



**AGENDA FOR AN ORDINARY MEETING OF THE CREATIVE COMMUNITIES SCHEME  
ALLOCATION SUBCOMMITTEE TO BE HELD IN THE CIVIC CENTRE,  
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY,  
ON WEDNESDAY, 14 MAY 2003,  
COMMENCING AT 9.30 AM.**

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**1 APOLOGIES**



**2 URGENT BUSINESS**

Section 46A(7) and (7A) of the Local Government Official Information Act and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Subcommittee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

**NOTE:** Urgent Business need not be dealt with now and may be delayed until later in the meeting.



**3 CONFIRMATION OF MINUTES**

Special – Wednesday, 4 December 2002

**RECOMMENDATION**

That the minutes of the Special Meeting of the Creative Communities Scheme Allocation Subcommittee held on Wednesday, 4 December 2002, as circulated, be taken as read and now be confirmed.



## 4 CREATIVE COMMUNITIES SCHEME ALLOCATION - APRIL 2003

### PURPOSE OF THE REPORT

The purpose of the report is to provide the Creative Communities Scheme Allocation Subcommittee with the information they require to allocate funding from the Creative Communities Scheme for the second round of the 2002/2003 allocations.

### BACKGROUND

The Creative Communities Scheme is a partnership between Waitakere City Council and Creative New Zealand to disburse Creative Communities funding.

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.

Subcommittee members have previously been sent a personal copy of Creative New Zealand's Assessors Handbook for the Creative Communities Scheme. Members will need to have familiarised themselves with the content of this handbook to assist them with the consideration of each application and the allocation of funding.

### STRATEGIC CONTEXT

Through the Community Assistance Policy, Council has outlined its commitment to help strengthen the ability of local community groups to create a strong social base for Waitakere City and to meet local needs. Direct financial assistance to providers of arts and cultural projects and activities assists Council's commitment to this policy.

### ALLOCATION PROCESS

#### Eligibility

Applicants must meet all the eligibility criteria set down by Creative New Zealand. All projects eligible for funding must:

- be arts and/or cultural projects;
- take place within Waitakere City, and/or produce benefits that are largely experienced within Waitakere City;
- increase participation in the arts at a local level or increase the range and diversity of the arts available to local communities;
- benefit local communities;
- not have started before an application for funding is assessed;
- not have already been funded by Creative New Zealand for the same purpose.

#### Funding Criteria

The Scheme has three criteria for allocating funding, which the Subcommittee must assess each application against.

Projects should meet **one or more** of these criteria:

1. **Increase Participation in the Arts**  
The aim here is to support opportunities for active and direct participation in the arts.
2. **Increase the Range and Diversity of the Arts Available to Communities**  
The aim here is to support the presentation of new activities and arts experiences locally and by developing new audiences for the arts.

3. **Enhance and Strengthen the Local Arts Sector**

The aim here is to support communities and arts groups to practice and promote the arts locally. This could include funding for training and skills development for arts participants; organisational development for arts organisations; research, information and promotional projects.

Creative New Zealand believes that projects relating to any of the funding criteria will contribute to the development of a healthy and vibrant local community. However, where there is a need to prioritise, it is recommended that priority be given to those projects that increase participation in the arts.

**Assessment**

The process of assessment can be divided into the following stages:

Determining eligibility: This is the responsibility of the applicant, who does this by completing the application form.

Relating eligible applications to the funding criteria: The Subcommittee must assess each eligible application in relation to one of the three funding criteria as stated by Creative New Zealand.

Prioritising eligible applications: Once applications have been proved eligible and relevant to the criteria, the Subcommittee needs to assess them to determine their priority for funding. In addition to Creative New Zealand's priorities, the following Council priorities have to be taken into consideration:

- 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;
- proposals involving co-operation, partnership or the sharing of resources between two or more community groups in Waitakere City.

Applicants have the option of appearing in person to present applications to the Subcommittee if they are applying for \$3000 or more. A timetable will be tabled at the meeting and applicants will be appearing to speak to their application.

*A1-A70*

The Community Assistance Administrator will be present at the meeting to assist the Subcommittee through the process. All applications have been screened for eligibility, prioritised and sorted in accordance with Creative New Zealand's criteria. They have then been summarised and appear in order as attached at pages A1 to A70 to this report. Original applications are available for the Subcommittee's perusal at any time by contacting the author of this report.

**Funding applied for**

A total of 68 applications have been received with a total amount requested of \$241,634.00 for the 2003/1 funding round. Of these applications two are ineligible.

**Funding Available**

\$53,125.00 has been allocated to Waitakere City from Creative New Zealand for the second round 2002/2003 year. The funds available for the April round for disbursement by this Creative Communities Scheme Allocation Subcommittee are as follows:

Total amount received for 2002/2003 2nd round	53,125.00
Less 5% for promotion	2,656.25
Funding for Community Arts Councils to allocate	5,000.00
Total amount available for allocation in this round	<b>45,468.75</b>

### **Accountability of previous grants**

Accountability reports are due one month after the completion of a funded project. Any applicant with outstanding accountability for previous funding is ineligible to apply for further funding until the accountability has been met and such applicants have been notified accordingly.

### **CONCLUSION**

Applications have been sorted in line with the process, as described in the body of the report, for the Subcommittee's consideration.

