



Rangitikei District Council

Telephone: 06 327-8174

Facsimile: 06 327-6970

Rangitikei
UNspoilt...

Creative New Zealand Funding Assessment Committee

Order Paper

Wednesday 26 2017, 10.00 am

**Council Chambers,
46 High Street, Marton,**

Chair

Gill Duncan

Membership

Anne George, Julie Oliver, Katarina Hina, Marion McPhee,
Pam Bradley, Paul Marcroft, Raewyn Turner, Regan Barsdell,
Winona Folau, Cr Richard Aslett
His Worship the Mayor, Andy Watson, (ex officio)

Please Note: Items in this Agenda may be subject to amendments or withdrawal at the meeting. It is recommended therefore that items not be reported upon until after adoption by the Council. Reporters who do not attend the meeting are requested to seek confirmation of the Agenda material or proceedings of the meeting from the Chief Executive prior to any media reports being filed.

Rangitikei District Council

Creative Communities Assessment Committee Meeting

Agenda – Wednesday 26 April 2017 – 10:00 a.m.



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Note: the applications to the Scheme are provided as a separate document to Committee members, and are available online: <https://www.rangitikei.govt.nz/council/meetings/committee/creative-nz-funding-assessment-committee>

1 Welcome

A PowerPoint presentation will be made to the Committee, with time for questions afterwards.

2 Apologies

Cr Richard Aslett sent his apologies to the meeting.

3 Opportunity for applicants to address the Committee

Jan Harris will present for the Bulls and District Community Trust (Wear-a-Bull Arts Award), and Lorraine Barnett will present for Marton Arts and Crafts Centre (2017 Exhibition).

4 Minutes of Previous Meeting

The Minutes from the 23 November 2016 meeting are attached.

File ref: 3-GF-3-2

Recommendation

That the minutes of the previous meeting of the Creative Communities Assessment Committee on 23 November be taken as read and verified as an accurate and correct record of the meeting.

5 Funding for Success: Taking a strategic approach to funding decisions

A report by Briar Munro - Senior Arts Adviser at Creative NZ - will be tabled at the meeting.

6 Creative Communities Applications April 2017

A report is attached.

File ref: 3-GF-3-2

Recommendations

- 1.1 That the report 'Creative Communities Applications April 2017' be received.
- 1.2 That the Creative New Zealand Funding Assessment Committee approve/decline the applications, listed below, on behalf of the Creative Community Scheme (Creative New Zealand), and disburse the funds to successful applicants:

- Connected Media Charitable Trust: Film making workshops \$
- Marton Arts and Crafts Centre: Exhibition 2017 \$
- Marton Country Music Festival: Festival 2018 \$
- Marton Women's Institute: Craft + Alive 2017 \$
- Bulls and District Community Trust: Wear-a-Bull Arts 2017 \$

1.3 That the following Creative Communities Project Report Forms be received:

- Taihape Community Development Trust (Gumboot Day 2016)
- Samoan Community Support Committee (Samoan Independence Day 2016)
- Marton Country Music Festival (2017 Festival)
- Marton Arts and Crafts Centre (Arts Brochure)

7 Next Meeting

Wednesday 29 November 2017, 10am

8 Meeting Closed

Attachment 1

Rangitikei District Council



Creative Communities Assessment Committee Meeting Minutes – Wednesday 23 November 2016 – 10:00 a.m.

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Present:

Ms Gill Duncan (Chair)
Ms Anne George
Ms Julie Oliver
Ms Marion McPhee
Ms Pam Bradley
Mr Paul Marcroft
Ms Raewyn Turner
Mr Regan Barsdell
Ms Winona Folau
Cr Richard Aslett
His Worship the Mayor Andy Watson (until 11:30am)

In attendance:

Ms Denise Servante, Strategy & Community Planning Manager
Ms Linda Holman, Governance Administrator

Tabled documents:

Email from Briar Monro
Quotes from Marton Players

1 Welcome and introduction to the Scheme

Denise Servante welcomed everyone to the meeting and ran a workshop to help participants define what elements make a successful arts project.

The Committee's criteria was decided to be:

- Projects that encourage the transfer of skills
- Projects that develop and support a local artistic community
- Projects that demonstrate growth over time

Two other criteria (projects that encourage the participation of children and young people, and projects that are inclusive) were discussed but are similar to the existing Creative NZ criteria of access and participation, diversity, and young people.

2 Appointment of Chair

| | | |
|-------------------------------|------------------|-----------------|
| Resolved minute number | 16/CNZ/06 | File Ref |
|-------------------------------|------------------|-----------------|

That Ms Gill Duncan be appointed Chair of the Creative Communities Assessment Committee for the 2016-19 triennium.

Ms George / Ms Oliver. Carried

3 Apologies

No apologies were received.

4 Minutes of Previous Meeting

| | | | |
|-------------------------------|------------------|-----------------|-----------------|
| Resolved minute number | 16/CNZ/07 | File Ref | 3-GF-3-2 |
|-------------------------------|------------------|-----------------|-----------------|

That the Minutes of the Creative Communities Funding Assessment Committee meeting held on 27 April 2016 be taken as read and verified as an accurate and correct record of the meeting.

Ms Duncan / Ms Bradley. Carried

5 Creative Communities Assessment Committee 2016-19 Triennium

Ms Tam Hiscotte briefly attended the meeting to tender her resignation from the Committee. Ms Hiscotte had not been accepted by Council to the Committee, and so was not co-opted to the Committee.

Resolved minute number **16/CNZ/08** **File Ref** **3-GF-3-1**

That the report 'Creative Communities Assessment Committee 2016-2019 Triennium' be received.

Ms Turner / Mr Barsdell. Carried

Resolved minute number **16/CNZ/09** **File Ref** **3-GF-3-1**

That Gill Duncan, Julie Oliver, Pam Bradley, and Winona Folau be co-opted onto the Creative Communities Assessment Committee for the 2016-19 triennium.

Ms Turner / Mr Barsdell. Carried

6 Opportunity for applicants to address the Committee

Neither applicants were able to attend the meeting.

Mr Marcroft arrived at 11.02am.

7 Creative Communities Applications November 2016

Resolved minute number **16/CNZ/10** **File Ref** **3-GF-3-2**

That the report 'Creative Communities Applications November 2016' be received.

Ms Duncan / Mr Barsdell. Carried

Resolved minute number **16/CNZ/11** **File Ref** **3-GF-3-2**

That the Creative New Zealand Funding Assessment Committee approve/decline the applications, listed below, on behalf of the Creative Community Scheme (Creative New Zealand), and disburse the funds to successful applicants:

Approved

- Samoan Support Committee: 10 Years in Marton Magazine \$1,500.00
- Marton Players: Rangitikei's Got Talent \$1,510.00
- Turakina Caledonian Society: 153rd Highland Games \$3,253.60
- Project Marton Inc: Arts for Harvest Fair \$1,592.00
- Taihape Community Development Trust: Workshops \$ 427.00

Declined

- Connected Media Charitable Trust: Film making workshops \$0.00
- Marton Park Management: Art Pou / Poles \$0.00

Ms Turner / Mr Barsdell. Carried

Resolved minute number **16/CNZ/12** **File Ref** **3-GF-3-2**

That the following Creative Communities Project Report Forms be received:

- Project Marton (Harvest Festival)
- Bulls and District Community Trust (Wearabull Arts Award)

Ms Turner / Mr Barsdell. Carried

8 Next Meeting

Wednesday 26 April 2017, 10am

9 Meeting Closed

Attachment 2



Rangitikei
UNUSUALLY...

REPORT

SUBJECT: **Creative Communities Applications November 2016**

TO: Creative Communities Assessment Committee

FROM: Linda Holman, Governance Administrator

DATE: 18 April 2017

FILE: 3-GF-3-2

1 Executive Summary

- 1.1 The Creative Communities Scheme is a relationship between Creative New Zealand and local authorities, and supports opportunities for New Zealanders to participate in the arts in their local area. Each local authority has an assessment panel representative of its community, and these panels make the funding decisions.
- 1.2 This report outlines the Creative Communities (Creative New Zealand) Funding Scheme, and presents the applications received for this funding round for the Funding Assessment Committee to consider.
- 1.3 Five eligible applicants have requested a total of \$28,586.45 which is \$20,567.05 more than the total sum available for the round (\$8,019.40). Four applications are from community groups, and one application is from a charitable trust.

