

Agenda for a meeting of the Creative Communities Scheme Assessment Committee to be held Audio Visually on **THURSDAY 7 OCTOBER 2021** commencing at **9.30am**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

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Creative Communities Scheme Assessment Committee

TERMS OF REFERENCE AND DELEGATION

Reports to:	Creative New Zealand and the Council's Discretionary & Funding Committee
Chairperson:	Cr S Henderson
Deputy Chairperson:	Ms Amomai Pihama
Membership:	Two elected members (Councillors McGuire and Henderson) Two iwi representatives (Ms Miriama (Tilly) Turner; Ms Amomai Pihama) One Arts Council representative (Heather Cunningham) Four community representatives (Claire Du Bosky; Judi Muru; Mark Vincent; Annette Taylor)
Meeting frequency:	As and when required, at least twice yearly
Quorum:	A majority of members (including vacancies)

Purpose and Terms of Reference:

1. To administer the Creative New Zealand Creative Communities Scheme in partnership with Creative New Zealand.
2. To consider applications and allocate funding in accordance with the Creative New Zealand Creative Communities Scheme Guidelines.
3. The Committee's Chairperson will provide an update report to the Council's Discretionary & Funding Committee after each Creative Communities Scheme Assessment Committee meeting.

The Committee is delegated the following powers to act:

- Approval of funding applications to the Creative New Zealand Creative Communities Scheme.
- Appoint community representatives to the Committee.

Explanatory Note:

- Appointments to the Committee are made as follows:
 - a. Immediately following each local authority triennial election, the Council will appoint two elected members. The Creative Communities Scheme Guidelines states that the limitation on the terms served by Committee members does not apply to Council's appointed elected members.
 - b. The iwi representatives shall continue on the Committee following the local authority triennial elections, provided they serve no longer than two consecutive terms. New iwi representatives are appointed by Waikato Tainui.
 - c. The Arts Council representative shall continue on the Committee following the local authority triennial elections. The Creative Communities Scheme Guidelines states that the limitation on the terms served by Committee members does not apply to the Arts Council's appointed members. New Arts Council representatives are appointed by Raglan Community Arts Council.

- d. Community representatives shall continue on the Committee following the local authority triennial elections, provided they serve no long than two consecutive terms. New community representatives are appointed by the Committee.
- External appointees to the committee will be entitled to remuneration for attendance at meetings in accordance with the terms agreed between the Council and Creative New Zealand.

Open Meeting

To	Creative Communities Scheme Assessment Committee
From	Gavin Ion Chief Executive
Date	20 September 2021
Prepared by	Matt Horsfield Democracy Advisor
Chief Executive Approved	Y
Reference #	GOV1301
Report Title	Confirmation of Minutes

I. EXECUTIVE SUMMARY

To confirm the minutes of the Creative Communities Scheme Assessment Committee meeting held on Thursday 29 April 2021

2. RECOMMENDATION

THAT the public excluded minutes for the meeting of the Creative Communities Scheme Assessment Committee meeting held on Thursday 29 April 2021 be confirmed as a true and correct record.

3. ATTACHMENTS

CCS Minutes – 29 April 2021

MINUTES for a meeting of the Creative Communities Assessment Scheme Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY 29 APRIL 2021** commencing at **9.07am**.

Present:

Cr S Henderson (Chairperson)
 Cr R McGuire
 Ms C du Bosky
 Mr M Vincent
 Ms J Muru
 Ms H Cunningham

Attending:

Ms Monique Heward (Te Whare Toi O Ngaruawahia – Twin Rivers Art Centre)
 Ms Jacqueline Anderson (Raglan Community Arts Council)
 Ms Nicky Brzeska (Raglan Community Arts Council – Raglan Arts Weekend 2021)
 Mr David Whyte (Friendship House (Huntly) Community Charitable Trust)
 Ms Jacqui Keelan (Whatawhata Collective)
 Ms Dorothy Wakeling (Art-in-Nature Arboretum Trust)
 Ms Grace Tema-Liapanek (EKT Fafine Taupuke)
 Ms Lyn Wilkins (Raglan Inkspillers Writers Collective)
 Ms Emily Sandford-May (Whaingaroa Community Sound System)
 Ms Lauren Hughes (Te Kauwhata Community Youth)
 Ms Jean Beverland (Let's Get Together Huntly)

Mrs L van den Bemd (Community Development Co-ordinator)
 Mr J Wilson (Youth Engagement Advisor)
 Mr M Horsfield (Democracy Advisor)
 Ms S Mason (PA to General Manager Community Growth)

APOLOGIES AND LEAVE OF ABSENCE

Resolved: (Ms du Bosky/Ms Cunningham)

THAT the apologies from Ms A Taylor, Ms M Turner and Ms A Pihama be received.

CARRIED

CCS2104/01

CONFIRMATION OF STATUS OF AGENDA

Resolved: (Cr McGuire/Ms du Bosky)

THAT the agenda for a meeting of the Creative Communities Assessment Scheme Committee held on 29 April 2021 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED

CCS2104/02

DISCLOSURES OF INTEREST

Ms van den Bemd advised members of the Committee that she would declare a non financial conflict of interest in item 5.23 [*Let's Get Together Huntly*]

Ms Du Bosky advised members of the Committee that she would declare a non financial conflict of interest in item 5.22 [*Te Kauwhata Community House*].

CONFIRMATION OF MINUTES

Resolved: (Crs McGuire/Claire)

THAT the minutes of a meeting of the Creative Communities Assessment Scheme Committee held on 1 October 2020 be confirmed as a true and correct record of that meeting.

CARRIED

CCS2104/03

CREATIVE COMMUNITIES SCHEME ASSESSMENTS

Application for Funding – Te Whare Toi O Ngaruawahia- Twin Rivers Art Centre.
Agenda Item 5.1-5.9

The report was received [*CCS2104/02 refers*] and Ms Monique Heward gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- Programmes should positively engage with the community.
- Twin Rivers Arts Centre was noted as the prime provider for arts participation in the Ngaruawahia.

- Ms Heward provided positive anecdotal comments from previous art classes participants and noted the positive outcomes the programmes have offered the community.
- Previous date nights have strengthened Whanau relationships, especially in Whanau who have separated parents.
- Twin Rivers Arts Centre engagement with schools have strengthened the interest for the arts with local children.
- Collaborative projects aim to involve more than 30 students per project.
- Confirmation was needed from Principals that projects do not fall within the schools curriculum. Matariki not included in the curriculum.
- Snack and Yak provides three sessions per term.
- Children have different skills and abilities that can be accounted for at the programmes.

ACTION: Staff to write to Twin Rivers Art Centre suggesting that Schools contribute to this project.

Application for Funding – Raglan Community Arts Council - Raglan Film Festival Agenda Item 5.10

The report was received [CCS2104/02 refers] and Jacqueline Anderson gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- Film Festival attracts people from all ages and diverse backgrounds.
- Film making workshops were available for novice film makers to upskill.
- Raglan Film Club offers mentoring for novices. Film Festival provides an opportunity for novice film makers to showcase their work.
- Total cost of organising the film festival was predicted to be approximately \$20,000.
- Application was only for sound/lighting equipment and marketing.
- Trust Waikato offers funding for the Raglan Community Arts Council but not directly to the film festival.
- Local businesses provide sponsorship but support was expected to be lower this year due to COVID financial pressures.

ACTION: Staff to write to the Raglan Community Arts Council to state that funding was only for Sound and Lighting.

Application for Funding – Raglan Community Arts Council - After School Young Artist Workshop Term 3 and 4 2021
 Agenda Item 5.11

The report was received [CCS2104/02 refers] and Jacqueline Anderson gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- Workshop runs for 8 weeks and includes all art materials.
- Term 3 theme will be Mask Out and will include fabric and paper mache techniques.
- Term 4 will focus on Spring which will include bees and gardening themes. Children will learn gardening skills and connect with beekeepers.
- Capacity was currently 20 children per term.

Application for Funding – Raglan Community Arts Council - Raglan Arts Weekend 2021
 Agenda Item 5.12

The report was received [CCS2104/02 refers] and Nicky Brzeska gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- The Raglan Arts Weekend was cancelled last year due to the COVID lockdown.
- The Arts Weekend showcases very high quality art.
- The weekend will be themed. Artists will have to adhere to the theme and can receive mentoring to adhere to the theme.
- Total cost of the event was expected to be approximately \$30,000. Volunteer engagement was high.
- High cost expenditure includes collateral such as brochures. A new guide will be produced in book form and designing the brochure requires additional financial support.
- Investment funding needed for the preview event which generates additional revenue.
- 42 artists have registered and is the highest level of artist participation in the annual event's history.
- Application window was open for four days over Easter Weekend.
- 75% of visitors were expected to be from the Waikato region.

ACTION: Staff to write to Raglan Community Arts Council to suggest that the event be ticketed.

Application for Funding – Friendship House (Huntly) Community Charitable Trust - Creative Huntly

Agenda Item 5.13

The report was received [CCS2104/02 refers] and no discussion was held.

No presentation was provided.

Application for Funding – Friendship House (Huntly) Community Charitable Trust - Mana Murals for Huntly

Agenda Item 5.14

The report was received [CCS2104/02 refers] and David Whyte gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- Application was deferred from October 2020 CCS Meeting.
- Two artists confirmed to lead the project.
- A new budget has been created but not provided.
- Locations have been identified across Huntly.
- Murals are applied straight to the wall with Graffiti guard protection.

ACTION: Application funding was subject to evidence that the remaining funds can be raised

Application for Funding – Whatawhata Collective

Agenda Item 5.15

The report was received [CCS2104/02 refers] and Jacqui Keelan gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- Funding application was for the rental of the Whatawhata school facilities for the Collective.
- There was a local demand for the arts collective. There have been 24 enquiries for membership.
- Collective will gather monthly and offer knitting, weaving and sewing.
- Three experienced teachers were volunteering.

Application for Funding – Whatawhata Collective - Whakatere Ma Nga Whetiu - Navigation by the Stars

Agenda Item 5.16

The report was received [CCS2104/02 refers] and Jacqui Keelan gave a verbal presentation and answered questions of the committee.

The following point was discussed:

- Whatawhata Collective will provide artistic contributions for the Exhibition.

Application for Funding – Art-in-Nature Arboretum Trust - Stories in the Landscape 2021

Agenda Item 5.17

The report was received [CCS2104/02 refers] and Dorothy Wakeling gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- Trust receives not assistance from Government organisations.
- The park has received 10,000 visitors in previous years.
- Arboretum occupies 7.5 hectares.
- WINTEC students contribute to the maintenance of the Arboretum.
- Expressions of interests has been distributed to over 200 artists.
- Restoration of existing sculptures was needed.
- Have not been in contact with other funding organisations.
- Funding application did not include the marketing plan. Marketing will mainly focus on Facebook advertising.

Application for Funding – EKT Fafine Taupuke - Encourage to Nuture the Turalu Handicrafts

Agenda Item 5.18

The report was received [CCS2104/02 refers] and Grace Tema-Liapaneke gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- The group comprised of 28-32 participation of all ages including 22 children.
- Key purpose was to teach younger generations to understand Tuvaluan culture and handicraft.
- Other Pasifika communities involved in the group and will expand out further in the community.

ACTION: Staff to write to EKT Fafine Taupuke to encourage the organisation to seek community participation

Application for Funding – Raglan Inkspillers Writers Collective - Develop a website
 Agenda Item 5.19

The report was received [CCS2104/02 refers] and Lyn Wilkins gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- The Writers Collective included writers from a mixture of backgrounds and disciplines.
- Focus of Inkspillers was to foster the community of writers in Raglan.
- A website would allow the Collective to communicate with the community regarding workshops and events.
- The Collective was planning for long term sustainability of the group through payment for courses and participation.
- Currently 8 members involved with the Collective.

Application for Funding – Tuakau Youth Centre - The Creative Talents
 Agenda Item 5.20

The report was received [CCS2104/02 refers] and discussion was held and Joe Wilson (on behalf of Jae Parker) gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- The Centre mainly works with youth from low socio-economic backgrounds.
- The Centre was seeking funding for tutors to deliver three workshops, focusing on dance, performing arts and photography.
- The outcome from the workshops was anticipated to be a ticketed community performance to showcase the skills of performers and create revenue for future projects.

Application for Funding – Whaingaroa Community Sound System - Intro to DJ'ing - Music Education Programme for Raglan Youth
 Agenda Item 5.21

The report was received [CCS2104/02 refers] and Emily Sandford-May gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- Community Sound System have identified the next growth opportunity to grow in Raglan was DJ'ing.
- The programme would be a four week workshop with capacity for 15-20 youth.

- The programme would allow hands on experience with common DJ equipment and create their own sets.
- Revenue will be generated from a concert from education programme.

Application for Funding – Te Kauwhata Community Youth - Toi Ako Programme Terms 3 and 4 2021

Agenda Item 5.22

The report was received [CCS2104/02 refers] and Lauren Hughes gave a verbal presentation and answered questions of the committee. (11:05am audio)

The following points were discussed:

- Past programmes offered by Community Youth have offered crocheting, photography and sculpture. Community Youth proposing to include stone carving.
- An exhibition will be held from completed arts projects.
- Community Youth have been in contact with other funding trusts such as WEL Energy Trust.
- 295 participants through the programme in March.
- Strong diversity of programmes were offered and Community Youth were branching out to Meremere to reach different groups.

Ms du Bosky excused herself and did not participate during the above item.

Application for Funding – Let's Get Together Huntly - Huntly Wearable Arts July 2021

Agenda Item 5.23

The report was received [CCS2104/02 refers] and Jean Beverland gave a verbal presentation and answered questions of the committee.

The following points were discussed:

- Music was performed by local artists.
- Awards were given to young designers to encourage creativity.
- Multiple themes were given to designers to adhere to.
- Funding for staged seating was removed from the application.
- Tickets to attend the show were \$25.
- Contestants pay \$30 to participate. Contestants come from across New Zealand.
- Event occurs every second year.

Ms van den Bemd excused herself and did not participate during the above item.

The meeting adjourned at 11:33am and resumed at 11:45am.

REPORTS

Creative Communities Scheme Assessments (Results)

Agenda Item 6.1

Resolved: (Cr McGuire/Mr Vincent)

THAT the Creative Communities Scheme Assessment Committee gave consideration to all applications and allocated funding as follows:

5.1 Application for Funding – Te Whare Toi O Ngaruwahia- Twin Rivers Art Centre Snack and Yak	\$350.00
5.2 Application for Funding – Te Whare Toi O Ngaruwahia – Twin Rivers Art Centre Ukelele Term 2	\$500.00
5.3 Application for Funding – Te Whare Toi O Ngaruwahia – Twin Rivers Art Centre Macrame for Beginners Term 2	\$250.00
5.4 Application for Funding – Te Whare Toi O Ngaruwahia – Twin Rivers Art Centre Matariki in Schools Projects School Holiday Programme Term 2 2021	\$0.00
5.5 Application for Funding – Te Whare Toi O Ngaruwahia – Twin Rivers Art Centre Projects School Holiday Programme Term 2 2021	\$300.00
5.6 Application for Funding – Te Whare Toi O Ngaruwahia – Twin Rivers Art Centre Projects School Holiday Programme Term 3 2021	\$250.00
5.7 Application for Funding – Te Whare Toi O Ngaruwahia – Twin Rivers Art Centre Tamariki Art Club Term 2 2021	\$1000.00
5.8 Application for Funding – Te Whare Toi O Ngaruwahia – Twin Rivers Art Centre Tamariki Art Club Term 3 2021	\$1000.00
5.9 Application for Funding – Te Whare Toi O Ngaruwahia – Twin Rivers Art Centre Whanau Date Night Term 2 and 3 2021	\$400.00
5.10 Application for Funding – Raglan Community Arts Council - Raglan Film Festival	\$3260.00
5.11 Application for Funding – Raglan Community Arts Council - After School Young Artist Workshop Term 3 and 4 2021	\$1200.00

5.12 Application for Funding – Raglan Community Arts Council - Raglan Arts Weekend 2021	\$2000.00
5.13 Application for Funding – Friendship House (Huntly) Community Charitable Trust - Creative Huntly	\$2500.00
5.14 Application for Funding – Friendship House (Huntly) Community Charitable Trust - Mana Murals for Huntly	\$2250.00
5.15 Application for Funding – Jacqui Keelan - Whatawhata Collective	\$1050.00
5.16 Application for Funding – Jacqui Keelan - Whatawhata Collective Whakatere Ma Nga Whetiu - Navigation by the Stars	\$2141.97
5.17 Application for Funding – Art-in-Nature Arboretum Trust - Stories in the Landscape 2021	\$6000.00
5.18 Application for Funding – EKT Fafine Taupuke - Encourage to Nurture the Turalu Handicrafts	\$2000.00
5.19 Application for Funding – Sarah Johnson - Raglan Inkspillers Writers Collective - Develop a website	\$500.00
5.20 Application for Funding – Tuakau Youth Centre - The Creative Talents	\$2750.00
5.21 Application for Funding – Whaingaroa Community Sound System - Intro to DJ'ing - Music Education Programme for Raglan Youth	\$1950.00
5.22 Application for Funding – Te Kauwhata Community Youth - Toi Ako Programme Terms 3 and 4 2021	\$5000.00
5.23 Application for Funding – Let's Get Together Huntly - Huntly Wearable Arts July 202	\$3760.00
Total	\$40411.97

AND THAT Application 5.4 [Application for Funding – Te Whare Toi O Ngaruawahia- Twin Rivers Art Centre Matariki in Schools Projects School Holiday Programme Term 2 2021] be declined with the suggestion that Schools contribute to this project.

CARRIED

CCS2104/04

ACTION: Close the fund earlier so assessors can receive the agenda two weeks prior to the meeting.

ACTION: Staff to write to all applicants to note that allocated funds do not cover tutoring that are above \$30 per hour.

There being no further business the meeting was declared closed at 2:29PM

Minutes approved and confirmed this day of 2021.

Cr S Henderson
CHAIRPERSON

Unconfirmed

Open Meeting

To	Creative Communities Scheme Assessment Committee
From	Vishal Ramduny Acting General Manager Community Growth
Date	15 September 2021
Prepared by	Lianne van den Bemd Community-Led Development Advisor
Chief Executive Approved	Y
DWS Document Set #	CDR0502 / 3236283
Report Title	Update on Creative Communities Scheme Assessments

I. EXECUTIVE SUMMARY

The purpose of this report is to provide the Creative Communities Scheme Assessment Committee with guidance for making decisions on funding applications received.

Assessment Committees are at the heart of the success of the Creative Communities Scheme (the CCS). Their key role is assessing applications and allocating funding, in line with the criteria of the CCS and any specific local priorities that have been set by Council, that reflect the needs of the community within the Waikato district.

The purpose of the Creative Communities Scheme Assessment Committee (CCSAC) is to administer Creative New Zealand (CNZ) funding in the Waikato district through the CCS. This includes considering applications and allocating funding in accordance with CNZ's guidelines. Most territorial authorities in New Zealand directly administer their respective CCS funds, except for councils like Hamilton City Council, which delegate administration and distribution to Creative Waikato.

The membership of the committee is as follows:

- Two elected members - Councillors Rob McGuire and Stephanie Henderson
- Two iwi representatives - Miriama (Tilly) Turner and Amomai Pihama
- One Arts Council representative - Heather Cunningham
- Four community representatives - Claire Du Bosky, Judi Muru, Mark Vincent, Annette Taylor.

It is the responsibility of Council to approve the Delegations and Terms of Reference, as per Council's Governance Structure 2019 to 2022.

2. RECOMMENDATION

THAT the report from the **Acting General Manager Community Growth** be received.

AND THAT the **Creative Communities Scheme Assessment Committee** prioritise funding for the applications in the agenda, in accordance with the **Creative Communities Scheme Assessors Guide** (as attached to the staff report).

3. BACKGROUND

The Creative Communities Scheme Assessment Committee operates two funding rounds per year. This is the first funding round for the 2021 to 2022 fiscal year. The criteria and rules of the scheme must be met and considered when making decisions.

4. DISCUSSION AND ANALYSIS OF OPTIONS

A ranking/weighting document is attached (Assessor Ranking Sheet). The Committee is required to consider this when ranking the applications - based on the following extract from the Assessors Guide (2018: Pages 6-12), which *meets the requirements in a consistent and objective manner* (the CCS guidelines are attached).

Page 2 of the Assessors Guide, advises:

Funding criteria for CCS

There are three funding criteria under the CCS:

- *Access and participation*
- *Diversity*
- *Young people.*

This criterion allows the Assessment Committees to make decisions that consider the local context. Committees are encouraged to apply the funding criteria according to the arts needs within their own local council area.

If a member feels that further information is required to make an informed decision, then staff can make the necessary arrangements for clarification or for the provision of any additional information required.

5. CONSIDERATION

5.1 FINANCIAL

Council delegates the authority to the Creative Communities Scheme Assessment Committee to consider and decide on applications before it, to then allocate and distribute funds from CCNZS, in accordance with the criteria for funding.

The agreement Council has with CNZ does not allow funding more than 15 percent of the previous year's allocation to be carried forward. Should Council wish to carry forward more than 15 percent of the previous year's allocation then approval must be sought from CNZ.

If the amount requested is more than the fund, some form of scaling down may be necessary. There is **\$30,185.40** (exclusive of GST) available for distribution in this funding round. Seventeen (**17**) applications have been received. The total amount being requested for round one is **\$31,644.93**, as per amount calculated at the bottom of the ranking sheet.

5.2 LEGAL

Pursuant to schedule 7, clause 30 of the Local Government Act 2002, Council has the authority to delegate the administration of CCNZ funds to a committee or delegated during meetings.

5.3 POLICY & PARTNERSHIP ALIGNMENT

Policy reference WDC0710/20.

6. CONCLUSION

Before a clear decision can be reached on funding allocation levels, ranking of each application is required prior to the April Assessment Committee meeting.

7. ATTACHMENTS

1. Assessor Ranking Sheet
2. Creative Communities Scheme - Assessors Guidelines
3. Applications x 17

Line #	Submitter	Applicant name	Project title	Project/event brief	Selected criterion	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
1	Whanau and Whenua Trust New applicant Despite requests, applicant has not reduced Project Details pages from 4 to the fields in the application form and there is no evidence of bank deposit slip / bank statement to support applicant name to be paid	Melysa Tapiata attending	Creative Meremere	Cultural and creative workshops.								\$ 2,250.00		
2	Head Quarters NZ New applicant	Lillian Tau attending	Dance with our Community	Sustainable, inclusive dance programme that grows rangatahi dance opportunities and leadership.								\$ 2,103.00		
3	Stuart Shepherd new applicant	Stuart Shepherd attending	A Seaside Attraction	An Art installation that is a response to the site of the old Scout Hall in Raglan.								\$ 4,400.00		
4	Nina Reed New applicant	Nina Reed attending	Embodiment Sessions for Women	A multidisciplinary class that supports women to feel embodied in their self-expression.								\$ 871.00		
5			Improv Classes for Youth	Weekly improv and acting classes for groups of youth for different age groups.								\$ 2,121.00		
6	Jessie Nicolson	Jessie Nicolson attending	Painting Journey	Children come after school to embark on a painting journey once a week for the Term.								\$ 780.00		
7	Waitetuna School	Amanda Nasilasila attending	Waitetuna School Mural	A mural designed and created by our students, hapu and community which reflects the unique nature of Waitetuna School.								\$ 1,615.20		

Line #	Submitter	Applicant name	Project title	Project/event brief	Selected criterion	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
8	Friendship House (Huntly) Community Charitable Trust	Evelyn Shead attending	Creative Huntly - Phase 2	Creative Huntly is getting its very own arts centre and we are looking for see money to stock it with basic start-up resources.								\$ 2,550.00		
9	Raglan Community Arts Council	Jacqueline Anderson attending	After School Young Artist Workshops Term 1 and Term 2 2022	Four after school programmesv combining writing, art history, collage, drawing/painting and sculpture for children aged 5 to 12 years.								\$ 2,159.64		
10	Raglan Theatre Academy	Ruth Hare attending	Community Youth Production	A large group of youth from 8 to 18 years of age work together to mount a full-scale production for public performance.								\$ 3,659.80		
11	Te Whare Toi O Ngaruawahia (Twin Rivers) NOTE: All Financial Statements for Twin Rivers are held under the Christmas Workshop Term 4 2021 application.	Monique Heward attending	Christmas Workshop Term 4 2021	We would love to offer a Christmas workshop in Term 4.								\$ 253.04		
12			School Holiday Workshops Term 1 2022	We have currently been holding 2 full-day holiday programmes for up to 15 children, we would like to give more children the opportunity to participate by running a series of 4 art/craft workshops.								\$ 440.40		
13			Teen Time Term 4 2021 and Term 1 2022	We have little to offer our teenage demographic, we would like to run one 2-week workshop in Term 4 2021 and Term 1 2022.								\$ 613.00		
14			Tamariki Art Club Term 1 2022	1 x After School Art/Craft Class for children aged 8 to 12 years old. 1 x After School Art/Craft Class for children aged 6 to 8 years old.								\$ 747.90		
15			Tamariki Art Club Term 4 2021	1 x After School Art/Craft Class for 15 children aged 9 to 12 years old. 1 x After School Art/Craft Class for 10 children aged 6 to 8 years old.								\$ 549.50		

Line #	Submitter	Applicant name	Project title	Project/event brief	Selected criterion	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
16			Whanau Date Nights Terms 4 2021 and Term 1 2022	We would like to make good use of the summer months and hold four outdoor summer whanau date nights where adults and children can come together to create an art work.								\$ 630.35		
17	Pokeno Art Festival Quote for books missing - Quantity 200 increased to 300, cost advised \$3,287.00	Jane Crosbie attending	Pokeno Art Festival 2021	Art Festival with art exhibitions plus music, literature, dance, Maori and Pasifika cultural performances, art.								\$ 5,901.10		

Instructions:**\$ 31,644.93**

1. Complete ranking for each application – based on the following Assessors Guide (Pages 6-12).

2. Email completed ranking sheet by noon Friday 1 October 2021 to funding@waidc.govt.nz

Lianne can then format the markings into a spreadsheet for the scheduled assessment meeting.

