

Agenda for a meeting of the Creative Communities Scheme Assessment Committee to be held in the Virtual Hub, 15 Galileo Street, Ngaruawahia on **THURSDAY, 27 APRIL 2023** commencing at **9.30am**.

*Information and recommendations are included in the reports to assist the Committee in the decision making process and may not constitute Council's decision or policy until considered by the Committee.*

*The meeting will open with a Karakia.*

**1. APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

*As this is the first meeting of the new triennium and new Committee members appointed the Committee will need to nominate and elect a Chairperson and Deputy Chairperson*

**2. APOLOGIES AND LEAVE OF ABSENCE**

**3. CONFIRMATION OF STATUS OF AGENDA**

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*The meeting will close with a Karakia.*

GJ Ion  
**CHIEF EXECUTIVE**

# Creative Communities Scheme Assessment Committee

**Reports to:** Creative New Zealand and the Council's Discretionary & Funding Committee

**Chairperson:** TBA

**Deputy Chairperson:** TBA

**Membership:** Two elected members (Councillors Tilly Turner and Mike Keir)  
Two iwi representatives (Toni Herangi, TBA)  
One Arts Council representative (Stuart Shepherd)  
Four community representatives (Mark Vincent; Dionne Christian; Fiona Anderson)

**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 long 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 Art 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.

<b>To</b>	<b>Creative Communities Scheme Committee</b>
<b>Report title</b>	<b>Confirmation of Minutes</b>
Date:	Monday, 17 April 2023
Report Author:	Rosa Leahy, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Manager

### **1. Purpose of the report**

#### **Te Take moo te puurongo**

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To confirm the minutes for a meeting of the Creative Communities Scheme Committee held on Thursday, 22 September 2022.

### **2. Staff recommendations**

#### **Tuutohu-aa-kaimahi**

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**THAT the minutes for a meeting of the Creative Communities Scheme Committee held on Thursday, 22 September 2022 be confirmed as a true and correct record.**

### **3. Attachments**

#### **Ngaa taapirihanga**

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Attachment 1 – CCS Minutes – 22 September 2022

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**MINUTES** for a meeting of the Creative Communities Assessment Scheme Committee held in the Boardroom, 15 Galileo Street, Ngaruawahia on **THURSDAY, 29 SEPTEMBER 2022** commencing at **9.13am.**

**Present:**

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

**Attending:**

Ms P Mitchley (Whaingaroa Youth Movement)  
Ms L Millward (Te Whare Toi Ngaruaawhaia/Twin Rivers Community Art)  
Ms M Heward (Te Whare Toi Ngaruaawhaia/Twin Rivers Community Art)  
Ms J Anderson (Raglan Community Arts Council)  
Ms Shona Butchart (Raglan Community Arts Council)  
Ms Sarah Bing (Raglan Community Arts Council)  
Ms Sylvia Devlin (Onewhero Performing Arts)  
Ms Jan Wilkins (Onewhero Performing Arts)  
Ms Donna Taylor (Onewhero Performing Arts)  
Ms Evelyn Sheehad (Huntly Friendship House)  
Ms Sasha McGauhran (Huntly Short Film Club)  
Ms Mila Tulafono (EKT Fafine Taupuke)  
Ms Sinatala Enosa (EKT Fafine Taupuke)  
Ms Grace (EKT Fafine Taupuke)

Mrs L van den Bemd (Community Led Development Advisor)  
Ms D Thurlow (Community and Development Funding Advisor)  
Ms R Leahy (Democracy Advisor)

**APOLOGIES AND LEAVE OF ABSENCE**

**Resolved: (Cr McGuire/Ms Muru)**

**THAT:**

- a. the apology from Ms du Bosky for non-attendance be received.

**CARRIED**

**CCS2209/01**

## **CONFIRMATION OF STATUS OF AGENDA**

**Resolved: (Cr McGuire/Ms Muru)**

**THAT the agenda for a meeting of the Creative Communities Assessment Scheme Committee held on Thursday, 22 September 2022 be confirmed and all items therein be considered in open meeting;**

**AND THAT all reports be received.**

**CARRIED**

**CCS2209/02**

## **DISCLOSURES OF INTEREST**

There were no disclosures of interest.

## **CONFIRMATION OF MINUTES**

**Resolved: (Cr McGuire/Ms Muru)**

**THAT the minutes of the meeting of the Creative Communities Assessment Scheme Committee held on Thursday, 28 April 2022 be confirmed as a true and correct record.**

**CARRIED**

**CCS2209/03**

## **REPORTS**

Update on Creative Communities Scheme Assessments  
Agenda Item 5.1

The report was received [*CCS2209/02 refers*] and the Committee discussed the following matters:

- There were a total of nineteen (19) applications.
- The report provides a background to the Creative Communities Scheme and purpose, as well as the funds available for distribution.
- Discussion was held on the vacant positions for Committee, non-attendance of members and the future structure of the Committee following the elections.

**Resolved: (Cr McGuire/Ms Cunningham)**

- a. **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).**
- b. **THAT the Creative Communities Scheme Committee recommends to the new Council that its membership remain the same and comprise the following:**
  - i. **Two elected members**
  - ii. **Two iwi representatives**
  - iii. **One Arts Council representative.**
  - iv. **Four community representatives**

**CARRIED**

**CCS2209/04**

**CREATIVE COMMUNITIES SCHEME ASSESSMENTS**

Application for funding - Whaingaroa Youth Movement - All Under the Same Sky  
Agenda Item 6.1

The report was received [CCS2209/02 refers] and the following points were noted:

- The applicant states that the project was based on social commentary on what is going on in the community at present.
- What was the age range of the students and number of participants on stage? Students range from 6 – 18 year olds and there will be 65 participants in the event.
- Is the venue hire for the Raglan Community Hall over three weekends? No, the event runs over the course of one weekend.

Application for funding - Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Glow Art Exhibition  
Agenda Item 6.2

The report was received [CCS2209/02 refers] and the following points were noted:

- The applicant states that their group is a local art centre that develop programmes responding to the need in their community.
- The project was an experience that uses UV and flurocent lights. In the lead up to the event, workshops will be put on for people to attend as well as a ball. The applicant states they had applied for materials for the programme.

- Will there be workshops and an exhibition? Yes – people will have the opportunity to attend a workshop and create a piece of art that will be displayed at the exhibition.
- Will the people attending the workshops be contributing financially? Initially, there was going to be no charge for the workshops. However, through the registration process it has been found that more people attend the workshops when there is a small charge of \$5 or koha.
- How many pre-exhibition workshops will there be? There will be five or six workshops with around 12 - 20 people attending each workshop.
- Why were there no venue costs listed? The venue costs are paid for by other funders.

Application for funding - Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Holiday Programme for Term 1 2023

Agenda Item 6.3

- The project aims to fill a gap where there was no holiday programme offered nearby.
- The funding that had been requested will cover four workshops for 6 - 12 year-olds.
- Even with the small charge of \$15 were there kids that want to attend that can't attend due to the cost? There was flexibility around how parents can pay for the programme.
- Why are there two different fees? The cost varies on the activities included in the different programmes. Some of the programmes take longer than others and therefore tutor fees are higher.
- Are there private donors that sponsor children to attend the workshops? There is one private donor that sponsors around \$1000 worth of kids programmes and there were also raffles throughout the year that fund sponsorship.

Application for funding - Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Introduction to graffiti art October 2022

Agenda Item 6.4

- One of the programmes on offer is a 'Jam Session' with one of the members of Katchafire. The Graffiti Art programme will be held in the same space alongside the Jam Session.
- The programme was targeted at an older demographic that was harder to pull in. It is aimed at 14 year-olds and up.

Application for funding - Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Whanau Date Night Term 4 2022 and Term 1 2023

Agenda Item 6.5

- The program was aimed at bringing families together. The program generally draws in a lot of men compared to many of the other classes.

Application for funding - Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Tamariki Art Club Term 4 2022

Agenda Item 6.6

- The program was an afterschool art class. The classes take 10 and 15 children in each class.
- The committee asked for Te Whare Toi Ngaruaawhia's accounts for the financial year of 2021/22.

Application for funding - Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Tamariki Art Club Term 1 2023

Agenda Item 6.7

No discussion was held - the program is the same as Agenda Item 6.6.

Meeting adjourned 10:04am until 10:10am.

Application for funding - Raglan Community Arts Council - Artist talks exhibition in Whaingaroa

Agenda Item 6.8

- The Raglan Community Arts Council was asking for funding for a 'preview exhibition' in the lead up to the Raglan Arts Weekend.
- Due to Covid the Raglan Arts Weekend had not been able to be held in its entirety. The exhibition aims to boost Artist profile's. The exhibition will run for three weeks and showcase each of the Artist's work.
- The funds will be used for gallery assistance and marketing. The gallery is mostly run by volunteers however during the weekends they struggle to organise cover.
- The committee asked if any of the artists will provide support during the open hours of the exhibition? Raglan Community Arts Council had yet to ask for volunteers for the preview exhibition. Some artists also worked full-time, those artists may be required to cover the cost of a shift if they couldn't donate their time.
- There was a general discussion on the Raglan Community Arts Council Strategic Plan.

**ACTION:** Raglan Community Arts Council will provide a copy of their Strategic Plan once it has been adopted.

Application for funding - Raglan Community Arts Council - Artist talks in Whaingaroa  
Agenda Item 6.9



- The program was pilot project that runs for six months and it aims to reconnect artists with the community.
- The funding support was to help facilitate the six artists over the next six months. If the programme is successful then the Raglan Community Arts Council will look to seek a business sponsor to sustain the program.
- The committee asked if there were any emerging artists that will be involved in the event? The program aims to target emerging artists and get them involved in the program.

Application for funding - Raglan Community Arts Council - Afterschool Young Artist workshops - Terms 1 and 2 2023

Agenda Item 6.10

- This was an afterschool program that is aimed at artistic children.
- A concern was raised about the cost of the program and accessibility for some students to afford it.
- A general discussion was held about fundraising for Raglan Community Arts Council.

Application for funding - Raglan Community Arts Council - The Clay Fest 2023

Agenda Item 6.11

- The applicant requested funds for 'The Clay Fest 2023' event which will be held on Auckland Anniversary Weekend.

Application for funding - Ariana Sheehan – Taonga Tuku Iho

Agenda Item 6.12

Applicant did not present. No discussion was held.

Application for funding - Onewhero Performing Arts - RENT/the Musical

Agenda Item 6.13

- The applicant stated that due to their rural location they have limited access to private/business funding.
- The applicant requested funds for scaffolding which will be used for the set.
- A question was raised as to why the income was higher than the expenditure? Royalties aren't covered by the CCS grant and this was not included in the budget.

Application for funding - Toi Ako Te Kauwhata - Nature Connected Arts Initiatives

Agenda Item 6.14

Applicant did not present.

Application for funding - Sasha Louise McGauhran - Huntly Short Film Club

Agenda Item 6.15

- The applicant has a background in film and animation and wants to establish a film club in Huntly. There are no resources in the area to help people learn skills for short film making.
- Working in conjunction with the Huntly Friendship House, the short films will be showcased before drive in movies.
- Huntly Friendship House bought a projector so funding for this item was longer required.
- Why were the fees for this program so low? As it is a pilot program fees were set low to draw interest and get as many people involved as possible.
- Why was 'marae koha' included in the budget? That was included in the event any participants want to film on a marae.

Application for funding - Huntly Friendship House (Arts Huntly) - Creative Huntly - The Interim

Agenda Item 6.16

- The applicant sought funding to get through the interim while they complete an 'Arts Strategy' to take to larger funders.
- The arts program aims to introduce different art forms to kids.
- Creative Huntly has expanded their timetable to include evening classes which working people can attend.

Application for funding - EKT Fafine Taupuke - Encourage to nurture the Tuvalu Handicraft - Part 2

Agenda Item 6.17

- A concern was raised around about the applicant's budget. The applicant explained that they need guidance around creating a budget.

**ACTION:** Funding Team to provide guidance to EKT Fafine Taupuke group around budgeting.

Application for funding - Jessica Nicolson - Paint with Jess

Agenda Item 6.18

- The program was an afterschool childrens painting class for 8 students. The paintings will then be exhibited at the Raglan Old School Arts Gallery.
- A question was raised about the cost of the gallery. The applicant explained that the gallery hire had changed to \$80 for 3 days instead of \$300.

Application for funding - The ReCreators - Creative DIY skills with deconstructed wood - Powertools 101  
Agenda Item 6.19

No presentation was received.

Creative Communities Scheme Assessment (Results)  
Agenda Item 7.1

**Resolved: (Cr McGuire/Ms Muru)**

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

<b>6.1 Whaingaroa Youth Movement – All Under the Same Sky</b>	<b>\$3460.79</b>
<b>6.2 Te Whare Toi Ngaruaawhia/Twin Rivers Community Art – Glow Art Exhibition</b>	<b>\$2000.00</b>
<b>6.3 Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Holiday Programme for Term 1 2023</b>	<b>\$610.51</b>
<b>6.4 Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Introduction to graffiti art October 2022</b>	<b>\$392.20</b>
<b>6.5 Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Whanau Date Night Term 4 2022 and Term 1 2023</b>	<b>\$573.90</b>
<b>6.6 Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Tamariki Art Club Term 4</b>	<b>\$635.58</b>
<b>6.7 Te Whare Toi Ngaruaawhia/Twin Rivers Community Art - Tamariki Art Club Term 1 2023</b>	<b>\$627.99</b>
<b>6.8 Raglan Community Arts Council - Artist talks exhibition in Whaingaroa</b>	<b>\$0.00</b>
<b>6.9 Raglan Community Arts Council - Artist talks in Whaingaroa</b>	<b>\$800.00</b>
<b>6.10 Raglan Community Arts Council - Afterschool Young Artist workshops - Terms 1 and 2 2023</b>	<b>\$1400.00</b>
<b>6.11 Raglan Community Arts Council - The Clay Fest 2023</b>	<b>\$438.00</b>

<b>6.12 Arianna Sheehan - Taonga Tuku Iho</b>	<b>\$995.68</b>
<b>6.13 Onewhero Performing Arts - RENT/the Musical</b>	<b>\$3000.00</b>
<b>6.14 Toi Ako Te Kauwhata - Nature-Connected Arts Initiatives</b>	<b>\$5499.00</b>
<b>6.15 Sasha Louise McGauhran - Huntly Short Film Club</b>	<b>\$2650.00</b>
<b>6.16 Huntly Friendship House (Arts Huntly) - Creative Huntly - The Interim</b>	<b>\$6350.00</b>
<b>6.17 EKT Fafine Taupuke - Encourage to nurture the Tuvalu Handicraft - Part 2</b>	<b>\$2000.00</b>
<b>6.18 Jessica Nicolson – Paint with Jess</b>	<b>\$380.00</b>
<b>6.19 The ReCreators - Creative DIY skills with deconstructed wood - Powertools 101</b>	<b>\$1500.00</b>
<b><u>CARRIED</u></b>	<b>CCS2209/05</b>

There being no further business the meeting was declared closed at 2.20pm.

Minutes approved and confirmed this                      day of                      2022.

Cr S Henderson  
**CHAIRPERSON**

<b>To</b>	<b>Creative Communities Scheme Assessment Committee</b>
<b>Report title</b>	<b>Applications and Assessment for Creative Communities Scheme</b>
Date:	27 April 2023
Report Author:	Dominique Thurlow, Community Funding Development Advisor
Authorised by:	Clive Morgan, General Manager Community Growth

## **1. Purpose of the report**

### **Te Take moo te puurongo**

To provide the Creative Communities Scheme Assessment Committee with guidance for making decisions on funding applications received.

## **2. Executive summary**

### **Whakaraapopototanga matua**

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 Tilly Turner and Mike Kier.
- Two iwi representatives – Toni Herangi including one vacancy.
- One Arts Council representative – Stuart Shepherd.
- Four community representatives - Mark Vincent, Dionne Christian, Fiona Anderson including one vacancy.

It is the responsibility of Council to approve the Delegations and Terms of Reference, as per Council's Governance Structure 2022 to 2025.

### 3. Staff recommendations Tuutohu-aa-kaimahi

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**That the Creative Communities Scheme Assessment Committee approve/decline funding for the applications in the agenda, in accordance with the Creative Communities Scheme Assessors Guide (as attached to the staff report).**

### 4. Background Koorero whaimaarama

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The Creative Communities Scheme Assessment Committee operates two funding rounds per year. This is the second funding round for the 2022 to 2023 fiscal year. The criteria and rules of the scheme must be met and considered when making decisions.

### 5. Discussion and analysis Taataritanga me ngaa tohutohu

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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.

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## 6. Consideration

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### 6.1 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 \$34,526.05 (exclusive of GST) available for distribution in this funding round. Seventeen (17) applications have been received. The total amount being requested for **round two** is \$49,599.36 as per amount calculated at the bottom of the ranking sheet.

### 6.2 Policy and Partnership Alignment

Policy reference WDC0710/20.

## 7. Conclusion

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

## 8. Attachments

### Ngaa taapirihanga

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- 6.1A1 Assessor Ranking Sheet
  - 6.1A2 Creative Communities Scheme Assessors Guide
  - 7.1-7.17 Applications x 17
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Line #	Time Allocation	Applicant name	Submitter	Submitter Email Address	Project title	Project/event brief	Selected criterion	No. of Participants	Artform	Activity	Audience	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
1		Anirban Dey	Anirban Dey	<a href="mailto:adev51@yahoo.com">adev51@yahoo.com</a>	Durga Puja 2023 cultural event	Durga Puja community cultural event- an UNESCO Intangible Cultural Heritage Of Humanity event		80	Music	Creation and Presentation								\$ 3,163.00		
2		Caleb Osborne	Caleb Osborne	<a href="mailto:calebdanielosborne@hotmail.com">calebdanielosborne@hotmail.com</a>	Whaingaroa Emerging Artists Exhibition	Provide mentoring and an exhibiting platform for new emerging artists in Raglan (Whaingaroa) who are working towards submitting new work into an established key local community event Raglan Arts		up to 15	Visual arts	Creation and presentation								\$ 4,130.18		
3		David Tasker	David Tasker	<a href="mailto:Hausofblaster@gmail.com">Hausofblaster@gmail.com</a>	Halloween Dragstravaganza	A Halloween Themed Drag performance for the community of all ages using a variety of local Drag performers old and new.		7	Theatre	Creation and presentation								\$ 1,985.00		
4		Friendship House (Huntly) Community Charitable Trust	Evelyn Shead	<a href="mailto:arts.huntly@gmail.com">arts.huntly@gmail.com</a>	Creative Huntly - The Interim part 2	To provide funding for our art classes while we wait for our Art Hub to become a reality		154	Multi-artform (including film)	Creation and presentation								\$ 6,430.16		
5		Lets Get Together Huntly	Jean Beverland	<a href="mailto:wribev4567@gmail.com">wribev4567@gmail.com</a>	The Huntly Wearable Art Show	Wearable Arts Show is a construction and arts based project. The aim of our show is to provide an entertaining evening, for both the designers of wearable arts, and our audience.		85	Inter-arts	Creation and presentation								\$ 2,525.00		
6		Raglan Community Arts Council	Rodger Gallagher	<a href="mailto:accounts@raglanartscentre.co.nz">accounts@raglanartscentre.co.nz</a>	Raglan Arts Weekend 2023 1	This will be Raglan's 13th RAW event: it is a 3 day open studio event where visitors get to meet and talk with 60 artists. This year also sees an		60 plus	Visual arts	Creation and presentation								\$ 3,917.38		
7		Raglan Community Arts Council	Jacqueline Anderson	<a href="mailto:jacqueline@raglanartscentre.co.nz">jacqueline@raglanartscentre.co.nz</a>	Live and Local Music Program 2023/2024	A series of performance events supporting local artists.		50	Multi-artform (including film)	Presentation only (performance or concert)								\$ 4,439.02		
8		Raglan Community Arts Council	Rodger Gallagher	<a href="mailto:accounts@raglanartscentre.co.nz">accounts@raglanartscentre.co.nz</a>	Raglan Arts Weekend 2023 2	This will be Raglan's 13th RAW event: it is a 3 day open studio event where visitors get to meet and talk with 60 artists, ask questions about different creative processes, and have the		60 plus	Visual arts	Creation and presentation								\$ 3,917.38		
9		Raglan Community Arts Council Inc.	Shona Butchart	<a href="mailto:shona@raglanartscentre.co.nz">shona@raglanartscentre.co.nz</a>	After school young artist workshops Term 3/Term 4 2023	Four after-school programmes combining sketching, pastel drawing, poetry, design and sculpture for children age 5-12		40+	Visual Arts	Creation and presentation								\$ 1,752.00		
10		Raglan Community Arts Council Inc.	Jacqueline Anderson	<a href="mailto:jacqueline@raglanartscentre.co.nz">jacqueline@raglanartscentre.co.nz</a>	Matariki Celebration 2023	A program of community events to celebrate Matariki 2023		0	Visual Arts	Creation and presentation								\$ 2,623.87		
11		Raglan Community Arts Council Inc.	Jacqueline Anderson	<a href="mailto:jacqueline@raglanartscentre.co.nz">jacqueline@raglanartscentre.co.nz</a>	RUF - Raglan Ukulele Festival	A one day festival ukulele festival to upskill and entertain.		75	Music	Workshop/wānanga								\$ 2,355.83		
12		Raglan Community Radio	Aaron Mooar	<a href="mailto:manager@raglanradio.com">manager@raglanradio.com</a>	Whaingaroa Talent Factory 2023	A showcase of youth musical talent with mentoring from professional musicians		15	Music	Creation and presentation								\$ 1,828.87		
13		Sergio Aguilar Monteserin	Mrs A Lorite and Mr S Aguilar Monteserin	<a href="mailto:sergioigres@gmail.com">sergioigres@gmail.com</a>	Matangi children's circus workshop	Four circus workshops during the school holidays for children aged 6-15		20	Theatre	Workshop/wānanga								\$ 2,192.00		



Line #	Time Allocation	Applicant name	Submitter	Submitter Email Address	Project title	Project/event brief	Selected criterion	No. of Participants	Artform	Activity	Audience	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
14		Te Whare Toi o Ngaaruwaahia - Twin Rivers Community Art	Laura Millward	<a href="mailto:admin@ngaart.org.nz">admin@ngaart.org.nz</a>	Tamariki and Whanau Art Programmes <b>Term 2 2023</b>	Offer a range of Art and Craft classes to Tamariki and Whanau. Would like to offer weekly after school art classes for up to 34 Tamariki during <b>term 2 of 2023</b> . Would like to offer 4 Holiday workshops for up to 48		106	Craft/object	Creation only								\$ 2,098.31		
15		Te Whare Toi o Ngaaruwaahia - Twin Rivers Community Art	Laura Millward	<a href="mailto:admin@ngaart.org.nz">admin@ngaart.org.nz</a>	Tamariki and Whanau Art Programmes <b>Term 3 2023</b>	Offer a range of Art and Craft classes to Tamariki and Whanau. Would like to offer weekly after school art classes for up to 34 Tamariki during <b>term 3 of 2023</b> . Would like to offer 4 Holiday workshops for up to 48		106	Craft/Object	Creation and presentation								\$ 1,991.36		
16		The Gordonton Art & Design Trail	Jessie Townsend	<a href="mailto:gordontonartanddesigntrail@gmail.com">gordontonartanddesigntrail@gmail.com</a>	The Gordonton Art & Design Trail 2023	The Gordonton Art & Design Trail is an event to showcase our incredible local artists in and around the Gordonton area by inviting the public to view their studios.		15	Craft/object art	Creation and presentation								\$ 2,000.00		
17		Toi Ako Te Kauwhata via Te Kauwhata Community House	Lauren Hughes	<a href="mailto:artstekauwhata@gmail.com">artstekauwhata@gmail.com</a>	Matariki Carving and Kai	To celebrate Matariki in our community we will deliver two pounamu carving workshops taught by ABSCA - Aotearoa Bone and Stone Carving Academy.		26	Ngā toi Māori	Workshop/wānanga								\$ 2,250.00		

\$ 49,599.36

# Creative Communities Scheme

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

## Assessors Guide

2019 - 2022

Updated July 2020

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**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

The guide includes:

- an introduction to CCS and how the scheme works
- information about assessment committees
- information about the assessment process

As a CCS assessor, you'll need to familiarise yourself with the contents of this guide. You should use it as an ongoing reference.

Your CCS administrator will also provide you with a CCS Application Form and CCS Application Guide. These are the documents that applicants use to make an application.

This is an updated version of the Assessors Guide. It replaces all previous versions.

You can also access the contents of the Assessors Guide on the Creative Communities Online Hub at <http://ccs.creativenz.govt.nz/help>

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# 1. Introduction to the Creative Communities Scheme

## The purpose of the 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<sup>1</sup> 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.

## 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.

## Funds and funding rounds

Each city or district council receives an annual allocation of funds from Creative New Zealand. The total allocation received by each local council consists of:

- > a base grant of \$15,000
- > an allocation of \$0.60 per head of population in the relevant area
- > a GST component.

Each council or third party organisation<sup>2</sup> holds **at least two and a maximum of four** funding rounds each year. In some districts, where the amount to be allocated is very small, Creative New Zealand allows for just one funding round to be run per year.

## Assessment committees

Each council or third party organisation forms an assessment committee to allocate the CCS funding. The assessment committee is made up of councillors and community representatives who are familiar with the broad range of local arts activity. You can read more about the make-up of the assessment committee on page 2 of this guide.

<sup>1</sup> See Glossary for definition of arts

<sup>2</sup> Some councils choose to run CCS through a third party organisation such as the local arts council. For more information on this speak to your local CCS administrator

## 2. Assessment committees

### Role of assessment committees

Assessment committees are at the heart of the success of the Creative Communities Scheme. Their main role is assessing applications and allocating funding, in line with any specific local priorities that have been set 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.

Decisions made by this 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 that 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. 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.

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.



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.

If council staff wish to stand as community representatives they must be there independently of their role in council.

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.

However, 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.

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

### **Term of membership**

Community representatives may be appointed or elected 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.

### **Chairperson**

Each year the assessment committee should elect a chairperson.

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

### **Management of committee meetings**

To be able to make the best funding decisions, committee members must be free to discuss all aspects of an application. For this reason we recommend that assessment committees consider applications in accordance with the public excluded provisions of the Local Government Official Information and Meetings Act 1987 or, if they are a community committee, in private.

Individual councils are responsible for ensuring that meetings of the assessment committees operate in accordance with the relevant council standing orders, including the taking of minutes.

### **Dealing with conflicts of interest**

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

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 else 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
- 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 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, or
- 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.

## **Creative New Zealand support available to assessors**

### **Meetings and workshops**

Creative New Zealand organises regular regional meetings and training workshops for CCS administrators and assessors. These are intended to help administrators and assessors develop the knowledge and skills they need to deliver the scheme locally. The meetings are also a valuable opportunity to exchange information with colleagues in neighbouring local council areas.

### **Advice**

Creative New Zealand staff are available to answer any questions you may have about assessing applications or about administering and delivering the scheme generally. These questions should be directed through your local CCS administrator.

### 3. Eligibility requirements and funding criteria

To be successful, applications for funding under the Creative Communities Scheme must:

- meet a number of eligibility requirements before the application can be considered by the CCS assessors (the local CCS administrator will check that the application meets these requirements before passing it on to the assessors)
- show that the proposed project meets one or more of the scheme's three funding criteria (access and participation; diversity; young people). When deciding whether to fund the proposal, you will look carefully at whether and to what extent the proposal meets the selected criterion.

#### Eligibility requirements for CCS

Before an application can be considered by an assessment committee, the CCS administrator will check that it meets all of the following eligibility requirements:

- The applicant
  - if the applicant is an individual they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand
  - if the applicant 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
  - must have an arts<sup>3</sup> focus
  - must have identified one of the three funding criteria (see below)
  - must take place within the city or district where the application is made
  - must not have begun before any CCS funding is approved<sup>4</sup>
  - must not already have been funded through Creative New Zealand's other funding programmes
  - must be scheduled to be completed within 12 months after funding is approved.

#### Funding criteria for CCS

Once the administrator has determined that an application is eligible he or she will forward it to the assessment committee to be assessed against the following criteria:

- Access and participation
- Diversity
- Young people.

One of the greatest strengths of CCS is that 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.

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<sup>3</sup> See Glossary for definition of arts

<sup>4</sup> Note that some aspects of a project may have already started but an applicant can request support for activity which has not already taken place, eg a community musical: rehearsals may have already started but the group may request support for the presentation costs, eg venue hire that have not already been incurred

## 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
- creation of new tukutuku, whakairo or kōwhaiwhai for a local marae
- 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
- artist residencies involving local artists or communities
- seminars for the development of local artists.

## Diversity

The project will support the diverse arts and 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.

