

Creative Communities Scheme Application Form February 2025

Form Preview

Applicant Details

* indicates a required field

Are you applying as an individual or a group? *

☐ Individual

☐ Group/Organisation

Full Name of Applicant *

Contact Person (for a group)

Title

First Name

Last Name

Please enter the Primary Contact person for this application.

Applicant Contact and Address

Phone Number *

Please enter the contact phone number for the Primary Contact given above.

Email Address *

Postal Address *

Address

Suburb Town/ City Postcode

Bank Account

Account Name

Account Number

Must be a valid New Zealand bank account format.

Ethnicity of Applicant/Group

Please select the ethnicity you or the group identify with. Provide further detail in box below. For example: Ethnicity: Pacific Peoples, Detail: Samoan.

You can select multiple options.

Ethnicity *

☐ NZ European

☐ Asian

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- ☐ Maori ☐ Middle Eastern / Latin American / African
- ☐ Pacific Peoples ☐ Other:

Must be at least 1 choice selected. You can select multiple options

Detail

Application to the Scheme

Has this Applicant, or Group, applied to the Creative Communities Scheme before? *

- ☐ Yes
☐ No
☐ Don't Know

Basic Project Details

* indicates a required field

Project Details

Please note: Your project start date must be between 25th March 2025 and 24th March 2026.

Project Name *

For example, Children's ceramic workshops

Brief description *

For example, six ceramic workshops during the school holidays for children aged 8-12

Venue / and Suburb where project will be held *

Project Start Date *

Must be a date.

Project Finish Date *

Must be a date.

(Estimated) number of active participants: *

Must be a number

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(Estimated) number of viewers/audience members: *

Must be a number

What are the primary areas of focus for this project/program?

No more than 5 choices may be selected.
You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Who are the expected primary beneficiaries of this project/program?

No more than 5 choices may be selected.
Please choose only the group/s that are at the very core of this project/program. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

If the answer is no to either of these questions your project is likely to be ineligible. Please contact your CCS administrator.

Does your project have an arts or creative cultural focus? *

☐ Yes

☐ No

Will your project take place within the Central Hawke's Bay District Council boundaries? *

☐ Yes

☐ No

Which of the scheme's three funding criteria are you applying under?

Please select one. If your project meets more than one criteria, choose the one that is the project's main focus.

Criteria *

☐ 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) to engage with, and participate in the arts.

If you do not know which of the three fits your project, contact your CCS administrator.

How does your project align with the Toi Tamatea Arts Strategy?

[Click here for more information on: Toi Tamatea Arts Strategy](#)

Please select one. If your project meets more than one theme, choose the one that is the project's main focus.

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Theme *

- ☐ Visibility
- ☐ Connection
- ☐ Access and Inclusion
- ☐ Support

At least 1 choice must be selected.

Please provide further information as to how your project aligns with the theme selected above *

Artform, activity and cultural tradition

* indicates a required field

Artform or cultural arts practice

Which of the following artforms best describes your project?

Please select one.

See CCS Application Guide page 7 for definitions of each artform.

Artform *

- | | |
|------------------------------------------|------------------------------------------------------|
| <input type="radio"/> Craft / Object art | <input type="radio"/> Nga toi Maori |
| <input type="radio"/> Dance | <input type="radio"/> Pacific arts |
| <input type="radio"/> Inter-arts | <input type="radio"/> Theatre |
| <input type="radio"/> Literature | <input type="radio"/> Visual arts |
| <input type="radio"/> Music | <input type="radio"/> Multi-artform (including film) |

Must be no more than 1 choice selected

Which of the following arts activities best describes your project?

Please select one.

See CCS Application Guide page 3 for definitions of each artform.

Activity *

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

Must be no more than 1 choice selected

Do you wish to speak to your application?

- ☐ Yes
- ☐ No

If you answer "Yes" we will be in touch to arrange a date to appear before the Panel

Project Details

* indicates a required field

The idea / Te kaupapa

Tell us about your project including:

- describing the overall idea
- what the result of the project will be
- some of the artistic goals
- why the funds are needed

If this is a project that has happened before you may need to show how the project is growing and developing, eg the activity involves more people this time, it encourages new people to take part, there are new things happening, or there are new partners or groups involved in the project.

See the CCS Application Guide page 4.

What do you want to do?

*

The process / Te whakatutuki

How will your project happen? Explain the key stages of your project and how it will be carried out.

Including a timeline can help assessors to understand the project and to show that you have considered how you will deliver the project.

See CCS Application Guide page 4.

Details of how the project will happen *

The people / Ngā tāngata

Who are the key people involved in your project? Include the people who will be helping you to make your project happen, and who your audience or participants will be.

Briefly describe the role of the project leaders and their relevant experience. You can include a brief biography or attach a short CV to the application.

See CCS Application Guide page 5

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Who are the key people involved in your project?

