

# Application form



## Creative Communities Scheme Funding local arts activities

**Nga kaupapa auaha a te iwi whanui  
Te tono putea mo nga manahau a te iwi kainga**

### Application Form 2010

Applications close 5pm 31 August for projects that begin after 8 October. Late applications will not be considered.

Contact the Grants Advisor to discuss your project or to get help with your application. For more information on the scheme and closing dates for funding rounds contact::

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#### Wellington City Council Grants Advisor

Phil Railton-Jacks

(04) 803 8562

021 227 8562

phil.railton-jacks@wcc.govt.nz

#### Useful website addresses

Creative New Zealand [www.creativenz.govt.nz/ccs](http://www.creativenz.govt.nz/ccs)

Wellington City Council, Grants page  
[www.wellington.govt.nz/services/grants/index.html](http://www.wellington.govt.nz/services/grants/index.html)

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

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Postal Address:  
Grants Co-ordinator  
PO Box 2199  
Wellington 6140

Delivery Address:  
Grants Co-ordinator  
101 Wakefield Street  
Wellington

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Projects should meet all of the WCC grants criteria (see Appendix A of the Glossary)

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## Check your eligibility

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 Grants Advisor in your area.

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### 1. Applicant's details

Are you applying as an individual  
or as a group (select one)

individual

group/organisation

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Full name of individual or group

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Contact name

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Address

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Post code

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Telephone number(s)

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Email

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What is the ethnic group that  
you or your group most identify  
with? (for example, New Zealand  
European, Maori or Samoan).

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## 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.

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

(You may tick more than one box)

Broad community

Specific group of interest:

Ethnic community group(s)

Disabled

Senior citizens

Young people

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

(For an explanation of these terms, see the Glossary)

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**CR** Craft/Object art

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**DA** Dance

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**IA** Inter - arts

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**LT** Literature

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**MA** Maori arts (select one option)

Heritage te reo-based arts

Heritage material arts

Contemporary

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**MU** Music

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**NM** New Media eg, film making and digital arts

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**PA** Pacific arts (select one option)

Heritage language-based arts

Heritage material arts

Contemporary

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**TH** Theatre

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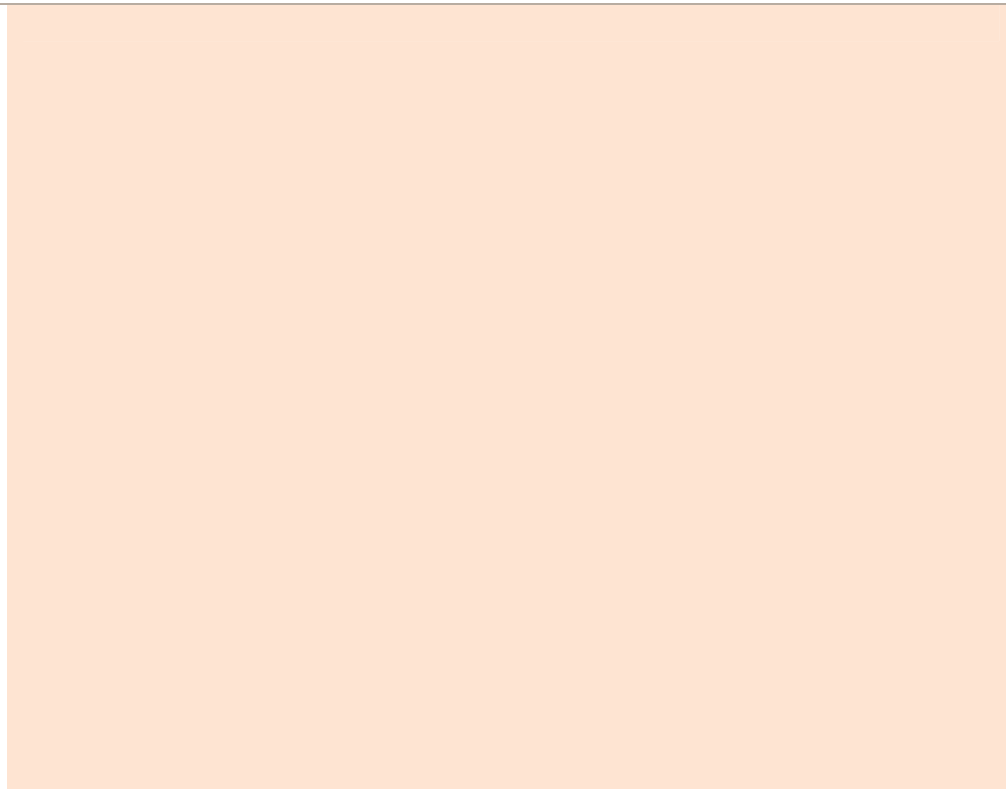
**VA** Visual arts