## 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.

## 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 or other educational institutions that are the core business of that

institution or are normally funded through curriculum or operating budgets (see section below: Creative Communities Scheme and schools)

- projects that mainly deliver outcomes for other sectors, eg health, heritage or the environment

➤ **Council projects** - which are any projects developed and run by a council or its subsidiary, The latter includes council controlled organisations (CCOs), libraries, art galleries, museums, performing arts venues, economic development agencies and/or bodies that are 50% or more controlled by a council or group of councils.

This criteria does not prevent a local arts group from applying for a project that will use facilities owned and/or operated by a council or its subsidiary. However, an application can only be for the direct project costs of the applicant such as:

- materials for arts activities or programmes
- venue and equipment hire (including council owned or council controlled venues)
- personnel and administrative costs for short-term projects
- promotion and publicity of arts activities.

This criteria does not prevent a council or council subsidiary from applying to Creative New Zealand for funding via our other funding programmes or initiatives.

A body, eg trust or foundation which has been established to deliver outcomes for a council or its subsidiary is not eligible to apply.

➤ **Facilities, eg:**

- projects to develop galleries, marae, theatres and other venues - including the costs of fixed items, whiteware, floor coverings, furnishings, gallery and theatre lights, stage curtains or building restoration

CCS funding is available for new artworks as part of marae projects such as tukutuku, whakairo, whāriki and kōwhaiwhai – however, applications for funding for marae facilities or restoration projects should be made to the Lottery Marae Heritage and Facilities fund, which is administered by the Lottery Grants Board.

## Specific costs that can't be funded

- ongoing administration and service costs (such as salaries) that aren't related to a specific project<sup>5</sup>
- 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
- 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

Every school has its own curriculum and teaching programme aligned to the National Curriculum. All state and integrated schools are obliged to deliver the National Curriculum and all are obliged to have trained

<sup>5</sup> Note that CCS can support a proportion of a groups' core costs and/or overheads that relates specifically to the project

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?**

In addition to the activities identified in the curriculum and teaching programme, a school may undertake *additional* activity to complement and enhance its teaching programme. This activity is often referred to as co-curricula or extra-curricular activity. This activity may be eligible for support via CCS as long as it fits other CCS criteria. 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.

### **Test 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.

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

## **Support under other Creative New Zealand funding programmes**

If the scale or significance of a proposed arts project goes beyond the local level, the project may be a better fit for one of Creative New Zealand's other funding programmes.

Information about the other funding opportunities we provide is available on our website:

[www.creativenz.govt.nz](http://www.creativenz.govt.nz)

## 4. The assessment process

### Key guidelines for assessors

To maintain the integrity of the assessment process, all assessment committees must follow these three key guidelines:

1. Apply the Scheme's funding criteria i.e. all projects must meet one of the funding criteria.
2. Use the Assessors Guide and Assessment Scale to govern decisions.
3. Follow the procedures for dealing with conflicts of interest.

### Stages of 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:

1. Checking eligibility requirements (Administrator) – the CCS administrator checks that the application is eligible to be considered by the assessment committee.
2. Distributing applications to assessors (Administrator) – the CCS administrator distributes all the eligible applications to the individual assessors.
3. Applying the Assessment Scale (Individual assessors) – the assessors mark each application against the Assessment Scale, using the Application Marking Sheet to record a mark out of 20. They then return these marks to the administrator.
4. Creating a ranked list (Administrator) – the CCS administrator collates the assessors' marks and creates a ranked list of all applications, from the highest marked to the lowest.

5. Prioritising applications and allocating funding (Assessment committee) – the assessment committee meets to discuss the applications and decide which should have priority for funding.
6. Notifying the applicants (Administrator) – the CCS administrator notifies each applicant in writing of the assessment committee's decision about their application.

### Funding criteria

Funding criteria and examples are given on pages 6 -7 of this guide

### Applying the Assessment Scale

#### Number of assessors per application

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.

Assessors must 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.

Your administrator will provide you with:

- all the applications you are to assess
- an Assessment Marking Sheet to insert your marks into.

Assessors must complete the Assessment Marking Sheet and return this in time for the administrator to compile a ranked list for the assessment committee meeting.

## 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.

- 
- |          |  |
|----------|--|
| <b>4</b> | The idea / kaupapa is extremely strong and well-developed. |
|----------|--|
- 
- |          |   |
|----------|---|
| <b>3</b> | The idea / kaupapa is generally strong and has merit. |
|----------|---|
- 
- |          |  |
|----------|--|
| <b>2</b> | The idea / kaupapa is under-developed. |
|----------|--|
- 
- |          |                                     |
|----------|-------------------------------------|
| <b>1</b> | 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.

- 
- |          |   |
|----------|---|
| <b>4</b> | The process, planning and timeline are extremely well-conceived and convincing. |
|----------|---|
- 
- |          |  |
|----------|--|
| <b>3</b> | The process, planning and timeline are mostly well-conceived and credible. |
|----------|--|
- 
- |          |   |
|----------|---|
| <b>2</b> | Some aspects of the process, planning or timeline are well-conceived. |
|----------|---|
- 
- |          |   |
|----------|---|
| <b>1</b> | 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.

- 
- |          |   |
|----------|---|
| <b>4</b> | The ability and experience of the individual or group involved in the delivery of the project is exceptional. |
|----------|---|
- 
- |          |  |
|----------|--|
| <b>3</b> | The ability and experience of the individual or group involved in the delivery of the project is strong. |
|----------|--|
- 
- |          |   |
|----------|---|
| <b>2</b> | The ability and experience of the individual or group involved in the delivery of the project is below average or unproven. |
|----------|---|
- 
- |          |   |
|----------|---|
| <b>1</b> | 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.   |
| 3 | The project has the potential to deliver strong results under the selected criterion.        |
| 2 | The project has the potential to deliver limited results under the selected criterion.       |
| 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.   |

## Prioritising applications and allocating funding

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.

### Taking a strategic approach to funding decisions

Usually there's pressure on CCS funds and it's not possible to fund all of the creative projects taking place in our communities. Assessment committees will need to take a strategic approach to funding and make decisions that represent the best use of the funds available. It's preferable that the best applications are given adequate support to ensure that they have a good chance of success, rather than spreading funding too thinly over a larger number of applications.

Funding decisions should also be made from a district or city-wide perspective. Rather than considering individual projects in isolation, it's important that assessors are aware of the arts environment in the city or district as a whole and that they aim to fund projects in a way that develops and enhances the arts throughout the local area.

### **Declined applications**

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

- The application is ineligible
- The application is incomplete
- The project is a low priority for funding

### **Specific factors for the committee to consider**

When deciding whether a proposed project should be a priority for funding, the committee should consider and discuss the following questions:

- Is there evidence of demand from the community?
- Will the project provide increased, sustained or long-term benefits for the community?
- Will the project contribute to supporting the local arts priorities identified by the local council?
- Is there potential for the project to develop?
- Has the project received CCS support previously and, if so, has the project developed in any significant way?
- Given that priority should be given to strong projects that are likely to be successful, is the proposed level of funding support adequate to ensure that the project will succeed?
- What does the arts environment look like in the local area, and where is support needed? How will the project contribute to the development of the arts within the district or city?

### **Deciding the appropriate level of funding for an application**

Assessment committees should award the amount and type of assistance that they agree is appropriate, regardless of the amount the applicant has asked for. If the committee decides to grant less than the amount asked for, it must be confident this won't risk making the project unviable.

Local councils or assessment committees must not set an upper limit on how much funding applicants can ask for. However, it's good practice to manage applicants' expectations, and applicants can be given information about the range of funding amounts that have been granted in the past.

Councils and assessment committees also must not specify the level of an applicant's minimum contribution to a project (whether personal or through other funding sources) as a requirement for eligibility under the scheme.

### **Projects benefiting more than one council area**

Projects that benefit more than one council area can be supported. Individual CCS administrators should liaise with the administrator in an adjacent local council where appropriate.

### **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.

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 administrators (and relevant management) of the adjacent council discuss and agree the following:

- 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 administrators will or won't recommend that applicants submit to both committees
- How administrators will convey this advice to applicants
- How administrators will ensure your advice is consistent
- How administrators will keep each other in the loop.

## 5. Promoting the scheme locally

As well as assessing applications, reading reports and attending CCS-funded events, members of the assessment committee have a very important contribution to make in promoting the scheme effectively.

### Developing a promotion plan

Promoting the scheme well is key to the success of CCS.

Planning is the first step, and it's good practice for assessment committees to set aside time to develop a promotion plan. The plan should be a work-in-progress that's discussed and reviewed regularly. We suggest that you do this at the end of each assessment meeting.

To develop a plan targeted to your own community it may help to start by addressing the following questions. We encourage all assessment committees and administrators to regularly review how the scheme is being promoted. At least once a year the committee should devote some time to consider ways to improve the scheme's promotion.

### Questions that the assessment committee might consider are:

#### 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.

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 get access to it. Cultural associations, meeting places, schools and social media may be useful starting points.

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?

### How can you support your CCS administrator to promote the scheme?

There are a number of ways you can support your CCS administrator to connect with your community, eg:

- > **Brochures** - Your administrator has CCS brochures and posters. Take some of these with you and pass them on to other artists, arts organisations or community groups. These are also available in pdf format and in a variety of languages
- > **Social media** - Does your council have a Facebook page? Do you or your organisation have a Facebook page? If so, start "liking" and commenting on the council's CCS postings or postings by groups that have been supported
- > **CCS funded events** - Attending CCS funded events and other community events can create good opportunities for promoting the scheme. If you are able to attend these events you might take some copies of the brochures with you in case there are opportunities to share this information.

Note that up to 7.5% of the council's annual CCS allocation can be used for promotion costs. This funding for promotion **cannot** be used to cover administration costs. Some councils have successfully run local promotional events, often based around the opening of an exhibition or a new venue, where they have showcased projects that have been supported through CCS.

## Appendix 1. Glossary (explanation of words and phrases)

### 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.

# PART 1: APPLICANT DETAILS<sup>40</sup>

## Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Anirban Dey

Contact person (for group):

Anirban Dey

Street address/PO Box:

[REDACTED]

Suburb:

[REDACTED]

Town/City:

[REDACTED]

Postcode:

[REDACTED]

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

HamiltonBengaliAssociationa

GST number:

[REDACTED]

Bank account number:

[REDACTED]

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:

[REDACTED]

Māori:

☐

Detail:

[REDACTED]

Pacific Peoples:

☐

Detail:

[REDACTED]

Asian:

☐

Detail:

[REDACTED]

Middle Eastern/Latin American/African:

☐

Detail

[REDACTED]

Other:

☒

Detail:

Indian

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

Yes:

☒

No:

☐

If required -by video.

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

[REDACTED]

## PART 2: PROJECT DETAILS<sup>41</sup>

**Project name:** Durga Puja 2023 cultural event

Brief description of project:

Durga Puja community cultural event-an UNESCO  
Intangible Cultural Heritage Of Humanity event

### Project location, timing and numbers

Venue and suburb or town: Te Kowhai Hall, 612 Horotiu Road, Barbush 3288

Start date: 20 Oct 2023 Finish date: 22 Oct 2023

Number of *active* participants: 80

Number of viewers/audience members: 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

---

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

The Hamilton Bengali association has been organising the Durga Puja for seven consecutive years. The Durga Puja is the first Asian festival that has been recognized by UNESCO as an Intangible Cultural Heritage of Humanity event. The key purposes to organising the event are to represent the rich heritage and culture of the ethnic Bengali community/diaspora from India and Bangladesh, provide a vibrant forum for the expression of our cultural talent particularly children and youth and connect with the wider community organisations across the Waikato and Bay of Plenty.

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

Preparation for the event begins at least 6 months prior to the event. We need to book a hall with a seating capacity of at least 250 and with a large stage for the main cultural event that occurs on 20th Oct evening. In addition, there are hall hiring and cleaning charges plus costs of audio and lighting, stage set up, costume hire charges etc. The cultural programs include participants from all age groups particularly children and youth who present songs, dances, poems and plays during the festival. The participants put in months of rehearsals which culminates in the event presentation.

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

We have an Executive Committee comprising of President, Secretary and Treasurer who together are responsible for organising our flagship event the Durga Puja. Our Cultural Secretary Mr Tanmoy Ghosh is an accomplished singer himself and has performed at different cultural events across NZ. Almost the entire Bengali community of all age groups around the Waikato are involved in the performances of songs, dances, plays and poems. Wider Indian community groups including bands and dancers from Waikato, Akl and Tauranga also perform during the event.

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

Organising this event provides space for artistic and social expression of our performers with ages from 3 to 80 years. We would like our children and youth to remain connected with their ethnic roots and stay away from social evils. We encourage our budding performers by providing them with a bigger platform to showcase their talent and for our youth with leadership development opportunities. Organising the Durga Puja enhances the social and emotional levels of our members who are severely impacted by Covid 19 and rising cost of living. It also helps us to connect with wider Waikato communities.

# PROJECT DETAILS (budget)<sup>43</sup>

## 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

<b>Project costs</b>	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.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>e.g. 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>e.g. \$300</i>
<b>Total Costs</b>		\$ 4,163.00
<b>Project Income</b>	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.	
<b>Income</b> <i>e.g. ticket sales</i>	<b>Detail</b> <i>e.g. 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>e.g. \$3,750</i>
Food coupon sales	100 nos @\$5	\$ 500.00
Member contribution	Part subscription	\$ 500.00
<b>Total Income</b>		\$ 1,000.00
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	
		\$ 3,163.00
<b>ENTER amount you are requesting from Creative Communities Scheme</b>		\$ 3,163.00

# PROJECT DETAILS (budget)<sup>44</sup>

## 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
	Nil		

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)
	Nil		

### 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

Applications and queries can be emailed to [creative.communities@waidc.govt.nz](mailto:creative.communities@waidc.govt.nz)

## PART 3: DECLARATION<sup>45</sup>

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

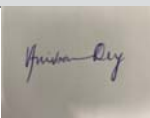
**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name

Anirban Dey

(Print name of contact person/applicant)

Signed:



Please accept this ticked box as part of my Declaration, along with my emailed application, as I'm not in a position where resources are readily available to print and scan.

(Applicant or arts organisation's contact person)

Date:

08/03/23

# Performance Report

Hamilton Bengali Association Incorporated  
For the year ended 31 March 2022

Prepared by Booksmart Accounting Limited

## Contents

- 3    Compilation Report
- 4    Approval of Financial Report
- 5    Statement of Financial Performance
- 6    Statement of Financial Position
- 7    Statement of Movements in Accumulated Funds
- 8    Statement of Accounting Policies

# Compilation Report

## Hamilton Bengali Association Incorporated For the year ended 31 March 2022

Compilation Report to the Trustees of Hamilton Bengali Association Inc.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Hamilton Bengali Association Incorporated for the year ended 31 March 2022.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

### Responsibilities

You are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### No Audit or Review Engagement Undertaken

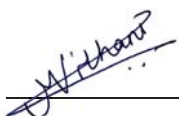
Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### Independence

We have no involvement with Hamilton Bengali Association Incorporated other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.



Booksmart Accounting Limited  
4 Howden Road  
Fairfield  
Hamilton 3214

Dated: 2nd May 2022

## Approval of Financial Report

### Hamilton Bengali Association Incorporated For the year ended 31 March 2022

The Managing Committee is pleased to present the approved financial report including the historical financial statements of Hamilton Bengali Association for year ended 31 March 2019.

APPROVED

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Balaka Malhotra

President

Date .....

---

Avijit Nag

Secretary

Date .....



## Statement of Financial Performance

Hamilton Bengali Association Incorporated  
For the year ended 31 March 2022

'How was it funded?' and 'What did it cost?'

	NOTES	2022	2021
<b>Revenue</b>			
Subscription from Members		20	5,410
Grants		10,500	-
Interest		2	2
<b>Total Revenue</b>		<b>10,522</b>	<b>5,412</b>
<b>Expenses</b>			
Accounting Fees		388	633
Bank Fees		1	2
Catering - Food Expenses		845	5,564
Cleaning & Laundry		-	780
Decoration Expenses		-	114
Hall Hire Charges		1,290	369
Hire of Plant & Equipment		-	100
Miscellaneous expenses		109	465
Religious Pooja expenses		976	300
<b>Total Expenses</b>		<b>3,608</b>	<b>8,326</b>
<b>Surplus/(Deficit) for the Year</b>		<b>6,913</b>	<b>(2,915)</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Financial Position

Hamilton Bengali Association Incorporated  
As at 31 March 2022

'What the entity owns?' and 'What the entity owes?'

	NOTES	31 MAR 2022	31 MAR 2021
<b>Assets</b>			
<b>Current Assets</b>			
Bank Accounts		10,090	3,809
<b>Total Current Assets</b>		<b>10,090</b>	<b>3,809</b>
<b>Total Assets</b>		<b>10,090</b>	<b>3,809</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Creditors and accrued expenses		-	633
<b>Total Current Liabilities</b>		<b>-</b>	<b>633</b>
<b>Total Liabilities</b>		<b>-</b>	<b>633</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>10,090</b>	<b>3,177</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)		10,090	3,177
<b>Total Accumulated Funds</b>		<b>10,090</b>	<b>3,177</b>

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

## Statement of Movements in Accumulated Funds

Hamilton Bengali Association Incorporated  
For the year ended 31 March 2022

	2022	2021
<b>Accumulated Funds</b>		
<b>Accumulated Funds</b>		
Opening Balance	3,177	6,091
Accumulated Surplus/(Deficit)	6,913	(2,915)
<b>Total Accumulated Funds</b>	<b>10,090</b>	<b>3,177</b>
<b>Total Accumulated Funds</b>	<b>10,090</b>	<b>3,177</b>

# Statement of Accounting Policies

## Hamilton Bengali Association Incorporated For the year ended 31 March 2022

'How did we do our accounting?'

### Basis of Preparation

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

### Goods and Services Tax (GST)

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST (if any).

### Income Tax

Hamilton Bengali Association Incorporated is exempt from New Zealand income tax due to its source of revenue which is non taxable as per Inland Revenue Department.

### Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.



HamiltonBengaliAssoc

**ACCOUNT NAME**  
 HAMILTON BENGALI ASSOCIATION INCORPORATION

**ACCOUNT NUMBER**

STATEMENT NO. 74

OPENING BALANCE 21,771.74

Date	Name of Other Party	Type	Particulars	Code	Reference	Withdrawals	Deposits	Balance
01 Sep	NATH&SINHA	BP	Memberships	Fee	Jaya & Jisu		140.00	21,911.74
09 Sep	Easy Storage	BP	Storage rent		000000883	150.00		21,761.74
12 Sep	S K SAHA & T	BP			Sanjoy Saha		210.00	21,971.74
15 Sep	Mukherjee K	DC	Kajal & Kuttu	Mukherjee	Tauranga		140.00	22,111.74
16 Sep	DAS&PODDER	BP	guest Raj		Raj n Aditi		180.00	22,291.74
16 Sep	MUKHERJEE B	BP	Bikash Mukhe	Membership	Subscription		280.00	22,571.74
19 Sep	S K SAHA & T	BP	Guest fee		SANJOY		60.00	22,631.74
19 Sep	Look Sharp Hamilton	PS	010037482640	HAMILTON	0499181646	88.00		22,543.74
20 Sep	MUKHERJEE A	DC	Debjani		TGA Guest		160.00	22,703.74
20 Sep	Mondiale Freight Ltd	BP	Shipping Fee	HAMIBENG	8114115	1,047.36		21,656.38
22 Sep	DEY,BITHY RAN	BP	Bithy		Dey		250.00	21,906.38
22 Sep	DR S K SINHA AND	DC	Memberships	Sanjay	Sinha		500.00	22,406.38
23 Sep	GHOSH ATTREYE	BP	Guests fee		Avijit Nag		40.00	22,446.38
23 Sep	DEB, A	BP	Pujo&Subs	Pujo&Subs	Pujo&Subs		70.00	
23 Sep	MRS R NATH	DC	Ritwika	Nath	membership		70.00	
23 Sep	GHOSH ATTREYE	BP	Subs + membe		Avijit Nag		140.00	
23 Sep	DAS&PODDER	BP	Memberships		Raj n Aditi		210.00	
23 Sep	BUNNINGS - 9474 HAMI	PS	010037482640	TE RAPA HAMI	0499231313	24.69		22,911.69
26 Sep	MEHRA	DC			Konica Mehra		40.00	22,951.69
26 Sep	MAHAJAN, P	DC	3people		MahajanShwet		60.00	
26 Sep	Lanka L N	DC	Kali pujo	Lanka family			300.00	
CARRIED FORWARD								23,311.69





HamiltonBengaliAssoc

**ACCOUNT NAME**  
HAMILTON BENGALI ASSOCIATION I  
NCORPORATION

**ACCOUNT NUMBER**  
[REDACTED]

**STATEMENT NO. 74**  
[REDACTED]  
[REDACTED]

The Bank's base rate is currently 10.650 percent per annum. The interest rate on this account is 10.000 percent p.a above the base rate. There is no required payment applicable to this statement period provided the limit has not been exceeded. These rates are less than the finance rate within the meaning of the Credit Contracts Act 1981. This only applies if you entered into your facility agreement prior to 1 April 2005. If you have any questions please contact your nearest branch or call 0800 800 468.

Te Kowhai Hall Society Inc  
BNZ 02 0320 0100916 00

# INVOICE

Glenis Liddall  
Treasurer  
tekowhaihall@gmail.com  
Phone: 027 294 5963

INVOICE # 010  
DATE 9 July 2022

**TO**  
Hamilton Bengali Association  
[manu\\_late@hotmail.com](mailto:manu_late@hotmail.com)

**FOR** Social Event

Description	Amount
Hall hire:	
30/9/22 – 2/10/22- refundable bond	\$400.00
30/9/22 – 2/10/22- hire	\$550.00
<b>Total</b>	<b>\$950.00</b>

Please make payment to:

Te Kowhai Hall Society Inc  
BNZ 02 0320 0100916 00

Payment is due within 30 days

If you have any questions concerning this invoice, please contact Glenis Liddall | 027 294 5963 |  
[tekowhaihall@gmail.com](mailto:tekowhaihall@gmail.com)

THANK YOU FOR YOUR BUSINESS!



10/6/22, 1:05 AM

Invoice Preview

Carpet Experts Ltd  
117 Avalon Dr  
Hamilton

# 02041107697  
sonipoonam852@gmail.com  
GST No. 134991135

## Tax Invoice

**Bill To** Hamilton bengali Association  
Te kowhai Hall  
Hamilton

**Invoice Number** CEL0106  
**Date** 6 Oct 2022

Description	Quantity	Unit price	Amount
Hall clean	2	NZ\$250.00	NZ\$500.00
<b>Total</b>			NZ\$500.00
<b>GST</b>			NZ\$75.00
<b>Total including GST</b>			NZ\$575.00

Poonam Soni  
Kiwibank  
38-9020-0292507-05



**Musicare (2007) Limited**  
 35 Aloma Way, Glenview  
 Hamilton 3206  
**Ph** 07 849 5979  
**Mobile** 0274 836 043  
**Email** kevin@musicare.co.nz  
**Web** www.musicare.co.nz

Att: Accounts Payable  
 Hamilton Bengali Association Inc

## Tax Invoice

**GST Reg. # 96-181-450**

**Invoice No.:** 00077076

**Date:** 16/09/2022

**Your Order No:** Tanmoy Gosh

DESCRIPTION	AMOUNT
Hire of sound and lighting equipment on 1-10-2022	
Charges:	
2 x Bose 802 speakers on stands with Amplifier	\$86.96
12 Channel PA Mixer	\$52.17
5 x Lapel Mics (cordless)	\$173.91
6 x Cord Mics on stands (Shure SM58)	\$52.18
1 x Stage Monitor Speaker	\$43.48
LED Stage Lighting Package	\$173.91
Multicore (Snake)	\$34.78
Discount	-\$95.65

**Payment Terms:** Please pay on invoice, no statement issued

**For Online Payments:** ASB 12 3209 0312148 00

**Payment Due by:** 16/09/2022

All goods remain the property of Musicare (2007) Ltd until paid in full.  
 Unless otherwise stated all sales are subject to Musicare (2007) Ltd's  
 standard terms and conditions which are available on request. E & OE.  
 Interest at the rate of 2.5% per month may be added to overdue accounts.

Net Total:	\$521.74
GST:	\$78.26
<b>Total Inc GST:</b>	<b>\$600.00</b>



To: Manu

Dated: 22 September 2022

DESCRIPTION OF SERVICES	
30sep-2oct 2022 event at Hamilton	
White backdrop with fairy lights	\$ 695.00
Floor carpet coverage	\$ 180.00
Side rails with shepherd hooks and lanterns	\$ 220.00
Side rails with shepherd hooks only	\$ 180.00
Fuel/travel for set up & pack down two trips	\$ 180.00
Total Amount (Amount excluding GST.)	\$
GST:	\$
Grand Total (Amount Incl. GST.)	\$

Contact Us:

Lucky Saini – 021994458 / 09-212-9563  
styleznzdecorations.com

We look forward to hearing from you soon.

# PART 1: APPLICANT DETAILS<sup>61</sup>

## Name and contact details

Are you applying as an individual or group?

☐☒

Full name of applicant:

Caleb Osborne

Contact person (for group):

Caleb Osborne

Street address/PO Box:

[REDACTED]

Suburb:

Town/City:

Raglan

Postcode:

[REDACTED]

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

Caleb Daniel Osborne

GST

n/a

Bank account number:

[REDACTED]

*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

☐

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<sup>62</sup>

Project name:

Whaingaroa Emerging Artists Exhibition

Brief description of project:

Provide mentoring and an exhibiting platform for new emerging artists in Raglan (Whaingaroa) who are working towards submitting new work into an established key local community event Raglan Arts Weekend October 21<sup>st</sup> -23<sup>rd</sup>, 2023.

### Project location, timing and numbers

Venue and suburb or town:

Raglan and surrounding districts

Start date:

April 2023

Finish

October 2023

Number of *active* participants:

Up to 15

Number of viewers/audience

1500

**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.

☒ X

**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

☐

Theatre

☒ X

Visual arts

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

☐

Creation only

☐

Presentation only (performance or

☒ X

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?

The Kaupapa behind this project is to identify the parameters of what an 'Emerging Artist' is and to establish a group of artists to work collaboratively alongside each other. The collaboration of new emerging artists (EAs) will be working towards presenting themselves and their work in the Raglan Community Arts Council annual event 'Raglan Arts Weekend (RAW) 2023 exhibition. It will also include a presence within the Raglan Arts Guide.

This exhibition aims to also utilize the knowledge and experience of established artists in the area, guiding the process of exhibiting and promotion of works.

We recognise the diverse and multi-layered creative community that exists in Raglan and the importance of creating platforms for upcoming and EAs. This underpins the Kaupapa behind this exhibition and project. As for the continued growth and sustainability of the RAW and health of the creative ecosystem that exists in Raglan, platforms to support and nurture upcoming EAs need to continuously be built upon and developed.

Within the arts sector, there are barriers that EAs can face when building business capability and portfolio exposure. This can include availability of exhibition spaces, exhibition and commission costs and prior experience.

This project is aimed at addressing some of these barriers by providing a space and platform for exhibiting and reducing the cost of entry fees and commission rates for works purchased. Also providing support and guidance from more established local artists and event managers through the promotion and exhibiting process.

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

There are 6 elements for realising the Kaupapa and intention behind this exhibition:

1. Identifying criteria for an 'Emerging Artist'
2. Engaging Emerging Artists for RAW registration
3. Emerging Artists collaboration of knowledge/resource sharing
4. Capacity building via mentoring/artist development-workshops
5. RAW exhibition preparation/participation
6. Raglan Arts Weekend Emerging Artist Exhibition 3 days

**1) Identifying criteria for an 'Emerging Artist':** the term 'Emerging Artist' has a wide scope of reference in the arts sector. Definitions can include the following:

Those who are early in their artistic careers, developing momentum with their creative practice and may be at a point in their artistic career where this kind of support and exposure will be impactful. Artists will not yet have major gallery representation, prominent exhibiting experience and commissions and receiving an income solely from their artistic careers. (<https://luma.nz/emerging-artist-programme/>)

Defining this category raised questions around the function of definition, how a lack of definition could possibly create barriers for new artists and our ability to remain flexible for artists at the very beginning of their career. For the purpose of this project, the definition of EA will place a focus on the following objectives – artists;

- That do not have major gallery representation
- That do not have prominent exhibiting or commission-based sales experience
- Must also have a desire to build their own business capability.

We believe that by defining this category in such a way provides opportunity to artists who would benefit most through the project and have the biggest community impact. Using this term also provides space to include those who haven't explored exhibiting their works but have intentions to do so and would benefit from the opportunity.

**2) Engagement with EA for RAW registration:** identifying and confirming the EA collective will be achieved through the following:

1. Engagement with EAs that meet project definition through the event managers' community relationships and knowledge of the Raglan arts community.
2. Advertising registration through the RAW website- registration via RAW website confirmed
3. Advertising registration through local newspaper (The Chronicle) and magazine (LOCAL Rag)

**3) Emerging Artists collaboration/resource sharing:** provide a platform and facilitate the EA collective to identify possible learning outcomes and areas of potential growth in building business capability. Define a program of workshops either formal and/or informal dependant on the needs of the EA collective.



