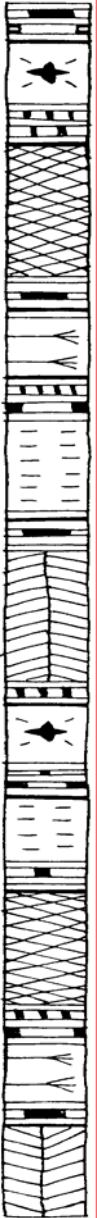


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## INTRODUCTION

Waitakere City Council supports a wide range of groups and individuals in the community, who provide local services and activities on a voluntary or 'not for profit' basis. As part of this support Council administers a grants fund called the Creative Communities Scheme. This policy tells interested groups and individuals all they need to know about this fund and how to apply.



## THE CREATIVE COMMUNITIES SCHEME

Waitakere City Council administers the Creative Communities Scheme, which is funded by Creative New Zealand. Creative New Zealand is a central government agency and is New Zealand's main organisation for funding the arts.

The purpose of the Creative Communities Scheme is to increase participation in the arts at the local level, and to increase the range and diversity of arts available to communities. 'Arts' is broadly defined to mean any 'creative expression', including those relating to language, literature, performing and visual arts.

Note that this Policy mainly repeats Creative New Zealand's Policy as it relates to the Creative Communities Scheme. This document will be updated if Creative New Zealand makes any changes to its policy.

You can find further information about the Creative Communities Scheme on the Creative New Zealand website <http://www.creativenz.govt.nz/funding/other/ccs.html>

**A workshop** will be held in ***mid February 2010*** which will provide support and assistance for filling in the application forms. Please keep a close eye on the website or call council for workshop dates and to RSVP.



## FUNDING AVAILABLE

Waitakere City receives **approximately \$116,000 a year** from Creative NZ. The formula for determining the size of the fund is \$5000 plus 60 cents for each person in the City. This money is distributed by way of a grant or a guarantee against loss (GAL).

The maximum amount of money an individual/ group can apply for is \$5000 and the minimum \$750 for any group **in any one year**.

If you are applying for less than \$750 then you can apply to the Community Arts Councils for support (see the back page for contact details). You may only apply to **either of the Community Arts Councils** or the **Creative Communities Fund** but **not both** for the same project.

A guarantee against loss (GAL) provides a guarantee of reimbursement or indemnity up to a specified amount to cover any loss or a deficit incurred for an approved project.



## WHO CAN APPLY?

It is not necessary to be an arts group to be eligible for funding – but the project for which funding is sought must have an arts or cultural focus. If the activity is not arts related, then it may be eligible for funding through Council's Community Wellbeing Fund.

Remember that being eligible to apply does not guarantee that an application will be successful.



## WHAT CAN BE FUNDED?

The Creative Communities Scheme provides funding for all art forms, including the following:

- **Language, arts and literature**  
Includes oral expression, poetry, fiction, non-fiction and te reo Maori (must have an arts focus).
- **Performing arts**  
Includes dance, opera, music, mixed media, puppetry, theatre, kapa haka, waiata and taiaha.
- **Visual arts**  
Include fine arts, craft, camera arts, design arts, electronic arts, mixed media, raranga and toi whakairo.

Dance, Maori and Pacific Islands cultural activities, not listed above should be eligible for funding through the Creative Communities Scheme, depending on the specific activity.

### To be eligible for Creative Communities funding projects must:

1. Your project must have an arts or cultural outcome.
2. The project must take place within Waitakere City or produce benefits that are largely experienced within Waitakere City.
3. The project must increase participation in the arts at a local level or increase the range and diversity of the arts available to local communities.

If applying for funding for a regional activity, project or event, funds may be applied for to cover the proportion of activity that will benefit the people of Waitakere City (for example, undertaking a large festival close to Waitakere City boundaries).

Funding is available for a wide range of purposes such as arts related events, materials, seminars and equipment. **For equipment, a maximum of 50 per cent of the cost of the item can be funded and can only be provided to organisations that have a legal status. Equipment must remain the property of the organisation.**

Applicants who make some contribution to the cost of the proposal will be considered more favourably – particularly if a large amount of money is being requested.



## HOW APPLICATIONS WILL BE ASSESSED

Projects should meet one or more of the following **Creative New Zealand funding criteria** to be eligible for funding:



### Projects that increase participation in the arts

This may involve:

- Arts activity that provides opportunities for people to become actively engaged in the arts.
- Arts activity that engages specific groups/ individuals whose access to the arts is restricted by their circumstances.



### Projects that increase community wide interest in the arts

This may involve:

- Arts activity that introduces people to art forms and arts experiences that are new or unfamiliar to them.
- Arts activity that has the potential to develop future audiences for the arts in general.



