

How to Write a Good Application

Applicants Copy



ARTS COUNCIL OF NEW ZEALAND TOI AOTEAROA



Check your Eligibility

Before you begin your application check you must meet **all** of the following requirements:

- Application must be from a group or individual
- You must be a New Zealand citizen or permanent resident
- If the applicant has previously received funding under the Creative Communities Scheme a satisfactory project report must be provided before any further applications can be considered



To be eligible for funding the individual or organisation must need **all** of these requirements;

Project Reports:

Once a project is finished, each grant recipient must complete a project report form within 12 months of the funding being approved. Reports are due within 2 months from the project being completed.

If a project is not completed by the due date you are not eligible to apply for any further CCS grants until they have provided a report.

Eligible Projects

Must

- have an arts / creative cultural focus
- meet one of the funding criteria
- benefit local communities
- take place in (or benefit local communities in) the city or district
- not have already started before funding approved
- be completed within 12 months after funding has been approved
- not have already been funded by Creative New Zealand



To be eligible for CCS funding a project must meet basic eligibility criteria

Point 3

Take place in (or benefit local communities in) the city or district

An organisation or individual cannot be funded to travel outside of their district to attend an event or workshop. The applicant can be funded to deliver a workshop in their district focused on the information they bring back.

Projects that could be supported

- Arts focused exhibitions, concerts, workshops
- Personnel costs and materials
- Artist development
- Arts promotion
- Community participation and engagement
- Support for arts of ethnic communities
- Projects focusing on young people
- Projects linked to other sectors



The funding criteria is sufficiently broad to support a range of arts activities.

An explanation to each of the above list.

The Scheme will fund productions, concerts, festivals and workshops
Dance that has an arts/cultural focus

Personnel costs for a short-term project

Contributions towards materials for workshops such as making costumes for
dance and theatre productions or materials for visual arts projects

Arts residency schemes involving local artists or communities

Promotion of arts projects, events or programmes

School based programmes as long as they are outside of the school
curriculum

Arts projects linked to other sectors such as health provided the projects main

focus is to achieve arts outcomes

Projects that can't be funded

- Activities without an arts focus
- Projects within the scope of other sectors or organisations
- Facilities and capital items
- Competitions and prizes
- International events
- Some specific costs



Some examples of projects that can't be funded include:

Stamp collection display, museum display of historical costumes, oral histories of an area, a books on rail travel in the South Island.

An art therapy project is primarily concerned with health outcomes so wouldn't be supported through the scheme.

Capital items:

Examples include: equipment such as cameras, computers, instruments, costumes or uniforms.

Note: Costumes are capital items where they are purchased new or off the shelf or someone is paid to make them.

If people are making their own costumes this is a creative activity that could be supported . An application for the materials is eligible.

We won't fund entry fees for competitions, contests or exams. Nor do we fund prize monies, awards, trophies or judges fees.

International projects where the application is for people to travel abroad or be brought in from abroad are ineligible.

Some examples of specific costs that are excluded are:

Ongoing administration , service costs eg salaries, rent

Travel for audiences to attend events (although it would be possible to fund the travel costs of key people who are required for an event to take place)

Catering, / food

Fundraising

Retrospective project costs

Buying artworks for collections (including public domain)

Applicants Details

Filling out your application

Name:

Your name or the name of the organisation applying for funding

Address Details:

Your address or the address of the organisation applying to CCS

Ethnic Affiliation:

This is the ethnic affiliation of the applicant or group.
This is **NOT** the ethnic affiliation of the project.



Name: Enter either your name or if you are applying on behalf of an organisation enter the name of the organisation

Address: Either the address of the individual or group applying for funding. Whichever is applicable.

Ethnic Affiliation: This is the ethnic affiliation of the applicant or group. This is not the ethnic affiliation of the project. Identify the choices that can be made – pick **ONE** only

- Maori
- Pacific Island
- European
- Middle Eastern

Your Project

What is it that you want to do?

Write a short description about your project. Make sure that your project fits into the CCS criteria:

- ❖ What is it that you want to do?
- ❖ When and where will your project happen?
- ❖ Who is involved?



Write a short description about your project. What is your project about and what are the benefits to the community.

When and Where will the Project happen?

Write a short description about

- ❖ When and where will your project happen?



When: A project must take place within 12 months of receiving funding.

Where: The project must take place within your region.

Who is Involved

- ❖ Who is involved in your project?
- ❖ Does your project involve community participation – **how?**
- ❖ Does your project target a particular diverse group of people – **who?**
- ❖ Is your project a youth focused project?

How much are you requesting for your Project

- ❖ Enter the amount you are requesting to fund your project. You will need to provide a detailed budget (section 8 on the application form)



This amount will be calculated from the information given in your budget.

Which of the Funding Criteria are you applying under?

- Tick **one** of the following boxes;
- ❖ Broad Community Involvement
- ❖ Diversity
- ❖ Young People



Only **ONE** of the criteria can be selected. How does your project fit into these criteria.

Which of the following is your projects **main** art form?