### **RECOMMENDATIONS**

1. That the information be received.
2. That the Creative Communities Scheme Allocation Subcommittee consider grants in accordance with the guidelines, and make their recommendations for allocation of funding to the next Finance and Operational Performance Committee.

Report prepared by: Jan Brown, Community Assistance Administrator.



## **5 BUSINESS OF ARTS SEMINAR SERIES 2003**

### **PURPOSE OF THE REPORT**

This report seeks funding approval of \$2500.00 for the Business of Arts Seminar Series 2003 from the Creative Communities Funding Scheme.

### **BACKGROUND**

Business of Arts Seminar series was specifically created for non-profit community arts groups and individuals whose primary purpose is community arts and cultural activity.

Created in the late nineties out of a need identified by arts administrators and community arts groups, the Business of Arts Seminar Series was created in partnership with Auckland City Council, the University of Auckland's Business School and its School of Creative and Performing Arts (SCAPA) respectively. The Business of Arts Seminar proved an outstanding success and came into a demand in the wider region and in 2002, the series was extended to Manukau, North Shore and Waitakere Cities.

\$2000 was approved in the September 2001 from Creative Communities Funding Scheme and this paid for the 2002 series.

The 2002 Seminar Series covered the following topics: Funding, Project Management, Organisational Issues and Marketing. They were held at Corban Estate Arts Centre, Henderson and Lopdell House Gallery, Titirangi, with an average of 15 people, representing a wide range of arts organisations, at each.

All seminars were taken by experienced lecturers. Through the financial assistance of Creative Communities Funding Programme the cost for these full day seminars was subsidised to \$35.00 per person for each seminar (inclusive of handouts and light refreshments).

The positive feedback highlighted the need for these seminars to continue to be offered to guide, inform and support community individuals and groups in progressing their art initiatives.

Accordingly the series will be offered again this year with the important difference that all of them will be held at the University of Auckland Business School. This is thought to be a better option because it will bring the four cities together, improving networking opportunities for the attendees and increasing participation.

This year's series will cover:

- Legal Issues;
- Funding;
- Strategic Planning;
- Governance Issues;
- Managing Difficult People;
- Marketing and Audience Development.

Each local authority has been invited to contribute \$4500.00 towards the series, Waitakere City Council, however, has \$2000.00 credit from the 2002 seminar series due to the postponement of one of the seminars. The credit of \$2000.00 was approved by the Business of Arts Seminar Project Manager Tara Werner on behalf of the School of Creative and Performance Arts, Auckland University. Hence the balance required by Waitakere City Council for the 2003 seminar series is \$2500.00.

At this point Auckland, Manukau and North Shore Cities have all confirmed their commitment to, and financial support for, the 2003 seminar series.

## **STRATEGIC CONTEXT**

### **Long Term Council Community Plan (2003-2013)**

The Urban and Rural Village platform aims to “foster a sense of place through community engagement and unique design” and to “foster Waitakere as a unique place in the Pacific through innovative arts and design”.

The Strong Community platform highlights the need for Waitakere City to be renowned for a number of activities, including arts.

The vision for the Council's Arts and Cultural Strategy [Adopted in December 2002] is that Waitakere City and its people are enriched by a vibrant sustainable environment of arts and cultural activities. The Business of Arts Seminars series supports increased opportunity for participation in arts and cultural expression and a strong sustainable infrastructure for arts and culture.

## **ISSUES**

- the Business of Arts Seminar Series 2003 has already begun at the School of Business at Auckland University. The assessment of, and organisation for, this series was arranged at the end of 2002 missing the September funding round for the Creative Communities;
- the seminar series is in a growth phase and support from the Local Authorities is critical to the development and continuation of this support infrastructure across the region;
- centralisation to the Auckland University is allowing resources to be concentrated on quality of presentation. The issue of access is being addressed by organised car pooling and provision of transport where demand indicates that this is necessary.

## RESOURCES

School of Creative and Performing Arts provides:

- payment and organisation of lecturers and seminar programme;
- seminar handouts and a light lunch per seminar;
- equipment needed by the lecturers i.e. whiteboards, overheads, marker pens;
- promotion flyers, registration forms, press releases;
- advertisements in local papers;
- project co-ordinator to liaise with all local authorities and facilitate the organisation and registration of all seminars.

Waitakere City Council provides:

- car pool facilitation and Council community van for Waitakere City residents attending any of the seminars;
- distribution of seminar promotion flyers;
- Community Arts Co-ordinator attendance at Seminars;
- advice and guidance from Community Arts Co-ordinator to Waitakere Community arts network/contacts.

Waitakere City Council support comes from the Community Arts operational budget.

## CONCLUSION

The Business of Arts Seminar Series is able to provide valuable information, in a supportive environment, to Waitakere City community art groups and individuals. Arts specific information as provided in this seminar series is not currently available in Waitakere City at such affordable prices.

This is an opportunity to support the growth of Waitakere City community arts by supporting the training provided by the School of Creative and Performing Arts at Auckland University.

## RECOMMENDATIONS

1. That the information be received.
2. That the Creative Communities Scheme Allocation Subcommittee give consideration to supporting the Business of Arts Seminar Series with an allocation of \$2,000 from the Creative Communities Funding Scheme.
3. That a full report indicating levels of participation from the Waitakere City arts community be brought back to this Subcommittee at the conclusion of the series.

Report prepared by: Kelly Tikao, Community Arts Co-ordinator.

