number: .....

1.5 Email: .....

1.5.1 Please name two people we can readily contact for further information. (one should be involved in preparing this application)

Name: ..... Tel(day): ..... Email: .....

Name: ..... Tel(day): ..... Email: .....

1.6 What are your organisation's objectives? .....

.....

.....

1.7 How many members does your organisation have? .....

What percentage of your members lives in the Franklin District? .....%

1.8 Is your organisation a legally constituted trust or incorporated society? YES / NO

What year was your organisation established? .....

1.9 Are you registered for GST? YES / NO If yes, your GST number is: \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

- *Applicants who are not GST Registered need to provide budget figures that are GST inclusive (goods and services).*
- *Applicants who are GST Registered need to provide budget figures that exclude the GST component. Successful applicants who are GST registered will be provided with a GST invoice.*

1.10 What is your or your group's primary cultural or ethnic affiliation? (I.e. your cultural makeup, not your target audience).

General Community                       NZ European                       Maori

Pacific Islands                       Other defined community (please specify)

1.11 Please name up to TWO referees for you and your project (this must not be someone already mentioned as a Contact):

Name: ..... Tel(day): ..... Email: .....

Name: ..... Tel(day): ..... Email: .....



2.5 Will the project primarily involve a particular cultural or ethnic group? If so, is it: **(Tick one box only)**:

- General Community
- NZ European
- Maori
- Pacific Islands
- Other defined community (please specify)

2.6 Does your project target a particular age group? If so is it: **(Tick one box only)**:

- Under 25
- Over 25
- General

2.7 Which of the following criteria of the Creative Communities New Zealand Scheme **best** describe your project? **(Tick one box only)**.

- Projects that increase participation in the arts  
*Will usually involve opportunities for active participation by the target community.*
- Projects that increase community wide interest in the arts  
*Will often involve presentation of new works and experiences to the community the project is targeting.*
- Projects that enhance and strengthen the local arts sector.  
*May involve training, engagement of consultants, networking and seminars.*

2.8 What art form grouping best suits your project? **(Tick one box only)**

- Language, arts & literature (e.g. poetry, storytelling, fiction, whai korero)
- Performing arts (e.g. Dance, music, theatre)
- Visual Arts (e.g. painting, photography, craft, toi whakairo).
- Multi-disciplinary (e.g. projects which cross over two or more of the above categories)

2.9 Describe who will benefit from your project and how?  
*Please relate this back to the funding criteria that best describes your project. (See 2.7)*

.....

.....

.....

.....

2.10 How will you advertise or promote the project/activity?

.....

.....

.....

2.11 How will you attract new participants to be actively involved in the project? *i.e. Target new groups in promotions, mail outs, promote to local ethnic/cultural clubs, promote in new places*

.....

.....

2.11 If there are volunteers involved in this project, please state the estimate number of volunteers.

.....

### 3) Budget – please check that your budget balances

- 3.1 Where appropriate, please include copies of written quotes. Applicants who are not GST registered need to provide budget figures that are GST inclusive. Applicants who are GST registered need to provide budget figures that exclude the GST component.

<b>A. Expenditure –project costs</b> <i>i.e. materials, venue, promotions, project coordination</i>	<b>Dollar Amounts</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>A. TOTAL EXPENDITURE</b>	<b>\$</b>

- 3.2 Please outline how you intend to fund the project **excluding** Creative Communities Scheme application.

<b>B. Income – Income generated from the project</b> <i>e.g. ticket sales, sale of artwork, charge to participants, raffle</i>	<b>Dollar Amount</b>
	\$
	\$
	\$
	\$
	\$
	\$
<b>B. INCOME</b>	<b>\$</b>
<b>C. Other sources of income</b> <i>e.g. grants, cash donations, fund in hands, sponsorship, fundraising, loans/mortgage/debenture, material donations, support in kind, discounts</i>	<b>Dollar Amount</b>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Other sponsorship/grant (please specify)	\$
<b>C. Total Other sources of income</b>	<b>\$</b>
<b>B+C TOTAL INCOME AVAILABLE</b>	<b>\$</b>

- 3.3 Please specify 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.

<b>A. Total cost of project</b> (this should be same as A above)	<b>\$</b>
<b>B. Less total funds available</b> (B+C) - (must be at least 30% of total project cost)	<b>\$</b>
<b>C. Difference/Balance</b> (less expenditure)	<b>\$</b>
<b>D. Total funding requested from this Creative Communities Round</b>	<b>\$</b>

3.4 Are you seeking (tick one only)

- A grant?  A guarantee against loss?

3.5 Tell us about any other grants, loans, guarantees against loss you have applied for for **this** project.

Date applied	Source of Funding Agency or organisation	Describe Type of funding and what the funding will be used for	Amount requested	Funds received or pending State and date above
			\$	
			\$	
			\$	
			\$	

**4. FINANCIAL BACKGROUND**

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

4.2 Please provide details of any funds previously received through the **Creative Communities Scheme**.

Date	Project	Type of Funding	Amount
			\$
			\$
			\$

**6. Your final check – HAVE YOU ATTENDED TO ALL OF THE FOLLOWING?**

Answered all of the questions?

- Selected one or more criteria relevant to your project and described how your project will deliver it?
- Provide detailed project costs and project outline?
- Checked that your budget balances?
- Provided a GST number (if applicable)?
- Provided audited accounts or a statement of funds in hand and project specific bank statement for your group?
- Provided a bank generated deposit slip?
- Attached appropriate copies of support material with your application (do not send original material)?
- Given a reliable contact person and their contact details?
- Kept a copy of your application for your files or reference?
- Reported back on previous Creative Communities funding received?
- Have you signed and dated the Application Agreement at the end of this form?