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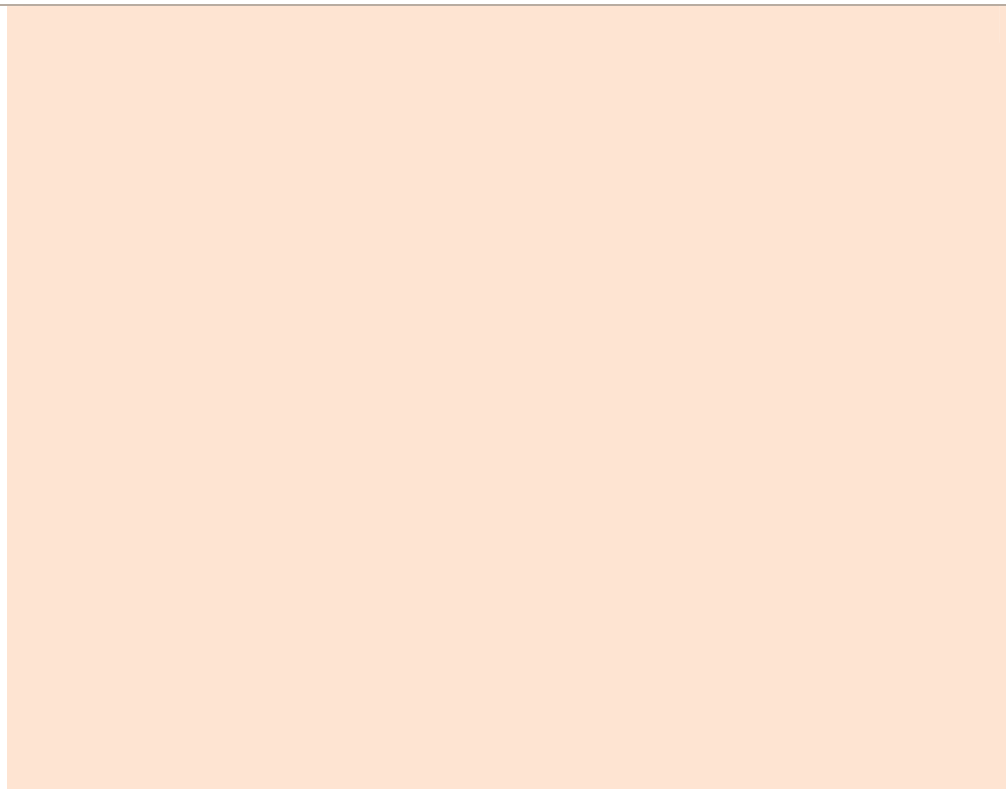
## 5. Description of your project

Briefly describe your project by answering the following –

**1. The idea/  
kaupapa –**  
What is it you  
want to do?



**2. The benefits –**  
How will your  
project benefit  
your community?



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**3. The process –**

How will you carry out your project, and where and when?

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**4. The people –**

Who is involved?  
*(include brief information about key individual or organisations)*

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## 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 (eg, a loan, grant and what it will be used for)	Amount requested	Is funding confirmed? If yes state how much.  If you are still waiting for response, when will you know the result?

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

Date	Project title	Have you completed a project completion report for this project?  Yes/No	Amount of 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.

Individuals and groups must provide bank account details (or bank deposit slip) for the payment of the grant.

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## 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](http://www.creativenz.govt.nz/resources)).

I understand that the Wellington City Council 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.

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Name:

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Signature:

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

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Position in organisation (if applicable):

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Date

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## 8. Final Check

**Make sure you have**

Completed all sections

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Checked that the budget balances

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Provided quotes, bank account details and full financial details (groups and organisations only)