Additional information requested based on one of the following options?

1. There are no changes to the submitted project.
2. I/we are moving the date of our project but it will still take place inside the 12-month period of receiving the grant. I have provided an updated project timeline.
3. I/we are not moving the date of our project but the delivery of the project is changing (i.e. online or livestream). I have provided an updated project delivery details.
4. I/we wish to withdraw our application for this round.

Creative Communities Scheme

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

Assessors Guide

2016 - 2019

Current as of May 2020

Updated June 2017

This guide outlines the role and responsibilities of the Creative Communities Scheme (CCS) assessment committees.

FRONT COVER

NZ Ukulele Festival Trust

New Zealand Ukulele
Festival

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Introduction to the Creative Communities Scheme

The Creative Communities Scheme (CCS) provides funding to communities so New Zealanders can be involved in local arts activities. The scheme supports a wide range of arts projects under the following art forms: craft/object arts, dance, inter-arts, literature, Māori Arts, multi-artform (including film), music, Pacific Arts, theatre and visual arts.

Please refer to the glossary for the art form definitions.

Please contact your CCS Administrator if you have any queries.

About Creative New Zealand and our partnership with local councils

Creative New Zealand, which is a Crown entity, works with local city and district councils to deliver the Creative Communities Scheme.

Creative New Zealand is New Zealand's national agency for developing the arts. We encourage, support and promote the arts in New Zealand for the benefit of all New Zealanders. Our programmes support participation in the arts, not just by professional artists, but by all New Zealanders.

The Creative Communities Scheme is one of the ways we fund a broad range of arts projects in local communities. The Arts Council of New Zealand Toi Aotearoa Act 2014 allows us to allocate funding to other organisations so that they can administer grants in support of arts projects – this includes local councils that have agreed to become community arts providers. We have a written agreement with your local council to administer CCS.

Some councils, in turn, contract a third party to distribute these funds to local arts projects.

How the funding for the scheme works

A breakdown of each council's CCS allocation

We will notify you of your annual allocation by 1 August of each year.

The total allocation received by each local council consists of:

- > a base grant of \$6,000
- > an allocation of \$0.70 per head of population in the relevant area (based on the most recent census information)
- > a GST component.

The base amount and allocation per head is reviewed approximately every 3 years, and is agreed on by Creative New Zealand's council. Your council's CCS agreement allows for these amounts to change during the agreement, but Creative New Zealand will notify you in writing before any changes take place.

Eligibility Requirements and Funding Criteria

Eligibility requirements for CCS

Before an application can be considered by an assessment committee, the CCS Administrator must check that it meets all of the eligibility requirements.

The applicant

If the applicant:

- is an individual, they must be a New Zealand citizen or permanent resident
- is a group or organisation, they must be based in New Zealand
- has already received funding from CCS for another project, they must have completed a satisfactory Project Completion Report for the other project before they can make another application, unless the other project is still in progress.

The application form

- The application must be on the standard application form provided by Creative New Zealand for the scheme.
- The declaration must be signed.

The proposed project or proposal

The proposed project or proposal must:

- have an arts focus ([see glossary](#))
- have identified one of the three [funding criteria](#)
- take place within the city or district where the application is made
- not have begun before any CCS funding is approved
- not already have been funded through Creative New Zealand's other funding programmes

- be scheduled to be completed within 12 months after funding is approved.

The process the administrator should follow to check eligibility and deal with ineligible applications is explained in [Step 1 of the assessment process](#).

Funding criteria for CCS

There are three funding criteria under the Creative Communities Scheme:

- **Access and participation**
- **Diversity**
- **Young people**

These funding criteria allow assessment committees to make decisions that take into account the local context.

Committees are encouraged to apply the funding criteria according to the arts needs within their own local council's area.

The funding criteria are stated in the application form and all applicants are required to identify the one criterion that their project best relates to.

Many projects may relate to more than one, but Creative New Zealand asks that you identify and record the most relevant funding criterion for each project.

Access and participation

The project will 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 or dancing
- exhibitions by local craft groups promoting weaving, pottery or carving
- festivals featuring local artists
- creation of a film or 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 the development of local artists.

Diversity

The project will support the diverse artistic cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity, eg:

- workshops, rehearsals, performances, festivals or exhibitions in Māori or Pasifika heritage or contemporary artforms
- workshops, rehearsals, performances, festivals or exhibitions by local migrant communities
- arts projects that bring 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

The project will enable and encourage young people (under 18) to engage with and actively 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's important to them
- publication of a collection of writings by young people
- music workshops for young people
- an exhibition of visual art work by young people.

Projects that can't be funded

Types of projects that can't be funded under the Creative Communities Scheme include:

- projects without an arts focus, eg: puzzles, upholstery, magic, model-making, commercial design, commercial fashion design, fitness-based

dance (such as aerobics or gymnastics), and martial arts (such as tai chi or karate)

- film festivals presenting films made outside the local area
- fundraising activities, eg: benefit concerts to raise funds to buy a capital item or to pay for another activity
- projects within the scope of other sectors or organisations, eg: arts projects in schools that are normally funded through curriculum or operating budgets, or projects that primarily deliver outcomes for other sectors (eg health or environment)
- Council projects – which are any projects developed and run by a council, a council's subsidiary, a council controlled organisation, or any bodies that are more than 50% owned by a council or group of councils.

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.

No guarantees against loss

Funding is not available under the Creative Communities Scheme to provide arts projects with guarantees against loss – that is, security against arts events not meeting budgeted ticket sales.

Costs that can be funded

The types of costs that can be funded include:

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

Costs that can't be funded

The types of costs that can't be funded include:

- ongoing administration and service costs (such as salaries) that aren't related to a specific project
- travel for individuals or groups to attend events, presentations or shows outside the local area
- buying capital items or equipment, such as cameras, computers, instruments, costumes, lights or uniforms
- catering costs or any food or refreshment costs associated with a project or event
- the costs of running fundraising activities
- entry fees for competitions, contests and exams
- prize money, awards and judges' fees for competitions
- payment of royalties
- the paying off of accumulated debt or debt servicing
- buying existing artworks for collections held by, for example, councils, museums, galleries, community groups or individuals.

Where any of the above costs are included in a CCS application, the applicant will need to be able to cover these costs from project income other than CCS funding, eg ticket sales or fundraising.

Creative Communities Scheme and Schools

All state and integrated schools are obliged to deliver the National Curriculum and all are obliged to have trained and registered teachers that deliver that curriculum.

Each school decides what they want to focus on and establishes an annual curriculum and teaching programme that identifies the learning outcomes and the activity to deliver the programme.

CCS cannot fund arts activity which is the responsibility of teachers (including itinerant staff) to deliver. This is arts activity already delivered by teachers as defined in a school's annual curriculum and teaching programme.

What schools activity can CCS support?

Additional activity undertaken by the school to complement and enhance their teaching programme may be eligible for support via CCS as long as it fits other CCS criteria. This activity is often referred to as co-curricular or extra-curricular activity.

This might include performances or workshops by visiting artists taking place inside or outside the school, school productions (as long as they are not a primary vehicle for delivery of the school's curriculum and teaching programme) or community-based arts and cultural activities.

How can you tell if the activity is part of the curriculum and teaching programme?

Applicants need to supply a letter from the school principal verifying that the activity or project is not part of the school's curriculum and teaching programme, has not been identified by teachers as an activity they would offer students themselves and is not primarily a vehicle for assessment. If an applicant has not supplied this letter an administrator can request this or an assessment committee could allocate funding but make it conditional upon receipt of this letter.

Examples for school projects:

- **Workshops by visiting artists taking place within the school:** Yes, as long as this is not part of the curriculum and teaching programme, clearly complements what teachers can offer, and the artists are not replacing the role of the teacher.
- **School productions:** Yes, in some instances, but not if the production is intended to deliver an aspect/s of the school's curriculum and teaching programme and is primarily a vehicle for assessment.

➤ **Participation by students in a local performing**

arts competition: Yes, as long as this is not part of the curriculum and teaching programme, clearly complements what teachers can offer and any additional tutors are not replacing the role of the teacher. Eligible costs might include transport to and from the event, materials for the making of costumes or tutor fees.

Other CCS funding criteria and exclusions also apply to school projects.

How CCS applications are assessed

Assessment committees: the role and function

Role of assessment committees

Assessment committees assess applications and allocate funding, in line with any specific local priorities that have been set aside by your council.

The assessors (the members of the assessment committee) should collectively have a broad knowledge of the arts activity in your local area.

Other functions of committee members include:

- discussing and making recommendations for [promoting the scheme locally](#)
- receiving reports on funded projects and discussing completed projects
- attending performances, exhibitions and other events funded by the Creative Communities Scheme
- attending meetings organised by Creative New Zealand
- contributing to the Annual Evaluation Report to Creative New Zealand
- electing new community representatives to the committee after a public nomination process

Membership and make-up of assessment committees

Council committee, sub-committee or community committee?

The CCS assessment committee can be established as a committee of council, a sub-committee or a community committee. When considering which type of committee will best suit the circumstances of your council we recommend that you consult with your chief executive.

Decisions made by the CCS committee do not need to be approved or confirmed by your council.

Whatever form the committee takes, it must meet the following guidelines for membership and decision-making.

Size of the committee

There is no specific requirement for the number of members an assessment committee must have. However, Creative New Zealand strongly recommends there be at least seven, and not more than 11 members. A committee of nine members works well; having an odd number also assists with voting.

Who sits on the committee

Each assessment committee consists of –

Representation from local councils and community arts councils

- Local councils may appoint up to two representatives to the assessment committee. These may be elected councillors or community board members with an arts and culture focus or knowledge. Elected councillors and local board members must not make up more than half of an assessment committee.
- Each community arts council in the local area has the right to have a representative on the assessment committee. Community arts councils are organisations that have been formally gazetted under the Arts Council of New Zealand Toi Aotearoa Act 2014 or previous versions of this Act.

Community representatives

Community representatives on the assessment committee must be familiar with the range and diversity of local arts activities.

At least one member must be of Māori descent and have local knowledge of Māori arts activity. It is recommended that CCS administrators consult with local iwi regarding Māori appointments.

Ideally membership of the committee should also reflect the make-up of the local community, eg young people, recent migrants, Asian residents, and local Māori and Pasifika peoples.

Youth councils, ethnic councils or other community groups do not have an automatic right to be represented on the committee, but they may nominate community representatives for election.

Community representatives can't include elected council members or community board members.

Community representatives must be elected in a public and open way by the existing assessment committee after a public nomination process. Options for doing this include:

- calling for written nominations through newspapers, community noticeboards, direct mail-outs and websites with representatives being elected by the committee from these nominees
- convening a public meeting where nominations are received from the floor with community representatives then being elected by the committee.

If there's a limited response to a call for nominations or a public election process or the committee lacks specific knowledge, the committee (via the CCS administrator) may approach individuals directly and invite them to become members.

Term of membership

Community representatives may serve for a specified term of up to three years and can serve a maximum of two consecutive terms.

This term limitation does not apply to council or community arts council representatives however we do recommend rotation of council and community arts council representatives to keep the committee fresh.

It's a good idea to have a combination of new and experienced members. To keep this balance we recommend that committee members be replaced over

time. Having past members mentor new members can be a great way to support new or younger members as they join the committee.

Chairperson

Each year the assessment committee should elect a chairperson.

A person may serve a maximum of three consecutive years as chair.

The assessment process

When an application for funding under the Creative Communities Scheme has been received and acknowledged by the local CCS administrator, the application passes through the following stages:

Step 1: Checking applications for eligibility

Responsible for this step: CCS Administrator

When an application has been received, the CCS Administrator checks that the application meets [the eligibility requirements](#) under the scheme.

If an application is ineligible, it should not be sent to the assessment committee for assessing. However, a list of ineligible applications should be sent to the committee so that the committee can note them.

If there is any doubt about whether the application meets the eligibility requirements, discuss this with a Creative New Zealand staff member or send the application to the assessment committee to be assessed.

Coding ineligible applications on the Grants Tracking Tool

If an application is ineligible under the scheme, you should note the reason for this on the Grants Tracking Tool, using the code "D1" for "Ineligible project".

Step 2: Distributing applications to assessors

Responsible for this step: CCS Administrator

Each application should be assessed by all the assessors. However, if this isn't possible because there

is a large number of applications, each application must be marked by at least three members of the committee who have relevant experience and knowledge of the particular artform.

The applications should be sent out with either a printed or [electronic version of the Assessment Sheet](#) for assessors to complete.

Step 3: Applying the Assessment Scale

Responsible for this step: CCS Assessors

Assessors must individually mark applications using the [Assessment Scale](#). This ensures that the assessment process is consistent and objective. Giving each application a mark against the same scale and same set of questions allows applications to be ranked in priority before the assessment committee meets, and provides a starting point for discussion.

Assessors should complete the Assessment Sheet and return this to the CCS Administrator.

Step 4: Creating a ranked list

Responsible for this step: CCS Administrator

Once all the assessors have returned their Assessment Sheets to the CCS Administrator, the Administrator will average the marks (total marks for each application divided by the number of assessors who provided marks for that application) and produce a ranked list for the assessors to discuss at the meeting.

The ranked list should include, for each application:

- the name of the applicant
- the name of the project
- the amount requested
- the criterion that the applicant has selected.

Step 5: Prioritising applications and allocating funding

Responsible for this step: CCS Assessors

The assessment committee meets to decide which applications should have priority for funding. The

committee focuses its discussion on:

- what level of support there is among committee members for those applications that scored highly on the Assessment Scale (a total mark between 16 and 20)
- which 'middle ground' applications (a mark between 11 and 15) should be given priority
- strategic funding decisions and local funding priorities that may see applications given priority even though they haven't scored as highly as others.

It's appropriate to support a project if the application is eligible and meets the funding criteria and the assessment committee believes the project should have a high priority.

Grants can be made as general contributions to a project or they can be tagged to a specific aspect of the project.

If an application has stated that the applicant is also asking for funding from other sources, the committee will need to consider how likely it is that the applicant will get that other funding and therefore whether the project will be viable.

Declined applications

If the committee decides to decline an application they will need to identify the reason for the decline. These are:

- D1: ineligible application
- D2: does not meet funding criteria
- D3: low priority for funding
- D4: incomplete application

Step 6: Notifying the applicants

Responsible for this step: CCS Administrator

Notifying successful applicants

All successful applicants must be notified in writing that their application has been granted.

[Here is a sample letter for successful applicants.](#) This template letter allows you to insert the applicant's details, the name of the project, the amount the applicant has been awarded, and any specific conditions of the grant, eg if the funds are tagged to certain items or specific aspects of the project.

The letter restates the conditions of funding under the Creative Communities Scheme and reminds the applicant that, by making the application, they've agreed to these conditions.

You will also need to send the successful applicant a [Project Completion Report form](#).

Projects must be completed within 12 months after funding is approved, and the Project Completion Report is due back within two months after the project is completed.

Notifying unsuccessful applicants

All unsuccessful applicants should be notified in writing that their application hasn't been granted. [Here is a sample letter for unsuccessful applicants.](#)

If an application is underdeveloped, the assessment committee may decide to indicate to the applicant that they can submit a reworked proposal in a future funding round.

Funding agreements

When applicants complete their application form they sign a declaration stating that if they're successful, they will:

- complete the project as described in their application, or seek written approval from the CCS Administrator for any significant changes to a project
- complete the project within a year of the funding being approved
- complete and return a Project Completion Report form within two months of the project being completed
- return any funds that they haven't spent

- keep a record of and receipts for all project expenditure
- participate, if required, in any funding audit of their organisation or project carried out by the local council
- contact the CCS administrator to notify them 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 for their project, such as posters, flyers and e-newsletters, and follow the guidelines for using the logo. [Download the logo and guidelines.](#)

This declaration is the funding agreement, and the applicant is reminded of this in the letter advising that they have been successful. However, your council may prefer to establish an additional funding agreement with successful applicants, in order to be consistent with your other funding processes. If you do so, the terms of the grant need to be consistent with the requirements set out above.

Assessment Scale

How the Assessment Scale works

On the basis of the information provided in each application for Creative Communities Scheme funding, the members of the assessment committee give a mark from 1 to 4 for each of the five assessment areas set out below. The individual marks for each assessment area will provide a total score out of 20. These are then averaged and a ranked list is created listing the applications with the highest scores at the top.

The five assessment areas

Area 1 The idea / Te kaupapa

What is it the applicant wants to do?

Give a mark based on your assessment of how strong and well-developed the idea behind the proposed project is.

-
- | | |
|----------|--|
| 4 | The idea / kaupapa is extremely strong and well-developed. |
| <hr/> | |
| 3 | The idea / kaupapa is generally strong and has merit. |
| <hr/> | |
| 2 | The idea / kaupapa is under-developed. |
| <hr/> | |
| 1 | The idea / kaupapa is not developed |
-

Area 2 The process/Te whakatutuki?

How will the applicant carry out the project, and where and when?

Give a mark based on your assessment of the process (creative and/or practical), planning and timeline put forward for the project in the application.

-
- | | |
|----------|---|
| 4 | The process, planning and timeline are extremely well-conceived and convincing. |
| <hr/> | |
| 3 | The process, planning and timeline are mostly well-conceived and credible. |
| <hr/> | |
| 2 | Some aspects of the process, planning or timeline are well-conceived. |
| <hr/> | |
| 1 | The process, planning and timeline are poorly conceived and not convincing, and/or key elements of the process, planning and timeline are incomplete. |
-

Area 3 The people/Ngā tāngata

Who is involved?

Give a mark based on your assessment of the relevant experience of the individual or group and their ability to deliver the project.

-
- | | |
|----------|---|
| 4 | The ability and experience of the individual or group involved in the delivery of the project is exceptional. |
| <hr/> | |
| 3 | The ability and experience of the individual or group involved in the delivery of the project is strong. |
| <hr/> | |
| 2 | The ability and experience of the individual or group involved in the delivery of the project is below average or unproven. |
| <hr/> | |
| 1 | The ability and experience of the individual or group involved in the delivery of the project is unknown or not credible. |
-

Area 4 The criteria/Ngā paearu

How will the project deliver to the selected criterion?

Give a mark based on how well the proposed project will deliver to the selected criterion.

-
- | | |
|----------|--|
| 4 | The project has the potential to deliver exceptional results under the selected criterion. |
| <hr/> | |
| 3 | The project has the potential to deliver strong results under the selected criterion. |
| <hr/> | |
| 2 | The project has the potential to deliver limited results under the selected criterion. |
| <hr/> | |
| 1 | The project has the potential to deliver minimal or no results under the selected criterion. |
-

Area 5 The budget/ Ngā pūtea

How much will the project cost?

Give a mark based on your assessment of how strong the proposed project's financial information is and how reliable its budget is.

4	The financial information, including the budget, is realistic, complete and accurate.
3	The financial information, including the budget, is mostly complete, realistic and accurate.
2	The financial information, including the budget, is incomplete and only partly realistic and accurate.
1	The financial information, including the budget, is unrealistic and/or incomplete and/or inaccurate.

Dealing with conflicts of interest

Conflicts of interest must be declared and handled appropriately to maintain the assessment committee's integrity and to guarantee that its decision-making is transparent and impartial.

Three types of conflict of interest can arise - direct, indirect, and perceived.

These are explained below, along with the procedures that **must** be followed when these conflicts arise. All members of the committee are responsible for making sure these procedures are followed.

Direct conflicts of interest

A direct conflict of interest can occur if a committee member applies for funding under the Creative Communities Scheme, or is part of a group that applies and stands to benefit financially or materially from a successful application. In this situation the committee member concerned:

- must declare the conflict of interest as soon as he or she becomes aware of it
- must not assess the application

- must not take part in the decision-making process for that application, and
- must leave the room while the committee is assessing the application.

Alternatively, the committee member or the applicant group can withdraw the application.

A direct conflict of interest can also arise when an assessment committee is operated by a third party such as a community arts council, and the third party applies for funding through the Creative Communities Scheme. Third parties **must not** be involved in any part of assessment or decision-making process for their applications.

Indirect conflicts of interest

An indirect conflict of interest can occur when someone other than the committee member applies but the committee member would benefit financially or otherwise if the application were granted. In these situations the committee member must:

- declare the conflict of interest as soon as he or she becomes aware of it
- not assess the application
- not take part in the decision-making process for that application, and
- leave the room while the committee is assessing the application.

Alternatively, the applicant can withdraw the application.

Perceived conflicts of interest

There is potential for a perceived conflict of interest when a CCS application is made by a family member, friend or associate of a committee member, or by an organisation associated with the committee member. Exactly how this should be dealt with will depend on the particular situation and particular relationship, as explained below.

Immediate family, and governance or commercial relationships

Committee members must declare a conflict of interest if:

- an application is from an immediate family member, or
- the committee member is involved in the governance of an organisation that has applied, or
- the committee member has a commercial relationship with the applicant.

In these cases, as well as declaring the conflict, the committee member must not assess the application and must leave the room while the committee is assessing it.

An 'immediate' family member means a parent, spouse, civil union partner, de facto partner, brother or sister, or child (this includes acknowledged 'foster' or 'whāngai' siblings or children).

Other relationships

Perceived conflicts of interest may also arise when there is an application from:

- friends
- relatives that aren't immediate family
- people and organisations with whom the committee member is associated.

In these cases the committee member must declare the conflict, but should use their discretion in deciding whether they should participate in the assessment and decision-making process.

Recording conflicts of interest

All conflicts of interest must be noted at the start of the assessment committee meeting that will be considering the relevant application.

The conflict, and the member's absence during the relevant discussions, must be recorded in the minutes of the meeting.

Promoting CCS

Developing a promotional plan

Funding to promote the scheme

The local council and assessment committee are responsible for promoting the scheme in your particular area. Up to 7.5% of your annual CCS allocation can be used for promotion costs. This funding for promotion cannot be used to cover administration costs.

Developing a promotional plan

Why promote CCS?

- Increase its impact in your community by increasing the number and diversity of your applicants
- Increase your chances of funding the best projects
- Ensure you are spending all of your allocation as required by Creative New Zealand

How do we start?

1. Set aside time to discuss the key questions below
2. Create a draft plan using these reflections
3. Review the plan at the end of each assessment meeting with the assessors. The plan should be a work-in-progress that's discussed and reviewed regularly.

Key questions to ask when developing a promotion plan

To develop a plan targeted to your own community it may help to start by addressing the following questions. We've included some tips to help boost your promotional activities.

Who needs to hear about the scheme?

Brainstorm ideas, using your knowledge about your community. Look at past applications to help identify particular groups or communities who haven't been applying and may need to be targeted.

In thinking about who you need to reach and how to

reach them, consider these specific questions:

- Who is driving arts activities locally?
- What's new on the local arts scene?
- How can we encourage applications from a wide range of groups in our community?
- How will we reach young people?