**4) Capacity building/artist development:** Schedule informal workshops from local established artists/event management. They will support exhibiting artists in cataloging their works for promotion in the lead up to the exhibition if required by EA collective. A focus will be placed on the following:

1. digitising their art works professionally, with high quality images suitable for online promotion.
2. supporting artists with generating work, catalog and artist bios.

We will also provide support to the EA in exhibiting their works by providing:

- exhibiting materials such as partition walls, plinths and hanging equipment
- supporting artists with hanging and curating works to create a cohesive group-exhibition

**5) RAW exhibition preparation/participation.** All participating EAs will be responsible for supporting and helping with the promotion of the Raglan Community Arts Council (RCAC)/RAW event with guidance from the event managers. This will in part be facilitated by the skills they have gained through engaging with the project and have learnt through their own arts experiences.

Additional support and engagement via existing RCAC/RAW platforms include the RAW/ Raglan Old School Arts Council website and social media will also be used. This will further enhance and develop relationships using website/social media platforms to create opportunities for the whole of the EA community. Additional marketing opportunities will be available via Raglan Community Radio and radio interviews.

**6) Raglan Arts Weekend Emerging Artist Exhibition:** This will be an open exhibition space running over three days from the 21<sup>st</sup>- 23<sup>rd</sup> of October 2023. It will be showcasing EAs in the Raglan community at the Raglan Town Hall. The venue has capacity for up to 15 artists, facilitating participation of a wide range of community members who come under the EA category.

There will be an exhibition opening on the evening of the 20<sup>th</sup> of October 2023. This will provide the Raglan community an opportunity to engage with curated works/artists in the exhibition before RAW officially opens the following day. This event will provide further encouragement and support to our new emerging artists as they are supported by friends and whanau.

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



This event is for EAs in the Raglan community. This provides an opportunity for these artists to exhibit their works as a collective, addressing some of the barriers they may face with exhibiting their works.

The only requirement for artists to register for the RAW Emerging Artists Exhibition is that they are considered an EA. Preference will be given to artists who have had limited exhibition experience, not solely receiving an arts-based income and are interested in and/or have started to develop business capability around their works. This allows for a wide cross section of the community to participate in this event and for the celebration and acknowledgement of the diverse Raglan community.

The Raglan Town Hall gives the event capacity for up to 15 Raglan-based EAs to exhibit their works. The project will be managed by Caleb Osborne and Miriam Collins.

**Caleb Osborne** brings experience to this event through his involvement in the arts sector in roles such as facilitator of Creative Expressions art class run through Waikato Society of Arts(WSA), Creative Waikato board member(recently appointed), Radio DJ and Trustee of Raglan Community Radio and co-curator of emerging group-exhibition run during last RAW October 2022. Caleb is also a practicing artist, who himself falls into the emerging artist category.

**Miriam Collins** is an emerging artist based in Raglan. In the last 18 months she has decided to dedicate herself to taking her art practice to the next level. Her experience within the arts sector includes having organised her own solo exhibition in the past year in Raglan, working on commissioned artworks for individuals and businesses, participating in the Elevate programme for Emerging Artists with Creative Waikato and being a regular market stall holder at the Raglan Creative Market.

Throughout the project, local established artists will also play an important role in supporting artist promotion during and leading up to the exhibiting process.

Additional support will be provided by Nicky Brezska/RAW coordinator and Jacqueline Anderson/Manager Raglan Old School Arts Centre. The event is governed by the Raglan Community Arts Council Inc, a not for profit organisation who is well established within the Raglan Community, responsible for many successful art programs and events in the Raglan community.

RAW is now working very closely with Rangitahi as a potential long term local partner for the Raglan Arts Weekend in an effort to secure more funding to support growth of the event. Rangitahi has been positioned as the 'Growth' partner; one of the initiatives RAW is discussing with Rangitahi is co-sponsorship of the Emerging Artists Exhibition. This is yet to be confirmed.

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

RAW is one of the largest annually run arts event in the region, attracting large numbers of visitors to Raglan over the long weekend as well as engagement from the local community.

This event places a specific focus on showcasing local EAs, being run by and for creatives in the community. It also provides the opportunity for EAs to exhibit their portfolios in a large visual arts event. The venue is community facing and in the centre of the Raglan township, further enabling the capacity for artist exposure. This event has the potential to act as a platform for EA promotion and building of future business capability.

The Raglan Town Hall is a main feature of community events in Raglan, ranging from live music, local-school performances and events, exhibitions and community meetings. The central location and what the venue represents will help to facilitate local community engagement with the event. This will, in turn, allow the community to participate in the event and engage with local artists and their portfolios.

This event is being consciously run to minimise barriers that EAs can face when exhibiting, maximising opportunity for local emerging artists to participate in the event. This is being done through:

- providing a central venue and platform for exhibiting
- providing exhibition materials required i.e. partition walls, plinths and hanging fixtures
- reducing the cost of entry fees
- not using commission rates for works purchased
- providing support and guidance from more established community artists and event management with promotion of works and the exhibiting process.
- Providing PR and advertisement of event

# PROJECT DETAILS (budget)<sup>68</sup>

## 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

<b>Project costs</b>	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.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>e.g. 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>e.g. \$300</i>
Advertising- local newspaper	Raglan Chronicle- Colour advertisements in 'What's On' section 10cm high x 1 col wide @ \$58.79 per ad x 2	\$117.58
Signage	Raglan Sign Company- 3 corflute signs: 1x 1500x900 @\$154.00 + GST, 2x 900mm x 500mm @ \$85.00 + GST each	\$372.60
Event coordination-split between Caleb Osborne and Miriam Collins	Event management and coordination of the project- approximate hours totaling 74 hrs @ \$30.00 per hour	\$2,220.00
Hall Hire	4 day hire @ community rates	\$100.00
Exhibition Opening Dj	2-3 hour time slot during exhibition opening- informal quote received- tbc	\$200.00
Logo Design/Advertisement	Logo/Advertisement – 10 hours of Design work @ \$40 per hour	\$400.00
Advertising- RAW Brochure	Advertising Emerging Artists collective –half Page	\$977.50
Partition Wall Hire	4 day hire of 8 Display panels @ \$20 + GST per panel with 25% community discount	\$172.50
PR	N Brzeska- 3 press releases, photos from RAW weekend to profile success of Emerging Artists Exhibition, RAW dbl page advertorial in LOCAL RAG(magazine). 10 Hours PR work @ \$65 per Hour	\$650.00
Marketing	Organising marketing material required from each participating artists: 1 hr per artist @ \$30.00 – 15 artists	\$450.00
OSAC venue hire	Hire of venue for workshops @ \$40.00 x 3 and video projection hire @ \$25.00 x 3	\$195.00
Artist workshops	established artists led workshop/talks tbc @ approx. \$50.00 per Hour x 3	\$150.00
RAW entry fee	Registration fee for RAW as collective	\$400
<b>Total Costs</b>		<b>\$6405.18</b>
<b>Project Income</b>	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.	
<b>Income</b> <i>e.g. ticket sales</i>	<b>Detail</b> <i>e.g. 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>e.g. \$3,750</i>
Artist registration	15 artists @ \$85.00 GST included	\$1275

# PROJECT DETAILS (budget)<sup>69</sup>

Sponsorship	Business sponsorship- Rangitahi - TBC	\$1000
<b>Total Income</b>		<b>\$2275 TBC</b>
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	<b>\$ 4130.18</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$4130.18</b>

# PROJECT DETAILS (budget)<sup>70</sup>

## 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
N/A			

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)
N/A			

### 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](mailto:funding@waidc.govt.nz)

If you have any further questions, please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>71</sup>

**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

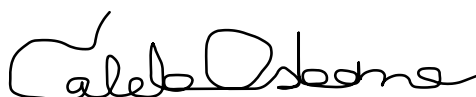
**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal guardian.**

Name

Caleb Osborne

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

10/03/2023

### **Event management/coordination Approximate Costing of the Event**

The event management and coordination will be split between Caleb Osborne and Miriam Collins and will be broken down into the following areas, the emerging artists collective will also be contributing through-out certain areas of the promotion/exhibiting process:

1. Identifying criteria for an 'Emerging Artist (EA):

Preparing a definition and content around who is eligible for registration- approx. 1 hour @ \$30.00 per hr

2. Engaging Emerging Artists for RAW registration

Contacting emerging artists in community through community engagement/developing content for registration through RAW website and other media platforms- approx. 5 hours @ \$30.00 per hr

3. Emerging Artists collaboration knowledge/resource sharing

Working with emerging artists collective to assess needs and supports required for promotion of artists work and exhibition- approx. 4 hrs @ \$30.00 per hr

Supporting artists if required with the digitising their art works professionally, with high quality images suitable for online promotion and supporting artists with generating work, catalog and artist bios- approx. 10 hrs @ \$30.00 per hr

4. Capacity building via mentoring/artist development workshops

Engaging with established artists to provide informal workshops for building of skills required for promotion and exhibition/organising workshops- approx. 3 hrs @ \$30.00 per hr

5 RAW exhibition preparation/participation

Supporting promotion of the event in led up to RAW exhibition, via existing RCAC/RAW platforms include the RAW/ROSAC website and social media and Raglan Community Radio advertisement/ radio interviews- approx. 10 hrs @ \$30.00 per hr

6 Raglan Arts Weekend Emerging Artist Exhibition 3 days

Setting up the Raglan Town hall for the exhibition opening on Friday evening, which will include the following:

- Setting up exhibition materials/decorations
- coordinating the setting up of partition walls, hanging materials and plyths
- coordinating artists works and bios
- coordinating hanging works
- hanging all relevant signage
- arranging music and live DJ
- organising beverages and possibly food
- organising payment methods and artists bank details

approx. 25 hrs @ \$30.00 per hr

the running of the 3 day exhibition, time spent overseeing the exhibition which will be shared by emerging artists collective but will be coordinated by Caleb Osborne and Miriam Collins- approx. 16 hrs @ \$30.00 per hr

**Approx Total hours:** 74 hrs @ \$30.00 per hr

**Approx Total Cost:** \$2,220.00





3 March 2023

Raglan Arts Weekend

c/- Caleb Osborne

Dear Caleb

The quote for hiring the 8 Display panels at \$20 per panel = \$160+GST = \$184.00 less 25% community discount = \$172.50 for the period 20-24 October 2023.

Kind regards

Julie Johnstone

WSA Operations Manager

**Agreement to Hire**

**Date of Event:** 20 – 23 October 2023  
**Event name:** Emerging Artists  
**Purpose of event:** Raglan Arts Weekend  
**Not for profit:** yes / no

**Start day/time:** Friday 20<sup>th</sup> 10am  
**End day/time:** Monday 23<sup>rd</sup> 8pm

**Conditions of Use:**

1. All hirers of the Raglan Town Hall are to meet the covid restrictions defined by the 'PURPOSE of (your) USE' of the public facility. For more information see attached Raglan Town Hall – Covid 19 Protection Framework document. Any failure to meet Covid restrictions will be referred directly to the police.
2. The hirer shall pay the appropriate hire charge of \$100 prior to uplifting the keys to Westpac account Raglan Town Hall 03-1563-0015470-000 or at the Raglan Council office.
3. Keys are to be returned promptly after the event. Penalty for late return is \$25 per working day.
4. A bond isn't required for this booking. \$385 commercial \$100 non-profit \$65 alcohol surcharge NB. This can take up to 5 working days to be refunded. Bank transfer to Westpac account Raglan Town Hall 03-1563-0015470-000. \$50 Cancellation fee will be deducted if the event does not go ahead.
5. All functions must cease by midnight unless an application in writing for extended hours has been approved by the Raglan Town Hall Committee.
6. There are restrictions on the amount of noise generated. Please check conditions with the Waikato District Council prior to any event likely to make excessive noise. (If a callout to Council is required because of the Hirer's performance, then the Hirer will pay all charges concerned with the callout)
7. A full liquor ban is in place on Bow Street at all times. If you plan to serve alcohol, you must enquire to WDC for liquor license requirements. Security arrangements must be in place if alcohol is served. No events involving alcohol will be allowed during area wide liquor bans from 23/12 – 07/01.
8. The Hall must be left in a clean condition. Tape, staples and nails are not to be used on walls. Blue tack will be removed, and walls cleaned after use. (The cleaning cupboard is at the right of the foyer.)
9. Use of staging, black out panels and ladder hire will be notified and approved by the Raglan Town Hall Committee.
10. I understand that any community or council emergency events i.e. funerals, civil defense, takes precedence and my booking may become unavailable at short notice.
11. Incidents involving injury to persons or damage to property must be reported to the Waikato District Council immediately. The contact number (24hrs) is 0800 492 452. Hirers are responsible for any damage to the Hall and all health and safety requirements during their occupancy.

Please treat this space as you would a marae.

## Agreement to Hire

I agree to the above conditions of use.

Hirer's Name: Caleb Osborne

Email: calebdanielosborne@hotmail.com

Address:

Date: 9/02/2023

Contact Telephone: 027-2039789

Signature:

### Restrictions:

- Hall capacity as per fire regulation and health & safety requirements: 150 seated, 250 standing or lesser to adhere to covid distancing restrictions.
- All liquor bans must be adhered to. There is to be no drinking outside of the building, including the hall foyer entrance on Bow Street. The side garden off the supper room may only be used for this purpose only if fully closed off including visually, from the street.

Approval must be given by the Raglan Town Hall Committee.

Contact: [tony.oosten@fonterra.com](mailto:tony.oosten@fonterra.com) or [amy.rodger@waidc.govt.nz](mailto:amy.rodger@waidc.govt.nz)

### It is the responsibility of the hirer that:

- The toilets are cleaned. (Toilets are stocked with paper and hand towels and hand soap; Any extra supplies required are the hirer's responsibility).
- All chairs, tables and other equipment is stacked and returned to the storage areas.
- All crockery and cutlery is washed and returned to the drawers or cupboards. Cleaning consumables are the responsibility of the hirer.
- All rubbish and lost property are removed from the premises.
- Floors are swept and mopped thoroughly if alcohol or food has been served. NB. Failing to clean the hall properly will result in charges for professional cleaner being deducted from your bond at \$35 per hour.
- All windows are shut and doors locked.
- Any damage is reported to Waikato District Council (0800492452).
- Pack in and pack out time to be charged at hire rates and included in hire agreement. Failure to pack out/clean up on event day/night will incur additional rental charges.
- Health and Safety requirements are the sole the responsibility of the hirer.

#### **Office use only**

Agreement to hire form given to customer:

Hall charge - date paid:

banking(proof needed)

Bond- date paid:

Hall condition:

Bond to be refunded:

Bond refunded - date:

*Emailed/hand given*

*Cash/efpos or Internet*

*Yes/No(reason why)*

Please treat this space as you would a marae.

## **Agreement to Hire**

### **Raglan Town Hall - Covid 19 Protection Framework**

Welcome to the Raglan Town Hall. The Hall and Supper Room are NOT mandated for Vaccine Pass. There are important things you need to know and do, as the person hiring this venue.

#### **Responsibilities of the host:**

- You must meet the covid restrictions defined by the 'PURPOSE of (your) USE' of this public facility. For more information visit [covid19.govt.nz/traffic-lights/](https://covid19.govt.nz/traffic-lights/)
- You must undertake extra cleaning and hygiene measures for yourself and your group.
- To research, understand, manage and communicate these rules with all attendees.

In hiring this hall you are agreeing to these conditions to support the health and safety of your guests/group.

#### **Additional Covid-19 practices:**

- You must wear a face mask indoors at public facilities.
- Please stay home if you are sick
- Wash your hands regularly
- Be kind
- Stay safe, and keep others safe

#### **Cleaning and Hand Washing:**

In addition to the regular cleaning **all bookings are required to undertake their own cleaning and hygiene management.** Ensure you wipe down all high touch point areas such as door handles and communal seating. We recommend all people using the hall to wash hands upon entering and exiting.

Please ensure that adequate hand soap / hand sanitizer is provided to allow proper hygiene measures.

#### **Indoor Recreation:**

When the hall is being used as an indoor recreation facility the following **additional** guidelines apply, and must be managed by the host:

- All participants (aged over 12 years) should wear a face covering whenever arriving, leaving and during administration.
- Masks are optional when exercising.

Please treat this space as you would a marae.

**Agreement to Hire**

- Maintain excellent hygiene practices. Before and after your session, disinfectant spray everything that people touch, door handles, shared equipment and surfaces including floor, toilets and bathroom facilities.

Thank you for following these rules and keeping our community safe. For any questions or concerns, please speak to person you completed your hall hire booking through.

Nga Mihi Nui,  
The Hall Committee



Caleb Osborne

*Creative Expressions*

3293 State Highway 23,

Raglan, Waikato, 3295

New Zealand

[calebdanielosborne@hotmail.com](mailto:calebdanielosborne@hotmail.com)

**Date:** 8/03/2023

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**Client:** Emerging Artist Exhibition Raglan Arts Weekend

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**Description:**

Quote for the organising of marketing material required for each participating artists during promotion of project and exhibition

Aprox 1 Hour per artist x 15 artists participating in project

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<b>Total Hours:</b>	<b>15 Hours of marketing work @ \$30.00 per Hour</b>	<b>Amount:</b>	<b>\$450.00</b>
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<b>GST:</b>	<b>N/A</b>
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<b>Total Price:</b>	<b>\$450.00</b>
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*Thank you kindly for your business*

**Quote for N Brzeska: ATTENTION: Caleb Osborne**

PR for Emerging Markets Exhibition at Town Hall from 20th to 23rd Oct 2023

<b>PUBLIC RELATIONS</b>					
<b>Area</b>	<b>Activity</b>	<b>Description</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Press releases	Writing and selling in to media	3 press releases: (i) Registration call out (ii) What's in store, artist profile + prev exhibition (iii) Opening Night + Town Hall Exhibition	9	\$65.00	\$585.00
	Contributing to RAW wrap up story	Paragraph + photos from RAW weekend to profile success of Emerging Artists Exhibition	0.5	\$65.00	\$32.50
LOCAL RAG	Double page spread	Paragraph written and photography sourced for inclusion in RAW dbl page advertorial in LOCAL RAG	0.5	\$65.00	\$32.50
	<b>Total</b>		0	10	<b>\$650.00</b>

**TOTAL** **\$650.00**

**\*\*NOTE:**

(i) This quote is based on the above brief of 3 press releases and two paragraph/ photograph editorials

(ii) Travel and telephone costs are additional. Approval will be sought for any significant expenses (above \$100) prior to expense. None are anticipated.

**Miriam Collins***Not Without Miri*

34a Government Rd  
Raglan, WAIKATO,  
NEW ZEALAND  
3225  
mircol147@gmail.com | notwithoutmiri.com

**QUOTE****QUOTE #** 00030323**DATE** 03/03/23

TO  
**Caleb for Raglan Arts Weekend**

Description	Amount
Logo/Advertisement – 10 hours of Design work @ \$75 per hour	\$750
GST	N/A
<b>Total</b>	<b>750.00</b>

I am not currently registered for GST.

THANK YOU FOR YOUR BUSINESS!





# QUOTE

Caleb Osbourne

**Date**

6 Mar 2023

**Expiry**

6 May 2023

**Quote Number**

QU-0031

**Reference**

RAW Emerging Artists  
workshops

**GST Number**

55-079-161

Raglan Community Arts  
Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Hire of Eva's Room for community artist workshop events supporting Emerging Artists at reduced community hire rate	3.00	40.00	120.00
Hire of video projection equipment	3.00	25.00	75.00
INCLUDES GST 15%			25.43
<b>TOTAL NZD</b>			<b>195.00</b>



# QUOTE

Caleb Osbourne

**Date**

6 Mar 2023

**Expiry**

6 May 2023

**Quote Number**

QU-0032

**Reference**

RAW Brochure advertising

**GST Number**

55-079-161

Raglan Community Arts

Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
RAW brochure advertising for Emerging Artists collective - Half Page	1.00	977.50	977.50
INCLUDES GST 15%			127.50
<b>TOTAL NZD</b>			<b>977.50</b>



Raglan Ink Ltd Registered Company 176719  
 P O Box 234  
 Raglan  
 PH 07 8257076

Date: 06/03/23

**Client:** Caleb for the Raglan Arts Weekend

We thank you for your enquiry and the opportunity to quote the following.  
 We trust it meets your requirements.

**Quotation for: Newspaper Advertising**

**Discription** BW advertising What's ON

Ad Specs

**Ad Size:** 10x1 (10 cm high x 1col wide)

**Ink** Colour

**File Type** PDF file

**Quantities**

		<u><b>\$ per insert</b></u>	<b>2 inserts</b>	<b>3 inserts</b>	
Production Cost	\$	51.12	\$ 102.24	\$ 153.36	
GST		7.67	15.34	23.00	
<b>Total Price</b>	<b>\$</b>	<b>58.79</b>	<b>\$ 117.58</b>	<b>\$ 176.36</b>	<b>\$ -</b>

**This quote is valid until 06.03.24 and is based of 'print ready' material being supplied by client.**

We look forward to working with you and providing you with a quality product.

This quote is submitted in good faith based on information you have supplied to us.

If the job specification changes, we will contact you before exceeding the quoted price.

Kind regards,

Raglan Ink Team





## Raglan Sign Company Ltd

4 Helen Place, Raglan 3225  
p. 07 825 8609 m. 0274 374 467

**GST Number: 94-161-557**

## Quote

**To** Raglan Community Arts Council  
Raglan Arts Weekend 2023 Raglan,

**Estimate Number** 00096  
**Estimate Date** 09/03/2023

Item	Description	Unit Price	Quantity	Subtotal
Emerging Artist Exhibition Signage 1500mm x 900mm	Supply new digitally printed graphics and apply to corflute Boards cut to size.	154.00	1	154.00
Emerging Artist Exhibition Signage 900mm x 500mm	Supply new digitally printed graphics and apply to corflute Boards cut to size.	85.00	2	170.00
<b>Item Total</b>				<b>NZ\$324.00</b>
<b>GST (15%)</b>				<b>NZ\$48.60</b>
<b>Total</b>				<b>NZ\$372.60</b>

Thank you for choosing Raglan Sign Company to supply a quote.

This quote is valid for 30 days from the date the Quote was issued (at top of invoice)

This quote is confidential and not to be given or shown to other businesses or people other than those this quote is addressed to.

Any proofs, layouts and /or designs provided in association with this quote remain the property of Raglan Sign Company until paid for in full. Any proofs, layouts and / or designs provided at the quote stage are confidential and are not to be given or shown to other businesses / or people than those this quote is addressed to.

**From:** "webadmin@waikatodc.govt.nz" <webadmin@waidc.govt.nz>  
**Sent:** Thu, 9 Mar 2023 08:47:46 +1200  
**To:** "Creative Communities" <Creative.Communities@waidc.govt.nz>  
**Subject:** New form response



## New form response

Form: [Creative Communities Fund application form](#)

A new response was submitted on 09 March 2023.

Before submitting your application, complete this checklist:	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
Select a choiceAre you applying as an individual or group?	Individual
Full name of applicant:	David Tasker
Contact person (for group):	
Suburb:	
Postcode:	
Town/City:	
Country	
Email	
Telephone	

(day):	
Name on bank account:	D Tasker
GST number:	
Bank account number:	
Ethnicity of applicant/group (you can select multiple options)	New Zealand European/Pākehā
Would you like to speak in support of your application at the CCS assessment committee meeting?	No
How did you hear about the Creative Communities Scheme? (select ONE)	Social media
Project name:	Halloween Dragstravaganza
Brief description of project:	A Halloween Themed Drag performance for the community of all ages using a variety of local Drag performers old and new.
Venue and suburb or town:	Matangi Community Hall
Start date:	2023-06-01
Number of active participants:	7
Finish date:	2023-12-01
Number of viewers/audience members:	150

Funding criteria (select ONE): 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
Artform or cultural arts practice (select ONE):	Theatre
Activity best describes your project? (select ONE)	Creation and presentation
The idea / Te Kaupapa: What do you want to do?	I would like to put on a community Halloween Dragstravaganza, an event for the Matangi community to be able to enjoy Halloween in a safe space. Starting with an early session that is family friendly that kids will enjoy, and then after the kids have had fun, a more Adult event will be available for the "Big Kids". This is a great opportunity for the whole community go get involved creating their own spooky Halloween looks, and turning up in theme to really make it a fantastic spectacle!
The process / Te whakatutuki: How will the project happen?	I have rounded up a team of amazing drag performers from around the Waikato, with a couple imports from Auckland. We each would design create, and come up with our own looks, and show content, to collectively come together to put on an amazing Halloween experience. I would have marketing material created to promote the event, and market it through online social media, street signs, and through the local schools, (Matangi, Tamahere, Goodwood). On the day we would pack into the hall, using lighting I already own it will be like an old school Disco with a spooky vibe. We would hire a PA system, and have a DJ there running the music and to keep the party going in between sets. Ticketing will be done through the ticket fairy platform, making it simple, as well as there will be door sales.
The people / Nga tangata: Tell us about the key people and/or the groups involved.	David Tasker / Piper Blaster - Producer/Director/Marketing/Performer David has been a creative his whole life. Studied music intensely at Bethlehem College, and then at Wintec. David has since expanded his skills, and is now the nationally known drag diva, Piper Blaster. Piper has a social media following, an active You Tube channel, is a headliner at Vinegar Hill every Christmas/New Years and most recently produced Santa's School for Girls at Windy Ridge. David is a regular performer for Free Lunch Street Theatre . In 2022 David has pulled together 2x fashion shows, 1 pageant, a One Woman Show and a Christmas Cabaret. In 2023 David has already performed for the Hamilton Arts Festival, Co hosting the Bridgeton Ball, performing at the Multi- Cultural Bride and Groom Fashion Show and organizing the Hamilton Pride Party and Picnic. Daniel Fernandez / Yolanda Daniel has been apart of Haus of Blaster for 2 years, performing regularly in our shows. They are a Dancing Queen, originally from Scotland. Yolanda is Pipers drag daughter Dennis Ralph / Gloriousole Gloria, is a New Zealand



	<p>Drag Icon, with 40 years of national and international experience. They currently teach Drama at Riverlea Theatre for Stage Craft. Gloria is Pipers drag Mother. Connor Green / Carmen Mirage Carmen is a drag performer with a sense for Lady Gaga. long legs, blonde hair, and just crazy enough to make it believable. They have been involved with Haus of Blaster for 2 years. Appearing in the 2022 Rose Ball, and the 2022 Recycle the Runway. Bryn Harford / Ellie Minium Ellie is Pipers Drag sister. Originally from Matamata, but now residing in Auckland. This Queen has performed here and overseas. She has 15 years drag experience, and will have anyone laughing with the slightest of comment. Nicola Rowland / Ben de Boys Ben is a Drag King, from Whatawhata, who usually performs burlesque. They have more recently been seen performing for Freelunch Street Theatre. They have been involved in 2 events for Haus of Blaster in 2022. Yuri Guaii - Guest Performer Yuri is a NZ drag celebrity, who has competed on Rupaul's Dragrace Down Under. They are from Auckland, and specialize in spooky ooky drag.</p>	
<p>The criteria / Nga paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity of young people.</p>	<p>This brings together drag performers and gives them a platform to perform for an audience, but it also gives the whole community the opportunity to be creative, by dressing up and coming along to not only see an experience, but to be apart of it as well.</p>	
<p>Are you GST registered?</p>	<p>No (Include GST in your budget)</p>	
<p>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.</p>	<p><a href="#">Halloween Show budget.xlsx</a></p>	
<p>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</p>	<p><a href="#">Halloween Dragstravaganza income.xlsx</a></p>	

the amount you will be requesting from CCS.	
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).	
Tell us about other grants you have received through the Creative Communities Scheme in the past three years.	<a href="#">previous CCS grants.xlsx</a>
If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy	
Further documents to support your application	<a href="#">Reference%20from%20Dennis%20Ralph.docx</a>
You must read and sign the following. Please select each box to show that you have read the information and agree to	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.

each section.

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

View response

## Reference RE David Tasker

I have known and worked with David Tasker on a number of projects and have found him to be an energetic, constructive artistic collaborator, and inspiring in regards his focus on achieving his goals.

As a musical director/composer/and arranger he has a bank of talents to bring to creative musical projects and has experience his ability as a musical director for large scale shows and small.

As a designer he must be one of the up and coming creatives, designing for the stage .screen or event. He has a natural talent and focus, as well having studied current trends and directions.

As a writer I have found David to bring a cohesive script together, and his current pantomime project proves the summation of all of his skills.

The current project with support could be toured to areas of New Zealand who have little of this style entertainment available to audiences young and old. Such entertainment would rather find home in our larger cities and venues, but this being of a touring nature and to employ local artists and creators who bring a joyous addition to the national landscape in entertainment.

