



Tararua District

INFORMATION YOU NEED

- Application guidelines (blue)
- An application form (white, attached)

FIRST CHECK YOUR ELIGIBILITY

NB. A maximum of \$2000 can be applied for through this fund.

The eligibility criteria and priorities are set out in the accompanying guidelines. Please read them carefully before completing this form.

- Will the project increase community participation in the arts?
- Will the project increase community interest in the arts?
- Will the project enhance or strengthen local arts structures?

If you have ticked any of the above, continue.

Is funding sought for:

Facility development? <input type="checkbox"/>	Purchasing art works for a gallery? <input type="checkbox"/>
A project in an education institution <input type="checkbox"/>	An ongoing expense in your organisation <input type="checkbox"/>
A project which will have started by the time grants are announced <input type="checkbox"/>	Catering costs? <input type="checkbox"/>
Debt Servicing? <input type="checkbox"/>	Fund raising? <input type="checkbox"/>
A project already funded by Creative New Zealand? <input type="checkbox"/>	Are you an individual? <input type="checkbox"/>

If you tick any of the above, your project may not be eligible. Please contact Natarsha Nikora the scheme administrator, before continuing.

WHAT TO DO:

1. **Submit a clear copy of your application and any attachments as soon as possible,**

Before signing your application form, make sure you have completed the checklist on page 5 of the application form.

2. If you are applying for funding for more than one project, use a separate application form for each project. In such a case, only one copy of annual accounts and any background information on you or your organisation needs to be submitted.

3. **Either type your application form or print it clearly using a black pen.**

This is particularly important as your application form must photocopy clearly and be easily read by the committee, which considers the applications.

4. **Address all correspondence to:**

Natarsha Nikora
Sport Tararua District Co-ordinator
Tararua District Council
PO Box 115
Dannevirke

Or deliver to any Tararua District Council Service Centre.

5. **If you do not provide enough information, your application may be declined.**

NEED HELP?

If you would like advice on any matters regarding the funding scheme or the application forms, please contact:

Natarsha Nikora
Sport Tararua District Co-ordinator
06 374 4136

The funding from Creative Communities New Zealand is being handled locally through the Arts Council Tararua and the Tararua District Council. Two major funding rounds are conducted each year, one in March/April and one in September/October.

GUIDELINES TO THE SCHEME

The Creative Communities New Zealand scheme is a partnership with the Arts Board and Te Waka Toi of Creative New Zealand and local authorities, acting as community arts providers. The purpose of the scheme is to increase access and participation in the arts through the support of local arts activity.

Creative New Zealand provides funding on a set basis to each territorial local authority. That authority is then responsible for ensuring that a representative committee is formed to assess applications for funding. This function may be undertaken solely by the local authority or undertaken in co-operation with a community arts council or local iwi.

All applications for funding are assessed, and distribution of funds is based on eligibility criteria determined by Creative New Zealand. Meeting the criteria does not guarantee that funds will be granted, as assessment committees have authority to set their own priorities to suit local needs.

Definitions

The *Creative Communities New Zealand* scheme has been established to provide support to arts and cultural activities taking place within a local area. Arts, for the purpose of the scheme, are defined as 'all forms of creative and interpretative expression'.

Funding Criteria

Projects seeking assistance must meet at least one of the three funding criteria:

- increase participation in the arts at a local level
- increase the range and diversity of arts at a local level
- enhance and strengthen the local arts sector

Types of activity that are ELIGIBLE for funding include:

- cultural events, such as festivals
- salary costs for one-off short term projects
- costs associated with artists in residence schemes
- tuition for young artists/performers
- arts-related promotional activities
- materials necessary for an arts event or activity
- seminars/workshops for local artists and art groups
- equipment, provided it is related to an arts activity; the committee can fund up to 50% of the cost of any item of equipment for which application is made.
- dance which has a primarily arts and culture focus (eg. ballet, tap, jazz, contemporary dance, taiaha, highland dancing, cultural dance and rock and roll). Dance which has a primarily fitness focus should be referred to SPARC'S Funding Scheme.

Types of activity that are INELIGIBLE for funding:

- facility development (towards costs of buildings or items considered necessary to make a facility fully functional eg. plumbing, floor coverings, furnishings, whiteware, crockery)
- that purchase of art works for galleries
- arts activities in education institutions which would normally be funded through their ongoing curriculum and operating budgets
- ongoing administration costs that are not related to a specific project
- retrospective project costs (for projects already completed)
- elimination of accumulated debt or debt servicing
- catering costs
- fundraising costs
- local authority projects that would normally be funded from the authority's own resources
- Salaries for ongoing administration and services
- Prize Monies
- Individuals should apply directly to Creative New Zealand fund.

Method of Funding

Assistance may be provided to successful applicants in the following ways:

Grants

These may be for the total cost of a project, or tied to a proportion of the costs. An assessment committee may, if it chooses, make a grant conditional on a specific level of support being provided by the applicant or additional sponsor or from a box office income.

Guarantees against loss

Assessment committees may provide guarantees against loss if they choose. These may be granted for an event such as a concert, where ticket sales may be less than anticipated. Guarantees against loss will be for a maximum amount specified by the assessment committee, however applicants should not budget for a loss.

Accountability Reporting

It is vital that all successful applicants complete a Project **Report Form**, which will be sent out to you, with notification of funds granted. These are to be returned at the completion of the project (12 months).

Failure to return the Project Report Form will be taken into consideration and may affect any future funding.