Are there any groups in our target audience that are hard to reach?

Some groups are particularly hard to get to. For them, word-of-mouth is best, but in many cases you'll need to find a connection with the group to help you access it. Cultural associations, meeting places, schools and social media may be useful starting points. Build on the relationships you already have, eg other council staff, community development agencies or youth workers will be able to provide insights to save you time.

A hard copy brochure about the scheme is available in both English and te reo Māori. PDF versions in English, te reo and other languages can be downloaded from the CCS Administrators Hub.

Where do our groups and communities find information?

Consider the following options for connecting with your community:

- **Community specific media** – many communities have their own radio stations (eg iwi radio stations), newspapers and social media channels. Make sure you identify and use these avenues for reaching all of your community.
- **Social media** – Does your council have a Facebook page? If so, start "liking" and commenting on community groups' Facebook pages, particularly if they have an arts focus. Post new developments on the council's page, such as calls for CCS applications, announcements of grants, and interesting activities by previous recipients of CCS grants. Colourful images are a good way to

attract attention to your post. But keep your posts short and snappy. You can also pay to boost your posts on Facebook – this is a cost-effective way of targeting specific pages, interest groups and friends of your Facebook audience.

- **Sharing** – Send information to arts and community organisations and local funding databases, so they can include it in their direct mailers, e-newsletters, websites and social media postings.
- **Networking** – Ask people you already know to connect you with the right groups.
- **Noticeboards and community venues** – Ask libraries, community centres and marae to distribute your CCS Brochures and put up posters publicising the scheme.
- **Community newspapers** – Get to know a reporter at your local community paper who has an interest in arts or social issues. While a media release is a good way to sell your news, inviting a local reporter to cover an event or talk to an artist with a new project can be even better. If you decide to advertise in a local paper, ask them whether they will include some editorial space in the paper as well.
- **Events** – Participating in existing community events can create good opportunities for promoting the scheme, but you can also explore options like holding showcase events for the community, or public talks or seminars. The opening of a new venue, for example, may be an excellent opportunity for these kinds of activities. Creative New Zealand asks that successful applicants acknowledge the assistance of the scheme verbally at event openings, performances and so on.

What are our messages?

Announcing lists of successful applicants is a good way of promoting the scheme. This can be done through the local media or the council's website.

Is there a story to be told?

Audiences will often engage with a story that illustrates the benefits of the scheme, and so a newspaper article will attract more attention than an advertisement. Look for success stories from previous recipients, and consider inviting them to share their stories at seminars and events or through social media.

What resources or opportunities already exist in our community?

Your website and Facebook page, council newsletters, community meetings, events and launches all provide opportunities for promoting the scheme. Arts activities are often visually engaging, so include funding recipients in community events as performers and speakers.

Using the CCS logo

Using the CCS logo in your promotional activities

The CCS logo should be used widely to increase awareness of the Creative Communities Scheme, eg on council websites and community noticeboards and in newspaper advertisements.

All successful applicants are expected to use the CCS logo in publicity for their project, and should follow the guidelines for using it. Successful applicants should also acknowledge the assistance of the scheme verbally at event openings, performances and so on.

[Download the CCS logo and guidelines from Creative New Zealand's website.](#)

Special Circumstances

Third parties in the Creative Communities Scheme

Third parties' accountability to local council

When a third party is sub-contracted to undertake all or part of the administration of the scheme, they're contractually accountable to the local council, not to Creative New Zealand.

Agreements with third parties

Local councils must enter into a formal written agreement with any third party they work with to deliver the Creative Communities Scheme. A copy of this agreement must be filed with Creative New Zealand.

Consistency with council's agreement with Creative New Zealand

Any agreement with a third party must be consistent with the terms and conditions of the agreement between Creative New Zealand and the council, eg on the duration of the agreement, or the make-up of the assessment committee.

What the agreement should cover

You should make sure the agreement addresses the following issues.

Third party's responsibilities

- A detailed description of the responsibilities the council is devolving to the third party under the agreement.

Amount of funding and number of funding rounds

- The amount of annual funding available to the third party (including a clause that states that this amount may be varied).
- How many funding rounds there will be.

Administration

- Methods for recording applications and funding activity.

- Procedures for paying grants (including details for managing GST).
- The level and type of administrative support the council will provide.

Assessors

- The make-up of any third party assessment committee (this will need to meet CCS requirements).

Promotional activities

- How the third party will promote the scheme.

Accountability and reviews

- Accountability procedures for the third party.
- How the third party's role will be reviewed.

Duration and termination

- The length of the agreement (we recommend that it not go beyond the length of the council's agreement with Creative New Zealand).
- Events that will bring the agreement to an end (we recommend the agreement state that it can be suspended or terminated if the council's agreement with Creative New Zealand is suspended or terminated).

Administrative costs of third parties

Creative New Zealand expects local councils to meet any costs incurred in administering the scheme.

Councils should provide third parties with a reasonable level of support, which should reflect the extent of the third party's role and responsibilities.

Co-operating with other councils

Co-operation and joint support

Assessment committees may co-operate and jointly support projects that take place in adjacent local authority areas. This may be achieved through administrators liaising informally with other administrators and committees.

However, if your council would like to establish formal processes for co-operation and joint support, or would like to operate a joint assessment committee, this must be agreed in writing with Creative New Zealand.

Whether your process is formal or informal it is recommended that you consider and agree the following with the administrator (and relevant management) of the adjacent council. Once you have discussed this we recommend you share the outcome of these discussions with your assessment committees.

Key considerations for co-operation and joint support:

- The principles and considerations behind recommending that applicants submit applications to both committees, eg:
 - shared audiences
 - projects that sit across both boundaries
 - the funding/infrastructure available in each district for different types of projects
 - impacts for applicants
 - timing of closing dates
 - proportions of requests
 - implications of one committee funding and another not.
- Under what circumstances you will or won't recommend that applicants submit to both committees
- How you will convey this advice to applicants
- How you will ensure your advice is consistent
- How you will keep each other in the loop.

Glossary

Arts activities

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, studio-based design, raranga, 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: 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: 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, eg whaikōrero, haka, karanga and whakapapa recitation, waiata mōteatea, pao and kōrero paki
- heritage material artforms, eg 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), 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 that 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.

Film festivals presenting work created outside your local area are not eligible for support via CCS.

Music: includes all music genres, eg 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: 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, eg 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.

Project: A self-contained activity that is time bound with an identifiable start and end date.

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.

General terms

Arts: all forms of creative and interpretative expression (from the Arts Council of New Zealand Toi Aotearoa Act 2014, section 4).

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.

Ethnicity: an ethnic group is made up of people who have some or all of the following characteristics:

- a common proper name
- one or more elements of common culture, which may include religion, customs or language
- a unique community of interests, feelings and actions
- a shared sense of common origins or ancestry
- a common geographic origin.

Genre: a category of artistic, musical or literary composition characterised by a particular style, form or content; a kind or type of work.

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.

Masterclasses: classes, workshops, seminars or other training offered by experienced and respected artists and practitioners (see also Wānanga).

Territorial authority: a district or city council.

Wānanga: a Māori term for a forum or workshop.

Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide* linked to the Council webpage. 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

Key points to 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 INFORMATION

- Please complete all sections on the form.
- Only supply additional information to the back of the form.
- Please do not write see attached into any sections on the form.
- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include bank statements or financials that include personal information. You need to 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 page 6).

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

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | My project has an arts focus |
| <input checked="" type="checkbox"/> | My project takes place in the local authority district that I am applying to |
| <input checked="" type="checkbox"/> | I have answered all of the questions in this form |
| <input checked="" type="checkbox"/> | I have provided quotes and other financial details |
| <input checked="" type="checkbox"/> | I have provided other supporting documentation |
| <input checked="" type="checkbox"/> | I have read and signed the declaration |
| <input checked="" type="checkbox"/> | I have made a copy of this application for my records |

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual ☐

Group ☒

Full name of applicant:

Whanau and whenua Trust

Contact person (for group):

Melysa Tapiata

Street address/PO Box:

53 Te Puea Ave

Suburb:

Meremere

Town/City:

Postcode:

2474

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Whanau and whenua Trust

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 Peoples:

☒

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)

PART 2: 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.)

- | | | |
|--|---|--|
| <input type="checkbox"/> Craft/object art | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Music | <input type="checkbox"/> Ngā toi Māori |
| <input checked="" type="checkbox"/> Pacific arts | <input type="checkbox"/> Multi-artform (including film) | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Visual arts | | |

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

- | | |
|---|---|
| <input type="checkbox"/> Creation only | <input type="checkbox"/> Presentation only (performance or concert) |
| <input checked="" type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (exhibition) |
| <input type="checkbox"/> Workshop/wānanga | |

1.The idea/te kaupapa:

Creative Meremere is a community initiative driven by Whanau and Whenua Trust to provide a space and opportunity for the people of Meremere to engage and connect in creative activities and art experiences.

We want to foster connection and creativity within our community by providing a variety of workshops for our diverse yet small rural township. Whanau and Whenua Trust are currently facilitating three free music classes a week for adults, teenagers and school aged children with funding from WelEnergy. We have a mixture of ethnicities and ages in our community and the workshops that we want to deliver will cater to all ages and abilities. The goal is to offer family friendly creative experiences to our community so they can grow, create and connect with themselves and one another.

Meremere is an isolated community and most people commute to the bigger towns for work and have very little recreational time so being able to offer something close to home is a huge benefit for the community. This initiative is also facilitated by Maori for everyone so it comes with a Maori worldview and all inclusive approach. There is no other project like this in our community.

We want to hold a series of workshops to make their own lavalava for the summer. The first workshop will cover the design process and the second workshop will cover the printing process. The result will be a unique custom printed lavalava they can take home and wear over the summer or use as a gift. They will learn about traditional Pacifica designs that are used to embellish clothing and also learn a quick and cost efficient way to print and customise their clothing.

After the Meremere House Numbers project there was a huge demand in the community to continue doing mosaic. So we want to offer a series of mosaic workshops to the community to create a collaborative mosaic mural, it will be a tapestry of mosaics done by individuals either at home or in a group workshop with the theme of food and water and what that means to us as a community. This theme will foster conversations around health and well being and how we as a community can be more conscious of the food we consume and water that surrounds us. The finished products can either be hung amongst the community garden or they can be hung together to form one big tapestry of mosaics on the building next to the community garden.

Funding is needed to cover administration, facilitation, management and some materials for these workshops.

2. The process/ te whakatutuki:

There will be a series of workshops on offer over the course of 6 months from November 2021 to April 2022 at Meremere School. Whanau and Whenua Trust are currently leasing a classroom at Meremere school

Timeline

Nov 2021- Weekend workshop to design and cut the printing material

Dec 2021- Weekend workshop to print and sew lavalava

Jan- March 2022 - Once a month we will hold a community workshop to design and make their individual mosaic piece that will fit in a community mosaic mural.

April 2022- Install mosaics work in the community garden/ building.

3. People/ Nga tangata

Lianne Van der Bemd- Waikato District Council, Meremere Community Development Committee, Whanau & Whenua Trust, Maxine- Principal of Meremere School, Melysa Maaka, Antonio Johnson, Lilivaine Tukutama, Te Whakaaea Astle, Worran Potts

Lilivaine and Melysa will be facilitating the lavalava workshops

Worran, Antonio and Melysa will be facilitating the mosaic workshops

I have included a small profile of each of the facilitators at the end of this section. All of the facilitators are residents of Meremere so it allows flexibility and more engagement from the community. Melysa has worked hard over the last year to network with residents and build the capacity of facilitators and participants within the community. The ideal participants of this project will be families of all ages and ethnicities and also living in Meremere. Due to Meremere being a low socioeconomic community these workshops will be free however in our advertisements we will invite donations to our Trust bank account to help make these offerings more sustainable.

4. The Criteria/ Nga paearu

Access and participation

These workshops will allow the residents and families of Meremere to have access to engage in creative activities. Activities will target families and people of all ages and ethnicities. This is projected to grow and develop as more of the community becomes aware of it. Some benefits for the participants

- participants will learn to express themselves and connect with others through creativity
- participants will learn about Pacifica culture and designs
- participants will engage in the creation of a community mural.
- Families will have something constructive and recreational to do in their own community
- exposure to creative experiences result in enhanced well being

There are no other arts or creative services available in Meremere. Whanau and Whenua Trust are committed to working and helping families and individuals reach their full potential. Access and participation to creative experiences contributes to the individuals well being, we also do not want to make cost a barrier for families and people to participate which is why the workshops are free.

Facilitators Profiles

Melysa Tapiata is of Maori descent and has a postgraduate degree in Professional Creative practice, her expertise is in Maori visual arts. She has been the project manager of this initiative since its conception in 2020. She has lived in Meremere for three and a half years now and has built a reputation in the community as a role model and an inspiration to others.

Antonio Johnson is of Maori and Niuean descent, he is staunch and proud of his Tainui heritage and has a variety of creative skills that have been gained through lived experiences. Music is a passion of his and he wants to share his skills with the community in order to help uplift and empower youth and families.

Lilivaine Tukutama is of Niuean descent and moved to New Zealand in her 20s to study and live a prosperous life. She has a Degree in law and has a passion for culture and heritage. She also has a variety of skills to offer our community, she is currently facilitating a kids dance class where they are learning all types of dancing including how

to sway/hula. Lill has learnt her skills from her ancestors and wishes to share it with her community.

Te Whakaaea Astle is of Maori descent and has been a long time resident of Meremere. He is from Ngati Tamaoho and Ngati Naho which are 2 local hapu of this region. He grew up in Meremere as a teen and moved to Australia to have his family and to seek a better life. He moved back to Meremere last year to reconnect with his wider family that are still in the village. Music is also a passion of his and he performs regularly in bars, functions and events. He is currently teaching the adults and youth music class in our village. He has a vision of Meremere being a thriving and wholesome community for all.

Worran Potts is of Pakeha descent, his father lived in Meremere all of his life and he moved back here to take over his dad's farm when he passed away. Worran has a passion for the arts and living of the land. Most of his art is inspired by his spirituality. His main form of arts practise is sculpture, carving and mosaics, he also is accustomed to working at a large scale. He has work that is internationally exhibited and does commissions nationally and internationally.

I have attached a support letter from the treasurer of the Meremere Development Committee who has been an umbrella and supporting organization for our Trust in the past. I have also completed the accountability report for last years CCS funding which has links and photos of this project thus far.

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
		100.00
		720.00
		300.00
		200.00
		320.00
Total Costs		\$ 2,350.00
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Trust donations	2 days hire at \$30 a day	100.00
Total Income		\$ 100.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 2,250.00
Amount you are requesting from the Creative Communities Scheme		\$ 2,250.00

PROJECT DETAILS (budget)

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 programs).

Date applied	Who to	How much	Confirmed/unconfirmed
01/08/2021			

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)
25/10/2020	Creative Meremere	\$ 7,000.00	Yes

Important Other financial information

Groups or organisations must provide the relevant audited accounts or 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 need include your reserves statement or policy

Please send application to: funding@waide.govt.nz

If you have any further questions, please contact funding@waide.govt.nz
0800 492 452 - Lianne van den Bemd

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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato 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 details/photos 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

Melysa Tapiata

(Print name of contact person/applicant)

Signed:

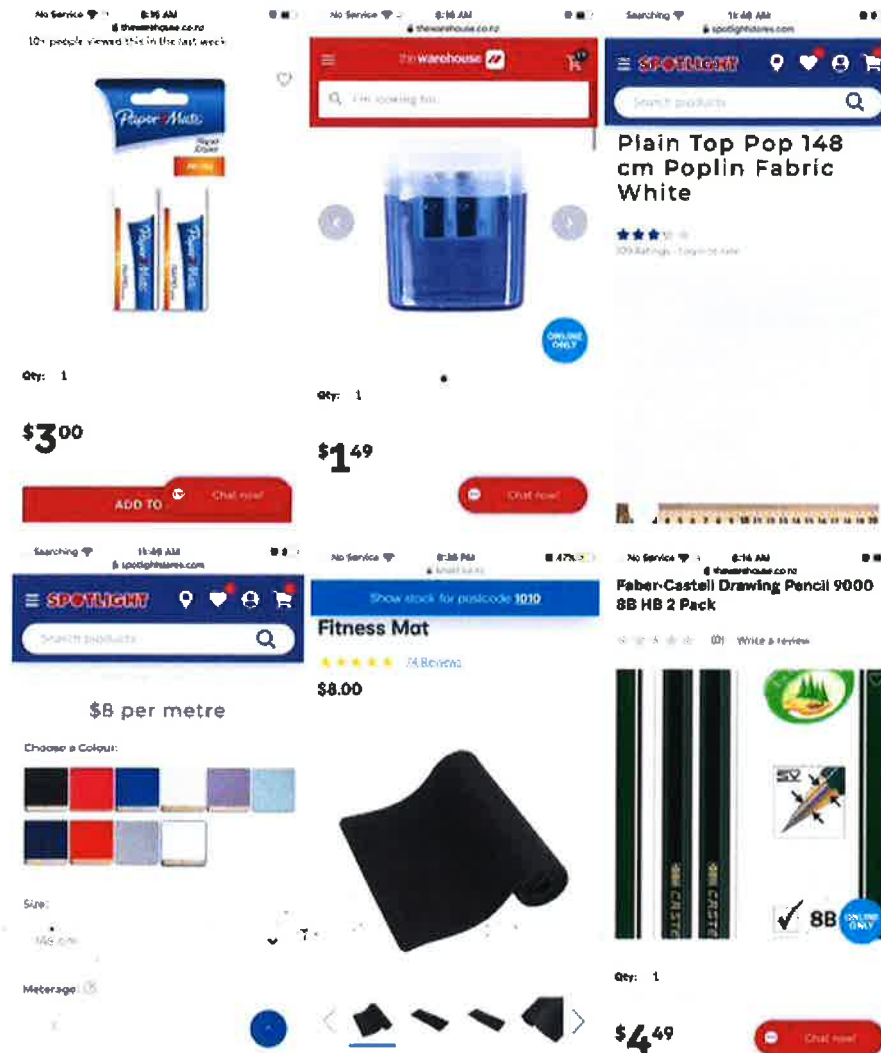
(Applicant or arts organisation's contact person)

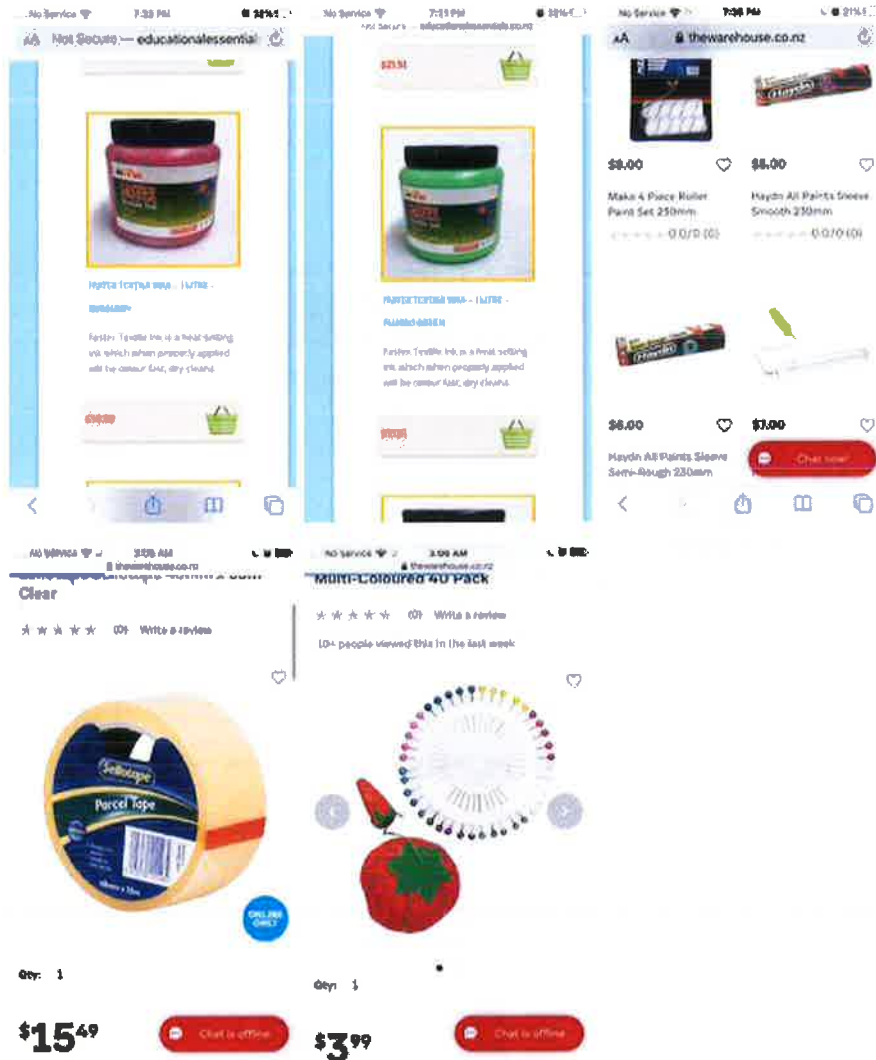
Date:

13/08/2021

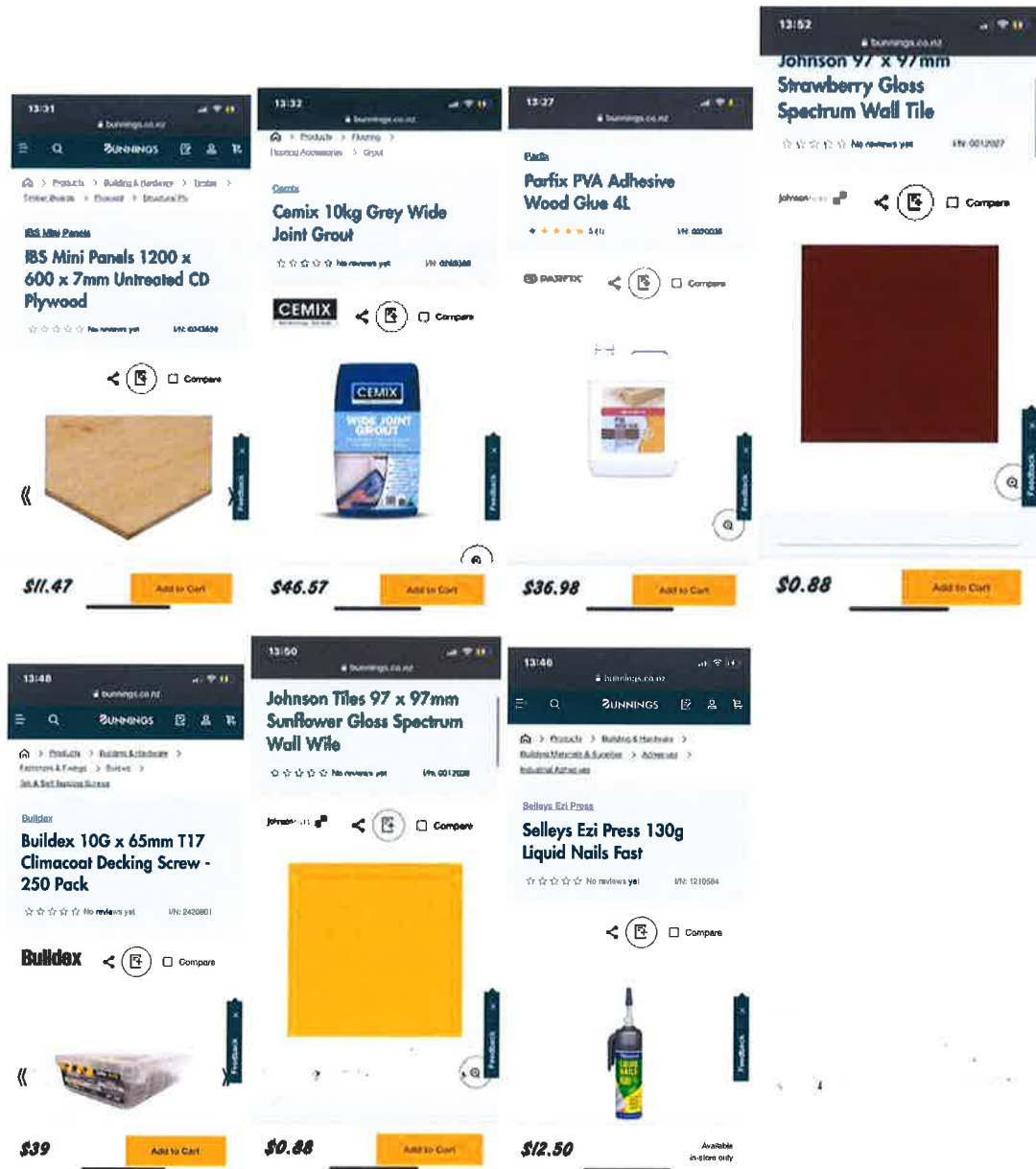
Quotes for materials

Lavalava workshop





Mosaic workshop



Lauren Horsfall
Meremere Community Development Committee
P.O. Box 6
Meremere, 2441
09/03/2021

To Whom it may Concern

This letter is in support of Melysa at Creative Meremere. Melysa has been the driving force behind a lot of the amazing initiatives that have been happening in the Meremere Community over the past 6 months. She has provided a lot of amazing opportunities for people and tamariki within the community. It has taken a lot of hard work on Melysa's part to get these programs up and running and she has done a fantastic job and participation from the community is high.