I recommend that David application is taken to heart by funders as he has found a genuine need in the area of entertainment. He is focused, and has the energy to see this project through.

Dennis Ralph

Life Member

Hamilton Playbox Repretory Soc Inc

Venue		350
DJ		600
Advertising		500
Marketing/ Social media/ Visuals Design		400
Administration	15hours x !	450
Director Fee	5 hours x\$	250
MC/Host		500
Set/Decorations		500
Catering		100
APRA Fees		85
performers		2300
Travel		200
		6235

## Halloween Dragstravaganza

96

### Income

Tickets	50 x	\$35
	100	\$25
Total		\$4,250
cost less income		\$2,516
Amount Requested		\$1,985

Hamilton City	Oct-21	\$2,100	Mx Mooloo 22 <sup>97</sup>
Waipa District	Dec-21	\$2,000	The Te Awamutu Roseball



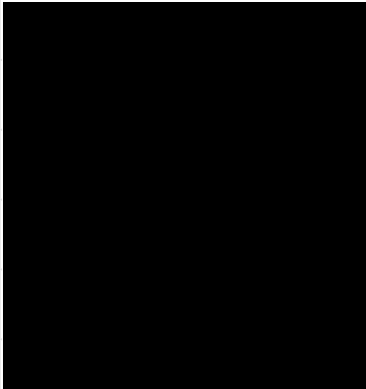
**From:** "webadmin@waikatodc.govt.nz" <webadmin@waidc.govt.nz>  
**Sent:** Thu, 9 Mar 2023 13:10:15 +1200  
**To:** "Creative Communities" <Creative.Communities@waidc.govt.nz>  
**Subject:** New form response



## New form response

Form: [Creative Communities Fund application form](#)

A new response was submitted on 09 March 2023.

Before submitting your application, complete this checklist:	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
Select a choiceAre you applying as an individual or group?	Group
Full name of applicant:	Friendship House (Huntly) Community Charitable Trust
Contact person (for group):	Evelyn Shead
Suburb:	
Postcode:	
Town/City:	
Country	
Email	
Telephone	

(day):	
Name on bank account:	Friendship House Huntly
GST number:	108259434
Bank account number:	██████████
Ethnicity of applicant/group (you can select multiple options)	New Zealand European/Pākehā, Māori, Pacific Peoples, Asian, Middle Eastern/Latin American/African, All in our community
Would you like to speak in support of your application at the CCS assessment committee meeting?	Yes
How did you hear about the Creative Communities Scheme? (select ONE)	Previous Applicant
Project name:	Creative Huntly - The Interim part 2
Brief description of project:	To provide funding for our art classes while we wait for our Art Hub to become a reality
Venue and suburb or town:	Huntly and the Surrounding Districts
Start date:	2023-07-01
Number of active participants:	154
Finish date:	2023-12-31
Number of viewers/audience members:	100

Funding criteria (select ONE): 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
Artform or cultural arts practice (select ONE):	Multi-artform (including film)
Activity best describes your project? (select ONE)	Creation and presentation
The idea / Te Kaupapa: What do you want to do?	We are looking for funds for our Kids art Club which runs twice a week and is always fully subscribed. We keep costs low to make it affordable so always need extra funding. Our creative writing, exploring art, clay and after hours classes have been extremely well received and there is a push from the community for more of these. We are also looking to fund a week of Matariki themed art workshops for all in our community. Creative Huntly has the capability to continue to grow and develop and deliver great art programmes. Continuing to run classes that the community expresses interest in will increase our operational capacity, however what we are currently lacking is funding until we are in a building of our own specifically for the arts to access other larger funders.
The process / Te whakatutuki: How will the project happen?	The process will involve a series of classes and workshops being run out of both the Friendship House and the soon to be built, new Huntly West HUB. This is to ensure our classes and workshops are all inclusive and accessible for all. We also hope to have a building leased soon to house the Creative Huntly Art HUB. Although we have not finalised what the Matariki classes will consist of, we aim to use our completed Strategic Arts Doc to plan these soon (we have a rough idea but want to be 100%). Thus ensuring that each class is consistent with the wider communities interests. We are also keeping 4 A/H classes under wraps until the community has decided what they would like these to be, we are thinking of doing an online poll to decide these for a bit of fun and interaction.
The people / Nga tangata: Tell us about the key people and/or the groups involved.	The groups involved will be Friendship House Huntly, The Huntly West Hub, The Huntly Menshed, Numerous schools and art groups, local businesses, local artists as well as members of our community. As well as Evelyn, our arts coordinator with Sasha alongside her. We also have a lovely Toi Maori painter that studied at Te Whanaga, as well as an established Flax weaver to help us in developing classes to increase our cultural arts capability
The criteria / Nga paearu:	The art classes and workshops will be inclusive of all in our community and the surrounding districts and we have numerous Toi Maori art tutors on hand to ensure a

<p>Tell us how this project will deliver to your selected criterion: access and participation, diversity of young people.</p>	<p>diverse range of cultural learning opportunities. Side Note: I have attached a copy of our Huntly Arts Strategic plan to show how we are heading in the next few years</p>
<p>Are you GST registered?</p>	<p>Yes (Do NOT include GST in your budget)</p>
<p>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.</p>	<p><a href="#">COSTS FOR CCS APPLICATION JULY-DEC 2023.pdf</a></p>
<p>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.</p>	<p><a href="#">PROJECT INCOME CCS APPLICATION JULY-DEC 2023.pdf</a></p>
<p>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</p>	

Zealand's other funding programs).	
Tell us about other grants you have received through the Creative Communities Scheme in the past three years.	<a href="#">APPLICATION JULY-DEC 2023 - Sheet1.pdf</a>
If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy	<a href="#">FHHCCT 2022 Financial Statements.pdf</a>
Further documents to support your application	<a href="#">Quotes for CCS July - December 2023.pdf</a>
You must read and sign the following. Please select 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: <a href="http://www.creativenz.govt.nz/about-creative-new-zealand/logos">http://www.creativenz.govt.nz/about-creative-new-zealand/logos</a> ,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

[View response](#)



CREATIVE  
HUNTLY

# RAAHUI POOKEKA HUNTLY ARTS STRATEGY 2023





(PAINTING BY VALENTINE VENIMORE)

# OUR MISSION

TO PROVIDE PEOPLE IN OUR  
COMMUNITY OPPORTUNITIES  
TO LEARN ABOUT AND ENGAGE  
IN DIFFERENT ART FORMS.  
LEARNING TECHNIQUES, HISTORIES  
AND SKILLS THROUGH PLACE-  
MAKING, WORKSHOPS, EXHIBITIONS  
AND EVENTS. ARTS AND CREATIVITY  
ARE INTEGRAL TO WHO WE ARE  
AS A DYNAMIC, INCLUSIVE,  
AND TRANSFORMATIVE  
COMMUNITY.



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## Where to from here?

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Say hello to...

# Creative Huntly

Creative Huntly started its journey in the Friendship House in 2016. Run by the Friendship House Manager the arts soon grew to the point where it needed its own coordinator. In late 2017 with the help of Waikato District Council, Friendship House was able to hire a coordinator to not only run the Art and craft workshops, but also work in the community to deliver art events and work on place-making in the local area.

With the new arts role in place. Huntly Arts continued to grow to include the Huntly West Hub as a second home and was working with local groups, such as the Huntly Menshed, as well as interacting with local education providers. By 2021 the community Arts was still expanding and with the help of Creative New Zealand, Creative Waikato and the Waikato District Council we were able to expand our vision to include the whole community by creating a Huntly wide Arts Strategy. First though we needed the community's voice to tell us what they envisaged in the way of arts and culture in Huntly. In Early 2022 Creative Huntly was born and found 6 passionate individuals to form a panel to engage the community, by way of a Huntly Arts Survey, to get as many locals as possible to have their say in the future of the Huntly Arts.



**“ACTION IS THE  
FOUNDATIONAL  
KEY TO ALL SUCCESS”**

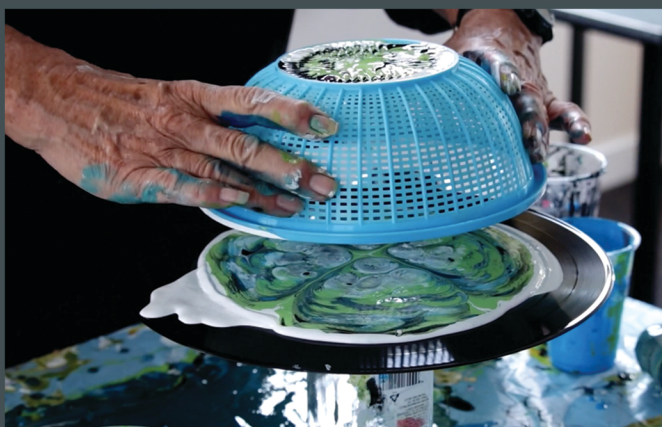
— Pablo Picasso

**HUNTLY/RAAHUI POOKEKA** has so much potential when it comes to the arts! As a community we can use our creative expression to improve our town's reputation by engaging in place-making, improve our mental health and learning by engaging in arts and culture activities making Huntly a more sociable thriving connected community.

Creative Huntly has heard your needs and wants in regards to local Arts and we look forward to working collaboratively with local groups and organizations to deliver and grow Huntly Arts. By working together and creating a strong vision and network we can encourage great strategic impact making our town an exciting and engaging place to live.

## Creative Huntly Core Values

Everyone deserves to cultivate their imagination. Diversity of participants, art forms, and perspectives enriches our community. Artists are essential to our success. More can be achieved by working collaboratively than individually. Fiscal stewardship and artistic risk-taking simultaneously strengthen our organization. The highest level of quality permeates everything we do. Honesty, integrity, and respect form the cornerstone of our culture.



(PAINT POURING BY MIKKI FEASEY)



(HUNTLY UKULELE GROUP)

## OUR MISSION STATEMENT

To provide people in our community opportunities to learn about and engage in different art forms. Learning techniques, histories and skills through place-making, workshops, exhibitions and events.





(PAINTING BY MIKKI FEASEY)

**GREAT THINGS  
ARE DONE BY A SERIES OF  
SMALL THINGS BROUGHT  
TOGETHER.”** – Vincent van Gogh

**WHAT IS THE HUNTLY ART  
STRATEGY AND COMMUNITY  
SURVEY RESULTS**



# What is the Huntly Arts Strategy?

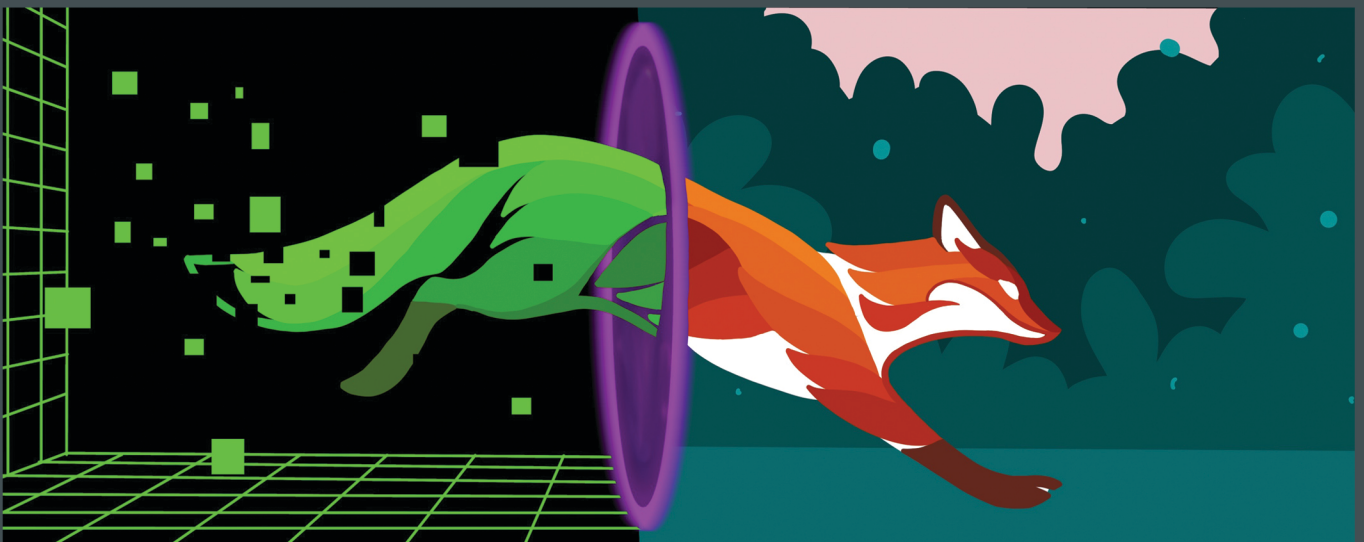
**WE CREATED THE HUNTLY ARTS STRATEGY WITH TWO GOALS IN MIND.**

Firstly we wanted to express the voices of our community in relation to the arts.

Secondly we wanted to deliver an art plan that created a community structure to support and grow arts and culture in Huntly and the surrounding districts. We all want the same things for arts and culture in our community, wellbeing, opportunity success and growth. By using this arts strategy as a starting point we can collectively support, strengthen and achieve shared goals that benefits for the whole community.

This strategy is a starting point for creating pathways for local authorities, community groups, Iwi, education providers and locals to support each other and grow arts and culture in our town.

If we all adopt this strategy for Huntly Arts, imagine what we could achieve as a community.



(DIGITAL ART BY SASHA MCGAUGHRAN)



# Huntly Arts Strategy



(PAINTING BY VALENTINE VENIMORE)

## HOW DOES IT WORK?

The Huntly Arts Strategy is essentially a community guide and resource for the Arts. It contains a vision and pathway for the future, based on community consultation, to strengthen arts and culture in Huntly and the surrounding districts. It links back to the five threads of the Creative Waikato Arts Navigator - Regional Arts Strategy but with a more local and community led focus.

**CREATIVE  
WELLBEING**

**CREATIVE  
PROSPERITY**

**CREATIVE  
EXPERIENCES**

**CREATIVE  
EDUCATION**

**CREATIVE  
INNOVATION**

It contains an overview of the groups and organizations currently engaged in arts and culture and features local artists in the images. It includes a small directory of who to contact if you have an idea or would like to become more involved.

The arts are embedded in all facets of our community, when we collectively work towards a common goal we will find that the sky's the limit.



It is important for local government, industry and sector leaders to see artists as a more embedded component within the rest of society. This encourages a collaborative space where the value of artists in society can be better recognized and utilized. As part of this, it would include a diverse but interconnected ecosystem of arts infrastructure that would provide clear pathways for artists and community members at any stage of the journey.



# Benefits to Art in our Community



(HUNTLY TOWN BRIDGE, MATARIKI STAR PROJECT 2021)

## HEALTH AND WELLNESS

Wellbeing for individuals  
Better care for each other  
Increased quality of life

## AGING

Physical and mental stimulation  
Entertainment  
Social interaction

## REHABILITATION

Purpose  
Self-care  
Social interaction  
Capability Development

## PUBLIC WELFARE

Community Pride  
Mutual trust  
Safer and healthier communities

## LIVABILITY

Arts create vibrant cities  
Environmental impact  
Quality of Life

## ENVIRONMENTAL SUSTAINABILITY

Education and innovation  
Advocating and driving awareness  
Communication

## ECONOMIC DEVELOPMENT

Economic wellbeing  
Support services and impact  
Sustainable funding  
Workforce development

## ARTS IN THE WORKFORCE

Workers who drive innovation  
Creative thinkers  
Solid communicators



## POLITICAL ENGAGEMENT

Can encourage political engagement, voting and activation

## INFRASTRUCTURE

Advocacy, communication, design, breaking down barriers  
Agriculture, Food, Transport, Housing, Planning and Community development

## EDUCATION

Arts are part of a wellrounded education, Curiosity and exploration Important at all levels of education

## TECHNOLOGY AND INNOVATION

Symbiotic relationship for creation and development, Technology can be used to create and disseminate art

## SOCIAL JUSTICE

Civic dialogue to discuss issues and policies Arts facilitate dialogue

## COMMUNITY COHESION AND IDENTITY

Binds people together through shared experience.  
Creates common vision for the future, Arts bring people together

## CULTURE AND HERITAGE

Art activity  
Diversity/ Access/ Identity  
History and Tradition

## TOURISM

Economic impact  
Empathy between communities  
Arts for travel

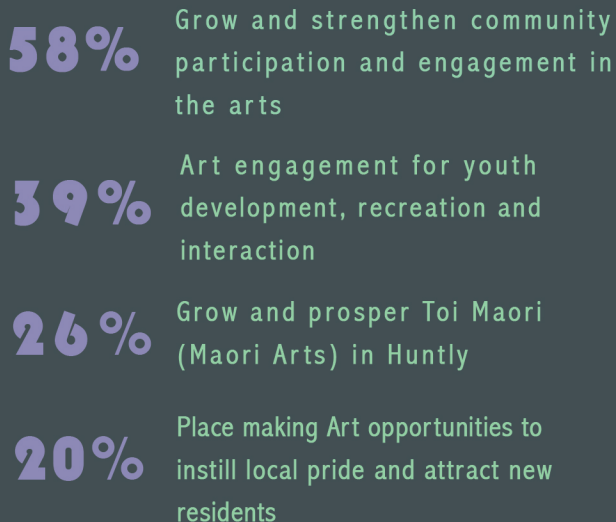


(FRIENDSHIP HOUSE - TOTEM POLE PROJECT 2021)

# COMMUNITY SURVEY RESULTS

With an overwhelming response to our community survey we are happy to have reached 5% of our communities population to hear their thoughts. We have collected a wide range of data from different age groups and ethnicities which include Artists and non Artists from within our community.

The following four categories were identified by members of the greater Waikato as being highly important to community arts and culture. Where would you like to see the Huntly arts focus its resources most?



Three out of five people feel that arts and culture are important to them and their family



Four out of five people indicated that they would like to see more opportunities to engage in local arts and cultural activities

Which of the following four themes do you consider most important for developing the Huntly arts?



**76 %**

AGREE THAT ARTS AND CULTURE ARE AN IMPORTANT COMPONENT OF A THRIVING COMMUNITY

**73 %**

FEEL THAT LOCAL FUNDING PARTNERS NEED TO INVEST IN PROVIDING INCREASED OPPORTUNITIES FOR ARTS AND CULTURE

**72 %**

AGREE THAT ARTS AND CULTURE HAVE THE ABILITY TO ADDRESS A WIDE RANGE OF COMMUNITY CONCERNS AND CONTRIBUTE TO THE POSITIVE TRANSFORMATION OF A COMMUNITY



# NGA TOI ME NGA TIKANGA MAORI I RAAHUI POOKEKA



(PAINTING BY MIKKI FEASEY)

Raahui Pookeka has 7 Marae in the immediate area which enables us to access arts and cultural information to grow and strengthen Toi Maori in our community. It is vital that we include a Te Ao Maori approach in the way we operate and plan for the future of our community arts and culture.

**WAAHI MARAE  
MAUREA MARAE  
TE KAURI MARAE  
TE OHAKI MARAE  
HORAORA MARAE  
KAITUMUTUMU MARAE  
HUKANUI AMAURI MARAE**

**“KAHORE TAKU  
TOA I TE TOA  
TAKITAHU, HE  
TOA TAKITINI”**

**WE CANNOT SUCCEED  
WITHOUT THE SUPPORT  
OF THOSE AROUND US.**

— MAORI SAYING

It is vital that we embrace a Te Ao Maori lens in the way we operate and build our collective vision for a shared future.

**Tangata**

People

**Waiora**

Wellbeing

**Whenua**

Land

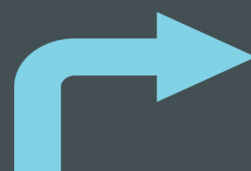




(PAINTING BY SASHA MCGAUGHRAN)

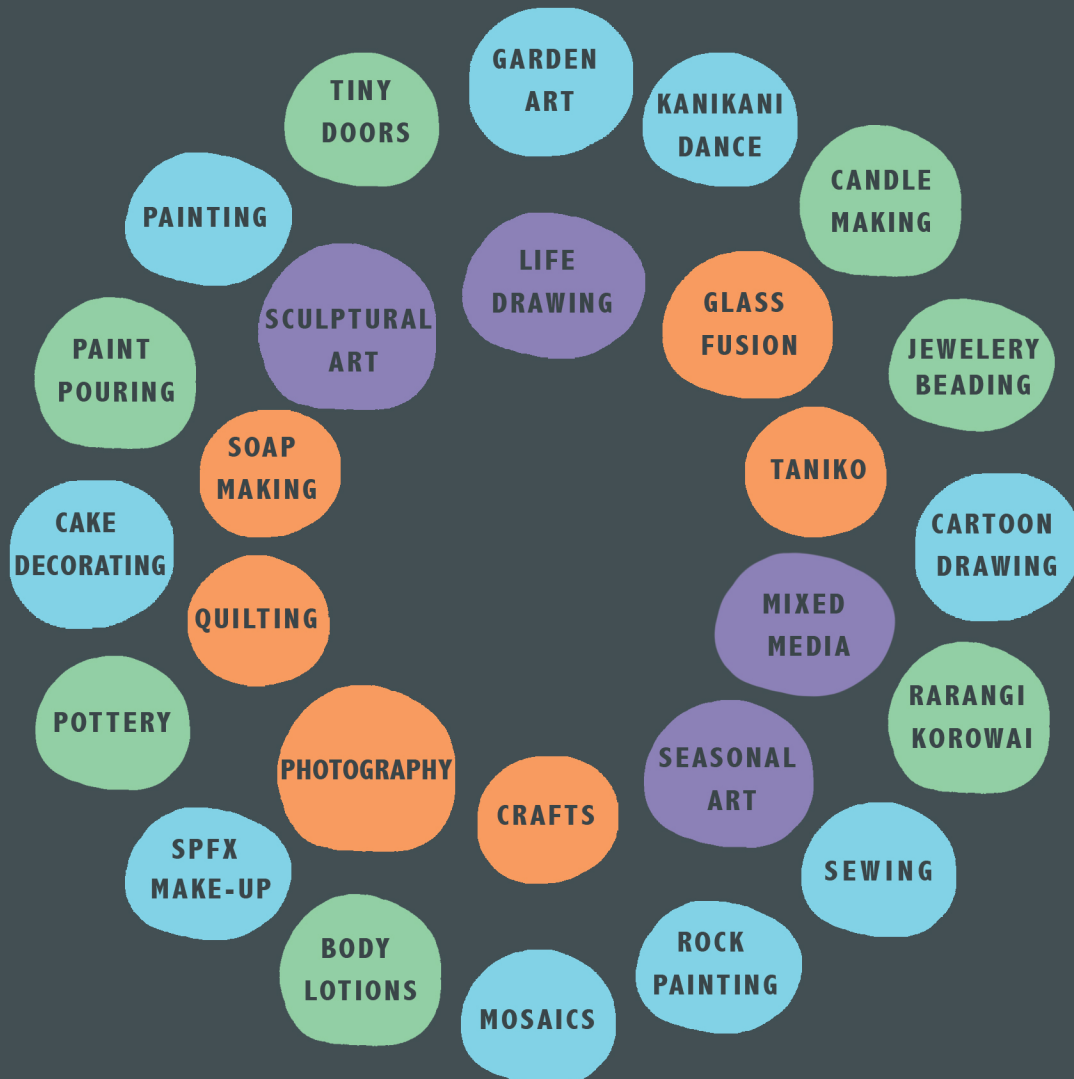
## SO...WHAT NOW? YOUR CURRENT ART COMMUNITY

For a small community, Huntly currently has a lot on offer when it comes to the arts. We have various art groups, workshops and our main art event happening every two years - Wearable arts. This said there is always potential to grow and compliment what already exists.



# CREATIVE WORKSHOPS

We hold workshops weekly and also offer after hours workshops. With a limit of 12 per workshop. If any Workshops interest you or a group, or even if you would be interested in holding your own Workshop-please get in touch with Creative Huntly 07-828 7559 or email [arts.huntly@gmail.com](mailto:arts.huntly@gmail.com).



To find weekly workshop advertisements via social media find us on Facebook under art huntly..



(CANDLE MAKING WORKSHOP)



(CONTEMPORARY KOROWAI CLOAK WORKSHOP AT HUNTLY WEST HUB)



(RARANGA BY MARY MARSHALL)



# LOCAL ART GROUPS

Huntly / Raahui Pookeka have many local art groups that run weekly and are always open to welcoming new members. If you are interested in a group and would like more details - contact Creative Huntly 07-828 7559 or email [arts.huntly@gmail.com](mailto:arts.huntly@gmail.com)

## FRIENDSHIP HOUSE

Art Club	Wed	9.30 - 11.30am
Ukulele Club	Wed	5.30 - 6.30pm
Quilting Club	Mon	9.30 - 12.00pm
Mosaic Club	Fri	9.30 - 11.30am
Girls Brigade	Wed	3.30 - 5.00pm

## HUNTLY BAPTIST CHURCH

Community Craft Club Wed  
from 10am

## HUNTLY RSA

Musicians Club from 7.30pm	1st Thurs of every month
Country Music Club from 1.00pm	4th Sun of every month

## HUNTLY WEST HUB

Kids art club Tues & Thur 3.30 - 5.00pm  
Wellbeing group Wed 10.00 - 2.00pm

## HUNTLY YACHT CLUB

Busy Fingers Wed 7.00 - 9.00pm

## MENS SHED

Every Tues & Thurs 9.00am - 12.00pm

## WAAHI WHANUI TRUST

Traditional woven Maori cloak Every Tues  
11am - 2pm

23 Perry Street, Block C

## TO THOSE WE MISSED

We acknowledge that we haven't been able to list all the available Art Clubs and Groups. We would love for your Clubs / Groups to contact us so we can add you to the Creative Huntly database.



(PAINTING BY SUE CLEWLOW, HUNTLY ART CLUB)



(PAINTING BY PATE & NELLO SAVINI)

“INHALE POSSIBILITY,  
EXHALE CREATIVITY”

– LAURA JAWORSKI

VISION FOR THE  
FUTURE





# ONE YEAR GOALS

After our community survey Creative Huntly has gone through the data and developed this plan based on your feedback.

## MORE ART EXHIBITS AND SALES

After a successful art sale last year and more photography competition displays popping up, the community wants more. Creative Huntly plan to hold more exhibits and competitions.

## LOCAL HUNTLY FILM CLUB

Creative Huntly is launching it's Film Club. Where members will help each other create their own short films for a showcase at the end of the year. New members welcome.

## CONTINUE WITH COMMUNITY VISUAL IMPROVEMENT

Creative Huntly plan to work closely with our local police and businesses to improve the visuals of our town through mural work and creative installments.

## LOCAL EVENTS

The community seems to want this most. Especially music events. Perhaps we can achieve this through more art/craft markets or events at the domain and within the community.

(HUNTLY WELCOME SIGN BY ELLE RENDALL)







(RESIN ART BY LITTLE POP OF COLOUR)

## MORE LOCAL MARKETS

The first weekend of each month a local market is held at the Huntly Trinity Church and the Baptist Church car boot sale. We would like to encourage and grow our local market by introducing live music and more fresh produce. With the potential to hold it in town to appeal to our wider community.

## CONNECTING ARTIST-DATABASE

By connecting with local artists and resources we hope to create a database where we will be able to help our creative community connect to other artists, groups, job opportunities and funding applications.

(DRAGON EGGS BY STELLA CREATIONZ)

## NON CONVENTIONAL WORKSHOPS

Our community is after more non traditional workshops, moving away from painting and towards things like pottery, spfx, resin- We plan to facilitate more non conventional workshops.





# THREE / FIVE YEAR GOALS

Moving into our three to five year goals - Creative Huntly would like to focus more on building relationships with our creative community and building local programs and events.



(PAINTING BY VALENTINE VENIMORE)

## ROTATING ARTIST EXHIBIT

With all the un-utilized space in our community we would like to take the opportunity to fill one of these spaces with an artist showcase. Where 12 local artist are selected to showcase and exhibit their work over a monthly period.

## MOVIES AT THE DOMAIN

With the Huntly Domain we have an amazing opportunity to utilize this space. Creative Huntly would like to bring occasional outdoor movies to our community.

## PERFORMANCE ARTS

We have a large group in Huntly who want more in the way of performance art such as community theatre shows and performance opportunities - Such as - Local talent show \* Town theatre show \* Seasonal shows.\* Acting Workshops/Club

## SEASONAL FESTIVALS

Our community is looking for more seasonal festivals. like Christmas, Matariki, Diwali, Chinese New Year, Polyfest, Halloween.

## CREATIVE HUNTLY ART HUB

Creative Huntly is currently working on moving into a building. This will become Huntly's dedicated art space. Where we will be able to co-ordinate all things creative in Huntly under one roof. Help Artists connect to work, allow artists to use the space and to continue workshops and community projects.