### Projects that enhance and strengthen the local arts sector

This involves support of projects that strengthen and develop the organisational structures that support local arts activities, as well as the personnel, such as volunteers and staff.

In addition, applications that fall within the following Waitakere City Council **Allocation Subcommittee priorities** will be taken into account for funding:

- Proposals that are well planned, with clear aims and objectives that the applicant intends monitoring.
- Proposals for which the applicant is contributing a significant share of the funding – particularly for large requests (note that applications for equipment require the group to contribute at least 50 per cent of the costs).
- Proposals involving co-operation, partnerships or the sharing of resources between two or more community groups in Waitakere City.
- An applicant may be considered ineligible if they have already received funding within the calendar year or for two years consecutively.

Each year, the Allocation Subcommittee will review the distribution of proposed funding to ensure that the groups/ individuals applying are receiving a fair share of funds. Additional criteria may be included to give priority to groups/ individuals or activities that have received less funding in the past. Other stakeholders will also be consulted to determine other annual priorities.

Unsuccessful applicants will be notified in writing with the reason for their project being declined, so they are in a better position to put in an application that will get funding in future. The Allocation Subcommittee's decision is final and there is no appeal process.

Please note however that this is a competitive funding scheme and if a group is not successful the first time they should keep applying in further rounds – what is unsuccessful in one round may be successful in another, depending on the number and type of applications received.

It should also be noted that you should not be reliant upon this scheme as an ongoing source of funding.



## WHAT WILL NOT BE FUNDED

- Learning a language
- Facility development
- Purchase of art works for galleries
- Ongoing administrative costs that are not related to a specific project
- Repayment of debt or interest on that debt
- School programmes (which would normally be funded through the ongoing curriculum operating budget)
- Costs already incurred for projects prior to applications being assessed
- Catering costs
- Fundraising costs
- Applications from groups/ individuals who received funding in the previous year but did not complete accountability requirements
- Salary for ongoing administration services
- Prize money
- Local authority projects normally funded from the authorities' own resources
- Retrospective project costs (i.e. for projects already completed)
- Projects where the outcome is not arts related.
- Equipment (unless the applicant has a legal entity – then only 50% can be funded).

If an application is not eligible for funding, a member of staff will contact the applicant and discuss whether it is possible to change the application so that it is eligible, or will advise of other alternatives.



## WHO WILL ASSESS APPLICATIONS

The Creative Communities Allocation Subcommittee will assess applications. The Subcommittee is made up of at least:

- One City Councillor
- Two professional artists (nominated annually by the Lopdell House Society Inc and one nominated annually by Waitakere Arts & Cultural Development).
- One representative from each of the two local Community Arts Councils
- One representative from the business sector
- Two representatives from the Maori community
- One representative from the overall Pacific Islands community



## HOW TO APPLY

There are two funding rounds each year. Half the money available will be allocated in each round. Before the first round each year a seminar is held to provide more information about what is available and how to apply.

An application form is attached to this document. Please ring 839-0400 for more forms or download an application form from <http://www.waitakere.govt.nz/CnlSer/fn/creativecom.asp>. Answer all questions fully and provide a:

- **A detailed budget that includes all costs and income of the project**
- **Quotes for all costs included in the application**
- **Documentary evidence of legal status if applying for equipment**
- **Documentary evidence of GST status.**
- **A current statement of income and expenditure or a balance sheet (within the past 12 months), or the past two months bank statements.**

If you do not provide this information you could be made ineligible.

Assistance can be provided for completing applications. Please see the last section of this document for who can assist you with your application form.



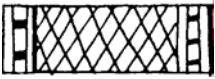
## APPLICATION CLOSING DATE

The application closing date is **5 March 2010**. Groups/ individuals will know if they have been successful within three months following the application closing date. Once funds have been allocated the Waitakere City Council website will be updated with the successful applications. Unsuccessful applicants will be informed by mail.

- Groups/ individuals can also apply to either the Titirangi or Waitakere Central Community Arts Councils at any time of the year for small amounts of money (up to \$750 per application). The Creative Communities Scheme provides both Arts Councils with \$5000 a year that can be allocated to groups/ individuals that meet the criteria outlined in this document. Please phone one of these Arts Councils for details: Titirangi CAC on 817-8030 and Waitakere Central CAC on 838 5733

### **Presentations**

Individuals/ groups have the option of appearing in person to present applications to the Allocation Subcommittee if applying for \$3000 or more. This process is recommended as it allows the committee to meet the applicant and hear more about their project. Those people that have requested to present will be informed shortly after the closing date about the time they will be present to the committee. The presentations will be held at the Council Chambers in May 2010.