2 Background

- 2.1 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. Creative New Zealand sets criteria for funding which are listed later in this report.
- 2.2 In 2005, the Council agreed to delegate the identification of local priorities for the Scheme to the Funding Assessment Committee. The local priorities were reviewed and confirmed by the committee at its meeting in September 2013.
- 2.3 Creative New Zealand require all territorial authorities participating in the Creative Communities scheme to hold a minimum of two and a maximum of four funding rounds each year. Rangitikei District Council holds two funding rounds per annum. This is the second application round for the 2016/17 year.
- 2.4 The availability of these grants was advertised in local newspapers in March 2016 (in the District Monitor, Central District Times and Wanganui Chronicle) and was notified on the Council's website.

3 Application process and criteria

3.1 Appendix 1 contains the application form and information sheets provided to prospective applicants. It outlines who is eligible to apply, the characteristics of an eligible project, and the funding criteria.

3.2 The Scheme has three criteria for assessing applications and allocating funding. Projects should meet at least one of these criteria:

- **Broad Community involvement:** The project will create opportunities for local communities to engage with and participate in the arts.
- **Diversity:** the project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.
- **Young people:** the project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

3.3 The Rangitikei Creative Communities Committee have further decided to prioritise projects which:

- **Encourage the transfer of skills**
- **Develop and support a local artistic community**
- **Demonstrate growth over time**

3.4 Creative New Zealand states in its Administrators Guide that “...one of the greatest strengths of the Creative Communities Scheme is that these funding criteria are broad and flexible, allowing assessment committees to make decision that take into account the local context. Committees are encouraged to apply the funding criteria according to the community arts needs within their own local council’s area”.

3.5 Activities that may be funded include:

- Exhibitions, concerts and workshops
- Personnel costs for one-off, short-term projects and material costs
- Artist development
- Arts promotion
- Community participation and engagement
- Support for the arts of ethnic communities
- Projects focussing on young people
- Projects linked to other sectors –arts projects linked to other sectors such as health, heritage or environment, provided that the project’s main focus is to achieve arts outcomes.

3.6 The application form provided by Creative New Zealand has a space on the front cover to list the local priorities but does not have a specific place within the application for the applicant to rank their application against the local criteria.

- 3.7 The annual amount available to Rangitikei District from Creative New Zealand is \$16,302 (plus GST). The annual fund allocation for 2016/17 is \$15,814 plus \$488 rolled over from last year. \$8,282.60 was allocated in the first round, therefore \$8,019.40 is available for the second round.

4 Project Report Forms

- 4.1 Project report forms are required from all successful applicants within two months of the completion of the project and certainly before further grants can be awarded. Project Report Forms for the 2015/16 funding round have been received from:

- Taihape Community Development Trust (Gumboot Day 2016)
- Samoan Community Support Committee (Samoan Independence Day 2016)
- Marton Country Music Festival (2017 Festival)
- Marton Arts and Crafts Centre (Arts Brochure)

- 4.2 These are attached as Appendix 2.

- 4.3 Reminder letters have been sent to the following organisations since project report forms are outstanding from the year 2012/13:

- Taihape Area School (costs of sculpture workshops)
- Mark Watson (art workshops)

- 4.4 And for the year 2013/14:

- Rangitikei Tourism (photography competition)

- 4.5 And for the year 2014/15:

- Taihape Community Development Trust (costs to purchase boards, paint and containers for the Taihape Grandstand Mural project) – Note: this project has experienced delays and has not yet completed

- 4.6 And for the year 2015/16:

- Rex Bond (Rhythm of the Rangitikei Vol. 1)
- Birds on Signs
- Creative Critters (materials for sewing workshops)
- Marton School Art Club (150th Celebration Murals and Exhibitions)
- Marton and District Pipe Band (Tuition and fees)
- Marton Players (two one-act plays in July 2016)
- Virginia Warbrick (TAH180 the hole in the ground)

- 4.7 And for the year 2016/17:

- Turakina Caledonian Society (153rd Highland Games 2017)

5 Applications received

- 5.1 Five applications have been received to meet the closing deadline for this funding round.
- 5.2 The applications are supplied separately and summarised in the spreadsheet (Appendix 3). This shows how each application relates to the criteria. The amount requested by the seven applicants totals \$28,586.45 and the eligible costs total \$25,830.80.
- 5.3 The applications are also available online:
<https://www.rangitikei.govt.nz/council/meetings/committee/creative-nz-funding-assessment-committee>
- 5.4 There is one applicant who is new to the scheme, and one who has applied previously but been denied. The other three applicants have received various grants in the past. Project reports have been received for all but one of these applications.
- 5.5 Applications from Connected Media and the Marton Women's Institute are complete. Financials have not been supplied by Marton Arts and Crafts Centre, the Marton Country Music Festival, and the Bulls and District Community Trust.
- 5.6 Three applications are above the \$2,500 normal limit set by Creative New Zealand. These are for the Connected Media Charitable Trust, Marton Country Music Festival, and Marton Women's Institute. Creative New Zealand requires applications at this level to be highly developed with clearly defined budgets and event planning, and to be of widespread benefit. The applications contain detailed budgets; the application from most of these groups contain some costs that cannot be covered by the Scheme. The Committee may like to pick specific costs from this application to fund. The Committee will need to decide on the merit of the applications whether it may be willing to fund above the \$2,500 suggested limit.

6 Assessing applications

- 6.1 All New Zealanders are eligible to apply to the Creative Communities Scheme (Creative New Zealand), either as individuals or groups. In principle, the Creative Communities Scheme offers support for *projects* rather than support for *individuals*. All applications are assessed according to the merit of the project based on the Creative Communities Scheme criteria and to be considered all applications must identify the benefits of the proposed project to the local community.
- 6.2 A marking sheet will be circulated to all Committee members in advance of the meeting. These should be completed by Committee members **prior** to the meeting in April 2017. The assessment sheet is by no means binding: on several occasions, committee members change their mind about an application as the

process goes forward. However, it can be useful to highlight where there is clear consensus amongst committee members about a particular application.

- 6.3 Creative New Zealand advises that “It is preferable to adequately support the best applications to ensure that they have a good chance of success”.
- 6.4 Given that the amount sought exceeds the amount available, the Committee might wish to consider a priority ranking approach in order to satisfy the scheme’s overriding requirement; to fund for success. This could include the timing of the projects and the timing of future funding rounds.

7 Recommendations

- 7.1 That the report ‘Creative Communities Applications April 2017’ be received.
- 7.2 That the Creative New Zealand Funding Assessment Committee approve/decline the applications, listed below, on behalf of the Creative Community Scheme (Creative New Zealand), and disburse the funds to successful applicants:
- Connected Media Charitable Trust: Film making workshops \$
 - Marton Arts and Crafts Centre: Exhibition 2017 \$
 - Marton Country Music Festival: Festival 2018 \$
 - Marton Women’s Institute: Craft + Alive 2017 \$
 - Bulls and District Community Trust: Wear-a-Bull Arts 2017 \$
- 7.3 That the following Creative Communities Project Report Forms be received:
- Taihape Community Development Trust (Gumboot Day 2016)
 - Samoan Community Support Committee (Samoan Independence Day 2016)
 - Marton Country Music Festival (2017 Festival)
 - Marton Arts and Crafts Centre (Arts Brochure)

Linda Holman
Governance Administrator

Appendix 1

Creative Communities Scheme

Application Form

Funding for local arts projects

Ngā pūtea mō ngā toi te haukāinga

CLOSING DATE:

Friday 31 March 2017

**FOR PROJECTS THAT TAKE
PLACE BETWEEN:**

1 December 2016 – 1 December 2017

**TO SUBMIT YOUR CREATIVE
COMMUNITIES SCHEME
APPLICATION PLEASE
COMPLETE, PRINT AND
RETURN THIS FORM TO:**

*Linda Holman
Governance Administrator
Rangitikei District Council
Private Bag 1102
Marton 4741*

BEFORE YOU START

Read the *Creative Communities Scheme Application Guide*

Before you prepare your application you should read the *Creative Communities Scheme Application Guide*. This guide tells you:

- whether you are able to apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible and ineligible
- what information you will need to include in your application

Note the local funding priorities for the Creative Communities Scheme: Rangitikei District

Priority will be given to applications that:

- Demonstrate growth
- Demonstrate quality and excellence
- Promote partnership and inclusion

Complete the *Creative Communities Scheme Application Form*

- Applications can only be submitted using this document (*Creative Communities Scheme Application Form* or an online version of this document)
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

Example:

- **IMPORTANT – DO NOT edit any text outside of these boxes**
- **If you are unable to type into the boxes provided please print a copy and complete by hand**
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors.
- We recommend that you keep a copy of your completed application for your own reference.
- Contact the CCS administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist: (mark with an X)

- ☐ My project has an arts or creative cultural focus
- ☐ My project takes place in the local authority district that I am applying to
- ☐ I have answered all of the questions in this form
- ☐ I have provided quotes and other financial details
- ☐ I have provided other supporting documentation
- ☐ I have read and signed the declaration
- ☐ I have made a copy of this application for my records

APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☐

Full name of applicant:

Contact person (for a group):

Street address/PO Box:

Suburb:

Town/City:

Postcode:

Country:

Email:

Telephone (day):

All correspondence will be sent to the above email or postal address

Name on bank account:

GST number:

Bank account number:

If you are successful your grant will be deposited into this account

Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:

☐

Detail:

Māori:

☐

Detail:

Pacific Island:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:

☐

No:

☐

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

How did you hear about the Creative Communities Scheme? (select **ONE** and mark with an X)

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide detail)

PROJECT DETAILS

Project name:

Brief description of project:

Project location, timing and numbers

Venue and suburb or town:

Start date:

Finish date:

Number of active participants:

Number of viewers/audience members:

Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

☐

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 of age) to engage with, and participate in the arts

Artform or cultural arts practice: (select **ONE** and mark with an X.)