With having Melysa running these programs we have seen the tamariki having something to look forward to each week and as a result we have seen a decrease in bullying and vandalism amongst this age group which is an incredibly positive result for the community.

I look forward to seeing more happening with Creative Meremere and the Meremere Community Development Committee are prepared to support Melysa as much as we can so that the community can keep benefiting from these amazing opportunities that Melysa is providing.

Kind Regards

Lauren Horsfall
Treasurer
Meremere Community Development Committee Inc



Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide* linked to the Council webpage. 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

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- 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: Click here then use tab key to move to next

IMPORTANT INFORMATION

- Please complete all sections on the form.
- Only supply additional information to the back of the form.
- Please do not write see attached into any sections on the form.
- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include banks statements or financials that include personal information. You need to 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 page 6).

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

<input checked="" type="checkbox"/>	My project has an arts focus
<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
<input checked="" type="checkbox"/>	I have provided quotes and other financial details
<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual ☐

Group ☒

Full name of applicant:

Head Quarters NZ

Contact person (for group):

Lillian Tau - 0212095494

Street address/PO Box:

50 Russell Road

Suburb:

Huntly

Town/City:

Huntly

Postcode:

3700

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Headquarters NZ LTD

GST number:

130-048-838-GST002

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:

Ngapuhi / Waikato Tainui

Pacific Peoples:

☐

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)

PART 2: PROJECT DETAILS

Project name: Dance With Our Community (DWOC)

Brief description of project:

Sustainable, inclusive dance programme that grows rangatahi dance opportunities and leadership.

Project location, timing and numbers

Venue and suburb or town:

Huntly College Dance Studio - Huntly

Start date:

Start Term 1 2022

Finish date: End Term 1 2022

Number of *active* participants:

Approx 30-40 + pwk

Number of viewers/audience members:

Social Media

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

PROJECT DETAILS

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

Headquarters NZ want to work with local tamariki, youth, rangatahi Maori and Pakeha to reignite and grow street dance and hiphop in our community. Dance With Our Community (DWOC), will be done by rangatahi with advice and mentorship from experienced professional artists.

DWOC has a fourfold focus;

1. creative choreographic programme that encourages rangatahi to regulate emotion through expressive and creative movement.
2. mentorship and advisory capacity to encourage rangatahi leadership and teach positive decision making.
3. create sustainability through the DWOC "can for dance" classes. Participants give a can koha to take a class this in turn teaches youth economic sustainability (to purchase and not expect free). We then donate all cans to the local hub to support struggling whanau s in our wider community.
4. programme run by rangatahi for tamariki, youth and rangatahi. Our mentoring program and expert support is shared, however youth teach classes, are a part of the promotional creation process and involved in online marketing for rangatahi to participate.

The WHY of DWOC in essence is more than a program, it is a tool developed to give lower-socio economic participants affordable options into exclusive practice. It is a safe space for rangatahi to express on their own terms. It is a mentoring and leadership opportunity to navigate pathways with purpose. It was innovated by rangatahi and is advocated for rangatahi.

Funding is needed to cover rangatahi choreographers, one third of advisor and mentors fees, creative hui, sound and lighting equipment hire, video promotion and videography.

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

The DWOC programme will start in January - April (Term 1) 2022.
DWOC kids / tamariki and teens / rangatahi classes operate "A can for dance" exchange programme as the entry fee. These cans fill a bin and are donated to our local Huntly West Foodbank. Huntly College dance studio including teacher facilities supervision is "in kind."

TIMELINE:

Week 1 - Rangatahi (supported by mentor / artists), creative hui to discuss, brain storm, concept map and realise the kaupapa and focus. This will include taha tinana (physical) fitness and nutrition (healthy eating options). Gaining a shared understanding and language that includes rangatahi voice for DWOC moving forward.

Week 1 - Photo shoot for advertising and social media posters.

Week 2 - Dance workshops for rangatahi choreographers and DWOC teaching class schedule.

Week 2 - Mentoring about dance styles, knowledge, how to teach, dancer etiquette, how to read and respond to moods and a room.

Week 3 - DWOC classes begin and continue weekly until the end of term. Each class has video footage for weekly posting to social media platforms.

Rangatahi choreographers meet weekly with artists to learn different dance techniques applicable to street dance / hip hop genre and choreograph their own work.

Week 4 - Guest foundation choreographer - this is where our rangatahi learn from an expert in a style they may want to develop for themselves. In these classes the history and knowledge shared is also vital to a dancer learning correct technique, application and the originators of the styles. They can then go on to share what they learn with others.

Week 6-9 DWOC concept video's.

Week 10 - DWOC Community Celebration.

Week 10 - Reflection hui, "Where to from here." Next steps for Term 2, 2022.

3. The people / Nga tangata: Tell us about the key people and/or the groups involved.

In the first week of DWOC there will be at least 15 - 18 tamariki aged 7 to 12 years in the kids class. The teens class will net approx 15 - 20 aged 13 to 18 years. The DWOC rangatahi choreographers will rotate between our dancer Grassroots Leaders of 6. They have been mentored, advised and taught for the past two years in preparation for the DWOC Pilot launch. It is expected that the numbers for the DWOC programme will grow exponentially.

The artists are the Directors of Headquarters NZ (Logan Clendon Tau and Aniwa Haitana). They are highly qualified and experienced creatives. Please see the attached artist biographies.

The young people will also be supported by parent/s and whanau who attend the DWOC classes and the HC teacher who oversees the use of College premises. DWOC programme has the full support and backing of Huntly College Principal and Senior Leadership Team as the DWOC structure and rangatahi leadership component echoes the ethos and philosophy of the school.

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

Tamariki / Kids, Teens / Rangatahi
The project will be targeted at young people between the ages of 7 and 18 years.
The young people will:

- > get to work with experienced and learn from local and national artists
- > learn to express themselves through their dance
- > have something constructive to do weekly after school
- > learn the kaupapa, terminology, skills of music and dance and be able to pass this on to other tamariki and rangatahi in their community.
- > Give back to their community through the DWOC "can for dance" exchange programme for our local foodbank.
- > Grow their dance skills to level up and view dance as a viable competitive, commercial and / or teaching career pathway.

There is no other dance programme of this type happening in the Huntly or other communities that we know of.

DWOC classes first started by the Headquarters NZ Directors in 2018 Term 3 with an idea to grow and offer dance to our (at the time), dance starved community. The "can for dance" was the hook to invite and encourage anyone who wanted to dance, without the barrier of cost getting in the way. As the young people turned out and embraced DWOC the greatest challenge became the time and commitment of the Directors to hold down full time jobs and fulfil the commitment to travel to Huntly and teach every week as early as 5pm. To date the Directors have been doing DWOC without any remuneration for approximately 2.5 years.

The first rangatahi (known as grassroots dancers), who showed a desire and willingness to learn to choreograph in late 2019 gave birth to the idea and format of the current DWOC programme. We now have 6 rangatahi grassroots dancers in this space. The ultimate progression of DWOC is that it continues to grow and evolve so that regardless of adults and their busy lives, hiphop and street dance will continue to flourish through the young people in our community.

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
		88.00
		360.00
Total Costs		\$ 2,103.00
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Total Income		\$ 0.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 2,103.00
Amount you are requesting from the Creative Communities Scheme		\$ 2,103.00

PROJECT DETAILS (budget)

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 programs).

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)

Important Other financial information

Groups or organisations must provide the relevant audited accounts or 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 need include your reserves statement or policy

Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato 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 details/photos 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

(Print name of contact person/applicant)

Signed:

(Applicant or arts organisation's contact person)

Date:

QUOTE


TUI RINGA HAITANA

1/8 Lyon Street, Frankton, Hamilton, 3.204

25/08/2021

 Aniwahaitana@gmail.com

INVOICE NUMBER

 (027) 291 9069

000-141

ITEM	FREQ	AMOUNT	RATE	COST
------	------	--------	------	------

PROMOTION

MENTOR	FEE	9	30	\$270.00
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TOTAL \$270.00

BILLED TO

HEAD QUARTERS NZ

QUOTE

TUI RINGA HAITANA

1/8 Lyon Street, Frankton, Hamilton, 3.204

25/08/2021

✉ Aniwahaitana@gmail.com
☎ (027) 291 9069

INVOICE NUMBER
000-140

ITEM	FREQ	AMOUNT	RATE	COST
------	------	--------	------	------

PROMOTION

DAY SHOOT <small>(CREATIVE BRIEF, AV SCRIPT)</small>	FEE	1	150.00	\$150.00
EDITOR DAY	FEE	1	250.00	\$250.00

TOTAL \$400.00

BILLED TO

HEAD QUARTERS NZ

QUOTE

TUI RINGA HAITANA

1/8 Lyon Street, Franklon, Hamilton, 3 204

25/08/2021

 Aniwahaitana@gmail.com
 (027) 291 9069

INVOICE NUMBER
000-143

ITEM	FREQ	AMOUNT	RATE	COST
------	------	--------	------	------

VIDEO SHOWCASE

DAY SHOOT <small>(CREATIVE BRIEF, AV SCRIPT)</small>	FEE	1	150.00	\$150.00
EDITOR DAY	FEE	1	250.00	\$250.00

TOTAL \$400.00

BILLED TO

HEAD QUARTERS NZ

QUOTE

Kiri Rodgers

BILL TO

Head Quarters NZ

QUOTE

101

QUOTE DATE

24/08/2021

DESCRIPTION	AMOUNT
Rangatahi Choreographer (9 classes)	135.00
TOTAL	\$ 135.00

QUOTE

Adagio Legato

BILL TO

Head Quarters NZ

QUOTE

103

QUOTE DATE

24/08/2021

DESCRIPTION	AMOUNT
Rangatahi Choreographer (9 classes)	135.00
TOTAL	\$ 135.00

QUOTE

Tamara Thompson

BILL TO

Head Quarters NZ

QUOTE

104

QUOTE DATE

24/08/2021

DESCRIPTION	AMOUNT
Rangatahi Choreographer (2 classes)	30.00
TOTAL	\$ 30.00

QUOTE

BJ Taitoko

BILL TO

Head Quarters NZ

QUOTE

105

QUOTE DATE

24/08/2021

DESCRIPTION	AMOUNT
Rangatahi Choreographer (2 classes)	30.00
TOTAL	\$ 30.00

QUOTE

Sarah King

BILL TO

Head Quarters NZ

QUOTE

106

QUOTE DATE

24/08/2021

DESCRIPTION	AMOUNT
Rangatahi Choreographer (2 classes)	30.00
TOTAL	\$ 30.00

QUOTE

Johsef Leef

BILL TO

Head Quarters NZ

QUOTE

107

QUOTE DATE

24/08/2021

DESCRIPTION	AMOUNT
Rangatahi Choreographer (2 classes)	30.00
TOTAL	\$ 30.00

QUOTE

Khloe Leef

BILL TO

Head Quarters NZ

QUOTE

108

QUOTE DATE

24/08/2021

DESCRIPTION

AMOUNT

Rangatahi Choreographer (2 classes)

30.00

TOTAL

\$ 30.00

QUOTE

Khloe Leef

BILL TO

Head Quarters NZ

QUOTE

108

QUOTE DATE

24/08/2021

DESCRIPTION

AMOUNT

Rangatahi Choreographer (1 class)

15.00

TOTAL

\$ 15.00

QUOTE

Lillian Tau

BILL TO

Head Quarters NZ

QUOTE #

111

QUOTE DATE

27/08/2021

DESCRIPTION	AMOUNT
Equipment Hire (Sound & Lighting system hireage \$10 per hour x 2 hours per session x 9 weeks)	400.00
TOTAL	\$ 400.00

Subway.co.nz

SUBWAY Express

Subcard# #6397760000649633 | Reward Dollars: \$0.00 | Gift Dollars: \$0.00

[Favourites](#) [Last Order](#) [My Details](#) [Download the App](#) [Logout](#)

Step 1 2 3 4 5

CONFIRM YOUR ORDER

ORDER TOTAL **\$88.00**

PICKUP STORE

HAMILTON, 618 Te Rapa Rd (n)
☒ I do not require a bag

PICKUP TIME

☐ Today Time 9am - 00
☐ In advance Day: 03 Sep 2021

SPECIAL INSTRUCTIONS

If you require vegetarian, have allergies or any other requests, please type them here..

Subway.co.nz

PICKUP STORE

HAMILTON, 618 Te Rapa Rd (n)
☒ I do not require a bag

PICKUP TIME

☐ Today Time 9am - 00
☐ In advance Day: 03 Sep 2021

SPECIAL INSTRUCTIONS

If you require vegetarian, have allergies or any other requests, please type them here..

Classic Sandwich Platter

1 (\$58.00)

Cookie Platter (36 cookies)

1 (\$30.00)



Huntly College

Te Kura Tuarua ō Rāhui Pōkeka

13 August 2021

To Whom It May Concern

I am writing to support Headquarters NZ Ltd application to Waikato District Creative Communities NZ Funding for the Dance With Our Community (DWOC) programme.

The DWOC programme was started (after school hours), in Term 3, 2018 with Huntly College students who showed an interest and passion for dance. DWOC was the vehicle to reintroduce dance to a lower demographic community.

What resonated strongly with myself as Principal and our Leadership team including staff, was the opportunity given to other tamariki and rangatahi in our community to take dance classes for a can of food and in turn these being collected and donated to the local food bank.

Initially, DWOC classes were taught by Logan Clendon and then Aniwa Haitana strengthened this partnership with his extensive Performing Arts skills. They led by example and used their considerable skill, expertise and experience to nurture, teach and mentor our students to grow their confidence to have a go at teaching the classes themselves.

By Term 1, 2020 DWOC Grassroots Dancer Leadership programme was underway and this aligned with our own school motto that Huntly College is a School for Leaders.

Huntly College has opened our facilities to enable Headquarters NZ to operate and have a base to call home. It is easily accessible and located next to the Waikato River.

We envisage more opportunities for the tamariki and rangatahi in our community to engage in dance and performance.

Nga mihi

B.

Barbara Cavanagh
Principal

We lead, We collaborate to achieve, We are strong in the world

PO Box 151, Huntly 3740, Bridge Street, Huntly 3700, New Zealand
P: 07 828 7152 F: 07 828 7153 E: admin@huntlycollege.school.nz

www.huntlycollege.school.nz

TUI RINGA



ANIWA HAITANA

Co-director of Head Quarters NZ
Bilingual - Fluent in Te Reo Māori / English
10 years working with youth and men
Kopahaka performer, competitor, teacher
Specialised in taiaha, mere and mere whaitau
Four years as part of Te Puia / Matariki Village Kopahaka Performance Rōpū.
Video editor for Te Wānanga o Aotearoa (5 years & current)
A passionate choreographer / dancer since 13 years old.
Competitive dancer, (regionally, nationally and internationally)
TV show presenter and performer

HEAD QUARTERS NZ
021-209-5494
Admin@headquartersnz.com
www.headquartersnz.com

LILLIAN TAU



LOGAN CLEDON

Director & founder of Head Quarters NZ
Street Dance performer / competitor since 2005
BA in Health, Sport and Human Performance majoring in dance
HQ website designer
HQ programmes creator and coordinator
Tutor / production (tours) Huntly College Performing Arts
Choreographer / tutor NCEA Street Dance and elements of Contemporary Dance
Sky Sport Pre-match / Half time performances
Dancer/Choreographer on Music Videos
Dance workshops (regional, national, international)
HHNZ National Judge
NZ Delegate to Elite International Dance Competition - Philippines.
Event Manager for UP series
Youth Coach

RANGATAHI CHOREOGRAPHERS

MEET OUR TEAM



**KIRIL
RODGERS**



ADAGI LEGATO



KHLOE LEEF



BJ TAITOKO



SARAH KING



JOHSEF LEEF



**TAMARA
THOMPSON**



Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide* linked to the Council webpage. 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

Key points to 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: Click here then use tab key to move to next

IMPORTANT INFORMATION

- Please complete all sections on the form.
- Only supply additional information to the back of the form.
- Please do not write see attached into any sections on the form.
- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include banks statements or financials that include personal information. You need to 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 page 6).

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

<input checked="" type="checkbox"/>	My project has an arts focus
<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
<input checked="" type="checkbox"/>	I have provided quotes and other financial details
<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 2: PROJECT DETAILS

Project name: A Seaside Attraction

Brief description of project:

An Art installation that is a response to the site of the old Scout Hall in Raglan

Project location, timing and numbers

Venue and suburb or town:

The old scout Hall Cliff st Raglan

Start date:

Oct. 20th

Finish date: Oct 27

Number of *active* participants:

3

Number of viewers/audience members:

est.300

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

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item e.g. hall hire	Detail e.g. 3 days' hire at \$100 per day	Amount e.g. \$300
Total Costs		\$4,700.00
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 e.g. ticket sales	Detail e.g. 250 tickets at \$15 per ticket	Amount e.g. \$3,750
Koha	for mask and clay workshops	300.00
	local posters and online notifications	
Total Income		\$ 300.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 4,700.00
Amount you are requesting from the Creative Communities Scheme		\$4,400.00

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.
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- ☒ Keep receipts and a record of all expenditure for seven years
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- ☒ 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

Stuart Shepherd

(Print name of contact person/applicant)

Signed:

Applicant email authority on file - COVID lockdown restricting accessibility to scanner/printer

(Applicant or arts organisation's contact person)

Date:

12 August 2021

Budget

Margaret Feeney.. 3 workshops over 3 days.
Including preparation time and packing up time
45 hrs @ 30.00 = \$1350.00

Elizabeth Fergusson...fabrication of bunting workshop assistance
24hrs @ \$30.00= \$720.00

Stuart Shepherd ..fabrication of props and backdrops, installation and
maintenance of kinetic display .
50 hrs @ 30.00 =\$1500.00

.....total Artists fee \$3,570...

Materials

Plywood 150.00
Synthetic clay 50.0
Fabric 25.00
Paint 50.00
Tape and miscellaneous 50.00
Donkey hire 2 days 200.00

.....Total Materials . \$525.00

Hall Hire

3 days at 100.00 per day\$300.00

Publicity

Local posters local Chronicle newspaper ad, and online notices
\$ 200.00

Travel

Transport for Margaret and materials
from Port Waikato to Raglan return.....\$150.00

total \$4745.00

2016 Video project "Bare-faced lies" Thames

2018 Video "they are Us" produced with Handicapped Development Center
Davenport Iowa.

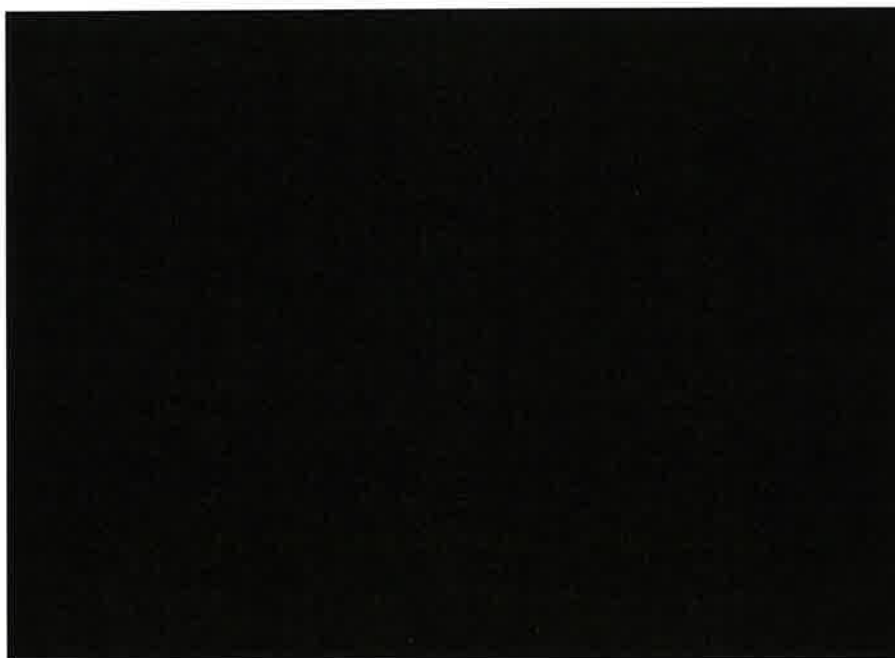
Film Industry

I worked as a set designer and model-maker for film and television in New York in the 1980s and 1990s. Then back in New Zealand I worked as a specialist sculptor for the Peter Jackson film trilogy "lord of the Rings " while completing my Masters degree in painting and installation art . I began teaching at Massey University in Wellington at this time.

Self-taught Art Research

In 2000 Massey University funded my nation-wide survey of self-taught artists in New Zealand. I have been involved in the promotion of work by marginalized artists since then. I presented the findings of my research at various conferences around the world and in 2009 I presented work from New Zealand at the N.Y. Outsider Art fair for the first time. Artists uncovered by my survey have been collected by the American Folk Art Museum, MOMA. N.Y. and by TePapa among other major collections.

For the past 5 years , until 2019, I have acted as a consultant for the family of artist Susan Te Kahurangi King.



Margaret Feeney CV 2021

I am a practicing artist and work from my studio in Waikato. My practice looks at the hijacking of the Natural World and the Human Built World by the modern market system. I'm currently working on my ongoing project *Water Systems*. *Water Systems* uses an expanded methodology of studio work, symposia talks, academic publishing and Collective Invention workshops. Most recently I am making a sculpture *Safe Haven* for Sculpture In The Gardens 2021 at the Auckland Botanic Gardens.

I am working on two other main projects: *It Started With a Kiss*, supported by Creative New Zealand, the Blumhardt Foundation and Boosted. *It Started With a Kiss* looks at information space and the expanding influence of form over content in the human built world. And *A Black Comedy in Pastels* that plays with the human shift of mind and environment from Culture/ Nature to Culture/ Culture.

I work at Māpura Studios in Auckland; Māpura is an outsider art studio for artists living with diversity, adversity and disability. I have tutored at universities, polytechnics, prisons and private and community art schools across AotearoaNZ. I have a Bachelor of Arts, Art History Major, Victoria University, Wellington and a Master of Fine Art, RMIT, Melbourne.