### 5. Applicant Agreement (Please read)

I declare that the information supplied here is correct. If the application is successful I / We agree to:

- 1) Complete and return the Project Report Form provided to you and evidence of expenditure within 2 months of completing the project. (Projects must be completed within 12 months of funding being approved.)
- 2) Acknowledgement of Creative Communities funding in all promotions using approved logo and placement. (You will need to contact us to receive the correct logo).
- 3) Participate in any funding audit of my organisation or project conducted by the FACLT.
- 4) Answer any queries Council or Assessors may have when analyzing the application form and be willing to discuss the application with the Assessment Committee if requested.
- 5) If your project incorporates a public event or presentation, you required to send an RSVP invitation to the Director Arts & Culture three weeks prior to the event. The invitation will be forward to the Creative Communities Assessment Committee.

I consent to Franklin Arts, Culture & Library Trust collecting 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 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 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 .....

#### HOW WE ASSESS YOUR APPLICATION:

The assessment committee will be looking for projects that clearly meet Creative New Zealand Creative Communities funding criteria. All aspects of the project will be equally considered and assessors will look at the information below. They will look for:

- The quality of the project
- The project’s artistic or creative cultural merit
- The impact and direct benefits of your arts project on the local community
- The applicants ability to make it happen
- Will not have started before funding has been approved
- Good project planning and budgeting
- The project’s level of financial need
- That it is not business-as-usual or ongoing activities or operational expenditure
- The level of financial risk, where a project cannot be fully funded
- The level of active participation (this does no include attendance of audience)

#### ACKNOWLEDGEMENT RECEIPT

Please complete this section and we’ll post it back to acknowledge our receipt of your application.

NAME _____
ADDRESS _____ _____

<b>OFFICE USE ONLY</b> The Franklin Arts, Culture & Library Trust acknowledges receipt of your Creative Communities Funding application.
To be assessed _____
Grant No. _____
Signed _____

**Activities eligible for funding include:**

- Events and activities (e.g. exhibitions, productions, concerts) that provide arts participation experiences
- Activities and projects that target new participation in arts activities
- Promotion of arts projects, events or programmes with an active participation focus
- Community and group participation in their arts (e.g. exhibitions, productions, concerts)
- Festivals that encourage a wide range of active arts participation opportunities, multi ethnic celebrations and presentations
- Activities that support participation and celebrate the traditions and cultural activities of Maori, iwi, runanga and hapu
- Projects and activities that support participation in the traditions and arts of ethnic communities
- Youth (10-18 years) arts events that foster participation including contests, competitions, presentations, workshops, art camps, training residencies
- Projects focused on arts participation delivery that use established artists/arts managers/relevant expertise to increase skills, knowledge and learning
- Artist residency schemes that actively work with and involve local artists, and/or communities
- Artist led projects that engage significant active community involvement and work with and in the local community
- Public art projects involving established artists working with and in the community with significant active community involvement in the creation and installation of the art work
- Personnel costs for one-off, short term arts participation projects including tutors, programme coordinators and project managers
- Contributions towards materials for arts activities or programme
- Art related skills development (workshops, master classes, wananga, technical lighting, sound)
- Hire cost associated with making or presenting arts activity (e.g. equipment, venue, sound systems, costumes, lighting)
- Dance with an arts and culture focus (e.g. ballet, tap, jazz, contemporary, taiaha) Dance that focuses on fitness (e.g. aerobics, line dancing) should be referred to the Hillary Commission
- Equipment provided it is related to an activity and will be owned by a legally constituted group. The committee can fund up to 50% of the cost of equipment
- Projects that are primarily arts and arts participation focused. Projects linked to other sectors e.g. heritage, environmental, health related projects must clearly show that the project's primary focus is to achieve arts outcomes and community participation
- school-based projects that are outside of the school's normal activities, provide opportunities for community participation or provide benefits for the wider community

**Items not eligible for funding include:**

- Events with no active arts participation focus
- Projects that primarily benefit an individual artist directly (e.g. commissions, professional development, art presentations)
- Publications with no significant active community involvement in the creation of the content
- Non arts focused crafts (e.g. puzzles, upholstery, magic, model making, speech contests)
- Facility development (e.g. fixed items, floor coverings, furnishings, gallery and theatre lights, restoration, stage curtains)
- Purchase of costumes, uniforms, artworks for collections, equipment
- Payment of royalties
- Commissioning of murals or public arts projects with no significant active community involvement in the creation and installation
- Ongoing administration costs and projects or yearly events without any new activity or new participation or core business and services
- Projects that are the core business of an organisation or service provider
- Local authority projects normally funded from the authority's own resources
- Projects which form part of or fulfill the role of the school curriculum, are resourced by education sources or are part of the usual business and operating budgets of a tertiary provider
- Materials and programmes for before and after school care and early childhood providers
- Retrospective project costs (e.g. for projects completed or underway/started)
- Elimination of accumulated debt or debt serving
- Catering costs or any food costs associated with a project or an event
- Fundraising projects or related costs
- Prize monies and awards, judges fees, trophies
- Travel to be an audience, to attend events, presentations, or shows
- Projects that primarily deliver outcomes for other sectors (Health, heritage, environment)
- Fitness based dance or martial arts (aerobics, karate, tai chi, gymnastics)