☐

Craft/object art

☐

Dance

☐

Inter-arts

☐

Literature

☐

Music

☐

Ngā toi Māori

☐

Pacific arts

☐

Multi-artform (including film)

☐

Theatre

☐

Visual arts

Activity best describes your project? (select **ONE** and mark with an X)

☐

Creation only

☐

Presentation only (performance or concert)

☐

Creation and presentation

☐

Presentation only (exhibition)

☐

Workshop/wānanga

Cultural tradition of your project (mark with an X, you can select multiple options)

European:

☐

Detail:

Māori:

☐

Detail:

Pacific Island:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

PROJECT DETAILS (budget)

Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes before you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

1. The idea/Te kaupapa: What do you want to do?

2. The process/Te whakatutuki: How will the project happen?

PROJECT DETAILS

3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

PROJECT DETAILS

5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes ☐ Do NOT include GST in your budget

 No ☐ Include GST in your budget

| Project costs | Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs. | |
|-------------------------------|--|--------------------------|
| Item <i>eg hall hire</i> | Detail <i>eg 3 days' hire at \$100 per day</i> | Amount <i>eg \$300</i> |
| | | |
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| | | |
| Total Costs | | \$ |
| Project Income | Write down all the 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. | |
| Income <i>eg ticket sales</i> | Detail <i>eg 250 tickets at \$15 per ticket</i> | Amount <i>eg \$3,750</i> |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Income | | \$ |
| Costs less income | This is the maximum amount you can request from CCS | \$ |

PROJECT DETAILS

Amount you are requesting from the Creative Communities Scheme

\$

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 the Creative Communities Scheme in the past three years.

| Date | Project title | Amount received | Project completion report submitted (yes/no) |
|------|---------------|-----------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Other financial information

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

PART 3: DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- ☐ 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 (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☐ complete the project within a year of the funding being approved
- ☐ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☐ return any unspent funds
- ☐ keep receipts and a record of all expenditure for seven years
- ☐ participate in any funding audit of my organisation or project conducted by the local council
- ☐ 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 (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☐ I understand that the Rangitikei District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☐ I/we consent to Rangitikei District Council 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.
- This consent is given in accordance with the Privacy Act 1993

Name

(Print name of contact person/applicant)

(Print name of parent/guardian for applicants under 16 years of age)

Signed:

(Applicant or arts organisation's contact person)

Signed:

(Parent/guardians signature for applicants under 16 years of age)

Date:

Date:

Creative Communities Scheme

Funding for local arts
Te tono pūtea mō ngā
manahau a te iwi kainga

Application Guide

2016-17

This guide will help
you to apply for
Creative Communities
Scheme (CCS) funding.
If you have more questions
please contact your local
CCS administrator.

FRONT COVER

WHARANGI TUATAHI

Te Roopu Rāanga Whatu
o Aotearoa Hui 2011. Photo
by Norm Heke.

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1. Applying for Creative Communities Scheme funding

1.1 Can I get funding for my project?

To be eligible for funding through CCS your arts project must support at least one of the following:

Access and participation: Create opportunities for local communities to engage with, and participate in local arts activities, eg:

- > performances by community choirs, hip-hop groups, theatre companies or poets
- > workshops on printmaking, writing, dancing or other creative forms
- > exhibitions by local craft groups promoting weaving, pottery and carving
- > festivals featuring local artists
- > creation of a community film or a public artwork by a community
- > development of new tukutuku, whakairo or kōwhaiwhai for a local marae
- > artist residencies involving local artists or communities
- > seminars for local artist development.

Diversity: Support the diverse artistic cultural traditions of local communities, eg:

- > workshops, rehearsals, performances, festivals or exhibitions in Māori or Pasifika heritage art forms
- > workshops, rehearsals, performances, festivals or exhibitions by local migrant communities
- > arts projects bringing together groups from a range of different communities

- > workshops, rehearsals, performances, festivals or exhibitions by groups with experience of disability or mental illness.

Young people: Enable young people (under 18 years) to engage with, and participate in the arts, eg:

- > a group of young people working with an artist to create a mural or street art
- > a group of young people creating a film about an issue that is important to them
- > printing a collection of writing by young people
- > music workshops for young people
- > an exhibition of visual art work by young people

Your project must:

- > take place within the city or district where the application is made
- > be completed within 12 months of funding being approved
- > not have started or finished before CCS funding is approved.

1.2 Who can apply?

Individuals or groups can apply for CCS funding. Individuals must be New Zealand citizens or permanent residents.

If you have already received funding from CCS for a project, you must complete a report on that project before making another application, unless the project is still in progress.

1.3 What types of projects can't get CCS funding?

You cannot apply for CCS funding for:

- > projects without an arts focus, eg puzzles, upholstery, magic, model-making, commercial

design, commercial fashion design, film festivals, fitness-based dance (such as aerobics or gymnastics or martial arts (such as tai chi or karate)

- > projects within the scope of other sectors or organisations, eg arts projects in schools or other educational institutions that are the core business of that institution or are normally funded through curriculum or operating budgets
- > projects that mainly deliver outcomes for other sectors, such as health, heritage or the environment
- > local council projects
- > projects to develop facilities, eg galleries, marae, theatres and other venues, including the costs of fixed items, whiteware, floor coverings, furnishings, gallery and theatre lights, stage curtains or building restoration. CCS funding is available for new artworks as part of marae projects such as tukutuku, whakairo, whāriki and kōwhaiwhai, however applications for funding for marae facilities or restoration projects should be made to the [Lottery Marae Heritage and Facilities Fund](#), which is administered by the Lottery Grants Board.

1.4 What costs can I get support for?

You can apply for support for:

- > materials for arts activities or programmes
- > venue or equipment hire
- > personnel and administrative costs for short-term projects
- > promotion and publicity of arts activities.

1.5 What costs cannot be supported?

CCS does not fund:

- > ongoing administration or personnel costs that are not related to the specific project

- > costs for projects already started or completed
- > travel costs to attend performances or exhibitions in other areas
- > the cost of any food or refreshments
- > buying equipment, such as computers, cameras, musical instruments, costumes, lights or uniforms
- > entry fees for competitions, contests and exams
- > prize money, awards and judges' fees for competitions
- > royalties
- > the purchase of artworks for collections
- > debt or interest on debt.

1.6 How much can I apply for?

There is no limit to how much you can apply for, but most CCS grants tend to be under \$2,000. Look at previously funded projects on your council website (or speak to your local CCS administrator) to get an idea of the sorts of projects that have been supported in the past and the average amount granted.

1.7 How often can I apply and how are decisions made?

Each area will run up to four funding rounds per year. You can apply in any round but, if you have already received funding from CCS for a project, you must complete a report on that project before making another application, unless the project is still in progress.

Your application will go to an assessment committee of people from your area. They are appointed for their knowledge and experience of the arts and local communities.

2. How to fill out the application form

This information will help you to fill out the application form. All parts of the application form need to be completed.

2.1 Applicant details

Full name of applicant: This is the name of the group, the organisation or person applying for funding. They will be responsible for the funding if the application is successful.

Contact person: If you apply as a group enter the name and contact details of the person who is responsible for this application.

Address, phone and email: Your local CCS administrator may need to contact you about your application and will let you know in writing whether you have been successful or not.

GST number: If you or your organisation is GST registered please include your GST number here.

Bank account number: If you are successful the grant will be paid into a bank account. Enter the name and number of the bank account here.

2.2 Project details

Insert your project name, eg South Taranaki children's ceramic workshops and a brief description of the project, eg six ceramic workshops during the school holidays for children aged 8-12.