## IN SCHOOL ART PROGRAM

Creative Huntly would like to work with local schools and colleges to create a program where we can offer the students an hour of art class or an preliminary workshop in school to introduce them to what workshops Creative Huntly offers.

## LOCAL HUNTLY HISTORY IN PAGES

Children's stories / storybooks  
Creative Huntly want to bring our community books about Huntly and our local legends, myths, history, how we got our place names and other cultural information. By working closely with our local Marae and museum to gain access to the stories and then illustrate and distribute them around local schools.

## LIGHTS AROUND THE LAKE

With so many beautiful lakes in our community we have a great opportunity to utilize them. One fun concept is an interactive/sculptural light showcase around the lake.

(PHOTO BY SASHA MCGAUGHRAN)





SO...

# HOW CAN YOU HELP ?



(PHOTOGRAPH BY ANTONIO SAVINI)

**ART IS NOT A MIRROR  
TO HOLD UP TO SOCIETY, BUT A  
HAMMER WITH WHICH TO SHAPE IT**

- Leon Trotsky

## WE NEED YOU

It takes a community to thrive, with the support of our community there is no limit to what we can achieve. So we need your help - If you have skills, resources or time that you're willing to contribute we welcome you. Please get in touch with Creative Huntly on 07-828 7559 or email [arts.huntly@gmail.com](mailto:arts.huntly@gmail.com)

# A BIG THANK YOU TO ALL THOSE THAT MADE THIS POSSIBLE

This art Strategy was made possible by the variety of services you see below. They mentored us, supplied funding and helped support our team. Thank you - the biggest thank you though goes out to our community who gave us their ideas, dreams and goals to help us shape a more creative inclusive community through the arts. We would also like to thank all the artists that contributed their art to showcase in this navigator.



**Waikato District  
Council**



**Creative Waikato**



**Creative New Zealand**



**Friendship House  
Huntly Community  
charitable Trust**



**Huntly Community**



**Huntly Community  
Board**

## A SPECIAL THANK YOU TO OUR HUNTLY ART COMMITTEE

Without all the hard work and dedication from our Huntly art committee this Strategy would have never been possible. To all members: Evelyn Shead, Joy Tengu, Valentine Venimore, David Whyte, Sasha McGaughran, Brooke Shead-Samatua and Eden Wawatai, We thank you.



This Art Navigator was designed by Sasha McGaughran ( Sasha McG Creative )



**" I AM SEEKING"  
I AM STRIVING  
I AM IN IT WITH  
ALL MY HEART**

**– Vincent van Gogh**

**Friendship House (Huntly) Community Charitable Trust**  
**Financial Statements**  
**For the Year Ended 31st December 2022**

# Friendship House (Huntly) Community Charitable Trust


## Entity Information

### For the Year Ended 31st December 2021

Legal Name of Entity:	Friendship House (Huntly) Community Charitable Trust
Type of Entity and Legal Basis (if any):	Charitable Trust registered under the Charities Act 2005
Registration Number:	CC47572
Entity's Purpose or Mission:	<p>The purpose of the Trust is to provide community resource centres to help our community thrive, using the following objectives:</p> <p>3.1 Provide a range of services and opportunities that meet the needs of the community.</p> <p>3.2 Identify, facilitate and provide opportunities for access to information, resources, activities, health, social interaction, employment, education and welfare for all members of our community.</p> <p>3.3 Work together in partnership with individuals, groups, local and central government to achieve the objectives of the Trust and encourage collaboration between existing services, community resources and facilities.</p> <p>3.4 Clearly and effectively communicate the activities of Friendship House to the Huntly and surrounding community.</p> <p>3.5 Promote and support other local activities and services that are working to encourage positive change in our community.</p> <p>3.3 Other support and assistance consistent with this charitable purpose.</p>
Entity Structure:	<p>Trust Structure: The Board will comprise no less than four (4) Trustees and no more than ten (10) Trustees. We currently have eight (8) trustees that constitute our governance board, including three executive officer positions: chairperson, treasurer and secretary. Operational Structure: Our operations are managed by three paid employees. We employ a manager, coordinator and art coordinator. Volunteer's support us with our various activities throughout the year.</p>
Main Sources of the Entity's Cash and Resources:	Friendship House (Huntly) Community Charitable Trust's main funding sources are government grants, community grants and donations/Koha.
Main Methods Used by the Entity to Raise Funds:	Fundraising activities include donations or Koha for workshops.
Entity's Reliance on Volunteers and Donated Goods or Services:	Volunteers donate time and sometimes resources to run workshops and our regular Morning Tea. The Trust receives food donations for our Huntly Community Pantry and food rescue.



**Friendship House (Huntly) Community Charitable Trust**  
**Entity Information (continued)**  
**For the Year Ended 31st December 2022**

Physical Address:	55 William Street Huntly 3700
Postal Address:	55 William Street Huntly 3700
Phone:	07 8287559
Email:	friendship.huntly@gmail.com
	<a href="https://www.facebook.com/Friendship-House-Huntly-Community-Charitable-Trust-313414105436218/">https://www.facebook.com/Friendship-House-Huntly-Community-Charitable-Trust-313414105436218/</a>
Website:	<a href="http://www.friendshiphuntly.co.nz">www.friendshiphuntly.co.nz</a>
Accountants:	Accounting Concepts, 11 The Crescent, Taupiri
Reviewer:	Jefferies Nock & Associates Chartered Accountants 187 Peachgrove Road 5 Cross Road Hamilton

# Friendship House (Huntly) Community Charitable Trust

## Statement of Service Performance

### For the Year Ended 31st December 2022

Description of the Entity's Outcomes	For the people in our community flourish and grow. Friendship House and Huntly West Hub to provide the best community support, providing accessible opportunities for people to learn, grow, play and make positive changes in their lives. Reducing isolation, a connected community, people learning new skills and using them in their daily lives, volunteers feeling valued and people feeling supported.
--------------------------------------	--

Description and Quantification (to the extent practicable) of the Entity's Outputs:	2022
Playgroup	894
Wool Gathering	250
Free Morning Tea	1048
Kids Art Club	315
Huntly Art Club	255
Mosaic Club	151
Quilting Club & Wednesday Wellbeing	439
Adult & Children Art & Craft Classes	450
Music & Ukulele Club	195
Workshops	121
North Waikato Transport Trust Volunteers & queries	545
Skinny Jump Modems issued	69
Connecting Communities Classes	162
Drop in, information, other	786
Counsellors and clients	385
Steady as you go – exercise class	318
Other groups & agency meetings	455
Community Breakfast & Lunch	822
Food rescue (recipients)	4074
Plunket	863
Community Dinners	194
Creating Kai Cooking Classes	206
Bellyful meals delivered	509
Phone calls (queries) and Computer use	1790

# Friendship House (Huntly) Community Charitable Trust

## STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

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### 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.

# Friendship House (Huntly) Community Charitable Trust

## STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

### NOTES TO THE ACCOUNTS

#### Related Parties

There are no related party transactions.

#### Trustee Fees

The Trust has paid no trustee fees.

#### Contingencies

The Trust has no identified material contingencies at balance date.

#### Commitments

The Trust has a commitment to utilising some grant income received during the year (or prior year/s) for specific expenditure items – any unexpended income is shown in the Statement of Financial Position as Unexpended Grants and is carried forward to the following year as detailed in the Statement of Financial Performance.

#### Significant Events after Balance Date

The Trust has no significant events after the balance date.

#### Going Concern

The Trust is a community based organisation with charitable purposes. It relies on grant funding from community organisations from year to year to continue to operate along with voluntary contributions from its members and the community. The Trust remains a going concern on the basis.

<i>Note</i>	<i>2022</i>	<i>2021</i>
	\$	\$
<b>REVENUE</b>		
Interest	310	90
Grant - WEL Energy	45,500	30,000
Grant – Trust Waikato	25,000	20,000
Grant – DV Bryant Trust	5,000	5,500
Grant – NZ Lotteries	93,300	51,767
Grant – Twin Rivers Community	-	2,602
Grant - COGS	4,000	9,600
Grant - Tindall	-	5,000
Grant - Waikato District Council Creative Communities	27,494	3,520
Grant – Creative Waikato		2,859
Grant – Huntly Community Board	1,500	3,500
Grant – Public Trust	-	3,000
Donations	26,383	30,595
Sundry Income	2,769	-
Rent - Plunket	9,280	9,280
Rent - Room Hire	1,445	1,630
<b>Total Income</b>	<b>241,980</b>	<b>178,943</b>
<b>Less Expenses</b>		
Accident Compensation Levy	726	540

Accountancy Fees	880	838
Advertising	500	728
Bank Charges	10	10
Cleaning & Laundry	1,140	675
Computer Expenses	577	29
Community Development Sessions	29,778	17,330
Community Pantry	-	4,250
Insurance	398	341
Light Power & Heating	667	501
Office Expenses	2484	1,519
Printing, Stamps & Stationery	76	281
Rents	10,957	10,957
Repairs & Maintenance	2,031	1,570
Staff Hospitality Allowance	1,876	843
Staff Training & Welfare	4,323	572
Subscriptions	606	1,193
Telephone, Tolls & Internet	3,624	3,449
Travel - National	421	47
Volunteer Appreciation	3,778	250
Wages & Salaries	154,257	134,654
<b>Total Expenses</b>	<b>219,109</b>	<b>180,580</b>
 Net Deficit Before Depreciation	 22,871	 (1,637)
<b>Less Depreciation</b>		
Depreciation as per Schedule	1,246	1,086
<b>Deficit Before Distributions</b>	<b>21,625</b>	<b>(2,723)</b>
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$21,625</b>	<b>(\$2,723)</b>

**Friendship House Huntly**  
**Statement of Financial Performance**  
**For the Year Ended 31st December 2022**

	<i>Note</i>	<b>2022</b> \$	<b>2021</b> \$
<b>REVENUE</b>			
Interest		310	90
Grants		201,794	137,348
Sundry Income		2,769	-
Donations		26,383	30,595
Revenue from providing goods and services		10,725	10,910
<b>Total Income</b>		<b>241,980</b>	<b>178,943</b>
<b>Less Expenses</b>			
Operating Expenses		30,570	28,346
Volunteer and employee related costs		158,761	134,904
Community workshops & Events		29,778	17,330
<b>Total Expenses</b>		<b>219,109</b>	<b>180,580</b>
Net Deficit Before Depreciation		22,871	(1,637)
<b>Less Depreciation</b>			
Depreciation as per Schedule		1,246	1,086
<b>Deficit Before Distributions</b>		<b>21,625</b>	<b>(2,723)</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$21,625</b>	<b>(\$2,723)</b>

## Friendship House Huntly

### Statement of Movements in Accumulated Funds For the Year Ended 31st December 2022

	<i>Note</i>	<b>2022</b> \$	<b>2021</b> \$
<b>ACCUMULATED FUNDS AT START OF YEAR</b>		25,033	27,759
<b>REVENUE</b>			
Net Deficit for the Year		21,625	(2,723)
<b>Total Recognised Revenues and Expenses for the Year</b>		21,625	(2,723)
<b>ACCUMULATED FUNDS AT END OF YEAR</b>		\$46,658	\$25,033

**Friendship House Huntly**  
**Statement of Financial Position**  
**As at 31st December 2022**

	<i>Note</i>	<i>2022</i> \$	<i>2021</i> \$
<b>CURRENT ASSETS</b>			
BNZ - 01		2,576	3,216
BNZ - 00		156,027	101,185
BNZ - Playgroup		437	620
BNZ - Creating Kai		3,623	4,210
BNZ - Groceries		803	726
Term Deposit		16,441	16,262
Accounts Receivable		-	46
<b>Total Current Assets</b>		179,906	126,266
<b>NON-CURRENT ASSETS</b>			
Fixed Assets as per Schedule		9,576	8,375
<b>TOTAL ASSETS</b>		189,482	134,641
<b>CURRENT LIABILITIES</b>			
GST Due for payment		2,123	1,893
Accounts Payable		1,058	2,845
Grant Received in Advance		139,543	98,470
Income in Advance		-	6,300
Funds Held for War Memorial Hall Committee		100	100
<b>Total Current Liabilities</b>		142,824	109,608
<b>TOTAL LIABILITIES</b>		142,824	109,608
<b>NET ASSETS</b>		\$46,658	\$25,033
Represented by;			
<b>ACCUMULATED FUNDS</b>			
Funds Settled		31,126	31,126
Retained Earnings		15,532	(6,093)
<b>TOTAL ACCUMULATED FUNDS</b>		\$46,658	\$25,033

For and on behalf of the Trustees:

.....

Chair

...../...../.....



## Friendship House Huntly

### Statement of Cash Flows

For the Year Ended 31st December 2022

	2022 \$	2021 \$
<b>OPERATING ACTIVITIES</b>		
<b>Cash was provided from:</b>		
Receipts from Customers	276,793	183,592
	276,793	183,592
<b>Cash was applied to:</b>		
Payments to suppliers and employees	220,660	181,978
Other Operating Activities	-	-
	186,123	181,978
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	56,133	1,614
<b>INVESTING ACTIVITIES</b>		
<b>Cash was applied to:</b>		
Purchase of fixed assets	2,447	-
	2,447	-
<b>Net Cash Inflow (Outflow) from Investing Activities</b>		(2,447)
<b>-</b>		
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	53,686	1,614
Cash and cash equivalents as at 1 January 2022	126,220	124,606
<b>Cash and Cash Equivalents as at 31 December 2022</b>	179,906	126,220

# Friendship House Huntly

## Depreciation Schedule

### For the Year Ended 31st December 2022

Asset 31/12/2022	Private Use	Cost Price	Book Value 01/01/2022	Additions Disposals	Gain/Loss on Disposal	Capital Profit	---- D e p r e c i a t i o n ----			Accum Deprec 31/12/2022	Book Value
							Mth	Rate	\$		
<b>PLANT &amp; EQUIPMENT</b>											
Heat Pump 1,918		5,304	2,131				12	10.0%	DV	213	3,386
Dishwasher 219		1,477	274				12	20.0%	DV	55	1,258
Carpet Cleaner 86		748	115				12	25.0%	DV	29	662
Eucalyptus Toddler Playset 1,469		3,151	1,688				12	13.0%	DV	219	1,682
Shapes Walker 1		368	3				12	67.0%	DV	2	367
Dump Truck 2		803	6				12	67.0%	DV	4	801
Balance Wobbler in Frame 2		575	5				12	67.0%	DV	3	573
Heat Pumps 3,738		5,260	4,153				12	10.0%	DV	415	1,522
Lenovo V15 Laptop 1,009				1,153			3	50.0%	DV	144	144
Samsung Full HD Projector 1,132				1,294			3	50.0%	DV	162	162
<b>Sub-Total</b>		17,686	8,375	2,447					1,246	10,557	9,576
<b>TOTAL</b>		17,686	8,375	2,447					1,246	10,557	9 12

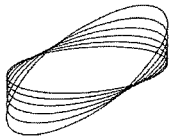
**Friendship House Huntly**  
**Financial Reports**  
**For the Year Ended 31st December 2022**

<b>Contents</b>	<b>Page</b>
Statement of Financial Performance .....	8
Statement of Movements in Accumulated Funds .....	9
Statement of Financial Position .....	10
Schedule of Fixed Assets and Depreciation .....	11
Schedule of Cash Flows .....	12

ITEM	DETAIL	AMOUNT
Clay Workshop	6 weeks of clay tutorage including materials	\$1,436.76
Exploring Art Workshop	8 weeks of exploring art tutorage and materials	\$915.40
Creative Writing	8 weeks of creative writing tutorage and materials	\$598.00
Kids Art Club Tutor for Terms 3&4	160 hours @ \$25 per hour	\$4,000.00
Art Club Resources	Misc resources for various art forms	\$600.00
After Hours Tutors	12 hours @ \$30 per hour	\$360.00
A/H Resources	Misc resources for various art forms	\$400.00
Matariki Series Tutors	15 hours @ \$30 per hour	\$450.00
Matariki Series Resources	Misc resources for various Toi Maori	\$750.00
	<b>TOTAL COSTS</b>	<b>\$9,510.16</b>

ITEM	DETAIL	AMOUNT
Clay Workshop	10 Tickets @ \$80pp	\$800.00
Exploring Art Workshop	8 tickets @ \$60pp	\$480.00
Creative Writing	8 tickets @ \$40pp	\$320.00
Kids Art Club for Terms 3&4	40 tickets @ \$15pp	\$600.00
After Hours workshops	A/H tickets 40 @ \$10pp	\$400.00
Matariki Series workshops	Matariki Workshop Tickets 48 @ \$10pp	\$480.00
	<b>TOTAL INCOME</b>	<b>\$3,080.00</b>
	<b><i>COSTS LESS INCOME</i></b>	<b><i>6,430.16</i></b>
	<b>ASKING FROM CCS</b>	<b>\$6,430.16</b>

DATE	PROJECT TITLE	AMOUNT	REPORT SUBMITTED	
01/06/2020	CREATIVE HUNTLY	\$2,821.35	Y	
1/12/2020	CREATIVE HUNTLY	\$2,859.00	Y	
01/10/2021	CREATIVE HUNTLY	\$2,250.00	Y	
01/10/2022	CREATIVE HUNTLY - THE INTERIM	\$6,350.00	Y	



Pottery with an Engineer

## Quote

David Kenny trading as

**Ukhamba.NZ**

20 Elmwood Crescent

Pukete, Hamilton

0226511495

Ukhamba.NZ@gmail.com

To

Evelyn Shead

Huntly Friendship House

55 William St

Huntly 3700

arts.huntly@gmail.com 07-828 7559

QUOTE NO. QUKH0050

DATE 19 February 2023

CUSTOMER ID Huntly House

The proposal is to teach how to make pieces suitable for conventional glazes over 6 weeks with a raku firing at the Huntly Friendship House community centre.

The course includes 3 kg of clay and non refundable firing credit of \$10 per person. A chart will be used to calculate firing costs for pieces. Money for extra clay and firing will be paid directly to me by the students. Assumes at least two students to help with packing work for firing and tidying up. Unfinished work, glaze buckets and my clay for sale to be stored on site. Ideally student clay can be stored. Completed work to be taken by me for firing and returned.

Classes are \$155/person with between 9 to 14 people. Written agreement required for less than 9 students.

Children to be accompanied by a guardian.

SALESPERSON	JOB	PAYMENT TERMS	START
David Kenny	Pottery class	40% at the start. Balance at the end.	Term 4 2023

QUANTITY	No.	DESCRIPTION	UNIT PRICE	LINE TOTAL
2 hrs	6	Class teaching	\$ 42.00	\$ 504.00
1 hrs	6	travel time to Site	\$ 24.00	\$ 144.00
52 Km	6	travel Km to Site	\$ 0.72	\$ 224.64
16 Km	6	travel to WSP Km	\$ 0.72	\$ 69.12
0.25 hrs	6	travel to WSP time	\$ 24.00	\$ 36.00
				\$ -
1	1	Raku kiln hire & setup	\$ 150.00	\$ 150.00
4	2	Gas for Raku kiln	\$ 6.00	\$ 48.00
30 Km	1	Raku transport	\$ 0.72	\$ 21.60
				\$ -
438 Km	Travel			
TUITION				\$ 1,197.36

QUANTITY	No.	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	0.4 Kg	Glazes raw material (dry)	\$ 16.00	\$ 6.40
1	3 Kg	Clay Whitestone	\$ 3.40	\$ 10.20
1	0 Kg	Clay buff Stoneware	\$ 3.20	\$ -
1	5	firing	\$ 2.00	\$ 10.00
MATERIALS				\$ 26.60

Example	Students	Materials	Tuition	Total
	9	\$ 239.40	\$ 1,197.36	\$ 1,436.76

Make all checks payable to David Kenny or direct credit into bank account - D A Kenny - 38-9002-0029967-010

**THANK YOU FOR YOUR BUSINESS!**



**Two Tix Education**  
 100 Great South Rd  
 HUNTLY 3700

Ph 07 8288218

027 495494

**TAX INVOICE**

GST Reg # 110-057-911

Contact : Evelyn  
 Customer: Friendship House (Huntly)  
 Address :

Invoice#: 001638  
 Invoice date:  
 Due :  
 payment by:  
 Delivery :

Purchase Order / Reference #

Description	Quantity	Price	Extension
			\$0.00

## QUOTE ONLY

Creative Writing tutorials

8 weeks, 2 hours per week

@ \$30 per hour (ex GST)

16      \$30.00      \$480.00

Printing & Copying

\$5 per week

8      \$5.00      \$40.00

SUBTOTAL: \$520.00 (Ex GST)

DISCOUNT RATES  
 Educational 10%

DISCOUNT: %

NETT: **\$520.00**

GST: **\$78.00**

*TwoTix office use only*

Payment Status : *TO PAY*

DELIVERY

**TOTAL DUE: \$598.00**

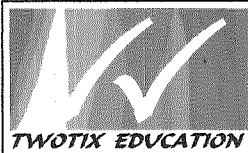
For internet banking:

Account name: SHEVAL-TWOTIX

Account Number: 06-0645-0303236-00

twotix@gmail.com





**Two Tix Education**  
**100 Great South Rd**  
**HUNTLY 3700**

**Ph 07 8288218**

**027 495494**

**TAX INVOICE**

**GST Reg # 110-057-911**

**Contact : Evelyn Shead**  
**Customer: Friendship House (Huntly)**  
**Address : Community**  
**Charitable Trust, 55**  
**William St, 3700**

**Invoice#:**  
**Invoice date:**  
**Due :**  
**payment by:**  
**Delivery :**

**Purchase Order / Reference #      QUOTE ONLY**

Description	Quantity	Price	Extension
Exploring Art Program Hours, 2.5 Per session			\$0.00
@ \$35 per hour, = \$87.50			
8 WEEKS JULY-DECEMBER 2023	8	\$87.50	\$700.00
Materials cost	8	\$12.00	\$96.00

**DISCOUNT RATES**  
**Educational 10%**

**SUBTOTAL:      \$796.00 (Ex GST)**

**DISCOUNT:      %**

**NETT:      \$796.00**

**GST:      \$119.40**

**DELIVERY**

**TOTAL DUE:      \$915.40**

*TwoTix office use only*

*Payment Status :*

**For internet banking:**

**Account name:    SHEVAL-TWOTIX**

**Account Number:    06-0645-0303236-00**

**twotix@gmail.com**

**From:** "webadmin@waikatodc.govt.nz" <webadmin@waidc.govt.nz>  
**Sent:** Mon, 6 Mar 2023 10:19:48 +1200  
**To:** "Creative Communities" <Creative.Communities@waidc.govt.nz>  
**Subject:** New form response



## New form response

Form: [Creative Communities Fund application form](#)

A new response was submitted on 06 March 2023.

Before submitting your application, complete this checklist:	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
Select a choiceAre you applying as an individual or group?	Group
Full name of applicant:	Lets Get Together Huntly
Contact person (for group):	Jean Beverland
Suburb:	
Postcode:	
Town/City:	
Country	
Email	
Telephone	

(day):	
Name on bank account:	Lets Get Together Huntly
GST number:	
Bank account number:	
Ethnicity of applicant/group (you can select multiple options)	New Zealand European/Pākehā,Māori,Pacific Peoples
Would you like to speak in support of your application at the CCS assessment committee meeting?	Yes
How did you hear about the Creative Communities Scheme? (select ONE)	Have applied before
Project name:	The Huntly Wearable Art Show
Brief description of project:	Our Wearable Arts Show is a construction and arts based project. The aim of our show is to provide an entertaining evening, for both the designers of wearable arts, and our audience. We also have local musicians perform between categories and we also have a point of difference in that the designers select music to suit their designs which are modeled to it.
Venue and suburb or town:	Huntly War Memorial Hal
Start date:	2023-07-18
Number of active participants:	85
Finish date:	2023-07-23
Number of viewers/audie	270

nce members:	
Funding criteria (select ONE): 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
Artform or cultural arts practice (select ONE):	Inter-arts
Activity best describes your project? (select ONE)	Creation and presentation
The idea / Te Kaupapa: What do you want to do?	Our aim is to present an arts and performance based evening which we hope will entertain our audience. After a few stressful years, smiles and laughter would be great.
The process / Te whakatutuki: How will the project happen?	We begin the re-setting of our biennial show, immediately after the last one. From there we approach our sponsors, round up our volunteers and entertainers and on to the serious organization. We then approach funders who help in our arts field and sort out the stage programme.
The people / Nga tangata: Tell us about the key people and/or the groups involved.	The key people involved are the Lets Get Together Huntly group. We also have a large group of volunteers, including younger children. The Huntly Lions Club are great supporters. They supply our outdoor security team. The Huntly War Memorial group are also a great help.
The criteria / Nga paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity of	Our event is accessible to all ages, young and old, and from far and wide. We have a Young Entrant Prize and one of our previous winners is now working in the fashion industry. We approach all local schools in the hope we attract students. we have local singers entertain on the evening. Our audience visitors come from wide and far. We have already had tickets booked from Auckland.

young people.	
Are you GST registered?	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.	<a href="#">Huntly WearableArts 2023 -Expenses.pdf</a>
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.	<a href="#">Huntly WearableArts 2023 - Income.pdf</a>
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).	<a href="#">Huntly WearableArts 2023 - Income.pdf</a>
Tell us about other grants you have	<a href="#">Huntly WearableArts 2023 - CCS funds.pdf</a>

received through the Creative Communities Scheme in the past three years.	
If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy	<a href="#">20230306114617877.pdf</a>
Further documents to support your application	
You must read and sign the following. Please select 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:	<p>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: <a href="http://www.creativenz.govt.nz/about-creative-new-zealand/logos">http://www.creativenz.govt.nz/about-creative-new-zealand/logos</a>,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</p>

**Lets Get Together, Huntly****Westpac Account****IN****OUT**

**1<sup>st</sup> July, 2021 - 30<sup>th</sup> July, 2021**  
**\$4670.40**

**1 July, 2021 - 30<sup>th</sup> July, 2021**  
**\$14,456.46**

**31<sup>st</sup> July, 2021-31<sup>st</sup> August, 2021**  
**\$240.16**

**31 July, 2021 - 31<sup>st</sup> August, 2021**  
**\$2020.00**

**31<sup>st</sup> August, 2021 - 30<sup>th</sup> September, 2021**  
**\$160.40**

**31 August, 2021 - 30<sup>th</sup> September, 2021**  
**\$1310.00**

**30<sup>th</sup> September, 2021-29<sup>th</sup> October, 2021**  
**\$160.12**

**30<sup>th</sup> September, 2021-29<sup>th</sup> October, 2021**  
**\$160.00**

**29<sup>th</sup> October, 2021-30<sup>th</sup> November, 2021**  
**\$160.13**

**29<sup>th</sup> October, 2021-30<sup>th</sup> November, 2021**  
**\$200.00**

**30<sup>th</sup> November, 2021- 31<sup>st</sup> December 2021**  
**\$160.13**

**30<sup>th</sup> November, 2021-31<sup>st</sup> December, 2021**  
**\$160.00**

**31<sup>st</sup> December, 2021-31<sup>st</sup> January 2022**  
**\$160.13**

**31<sup>st</sup> December, 2021-31<sup>st</sup> January, 2022**  
**\$404.37**

**31<sup>st</sup> January, 2022-28<sup>th</sup> February, 2022**  
**\$160.11**

**31 January, 2022- 28<sup>th</sup> February, 2022**  
**\$160.00**

**28<sup>th</sup> February, 2022- 31<sup>st</sup> March, 2022**  
**\$240.13**

**28<sup>th</sup> February, 2022 - 31<sup>st</sup> March, 2022**  
**\$160.00**

**31<sup>st</sup> March, 2022- 29 April, 2022**  
**\$160.12**

**31<sup>st</sup> March, 2022 - 29<sup>th</sup> April, 2022**  
**\$160.00**

**29<sup>th</sup> April, 2022 – 31 May, 2022**  
**\$160.13**

**29<sup>th</sup> April, 2022 - 31<sup>st</sup> May, 2022**  
**\$200.00**

**31<sup>st</sup> May, 2022 - 30<sup>th</sup> June, 2022**  
**\$160.13**

**31<sup>st</sup> May, 2022 - 30<sup>th</sup> June, 2022**  
**\$631.65**

# Huntly Wearable Arts Show 2023

## Project Details: Budget

### PROJECT EXPENDITURE:

Sound, Stage, Lighting

10,965.00

Hall Hire, 6 days

1,500.00

Printing

500.00

Indoor Security on show night, Koha

300.00

Outdoor Security, Koha

500.00

MC Costs

1725.00

Entertainment, Koha

1250.00

Judges, Koha

750.00

Food for Volunteers and Judges

200.00

Hall Cleaning, after show

400.00

Advertising-Newspaper

2000.00

Advertising, Other

2000.00

Hall Cleaning, pre show, Chairs etc, Koha

250.00

Video expert

1000.00

Show prizes

7000.00

Large signage

1200.00

Photography

875.00

Music producer

500.00

Total:

32,915.00

### PROJECT INCOME:

WEL Energy Trust

12,965.00 Not Confirmed

Huntly Community Board

2250.00 Not Confirmed

Entrants fees



900.00  
 Ticket Sales  
 5000.00  
 Prize Sponsorship  
 7000.00  
 Lets Get Together, Huntly  
 2000.00

Total:

30,115.00

Total Income:  
 30,115.00  
 Costs less income:  
 32,915.00

\$2800.00

We are requesting, From the Creative Communities  
 Scheme for MC costs, and both security Koha's \$2525.00

WEARABLE ART 2023	
Expenditure	
Sound, stage & Lighting	10965.00
Hall Hire	1500.00
Printing	500.00
Indoor Security	300.00
Outdoor Security Koha	500.00
MC Costs	1725.00
Entertainment Koha	1250.00
Judges Koha	750.00
Food for Volunteers & Judges	200.00
Hall Cleaning	400.00
Advertising - Newspaper	2000.00
Advertising - Other	2000.00
Cleaning Koha	250.00
Video Expert	1000.00
Show prizes	7000.00
Large Signage	1200.00
Photography	875.00
Music producer	500.00
	32915.00

WEARABLE ART 2023	
Income	
WEL Energy Trust	12965.00
WDC - Creative Communities & Huntly Community Board	2525.00
Entrants Fees	900.00
Huntly Community Board	2250.00
Ticket Sales	5000.00
Prize Sponsorship	7000.00
Lets get together Huntly	2000.00
	32640.00

Creative Communities Scheme Funding		
3760.00	2021	Wearable Art
4956.36	2021	Lake Hop

# PART 1: APPLICANT DETAILS<sup>158</sup>

## Name and contact details

Are you applying as an individual or group?

