Papakura District

creative nz COMMUNITIES

FIRST CHECK YOUR ELIGIBILITY

ELIGIBILITY CRITERIA (SEE ATTACHED INFORMATION SHEET)

- ❑ Is your project an arts and cultural project?
- ❑ 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 benefit local communities?
- ❑ 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?

YOUR PROJECT CANNOT HAVE STARTED BEFORE IT HAS BEEN ASSESSED.

Your project cannot have already received Creative New Zealand funding for the same purpose.

FUNDING CRITERIA

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

If you have ticked any of the above what is funding sought for?

- ❑ Facility development?
- ❑ Purchasing artworks for a gallery?
- ❑ A project in an education institution?
- ❑ An ongoing expense in your organisation?
- ❑ A project that will have started by the time grants are announced?
- ❑ 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?

If you have ticked any of the above your project MAY NOT be eligible.
Contact the Scheme administrator at Papakura District Council before continuing.
Completed applications must be received by 4pm, 30 April 2010

1 TELL US ABOUT YOURSELF

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

1.1* Full name of individual or organisation:_____

_____

Commonly used name (if different from above):_____

1.2 Street address:_____

1.3 Postal address:_____

1.4 Telephone/fax number:_____

1.5 Email Address: :_____

1.6 Please name two people we can contact if we need further information.

Name:_____

Telephone (day):_____ Fax:_____

Name:_____

Telephone (day):_____ Fax:_____

1.7 What are your organisation's objectives? _____

_____

_____

_____

1.8 How many members does your organisation have?_____

1.9 What percentage of your members live in the Papakura District? _____

1.10 Is your organisation a legally constituted trust or incorporated society?

❑ Yes ❑ No

1.11 Are you registered for GST? ❑Yes ❑ No

GST number _____/_____/_____

Please note:

- 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 are required to submit a separate GST invoice to the Papakura District Council.

1.12* What is your or your group's primary cultural or ethnic affiliation?
(Membership cultural affiliation not your target audience)

❑ General community ❑ Mäori

❑Pacific Islands ❑ Other defined community

1.13 Please name up to two referees for you and your project.

Name:_____

Telephone (day):_____ Fax:_____

Email address: _____

Name:_____

Telephone (day):_____ Fax:_____

Email address: _____

2 THE PROJECT

2.1 Please tell us about your project in full (attach additional sheets if you wish).

_____

_____

_____

2.2 When will your project take place? **(Between 15 May and 14 November 2010)**

_____

_____

2.3 In which local authority area(s) will your project take place?

_____

_____

2.4 What district do the participants, or those whom you expect to benefit from your project, come from?
(Please estimate)

_____

_____

2.5* Will the project primarily involve a particular cultural or ethnic group? Please indicate which group:

- ❑ General community
- ❑ Mäori
- ❑ Pacific Islands
- ❑ Other defined community

2.6* Does your project target a particular age group?

❑ under 25 ❑ over 25 ❑ general

2.7* Which of the following Creative Communities Scheme funding criteria **best** describes your project?

Tick one box only)

Refer to guidelines for further information.

❑ Projects that increase participation in the arts

Will usually involve opportunities for active participation by the target community

❑ Projects that increase the range and diversity of the arts available to communities

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 artform grouping best describes your project?
(Tick one box only)

❑ language arts and literature (eg poetry, storytelling, fiction, whaikörero)

❑ performing arts (eg dance, music, theatre)

❑ visual arts (eg painting, craft, toi whakairo)

❑ multi-disciplinary (projects which cross over two or more of the above categories)

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

_____

_____

_____

_____

2.10 How will you promote the project?

_____

_____

_____

3. MONEY AND RESOURCES

3.1 Outline the costs of your project.

• You may include a percentage of overhead costs, including salaries (except volunteer labour), which apply to the project.

• Please include written quotes.

• Organisations not registered for GST should include GST in their estimates.

ITEM	**DOLLAR AMOUNT**
	$
	$
	$
	$
	$
	$
	$
A. TOTAL COST OF PROJECT	**$**

3.2 Please outline how you intend to fund the project, excluding Creative Communities Scheme application **(You must fund 50% of the project yourself).**

A. Donated Material in kind support/discounts	$
B. Cash in hand toward the project	$
C. Refreshments included in 3.1 above	$
D. Loans/mortgage/debenture	$
E. Charge to participants / Membership	$
F. Other sponsorship or grants (please specifiy) _____	$
G. Intended fundraising (estimate)	$
H. Expenditure on the project to date.	$
I. Other	**$**
B. TOTAL FUNDS AVAILABLE	**$**

3.3 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 project $ _____

B. Less total funds available $ _____

C. Difference $ _____

D. Amount requested $ _____

3.4* Are you seeking a grant? Yes/No

3.5 What other grants, loans, guarantees against loss have you applied for with this project?

Date	Source Type	Amount	Funding received

4 FINANCIAL BACKGROUND

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

5 FINAL CHECK

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

i) return a completed project report form (which will be sent to me in due course by the local authority)

ii) participate in any funding audit of my organisation or project conducted by the local authority.

I consent to the Papakura District 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 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: _____

HAVE YOU CHECKED ALL OF THE FOLLOWING?

(Tick as appropriate)

- ❑ Answered all of the questions?
- ❑ Do your project figures add up? Please check!
- ❑ Provided full financial details?
- ❑ Provided full details of your project?
- ❑ Provided daytime phone numbers?

Return completed form to: Manager Community Development
Papakura District Council
Private Bag 7
PAPAKURA

Completed applications must be received by 4pm, 30 April 2010