Project location, timing and numbers

Where will your project take place? Enter the venue name and the suburb or town where the project will take place.

When will your project take place? Enter the start and finish dates.

Enter the number of participants and viewers/audience members you expect will be involved with the project.

Active participants are the people involved in making and presenting an artwork or performance, or running and attending a workshop. Viewers or audience members are the people who come to see the finished work or a presentation.

If your project is presented in a public space, only include the people who specifically come to see the art work or performance in the number of viewers/audience members. Please do not include casual passers-by.

If your funding application is successful you will need to give the **actual** number of active participants and viewers/audience members in your project completion report.

2.3 Funding criteria

Select the ONE funding criterion that is the project's main focus.

2.4 Artform

Select ONE artform type. Refer to the definitions in the glossary on page 7. If you are not sure if your project fits within one of these artforms contact your local CCS administrator.

2.5 The activity that best describes your project

Select ONE activity type

- > Creation only – for projects which focus on making an artwork but not performing or exhibiting in public, eg a community weaving group, focusing on weaving, dyeing, textile weaving and up-cycling, requesting funding for materials and venue costs.
- > Creation and presentation – for projects which include both creating and performing or exhibiting to the public, eg local youth crafting and painting life-size figures of the World Cup teams to exhibit at the gateway of their town.

- > Performance (presentation only) - for the presentation of performing arts only eg theatre, kapa haka, dance, music.
- > Exhibitions – for the exhibition or presentation of visual arts or non-performing arts only eg a display of tivaevae by local artists.
- > Workshop – any form of training, eg a wānanga in raranga or a programme of contemporary dance workshops.

2.6 The cultural tradition of your project

The cultural tradition of your project is the particular heritage of your project, eg. a Shakespearean play is from a European tradition, and kapa haka is from Māori tradition. Your project may be from more than one cultural tradition, so you can select more than one option.

2.7 The idea/Te kaupapa

Describe your project including:

- > what you want to achieve
- > why the funding is needed.

Here is an example of a good project description:

The Otarere Hall Restoration Group want to work with local youth and local, professional, Māori and Pākehā artists to make art works which tell the stories of the Otarere community. The art works will be made by young people with advice from professional artists.

The Otarere community is isolated. People meet at the school, Te Aroha marae and the pub. The Otarere Hall has been unused for many years but will re-open in December.

Otarere's population is getting smaller each year with families leaving the area. There is little out-of-school activity. This project will give the young

people something to do and build their connection with the town and community hall.

The art works will combine traditional European and Māori arts including embroidery, tukutuku, oil painting, whakairo and kōwhaiwhai – symbolising the bi-cultural history of the area. The finished works will be hung in the hall once the restoration is completed in December.

Funding is needed to cover one quarter of the professional artist fees and some materials.

This example describes the overall idea, what the result of the project will be, some of the artistic goals and why the funds are needed.

2.8 The process/Te whakatutuki

How will the 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.

Here is an example using the Otarere Hall Project:

The art work will be made from July to November and the final work installed in the hall in December. All workshops and making will take place at the hall in the dining area, which is free-of-charge.

Timeline

- > July school holidays – the young people (supported by the local youth worker and artists) will have a two week workshop at the hall to research the stories of Otarere. This will include interviews, on-line research and sharing stories from their own families. From this they will choose who will work on each art work and what the art work will be about.

- > August/September – the young people will meet weekly with the artists to learn the different traditional art techniques.
- > October school holidays – the young people will work with the artists (and youth worker) to design and make the art work.
- > November – the artists and young people will complete the art works in the evenings and weekends as needed.
- > December – the works will be installed and followed by an opening.

2.9 The people/Ngā tāngata

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

Briefly describe what the role of the project leaders and their relevant experience. You can include a brief biography or attach a short CV to the application. It's important to show in your application that the people involved have the skills and time to make the project happen.

If you are doing a project with another group or organisation, state clearly in your application who is responsible for what.

Here is an example using the Otarere Hall Project:

There will be at least 20 young people aged 12 to 18 who will be involved in the project. Ten young people have already committed to the project but we expect more to be involved as people hear about it. The project will be open to all high school age young people but they need to make a commitment to the whole project.

Four artists have been selected from the local community. They have experience of teaching and leading community projects. Please see the attached artist biographies and letters of support/commitment from these artists.

The young people will be supported by the local youth worker and parents. The youth worker will coordinate the project with support from the Otarere Hall Restoration Project (please see attached youth worker biography).

2.10 The criteria/Ngā paearu

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

Here is an example using the Otarere Hall Project:

Young people:

The project will be targeted at young people between the ages of 12 and 18

The young people will:

- > *get to work with and learn from local artists*
- > *learn to express themselves through their art*
- > *have something constructive to do during the school holidays*
- > *learn the stories of the local community and their families and be able to pass these stories to other people. This will strengthen their understanding of who they are and where they come from*

There are no other arts activities happening in Otarere that work with young people and the wider community.

If there are other similar projects happening in your district you may need to outline what is unique about this project and how it will address a need in your community. 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.

2.11 The budget/Ngā pūtea

Project costs:

Enter all the costs for your project. Provide detail so the assessors can understand how you have calculated your costs.

eg:

| | | |
|-------------|--|---------|
| Artist fees | 60 hours @ \$40/hour x 4 artists | \$9,600 |
| Materials | 2 x 10mm plywood sheets @ \$50 each | \$100 |
| Venue hire | 3 days preparation time @ \$100/day and 6 days performance @ \$200/day | \$1,500 |

Attach detailed quotes for important items. This will help the assessors understand your budget.

If you have costs that can't be covered by CCS, eg catering, you should still include these costs in your budget. However you will need to have enough income from sources other than CCS to cover these costs.

Project income:

Enter all the income for your project. Be realistic about what income you can get.

If you include the value of a discount as part of your income you will need to show the full cost (before the discount) of the item in your project costs.

2.12 Supporting Material

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

- > examples of previous work undertaken by the individual or group, eg images, text or links to websites
- > letters of support and invitations – 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.

Make sure you send **copies only** as they may not be returned.

Keep a copy of your original application. If you do receive a grant, your original application will be useful to have at hand when writing your completion report.

3. Glossary

Arts: all forms of creative and interpretative expression (from the Arts Council of New Zealand Toi Aotearoa Act 2014).

Artform: one of various forms of arts practice.

Community: a community may be based around a place, a cultural tradition, or commonly held interests or experiences.

Heritage arts: artistic expressions and forms reflecting a particular cultural tradition or traditions that continue to be celebrated and practised by New Zealand artists and practitioners, and that are appreciated and supported by New Zealand communities.

Wānanga: a Māori term for a forum or workshop.

3.1 Definitions of artforms

Craft/Object art includes traditional and contemporary applied arts practices of all the peoples of Aotearoa/New Zealand, including Māori and Pasifika peoples and the diverse cultures of people living in Aotearoa/New Zealand today. Genres include, but are not limited to, ceramics, furniture, glass, jewellery, object making, raranga, studio-based design, tāniko, tapa making, textiles, tivaevae, typography, weaving and woodwork.

For projects involving a design component, artists can apply for funding to develop and/or make new work and for the public presentation of the work, but not for the commercial manufacture or production of a work.

Dance includes forms of dance that clearly have an arts and cultural focus (as opposed to aerobics, fitness or martial arts), eg kapa haka, tango, traditional Highland dancing, hip-hop, classical Indian dance, Pacific dance, ballet, tap and jazz.

Inter-arts projects integrate artforms of any cultural tradition, combining them to create a new and distinct work. The result of this integration is a hybrid or fusion

of artforms outside of Creative New Zealand's existing artform categories.

Literature includes both fiction and non-fiction

- 'Fiction' includes, but isn't limited to, novels, novellas, short stories, poetry, children's fiction, young adult fiction, graphic novels, illustrated picture books, and speculative fiction such as fantasy fiction, science fiction, detective fiction, and historical fiction.
- 'Non-fiction' includes, but isn't limited to, autobiography, biography, essays, social commentary, literary criticism, reviews, analytical prose, non-fiction written for children, young adult non-fiction, and writing about the physical and natural sciences.

Literary activities may include poetry readings, local storytelling, writers' and readers' events, and creative writing workshops. Creative New Zealand does not consider the following to be literature: instruction manuals, guide books, phrase books, and do-it-yourself and how-to books (including travel guides, gardening books, and recipe books); bibliographies, dictionaries, encyclopedias and professional reference works; newsletters; hymn books; and publisher catalogues.