## WHAT TO DO IF SUCCESSFUL IN GAINING FUNDING

### Notification

A final decision will be made in **May 2010** by the Finance and Operational Performance Committee. The applicants will be notified by **mid June 2010** in writing on whether they have been successful with the funding or not. The website will also be updated with the results.

<http://www.waitakere.govt.nz/CnlSer/fn/creativecom4.asp#allocatedamounts>

### Please note the Conditions of Acceptance

- All money must be returned if the project is not started.
- If the project is not completed then, all money not spent from the date the project is stopped must be returned.
- If the project is completed under budget the remainder of the money must be returned.
- All grants need to be drawn by you prior to the completion of the project. Any funds not drawn by this time can not be allocated to you.
- All funds must be spent by the **31 May 2011**, if not, then, the remainder of the funds at that date are required to be returned.
- All Guarantees against losses not uplifted within two months of the completion of the project will be retired and not paid out.
- A Certificate of Expenditure and project report form must be completed and signed with all receipts accounting for the full amount of the grant. The certificate must be returned to Waitakere City Council within two months of the completion of the project, or at the latest the **31 July 2011**. Failure to do this will require the funding to be returned and future funding will not be granted. The certificate of expenditure will be sent out to all successful applicants with their letter notifying them of the success of their project.
- All recipients of Creative Communities Scheme are required to acknowledge the Creative Communities Scheme in any promotional material for the project. A logo is available should you require it and will be provided on request.

**GST status:** If you have been successful and you are not GST registered then you will be sent a cheque in the post soon after your letter has arrived. If your organisation is GST registered, you will need to enclose a tax Invoice with the total amount of the grant allocated plus the GST component 12.5% (please remember to include your GST number and double check your figures).

**Accountability:** Once the project/ activity has been completed a Certificate of Expenditure and a Project Report Form must be returned to Council (the forms will be sent out in the middle of June 2010 with the letter informing you of the success of your funding application).

**Certificate of Expenditure:** A Certificate of Expenditure must be completed and signed with all receipts accounting for the full amount of the grant. The certificate must be returned to Waitakere City Council within two months of the completion of the project, or at the latest the **30 September 2011**. Failure to do this will require the funding to be returned and future funding will not be granted.

**Audits:** Applicants must also be prepared to participate in a funding audit of their organisation or project, initiated by Waitakere City Council. Failure to meet these requirements will jeopardise future chances of receiving funding from the Creative Communities Scheme, or other forms of Council community assistance.



## OTHER COUNCIL SUPPORT FOR THE ARTS

Council also:

- Groups/ individuals applying for grants of up to \$750 per project can apply to the Arts Councils for funding (Titirangi Community Arts Council and Waitakere Central Community Arts Council). The Waitakere City Council provides \$5000 to each of the two local Community Arts Councils to allocate every year.
- Employs artists to undertake public art works, and to advise and contribute to Council's operations (for example for art in parks projects, art in town centres, art in playgrounds, on traffic islands, Rewarewa Bridge in New Lynn etc)
- Funds Community arts Councils and arts Centres to provide specific arts related services within Waitakere City.
- Contributes funding to major arts events and festivals of benefit to Waitakere City
- Employs an Arts Team which provides a consistent arts advocacy voice in Waitakere City Council's decision-making about the potential for collaborative arts participation in all city development projects. A strong practice of involving artists in all city projects is now in place.

Phone 839-0400 for further information on the above or logon to the Waitakere City Council website <http://www.waitakere.govt.nz>