I have had 18 solo shows, including

- *It Started With A Kiss: a low resolution show about high technology*, Waiheke Community Art Gallery- Te Whare Taonga o Waiheke, Waiheke Island, 2018
- *The Showroom: a black comedy in pastels*, an installation at Te Uru, Waitakare Contemporary Gallery, Auckland, 2014
- *Storage Systems*, an installation at the Blue Oyster Project Space, Dunedin, 2011

I have been in over 40 group shows, including

- *2020 Walker & Hall Waiheke Art Award Exhibition*, Waiheke Community Art Gallery, 2020
- *National Contemporary Art Award Finalists Exhibition*, Waikato Museum, Hamilton, 2017
- *New Zealand Painting and Printmaking Award Finalists Exhibition*, Hamilton, 2017
- *Art and Future: Energy, Climate, Cultures Symposium Exhibition*, Dunedin School of Art Gallery, Dunedin, 2016
- *2015 Walker & Hall Waiheke Art Award Exhibition*, Waiheke Community Art Gallery, 2015
- *The Third Parkin Drawing Prize Exhibition*, Academy of Fine Arts, Wellington, 2015
- *Curious Trophies*, The Percy Thomson Gallery, Stratford, 2015
- *Inaugural Parkin Prize Exhibition*, Academy of Fine Arts, Wellington, 2013
- *Atutahi, Matariki Exhibition*, Hokianga Art Gallery, Rawene, 2012
- *Small Sculpture Prize*, Waiheke Community Art Gallery, Waiheke Island, 2011
- *Norsewear Art Award*, 3-D Category, Hawke's Bay Exhibition Centre, Hawke's Bay, 2007

A few recent related activities

2021	<p>I was invited to run a workshop at the Dowse Art Museum, Wellington, to celebrate the work of outsider ceramic artist Robert Rapson</p> <p>Gained funding for collective invention workshops for <i>Water Systems</i> and an installation of the mahi in Hauora Garden at Studio One Toi Tū</p>
2019	<p>I was the recipient of a Creative New Zealand grant for research project <i>Fosca: It Started With a Kiss</i></p> <p>I co-presented a paper, <i>Māpura Studios: Making Art and Sharing Time</i>, with Dr Morrigan Mullen at the Auckland University Inclusive Education Summit 2019</p> <p>I was the recipient of a Blumhardt Foundation grant for studio research and to run the collective invention workshops for research project <i>Fosca: It Started With a Kiss</i>.</p>

RAGLAN *Art*

27 August 2021

To whom it may concern

Re: Stuart Shepherd

I can verify that Stuart is a significant contributor to our art collective in Raglan, both as a participant and an instigator.

He regularly suggests new avenues for our exploration.


Stuart recently proposed and initiated a series of art critique evenings, based on his art and teaching experiences, both locally and overseas.

If you have any questions please don't hesitate to ask.

Yours faithfully

Brian Thurogood

For RaglanArt



STUDIO
ONE
—
TOI TŪ



Studio One Toi Tū
1 Ponsonby Road
Grey Lynn, Auckland

26 August 2021

LETTER OF SUPPORT FOR MARGARET FEENEY

To whom it may concern,

I have had the privilege of working with Margaret Feeney in my capacity as Community Place Manager, Arts – Studio One Toi Tū in Ponsonby where Margaret delivered the **Water Systems Project Workshop** with a group of creatives as a part of our Term 1 Programme in 2021.

Margaret is a skilled artist and practitioner, her workshops are engaging and well received by communities. She creates a safe space for learning and knowledge sharing and encourages her students to learn values around ecological security and ways to bring water and shelter to wild and industrial animals.

I highly recommend Margaret as an artist and educator. Her work is of a very high standard and the presentation well considered. The workshop she ran at Studio One Toi Tū was enjoyed by all who attended and there was a great sense of fun and collegiality.

As a council supported community arts centre Studio One Toi Tū strives to provide opportunities that are of value to arts practitioners the creative sector and the wider community supporting the development of artists and opportunities for Aucklanders to participate in the arts.

I am happy to be contacted should you require further information and/or clarification of my comments above.

Ngā mihi nui,

Siobhan Connelly

Community Place Manager, Arts – Studio One Toi Tū

Connected Communities
Auckland Council

Studio One Toi Tū, 1 Ponsonby Road, Grey Lynn, Auckland 1011
E: info@studioone.org.nz P: +64 (09) 376 3221 W: studioone.org.nz

Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide* linked to the Council webpage. This guide tells you:

- whether you are able to apply for Creative Communities Scheme funding for your project
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Example: Click here then use tab key to move to next

IMPORTANT INFORMATION

- Please complete all sections on the form.
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- Contact the CCS administrator if you need advice on your application (see contact details on page 6).

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

<input checked="" type="checkbox"/>	My project has an arts focus
<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
<input checked="" type="checkbox"/>	I have provided quotes and other financial details
<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 2: PROJECT DETAILS

Project name: Embodiment Sessions for Women

Brief description of project:

A multidisciplinary class that supports women to feel embodied in their self expression

Project location, timing and numbers

Venue and suburb or town:

Old School Arts Centre

Start date:

Oct.25

Finish date: Dec.17

Number of *active* participants:

10

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

PROJECT DETAILS (budget)

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, e.g. 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>e.g. \$300</i>
(Income)		
Total Costs		\$ 1,671.00
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Space Hire		0
Artist Fees		0
Promo / Marketing		0
Printing		0
Administration		0
Registration		800.00
Total Income		\$ 800.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 871.00
Amount you are requesting from the Creative Communities Scheme		\$ 871.00

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.

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- ☒ 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
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- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
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- ☒ 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

Nina Reed

(Print name of contact person/applicant)

Signed:

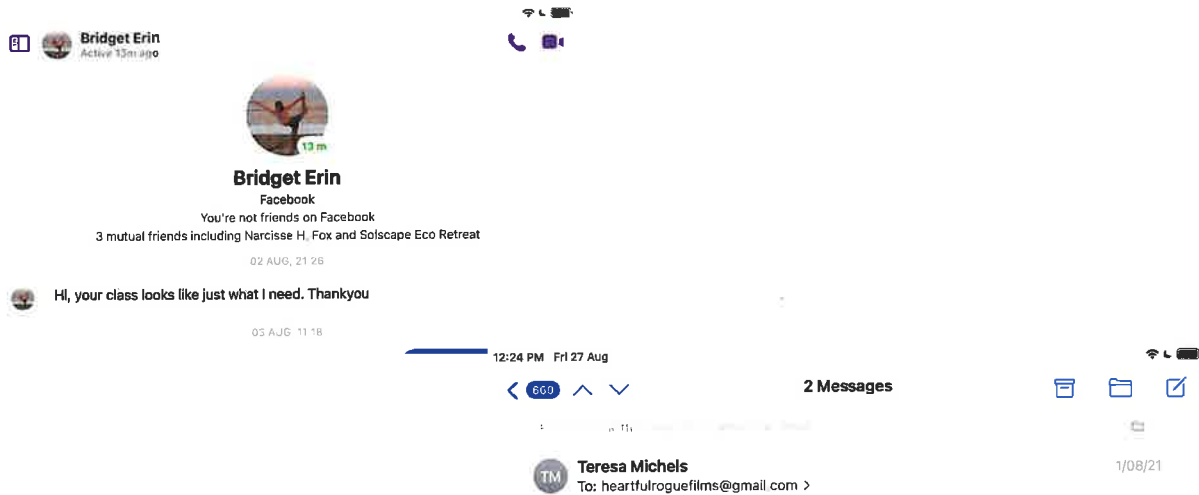


(Applicant or arts organisation's contact person)

Date:

13/08/2021

Letters of Participant Interest for Women's Embodiment Classes



Womens Embodiment Sessions

Hello,

I'm really interested in these sessions they look fantastic, and I just wondered if I could ask some questions and offer some suggestions. I was wondering if there is any openness to when they would take place? If so is there any chance this could be moved to a Sunday?

NINA REED - Bio



Nina Reed is driven to tell stories through writing, performance and directing; she's tired of the old paradigm, and believes the world needs new perspectives, and new tools. Reed is especially passionate about creating interesting roles for women, and girls, that go beyond objectification. Now at the age of 31, and after having much experience in the industry between, Australia, New Zealand, and Canada, is pleased to see the landscape changing, but she knows that she has much to contribute through her own storytelling abilities. Reed's most recent acting role was in feature film, *"Mothers of Revolution"* which was an incredible story based on the true tale of the Greenham Commons protests in the 1980s. For Reed it was a rich experience with an all-female cast, under the helm of a talented female director. Reed desires to see more of a varied representation on screen that moves away from the comfort of the heteronormative world we often see in mainstream cinema. She's excited for the future of storytelling. Reed trained in theatre from a very young age, being cast in a travelling theatre production in northern Canada at the age of eleven. Following high school, Reed studied Film Arts at Langara College, in Vancouver, BC. She has also studied improv with many teachers, but specifically spent time at Second City in Chicago. She also trialed her ego and jokes by dipping her toe into the stand up comedy world. Reed has written and directed a handful of short films, all of which have received success at various festivals. Her most popular short comedy film, *"Nervous Poo"*, was broadcast on Canadian Broadcast Channel in 2015. Reed has been passionate about storytelling, and performance, since the age of eight years old. At the age of twelve she begged her parents to send her to arts school in eastern Canada, which unfortunately never happened. That didn't stop Reed. She's still as driven now as she was then. Currently, she is prepping to direct a pilot episode for a comedic series that she has co-written, and co-produced. Reed has always had a knack for comedy, which she believes is a life necessity, like warm socks, and afternoon tea. When life becomes too serious, and she notices herself joining the 'upside down frown brigade', she takes a hard left in the opposite direction: this is why she is creating classes for youth, girls, and women. *More* than ever we need spaces to allow ourselves creative and physical freedom, where we can uplift each other through play and laughter. The tools that Reed offers support using our human body, our physical instrument, to support us in everyday life. She brings her vitality, and passion to everything she creates, initiating a ripple effect with the people she works with, and the things she creates.

Waikato District



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<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 2: PROJECT DETAILS

Project name: Improv Classes for Youth

Brief description of project:

Weekly improv and acting classes for groups of youth for different age groups.

Project location, timing and numbers

Venue and suburb or town:

Old School Arts Centre

Start date:

Oct.25

Finish date: Dec.17

Number of *active* participants:

24

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

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item e.g. hall hire	Detail e.g. 3 days' hire at \$100 per day	Amount e.g. \$300
Total Costs		\$ 4,041.00
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 e.g. ticket sales	Detail e.g. 250 tickets at \$15 per ticket	Amount e.g. \$3,750
Space Hire	\$240 per 8 weeks x 2 classes	0.00
Administration	4 hours weekly @ \$35 p/hr x 8 weeks	0.00
Marketing / Promo	Poster Creation and Online Promotion (2 posters)	0.00
Printing	0.70 x 30 posters (at local Raglan library)	0.00
Artist Fees	\$120 per class x 2 classes x 8 weeks	0.00
Registrations	24 students (if registration fills up) (income)	1,920.00
Total Income		\$ 1,920.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 2,121.00
Amount you are requesting from the Creative Communities Scheme		\$ 2,121.00

PART 3: DECLARATION

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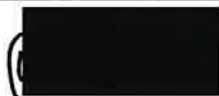
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Name

Nina Reed

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

13/08/2021

Participant Letter for Improv Classes



Nina Reed

11/08/21

Hi Denise ! Lovely to hear from you. Thank you for getting in touch ? Where did you hear a...



Denise Twentymen

12/08/21

To: [REDACTED] Cc: Victoria >

Re: Improv acting classes

Hello Nina

Thank you. I heard about your classes from Te Uku School newsletter and Harlem's teacher.

Thursday may be a better day for Harlem, but really we will work with you and what is available.

Te Uku would be ideal but we can bring him to Raglan. Let me know what works for you.

Harlem has just relocated from Australia (his parents are still in Australia, returning to NZ next year). He is missing them and adjusting to living with us, his grandparents. Your Improv acting classes sound just the thing for him.

I have included Tory, Harlem's Mum in this email. It is lovely for her to be kept in the loop and once Harlem starts she can chat with him about it.

Kind regards

Denise

Sent from Yahoo Mail on Android

Waikato District



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<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 2: PROJECT DETAILS

Project name: Painting Journey

Brief description of project:

Children come after school to embark on a painting Journey once a week for the term

Project location, timing and numbers

Venue and suburb or town: St Lazarus Art Studio, Raglan Old school Arts centre, 5 Stewart st, Raglan.

Start date:

28th October

Finish date: 9th December

Number of *active* participants:

10

Number of viewers/audience members:

50

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

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
		787.00
		40.00
		64.00
		100.00
Total Costs		\$ 1,500.00
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
fees		720.00
Total Income		\$ 720.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 780.00
Amount you are requesting from the Creative Communities Scheme		\$ 780.00

PART 3: DECLARATION

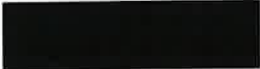
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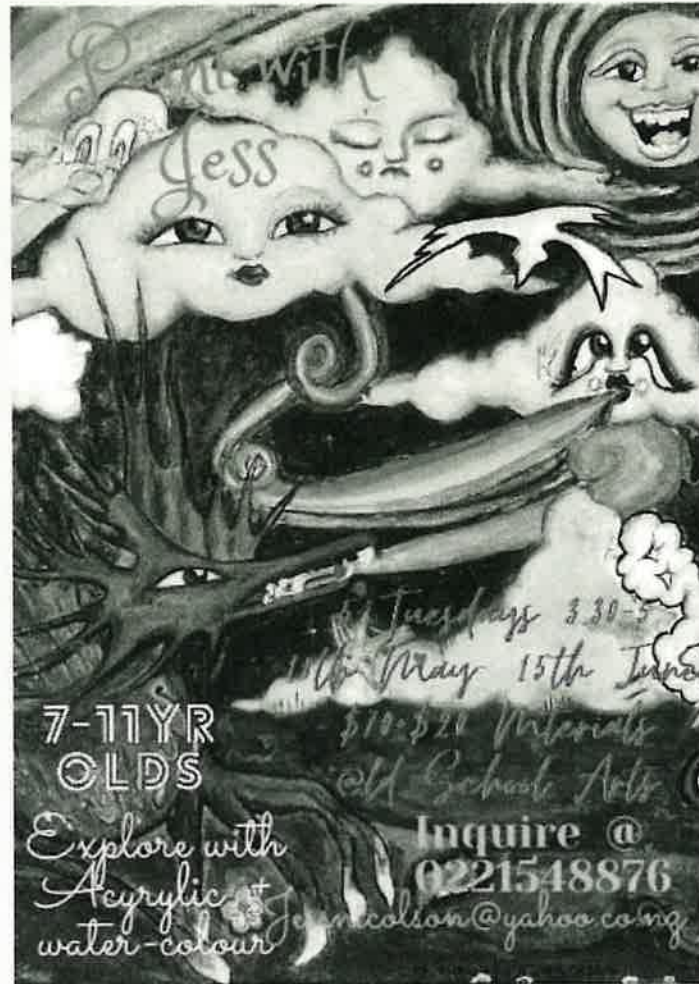
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NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name	Jessica Nicolson
	(Print name of contact person/applicant)
Signed:	
	(Applicant or arts organisation's contact person)
Date:	



Waikato District



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- Contact the CCS administrator if you need advice on your application (see contact details on page 6).

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

<input checked="" type="checkbox"/>	My project has an arts focus
<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
<input checked="" type="checkbox"/>	I have provided quotes and other financial details
<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 2: 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.)

<input type="checkbox"/> Craft/object art	<input type="checkbox"/> Dance	<input type="checkbox"/> Inter-arts
<input type="checkbox"/> Literature	<input type="checkbox"/> Music	<input type="checkbox"/> Ngā toi Māori
<input type="checkbox"/> Pacific arts	<input type="checkbox"/> Multi-artform (including film)	<input type="checkbox"/> Theatre
<input checked="" type="checkbox"/> Visual arts		

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

<input type="checkbox"/> Creation only	<input type="checkbox"/> Presentation only (performance or concert)
<input checked="" type="checkbox"/> Creation and presentation	<input type="checkbox"/> Presentation only (exhibition)
<input type="checkbox"/> Workshop/wānanga	

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Total Costs		\$1,615.20
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Total Income		\$ 0.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$1,615.20
Amount you are requesting from the Creative Communities Scheme		\$1,615.20

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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato 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 details/photos 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

Amanda Nasilasila

(Print name of contact person/applicant)

Signed:

AS

(Applicant or arts organisation's contact person)

Date:

25/8/2021



NGAA URI O MAAHANGA TRUST BOARD

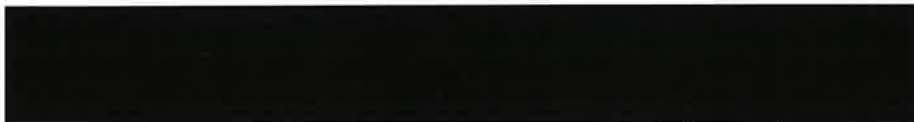
Teena koe,

Ngāa Uri o Maahanga Trust are happy to support Waitetuna Primary School with their Waikato District Council funding application.

The Waitetuna School Mural Project encapsulates the collective aspirations of the school and local community. As mana whenua it celebrates our living landscapes.

We hope Waitetuna School are able to secure funding so the mural can go ahead.

Ngāa mihi



Warren Williams
Chairperson
Ngāa Uri o Maahanga Trust

Lisa Rapana
Education Portfolio Lead
Ngāa Uri o Maahanga Trust

WAITETUNA SCHOOL

ANNUAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2020

Ministry Number: 2071

Principal: Amanda Nasilasila

School Address: Waitetuna Valley Rd, Waitetuna

School Postal Address: RD 1, Raglan

School Phone: [REDACTED]

School Email: [REDACTED]

Members of the Board of Trustees

Name	Position	How Position Gained	Term Expired/ Expires
Sue Court	Chair Person	Elected	2022
Danial Bateman	Parent Rep	Elected	2022
Jason Cann	Parent Rep	Elected	2022
Bevan Marquand	Parent Rep	Elected	2022
Lara Sweetman	Staff Rep	Elected	2022

Accountant / Service Provider: Bizwox Consultancy Ltd

Waitetua School

Statement of Responsibility

For the year ended 31 December 2020

The Board of Trustees accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2020 fairly reflects the financial position and operations of the school.

The School's 2020 financial statements are authorised for issue by the Board.

[Redacted Signature]

Full Name of Board Chairperson

SUZANNE E COURT

Signature of Board Chairperson

Date:

20/5/2021

Amanda Jane Nasilasila

Full Name of Principal

[Redacted Signature]

Signature of Principal

Date:

19/5/2021

Waitetuna School

Statement of Changes in Net Assets/Equity

For the year ended 31 December 2020

Notes	Actual 2020 \$	Budget (Unaudited) 2020 \$	Actual 2019 \$
Balance at 1 January	101,489	101,489	108,768
Total comprehensive revenue and expense for the year	25,857	(15,863)	(11,157)
Capital Contributions from the Ministry of Education			
Contribution - Furniture and Equipment Grant	-	-	3,878
Equity at 31 December	127,346	85,626	101,489

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes which form part of these financial statements.

Waitetuna School

Statement of Cash Flows

For the year ended 31 December 2020

		2020	2020	2019
	Note	Actual	Budget	Actual
		\$	(Unaudited)	\$
			\$	
Cash flows from Operating Activities				
Government Grants		192,165	125,189	132,421
Locally Raised Funds		61,754	29,680	35,635
Goods and Services Tax (net)		17,252	271	5,622
Payments to Employees		(126,137)	(87,762)	(98,249)
Interest Paid		(258)	-	(248)
Interest Received		380	600	94
Net cash from/(to) Operating Activities		50,751	(3,758)	(7,068)
Cash flows from Investing Activities				
Proceeds from Sale of Property Plant & Equipment (and Intangibles)		(117)	(989)	
Purchase of Property Plant & Equipment (and Intangibles)		3,775	569	(446)
Net cash from/(to) Investing Activities		3,658	(420)	(446)
Cash flows from Financing Activities				
Furniture and Equipment Grant		(3,878)	-	3,878
Finance Lease Payments		(12,345)	(1,748)	(11,372)
Painting contract payments		-	-	13,659
Funds Held for Capital Works Projects		26,771	881	
Net cash from/(to) Financing Activities		10,548	(867)	6,165
Net increase/(decrease) in cash and cash equivalents		64,957	(5,045)	(1,349)
Cash and cash equivalents at the beginning of the year	8	42,807	42,807	44,156
Cash and cash equivalents at the end of the year	8	107,764	37,762	42,807

The statement of cash flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries and the use of land and buildings grant and expense have been excluded.

The above Statement of Cash Flows should be read in conjunction with the accompanying notes which form part of these financial statements.

c) Revenue Recognition

Government Grants

The school receives funding from the Ministry of Education. The following are the main types of funding that the School receives.

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period they relate to. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

Use of land and buildings grants are recorded as revenue in the period the School uses the land and buildings. These are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown.

Other Grants

Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

Donations, Gifts and Bequests

Donations, gifts and bequests are recorded as revenue when their receipt is formally acknowledged by the School.

Interest Revenue

Interest Revenue earned on cash and cash equivalents and Investments is recorded as revenue in the period it is earned.

d) Use of Land and Buildings Expense

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes. This is a non-cash expense that is

e) Finance Lease Payments

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of 90 days or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

g) Accounts Receivable

Short-term receivables are recorded at the amount due, less an allowance for credit losses (uncollectable debts). The schools receivables are largely made up of funding from the Ministry of Education, therefore the level of uncollectable debts is not considered to be material. However, short-term receivables are written off when there is no reasonable expectation of recovery.

h) Inventories

Inventories are consumable items held for sale and comprised of stationery and school uniforms. They are stated at the lower of cost and net realisable value. Cost is determined on a first in, first out basis. Net realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. Any write down from cost to net realisable value is recorded as an expense in the Statement of Comprehensive Revenue and Expense in the period of the write down.

i) Property, Plant and Equipment

Land and buildings owned by the Crown are excluded from these financial statements. The Board's use of the land and buildings as 'occupant' is based on a property occupancy document.

Improvements to buildings owned by the Crown are recorded at cost, less accumulated depreciation and impairment losses.

Property, plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Gains and losses on disposals (i.e. sold or given away) are determined by comparing the proceeds received with the carrying amounts (i.e. the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Comprehensive Revenue and Expense.

Finance Leases

A finance lease transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred. At the start of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased asset or the present value of the minimum lease payments. The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability. The amount recognised as an asset is depreciated over its useful life. If there is no reasonable certainty whether the school will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

Depreciation

Property, plant and equipment except for library resources are depreciated over their estimated useful lives on a straight line basis. Library resources are depreciated on a diminishing value basis. Depreciation of all assets is reported in the Statement of Comprehensive Revenue and Expense.

The estimated useful lives of the assets are:

Building Improvements to Crown Owned Assets
Furniture and equipment
Information and communication technology
Motor vehicles
Textbooks
Leased assets held under a Finance Lease
Library resources

10-75 years
10-15 years
4-5 years
5 years
3 years
3 years
12.5% Diminishing value

2. Government Grants

	2020	2020 Budget (Unaudited)	2019
	Actual \$	\$	Actual \$
Operational Grants	135,416	104,628	114,142
Teachers' Salaries Grants	346,852	-	332,597
Use of Land and Buildings Grants	176,885	-	172,906
Resource Teachers Learning and Behaviour Grants	2,284	11,853	-
Other MoE Grants	57,740	8,711	22,328
	719,177	125,192	641,973

Other MOE Grants total includes additional COVID-19 funding totalling \$22,480 for the year ended 31 December 2020.

3. Locally Raised Funds

Local funds raised within the School's community are made up of:

	2020	2020 Budget (Unaudited)	2019
	Actual \$	\$	Actual \$
Revenue			
Donations	19,833	5,000	2,259
Activities	21,731	13,240	16,422
Trading	3,926	3,000	3,619
Fundraising	9,995	7,200	8,968
Other Revenue	15,398	-	3,765
	70,883	28,440	35,033
Expenses			
Activities	19,870	9,800	13,262
Trading	1,435	2,000	2,211
Fundraising (Costs of Raising Funds)	298	-	1,709
	21,603	11,800	17,182
	49,280	16,640	17,851

Surplus/ (Deficit) for the year Locally raised funds

4. Learning Resources

	2020	2020 Budget (Unaudited)	2019
	Actual \$	\$	Actual \$
Curricular	15,354	11,470	9,701
Equipment Repairs	1,057	2,500	2,181
Information and Communication Technology	-	8,800	-
Library Resources	433	700	80
Employee Benefits - Salaries	423,688	45,100	384,419
Staff Development	3,462	5,100	1,334
	443,994	73,670	397,715

8. Cash and Cash Equivalents

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Bank Current Account	70,764	4,762	(393)
Bank Call Account	-	-	6,189
Short-term Bank Deposits	37,000	33,000	37,011
Cash and cash equivalents for Statement of Cash Flows	<u>107,764</u>	<u>37,762</u>	<u>42,807</u>

The carrying value of short-term deposits with original maturity dates of 90 days or less approximates their fair value.

Of the \$112,264 Cash and Cash Equivalents, \$42,061 is held by the School on behalf of the Ministry of Education. These funds are required to be spent in 2021 on Crown owned school buildings under the School's Five Year Property Plan.