Māori arts are arts activities that can be regarded as strong expressions of Māori identity. They include the following types of arts practice, which can also form the focus of workshops, wānanga and festivals:

- heritage te reo-based artforms, such as whaikōrero, haka, karanga and whakapapa recitation, waiata mōteatea, pao and kōrero paki
- heritage material artforms, such as toi whakairo (carving), tukutuku (wall decoration), kōwhaiwhai (painted rafters), and ngā mahi a te whare pora (weaving, textiles and basketry)
- customary performance arts such taonga puoro, karetao (puppetry), and ngā tākaro (string games)
- contemporary Māori arts activities that draw on

traditional heritage artforms, fusing them with other elements to create innovative expressions of Māori cultural identity, eg theatre and contemporary dance productions, creative writing, songwriting, and photography.

Multi-artform (including film) projects combine or feature two or more artforms, eg a youth project that combines music and visual arts, or a festival that features dance, music and theatre. Film includes animation, dance film, documentary film, experimental film, feature film, short film, and moving-image art projects.

Music includes all music genres for example classical and contemporary music; popular and rock music; rap and hip-hop; orchestral and choral music; brass bands; opera; jazz; 'world' music; and traditional and contemporary Māori and Pacific Island music.

Pacific arts are arts activities that identify with the unique cultural perspectives of individual Pacific nations (such as Samoa, the Cook Islands, Fiji, Tonga, Niue, Tokelau and Tuvalu) as represented by New Zealand's Pasifika communities. Pacific arts activities can include the following types of arts practice, which can also form the focus of workshops, fono and festivals:

- heritage language-based artforms that relate to specific cultural traditions, eg storytelling, chanting and oral history
- heritage material artforms, such as woodcarving, weaving, tivaevae and tapa-making
- traditional dance, theatre and music performance, eg Samoan siva (dance) and Cook Island drumming.
- contemporary Pacific arts activities that draw on traditional heritage artforms, fusing them with other elements to create innovative expressions of Pasifika cultural identities, eg theatre and contemporary dance productions, music, creative writing, songwriting and photography.

Theatre includes all theatre genres, eg comedy, drama, physical theatre, street theatre, musical theatre, pantomime, circus, clowning, puppetry, mask, and theatre by, with and for children.

Visual arts includes customary and contemporary practices of all the peoples of Aotearoa/New Zealand, including Māori and Pasifika peoples and the diverse cultures of people living in Aotearoa/New Zealand today, eg drawing, painting, installation, kōwhaiwhai, photography, printmaking, sculpture, tā moko, and typography.

4. Other sources of funding

If your project has regional or national significance and/or is at the leading edge of a particular artform you may wish to consider applying to one of Creative New Zealand's other funding programmes. See www.creativenz.govt.nz/find-funding/funds for more information.

The Creative New Zealand website has a list of other funding options including crowd funding www.creativenz.govt.nz/find-funding/other-sources-of-funding

GivUS is an online search engine for subscribers where you can find funding opportunities and resources for communities. Contact your local library or council to see if they provide access to this service. <http://apps.generosity.org.nz/givUS>

The Ministry of Culture and Heritage also has a search engine for other possible funders: <http://www.mch.govt.nz/funding-nz-culture/search-funding>

Appendix 2



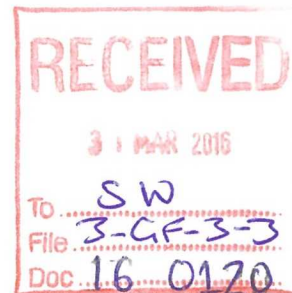
T C D T

Taihape Community Development Trust

Taihape Town Hall
P O Box 25
Taihape 4742
Phone: + 64 6 388 1307
Fax: 64 6 388 1919
Email: info@taihape.co.nz
Website: www.taihape.co.nz

30 March 2016

Samantha Whitcombe
Rangitikei District Council
Private Bag 1002
Marton 4741



Dear Samantha,

Re: Creative Communities funding – Gumboot Day 2016 Workshops

Thank you for the funding granted the Trust to run art workshops for the Gumboot Day art competitions.

Enclosed is the completed Project completion Report form, together with photos from a couple of the workshops and of the Gumboot Day display.

You will notice that \$4.00 has been added to the cost of coordination of other participants over and above the three hours allocated. This means that the total \$225.00 was spent on this project.

I trust this is satisfactory, and again thank Creative Communities for this funding.

Regards,

Elizabeth Mortland
Manager

Creative Communities Scheme

Project completion Report form

Rangitikei District



Rangitikei
UNUSUALLY...

All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and return this form you will not be eligible for future funding through this scheme.

Please return the completed form to –

Rangitikei District Council
Attn: Samantha Whitcombe
Private Bag 1002
Marton
4741

1. Project title/grant number

Gumboot Day 2016 Workshops

2. Name of applicant

Tairāpe Community Development Trust

3. Name & location of

Gumboot Day 2016 Workshops

4. Date of Project

Saturday 12 March 2016

5. Amount received from the Creative Communities scheme

\$225.00 + GST

6. Please give details of how the money was spent. Please account for both the Creative Communities Scheme funding and your own financial contribution to the project.

Project Costs

| Item | Detail | Amount |
|----------------|---|--------------|
| e.g Hall Hire | e.g 3 days hire at \$100.00 per day | e.g \$300.00 |
| | | \$ |
| Wages | 4 workshops x 2.5 hrs x \$17 ph - Mainly Music/Papa Mui function School/Playcentre/Paua | \$ 170.00 |
| | | \$ |
| | | \$ |
| | | \$ |
| Wages | Coordination of other participants - 3 hrs x \$17 = \$51 + \$4 - Makai Takea Te Kohanga Rep/ Childcare Centre/TAS/Matarua School/ Taproa/Mangaweka/Moawhango/ St Josephs | \$ 55.00 |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| A : Total Cost | - Creative Communities | \$ 225.00 |

1 ream x A3 paper

27.99
\$252.99

Project Income

| Item | Detail | Amount |
|------------------|------------------------------------|---------------|
| e.g Ticket Sales | e.g 250 tickets at \$15 per ticket | e.g \$3750.00 |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| B : Total Income | | \$ |

7. How many people?

Papamui 14+2
Mainly Music 8+12
Playcentre 6+7
Raua 10+5
38+26

Write down the numbers of people that actively participated

Write the number of people that attended (such as the audience)

$$38 + 362 = 400$$

$$\frac{26}{64}$$

8. Highlights: Give a brief description of the highlights of your project. Also describe what didn't work so well and what you might do differently next time?

- * 400 entries received, including 2 classes from Tauniko School, Tauranga.
- * Appreciation by attendees' (parents/teachers) of the annual workshops
- * Improved standard of work
- * First time workshop at Playcentre
- * Introduction of certificates for 0-2 yrs, suggested by Tahape Childcare Centre
- * Having artworks cut out + displayed in a white tent - looked very professional.

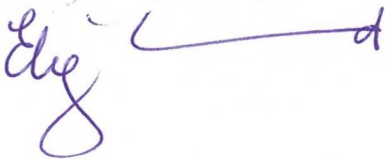
Needs to be organized early - dates need to be booked in November.

9. How did your project benefit your community?

Having children's art work displayed publicly - the only occasion in Tathape. This gives the children a sense of pride & belonging - they are so proud to show mum & dad their "masterpiece" hanging in the tent - & they find it so quickly!

This project is another avenue to get people involved in Gumbboot Day, & enhances people's sense of belonging to the community.

This report was completed by:

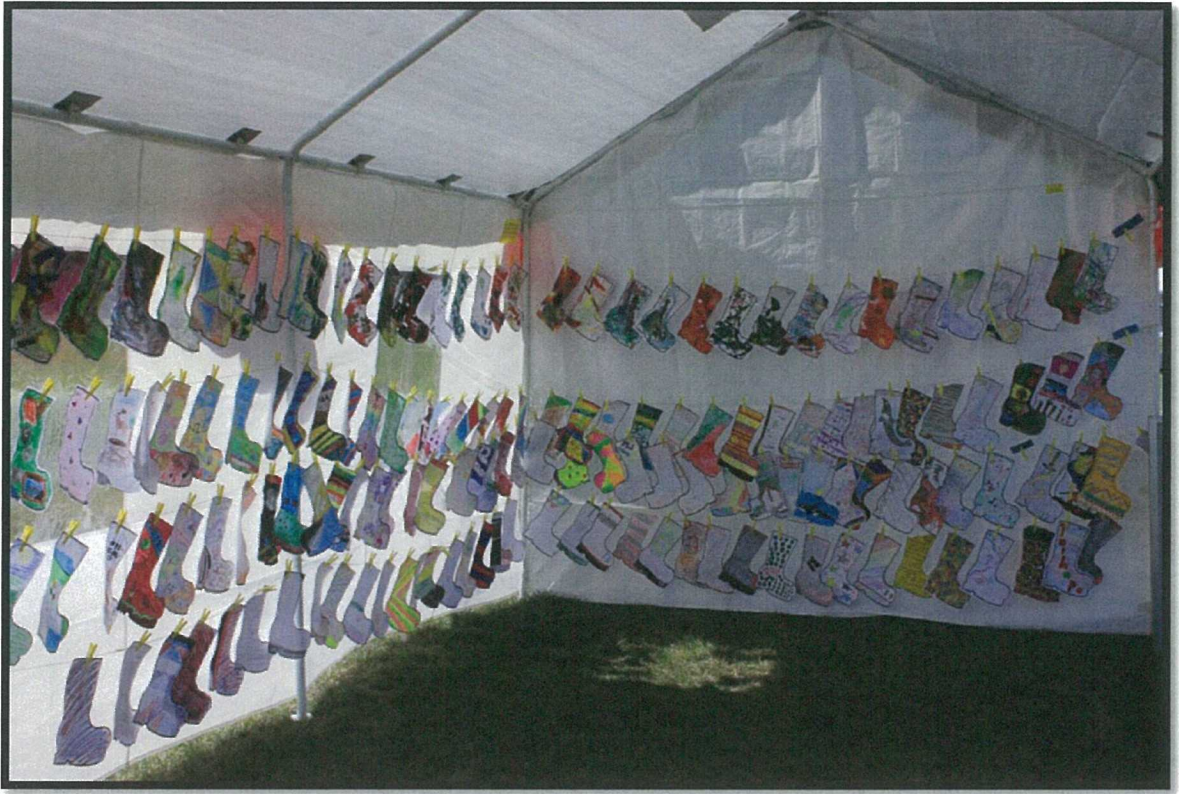


Elizabeth Mortland
Manager
TCDT

Gumboot Day 2016



Gumboot Day 2016



Creative Communities Scheme

Project completion Report form



All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and return this form you will not be eligible for future funding through this scheme.

Please return the completed form to –

Rangitikei District Council
Attn: Samantha Whitcombe
Private Bag 1002
Marton
4741

| | |
|---|------------------------------------|
| 1. Project title/grant number | Samoan Independence Day |
| 2. Name of applicant | Samoan Community Support Committee |
| 3. Name & location of | Memorial Hall, Marton |
| 4. Date of Project | 6 June 2016 |
| 5. Amount received from the Creative Communities scheme | \$1,200 |

6. Please give details of how the money was spent. Please account for both the Creative Communities Scheme funding and your own financial contribution to the project.

Project Costs

| Item | Detail | Amount |
|--------------------------------------|--|------------|
| Advertising | 3 ads in District Monitor | \$484.20 |
| Hall Hire | Memorial hall, community rate | \$110.87 |
| Uniforms | Materials for committee members uniforms | \$165.22 |
| Gifts from community to VIPs | Part of cultural ceremony | \$296.77 |
| Sound system | For performances | \$260.87 |
| Travel | Petrol expenses | \$125.86 |
| Performers fees | Part of cultural ceremony | \$200.00 |
| Catering | Umu (cultural feast) | \$2,277.01 |
| Gifts from Mayor to Samoan community | Part of cultural ceremony | \$79.13 |
| Flag | Part of cultural ceremony | \$34.78 |
| A : Total Cost | | \$4,043.70 |

Project Income

| Item | Detail | Amount |
|-----------------------------------|-------------------|------------|
| Creative Communities | Eligible expenses | \$1,200 |
| Rangitikei District | | \$560.87 |
| Work and Income | | \$300 |
| Whanganui District Health Board | | \$600 |
| Whanganui Regional Health Netowrk | | \$600 |
| Pacific Health Trust | | \$1,000 |
| B : Total Income | | \$4,260.87 |

7. How many people?

- Write down the numbers of people that actively participated

300

- Write the number of people that attended (such as the audience

600

8. Highlights: Give a brief description of the highlights of your project. Also describe what didn't work so well and what you might do differently next time?

The day was a huge success. All 6 Samoan congregations from the Marton/Bulls area took part and provided cultural performances: Methodist, Catholic, Presbyterian,. Church of the Latter Day Saints and Assembly of God.

The initial catering for 500 was insufficient and additional food had to be brought on the day. There was a good representation from the health agencies with the following groups taking information stands at the event:

ElectionNZ

Marton Budgeting Service

Te Kotuku Hauora

Public Health

Regional Health Network

Marton Youth Club

Problem Gambling Foundation

Bulls and District Community Trust

NZ Police

Horizons Road Safety

Marton Community Garden

There was also a good mix of people from the community – European and Māori who attended in support. The Mayor and the MP, Ian McKelvie also attended.

For next time, we would probably prepare for greater numbers in advance and break the performances halfway through to serve the umu.

9. How did your project benefit your community?

There was also a good mix of people from the community – European and Māori who attended in support. The Mayor and the MP, Ian McKelvie also attended.

The intention of the day was to get the Samoan community together to organise an event that showcased their traditions and cultures for and to the local community and to provide the opportunity for local services to raise awareness of what they offered for the Samoan community. The event was successful on all counts.

The Samoan community was delighted with the support and response from those who attended and with the show of unity that was present on the day. It is hoped to make this a regular event. It was the only celebration of Samoan Independence Day in the region.

This report was completed by:

Denise Servante

RECEIVED

22 FEB 2017

To: L H
File: 3-GF-3-3
Doc: 170077

Creative Communities Scheme Project completion Report form



All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and return this form you will not be eligible for future funding through this scheme.

Please return the completed form to –

Rangitikei District Council
Attn: Samantha Whitcombe
Private Bag 1002
Marton
4741

| | |
|---|-------------------------------|
| 1. Project title/grant number | Marton Country Music Festival |
| 2. Name of applicant | Anne George |
| 3. Name & location of | Wilson Park Marton |
| 4. Date of Project | 20 - 21 - 22 January 2017 |
| 5. Amount received from the Creative Communities scheme | \$ 2,200 |

6. Please give details of how the money was spent. Please account for both the Creative Communities Scheme funding and your own financial contribution to the project.

Project Costs

| Item | Detail | Amount |
|-------------------------|-------------------------------------|--------------|
| e.g Hall Hire | e.g 3 days hire at \$100.00 per day | e.g \$300.00 |
| Party Up | Invoice enclosed | \$ 15603-51 |
| Advertising | Website - newspapers - radio | \$ 9000-00 |
| Bands | 2 bands @ \$3000 each | \$ 6000-00 |
| Artists | 2 artists @ \$3000 each | \$ 6000-00 |
| Artists | 12 artists @ \$600 each | \$ 7200-00 |
| Sound/Lighting | 1 @ \$2530 | \$ 2530-00 |
| Insurance | Public Liability Aon | \$ 525-00 |
| Stationery & Printing | | \$ 3500-00 |
| Gate keepers / security | | \$ 1000-00 |
| Venue Hire | Wilson Park | \$ 3000-00 |
| Building Consent | | \$ 548-67 |
| A : Total Cost | | \$ 54907-18 |

Project Income

| Item | Detail | Amount |
|------------------|------------------------------------|---------------|
| e.g Ticket Sales | e.g 250 tickets at \$15 per ticket | e.g \$3750.00 |
| Grants | Creative Communities | \$ 2200-00 |
| " | Lion Foundation | \$ 8000-00 |
| " | Pub Charity | \$ 5000-00 |
| " | Institute Fund | \$ 2600-00 |
| " | COGS | \$ 3500-00 |
| Ticket Sales | | \$ 31000-00 |
| Raffles | | \$ 1200-00 |
| Merchandise | | \$ 1500-00 |
| | | \$ |
| | | \$ |
| | | \$ |
| B : Total Income | | \$ 55000-00 |

9. How did your project benefit your community?

The local community attended and thoroughly enjoyed the whole Weekend

Locals were very hospitable to the many visitors and a lot of new friendships were created

Retailers benefited by the large influx of visitors

Thank you Creative Communities for helping towards making this event possible

This report was completed by:

Anne George

7. How many people?

- Write down the numbers of people that actively participated
- Write the number of people that attended (such as the audience)

100

2,000

8. Highlights: Give a brief description of the highlights of your project. Also describe what didn't work so well and what you might do differently next time?