## FURTHER ASSISTANCE

<b>Arts Advisors – Support for developing art projects and applications</b>	<b>Application forms can be obtained from:</b>
<p>Funding Administrator Support for application processing and allocation of funds Julie Nash Phone: 8368000 ext. 8934 Email: <a href="mailto:Julie.Nash@waitakere.govt.nz">Julie.Nash@waitakere.govt.nz</a></p> <p>Waiora Arama Community Arts Coordinator – Maori Phone: 8368000 ext. 8507 Email: <a href="mailto:Waiora.Arama@waitakere.govt.nz">Waiora.Arama@waitakere.govt.nz</a></p> <p>Mary Ama Community Arts Coordinator – Pacific Island Phone: 8368000 ext. 8557 Email: <a href="mailto:Mary.Ama@waitakere.govt.nz">Mary.Ama@waitakere.govt.nz</a></p> <p>Julie Nash Community Arts Coordinator - general Phone: 8368000 ext. 8934 Email: <a href="mailto:Julie.Nash@waitakere.govt.nz">Julie.Nash@waitakere.govt.nz</a></p> <p>Community Advisor – Support for capacity building for communities and individuals Jan Brown Senior Liaison Officer Phone: 836 8000 ext. 8514 Email: <a href="mailto:Jan.Brown@waitakere.govt.nz">Jan.Brown@waitakere.govt.nz</a></p>	<p>Waitakere City Council 6- Henderson Valley Road Henderson Phone: 839 0400 Email: <a href="mailto:info@waitakere.govt.nz">info@waitakere.govt.nz</a> Application forms can be downloaded from the website: <a href="http://www.waitakere.govt.nz/CnlSer/fn/creativecom.asp">http://www.waitakere.govt.nz/CnlSer/fn/creativecom.asp</a></p> <p>Waitakere Central Library 3 Ratanui Street Henderson Phone: 839 226 Email: <a href="mailto:central@waitakerelibs.govt.nz">central@waitakerelibs.govt.nz</a> <a href="http://www.waitakere.govt.nz/CnlSer/libs/waitakcentral.asp">http://www.waitakere.govt.nz/CnlSer/libs/waitakcentral.asp</a></p> <p>Corban Estate Arts Centre 426 Great North Road, Henderson Phone: 838 4455 <a href="http://www.ceac.org.nz/">http://www.ceac.org.nz/</a></p> <p>Titirangi Community Arts Council Upstairs Gallery, Level 1, Lopdell House 418 Titirangi Road, Titirangi. Phone: 817 8030 Email: <a href="mailto:upstairs_lopdell@xtra.co.nz">upstairs_lopdell@xtra.co.nz</a></p> <p>Waitakere Central Community Arts Council 'The Studio', Corban Estate Arts Centre, 426 Great North Road, Henderson Phone: 838 5733 Email: <a href="mailto:waitakereartscouncil@xtra.co.nz">waitakereartscouncil@xtra.co.nz</a></p>

**Send to:** The Chief Executive  
Waitakere City Council  
Private Bag 93109  
Henderson  
WAITAKERE 0650  
Attn: Council Grants Officer

**Deliver to:** Waitakere Central  
6 Henderson Valley Road  
Henderson  
Telephone (09) 839 0400

**Applications close 5.00 pm Friday 5 March 2010.  
Late or faxed applications will not be considered.**

Please complete one application form per project. If you need help with your application please phone our Call Centre on 839 0400.

If you have previously received funding from the Creative Communities Scheme, you must have returned your accountability form to us before we can consider this application.

### Check your eligibility

The eligibility criteria and priorities for funding are set out in the Creative Communities Scheme Guidelines. Please read them carefully before filling out this form.

- |   | <b>Yes</b>               |
|---|--------------------------|
| Does your project have an arts or cultural outcome?   | <input type="checkbox"/> |
| Does your project take place within Waitakere City or produce benefits that will largely be experienced within Waitakere City?                        | <input type="checkbox"/> |
| Will your project increase participation in the arts at a local level or increase the range and diversity of the arts available to local communities? | <input type="checkbox"/> |
| Does your project benefit local communities?  | <input type="checkbox"/> |

**If you have ticked all of the above, continue.**

### Is funding sought for

- |  | <b>Yes</b>               |
|--|--------------------------|
| Learning a language?                                   | <input type="checkbox"/> |
| 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 that will have started by by September 2009? | <input type="checkbox"/> |
| Catering costs?  | <input type="checkbox"/> |
| Debt servicing?  | <input type="checkbox"/> |
| Fundraising?   | <input type="checkbox"/> |
| Prizes?  | <input type="checkbox"/> |
| A project already funded by Creative New Zealand?      | <input type="checkbox"/> |

**If you tick any of the above your project may not be eligible.**

**Workshops will be held to provide you with assistance with filling in your application. Please contact the Call Centre on 839 0400 for details.**

**1. Tell us about yourself** (Note: For individuals 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 Email address: \_\_\_\_\_

1.5 Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

1.6 Please give the names of two people who can be contacted if we need more information. The first contact must be the person who filled out this form. Under the Privacy Act (1993), consent from the second person must be given before their details are recorded here.

Name: \_\_\_\_\_ Telephone Day: \_\_\_\_\_

Night: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Day: \_\_\_\_\_

Night: \_\_\_\_\_

1.7 What are your individual or organisation's objectives?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.8 Are you a legally constituted trust or incorporated society? Yes  No

1.9 Are you registered for G.S.T.? Yes  No

1.10 If yes, your G.S.T. number is: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

1.11 What is your primary cultural or ethnic affiliation? (groups and individuals need to answer this question)

Maori  Pacific Islands

General Community  Other (please specify)  \_\_\_\_\_

1.12 Please name up to two referees for you and your project:

Name: \_\_\_\_\_ Telephone Day: \_\_\_\_\_

Night: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone Day: \_\_\_\_\_

Night: \_\_\_\_\_