*

Relevant experience

Attach a file:

Optional -you can include a brief biography or a short CV for the project leader(s)

The criteria/ Ngā paearu:

See CCS Application Guide page 5. If there are other similar projects happening in area you may need to outline what is unique about this project and how it will address a need in your community.

Explain how this project will deliver to the criterion you have chosen: access and participation, diversity, or young people. *

Supporting Material

It is useful to attach support material for the project. It should be brief and may include:

- examples of previous work undertaken by the individual or group, such as images, text or links to websites
- letters of support and invitation. These should be from key people within your community who can speak about the benefits of the project or the skills of the people involved in the project, or confirm that an invitation has been issued.

Support material

Attach a file:

recommended size no bigger than 5mb

Website

Must be a URL.

The budget / Ngā pūtea

* indicates a required field

How much will it cost?

Are you GST Registered?

*

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

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GST Number

Please enter your GST number

Project Costs

Write down ALL the costs of your project and include the details of how you have calculated your costs.

For example materials, venue hire, promotion, equipment hire, artist fees and personnel costs.

See CCS Application Guide page 6

Item	Detail - calculation or description	Amount (\$)
		\$
		\$
		\$
		\$
		\$
		\$
e.g. Hall hire	e.g. 3 days hire at \$100.00 per day	e.g. \$300.00

A: Total cost *

This number/amount is calculated.

Project Income

Write down *all* the estimated income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising.

Do not include the amount you will be requesting from CCS.

Item	Detail - calculation or description	Amount (\$)
		\$
		\$
		\$
		\$
		\$
e.g. Ticket sales	e.g. 250 tickets at \$15.00 per ticket	e.g. \$3,750.00

B. Total Income *

This number/amount is calculated.

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Calculate your request from CCS using this table

A: Total cost of project *

\$

This number/amount is calculated.

B: Less total income *

\$

This number/amount is calculated.

C: Costs less income *

\$

This number/amount is calculated.

This is the maximum amount you can request from CCS

D: Amount you are requesting from CCS *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application? Cannot be greater than C: above.

Other financial information

Tell us about any other funding you have applied for or received for this project (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
		\$	
		\$	
		\$	
		\$	
		\$	

Tell us about other grants you have received through CCS or Central Hawke's Bay District Council in the past three years

Date	Project title	Amount (\$)	Project completion report submitted (yes/no)
		\$	
		\$	
		\$	
		\$	
Must be a date			

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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.

Latest Financial Statement

Attach a file:

For applicants applying as a group or organisation

Supporting financial documents

Detailed Project Budget

Attach a file:

Optional - please provide if applicable

Quotes

Attach a file:

If you have large items (\$1,000 plus) that you are requesting funds for, please attach quotes for these items.

Bank Deposit Slip

Attach a file:

This is where funds will be deposited if your application is successful

Declaration

* indicates a required field

By submitting this application:

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.

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 this application is successful, I / we agree to:

- complete the project as outlined in this application;
- complete the project within a year of the funding being approved;
- complete and submit a project report using the online process, within two months after the project is completed;
- return any unspent funds;
- participate in any funding audit of my organisation or project conducted by the local council if required;

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- 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 (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from www.creativenz.govt.nz/logo.

I / We understand that the Central Hawke's Bay District Council :

- is bound by the Local Government Official Information and Meetings Act 1987;
- I/we 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/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;
- I/we verify that our organisation is fully compliant with all applicable legislation, including the requirements under the [Vulnerable Children Act 2014](#) to safety check our volunteers and staff (if applicable).
- this consent is given in accordance with the Privacy Act 1993.

Name *

Date *

Must be a date.

**Position in Organisation
if applicable**

How did you hear about this fund?

Promotion *

- ☐ Previous Applicant
- ☐ CHBDC website
- ☐ CHBDC staff member
- ☐ Creative New Zealand website
- ☐ Local Newspaper
- ☐ Poster / flyer
- ☐ Billboard
- ☐ Radio
- ☐ Social Media
- ☐ Word of mouth
- ☐ Toi Tamatea Arts Network
- ☐ Other:

Must be at least 1 choice selected

Have you heard about the Toi Tamatea Arts Network?

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Tamatea Central Hawke's Bay is a place where art and creativity is valued and visible, where a vibrant arts community are supported and connected, and where everyone can participate in and access the arts.

The Toi Tamatea Arts Network brings this vision to life.

*

- ☐ Yes
- ☐ No

No more than 1 choice may be selected.

Would you be interested in being a part of the Toi Tamatea Arts Network? If so enter your email address below and we will contact you

Final Check

* indicates a required field

Make sure you have

Checklist *

- ☐ Completed all the sections
- ☐ Checked that your budget sums are correct
- ☐ Provided quotes and financial details for major items
- ☐ Attached supporting documents (if applicable)
- ☐ Attached a bank deposit slip or statement