The whole festival was a highlight.
Professional performers from all round
NZ and Australia and the U.S.A.
Kept the audience captive for the
whole weekend
Everything worked wonderfully



PARTY UP LIMITED
289 RANGITIKEI STREET
PO BOX 4131
PALMERSTON NORTH 4442
PH 06-3589687 FAX 06-3583970 EMAIL sales@partyup.co.nz

TAX INVOICE: 154513

CUSTOMER #: 20532
BILLING TEL: 063277877
SITE TEL: SITE PHONE#
SALESMAN: UNASIGNED
CONTRACT#: 79266
INVOICE DATE: 24/01/2017

BILL TO:
MARTON COUNTRY MUSIC FESTIVAL
BOX 21
MARTON

SHIP TO:
SAME

TERMS: 30 DAY
ACCOUNT

GST #: 13-376-301

INVOICE NOTES:

Thanks for your business.
Regards the team at Party Up
Bank account for direct credit 030728 0169052 00

| RENTAL# | QTY | DESCRIPTION | STATUS | EXTENDED AMT |
|-------------------------|--------|------------------------------|--------|--------------|
| 6X9C | 2.00 | MARQUEE 6X9 CLIP FRAME | RTD | \$1,040.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 12X30 | 1.00 | MARQUEE 12X30 WHITE ELECTRON | RTD | \$2,250.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 0477R | 4.00 | LIGHTS 12M | RTD | \$240.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 9X15 | 1.00 | MARQUEE 9MX15M ELECTRON | RTD | \$960.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 0475R | 2.00 | LIGHTS 9M | RTD | \$120.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 10X15C | 1.00 | MARQUEE 10 X 15 CLIPFRAME | RTD | \$1,480.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 41PWL | 2.00 | PIE WARMER LARGE | RTD | \$90.44 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 31DF1 | 2.00 | DEEP FRY ELECTRIC 1 BASKET | RTD | \$80.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 38W90 | 8.00 | TABLE ROUND 90 CM WHITE | RTD | \$86.96 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 47EXL | 2.00 | EXTENSION LEAD 12M | RTD | \$17.40 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 38CCS | 400.00 | CHAIR CAFE STACKING WHITE | RTD | \$1,040.00 |

DATE PRINTED: 24/01/2017 12:01

DATE CREATED: 24/01/2017 RICHARD MIKKELSEN

DIV:

PAGE 1 OF 3



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SITE TEL: SITE PHONE#
SALESMAN: UNASIGNED
CONTRACT#: 79266
INVOICE DATE: 24/01/2017

| RENTAL# | QTY | DESCRIPTION | STATUS | EXTENDED AMT |
|-------------------------|--------|--------------------------------|--------|--------------|
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 38CCB | 100.00 | CHAIR CAFE STACKING BLACK | RTD | \$260.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 38T24 | 2.00 | TABLE TRESTLE 2.4 MTR | RTD | \$26.08 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| 30F | 2.00 | FRIDGE DOMESTIC 1580mm HIGH | RTD | \$110.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| CT | 1.00 | CHILLA TRAILER C/W SIX SHELVES | RTD | \$217.39 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| FFT | 2.00 | TOILET FLUSHING ON TRAILER | RTD | \$400.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| MR | 8.00 | TOILETS | RTD | \$1,440.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| MARLED | 4.00 | LIGHT 6MTR/10MTR LED MARQUEE | RTD | \$140.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |
| ES | 2.00 | EXIT SIGN (GLOW DARK) | RTD | \$30.00 |
| RENTAL PERIOD: 3 DAY(S) | | | | |

SUBTOTAL RENTALS: \$10,028.27

| SERVICES# | QTY | DESCRIPTION | UNIT PRICE | AMOUNT |
|---------------------------|-----|---------------------|------------|-------------------|
| DZ4 | | DELIVERY ZONE 4 | \$420.00 | \$420.00 |
| PZ4 | | PICK UP ZONE 4 | \$420.00 | \$420.00 |
| IMF | | INSTLN MARQUEE FULL | \$2,700.00 | \$2,700.00 |
| SUBTOTAL SERVICES: | | | | \$3,540.00 |

| TAXES | TAXABLE | AMOUNT |
|------------------------|-------------|-------------------|
| GST | \$13,568.27 | \$2,035.24 |
| SUBTOTAL TAXES: | | \$2,035.24 |



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TAX INVOICE: 154513

CUSTOMER #: 20532
BILLING TEL: 063277877
SITE TEL: SITE PHONE#
SALESMAN: UNASIGNED
CONTRACT#: 79266
INVOICE DATE: 24/01/2017

GRAND TOTAL: \$15,603.51

PAYMENT TERMS ARE STRICTLY 30 DAYS NET, DUE ON RECEIPT OF STATEMENT

Payment Preference:

Please use Electronic Funds Transfer to the bank account details below.

Bank: **Westpac**
BSB: **03-0728**
Account No: **0169052-00**
Account Name: **PARTY UP**

DATE PRINTED: 24/01/2017 12:01

DATE CREATED: 24/01/2017 RICHARD MIKKELSEN

DIV:

PAGE 3 OF 3

RECEIVED

11 NOV 2016

To: LH

File: 3-9f-3-3

Doc: 16 0770

Creative Communities Scheme Project completion Report form



All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and return this form you will not be eligible for future funding through this scheme.

Please return the completed form to –

Rangitikei District Council
Attn: Samantha Whitcombe
Private Bag 1002
Marton
4741

1. Project title/grant number

Towards costs of staging event

2. Name of applicant

Bulls and District Community Trust

3. Name & location of

Bulls Wearabul Arts Award, Bulls

4. Date of Project

29th August 2016

5. Amount received from the Creative Communities scheme

\$ 1500.00

6. Please give details of how the money was spent. Please account for both the Creative Communities Scheme funding and your own financial contribution to the project.

Project Costs

| Item | Detail | Amount |
|------------------|-------------------------------------|--------------|
| e.g Hall Hire | e.g 3 days hire at \$100.00 per day | e.g \$300.00 |
| RDC- Hall Hire | Hall Hire 3 days | \$ 60.00 |
| Graphic Design | Posters, tickets, Artwork | \$ 580.00 |
| Photographer | Photos of the show | \$ 300.00 |
| Flowers | 11 bunches of flowers for winners | \$ 150.00 |
| Portfolio Photos | Previous winners advertising | \$ 471.50 |
| Prizes | Winners Vouchers | \$ 400.00 |
| Sashes | Category winners Sashes | \$ 269.00 |
| Microphone | Stage cloths | \$ 757.77 |
| Sound | Sound/Lighting. Faudlings | \$ 1600.00 |
| Advertising | Herald & Monitor | \$ 363.41 |
| Supreme Priz | Wow tickets | \$ 239.00 |
| A : Total Cost | | \$ 184.00 |

Tickets / posters 157.55
 Liquor Licence 207.00
 Food / BEVERAGE COFF / CONTESTANTS / SPONSORS. 945.68
 Project Income Trophies 112.12
 Rubbish Removal 40.00
 Entertainment 300.00

| Item | Detail | Amount |
|------------------------------|------------------------------------|---------------|
| e.g Ticket Sales | e.g 250 tickets at \$15 per ticket | e.g \$3750.00 |
| ticket sale | Cross section adult / childrens | \$ 928. |
| Entry fee | Entry contestants entry fee | \$ 415 |
| Food / Beverage / Door Sales | | \$ 1158 |
| Donations | | \$ 1650.00 |
| Funding etc | | \$ 1500.00 |
| " LF | | \$ 694.00 |
| Corporate | Tables sold | \$ 935.00 |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| B : Total Income | | \$ 7480.00 |

7. How many people?

- Write down the numbers of people that actively participated
- Write the number of people that attended (such as the audience)

70

180

8. Highlights: Give a brief description of the highlights of your project. Also describe what didn't work so well and what you might do differently next time?

Highlights

Our greatest achievement this year was the implementation of data gathering, strong administration and a streamlined timeline to support the continued growth of this community event. This resource has been pivotal to the success of this year's show. With a strong focused volunteer and the Community Development Manager we now have systems that provide accurate information of entries, volunteers and their particular strengths and skill sets plus audience numbers. With 35 fantastic volunteers this show and the changing theme of the yearly event gives each show a fresh look.

With the assistance of volunteers, we revised our Health and Safety Plan plus Risk Assessment but also adopted a policies pertaining to the use of Social Media within our events. This collaborative approach with volunteers who work at community events has been insightful and fully covers entrants and volunteers working at community events. The Community Development Manager/Trust and Volunteers are now working within the recommended guidelines regarding the Vulnerable Children's Act and Privacy Commission.

We had corflute posters made of previous winners and promoted the show in an empty shop in Bulls leading up to the event. We also had a large sign promoting the show put on the Iconic Black Bull. These created a lot of interest in the show but also reflects the fantastic artists who continually produce works that not only inspire but draw us into the show.

We have secured 2 new long term sponsors from our business community that are proud to be connected to the show and enjoy taking part in the evening's festivities.