☐☒

Full name of applicant:

Raglan Community Arts Council

Contact person (for group):

Rodger Gallagher

Street address/PO Box:

5 Stewart Street

Suburb:

Town/City:

Postcode:

Country:

Email:

Telephone (day):

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

Name on bank account:

Raglan Community Arts Council

GST

55-079-161

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

☐

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:** Raglan Arts Weekend 2023

Brief description of project:

This will be Raglan's 13<sup>th</sup> RAW event: it is a 3 day open studio event where visitors get to meet and talk with 60 artists, ask questions about different creative processes, and have the opportunity to be inspired and/ or buy Whaingaroa art. At its heart is a self-guided art trail around Whaingaroa to visit studios. It is supported by a web site, a 'Raglan Arts Guide' booklet and a 3 week Preview Exhibition at the Raglan Old School Arts Centre, the hub for creativity within Raglan. This year also sees an extension with an Emerging Artists Exhibition to nurture grassroots talent, an 'Artist-Connect' bus to support peer relationships among artists and an opening cocktail event to welcome visitors to Whaingaroa.

### Project location, timing and numbers

Venue and suburb or town:	Raglan and surrounding districts		
Start date:	21.10.2023	Finish	23.10.2023
Number of active participants:	60 plus		
Number of viewers/audience	7500		

**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 | <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 |
| <input checked="" 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?

The Raglan Community Arts Council wants to continue to work with local Maori and NZ European artists to support, encourage and develop our artistic community.

The Raglan Arts Weekend (RAW) has grown substantially in the past few years. It continues to attract visitors who come to be inspired by the Whaingaroa art scene and explore the region through the self-guided arts trail. Raglan has built a reputation for its arts scene, cultivating talent including Sam Mathers, Jane Galloway, Marise Rarere, Chris Meek, Simon Te Wheoro, Aaron Kereopa and Lindsey Baker. Access to some of this talent over RAW's 13 year history, helps RAW continue to attract visitors from all over NZ, including Wellington, Whangarei, Auckland and Christchurch. Our data has shown visitors from further afield including Australia, Germany, the States and the Netherlands too.

This year, the event is expected to grow again to approximately 60 artists (from 42 last year), both established as well as emerging, offering a diverse set of art media for visitors to choose from. The event has historically focused on the 3-day self-guided art trail to studios. However, **the vision for RAW is to make the event even more engaging, interactive, fun and inclusive, by including more 'immersive' experiences for visitors, namely a sculpture trail, guest artist talks, demonstrations and workshops.**

We have started on this journey this year with three new elements being added: an Emerging Artists Exhibition to nurture grassroots talent, an 'Artist-Connect' bus to support peer relationships among artists and an opening cocktail event to welcome visitors to Whaingaroa.

RAW is currently working on a number of branded partnerships with Bayleys, Rangitahi, and The Chartwell Trust to help co-fund some of these new initiatives.

However, as the event grows, the foundations also grow:

- **the web site requires expansion to accommodate the Emerging Artists Exhibition**
- **the maps which have been used since its inception need to be redesigned to accommodate high growth in numbers**
- **the database needs to be updated and direct marketing put in place (ie: a monthly Mailchimp newsletter) to communicate directly with potentially interested visitors**
- **An administrative person needs to be hired to support the RAW co-ordinator**

We are therefore requesting funding to help with capacity and capability building (these key foundations above) to ensure we can support the current growth and future plans for RAW.

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

There are 6 components to our Te Kaupapa this year:

1. **Art trail:** 3 days over Labour Weekend, 21-23 October 2023
2. **Emerging Artists Exhibition,** 20 – 23 October 2023
3. **Preview Exhibition:** Three weeks prior to RAW (28 September to 23 October 2023)
4. **Raglan Arts Guide:** 5000 art guide booklets with new maps
5. **Better audience engagement:** through web site, large signage/official RAW artist flags, social media engagement, Mailchimp newsletter
6. **Branded partnerships** that are long term and go beyond simple advertising

*Art trail:* This is the main element of RAW and is a self-guided open studio trail of the best talent that Whaingaroa has to offer. This year, around 60 artists are anticipated to enter. We usually get around 2000 to 4000 visitors to RAW - keen to meet artists, be inspired by new styles and purchase artwork.

*Emerging Artists Exhibition:* New for 2023, RAW will be hosting an Emerging Artists Exhibition. This will be run entirely by Caleb Osborne who is well connected with young talent in Raglan and an emerging artist himself. He aims to secure 15 artists to showcase their work in the Town Hall over the 3-day weekend, coach artists on presenting work and connect these artists with local senior art mentors to discuss pricing, working to a brief etc. RAW will be profiling this event on our web site, in our brochure and in all our PR and marketing.

*Preview Exhibition:* A three week exhibition consisting of a Main Exhibition and the hugely popular 300x300 exhibition will run from 28 September 2023 until the end of RAW. Its main purpose is to promote the event to visitors and tourists, especially as Raglan gets very busy in Term 3 holidays. It's a vital component of RAW: 30% commission on sale of artworks and sales of all donated artworks provide us with one of our main sources of income to run the event annually.

*Raglan Arts Guide.* In the past couple of years, the team has evolved the RAW pamphlet into a saddle stitched Raglan Arts Guide booklet, to ensure future expansion can be easily accommodated. The guide has attracted great sponsorship within the local community. The next step is to improve the maps which have been the same since the pamphlet was first developed many years ago. This is imperative to ensure easy navigation to the 60 artists. **Recently, we have printed 5000 copies but always run out as these are distributed throughout the North Island. A 7000 print run would be far better should funds permit.**

*Better audience engagement.* A new web site was developed last RAW, aimed at housing all the RAW content for users to peruse in an easy-to-navigate, visual way. This needs to be expanded to include the new Emerging Artists Exhibition and to help pinpoint what's new for visitors this year. A direct marketing Mailchimp monthly newsletter will be started this year with the many email addresses collected over the last 4 RAWs. This will help us further promote initiatives to visitors, who to date have relied on sporadic communication at best. We have improved our signage of the event, ditching the 200 plastic corflutes and replacing with large highway signage. An investment was made last year into professional RAW studio feather flags, replacing the tired bunting and clearly signalling which artists are official registered artists. Mainstream media coverage has been a very key part of our PR programme as we have shifted advertising to crafted story development with journalists (See accompanying print and web coverage). We also started an Instagram page last RAW which we would like to continue to push.

*Branded partnerships.* Bayleys has agreed to be a long term partner and will be sponsoring our new 'Art Connect' coach tour. This is a tour of the top RAW art studios for registered artists, and is intended to help connect these artists with each other, as well as help coach them on how to set up great studio spaces for visitors. Bayleys will also sponsor the new cocktail event which kicks off the weekend's festivities and is open to all visitors to Raglan. Discussions with Rangitahi are very positive with the organisation keen to run a Sculpture Trail in 2024, as well as (hopefully) helping to co-sponsor the Emerging Artists Exhibition this year.



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

RAW is open to any artist based in the Whaingaroa catchment area and currently producing work. It offers them an opportunity to exhibit a body of work in their own studio or at the Raglan Old School Arts Centre. We anticipate that 60 Whaingaroa artists will take part this year, the largest RAW yet and nearly double its size three years ago.

RAW is now working very closely with Rangitahi, Bayleys and Tony Sly as long term local partners for the event in an effort to secure more funding to support growth.

From the Raglan Community Arts Council (RCAC) management committee, Rodger Gallagher and Jane Galloway have overall responsibility.

Nicky Brzeska is the RAW Co-ordinator bringing significant international PR and event experience. This will be the fourth RAW event she is driving. Nicky is also responsible for managing and directing the many volunteers we have on board.

New to 2023 is [Caleb Osborne](#) who will be managing the Emerging Artists Exhibition. Caleb is a young, emerging artist himself who is also affiliated with the Waikato Society of Arts and we are very happy to have him join our team.

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

#### *Access and participation:*

The events attract large numbers of visitors to Raglan allowing them to appreciate local Whaingaroa visual arts in studio settings. Next year, our visitors will be able to enjoy a Sculpture Trail and possibly some workshops or talks as we move to a more participative model. This year, we will provide them access to new, young talent through our Emerging Artists Exhibition and help create even more opportunities for them to mingle with our artists at both our Preview Exhibition opening night and RAW Launch cocktail event ahead of the weekend itself.

It's not only the organisers working to make the event more interactive. Each year, the artists think about how they can engage visitors to make their studios as appealing as possible. Some have arts activities for children, whilst others sculpt stone on-site or partake in 1-minute emotive watercolour paintings as examples, but all artists provide opportunities for visitors to engage in the creative process, learn and ask questions.

The shift in focus to content online (through the web site and social platforms such as Facebook and Instagram) means that we can engage a much larger and potentially more diverse/dispersed audience too.

Due to the continuing success of Raglan Arts Weekend it:

- Allows access for visitors to visual art studios
- Allows access by artists to the community at large
- Provides an opportunity for artists to participate in a large visual arts event
- Ensures that artists create and present new local visual arts works
- Produces content online that can continue to inspire and educate people long after the event is finished.

# PROJECT DETAILS (budget)<sup>163</sup>

## 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>
Guide graphic design and content development	Contractor: re-design maps, expand booklet. Co-ordinator: content writing and brochure design management	4075
Guide printing	Brochure booklet printing, 5000 36 page booklet, colour	3674
Guide distribution	Local and national	180
Content production	RAW Co-ordinator: Request/ prepare 42 listings, FAQs, admin support	1700
Web site	Contractor: Expand web site to include Emerging Artists and 2023 content indexing, web design, content development, online trail map development, back-end updates Co-ordinator: writing info for web, management of WebPaste	3650
Web site back end	Domain names	300
Public Relations	PR Consultant: 7 press releases, targeted media sell-in, advertorial copy writing, story crafting 32 hours @ \$65 Media list updating, coverage tracking and management	2245
Marketing	Social media, event listings, radio interviews, newsletters, Mailchimp direct mail, Instagram content development	2425
Advertising	Raglan Chronicle and LOCAL RAG double page spread; canvassing sponsors, RAW co-ordinator management 35 hrs @ 25	1862.04
Signage	Signage (highway etc) banners, posters, graphics, official studio feather flag management, management of all signage and volunteers	4371.72
Preview Exhibition	Old School gallery rent, preparation, curation and display hire, event costs, gallery assistant staffing costs over 3 week/weekend period (in addition to artist volunteers), opening night	4092.28
Event Co-ordination	Event co-ordination, project management, launch guide, preview exhibition, sponsorship and partner engagement	6975.00
Additional mechanics	Emerging Artists Exhibition, Artist Connect bus tour, opening cocktail evening	5062.50
<b>Total Costs</b>		<b>\$ 40,612.54</b>

# PROJECT DETAILS <sup>164</sup>(budget)

<b>Project Income</b>	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.	
<b>Income</b> e.g. ticket sales	<b>Detail</b> e.g. 250 tickets at \$15 per ticket	<b>Amount</b> e.g. \$3,750
Artist registration	Estimated at 45 full price registrations @ \$200	<b>7826.09</b>
Emerging Artists registration income	Estimated at 15 @ \$100	<b>1304.35</b>
Preview Exhibition	Estimate 16 sold of 40 @ \$200 + 30% on sale of paintings (estimated \$900) + booklet sale \$5	<b>4205</b>
Sponsors	Rangitahi (4500) Bayleys (4000) Tony Sly (1200) - UNCONFIRMED	<b>9700</b>
Brochure advertisers	4 @ \$850; 3 @ \$500; 5 @ \$350 - UNCONFIRMED	6650
Grants	Raglan Community Board (applied for \$4k, possible grant estimated at about \$2500) + Chartwell Trust (applied for \$4200) – BOTH UNCONFIRMED	6700
Domain names		<b>300</b>
Surplus from 2021 RAW		<b>9.72</b>
<b>Total Income</b>		<b>\$ 36,695.16</b>
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	<b>\$ 3917.38</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ 3917.38</b>

# PROJECT DETAILS <sup>165</sup>(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
Still to be applied	Raglan Community Board	2500	Unconfirmed
Still to be applied	Chartwell Trust	4200	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)
29/04/21	2021 Raglan Arts Weekend	2000	Yes
29/04/21	2021 Raglan Film Festival	3260	Yes
29/04/21	T3/T4 after school multimedia workshop series	1200	Yes
07/10/21	T3/T4 after school multimedia workshop series	2160	Yes
28/04/22	Strategic Planning facilitation RCAC 5 year plan	675	Yes
28/04/22	Matariki	2000	Yes
28/04/22	Live and Local	4000	Not completed
28/04/22	Film Festival Support 2022	1840	Yes
28/04/22	Young artist multi-media afterschool tern series 2022 T3/T4	2000	Yes
10/22	Artist Talks	800	Not completed
10/22	2023 T1/T2 after school multimedia workshop series	2000	Not completed
10/22	Clay Festival	422	Not completed

### 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](mailto:funding@waidc.govt.nz)

# PART 3: DECLARATION<sup>166</sup>

**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 guardian.**

Name: Rodger Gallagher

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date: 9 March 2023

Coverage for RAW 2022

Oct 22-24

STUFF NZ

Raglan Arts Weekend

<https://www.stuff.co.nz/travel/destinations/nz/waikato/300573287/the-best-times-to-be-in-and-around-waikato>



MARK TAYLOR/STUFF

Wendy and Stan Lemmon, who create unique sculptures and "functional art" using deconstructed wine barrels and other resurrected materials, are among the 42 artists taking part in this year's Raglan Arts Weekend.

October 22-24 sees the return of Raglan's self-guided art crawl. Now in its 12th year, the route allows visitors to visit artists in the region working across a range of disciplines, including recycled metal sculpture, silk fabrics, ceramics, jewellery, photography and taxidermy.

See: [raglanartsweekend.nz](http://raglanartsweekend.nz)



NZ Herald online:

<https://www.nzherald.co.nz/waikato-news/news/raglan-arts-weekend-returns-better-than-ever-with-more-artists-styles-and-creations/JQRG45ABAHGLVKGSSZCK3RSWZM/>

## **Raglan Arts Weekend returns better than ever with more artists, styles and creations**

Waikato Herald

6 Sep, 2022 03:45 PM3 mins to read

[SaveShare](#)



A Meeting of Earth and Water by new RAW artist, Dyana Wells. Photo / Supplied

Despite three postponements in two years, the Raglan Arts Weekend (RAW) is now going full steam ahead in preparations for a knock-out 2022 event, with an official preview exhibition opening later this month.

Now firmly in the diary for Labour Weekend from October 22 to 24, RAW promises to be better than ever, after its two-year hiatus due to Covid.

The self-guided open studio art trail has grown from strength to strength since its inception 13 years ago. It continues to attract top Raglan artists who want to connect with visitors, share new exploratory styles, and sell artwork which has been specially developed for the three-day weekend.

"The high standard of art attracts a loyal following of top art buyers from around the country, in addition to the hoards of visitors seeking out a special piece or just wanting to be inspired," says RAW co-ordinator, Nicky Brzeska.

*ADVERTISEMENT*  
*Advertise with NZME.*



Jane Galloway and Marise Rarere in their Artists at Work Studio and Gallery in Raglan. Photo / Supplied

"Our event will be well worth the wait, as artists have had an extended period to produce and cherry-pick high-quality work to exhibit. Lots of our artists have also been experimenting with new styles, providing a broader range of work to choose from," she says.

The 40 artists for 2022 include 11 new artists. Visitors will be spoilt for choice, with a broad range of media from sculpture, painting, photography, metal work and encaustic works, to printmaking, illustration, pottery, weaving, textile art, and designer jewellery.

For those wanting to do a bit of art-buying ahead of Labour Weekend, the official RAW Preview Exhibition opens to the public this month on September 30.

### **Open up the latest news from Waikato**

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"This is a fantastic way to see what's on offer over Labour Weekend, plan your art trail route, or even secure an exclusive RAW piece ahead of the show," Nicky says.



Richard Page working with basalt to create a geometric and organic sculpture. Photo / Supplied

"You will also be able to pick up one of our Raglan Arts Guides, which includes a trail map, as well as find out about any studio changes due to the two postponements," she says.

The preview exhibition will be open every day from September 30 (including weekends) from 10am until 2pm until October 24, at the Old School, 5 Stewart Street, Raglan.

RAW will be held over Labour Weekend, October 22 to 24. Studios will be open 10am to 5pm.

All details can be found at the new website: [www.raglanartsweekend.nz](http://www.raglanartsweekend.nz). It's important to visit this site to see any changes to artist studio locations, too.

*ADVERTISEMENT*  
*Advertise with NZME.*

RAW thanks its financial supporters and sponsors: the three grant providers (Chartwell Trust, Waikato District Council Discretionary Events Fund, Waikato District Creative

Communities NZ), as well as Tony Sly, and other local business advertisers in the Raglan Arts Guide.

## [NZ Herald print](#)

<https://nzmecommunitynews.pressreader.com/waikato-herald>

LOCAL RAG issue 2 Sept

Chronicle issue 22 Sept

Chronicle issue 13 Oct

LOCAL RAG issue Oc

Rangitahi blog

<https://rangitahi.co.nz/2022/09/28/raglan-arts-weekend-this-labour-day/>

plus another one about prev exhib opening – get from Nicole

<https://www.stuff.co.nz/waikato-times/news/130034476/artists-get-ready-to-present-works-in-the-raw-raglan-arts-weekend>

## **Listings**

<https://thebigidea.nz/events/234971-raglan-arts-weekend-2022-over-labour-weekend>

<https://thebigidea.nz/events/234969-raglan-arts-weekend>

[Homepage - Things To Do](#)

<https://www.eventfinda.co.nz/2022/raglan-arts-weekend-2022-over-labour-weekend/waikato>

<https://www.waikatonz.com/events/2022-raglan-arts-weekend-2022-over-labour-weekend-waikato/>

<https://thingstodo.kakapo.brigadahosting.nz/events/raglan-arts-weekend-2022-preview-exhibition-opening>

<http://events.stuff.co.nz/2022/raglan-arts-weekend-2022-over-labour-weekend/waikato>

<https://www.stuff.co.nz/waikato-times/news/130034476/artists-get-ready-to-present-works-in-the-raw-raglan-arts-weekend>

# Artists get ready to present works in the RAW (Raglan Arts Weekend)

Mike Mather 11:09, Sep 30 2022



SUPPLIED

One of the artists participating in the upcoming Raglan Arts Weekend is Chris Meek, seen here working in his studio on a work called Pink Icing. Meek employs a unique "panel and paint" technique in the creation of his works.

It's been a long time between Raglan Arts Weekends.

The ongoing Covid-19 pandemic has thwarted the last three attempts to hold the “open homes for artists”-style event – a major entry in the social calendar in the coastal Waikato town.

But now, with almost all Covid restrictions lifted by the Government, preparations are well under way for the next scheduled RAW – as the arts weekends are colloquially known – on Labour Weekend.

Essentially a self-guided open studio art trail, the event has grown exponentially since its inception 13 years ago. It attracts the enthusiastic participation of a plethora of the town’s artists who – over decades and for various reasons – have moved to and effectively established Raglan as an enclave for their kind.

#### **More from Stuff:**

- \* [Harry Styles concertgoers left accommodation after finding padlock on outside of door](#)
- \* [Quiz: Afternoon trivia challenge: March 9, 2023](#)
- \* ['Not enough to feed my family' - Kiwi rugby star's dire Wales contract offer](#)

The event allows the creators to meet with and talk to art lovers who they otherwise might not have an opportunity to connect with, share new exploratory styles, and sell their works, often at discounted prices.

“The high standard of art attracts a loyal following of top art buyers from around the country, in addition to the hordes of visitors seeking out a special piece or just wanting to be inspired,” said RAW co-ordinator Nicky Brzeska.

“Our event will be well worth the wait, as artists have had an extended period to produce and cherry-pick high quality work to



exhibit. Lots of our artists have also been experimenting with new styles, providing a broader range of work to choose from."



SUPPLIED/WAIKATO TIMES

The final touches are put on the preview exhibition for the Raglan Arts Weekend at the Old School Arts Centre by Raglan artist and ceramicist Merren Goodison.

The 36 people participating in 2022 include 11 new artists who work in a broad range of media, from sculpture, painting, photography, metal work and encaustic to print making, illustration, pottery, weaving, textile art and designer jewellery.

For those wanting to beat the crowds and indulge in some art-buying ahead of Labour Weekend, the official RAW Preview Exhibition opens to the public on Friday.

"This is a fantastic way to see what's on offer over Labour Weekend, plan your art trail route, or even secure an exclusive RAW piece ahead of the show," Brzeska said. "You will also be able to pick up one of our Raglan Arts Guides which includes a trail map, as well as find out about any studio changes due to the two postponements."



SUPPLIED

Sarah Bing works on her piece titled "Bottom's Up!" artwork in her Raglan studio, in preparation for the upcoming Raglan Arts Weekend.

The preview exhibition will be open every day from 10am until 2pm until October 24 at the Old School Art Centre in Stewart St.

RAW will be held over Labour Weekend – October 22 to 24.  
Studios will be open 10am until 5pm.

More details can be found at [raglanartsweekend.nz](http://raglanartsweekend.nz).



# RAW 2023

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Grants and Sponsorships



# Our journey so far

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- Phase 1: Reinvigorate the Brand  
2019 +
- Phase 2: Foundations for Growth  
2023
- Phase 3: Bring to Life  
2024/ 2025

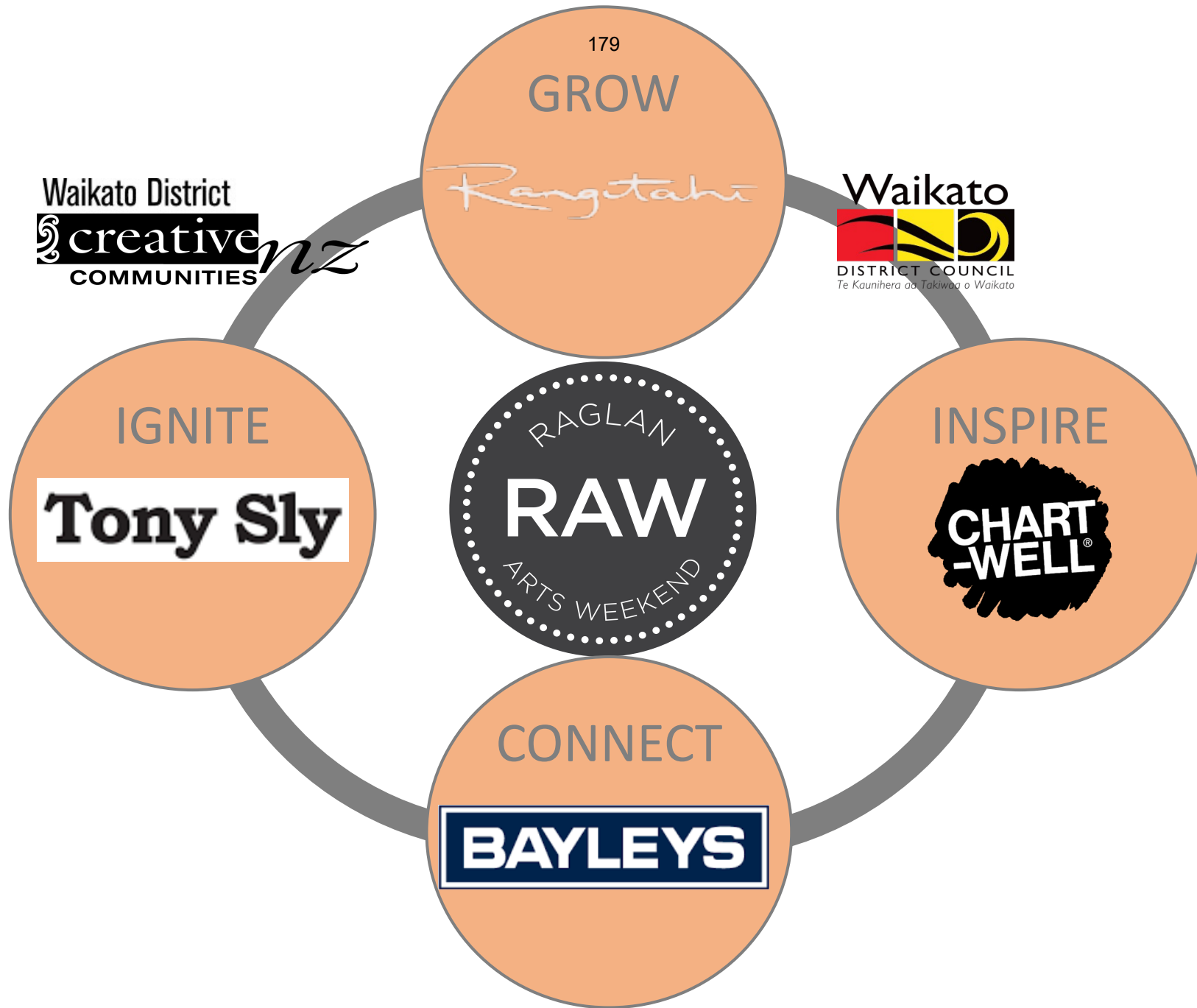




# RAW Branded Partnerships overview

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- Emerging Artists Exhibition
- Sculpture Trail (2024)
- Foundations for growth



180

## INSPIRE



- Preview Exhibition
- PR and Marketing (web site/Mailchimp/signage/social)



## CONNECT

- Artist bus tour
- Cocktail event opening on Thurs 19 Oct @ Rock It



## IGNITE

**Tony Sly**

- Workshops & Demos (2024)
- Artist Talks (2024)