- AF – Arts Festival
- CR – Craft/Object Art
- DA - Dance
- LT – Literature
- MU – Music
- NM - New Media
- TH – Theatre
- VA – Visual Arts



Art Form Key

AF Arts Festival – a local event or series of events that involves multiple art forms

CR Craft/object – includes both traditional and contemporary work, ceramic, jewelery, glass, textile, metal and woodwork

DA Dance – dance that has an arts/cultural focus

LT Literature – activities about appreciation, presentation and production of work (poetry readings, creative writing workshops, writers and readers events)

MU Music creation and performance of work. Activities can also include master classes and workshops

NW New Media – forms of art practice that use digital environments to create, produce, promote, document, record or distribute the work of artists and practitioners

TH Theatre – Creation or live theatre presentation of production

VA Visual Arts – Creation and public presentation of static or moving image using a range of material

Applicant to pick **ONE** only

Which of the following best describes your project?

- COAW – Creation of Artwork
- CRPN – Creation and presentation of art work
- EXBN – Exhibition/Presentation
- PERF – Performance
- WORK - Workshop



Key to activity code.

COAW Art work development or creation of work. This is the creation phase as opposed to the presentation or production of the work

CRPN Creation and presentation of the work where both the creation and presentation phases are in one application

EXBN Exhibition of a non performing arts activity that takes place in one location

PERF Performance, a stage production of the activity of an existing work

WORK Work, a workshop or wānanga

What is the Cultural Tradition of your **project**?

- M – Māori
- PI – Pacific Island
- E – European
- A – Asian
- MELAA – Middle Eastern
- MC – Multi-cultural
- O – Other (please specify)



This is the cultural tradition of the project **NOT** the ethnicity of the applicant. An example would be a Kapa Haka performance is part of Māori cultural heritage. A Polish dancing workshop is of Polish/Slavic heritage. Cultural tradition **DOES NOT relate** to the ethnic affiliation of the applicant.

PI – Pacific Islands

Samoan, Cook Islands Māori, Niuean, Fijian, Tongan, Tokelauan or other Pacific peoples.

E – European/North American

Anglo/Saxon, Baltic, Dutch, German, Greek, Hungarian, Romanic, Scandinavian, Slavic, Other European

MELAA

Middle Eastern, Latin American, African, Other

Asian

South East Asian, Chinese, Japanese, Korean, Indian, Other Asian

MC – Multi-Cultural

O - Other

Money and Resources

GST

If you are **not** registered for GST you must provide budget figures that are GST **inclusive**

If you are GST registered you must provide budget figures that are GST **exclusive**

If you are GST registered you must provide your GST number

Successful applicants who are GST registered must submit a separate GST invoice



Successful applicants who are GST registered must provide a separate GST invoice.

Budget (Expenditure - A)

Enter all your project costs into the budget template.
Make your budget realistic and accurate.

These costs may include;

- ❖ Venue hire
- ❖ Promotion
- ❖ Equipment hire
- ❖ Personnel costs

Include copies of written quotes for **larger** amounts.



Costs that need to be entered into the budget expenditure may include “in kind” costs.

Budget (Income - B)

Enter all your project costs into the budget template

These may include;

- ❖ Ticket sales
- ❖ Other Grants
- ❖ Donations
- ❖ Your own contribution
- ❖ Existing funds

Other income associated with your project

Budget (Amount of Funding Requested)

How to work out the amount of funding you are requesting from CCS

The total cost of the project (A - expenditure) minus the total funds available for the project (B - income) will usually equal the amount you are requesting from the Creative Communities Scheme.

Example:

A – total cost of project (expenditure)	\$.....
B – less total funds available (income)	\$.....
C – Difference between A and B	\$.....
D – amount requested	\$.....



The cost of the project minus income equals requested funding.

Financial Background

Enter any other funding you have either applied for or received for **this** project.

Enter the following information into the template on the application form:

- ❖ Date you applied for other funding
- ❖ Source of other funding
- ❖ Type of funding (grant or loan and what it will be used for)
- ❖ The amount requested
- ❖ Has the other funding been confirmed?
 - If yes state how much?
 - If you are still waiting for a response, when will you know the result?



Enter any other funding you have applied for or received for **this** project.

Financial Background

Enter any other grants you have **previously** received through the Creative Communities Scheme in the last **three** years.

- ❖ Date funding was received
- ❖ The title of the project
- ❖ Have you completed a project report for this project?
yes or no?
- ❖ The amount of funding received



This is funding received through CCS in the last 3 years.

A project report must be completed prior to applying for further funding.

Accountability

If you are either a group or organisation you must provide a copy of your latest financial statement. This can be a copy of your audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

Individuals and groups must provide bank account details (or bank deposit slip) for the payment of the grant.

Finally

Read and understand the declaration before signing.

Make a final check and ensure you have completed all the sections in the application form.

Get your application in on time, late applications will not be accepted.

Contact your local CCS administrator if you have any questions about your application or this process

создавать Erschaffen
 CREËREN *Ja fai* Crear Tworzyć
 Créer Ke fa'u الإبداع TE ALUHA
create KE PAI 創造 Bulia
 창조하다 HE FAITE
 रचना करना 'Angaia Δημιουργώ
 KE TĀLAGA 創造する
 CREARE OHLOQ



 ARTS COUNCIL OF NEW ZEALAND | TOI AOTEAROA