9. Accounts Receivable

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Receivables	6,497	-	2,280
Banking Staffing Underuse	1,443	-	1,729
Teacher Salaries Grant Receivable	27,366	24,000	24,242
TAPESA CA Washup	3,275	-	-
	<u>38,581</u>	<u>24,000</u>	<u>28,251</u>
Receivables from Exchange Transactions	6,497	-	2,280
Receivables from Non-Exchange Transactions	32,084	24,000	25,971
	<u>38,581</u>	<u>24,000</u>	<u>28,251</u>

10. Inventories

	2020	2020	2019
	Actual	Budget	Actual
	\$	(Unaudited)	\$
Stationery	1,307	-	924
	<u>1,307</u>	<u>-</u>	<u>924</u>

	Cost or Valuation \$	Accumulated Depreciation \$	Net Book Value \$
2019			
Buildings	103,349	(27,455)	75,894
Furniture and Equipment	83,555	(73,951)	9,604
Motor Vehicles	8,373	(4,689)	3,684
Leased Assets	59,121	(15,455)	43,666
Library Resources	25,866	(20,103)	5,763
Balance at 31 December 2019	280,264	(141,653)	138,611

12. Accounts Payable

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Operating Creditors	13,590	8,500	8,374
Employee Entitlements - Salaries	27,368	25,000	25,504
Employee Entitlements - Leave Accrual	1,781	-	-
	42,739	33,500	33,878
 Payables for Exchange Transactions	 42,739	 33,500	 33,878
	42,739	33,500	33,878

The carrying value of payables approximates their fair value.

13. Revenue Received in Advance

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Other	4,686	-	1,040
Student Fees Paid in Advance	170	-	-
	4,856	-	1,040

17. Related Party Transactions

The School is a controlled entity of the Crown, and the Crown provides the major source of revenue to the school. The school enters into transactions with other entities also controlled by the Crown, such as government departments, state-owned enterprises and other Crown entities. Transactions with these entities are not disclosed as they occur on terms and conditions no more or less favourable than those that it is reasonable to expect the school would have adopted if dealing with that entity at arm's length.

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the school would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with other government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions for such transactions.

18. Remuneration

Key management personnel compensation

Key management personnel of the School include all trustees of the Board, Principal, Deputy Principals and Heads of Departments.

	2020 Actual \$	2019 Actual \$
<i>Board Members</i>		
Remuneration	2,870	4,070
Full-time equivalent members	0.01	0.12
<i>Leadership Team</i>		
Remuneration	106,566	105,688
Full-time equivalent members	0.80	0.80
Total key management personnel remuneration	109,436	109,758
Total full-time equivalent personnel	0.81	0.92

The full time equivalent for Board members has been determined based on attendance at Board meetings, Committee meetings and for other obligations of the Board, such as stand downs and suspensions, plus the estimated time for Board members to prepare for meetings.

Principal 1

The total value of remuneration paid or payable to the Principal was in the following bands:

	2020 Actual \$000	2019 Actual \$000
Salaries and Other Short-term Employee Benefits:		
Salary and Other Payments	100 - 110	100 - 110
Benefits and Other Emoluments	2 - 3	2 - 3
Termination Benefits	-	-

Other Employees

The number of other employees with remuneration greater than \$100,000 was in the following bands:

Remuneration \$000	2020 FTE Number	2019 FTE Number
0	0.00	0.00
	0.00	0.00

The disclosure for 'Other Employees' does not include remuneration of the Principal.

22. Managing Capital

The School's capital is its equity and comprises capital contributions from the Ministry of Education for property, plant and equipment and accumulated surpluses and deficits. The School does not actively manage capital but attempts to ensure that income exceeds spending in most years. Although deficits can arise as planned in particular years, they are offset by planned surpluses in previous years or ensuing years.

23. Financial Instruments

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

Financial assets measured at amortised cost

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Cash and Cash Equivalents	107,764	37,762	42,807
Receivables	38,581	24,000	28,251
Total Financial assets measured at amortised cost	<u>146,345</u>	<u>61,762</u>	<u>71,058</u>

Financial liabilities measured at amortised cost

	2020 Actual \$	2020 Budget (Unaudited) \$	2019 Actual \$
Payables	42,739	33,500	33,878
Finance Leases	31,402	42,000	43,747
Total Financial Liabilities Measured at Amortised Cost	<u>74,141</u>	<u>75,500</u>	<u>77,625</u>

24. Events After Balance Date

There were no significant events after the balance date that impact these financial statements.

Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide linked to the Council webpage*. 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

Key points to 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: Click here then use tab key to move to next

IMPORTANT INFORMATION

- Please complete all sections on the form.
- Only supply additional information to the back of the form.
- Please do not write see attached into any sections on the form.
- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include banks statements or financials that include personal information. You need to 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 page 6).

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

- ☒ My project has an arts 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

PART 2: PROJECT DETAILS

Project name: Creative Huntly - Phase 2!

Brief description of project:

Creative Huntly is getting its very own arts center and we are looking for seed money to stock it with basic start up resources.

Project location, timing and numbers

Venue and suburb or town:

Huntly

Start date:

January 2022

Finish date: June 2022

Number of active participants:

Unlimited

Number of viewers/audience members:

Unlimited

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

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item eg hall hire	Detail e.g. 3 days' hire at \$100 per day	Amount e.g. \$300
Kids Art Club Tutor	2 x terms = 40 hours @ \$25 per hour	1000.00
Art Club Resources	Misc Resources 4 art	500.00
Seed stock for Art Center	- Various basic Art Supplies ie paint, Brushes	1,500.00
	felts, Card, Paper, Pencils, Clay etc...	
Total Costs		\$3,000.00
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 e.g. ticket sales	Detail e.g. 250 tickets at \$15 per ticket	Amount e.g. \$3,750
Art Club Attendance	30 tickets @ \$15 each	450.00
Total Income		\$450.00
Costs less income	This is the maximum amount you can request from CCS	\$2,550.00
Amount you are requesting from the Creative Communities Scheme		\$2,550.00

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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato 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 details/photos 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

Evelyn Shead

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

9-08-2021

Creative Huntly overview and images

This is a very exciting new phase for Creative Huntly as we will no longer be restricted by booking times to fit in with other bookings at our local community hubs. In the last 6 months we have run over 120 classes at both locations and reached over 800 people in for our arts projects and classes. With our own center we have the opportunity to reach even more community members through the arts.

As there are so many items we are looking to purchase we have decided to just ask for a lump sum rather than itemise. Due to sales and discounts at various times we will endeavour to make use of the times of sales to collect our range of stock items for our new art center.

We will be looking at shopping at a range of places including Stationary Warehouse, Davids Emporium, Spotlight, online stores, Waikato Potters society and a range of others in order to get the best for the least amount of money. These items will all be broken down with costs and put in for our accountability once purchased

Below is some photos of a few of our recent projects:



Friendship House (Huntly) Community Charitable Trust


Performance Report

For the Year Ended 31st December 2020

Contents

Entity Information	2
Entity Information (Continued)	3
Statement of Service Performance	4
Statement of Accounting Policies	5
Notes to the Accounts	6 & 7
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Schedule of Fixed Assets and Depreciation	12
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Friendship House (Huntly) Community Charitable Trust
Entity Information (continued)
For the Year Ended 31st December 2020

Physical Address:	55 William Street Huntly 3700
Postal Address:	55 William Street Huntly 3700
Phone:	07 8287559
Email:	friendship.huntly@gmail.com
	https://www.facebook.com/Friendship-House-Huntly-Community-Charitable-Trust-313414105436218/
Website:	https://friendship-house.webnode.com/
Accountants:	Accounting Concepts, 68 Main Street, Huntly, 3700
Reviewer:	Jefferies Nock & Associates Chartered Accountants 187 Peachgrove Road 5 Cross Road Hamilton



Friendship House (Huntly) Community Charitable Trust

STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

STATEMENT OF ACCOUNTING POLICIES

Reporting Entity

The reporting entity is Friendship House (Huntly) Community Charitable Trust, set up under the provisions of the Charitable Trusts Act 1957. It is registered with the Charities Commission 2005.

Statement of Compliance and Basis of Preparation

Friendship House has elected to apply PBE SBE-A (NFP) Public Entity Simple Format Reporting – Accrual (Not For Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the financial statements are reported using the accrual basis of accounting. The financial statements are prepared under the assumption that the entity will continue to operate in the foreseeable future.

The measurement system adopted is that of historical cost.

SPECIFIC ACCOUNTING POLICIES

The following specific accounting policies which materially affect the measurement of profit and financial position have been applied.

1 Grants Funding Income

Grants Funding is recognised when received. Grants, which have not been expensed in the current year are carried forward to the next year and are shown in the Statement of Financial Performance and also in the Statement of Financial Position as a liability.

2 Fixed Assets

Fixed assets are stated at cost less depreciation. A fixed assets and depreciation schedule forms part of these accounts in which the depreciation rates and basis of calculation is indicated. The rates used depreciate the assets over the term of their estimated useful lives.

3 Income Tax

The Trust undertakes activities on behalf of its local community and is registered under the Charities Commission 2005, and therefore is exempt from Income Tax.

4 Accounts Receivables

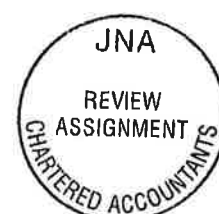
Accounts owing to the Trust are stated at their estimated realisable value.

5 GST

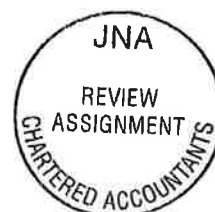
All items in the financial statements are stated exclusive of GST, with the exception of accounts receivable and account payable which are stated as GST inclusive.

CHANGES IN ACCOUNTING POLICIES

There have been no changes in accounting policies and they were applied consistently during the year.

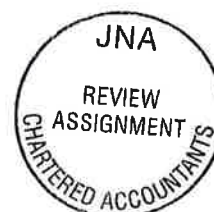


Grant – Ult	-	1,499
Grant – Wa	-	733
Grant – Te	1,800	-
Grant – No	1,500	-
Grant – Sky	4,000	-
Grant – Xm	7,202	-
SeniorNet Donations	-	5
Sponsorship	145	-
Donations	11,204	8,893
Sundry Income	1,138	-
Rent - Plunket	9,280	9,280
Rent - Room Hire	2,958	5,159
Total Income	166,052	161,700
Less Expenses		
Accident Compensation Levy	528	666
Accountancy Fees	788	738
Advertising	288	141
Audit Fees	-	1,000
Buildings	375	567
Cleaning & Laundry	428	617
Computer Expenses	1,377	-
Community Workshop & Events	26,063	12,431
Community Pantry	533	2,721
Insurance	341	341
Light Power & Heating	670	1,145
Office Expenses	1,637	1,064
Printing, Stamps & Stationery	79	774
Rents	10,957	10,435
Staff Hospitality Allowance	1,070	1,234
Staff Training & Welfare	63	1,804
Subscriptions	1,212	606
Telephone, Tolls & Internet	3,700	3,300
Travel - National	1,794	2,018
Volunteer Appreciation	2,461	2,977
Wages & Salaries	112,224	107,250
Total Expenses	166,589	151,830
Net (Deficit)/Surplus Before Depreciation	(537)	9,870
Less Depreciation		
Depreciation as per Schedule	1,288	1,189
(Deficit)/Surplus Before Beneficiary Distributions	(1,825)	8,681
NET SURPLUS/(DEFICIT)	(\$1,825)	\$8,681



Friendship House Huntly
Statement of Movements in Accumulated Funds
For the Year Ended 31st December 2020

	<i>Note</i>	2020 \$	2019 \$
ACCUMULATED FUNDS AT START OF YEAR		29,580	20,899
REVENUE			
Net Deficit for the Year		(1,825)	8,681
Total Recognised Revenues and Expenses for the Year		(1,825)	8,681
ACCUMULATED FUNDS AT END OF YEAR		\$27,755	\$29,580



**Friendship House Huntly
Statement of Financial Position
As at 31st December 2020**

	<i>Note</i>	2020 \$	2019 \$
CURRENT ASSETS			
BNZ SeniorNet Account 01		3,794	3,731
BNZ 00		98,396	64,045
BNZ Playgroup		620	619
BNZ - Memorial Hall		4,958	4,493
BNZ - Groceries		635	302
GST Refund Due		-	962
Accounts Receivable		184	3,191
Total Current Assets		108,587	77,343
NON-CURRENT ASSETS			
Fixed Assets as per Schedule		9,461	10,749
Investments			
Term Deposit		16,204	15,990
TOTAL ASSETS		134,251	104,083
CURRENT LIABILITIES			
GST Due for payment		4,011	-
Accounts Payable		1,955	(2,683)
Grant Received in Advance		85,359	72,338
Income in Advance		14,900	-
At the Coal Face Funds		170	-
Funds Held for War Memorial Hall Committee		100	4,847
Total Current Liabilities		106,495	74,502
TOTAL LIABILITIES		106,495	74,502
NET ASSETS		27,755	\$29,580
ACCUMULATED FUNDS			
Funds Settled		31,126	31,126
Retained Earnings		3,371	(1,546)
TOTAL ACCUMULATED FUNDS		\$27,755	\$29,580

Represented by;


ACCUMULATED FUNDS

Funds Settled

Retained Earnings

TOTAL ACCUMULATED FUNDS

For and on behalf of the Trustees:


 WALANT BREWER
 Chair
 24/03/2021
 CHAIRMAN



INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

To the Trustees of Friendship House (Huntly) Community Charitable Trust

We have reviewed the accompanying performance report of Friendship House (Huntly) Community Charitable Trust which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2020, the statement of financial position as at 31 December 2020, and the statement of accounting policies and other explanatory information.

Trustees Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- b) the preparation and fair presentation of the performance report which comprises:
 - the entity information;
 - the statement of service performance; and
 - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Trustees, and
- c) for such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400 (Revised), Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity, and the review of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit). Those standards also require that we comply with ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400(Revised) and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. We will perform procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report.

Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide* linked to the Council webpage. 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

Key points to 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 INFORMATION

- Please complete all sections on the form.
- Only supply additional information to the back of the form.
- Please do not write see attached into any sections on the form.
- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include banks statements or financials that include personal information. You need to 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 page 6).

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

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | My project has an arts focus |
| <input checked="" type="checkbox"/> | My project takes place in the local authority district that I am applying to |
| <input checked="" type="checkbox"/> | I have answered all of the questions in this form |
| <input checked="" type="checkbox"/> | I have provided quotes and other financial details |
| <input checked="" type="checkbox"/> | I have provided other supporting documentation |
| <input checked="" type="checkbox"/> | I have read and signed the declaration |
| <input checked="" type="checkbox"/> | I have made a copy of this application for my records |

PART 2: PROJECT DETAILS

Project name: After school young artist workshops Term 1/Term 2 2022

Brief description of project:

Four after school programmes combining writing, art history, collage, drawing/painting and sculpture for children age 5-12

Project location, timing and numbers

Venue and suburb or town:

Raglan Old School Arts Centre, 5 Stewart St

Start date:

14 February 2022

Finish date: 4 July 2022

Number of active participants:

40+

Number of viewers/audience members:

80+

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

PROJECT DETAILS

Two art work streams after school with Term 3 and Term 4 as outlined below:

Term 1: Our Place 3.30pm – 5pm Mondays 14 February – 4 April and Thursdays 17 February – 7 April. Over 8 weeks students will explore the place where they live through collage, painting, sculpture to create sense of well-being and belonging.

Local artist Anita Seddon will visit the class in week one to talk about her passion for the birds and land of Aotearoa, her adopted home. We will especially look to learn more from Anita about how she simplifies the forms of the landscape/seascape in order to make her textile hangings, and how she uses texture as well as colour. We will take a trip outside to observe and sketch local landmarks then the young artists will get the chance to try their own hand at recreating the effect by cutting and gluing fabric shapes.

The class will then look to take that experience 3d by working to sculpt a wall plaque for outside use at their home – depending on age this plaque might include a name or house number. Students will design their piece first on paper, with special attention to how they will create textures in the clay.

Students will learn how to evenly roll out the clay to the thickness they desire using a rolling pin and 2 wooden guide sticks. The clay coils will be added using scoring and slip in order to create shapes, letters and numbers if required. After bisque firing coloured glazes will be applied working from their designs before final glaze firing takes place.

Term 2 Theme: Matariki Ahunga Nui 3.30pm – 5pm Mondays 9 May – 4 July 2021. Thursdays 12 May – 30 June 2021. This term we will focus on the new holiday of Matariki.

We will focus on Matariki as a time for feasting and celebration. Students will learn more about how Matariki is connected to food and the harvest – in the names of the stars, in the timing of appearance and disappearance.

Local artist Anja Petford-Nesch will talk to the students about the Maori art traditions she learnt and practised while studying for her degree in Maori Art. Among other aspects, she will talk to us about tukutuku patterns, their beauty and their traditional meanings and also the role of symmetry and order in what we find beautiful.

Students will try their hand at printing using the tukutuku patterns as inspiration and create Matariki cards, which they can give to friends and family. In addition, as a centrepiece for their Matariki celebrations students will create a serving platter for the Matariki feast. The platter will be created using coils which are then smoothed over in order to create a surface which will be decorated with images of their favourite foods.

After bisque, firing coloured glazes will be applied working from their original drawings designs before final glaze takes place.

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Tutor fees	Karyn Moon art tutor @ \$25 23 hours per term x 4 workshops	2,300.00
Adult assistance	Helping hand tutor koha 32 x \$20	640.00
Venue hire	Raglan Old School community hire rate 32 bookings at community rate	834.80
Materials	Glazes, clay, power, paint, paper, fabric	973.96
Administration	Website and database work, registration with parents/schools, signing in parents process, 1 hour per child @ \$23 (40 students)	920.00
Programme planning	Tutor meetings, program planning and content 5 hours @ \$23 (2 terms)	115.00
Marketing	Social media, FB, mail chimp, graphic design poster, newspaper advertising 5 hours @ \$23 (2 terms)	115.00
Total Costs		\$5898.76
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
RCAC contribution	Student fees 5 students per class = 20 students total @ \$82.61 each	1652.22
RCAC contribution	Student fees 5 students per class sibling rate = 20 students total @ \$73.91 each	1478.20
Art sale	Sales of art work by contributing students – 2 totem poles @ \$304.35	608.70
Total Income		\$3739.12
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$2159.64
Amount you are requesting from the Creative Communities Scheme		\$2159.64

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.

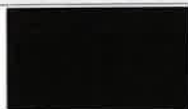
If this application is successful, I/we agree to:

- ☒ 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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato 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 details/photos 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name
(Print name of contact person/applicant)

Signed



(Applicant or arts organisation's contact person)

Date:



DRAFT QUOTE

After School Art Classes

Date
12 Aug 2021

Expiry
11 Sep 2021

Quote Number
QU-0015

Reference
Shona - room hire

GST Number
55-079-161

Raglan Community Arts
Council
5 Stewart Street
Raglan 3225
Waikato
NEW ZEALAND

After School Arts Classes

Room hire Term 1 & Term 2 2022

Description	Quantity	Unit Price	Amount NZD
Room Hire Term 1 2022 - Mondays 3pm - 6pm 14/02, 21/02, 28/02, 7/03, 14/03, 21/03, 28/03, 4/04	8.00	30.00	240.00
Room Hire Term 1 2022 - Thursdays 3pm - 6pm 17/02, 24/02, 3/03, 10/03, 17/03, 24/03, 31/03, 7/04	8.00	30.00	240.00
Room Hire Term 2 2022 - Mondays 3pm - 6pm 9/05, 16/05, 23/05, 30/05, 13/06, 20/06, 27/06, 4/07	8.00	30.00	240.00
Room Hire Term 2 2022 - Thursdays 3pm - 6pm 12/05, 19/05, 26/05, 2/06, 9/06, 16/06, 23/06, 30/06	8.00	30.00	240.00
INCLUDES GST 15%			125.20
TOTAL NZD			960.00

PUBLIC BENEFIT ENTITY SIMPLE FORMAT REPORTING – ACCRUAL (NOT-FOR-PROFIT)

STEP ONE - BASIC INFORMATION

Please complete the following information for your entity, this will then flow into the Performance Report.

Full name of organisation

For the year ended

This workbook contains a number of formulae and other features designed to make it's completion as easy as possible. To avoid inadvertent overwriting of the functionality, the workbooks have been password protected. The password is noted below, so that entities that wish to modify the workbook can do so. However, it is recommended that extreme care be taken if any modification is undertaken.

PASSWORD: wib (Note password is case sensitive)

Raglan Community Arts Council

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
31 March 2021

Legal Name of Entity:*	Raglan Community Arts Council
Other Name of Entity (if any):	Raglan Old School Arts Centre
Type of Entity and Legal Basis (if any):*	Community Arts Council operating under the Arts Council of NZ Act
Registration Number:	CC24379

Entity's Purpose or Mission:

Our aim is to nurture and encourage development of the arts in Whaingaroa. Operating the Raglan Old School Arts Centre, Providing a financial umbrella for arts projects, Fund raising for operations & projects, Supporting & prompting arts activities & events, Encouraging & promoting resident artists.

Entity Structure: *

RCAC has a management committee with a Chairperson, Deputy Chairperson, Secretary and Treasurer. The committee meets monthly. All payments are approved by two members of the committee who have been authorised by a committee meeting.