Quote for N Brzeska: RAW 2023

## EVENT MANAGEMENT

Area	Activity	Description	Hours	Rate	Total
Programme development	Plan, timeline, key elements	Meetings JG JA, deciding key elements, defining groups, timeline - covered in Feb invoice	0	\$25.00	\$0.00
	Quotes	Supplier liaison re quotes for various elements	3	\$25.00	\$75.00
	Budget	Developing 2023 budget, several approval rounds, keeping updated - part covered in Feb invoice (3 hours)	7	\$25.00	\$175.00
	Between RAWs	Meetings, calls between RAW	10	\$25.00	\$250.00
Sponsorship/ grants	Branded Partnerships	Developing Proposal- covered in Feb invoice	0	\$25.00	\$0.00
	Rangitahi, Bayleys	Canvassing, pitch reports, meetings, liaison	20	\$25.00	\$500.00
		Feedback/ report for each post event	5	\$25.00	\$125.00
	Advertisers	Canvassing and securing sponsorships again for Tony Sly, Galleries, shops etc	10	\$25.00	\$250.00
		Obtaining all imagery/ logos etc needed for brochure and web site	10	\$25.00	\$250.00
	Grants	Development of 3 grant applications (12, 15, 6 hours) and 3 accountability reports (3 hours each)	42	\$25.00	\$1,050.00
		Assisting Caleb with emerging artists grant (incl 1 meeting) - - part covered in Feb invoice (2 hours)	4	\$25.00	\$100.00
Artist registration	Registration design	Decisions re: dates, deadlines, fees, new rules for collectives/ studios, rules for emerging artists, mechanic for uploading photos, updating/ uploading/ management of form - - part covered in Feb invoice (2 hours)	13	\$25.00	\$325.00
	Artist Huddle (March)	Prep, preso, artist liaison, event, follow up	10	\$25.00	\$250.00
	Content: artist listings + FAQs	Updating 2 FAQs (2 hrs); Working with Shona to follow up with artists for quality photos (3 hrs); Editing/ rewriting/spell and grammar check 45-60 listings + chasing for outstanding content (bio + one liner + photo management) meeting Shona x 2 (3 hrs)	20	\$25.00	\$500.00
Brochure	Rework design	New bigger maps or design to accommodate new listings - working with Miguel and printer; brochure layout of all content - maps, artists, adverts, sponsors etc, incl 3 meetings, layout sketched for Miguel	20	\$25.00	\$500.00
	Brochure content	Content development and collation - writing copy for brochure (10), preparing artist listings for designer (2), designer liaison and meetings (5), artist and sponsor liaison to obtain all adverts (5), approvals, edits with RG and JG (5)	27	\$25.00	\$675.00
	Management print process	Briefing, press pass etc	5	\$25.00	\$125.00
	Management distribution process	2 brochure drops in town, distribution to North Island (incl. updating list, writing cover letter, organising contents, stuffing envelopes)	16	\$25.00	\$400.00
Web site	Supplier management	Ongoing designer and back end management with supplier(s), liaison re new tabs being built eg pop up newsletter, emerging artists	15	\$25.00	\$375.00
	Content development	Development of updated copy for web site, excl. artists and maps	20	\$25.00	\$500.00
		Artist listings and map edits - 0.5 per artist - split with Shona	15	\$25.00	\$375.00
Graphics and signage	Updating	As RAW progresses with news, coverage, changes etc	5	\$25.00	\$125.00
	Mafia Design management	2023 graphics, posters, prev exhib invite, all signage designs, meetings with Mafia Design x2	15	\$25.00	\$375.00
	Raglan Signs management	Highway signs, pub banner, water site, roundabout, meetings with Raglan Signs x2	10	\$25.00	\$250.00
	Flags	Working with OSAC to manage process with artists	1	\$25.00	\$25.00
Marketing	Other	Management of putting up all signs, taking down, school liaison, general issues	5	\$25.00	\$125.00
	Event listings	write copy, source photos, entries for +/- 6 listings	4	\$25.00	\$100.00
	Newsletter writing	x10 @ 0.5 hour each	5	\$25.00	\$125.00
	Raglan Radio	5 interviews (2 with Nicky + 3 artists)	8	\$25.00	\$200.00
	Advertising	Management of new adverts for all outlets with designer, Raglan Chronicle classifieds liaison	2	\$25.00	\$50.00
		LOCAL RAG - arrangement of design with Mafia Design, LOCAL RAG liaison	2	\$25.00	\$50.00
	Mailchimp	Newsletter development x10, management of design with OSAC, admin support for mail out - 2 hours per newsletter	20	\$25.00	\$500.00
	Social media	Instagram and Facebook - developing content calendar, sourcing photos, managing Geb to deliver	15	\$25.00	\$375.00
	Coverage	Management of coverage, admin with OSAC	2	\$25.00	\$50.00
	Preview Exhibition	Preview Exhibition with artists (3) working with OSAC (2), 6 hour artwork collection (6), Opening Night and prep (4) , Various ad-hoc (2)	17	\$25.00	\$425.00

Artist liaison	Cocktail event and coach tour	Organising event with OSAC (5), attending (8) (not including Bayleys proposal and liaison)	10	\$25.00	\$250.00
	Emerging Artists platform	Managing/ mentoring Caleb	12	\$25.00	\$300.00
	3 day weekend	40-50 studio visits, managing brochures etc (discounted price)	16	\$25.00	\$400.00
	Various	Ongoing artist liaison	60	\$25.00	\$1,500.00
Event admin general	Various	Updating docs, LGL, chasing payments, budget tracking, timeline/ project plan creation etc, meetings, liaison with Jane and working group, liaison with Jacqueline and OSAC, liaison with Rodger for governance, tracking coverage, developing survey, measurement forms with artists, feedback report (approx 80 hours over 8 months), adhoc requests for information etc	80	\$25.00	\$2,000.00
	<b>Total</b>	0	561	\$25.00	<b>\$14,025.00</b>
<b>PUBLIC RELATIONS</b>					
<b>Area</b>	<b>Activity</b>	<b>Description</b>	<b>Hours</b>	<b>Rate</b>	<b>Total</b>
Media lists	Overhaul media lists	Working with OSAC to update media lists (1); contact new journalists to write about RAW (3)	4	\$65.00	\$260.00
Press releases	Development and sell-in	Writing and selling in/ getting coverage of 7 press releases + strong photography (3 hrs each @ \$65 p/h) ***	20	\$65.00	\$1,300.00
Main PR coverage	Story development	Tailored story development and journalist liaison for NZ Herald, Waikato Times, Waikato News, Kia Ora	4	\$65.00	\$260.00
LOCAL RAG	Double page spread	Writing content, sourcing photography, approvals	4	\$65.00	\$260.00
	<b>Total</b>	0	28	\$65.00	<b>\$2,080.00</b>

**TOTAL****\$16,105.00 \*\*****\*\*NOTE:**

- (i) This quote is based on a larger event than previously (up to 60 artists) + management of a number of new components: cocktail event and bus tour; emerging artists platform; RAW collectives; Rangitahi and Bayleys sponsorships
- (ii) Should the scope/ size of the event significantly change (ie: significantly more grant money received), the invoice will be adjusted accordingly. All changes to this quote will be made in writing and approved with Jane.
- (iii) As in previous years, this will be invoiced in 3 lump sums: (i) at the start (ii) after brochure developed (iii) after feedback report submitted post RAW 2023
- (iv) Travel and telephone costs are additional and will be invoiced together with 3 invoices outlined above. Approval will be sought for any significant expenses (above \$100) prior to expense

**\*\*\*Press releases:**

1. Registration opens; new ways of registering
2. Emerging Artists
3. New sponsorships
4. RAW -whats in store - with Bayleys cocktail event call out
5. Preview Exhibition
6. RAW coming up - with Bayleys cocktail event call out
7. RAW wrap up

**RAW / OSAC budget 2023****Support Admin Marketing, LGL, Registrations based on 60 artists**

<b>EXPENSE</b>	<b>Hrs</b>
<b>RAW registration</b>	
Update OSAC website online RAW registration/LGL 5hrs @ \$25	5
Extract LGL reports for missing data/images follow up say 30 artist @ 0.5hr = 15hrs @ \$25	15
Reconcile outstanding payments/issue invoices if needed	5
<b>Website uploading</b>	
Content management support ie updating web site 15 hrs @ \$25	15
<b>Sponsorship</b>	
Issue and prepare invoices for advertisers/sponsors/grant funders say 20 sponsors @ 0.25 @ \$25	10
<b>Flag management</b>	
Spraying of poles, cleaning, numbering/labelling/reconcile - volunteer	
Manage of flags check in RAW info pack 5 hours @ \$25	5
Manage of flags check out RAW info pack/stats/feedback 5 hours @ \$25	5
<b>Media list</b>	
Identify additional PR opportunities and update LGL e.g. Kia ora, NZ L&L, Uno 10 hrs @ \$25	10
<b>Mailchimp</b>	
Support PR mailchimp say 10 campaigns with content/images provided incl proofing/edits @ 1 hr per campaign x \$25	10
<b>Marketing support</b>	
Coverage scanning assistance	5
<b>TOTAL</b>	<b>85</b>

Ex gst	Inc Gst
\$ 125.00	
\$ 375.00	
\$ 125.00	
\$ 375.00	
\$ 250.00	
\$ -	
\$ 125.00	
\$ 125.00	
\$ 250.00	
\$ 250.00	
\$ 125.00	
<b>\$ 2,125.00</b>	



## ESTIMATE


**MAFIA<sup>®</sup>**  
**DESIGN**

MAFIA DESIGN LIMITED

N° 3075385

GST: 105 359 497

**Date:** 08 March 2023

**To:** Raglan Old School Arts Centre

**Attention:** Nicole Brzeska

**Address:** 5 Stewart Street, Raglan 3225

**Description**
**Design and layout of brochure - 25 hrs**

- To accommodate up to 60 artists, emerging artist exhibition, new opening event at Rock-it
- New maps developed that are easier to read

**4 Posters - 5 hrs**

- RAW
- Preview Exhibition
- Cocktail launch @ Rock-it
- Emerging Artists Exhibition opening

**3 mini email invitations - 3 hrs**

- Preview Exhibition
- Cocktail launch @ Rock-it
- Emerging Artists Exhibition opening

**Adverts/Graphics - 2 hrs**

- LOCAL RAG and Chronicle's What's On adverts
- New imagery including banners for web site, email etc

**Signage - 5 hrs**

- Hotel banner
- Highway Sign
- Water Tower sign
- Roundabout sign

**Total Hours:** 40 Hrs @ \$95.00 per hour

**Note:** Price may vary depending on the amount of changes done to the graphics above.

**Subtotal** 3,800.00

**GST** 570.00

**Total** 4,370.00

**Due Date: 08 APR 2023**

A deposit of 50% may be required at the discretion of Mafia Design Ltd prior to start of job including any artwork, proofing, sampling. Balance due on collection or prior shipping unless by prior arrangement. This is to the discretion of Mafia Design Ltd. All products remain the property of Mafia Design Ltd until paid in full.

Bank Details: ANZ, MAFIA DESIGN LIMITED, Current Account N° **060185 0450031-00**

**MAFIA DESIGN APPRECIATES YOUR BUSINESS**

696C Te Hutewai Road, Raglan 3296, New Zealand +64 21 113 0747 • miguel@mafiadesign.co.nz

7th March 2023

Attention **NICKY BRZESKA**

**Raglan Community Arts Council**

5 Stewart Street

Raglan 3225

Phone (07) 825-0023

E-Mail [nicky@raglanartscentre.co.nz](mailto:nicky@raglanartscentre.co.nz)

**QUOTE : 307202**

**Client No : 25593**

**From : Steve O'Toole**

**Estimator : Craig Wilson**

**Thank you for the opportunity to quote the following, we trust it meets your requirements.**

Job Title **RAGLAN ARTS WEEKEND BROCHURE 2023**

Job Description **36PP SADDLE STITCHED, PRINTED 4X PROCESS  
TO BE COLLECTED.**

Stock **SAPPHIRE LASER OFFSET 120GSM (PEFC)**

Ink Info **4xPROCESS**

Size Open/Flat **210 X 198**

Size Bound **DLE Portrait**

Material supplied by client: Print Ready PDF file

Proofs required: **Colour Lazer Proof**

<b>Quantities</b>	<b>5,000</b>	<b>6,000</b>	<b>7,000</b>
<b>To Supply</b>	<b>\$ 3,674.00</b>	<b>\$ 4,161.00</b>	<b>\$ 4,648.00</b>
Plus GST: (@ 15%)	551.10	624.15	697.20
Total Price:	\$ 4,225.10	\$ 4,785.15	\$ 5,345.20
<i>Unit Price (Ex GST):</i>	<i>\$ 0.735</i>	<i>\$ 0.694</i>	<i>\$ 0.664</i>

This quote is submitted in good faith based on information you have supplied to us. Terms of business are as stated in our 'Terms of Trade' and payment is strictly 20th of the month following delivery, unless pre-arranged. A copy of our 'Terms of Trade' can be downloaded and viewed from our website at [www.phprint.co.nz](http://www.phprint.co.nz). Prices are based on 70% image coverage and are for delivery to one Raglan address unless otherwise stated. Any origination costs are subject to sighting the material and the brief supplied by the client. Unless stated prices are based on 'print ready' PDF files being supplied by the client. Any changes or corrections to files will incur additional charges at our standard rates. While every endeavour will be made to provide commercially acceptable products, there is no guarantee that production prints will exactly match the colour proofs supplied due to variation in proof preparations and the substrates used. Because of Special Stock Rates, this quote is valid until 06/04/2023 and is subject to availability of stock. We look forward to working with you and providing you with a quality product.

Regards

Steve O'Toole



**Raglan Ink Ltd Registered Company 176710**  
**P O Box 234**  
**Raglan**  
**PH 07 8257076**

**Date:** 06/03/23

**Client:** Raglan Community Arts Council

We thank you for your enquiry and the opportunity to quote the following.  
 We trust it meets your requirements.

**Quotation for: Newspaper Advertising**

**Discription** BW advertising What's ON

Ad Specs

**Ad Size:** 10x1 (10 cm high x 1col wide) **2 inserts** **3 inserts** **4 inserts**

**Ink** black and white

**File Type** PDF file

**Quantities**

**\$ per insert**

Production Cost \$ 51.12 \$ 102.24 \$ 153.36 \$ 204.48

GST 7.67 15.34 23.00 30.67

**Total Price** \$ **58.79** \$ **117.58** \$ **176.36** \$ **235.15**

**Ad Size:** LOCAL RAG Full Page 2 pages 3 pages

**Ink** Colour

**File Type** PDF file

**Quantities**

**\$ per page**

**2 pages**

**3 pages**

Production Cost \$ 576.00 \$ 1,152.00 \$ 1,500.00

GST 86.40 172.80 225.00

**Total Price** \$ **662.40** \$ **1,324.80** \$ **1,725.00**

**This quote is valid until 06.03.24 and is based of 'print ready' material being supplied by client.**

We look forward to working with you and providing you with a quality product.

This quote is submitted in good faith based on information you have supplied to us.

If the job specification changes, we will contact you before exceeding the quoted price.

Kind regards,

Raglan Ink Team





## Raglan Sign Company Ltd

4 Helen Place, Raglan 3225  
p. 07 825 8609 m. 0274 374 467

**GST Number: 94-161-557**

## Quote

**To** Raglan Community Arts Council  
Raglan Arts Weekend 2023 Raglan,

**Estimate Number** 00095  
**Estimate Date** 09/03/2023

Item	Description	Unit Price	Quantity	Subtotal
Water Tower Corflute Sign	Supply new digitally printed graphics and apply to the board. Install on site and remove after event.	253.00	1	253.00
Roundabout Sign	Supply new digitally printed graphics. Install and remove at end of the event.	198.00	1	198.00
Banner	Remove old date graphics and clean off glue residue. Supply new digitally printed banner date graphics. Apply to Banner.	121.00	1	121.00
1800mm x 1200mm Site Signs	Supply Digitally printed Graphics and apply to the Signs. Install on site and remove at the end of the event Installation onto wooden frames for use during the event. Frames remain property of Raglan Sign Company Ltd. (Graphics are not re-useable as the image is applied directly to the sign face and frame which is re-useable / only waste then is the image as the board is then re-used)	280.50	4	1,122
Installation and removal of signage out of Town	Installation and Removal of Signs out of Town including travel, vehicle expense and time. (Based on Waitetuna being the furthest we travel and based on all signs being installed and removed in the same trip)	130.00	1	130.00

**Item Total** NZ\$1,824

**GST (15%)** NZ\$273.60

**Total** **NZ\$2,097.60**

Thank you for choosing Raglan Sign Company to supply a quote.

This quote is valid for 30 days from the date the Quote was issued (at top of invoice)

This quote is confidential and not to be given or shown to other businesses or people other than those this quote is addressed to.

Any proofs, layouts and /or designs provided in association with this quote remain the property of Raglan Sign Company until paid for in full. Any proofs, layouts and / or designs provided at the quote stage are confidential and are not to be given or shown to other businesses / or people than those this quote is addressed to.



# QUOTE

Raglan Arts Weekend

**Date**

7 Mar 2023

Web Paste Limited

6 Te Toki Way

**Expiry**

7 Apr 2023

Raglan

Waikato

**Quote Number**

QU-0037

NEW ZEALAND

**Reference**

Website Maintenance to  
future-proof growth

**GST Number**

135-701-221

Description	Quantity	Unit Price	Amount NZD
Functionality added to RAW website to help future-proof growth (16 hours)	16.00	95.00	1,520.00
1) Devising 2023 Artist filing system and archival of 2022 RAW artists			
2) Developing Emerging Artists page and creating profile for this on front page			
3) Updating visuals on Home Page and creating a 'What's New' section on home page			
4) Creating a Mailchimp newsletter mechanic to help capture visitor interest			
Maintenance/back-end updates (0.5 for 8 months – 4 hours)	4.00	95.00	380.00
		Subtotal	1,900.00
		TOTAL GST 15%	285.00
		<b>TOTAL NZD</b>	<b>2,185.00</b>

# PART 1: APPLICANT DETAILS<sup>191</sup>

## Name and contact details

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

Full name of applicant:	Raglan Community Arts Council		
Contact person (for a	Jacqueline Anderson, Manager Raglan Old School Arts Centre		
Street address/PO Box:	<div></div>		
Suburb:	<div></div>	Town/City:	Waikato
Postcode:	<div></div>	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:	Raglan Community Arts Council Inc	GST number:	55 079 161
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:	<div></div>
Māori:	<input type="checkbox"/>	Detail:	<div></div>
Pacific Peoples:	<input type="checkbox"/>	Detail:	<div></div>
Asian:	<input type="checkbox"/>	Detail:	<div></div>
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	<div></div>
Other:	<input type="checkbox"/>	Detail:	<div></div>

## 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 checked="" 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	<div></div>	



## PART 2: PROJECT DETAILS<sup>192</sup>

**Project name:** Live and Local Music Program 2023/2024

Brief description of project:

A series of performance events supporting local artists

### Project location, timing and numbers

Venue and suburb or town:

Raglan

Start date:

July 2023

Finish date:

July 2024

Number of *active* participants:

50

Number of viewers/audience members:

600

### 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.

☒ X

**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

☒ X

Multi-artform (including film)

☐

Theatre

☐

Visual arts

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

☐

Creation only

☒ X

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?

Live & Local is a series of events for local performers; singer-songwriters, musicians, poets, comedians, actors, folk and world music. Most performers are at professional or semi-professional level, but also open to young and up-and-coming performers and community groups such as choirs and ukulele groups and cultural groups.

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

Our Live and Local program of events has run through from May 2022 with funding support provided from WDC Creative Communities and additional business support. Live and Local is held the 3<sup>rd</sup> Friday of every month with all sessions 'sold out' to capacity. We wish to continue to build on the success of this event. The local performers are booked by our Music Coordinator Penni Bousfield. Each performance takes place in the newly established Whare Tapere creative performing art space which has been operating successfully for over a year. Each Live and Local session is strongly supported with a team of volunteers who manage the café/bar and sound and lighting whilst Penni oversees and manages the performers on the night, as well as MC'ing each artist. Each artist has a 30-minute time slot with three artists performing each session and an interval is included.

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

Raglan Community Arts Council Inc. has engaged the services of Penni Bousfield. Penni's background is in the performing arts. As well as performing, directing and teaching, Penni has also worked in radio, entertainment reporting and reviewing, tour planning, small festival production, live-sound mixing and theatre front of house. Penni has a strong background in the performing arts both locally and on the NZ performing arts circuit. We have had a diverse range of performers attending each Live and Local session from new artists to established artists. There is also strong team of volunteers who continue to support the programme on the night with set up/pack down which helps to support the programme. Live and Local has proved itself to be a useful and popular community arts event and showcase for Raglan performers. It is an opportunity for people to showcase new and original material, for audience crossover between acts, and for acts to meet (with potential to collaborate in future). It's also a great opportunity for new/young performers, or musicians (and others such as poets) whose material may lie outside of commercial/mainstream and the usual venues and do not often get the chance to perform. We also have support from sound and lighting technicians who sponsor this event by providing equipment. Additional community business support is provided by Mark Frost, Raglan Bayley's Real Estate who provides bar/cafe refreshments, Mark also helps with additional volunteering support each evening by setting up and packing down.

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

We are increasing access through opportunities to perform and networking opportunities for both local Māori and Pakeha performers whilst increasing access for audiences to local performers and writers. Local performance groups range in age from 15 to octogenarian age group. Each evening is unique with a variety of three acts held in an intimate concert setting (not in a noisy bar or restaurant); the focus on the art rather than background entertainment. It is a monthly event and is becoming a social fixture for many in the Raglan Whāingaroa community.

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## 5. The budget/Ngā pūtea

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

Are you GST registered?	Yes	<input checked="" type="checkbox"/>	Do NOT include GST in your budget
	No	<input type="checkbox"/>	Include GST in your budget

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>eg 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>eg \$300</i>
Artist fees	\$100 per act x 3 acts per show = \$300 x 9	2700
Contractor event booking fees	Schedule, book, liason artist performers ( performers per event) 10 hrs per month x 9 @ \$25.54 ph	2298
Contractor marketing fees	Chronicle advertising, PR, FB/Insta social media updates 5 hrs per month x 9 @ \$25.54	1149
MC	MC + artist management on the night 3hrs x 9 @ \$25.54	689
Sound/lighting equip hire	Sound/lighting equip hire @ community rate \$150 x 9	1350
Sound/lighting technician	Sound/lighting equip technician @ community rate \$80 x 4	320
Venue hire	Whare Tapere room @ community hire rate \$34.78 x 9	313.02
Print posters	Posters x 9 months @ \$40	360
<b>Total Costs</b>		<b>\$9179.02</b>
<b>Project Income</b>	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.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>
Koha entry	Visitors koha average \$230 x 9	2070
Sound/lighting equip hire	Sponsorship FoC equipment x 12 @ \$112.50	1350
Sound/lighting technician	Sound/lighting equip hire @ community rate \$80 x 4	320
Business sponsor	Business sponsorship	1000
<b>Total Income</b>		<b>\$4740</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$4,439.02</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$4,439.02</b>

# PROJECT DETAILS (budget)<sup>195</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
29/04/21	2021 Raglan Arts Weekend	\$2,000	Yes
29/04/21	2021 Raglan Film Festival	\$3,260	Yes
29/04/21	2021 T3/T4 after school multimedia workshop series	\$1,200	Yes
07/10/21	2022 T1/T2 after school multimedia workshop series	\$2,160	Yes
28/04/22	Strategic planning facilitation RCAC 5-year plan	\$675	Yes
28/04/22	Matariki programme of events	\$2000	Yes
28/04/22	Live and Local music programme of events	\$4000	Not completed
28/04/22	Film festival support 2022	\$1840	Yes
28/04/22	Young artist multi-media afterschool tern series 2022 T3/T4	\$2000	Yes
10/22	Artist Talks	\$800	Not completed
10/22	2023 T1/T2 after school multimedia workshop series	\$2,000	Not completed
10/22	Clay Festival	\$422	Not completed

Please send application to: [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here

[www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>196</sup>

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

☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

☒ complete the project within a year of the funding being approved

☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

☒ return any unspent funds

☒ keep receipts and a record of all expenditure for seven years

☒ participate in any funding audit of my organisation or project conducted by the local council

☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

☒ acknowledge CCS funding at event openings, presentations or performances

☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

☒ I understand that the **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 brief details about the project may be released to the media or appear in publicity material.

☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.  
This consent is given in accordance with the Privacy Act 1993

**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:

## LIVE & LOCAL

Our popular series of showcases for local performers continues this month with poet Rata Gordon and singer/songwriters Wiremu McCarthy and Sandri Tapia.

Rata Gordon is a poet, Open Floor dance teacher, mother and arts therapist.

Her poetry has appeared in Best New Zealand Poems, Landfall, The Spinoff and elsewhere. Her first book of poetry, *Second Person*, was published in 2020 by Victoria University Press. She offers movement and writing classes in person and online.

Sandri Tapia (La India Meshica) has been playing the guitar since she first saw one at the age of seven. She says “I’ve been singing since the day I discovered my voice is the medicine that activates my essence”. Sandri grew up listening to the influences of classic rock, heavy metal, blues, flamenco, gypsy, African and of course Latin American music, from indigenous to reggaeton. She describes her music as “a salad made with everything I have learned”, with rhythms to make you dance.

Wiremu McCarthy is a singer-songwriter whose art has also evolved into passions for acting and more recently, stand-up comedy. Wiremu blends elements of soul, reggae, funk and folk to bring his own original sound and unique style through with guitar and vocals.

**Fri Mar 10 7.30, doors 7pm**

**Koha entry**

*Live & Local is supported by Waikato District Creative Communities, Raglan Light & Sound and Mark Frost – Bayleys Real Estate.*



# LIVE & LOCAL

Fri Mar 10 7.30pm

*Rata Gordon*

*Sandri Tapia*

*Wiremu McCarthy*



Old School Arts Centre  
Doors 7pm, koha entry

*Supported by Mark Frost – Bayleys Real Estate*

**BAYLEYS**

*& Waikato District Creative Communities*

Waikato District  
**creative**  
COMMUNITIES *nz*





**From:** [REDACTED]**Sent:** Monday, 6 March 2023 7:00 pm

To Whom It May Concern

We've appeared several times at Raglan Live and Local, and attended a lot of the performances. It is so good to have a space to share our music with the local audience, and to see other fine performers doing their thing, and some growing significantly because of the supportive environment Live and Local provides.

It's a great place to introduce new songs before we take them out to a wider audience, as well as be inspired by the depth of musical talent that Raglan has to offer.

Lynne is a singer / songwriter, a genre which is readily accepted by Raglan audiences, while the folk music we have been performing lately is less well known. Live and Local has given many locals the opportunity to discover "different" types of music.

Last year Lynne had the opportunity to present "lyrics that won't curl up in the song basket" as spoken word, which was the first time she has shared her creative writing with an audience. We also had a chance to test a new collaboration late last year. Such opportunities are so important for the development and growth in the performing arts.

We had no idea of the depth of performance talent in the town. Not only the musicians, but spoken word, comedians, street performers, clowns and magicians to name a few. We really hope that Raglan Live & Local can continue.

Kind regards | Ngā mihi Michael Mackinnon and Lynne Wilkins | WilkieMac

**Sent:** Tuesday, 7 March 2023 2:05 pm

The Live & Local series provided a low-pressure environment and warm audience to share my original music with. It's family friendly atmosphere and time of day made it the perfect gig to invite family who had long awaited the chance to see me perform that wasn't at a pub late at night. I felt supported & encouraged by Penni and the rest of the team both in the lead up to and on the night. Live & Local provides an essential platform that is otherwise lacking in Raglan where the music is the focus - not alcohol sales. Both the audience & the artist benefit greatly from this approach and I hope that it will continue for many years to come.

Ruth | Ngā mihi, Ruth Power | Founder, Piano Picnic.

[REDACTED] [REDACTED] [REDACTED] [REDACTED]  
"Play it like you mean it!"

**Sent:** Monday, 6 March 2023 9:45 pm

Live & Local is a multi-faceted community gem. It's a truly welcoming environment, with a local audience looking to see and hear Raglan artists ply their craft. The Friday night shows shine with variety and spirit. I'm a singer-songwriter, and can confirm what a joy it was to perform original acoustic compositions in a quieter setting, with a helpful 'stage crew', host, and appreciative attendees.

M.D.Kambic

**Sent:** Monday, 6 March 2023 12:50 pm

Live and Local is such a valuable platform to have in a small town like Raglan. It allows artists to share their work, test out new material, meet other artists and get involved in the wider creative community. For myself, Live and Local gave me a place to perform a new routine (hula hoop) in front of a new audience and gauge how positively it was received. It was also an opportunity to collaborate with the other circus artists in Raglan and get to know the artistic community who make events like this happen (the sound and light person, the old school art centre staff, other artists in the audience!... all of these newly formed relationships make future creative ventures possible!). Kai pai Live and Local for all the amazing work you do! Cheers, Evelyn

# QUOTE

Music Coordinator

**Date:** 7 March 2023

**Expiry:** 14 July 2023

**Quote number:** 003

Not GST registered

From:  
Penni Bousfield  
PO Box 1  
Raglan 3265

To:  
Raglan Old School Arts Centre

Description	Quantity	Amount NZD
Artist booking fees: 3 performers per event @ \$100 = \$300	3 x 9	2700.00
Artist liaison, booking, publicity/press releases, poster design, organizing volunteers, FB/Instagram social media 10 hours X 9 = 90 @ \$25.54	90 hours	<b>2298.60</b>
MC and stage management for 3 artists 3 hours x 9 = 27 @ \$25.54	27	<b>689.58</b>
	<b>TOTAL COSTS</b>	<b>\$2988.18</b>

**TOTAL organizer/MC fees \$3984.24**



# QUOTE

Live and Local

**Date**

8 Mar 2023

**Expiry**

7 Apr 2023

**Quote Number**

QU-0033

**Reference**

Room Hire

**GST Number**

55-079-161

Raglan Community Arts

Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Whare Tapere for monthly Live and Local concerts, July 2023 to July 2024.	9.00	40.00	360.00
	INCLUDES GST 15%		46.96
	<b>TOTAL NZD</b>		<b>360.00</b>

**Reserves Policy:**

Most money held is tagged. It is either held for a specific purpose (Creative Communities Scheme, Norah Howell Trust, Lion Foundation, Trust Waikato and WEL Energy Trust) or held on an umbrella basis for groups such as Clay Shed, Art to Wear, Raglan Film Festival, Raglan Arts Weekend, or the Youth Arts Fund.