This year we secured the Massey University Fire and Circus crew to perform outside the venue prior to the start of the show. The audience were amazed at the fire eater, juggler and stilt walker. This group set the scene for a fantastic show.

Prior to the show we had a message on Facebook being less than happy with how we were managing the show, this person on the Monday after the show posted again saying how fantastic the show was. In a conversation with this person she commented that one of the best parts for her was the sharing of information in the Supper room where contestants waited for the show to start. Contestants talked with Judges and others about their designs and were happy to share stories and ideas. Cross age mentoring at its best.

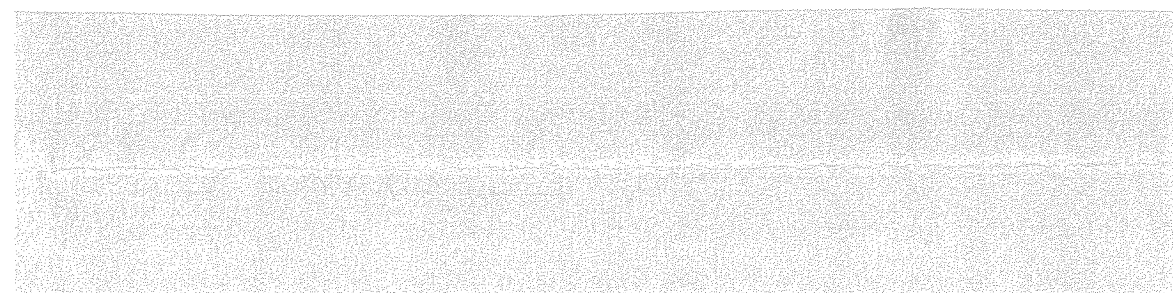
9. How did your project benefit your community?

Benefits to the Community

This event attracts entrants from throughout the Rangitikei District. It gives artist's from all mediums a platform to show case their individual talents but promotes art not only as a recreational activity but also as a career path. The power of art and its ability to ignite the senses is evident from the reaction of audience members as entrant's costumes appeared on stage. With a group of 35 Volunteers helping in a raft of roles, this year's show increased volunteer numbers and hours devoted to the planning and delivery of the show but also had 35 entrants. Some of these entries were a cumulative approach by 2 or in one case, 3 people.

The event provides our volunteers opportunities for cross age mentoring, increased social connections, positive role modelling opportunities for our young people, uses the skills and strengths of our volunteers to produce a quality show, good male/female ratio of committee, promotes volunteerism as a healthy pastime, a collective approach to event planning, greater information sharing between volunteers and trust resulted in a higher level of competency and working collectively with volunteers, funders and businesses backers we have established a clear vision around expanding this much loved show.

This event mirrors the Five Ways to Wellbeing promoted by the Mental Health Foundation which are, give, be active, keep learning, take notice and connect. These key ingredients assist with the general wellbeing of our community and promote opportunities that assist with the general wellbeing of our volunteers, entrants and audience.



This report was completed by:

Jan Harris

FAULDINGS

Electrical & Sound Services Ltd

PO Box 259
45 Weld Street
Feilding
PH: (06) 323 6068
Fax: (06) 323 6066
accounts@fauldings.co.nz

Bill To:

Bulls & District Community Trust
PO Box 10

Bulls
New Zealand

Ship To:

Bulls & District Community Trust
113 Bridge Street
Bulls
New Zealand

Invoice No.: 00011917

GST Reg. 26-157-501

Order No:

Wearable Arts

31/08/2016

| QTY | ITEM NO. | DESCRIPTION | PRICE | EXTENDED |
|-----|----------|--|---------|------------|
| 1 | 110 | Supply Sound & Lighting - set up and operate etc. supply lighting around bottom of walkway, removal of equipment 26.08.2016 - 27.08.2016 | | |
| 1 | 400 | HIRE SOUND/ Lighting | 1391.30 | \$1,391.30 |

Comment:

We appreciate your business.

Subtotal: \$1,391.30

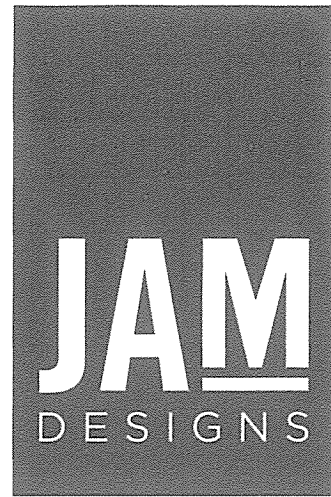
Freight: \$0.00

GST: \$208.70

Total Amount: \$1,600.00

Balance Due: \$1,600.00

For Direct Banking - Faulding Electrical & Sound Service Ltd
BNZ Account 02-0628-0067411-00



3 Dewe Ave
Feilding
New Zealand

hello@jamdesigns.co.nz
M: + 64 27 967 2087

TAX INVOICE NO: 88
DATE: 17/07/16

TO: Jan Harris / Bulls & District Community Trust

Job Detail

- Wearable arts poster and ticket design work - 8 hours at \$60 per hour \$480

TOTAL PAYMENT DUE: \$480.00 no GST added.

Please transfer payment to: **Acc Name:** MRS J MURRAY
BSB: 06 0629 0136861 00

GST has not been charged on this invoice.
To be paid within 7 days of invoice.

Appendix 3

Creative New Zealand: Creative Communities Scheme

Summary Report Form for April 2017

Funds Available: **\$8,019.40**

Total of Funds Requested / Eligible: **\$28,586.45 / \$25,830.80**

| Name of Applicant | Ethnicity of Applicant [note 1] | Purpose of Grant | Funding Criterion [note 2] | Artform Code [note 3] | Activity type [note 4] | Cultural tradition [note 5] | Total Cost of Project \$ | Project Income \$ | Amount Requested \$ | Amount Eligible \$ | Notes |
|-------------------------------------|------------------------------------|-----------------------|-------------------------------|--------------------------|---------------------------|--------------------------------|-----------------------------|----------------------|------------------------|-----------------------|--|
| 1. Connected Media Charitable Trust | E | Film Making Workshops | C3 | MLT | WORK | MC | \$5,687 | \$2,525 | \$3,162 | \$3,102 | Nationally operating group. Previously denied funding. |
| 2. Marton Arts and Crafts Centre | E | 2017 Exhibition | C2 | CR | CRPN | ME | \$3,984 | \$2,600 | \$1,384 | \$1,384 | No Financials supplied. |
| 3. Marton Country Music Festival | E | 2018 Festival | C1 | MU | PERF | ME | \$50,753 | \$32,500 | \$18,253 | \$16,253 | No Financials supplied. |
| 4. Marton Women's Institute | E | Crafts + Alive | C1 | CR | WORK | E | \$6,044 | \$2,200 | \$3,844 | \$3,844 | |

Note 1: Ethnicity of Applicant

E - New Zealand/European
M - Maori
PI - Pacific Islander
A - Asian
MELAA - Middle Eastern/Latin American/African
ME – Multiple ethnicities
O - Other

Note 2: Funding Criterion

C1 – Broad Community Involvement
C2 – Diversity
C3 - Young people

Note 3: Artform code

CR - Craft/object art
DA - Dance
IA – Inter-arts
LT - Literature
MA – Nga Toi Maori
MLT – Multi-artform (incl. film)
MU - Music
PA - Pacific Arts
TH - Theatre
VA - Visual arts

Note 4: Activity type

COAW - Creation only
CRPN - Creation & presentation
EXBN - Presentation only (Exhibition)
PERF - Presentation only (Performance)
WORK – Workshop / wananga

Note 5: Cultural tradition

E - New Zealand/European
M - Maori
PI - Pacific Islander
A - Asian
MELAA - Middle Eastern/Latin American/African
MC – Multi cultural
O - Other

| Name of Applicant | Ethnicity of Applicant [note 1] | Purpose of Grant | Funding Criterion [note 2] | Artform Code [note 3] | Activity type [note 4] | Cultural tradition [note 5] | Total Cost of Project \$ | Project Income \$ | Amount Requested \$ | Amount Eligible \$ | Notes |
|---------------------------------------|------------------------------------|------------------------------|-------------------------------|--------------------------|---------------------------|--------------------------------|-----------------------------|----------------------|------------------------|-----------------------|-------------------------|
| 5. Bulls and District Community Trust | E | 2017 Wear-a-Bull Arts Awards | C1 | CR | CRPN | PERF | \$6,203 | \$4,260 | \$1,942 | \$1,247 | No Financials supplied. |

Note 1: Ethnicity of Applicant

E - New Zealand/European
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A - Asian
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ME – Multiple ethnicities
O - Other

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