Raglan Community Arts Council

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
31 March 2021

Additional Information:*

Contact details

Physical Address:	5 Stewart St, Raglan 3225
Postal Address:	5 Stewart St, Raglan 3225
Phone/Fax:	07 825 0023
Email:	info@raglanartscentre.co.nz
Website:	https://raglanschoolartscentre.co.nz
	https://www.facebook.com/raglanoldschoolartscentre/
	

Raglan Community Arts Council
Statement of Financial Performance
"How was it funded?" and "What did it cost?"
For the year ended
31 March 2021

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Revenue				
Rents received and income from equipment hire		26017		39626
Classes, participation fees, stallholders fees, ticket sales		43106		52353
Subscriptions		4058		1774
Items sold on behalf of Artists		32626		27536
Interest		161		388
Sponsorship and advertising		5550		13053
Grants, donations and subsidies		145964		224067
Other revenue		59287		75073
Total Revenue*		316,769	-	433,870
Expenses				
Workshops and Events		23215		52699
Volunteer and employee related costs*		85878		104469
Overheads and consumables		24398		32076
Payments to Artists for items sold		32626		27536
Repairs and maintenance		8700		20369
Other expenses		23202		35735
Depreciation expense		3687		3909
Historical adjustment				334
Total Expenses*		201,706	-	277,127
Surplus/(Deficit) for the Year*		115,063	-	156,743

Raglan Community Arts Council

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

31 March 2021

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts*	140,965		259,839
Fees, subscriptions and other receipts from members*	4,020		1,774
Receipts from providing goods or services*	172,896		169,913
Interest, dividends and other investment receipts*	160		388
Net GST	1,522		5,553
Cash was applied to:			
Payments to suppliers and employees*	128,988		363,589
Donations or grants paid*	43		5,257
Payments to acquire property plant and equipment	66,995		215,219
Net Cash Flows from Operating Activities*	123,537	-	(146,598)
Cash flows from Investing and Financing Activities*			
Cash was received from:			
Receipts from the sale of property, plant and equipment*			
Receipts from the sale of investments*			
Proceeds from loans borrowed from other parties*			
Capital contributed from owners or members*			
Cash was applied to:			
Payments to acquire property, plant and equipment*			
Payments to purchase investments*	-		-
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
Net Cash Flows from Investing and Financing Activities*	-	-	-
Net Increase / (Decrease) in Cash*	123,537	-	(146,598)
Opening Cash*	102,199		248,797
Closing Cash*	225,736		102,199
This is represented by:			
Bank Accounts and Cash*	82,380	-	26,747

Raglan Community Arts Council
Notes to the Performance Report
For the year ended
31 March 2021

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Rents received and income from equipment hire	Old School	17712	25,444
	St Lazarus Kitchen	7178	12,519
	Movie equipment hire	1127	1,663
	Total	26,017	39,626
Revenue Item	Analysis	This Year \$	Last Year \$
Classes and course fees, participation fees, ticket sales and entry fees, Market stallholders fees	Classes and course fees	11571	13,017
	Participation fees	6865	738
	Ticket sales and entry fees	9542	20,385
	Market Stallholders fees	15128	18,213
	Total	43,106	52,353
Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Subscriptions received	4,058	1,774
	Total	4,058	1,774
Revenue Item	Analysis	This Year \$	Last Year \$
Items sold on behalf of customers	RCAC events	19371	14,899
	Non RCAC events	13255	12,637
	Total	32,626	27,536
Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	161	388
	Total	161	388
Revenue Item	Analysis	This Year \$	Last Year \$
Sponsorship and Advertising		5550	13,053
	Total	5,550	13,053
Revenue Item	Analysis	This Year \$	Last Year \$
Grants, donations and subsidies		145964	224,067
	Total	145,964	224,067
Revenue Item	Analysis	This Year \$	Last Year \$
Other revenue	Sundry income	19838	20,989
	Koha and donations received	28371	44,748
	Refreshment sales	4201	6,483
	Commission on Artists' sales	5497	2,358
	Handling fee on Agents' sales	1,380	495
	Total	59,287	75,073

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2021

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year	Last Year
Workshop and events	Workshops and Events	\$ 23,215	\$ 51,222
	Total	23,215	51,222

Expense Item	Analysis	This Year	Last Year
Volunteer and employee related costs	Wages and salaries	\$ 81,400	\$ 98,729
	Kiwi Saver - employer contribution	2,029	1,339
	ACC Premiums	614	419
	Social events, gifts	915	548
	Staff training and expenses	920	3,434
	Total	85,878	104,469

Expense Item	Analysis	This Year	Last Year
Overheads and consumables	Venue hire	\$ 7,106	\$ 11,057
	Power	3,371	4,180
	Rent and rates	1,095	1,735
	Telephone and internet	2,179	1,791
	Printing and stationery	3,145	7,323
	Freight and postage	588	256
	Bank fees	554	419
	Charities Services fee, Legal and Licence expenses	929	594
	Accounting and audit fees	500	1,720
	Insurance	4,931	2,464
	Total	24,398	31,539

Expense Item	Analysis	This Year	Last Year
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	\$ 19,371	\$ 14,899
	Customers reimbursed for items sold Non RCAC events	13,255	12,637
	Total	32,626	27,536

Expense Item	Analysis	This Year	Last Year
Repairs and maintenance	Equipment Repairs and Maintenance	\$ 2,092	\$ 1,359
	Buildings Repairs and Maintenance	3,013	13,979
	Grounds Repairs and Maintenance	1,642	1,972
	Cleaning Buildings - Labour and Supplies	1,042	1,927
	Replacements	911	1,132
	Total	8,700	20,369

Expense Item	Analysis	This Year	Last Year
Other expenses	Advertising and Marketing	\$ 7,547	\$ 10,185
	Refreshment purchases	1,935	3,479
	Xero Cloud Accounting Services	1,282	1,154
	General expenses	6,384	3,680
	Koha/Donations paid	44	5,257
	Subscriptions paid	68	25
	Kitchen expenses	4,351	6,058
	Equipment lease and hire	1,591	1,968
	Event Prizes - Film Festival and Art2Wear (biennial)	0	3,750
	Grants and Scholarships paid	0	0
	Total	23,202	35,556

Expense Item	Analysis	This Year	Last Year
Depreciation expenses	Depreciation expense	\$ 3,687	\$ 3,909
	Total	3,687	3,909

Notes to the Performance Report

**For the year ended
31 March 2021**

Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	213,271	414,390	-	627,661
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		115,063		115,063
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*				
Closing Balance	213,271	529,453	-	742,724

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	213,271	257,647		470,918
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		156,743		156,743
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*				
Closing Balance	213,271	414,390	-	627,661

Breakdown of Reserves		Actual*	Actual*
		This Year	Last Year
Name*	Nature and Purpose*	\$	\$
Total		-	-

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Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide* linked to the Council webpage. 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

Key points to 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: [Click here](#) then use tab key to move to next

IMPORTANT INFORMATION

- Please complete all sections on the form.
- Only supply additional information to the back of the form.
- Please do not write see attached into any sections on the form.
- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include banks statements or financials that include personal information. You need to 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 page 6).

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

<input checked="" type="checkbox"/>	My project has an arts focus
<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
<input checked="" type="checkbox"/>	I have provided quotes and other financial details
<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 2: 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.)

- | | | |
|---|---|---|
| <input type="checkbox"/> Craft/object art | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Music | <input type="checkbox"/> Ngā toi Māori |
| <input type="checkbox"/> Pacific arts | <input type="checkbox"/> Multi-artform (including film) | <input checked="" type="checkbox"/> Theatre |
| <input type="checkbox"/> Visual arts | | |

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

- | | |
|---|---|
| <input type="checkbox"/> Creation only | <input type="checkbox"/> Presentation only (performance or concert) |
| <input checked="" type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (exhibition) |
| <input type="checkbox"/> Workshop/wānanga | |

PROJECT DETAILS (budget)

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, e.g. 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>e.g. \$300</i>
Total Costs		\$11,059.80
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Ticket Sales		7,400.00
Total Income		\$ 7,400.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 3,659.80
Amount you are requesting from the Creative Communities Scheme		\$ 3,659.80

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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato 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 details/photos 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

Ruth Hare

(Print name of contact person/applicant)

Signed:

Applicant signature on file - COVID lockdown restricting accessibility to scanner/printer

(Applicant or arts organisation's contact person)

Date:

27/8/2021

Description	Quantity	Unit Price	Amount NZD
TRANSPORT FRIDAY	66.00	0.61	40.17
LABOUR SNR TECH FRIDAY 5PM-11PM	6.00	52.17	313.04
TRANSPORT SATURDAY	66.00	0.61	40.17
LABOUR SNR TECH SATURDAY 11AM-10PM	11.00	52.17	573.91
TRANSPORT EQUIPMENT COLLECTION FROM RAGLAN SUNDAY	66.00	0.61	40.17
LABOUR SNR TECH SUNDAY 11AM-10PM	11.00	52.17	573.91
Subtotal			3,808.52
TOTAL GST 15%			571.28
TOTAL NZD			4,379.80

QUOTATION

DATE

1st August 2021

MADSTAR MONSTER

Madeline Alexander

Ph: 021 110 0557

Email:

Maddie@webconception.co.nz

TO

RAGLAN THEATRE ACADEMY

DUE ON RECEIPT

Fabric, Sewing thread, design and work for costume
@ \$40 per costume
77 costumes x \$40 =

\$3,080

Prop creation for materials and work.

\$400

Total

\$3,480

Waikato District



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Example:

IMPORTANT INFORMATION

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<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
<input checked="" type="checkbox"/>	I have provided quotes and other financial details
<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Te Whare Toi o Ngaaruawaahia-Twin Rivers Community Art

Contact person (for group):

Monique Heward

Street address/PO Box:

18 Herschel Street

Suburb:

Ngaruawahia

Town/City:

Waikato

Postcode:

3720

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Te Whare Toi O Ngaruawahia

GST number:

090 768 603

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:

X

Detail:

Māori:

X

Detail:

Pacific Peoples:

X

Detail:

Asian:

X

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:

X

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

Current recipient

PART 2: PROJECT DETAILS

Project name: Christmas Workshop term 4 2021

Brief description of project:

We would love to offer a Christmas work shop in Term 4

Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaruawahia

Start date:

December 1st

Finish date:

December 11th

Number of *active* participants:

15

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

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?

We would like to offer a Christmas wreath making workshop, wreaths are made from supplejack vine and then adorned in foliage, flowers and Christmas accessories, class members can then use the base for other festive occasions by changing the arrangement.

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

This evening workshop will be held onsite at our art centre, class members will be instructed by a tutor, this class does allow for individual creative expression.

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

This class will be made available for 15 adults in our community, centre tutor and art centre staff will be available to teach and assist class members

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

Evening classes are a great way to have our community utilise our wonderful art centre, keeping classes affordable makes it accessible, this activity caters to various ages and abilities, tutor and staff member help will ensure positive learning and creativity for all participants.

PROJECT DETAILS (Budget)

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, e.g. 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>e.g. \$300</i>
Tutor Hours x8	\$30 per hour	\$240
Materials	Flowers, Ribbon, fabric, accessories	208.69
Total Costs		\$448.69
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
X15 People	13.05 per person exclusive gst	195.65
Total Income		195.65
Costs less income	<i>This is the maximum amount you can request from CCS</i>	253.04
Amount you are requesting from the Creative Communities Scheme		\$253.04

PROJECT DETAILS (Budget)

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 programs).

Date applied	Who to	How much	Confirmed/ unconfirmed
1.4.21	Trust Waikato – Admin & Facility Operating Expenses	20,000	Confirmed

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)
29.4.21	Custom Ukelele	500.00	yes
29.4.21	Macramé for beginners	250.00	Yes
15.10.20	School Holiday Workshops	673.44	Yes
15.10.20	Whanau Date Nights	374.60	Yes
18.6.20	Community Performance Workshop & Show	2500.00	Yes

Important Other financial information

Groups or organisations must provide the relevant audited accounts or 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 need include your reserves statement or policy

Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

PART 3: DECLARATION⁵⁸

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.
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- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
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- ☒ 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name Monique Heward

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

11.8.2021



Supplie Jack Christmas Wreaths

Twin Rivers Art Centre Incorporated
Financial Statements
For the Year Ended 31st March 2021

Twin Rivers Art Centre Incorporated

Directory

As at 31st March 2021

Executive Committee	Chairperson	June Rowland
	Secretary	Darin Blackman
	Treasurer	Wendy Katipo
	Committee	Irene Brady
		Kerry Randall

Bankers	First Credit Union
---------	--------------------



Twin Rivers Art Centre Incorporated**Trading Accounts****For the 12 Months Ended 31 March 2021**

	2021	2020
	\$	\$
REVENUE		
Sales & Commissions	1,919	17
Covid 19 Wage Subsidy	15,430	
MSD Participation Incl Grant	18,500	
COGS	8,000	1,000
Facility Hire	452	-
Fund Raising	1,409	2,370
Membership Fees	339	209
Classes	5,190	6,046
DV [REDACTED]	3,500	5,000
Not [REDACTED]	2,000	-
Lotteries	28,750	16,865
Lion Foundation	15,000	15,000
North Waikato Arts Collective	2,000	
Creative Communities	5,787	18,022
Creative Waikato	1,000	
Tamariki Art Club Fees	1,278	
Donations	1,137	3,378
Trust Waikato	20,000	20,000
Fraser Adult Community Education	-	2,680
Matariki	-	5,133
WDC Funding	5,000	8,500
WEL Energy	45,000	30,000
Other Income	2,000	
Interest	97	231
Add Grants Received Last Year for This Year	3,015	-
Less Grants Received for Next Year	(17,500)	(3,015)
Total Revenue	169,303	131,436



Twin Rivers Art Centre Incorporated**Statement of Financial Performance****For the 12 Months Ended 31 March 2021**

	2021	2020
	\$	\$
LESS EXPENSES		
Accident Compensation Levy	166	99
Audit Fees	485	400
Administration Fees	-	11,500
Art Sales Reimbursements	1,578	-
Bank Charges	71	15
Capital Purchases under \$500	553	-
Class Materials / Tutor Fees	6,812	11,810
Computer Expenses	1,214	752
Conference Costs	-	160
Cleaning	425	-
Covid 19 Grant Expenses	9,509	
Events	-	261
Fundraising Expenses	378	
Donations	200	
General Expenses	1,414	351
Insurance	2,105	2,100
Interest Expense	-	70
Lawns & Grounds	1,292	1,545
Matariki Expenses	-	4,610
Matariki School Project	72	2,826
Power	2,037	2,044
Printing, Stamps & Stationery	795	657
Prizes	1,110	
Program Expenses	3,821	
Rents	9,216	11,867
Repairs & Maintenance	765	98
Staff Expenses	300	174
Telephone, Tolls & Internet	1,993	1,238
Volunteer Expenses	109	438
Wages & Salaries	86,810	55,177
Xero Accounting Fee	358	
Total Expenses	133,588	108,192
Net (Deficit)/Surplus Before Depreciation	35,715	23,244
LESS DEPRECIATION		
Depreciation as per Schedule	1,246	381
NET SURPLUS/(DEFICIT)	\$34,469	\$22,863



Twin Rivers Art Centre Incorporated**Statement of Financial Position****As at 31 March 2021**

	2021	2020
	\$	\$
CURRENT ASSETS		
First Credit 00	71,371	24,420
First Credit 02	7,631	5,345
First Credit 03	2,209	3,776
First Credit 04	3,666	2,479
First Credit 05	81	303
Accounts Receivable	100	
Total Current Assets	85,058	36,323
NON-CURRENT ASSETS		
Property, Plant & Equipment	14,239	3,675
Total Assets	99,297	39,998
CURRENT LIABILITIES		
Accounts Payable	12,832	1,692
GST	1,731	2,919
Voices of Suicide Bereaved Whanau	393	
Grants in Advance	17,500	3,015
Total Current Liabilities	32,456	7,626
Total Liabilities	32,456	7,626
NET ASSETS	\$66,841	\$32,372
Represented by:		
Accumulated Funds	66,841	32,372
TOTAL EQUITY	\$66,841	\$32,372



Twin Rivers Art Centre Incorporated**Detailed Equity Accounts****As at 31 March 2021**

	2021	2020
	\$	\$
Centre Equity		
Opening Balance	32,372	9,509
Add Net Profit (Loss)	34,469	22,863
Closing Balance	66,841	32,372
Total Equity Accounts	\$66,841	\$32,372



Twin Rivers Art Centre Incorporated

Depreciation Schedule

For the Year Ended 31st March 2021

Asset	Cost Price	Book Value 1/04/2020	Additions	----- Depreciation -----				Accum Depn 31/03/2021	Book Value 31/03/2021
				Month	Rate		\$		
Leadlight	1,291	342		12	10	Yr SL	34	983	308
8x Plinths	200	33		12	10	Yr SL	3	170	30
6x Sewing Machines	1,800	486		12	13	Yr SL	37	1,351	449
Overlocker	200	54		12	13	Yr SL	4	150	50
2 Blue Tables	200	33		12	10	Yr SL	3	170	30
Kiln	3,500	240		12	6	Yr SL	40	3,300	200
Sewing Machine	300	108		12	13	Yr SL	8	200	100
10x Moulds	300	49		12	10	Yr SL	5	256	44
Flags	514	217		12	10	Yr SL	22	319	195
Gazebos & Bags	1,083	480		12	10	Yr SL	48	651	432
Roll Sign	590	277		12	10	Yr SL	28	341	249
Furniture	498	492		12	15	Yr SL	33	39	459
Computer Upgrades	978	864		12	5	Yr SL	173	287	691
Heat Pumps			10,460	9	10	Yr SL	785	785	9,676
Laptop			1,350	1	5	Yr SL	23	23	1,328
	11,454	3,675	11,810				1,246	9,025	14,239



Twin Rivers Art Centre Incorporated

Notes to the Financial Statements

For the 12 Months Ended 31st March 2021

1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Twin Rivers Art Centre Incorporated. Twin Rivers Art Centre Incorporated is an incorporated club engaged in the business of providing Artistic opportunities for people in the community. Twin Rivers Art Centre Incorporated is a charitable organisation.

Twin Rivers Art Centre Incorporated qualifies for differential reporting exemptions based on the following criteria;

- It is not publicly accountable and
- It is not large as defined by the New Zealand Institute of Chartered Accountants.

Twin Rivers Art Centre Incorporated has adopted all available differential reporting exemptions.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used with the exception of certain items for which specific accounting policies have been identified.

Specific Accounting Policies.

In the preparation of these financial statements, the specific accounting policies are as follows:

(a) Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment:

Plant & Equipment 0-60% DV, CP or SL

All property, plant & equipment are stated at cost less depreciation.

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007

(b) Goods and Services Tax

The financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST.

© Revenue

Sales of goods are recognised when they have been delivered and accepted by the customer. Interest income is recognised using the effective interest method.

(d) Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.



Twin Rivers Art Centre Incorporated

Notes to the Financial Statements

For the 12 Months Ended 31st March 2021

2 AUDIT

These financial statements have been audited.

3 CONTINGENT LIABILITIES

At balance date there are no known contingent liabilities (Last Year: \$0). Twin Rivers Art Centre Incorporated has not granted any securities in respect of liabilities payable by any other party whatsoever.

4 RELATED PARTIES

There were no related party transactions during the year under review.

5 SUBSEQUENT EVENTS

As at balance date there were no known subsequent events.



AUDITORS REPORT
FOR TWIN RIVERS ART CENTRE INCORPORATED
FOR THE YEAR ENDED 31 MARCH 2021

I have audited the attached financial statements for Twin Rivers Art Centre Incorporated. The financial statements provide information about the past financial performance of the Organisation and its financial position as at 31 March 2021. This information is stated in accordance with the accounting policies set out with these statements.

Auditor's responsibilities

It is my responsibility to express an independent opinion for the financial statements presented by the Organisation and report my opinion.

Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- The significant estimates and judgement made by the Organisation in the preparation of the financial statements; and
- Whether the accounting policies are appropriate to the circumstances, consistently applied and adequately disclosed.

I conducted an audit in accordance with generally accepted auditing standards in New Zealand, except that my work was limited as explained below. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary. I obtained sufficient evidence to give a reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as Auditor, I have no relationship with or interest in the Organisation.

In my opinion, the financial statements fairly reflect the results of the activities and the financial position of the Organisation as at 31 March 2021.

My audit report was completed on 30 June 2021 and my unqualified opinion is expressed as at that date.



Graham Haines ACCM, DipMgtSt

Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide* linked to the Council webpage. 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

Key points to 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:

Type your answer here

IMPORTANT INFORMATION

- Please complete all sections on the form.
- Only supply additional information to the back of the form.
- Please do not write see attached into any sections on the form.
- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include banks statements or financials that include personal information. You need to 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 page 6).

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

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | My project has an arts focus |
| <input checked="" type="checkbox"/> | My project takes place in the local authority district that I am applying to |
| <input checked="" type="checkbox"/> | I have answered all of the questions in this form |
| <input checked="" type="checkbox"/> | I have provided quotes and other financial details |
| <input checked="" type="checkbox"/> | I have provided other supporting documentation |
| <input checked="" type="checkbox"/> | I have read and signed the declaration |
| <input checked="" type="checkbox"/> | I have made a copy of this application for my records |

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group? Individual ☐ Group ☒

Full name of applicant:	Te Whare Toi o Ngaaruawaahia-Twin Rivers Community Art		
Contact person (for group):	Monique Heward		
Street address/PO Box:	18 Herschel Street		
Suburb:	Ngaruawahia	Town/City:	Waikato
Postcode:	3720	Country:	New Zealand
Email:	<div></div>		
Telephone (day):	<div></div>		

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

Name on bank account:	Te Whare Toi O Ngaruawahia	GST number:	090 768 603
Bank account number:	<div></div>		

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:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input checked="" type="checkbox"/>	Detail:	
Pacific Peoples:	<input checked="" type="checkbox"/>	Detail:	
Asian:	<input checked="" type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input type="checkbox"/>	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)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide)	Current recipient	

PART 2: PROJECT DETAILS

Project name: School Holiday Workshops Term 1 2022

Brief description of project:

We have currently been holding 2 full day holiday programmes for up - to 15 children, we would like to give more children the opportunity to participate by running a series of 4 art/craft workshops.

Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaruawahia

Start date:

20th April

Finish date: 21th April

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

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?

We would like to run 4 school holiday workshops, with 15 children per workshop, we would like to run these at a low cost to make it accessible to the families in our community, we have run workshops once before and it was a great success. We would like workshops to do the following

Nature Weaving
Painted rock photo holders
Cork creature creations
Creative Jar toppers

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

The program will be run over two days in the first week of the school holidays. Classes will be held onsite at the art centre. Workshops will be run by a variety of tutors.

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

Our target age group for these holiday program workshops will be 8-12year olds, we have experienced tutors and centre volunteers to teach and support our tamariki.

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

We find that our holiday programs fit with many children in the community who can't commit to our after school programs. Our classes are advertised on our own page and our community noticeboard. We believe that by offering these workshops at a low cost it ensures accessibility for all. Activities selected are well planned and cater to both boys and girls. There is little on offer for our tamariki in the community during the school holidays, we believe these workshops are a positive activity to offer to our young people.

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

Are you GST registered? Yes x 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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Tutoring fees	X16 hours \$30 per hour	480.00
Materials	Twine, Dried Flowers, Beads, Feathers, wire, plastic Domes, Felt, craft miniatures, jars, paint, wire	482.40
Total Costs		962.40
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
X60 children	\$ 8.70 per child gst exc	522.00
Total Income		\$522.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$440.40
Amount you are requesting from the Creative Communities Scheme		\$440.40

PROJECT DETAILS (75 budget)

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 programs).

Date applied	Who to	How much	Confirmed/ unconfirmed
April 2021	Trust Waikato- Admin and Facility Operating Expenses	20,000	Confirmed

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)
29.4.21	Custom Ukelele	500.00	Yes
29.4.21	Macramé for Beginners	250.00	Yes
15.10.20	School Holiday Workshops	673.44	Yes
15.10.20	Whanau Date Nights Term 1 2021	374.60	Yes
18.6.20	Community Performance Workshop & Show	2500.00	Yes

Important Other financial information

Groups or organisations must provide the relevant audited accounts or 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 need include your reserves statement or policy

Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

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:

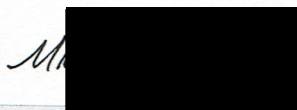
- ☒ Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the 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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato 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 details/photos 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name Monique Heward

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

11.8.2021

School Holiday Workshops term 1 2022

Nature Weaving

Painted rock photo holders

Cork Creatures

Creative jar toppers



Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide linked to the Council webpage*. 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

Key points to 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 INFORMATION

- Please complete all sections on the form.
- Only supply additional information to the back of the form.
- Please do not write see attached into any sections on the form.
- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include banks statements or financials that include personal information. You need to 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 page 6).

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

<input checked="" type="checkbox"/>	My project has an arts focus
<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
<input checked="" type="checkbox"/>	I have provided quotes and other financial details
<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 1: APPLICANT⁷⁹ DETAILS

Name and contact details

Are you applying as an individual or group?

Individual ☐

Group ☒

Full name of applicant:

Te Whare Toi o Ngaaruawaahia-Twin Rivers Community Art

Contact person (for group):

Monique Heward

Street address/PO Box:

18 Herschel Street

Suburb:

Ngaruawahia

Town/City:

Waikato

Postcode:

3720

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Te Whare Toi O Ngaruawahia

GST number:

090 768 603

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 Peoples:

☒

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)

Current recipient

PART 2: PROJECT DETAILS

Project name: Teen Time term 4 2021 and Term 1 2022

Brief description of project:

We have little to offer our teenage demographic, we would like to run one 2 week workshop in term four and one in term one.

Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaruawahia

Start date:

18.10 2021

Finish date: 14.10.2022

Number of *active* participants:

20

Number of viewers/audience members:

N/A

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

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?

We currently provide programs for our younger children and adult. We would love to cater to our rangatahi by offering 2 x two week workshops. One in term Four 2021 and one in Term one 2022. The workshops we would like to run are: Workshop 1: the making of customised Kidro Bot Bunny Dolls Rangatahi will develop skills in preparation, design, painting and finishing. Workshop 2: Customised surf Boards and feathers, we currently have some spare resources from previous classes we would like to use for this workshop Rangatahi would learn and develop their design and painting skills.

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

Each workshop would run over a two week period. Tutor Monique Heward would teach and guide rangatahi onsite at the art centre. Works from term 4 would go on to be displayed at our end of year Community Art Exhibition. Each workshop would have 10 rangatahi in attendance.

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

We would like to cater to 20 rangatahi between the ages of 12 - 16years.

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

We have selected projects that resonate with our Rangatahi. Pop vinyl (kidro bot dolls) are popular amongst young, along with the surfboards and feathers. We hope by selecting these projects that this will encourage rangatahi to register and try a new outlet for their creativity. Our tutor Monique Heward has had plenty of experience working with young people. This, along with our cool centre environment will ensure they have a positive experience. These workshops will be shared on social media platforms. We will also approach the local high school to advertise in their platforms. We feel that our rangatahi need positive activities, opportunities and positive connections to their wider community. We hope this will be a good start to providing more for them.

PROJECT DETAILS (Budget)

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, e.g. 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>e.g. \$300</i>
Tutor Fees	20 hrs @ 25.00	500.00
Materials		461.00
Total Costs		961.00
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Class Fees	\$20 @ 17.40	348.00
Total Income		348.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	613.00
Amount you are requesting from the Creative Communities Scheme		\$613.00

PROJECT DETAILS (budget)

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 programs).

Date applied	Who to	How much	Confirmed/ unconfirmed
1.4.21	Trust Waikato -Admin & facility Operating Expenses	20,000	confirmed

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)
29.4.21	Custom Ukelele	500.00	Yes
29.4.21	Macrame for Beginners	250.00	yes
15.10.20	School Holiday Workshops	673.44	Yes
15.10.20	Whanau Date Nights	374.60	Yes
18.6.20	Community Performance Workshop & Show	2500.00	Yes

Important Other financial information

Groups or organisations must provide the relevant audited accounts or 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 need include your reserves statement or policy

Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato 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 details/photos 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name Monique Heward

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

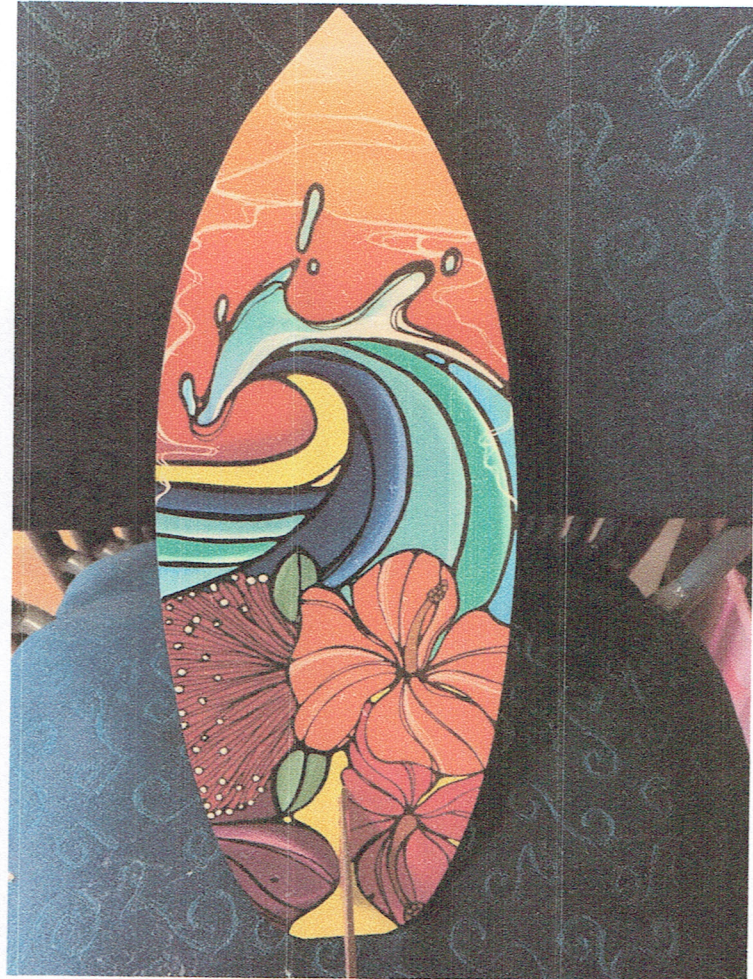
11.8.2021

Teen Time Custom Dunny



Teen Time

Feathers and Surf Board



Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide linked to the Council webpage*. 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

Key points to 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 INFORMATION

- Please complete all sections on the form.
- Only supply additional information to the back of the form.
- Please do not write see attached into any sections on the form.
- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include banks statements or financials that include personal information. You need to 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 page 6).

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

<input checked="" type="checkbox"/>	My project has an arts focus
<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
<input checked="" type="checkbox"/>	I have provided quotes and other financial details
<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Te Whare Toi o Ngaaruawaahia-Twin Rivers Community Art

Contact person (for group):

Monique Heward

Street address/PO Box:

18 Herschel Street

Suburb:

Ngaruawahia

Town/City:

Waikato

Postcode:

3720

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Te Whare Toi O Ngaruawahia

GST number:

090 768 603

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:

X

Detail:

Māori:

X

Detail:

Pacific Peoples:

X

Detail:

Asian:

X

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:

X

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

Current recipient

PART 2: PROJECT DETAILS

Project name: Tamariki Art Club Term 1 2022

Brief description of project:

X1 After School Art/Craft class for children aged 8 – 12yrs
X1 After School Art/Craft class for children aged 6 – 8yrs

Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaruawahia

Start date:

February 16th

Finish date:

13th April

Number of *active* participants:

25

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

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?

We would love to offer 2 after school art/craft classes to Tamariki in our community, these classes offer a wide range of activities that foster their skills and creativity.

The Tamariki will enjoy learning in the following areas,

Print making
Fabric/textiles
Macramé
Painting
Drawing
Collage
clay

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

Classes are held separately per the age group under the instruction of experienced tutors at our warm inviting art centre. Classes are 1.5 hours in length and are held weekly for the duration of the term

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

25 Tamariki from our Community will have the opportunity to register and participate. We keep our advertising local to service children in our area, Children get to work with experienced tutors. Children get to present their work to their whanau at the last class which is fun and meaningful for all involved

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

Our programs and activities are selected and planned to cater for the age ranges mentioned. We offer a safe learning environment for children from all walks of life. Activities chosen allow freedom to use art patterns/themes from each individual's cultural heritage. Advertising through local social media platforms and our own page opens up opportunities for many. The classes we are proposing cover a wide variety of ages 6 – 12 years.

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Tutoring Fees	X36 hours \$30 per hour	\$1080
Materials	Water color paper, water paint, soft pastels, Clay, beads, cartridge paper, sharpies, macramé cord, wooden rings, nylon, acrylic paint	537.40
Total Costs		\$1617.40
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
X25 students	34.78 gst exc x 25	869.50
Total Income		
Costs less income	<i>This is the maximum amount you can request from CCS</i>	747.90
Amount you are requesting from the Creative Communities Scheme		\$747.90

PROJECT DETAILS (Budget)

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 programs).

Date applied	Who to	How much	Confirmed/ unconfirmed
April 2021	Trust Waikato- Admin and Facility Operating Expenses	20,000	Confirmed

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)
29.4.21	Custom Ukelele	500.00	Yes
29.4.21	Macramé for Beginners	250.00	Yes
15.10.20	School Holiday Workshops	673.44	Yes
15.10.20	Whanau Date Nights Term 1 2021	374.60	Yes
18.6.20	Community Performance Workshop & Show	2500.00	Yes

Important Other financial information

Groups or organisations must provide the relevant audited accounts or 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 need include your reserves statement or policy

Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato 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.
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NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name Monique Heward

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

11.8.2021

Tamariki Art Club 6-8yr olds Term 1



Observation painting

Tissue Birds

Glue and chalk art

Toilet roll crafts

Nature clay

Paper plate dream catchers





Tamariki Art Club Term 1 2022

Driftwood hanging

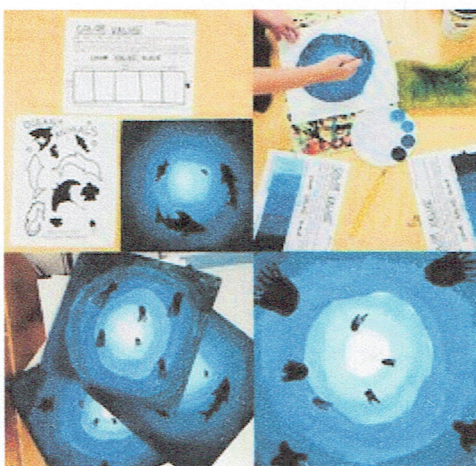
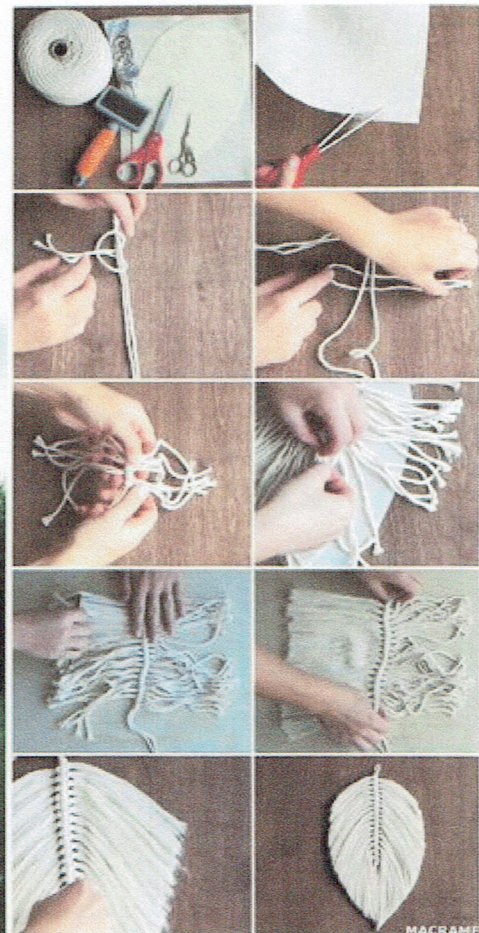
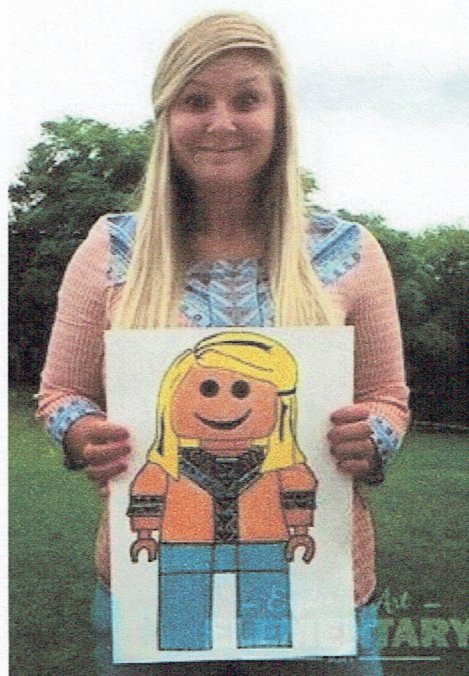
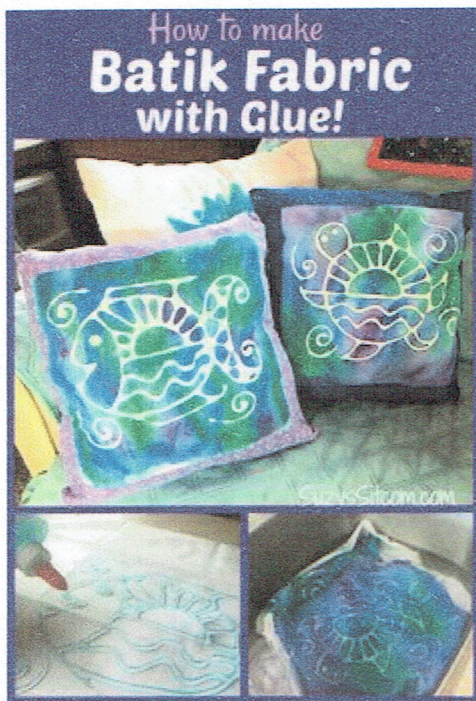
Batik Fabric

Polystyrene prints

Perspective ocean Art

Lego Portraits

Macrame Feathers



Waikato District



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- which projects and costs are eligible and ineligible
- what information you will need to include in your application

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- 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.

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IMPORTANT INFORMATION

- Please complete all sections on the form.
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- Contact the CCS administrator if you need advice on your application (see contact details on page 6).

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

<input checked="" type="checkbox"/>	My project has an arts focus
<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
<input checked="" type="checkbox"/>	I have provided quotes and other financial details
<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 1: APPLICANT⁹⁷ DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Te Whare Toi o Ngaruawaahia-Twin Rivers Community Art

Contact person (for group):

Monique Heward

Street address/PO Box:

18 Herschel Street

Suburb:

Ngaruawahia

Town/City:

Waikato

Postcode:

3720

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Te Whare Toi O Ngaruawahia

GST number:

090 768 603

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:

X

Detail:

Māori:

X

Detail:

Pacific Peoples:

X

Detail:

Asian:

X

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:

X

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

PART 2: PROJECT DETAILS

Project name: Tamariki Art Club Term 4

Brief description of project:

X1 Afterschool Art/craft class for 15 children aged 9 – 12 yrs
X1 After School Art/Craft Class for 10 children aged 6 – 8 yrs

Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaruawahia

Start date:

20th October

Finish date: 8th December

Number of *active* participants:

25

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.)

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Craft/object art | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Music | <input type="checkbox"/> Ngā toi Māori |
| <input type="checkbox"/> Pacific arts | <input type="checkbox"/> Multi-artform (including film) | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Visual arts | | |

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

- | | |
|---|---|
| <input type="checkbox"/> Creation only | <input type="checkbox"/> Presentation only (performance or concert) |
| <input checked="" type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (exhibition) |
| <input type="checkbox"/> Workshop/wānanga | |

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?

We would love your help to continue to provide this opportunity to Whanau in our community, We would love to offer a term of classes for our Tamariki aged 9-12 and another term of classes for our Tamariki aged 6-8yrs Our classes aim to expose Tamariki to a wide range of Art/craft projects and materials. Children then experience the joy of having their works displayed in our big end of year exhibition.

Tamariki will develop skills in the following areas

Drawing

Collaborative art works

Jewellery craft

Abstract painting

Recycled/upcycled Art

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

Children will be taught weekly during Term 4 in 1.5 hour sessions. Each session is held after school, we have 2 centre tutors that run each age group.

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

Classes cater to Children between 6 -12years of age taught by our Centre Tutors. Whanau and wider community are invited to an end of year exhibition.

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

Our Classes are advertised through our local social media pages, including school pages. Enrolments are taken on a first in first served basis. This ensures that we have a consistently changing group of children attending and experiencing this class, rather than catering to the same group each term. this means we get plenty of new children having the experience. All projects are carefully selected, and programs planned by experienced tutors that cater to the varying ages and stages of the children. We try to use what resources we can at our centre and often use recycled goods. The classes are a wonderful way to expose children to many creative practices. Our centre provides a warm, fun, safe, and creative space for Tamariki to learn in..

5. The budget/Ngā pūtea

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

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Tutoring fees	X32 hours \$30 per hour	\$960
Materials	Paint, paper, beads, wire, Glue, Cardboard, Nylon, sharpies, tissue, pastels, Hats, Hot glue, Feathers and pom poms	459.00
Total Costs		\$1419.00
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Class fee x 25	34.78	869.50
Total Income		\$869.50
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$549.50
Amount you are requesting from the Creative Communities Scheme		\$549.50

PROJECT DETAILS (budget)

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 programs).

Date applied	Who to	How much	Confirmed/ unconfirmed
April 2021	Trust Waikato – Administration and Facility Operating Expenses	20,000	confirmed

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)
29.4.21	Custom Ukelele	500.00	Yes
29.4.21	Macramé for Beginners	250.00	yes
15.10.20	School Holiday Workshops Term 2 2021	673.44	Yes
15.10.20	Whanau Date Nights Term 1 2021	374.60	Yes
18.6.20	Community Performance Workshop & Show	2500.00	Yes

Important Other financial information

Groups or organisations must provide the relevant audited accounts or income and expenditure statement or a copy of the unaudited management accounts.

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Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

PART 3: DECLARATION²⁰²

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)
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- ☒ 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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
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- ☒ 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:



Tamariki Art Club Term 4

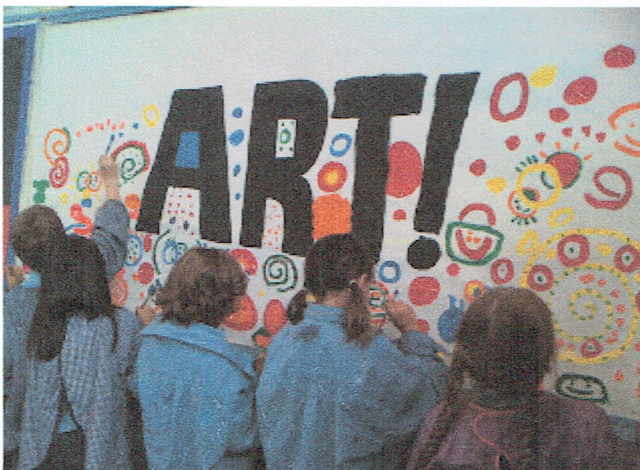
World through a key hole

Milk Bottle Faces

Flower vase

Jar Christmas Lanterns

Collaborative Mural



Tamariki Art Club Term 4 2021

Abstract Painting

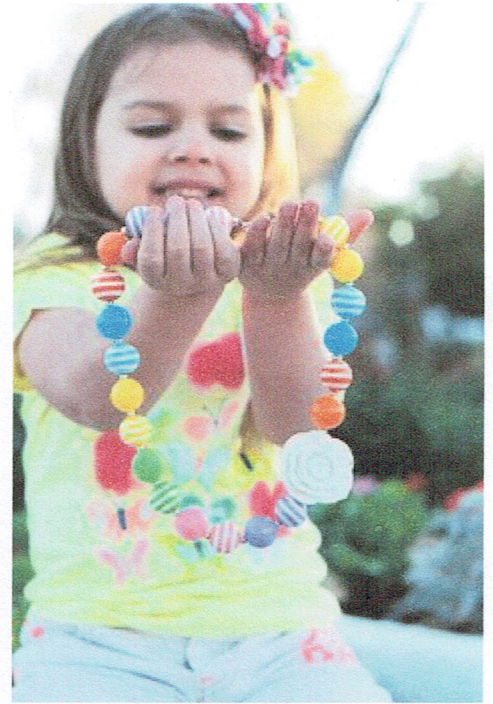
Bugs

Recycled art

Hat Creations

Penguin Art

Straw painted monsters



Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide linked to the Council webpage*. This guide tells you:

- whether you are able to apply for Creative Communities Scheme funding for your project
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Example:

IMPORTANT INFORMATION

- Please complete all sections on the form.
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- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include banks statements or financials that include personal information. You need to 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 page 6).

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

<input checked="" type="checkbox"/>	My project has an arts focus
<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
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<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 1: APPLICANT²⁰⁶ DETAILS

Name and contact details

Are you applying as an individual or group?

Individual ☐

Group ☒

Full name of applicant:

Te Whare Toi o Ngaaruawaahia-Twin Rivers Community Art

Contact person (for group):

Monique Heward

Street address/PO Box:

18 Herschel Street

Suburb:

Ngaruawahia

Town/City:

Waikato

Postcode:

3720

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Te Whare Toi O Ngaruawahia

GST number:

090 768 603

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 Peoples:

☒

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

Current recipient

Project name: Whanau Date night Term 4 2021 and Term 1 2022

Brief description of project:

We would like to make good use of the summer months and hold four outdoor summer whanau date nights, where adults and children can come together to create an art work.

Project location, timing and numbers

Venue and suburb or town:	18 Herschel Street Ngaruawahia		
Start date:	20.10.2021	Finish date:	14.4.2022
Number of <i>active</i> participants:	48		
Number of viewers/audience members:	N/A		

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.)

<input checked="" type="checkbox"/> Craft/object art	<input type="checkbox"/> Dance	<input type="checkbox"/> Inter-arts
<input type="checkbox"/> Literature	<input type="checkbox"/> Music	<input type="checkbox"/> Ngā toi Māori
<input type="checkbox"/> Pacific arts	<input type="checkbox"/> Multi-artform (including film)	<input type="checkbox"/> Theatre
<input type="checkbox"/> Visual arts		

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

<input checked="" type="checkbox"/> Creation only	<input type="checkbox"/> Presentation only (performance or concert)
<input type="checkbox"/> Creation and presentation	<input type="checkbox"/> Presentation only (exhibition)
<input type="checkbox"/> Workshop/wānanga	

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?

We have some wonderful out door areas at the art centre and we would like to make use of them and the summer months to have two date nights in term 4 and two in term one of next year. This is an opportunity for adults and children to work together on a make and take art activity, we would like to have the following classes Watermelon painting, whanau will create a watermelon painting on canvas. They will paint these in a step by step lesson. Soap Resistant Painting, this involves experimentation with different art mediums. Bug Motels, this involves using recycled goods. We would also like to have a Christmas ornament making evening.

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

We would love your help to provide these activities. Setting participation fees at a low cost ensures that Whanau in our Community can afford to have wonderful creative experiences like this. We would hold these classes outside at our art centre, it would cater to 12 people per class, Adults act as main support to their children, class is directed by a centre tutor

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

These classes cater to Whanau 6yrs and beyond, we encourage all Whanau dynamics to come, and offer an extra person option for our larger Whanau.

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

Whanau Date Nights are a great way to engage all ages and abilities in our community. Each Whanau dynamic is unique and we embrace it in all its forms. These date night are a great opportunity for whanau bonding and good creative fun. Although activities appear to cater to children, there is freedom within them for the more experienced artist.

PROJECT DETAILS (Budget)

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, e.g. 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>e.g. \$300</i>
Tutor Fees	\$25 x16 hours	400.00
Materials	Canvas, paint, varnish, spray paint, rope, beads terracotta pots, christmas baubles	439.15
Total Costs		839.15
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
48 participants	@ 4.35 per person	208.80
Total Income		208.80
Costs less income	<i>This is the maximum amount you can request from CCS</i>	630.35
Amount you are requesting from the Creative Communities Scheme		630.35

PROJECT DETAILS (budget)

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 programs).

Date applied	Who to	How much	Confirmed/unconfirmed
1.4.21	Trust Waikato – Admin & Facility Operating Expenses	20,000	Yes

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)
29.4.21	Custom Ukelele	500.00	Yes
29.4.21	Macramé for Beginners	250.00	Yes
15.10.20	School Holiday Workshops	673.44	yes
15.10.20	Whanau Date Nights	374.60	Yes
18.6.20	Community Performance Workshop & Show	2500.00	Yes

Important Other financial information

Groups or organisations must provide the relevant audited accounts or 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 need include your reserves statement or policy

Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

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 (e.g. 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 Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato 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 details/photos 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name Monique Heward

(Print name of contact person/applicant)

Signed:



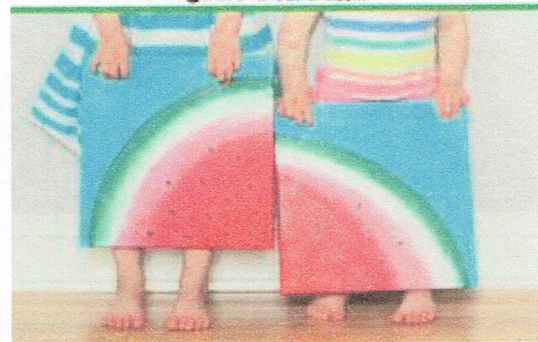
(Applicant or arts organisation's contact person)

Date: 11.8.2021

Whanau Date Night Outdoor art evenings Term 4 and 1 2022



**WATERMELON
CANVAS ART**
© SPOT of TEA DESIGNS.com



Waikato District



Before you prepare your application please read the *Creative Communities Scheme Application Guide* linked to the Council webpage. 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

Key points to 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: Click here then use tab key to move to next

IMPORTANT INFORMATION

- Please complete all sections on the form.
- Only supply additional information to the back of the form.
- Please do not write see attached into any sections on the form.
- Do not supply any personal information not related to your organisation i.e. personal phone numbers, addresses, phone numbers.
- Do not include banks statements or financials that include personal information. You need to 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 page 6).

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

<input checked="" type="checkbox"/>	My project has an arts focus
<input checked="" type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input checked="" type="checkbox"/>	I have answered all of the questions in this form
<input checked="" type="checkbox"/>	I have provided quotes and other financial details
<input checked="" type="checkbox"/>	I have provided other supporting documentation
<input checked="" type="checkbox"/>	I have read and signed the declaration
<input checked="" type="checkbox"/>	I have made a copy of this application for my records

PART 2: PROJECT DETAILS

Project name: Pokeno Art Festival 2021

Brief description of project:

Art Festival with art exhibitions plus music, literature, dance, Maori & Pasifika cultural performances, art

Project location, timing and numbers

Venue and suburb or town:

Pokeno

Start date:

12 November 2021

Finish date:

14 November 2121

Number of *active* participants:

120

Number of viewers/audience members:

hundreds- thousands

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

PROJECT DETAILS (budget)

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, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Total Costs		\$ 5,901.10
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>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Total Income		\$ 0.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 5,901.10
Amount you are requesting from the Creative Communities Scheme		\$ 5,901.10

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 (e.g. 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>

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☒ 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

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

Jane Te-Aroha-Nui Crosbie

(Print name of contact person/applicant)

Signed:

Applicant email authority on file - COVID lockdown restricting accessibility to scanner/printer

(Applicant or arts organisation's contact person)

Date:

13/08/2021

Pokeno Garden Ramble & Art Festival 2021



13 - 14 November
www.pokenoartfestival.com