We are holding donations and grants for installing a lift in the Creative Space building. The Lion Foundation wages will be used in the coming months. Some money is held for operational purposes/ current liabilities such as annual leave provision, income/expenditure fluctuations and for PAYE/ GST.

7<sup>th</sup> March 2023

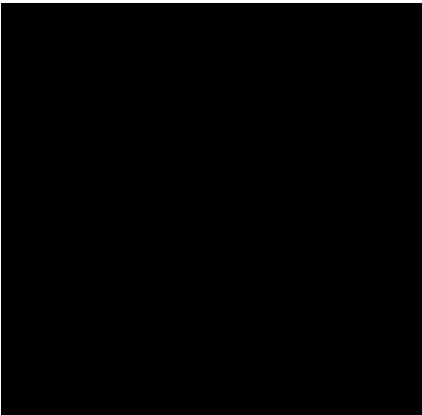
**From:** "webadmin@waikatodc.govt.nz" <webadmin@waidc.govt.nz>  
**Sent:** Fri, 10 Mar 2023 10:00:15 +1200  
**To:** "Creative Communities" <Creative.Communities@waidc.govt.nz>  
**Subject:** New form response



## New form response

Form: [Creative Communities Fund application form](#)

A new response was submitted on 10 March 2023.

Before submitting your application, complete this checklist:	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
Select a choiceAre you applying as an individual or group?	Group
Full name of applicant:	Raglan Community Arts Council
Contact person (for group):	Rodger Gallagher
Suburb:	
Postcode:	
Town/City:	
Country	
Email	
Telephone	

(day):	
Name on bank account:	Raglan Community Arts Council
GST number:	55-079-161
Bank account number:	
Ethnicity of applicant/group (you can select multiple options)	New Zealand European/Pākehā, Māori
Would you like to speak in support of your application at the CCS assessment committee meeting?	Yes
How did you hear about the Creative Communities Scheme? (select ONE)	Social media
Project name:	Raglan Arts Weekend 2023
Brief description of project:	This will be Raglan's 13th RAW event: it is a 3 day open studio event where visitors get to meet and talk with 60 artists, ask questions about different creative processes, and have the opportunity to be inspired and/ or buy Whaingaroa art. At its heart is a self-guided art trail around Whaingaroa to visit studios. It is supported by a web site, a 'Raglan Arts Guide' booklet and a 3 week Preview Exhibition at the Raglan Old School Arts Centre, the hub for creativity within Raglan. This year also sees an extension with an Emerging Artists Exhibition to nurture grassroots talent, an 'Artist-Connect' bus to support peer relationships among artists and an opening cocktail event to welcome visitors to Whaingaroa.
Venue and suburb or town:	Raglan and surrounding districts
Start date:	2023-10-21
Number of active participants:	60 plus

Finish date:	2023-10-23
Number of viewers/audience members:	7500
Funding criteria (select ONE): 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
Artform or cultural arts practice (select ONE):	Visual arts
Activity best describes your project? (select ONE)	Creation and presentation
The idea / Te Kaupapa: What do you want to do?	<p>The Raglan Community Arts Council wants to continue to work with local Maori and NZ European artists to support, encourage and develop our artistic community. The Raglan Arts Weekend (RAW) has grown substantially in the past few years. It continues to attract visitors who come to be inspired by the Whaingaroa art scene and explore the region through the self-guided arts trail. Raglan has built a reputation for its arts scene, cultivating talent including Sam Mathers, Jane Galloway, Marise Rarere, Chris Meek, Simon Te Wheoro, Aaron Kereopa and Lindsey Baker. Access to some of this talent over RAW's 13 year history, helps RAW continue to attract visitors from all over NZ, including Wellington, Whangarei, Auckland and Christchurch. Our data has shown visitors from further afield including Australia, Germany, the States and the Netherlands too. This year, the event is expected to grow again to approximately 60 artists (from 42 last year), both established as well as emerging, offering a diverse set of art media for visitors to choose from. The event has historically focused on the 3-day self-guided art trail to studios. However, the vision for RAW is to make the event even more engaging, interactive, fun and inclusive, by including more 'immersive' experiences for visitors, namely a sculpture trail, guest artist talks, demonstrations and workshops. We have started on this journey this year with three new elements being added: an Emerging Artists Exhibition to nurture grassroots talent, an 'Artist-Connect' bus to support peer relationships among artists and an opening cocktail event to welcome visitors to Whaingaroa. RAW is currently working on a number of branded partnerships with Bayleys, Rangitahi, and The Chartwell Trust to help co-fund some of these new initiatives. However, as the event grows, the foundations also grow: - the web site requires expansion to accommodate the Emerging Artists Exhibition - the maps which have been used since its inception need to be redesigned to accommodate high growth in numbers - the database needs to be updated and direct marketing put in place (ie: a</p>



		<p>monthly Mailchimp newsletter) to communicate directly with potentially interested visitors</p> <p>- An administrative person needs to be hired to support the RAW co-ordinator We are therefore requesting funding to help with capacity and capability building (these key foundations above) to ensure we can support the current growth and future plans for RAW.</p>	
	<p>The process / Te whakatutuki: How will the project happen?</p>	<p>There are 6 components to our Te Kaupapa this year: 1. Art trail: 3 days over Labour Weekend, 21-23 October 2023 2. Emerging Artists Exhibition, 20 – 23 October 2023 3. Preview Exhibition: Three weeks prior to RAW (28 September to 23 October 2023) 4. Raglan Arts Guide: 5000 art guide booklets with new maps 5. Better audience engagement: through web site, large signage/official RAW artist flags, social media engagement, Mailchimp newsletter 6. Branded partnerships that are long term and go beyond simple advertising</p> <p>1. Art trail: This is the main element of RAW and is a self-guided open studio trail of the best talent that Whaingaroa has to offer. This year, around 60 artists are anticipated to enter. We usually get around 2000 to 4000 visitors to RAW - keen to meet artists, be inspired by new styles and purchase artwork.</p> <p>2. Emerging Artists Exhibition: New for 2023, RAW will be hosting an Emerging Artists Exhibition. This will be run entirely by Caleb Osborne who is well connected with young talent in Raglan and an emerging artist himself. He aims to secure 15 artists to showcase their work in the Town Hall over the 3-day weekend, coach artists on presenting work and connect these artists with local senior art mentors to discuss pricing, working to a brief etc. RAW will be profiling this event on our web site, in our brochure and in all our PR and marketing.</p> <p>3. Preview Exhibition: A three week exhibition consisting of a Main Exhibition and the hugely popular 300x300 exhibition will run from 28 September 2023 until the end of RAW. Its main purpose is to promote the event to visitors and tourists, especially as Raglan gets very busy in Term 3 holidays. It's a vital component of RAW: 30% commission on sale of artworks and sales of all donated artworks provide us with one of our main sources of income to run the event annually.</p> <p>4. Raglan Arts Guide. In the past couple of years, the team has evolved the RAW pamphlet into a saddle stitched Raglan Arts Guide booklet, to ensure future expansion can be easily accommodated. The guide has attracted great sponsorship within the local community. The next step is to improve the maps which have been the same since the pamphlet was first developed many years ago. This is imperative to ensure easy navigation to the 60 artists. Recently, we have printed 5000 copies but always run out as these are distributed throughout the North Island. A 7000 print run would be far better should funds permit.</p> <p>5. Better audience engagement. A new web site was developed last RAW, aimed at housing all the RAW content for users to peruse in an easy-to-navigate, visual way. This needs to be expanded to include the new Emerging Artists Exhibition and to help pinpoint what's new for visitors this year. A direct marketing Mailchimp monthly newsletter will be started this year with the many email addresses collected over the last 4 RAWs. This will help us further promote initiatives to visitors, who to date have relied on sporadic communication at best. We have improved our signage of the event, ditching the 200 plastic corflutes and replacing with large highway signage. An investment was made last year into professional RAW studio feather flags, replacing the tired bunting and clearly signalling which artists are official registered artists. Mainstream media coverage has been a very key part of our PR programme as we have shifted advertising to crafted story development with journalists (See accompanying print and web coverage). We also started an Instagram page last RAW which we would like to continue to push.</p> <p>6. Branded partnerships. Bayleys has agreed to be a long term partner and will be sponsoring our new 'Art Connect' coach tour. This is a tour of the top RAW art studios for registered artists, and is intended to help connect these artists with each other, as well as help coach them on how to set up great studio spaces for visitors. Bayleys will also sponsor the new cocktail event which kicks off the weekend's festivities and is open to all visitors to Raglan. Discussions with Rangitahi are very positive with the organisation keen to run a Sculpture Trail in 2024, as well as (hopefully) helping to co-sponsor the Emerging Artists Exhibition this year.</p>	

<p>The people / Nga tangata: Tell us about the key people and/or the groups involved.</p>	<p>RAW is open to any artist based in the Whaingaroa catchment area and currently producing work. It offers them an opportunity to exhibit a body of work in their own studio or at the Raglan Old School Arts Centre. We anticipate that 60 Whaingaroa artists will take part this year, the largest RAW yet and nearly double its size three years ago. RAW is now working very closely with Rangitahi, Bayleys and Tony Sly as long term local partners for the event in an effort to secure more funding to support growth. From the Raglan Community Arts Council (RCAC) management committee, Rodger Gallagher and Jane Galloway have overall responsibility. Nicky Brzeska is the RAW Co-ordinator bringing significant international PR and event experience. This will be the fourth RAW event she is driving. Nicky is also responsible for managing and directing the many volunteers we have on board. New to 2023 is Caleb Osborne (<a href="https://wsa.org.nz/tutors/caleb-osborne/">https://wsa.org.nz/tutors/caleb-osborne/</a>) who will be managing the Emerging Artists Exhibition. Caleb is a young, emerging artist himself who is also affiliated with the Waikato Society of Arts and we are very happy to have him join our team.</p>
<p>The criteria / Nga paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity of young people.</p>	<p>Access and participation: The events attract large numbers of visitors to Raglan allowing them to appreciate local Whaingaroa visual arts in studio settings. Next year, our visitors will be able to enjoy a Sculpture Trail and possibly some workshops or talks as we move to a more participative model. This year, we will provide them access to new, young talent through our Emerging Artists Exhibition and help create even more opportunities for them to mingle with our artists at both our Preview Exhibition opening night and RAW Launch cocktail event ahead of the weekend itself. It's not only the organisers working to make the event more interactive. Each year, the artists think about how they can engage visitors to make their studios as appealing as possible. Some have arts activities for children, whilst others sculpt stone on-site or partake in 1-minute emotive watercolour paintings as examples, but all artists provide opportunities for visitors to engage in the creative process, learn and ask questions. The shift in focus to content online (through the web site and social platforms such as Facebook and Instagram) means that we can engage a much larger and potentially more diverse/dispersed audience too. Due to the continuing success of Raglan Arts Weekend it: - Allows access for visitors to visual art studios - Allows access by artists to the community at large - Provides an opportunity for artists to participate in a large visual arts event - Ensures that artists create and present new local visual arts works - Produces content online that can continue to inspire and educate people long after the event is finished.</p>
<p>Are you GST registered?</p>	<p>Yes (Do NOT include GST in your budget)</p>
<p>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.</p>	<p><a href="#">RAW 2023 Budget - Income and Costs.docx</a></p>
<p>Project Income: Write down all the income you will get for</p>	<p><a href="#">RAW 2023 Budget - Income and Costs.docx</a></p>

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.	
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).	<a href="#">Other financial info for application form.docx</a>
Tell us about other grants you have received through the Creative Communities Scheme in the past three years.	<a href="#">other apps for CCS grants .docx</a>
If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy	<a href="#">230307-Reserves-Policy.docx</a>
Further documents to support your application	<a href="#">220331_21-22-RCAC_Audited-Management-Performance-Report(V1.0).pdf</a>

You must read and sign the following. Please select 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

View response

<b>Project costs</b>	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.	
<b>RAW 2023 COSTS</b>	<b>Detail e.g. 3 days' hire at \$100 per day</b>	<b>Amount e.g. \$300</b>
Guide graphic design and content development	Contractor: re-design maps, expand booklet. Co-ordinator: content writing and brochure design management	4075
Guide printing	Brochure booklet printing, 5000 36 page booklet, colour	3674
Guide distribution	Local and national	180
Content production	RAW Co-ordinator: Request/ prepare 42 listings, FAQs, admin support	1700
Web site	Contractor: Expand web site to include Emerging Artists and 2023 content indexing, web design, content development, online trail map development, back-end updates Co-ordinator: writing info for web, management of WebPaste	3650
Web site back end	Domain names	300
Public Relations	PR Consultant: 7 press releases, targeted media sell-in, advertorial copy writing, story crafting 32 hours @ \$65 Media list updating, coverage tracking and management	2245
Marketing	Social media, event listings, radio interviews, newsletters, Mailchimp direct mail, Instagram content development	2425
Advertising	Raglan Chronicle and LOCAL RAG double page spread; canvassing sponsors, RAW co-ordinator management 35 hrs @ 25	1862.04
Signage	Signage (highway etc) banners, posters, graphics, official studio feather flag management, management of all signage and volunteers	4371.72
Preview Exhibition	Old School gallery rent, preparation, curation and display hire, event costs, gallery assistant staffing costs over 3 week/weekend period (in addition to artist volunteers), opening night	4092.28
Event Co-ordination	Event co-ordination, project management, launch guide, preview exhibition, sponsorship and partner engagement	6975.00
Additional mechanics	Emerging Artists Exhibition, Artist Connect bus tour, opening cocktail evening	5062.50
<b>Total Costs</b>		<b>\$ 40,612.54</b>
<b>Project Income</b>	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.	
<b>RAW 2023 INCOME</b>	<b>Detail e.g. 250 tickets at \$15 per ticket</b>	<b>Amount e.g. \$3,750</b>
Artist registration	Estimated at 45 full price registrations @ \$200	<b>7826.09</b>
Emerging Artists registration income	Estimated at 15 @ \$100	<b>1304.35</b>
Preview Exhibition	Estimate 16 sold of 40 @ \$200 + 30% on sale of paintings (estimated \$900) + booklet sale \$5	<b>4205</b>
Sponsors	Rangitahi (4500) Bayleys (4000) Tony Sly (1200) - UNCONFIRMED	<b>9700</b>
Brochure advertisers	4 @ \$850; 3 @ \$500; 5 @ \$350 - UNCONFIRMED	6650
Grants	Raglan Community Board (applied for \$4k, possible grant estimated at about \$2500) + Chartwell Trust (applied for \$4200) – BOTH UNCONFIRMED	6700

Domain names		<b>300</b>
Surplus from 2021 RAW		<b>9.72</b>
<b>Total Income</b>		<b>\$ 36,695.16</b>
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	<b>\$ 3917.38</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ 3917.38</b>

<b>Project costs</b>	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.	
<b>RAW 2023 COSTS</b>	<b>Detail e.g. 3 days' hire at \$100 per day</b>	<b>Amount e.g. \$300</b>
Guide graphic design and content development	Contractor: re-design maps, expand booklet. Co-ordinator: content writing and brochure design management	4075
Guide printing	Brochure booklet printing, 5000 36 page booklet, colour	3674
Guide distribution	Local and national	180
Content production	RAW Co-ordinator: Request/ prepare 42 listings, FAQs, admin support	1700
Web site	Contractor: Expand web site to include Emerging Artists and 2023 content indexing, web design, content development, online trail map development, back-end updates Co-ordinator: writing info for web, management of WebPaste	3650
Web site back end	Domain names	300
Public Relations	PR Consultant: 7 press releases, targeted media sell-in, advertorial copy writing, story crafting 32 hours @ \$65 Media list updating, coverage tracking and management	2245
Marketing	Social media, event listings, radio interviews, newsletters, Mailchimp direct mail, Instagram content development	2425
Advertising	Raglan Chronicle and LOCAL RAG double page spread; canvassing sponsors, RAW co-ordinator management 35 hrs @ 25	1862.04
Signage	Signage (highway etc) banners, posters, graphics, official studio feather flag management, management of all signage and volunteers	4371.72
Preview Exhibition	Old School gallery rent, preparation, curation and display hire, event costs, gallery assistant staffing costs over 3 week/weekend period (in addition to artist volunteers), opening night	4092.28
Event Co-ordination	Event co-ordination, project management, launch guide, preview exhibition, sponsorship and partner engagement	6975.00
Additional mechanics	Emerging Artists Exhibition, Artist Connect bus tour, opening cocktail evening	5062.50
<b>Total Costs</b>		<b>\$ 40,612.54</b>
<b>Project Income</b>	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.	
<b>RAW 2023 INCOME</b>	<b>Detail e.g. 250 tickets at \$15 per ticket</b>	<b>Amount e.g. \$3,750</b>
Artist registration	Estimated at 45 full price registrations @ \$200	<b>7826.09</b>
Emerging Artists registration income	Estimated at 15 @ \$100	<b>1304.35</b>
Preview Exhibition	Estimate 16 sold of 40 @ \$200 + 30% on sale of paintings (estimated \$900) + booklet sale \$5	<b>4205</b>
Sponsors	Rangitahi (4500) Bayleys (4000) Tony Sly (1200) - UNCONFIRMED	<b>9700</b>
Brochure advertisers	4 @ \$850; 3 @ \$500; 5 @ \$350 - UNCONFIRMED	6650
Grants	Raglan Community Board (applied for \$4k, possible grant estimated at about \$2500) + Chartwell Trust (applied for \$4200) – BOTH UNCONFIRMED	6700



Domain names		<b>300</b>
Surplus from 2021 RAW		<b>9.72</b>
<b>Total Income</b>		<b>\$ 36,695.16</b>
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	<b>\$ 3917.38</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ 3917.38</b>

**RAW 2023****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
Still to be applied	Raglan Community Board	2500	Unconfirmed
Still to be applied	Chartwell Trust	4200	Unconfirmed

RAW 2023

Other grants received with regards to CCS

Date	Project title	Amount received	Project completion report submitted (yes/no)
29/04/21	2021 Raglan Arts Weekend	2000	Yes
29/04/21	2021 Raglan Film Festival	3260	Yes
29/04/21	T3/T4 after school multimedia workshop series	1200	Yes
07/10/21	T3/T4 after school multimedia workshop series	2160	Yes
28/04/22	Strategic Planning facilitation RCAC 5 year plan	675	Yes
28/04/22	Matariki	2000	Yes
28/04/22	Live and Local	4000	Not completed
28/04/22	Film Festival Support 2022	1840	Yes
28/04/22	Young artist multi-media afterschool tern series 2022 T3/T4	2000	Yes
10/22	Artist Talks	800	Not completed
10/22	2023 T1/T2 after school multimedia workshop series	2000	Not completed
10/22	Clay Festival	422	Not completed

**Reserves Policy:**

Most money held is tagged. It is either held for a specific purpose (Creative Communities Scheme, Norah Howell Trust, Lion Foundation, Trust Waikato and WEL Energy Trust) or held on an umbrella basis for groups such as Clay Shed, Art to Wear, Raglan Film Festival, Raglan Arts Weekend, or the Youth Arts Fund.

We are holding donations and grants for installing a lift in the Creative Space building. The Lion Foundation wages will be used in the coming months. Some money is held for operational purposes/ current liabilities such as annual leave provision, income/expenditure fluctuations and for PAYE/ GST.

7<sup>th</sup> March 2023

## 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 Raglan Community Arts Council Inc.

For the year ended 31 March 2022

*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 this 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 : xrb (Note password is case-sensitive)

# Raglan Community Arts Council Inc.

## Performance Report

For the year ended  
31 March 2022

### Contents

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Statement of Financial Performance	5
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*[If the entity has an Independent Auditors Report or Independent Review Report - add this to your contents and attach to the Performance Report]*

## Raglan Community Arts Council Inc.

### Entity Information

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

For the year ended  
31 March 2022

Legal Name of Entity:*	Raglan Community Arts Council Incorporated
Other Name of Entity (if any):	Raglan Old School Arts Centre
Type of Entity and Legal Basis (if any):*	Incorporated Society 50084389   Community Arts Council 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 Inc.

### Entity Information

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

For the year ended  
31 March 2022

#### Main Sources of the Entity's Cash and Resources:\*

Main funding sources are self funding, grants and donations from community funders, government agencies, individuals and businesses.

#### Main Methods Used by the Entity to Raise Funds:\*

RCAC holds a monthly creative market to raise funds. It also raises funds from facility and equipment hire.

#### Entity's Reliance on Volunteers and Donated Goods or Services: \*

Volunteers run most activities including movie screenings, event coordination and management.

## Raglan Community Arts Council Inc.

### Entity Information

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

For the year ended  
31 March 2022

Additional Information:\*

#### Contact details

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

Raglan Community Arts Council Inc.  
Statement of Service Performance  
"What did we do?", When did we do it?"  
For the year ended  
31 March 2022

Description of the Entity's Outcomes\*:

RCAC aims to achieve a high level of community involvement and participation in the wider arts and culture at the Old School Arts Centre.

	Actual*	Budget	Actual*
Description and Quantification (to the extent practicable) of the Entity's Outputs:*	This Year	This Year	Last Year
6 exhibitions - number of weeks running	20		15
Monthly Movies			
77 movie sessions - people attending	770		870
Film Festival			
4 Sessions	4		0
Red Carpet Awards evening - Replaced by online event	1		0
Raglan Art to Wear 2021			
Active participants	38		0
Audience	300		0
21 concerts, music or drama events, book launches - people attending	700		250
Raglan Arts Weekend. replaced by online event - late 2021 on a newly established website	0		483/37
Raglan Arts Weekend - Preview exhibition	0		1558
Brochures printed	5000		5000
Raglan Creative Market - held monthly, bi-monthly in summer months, some Markets cancelled during lockdown			
People attending over the year	6,000		7,000
Pre-school to Youth Clay Art workshops			
2 sessions per term - people attending	60		80
Business Incubator - new businesses	2		0
Additional Output Measures:			
What's On newsletter published each month with 250 print and 1005 electronic copies.			
Additional Information:			
Clayshed members' nights and ClayShedPlus sessions are held throughout the year along with other groups such as children's drama, children's art based holiday programmes, Raglan Art Group and Karioi Quilting. The Arts Centre is used by a large number of community groups throughout the year, including parenting sessions and Te Reo lessons. Numbers for many activities were reduced due to the impact of the Covid-19 pandemic.			

Raglan Community Arts Council Inc.  
Statement of Financial Performance  
"How was it funded?" and "What did it cost?"  
For the year ended  
31 March 2022

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Revenue</b>				
Rents received and income from equipment hire		29384		26017
Classes, participation fees, stallholders fees, ticket sales		56588		43106
Subscriptions		4272		4058
Items sold on behalf of Artists		27655		32626
Interest		205		161
Sponsorship and advertising		12174		5550
Grants, donations and subsidies		158028		145964
Other revenue		50917		59287
<b>Total Revenue*</b>		<b>339,223</b>	<b>-</b>	<b>316,769</b>
<b>Expenses</b>				
Workshops and Events		70325		23215
Volunteer and employee related costs*		105982		85878
Overheads and consumables		30416		24398
Payments to Artists for items sold		27655		32626
Repairs and maintenance		22368		8700
Other expenses		30949		23202
Depreciation expense		3957		3687
<b>Total Expenses*</b>		<b>291,652</b>	<b>-</b>	<b>201,706</b>
<b>Surplus/(Deficit) for the Year*</b>		<b>47,571</b>	<b>-</b>	<b>115,063</b>

# Raglan Community Arts Council Inc.

## Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at  
31 March 2022

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash*		111,710		82,380
GST Accrued		-		
Accounts receivable		1,843		7,102
Prepayments		306		
<b>Total Current Assets</b>		<b>113,859</b>	<b>-</b>	<b>89,482</b>
<b>Non-Current Assets</b>				
Property, plant and equipment*		717,839		692,235
Notice Saver account				
<b>Total Non-Current Assets</b>		<b>717,839</b>	<b>-</b>	<b>692,235</b>
<b>Total Assets*</b>		<b>831,698</b>	<b>-</b>	<b>781,717</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Refundable key deposits		38		38
Creditors and accrued expenses*		536		3,734
GST owing		2,388		1,853
Unused donations and grants with conditions*		37,941		27,664
Kitchen reversion bond		500		
Income received in advance				5,704
<b>Total Current Liabilities</b>		<b>41,403</b>	<b>-</b>	<b>38,993</b>
<b>Non-Current Liabilities</b>				
Loans*				
Other non-current liabilities		-		-
<b>Total Non-Current liabilities</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Liabilities*</b>		<b>41,403</b>	<b>-</b>	<b>38,993</b>
<b>Total Assets less Total Liabilities (Net Assets)*</b>		<b>790,295</b>	<b>-</b>	<b>742,724</b>
<b>Accumulated Funds</b>				
Capital contributed by owners or members*		213,271		213,271
Accumulated surpluses or (deficits)*		577,024		529,453
Reserves*		-		-
<b>Total Accumulated Funds*</b>		<b>790,295</b>	<b>-</b>	<b>742,724</b>

# Raglan Community Arts Council Inc.

## Statement of Cash Flows

"How the entity has received and used cash"

For the year ended  
31 March 2022

	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Cash Flows from Operating Activities*</b>			
<b>Cash was received from:</b>			
Donations, fundraising and other similar receipts*	158,028		145,964
Fees, subscriptions and other receipts from members*	4,272		4,020
Receipts from providing goods or services*	176,718		172,896
Interest, dividends and other investment receipts*	205		160
Net GST	2,372		1,522
<b>Cash was applied to:</b>			
Payments to suppliers and employees*	268,245		128,988
Donations or grants paid*	175		43
Payments to acquire property plant and equipment	25,604		66,995
<b>Net Cash Flows from Operating Activities*</b>	<b>47,571</b>	<b>-</b>	<b>128,536</b>
<b>Cash flows from Investing and Financing Activities*</b>			
<b>Cash was received from:</b>			
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*			
<b>Cash was applied to:</b>			
Payments to acquire property, plant and equipment*			
Payments to purchase investments*	-		-
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
<b>Net Cash Flows from Investing and Financing Activities*</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Increase / (Decrease) in Cash*</b>	<b>47,571</b>	<b>-</b>	<b>128,536</b>
<b>Opening Cash*</b>	<b>230,735</b>		<b>102,199</b>
<b>Closing Cash*</b>	<b>278,306</b>	<b>-</b>	<b>230,735</b>
<b>This is represented by:</b>			
Bank Accounts and Cash*	111,710	-	82,380

## Raglan Community Arts Council Inc.

### Statement of Accounting Policies

#### "How did we do our accounting?"

For the year ended

31 March 2022

#### **Basis of Preparation\***

Raglan Community Arts Council has elected to apply PBE SFR-A (NFP) Public Benefit 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 Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

#### **Goods and Services Tax (GST)\***

All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

#### **Income Tax**

Raglan Community Arts Council is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

#### **Bank Accounts and Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

#### **[Name of Specific Accounting Policy]\***

RCAC Financial Procedures were reviewed on 14th November 2017. Petty Cash amounts were increased.

#### **Changes in Accounting Policies\***

There have been no changes in accounting policies during the financial year.

## Raglan Community Arts Council Inc.

## Notes to the Performance Report

For the year ended  
31 March 2022

## Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
Rents received and income from equipment hire	Old School	\$ 17266	\$ 17,712
	St Lazarus Kitchen	11234	7,178
	Movie equipment hire	884	1,127
	<b>Total</b>	<b>29,384</b>	<b>26,017</b>
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	\$ 24333	\$ 11,571
	Participation fees	7511	6,865
	Ticket sales and entry fees	15377	9,542
	Market Stallholders fees	9367	15,128
	<b>Total</b>	<b>56,588</b>	<b>43,106</b>
Revenue Item	Analysis	This Year	Last Year
Fees, subscriptions and other revenue from members	Subscriptions received	\$ 4,272	\$ 4,058
	<b>Total</b>	<b>4,272</b>	<b>4,058</b>
Revenue Item	Analysis	This Year	Last Year
Items sold on behalf of customers	RCAC events	\$ 23815	\$ 19,371
	Non RCAC events	3840	13,255
	<b>Total</b>	<b>27,655</b>	<b>32,626</b>
Revenue Item	Analysis	This Year	Last Year
Interest, dividends and other investment revenue	Interest	\$ 205	\$ 161
	<b>Total</b>	<b>205</b>	<b>161</b>
Revenue Item	Analysis	This Year	Last Year
Sponsorship and Advertising		\$ 12174	\$ 5,550
	<b>Total</b>	<b>12,174</b>	<b>5,550</b>
Revenue Item	Analysis	This Year	Last Year
Grants, donations and subsidies	See Note 1a	\$ 158028	\$ 145,964
	<b>Total</b>	<b>158,028</b>	<b>145,964</b>
Revenue Item	Analysis	This Year	Last Year
Other revenue	Sundry income	\$ 20039	\$ 19,838
	Koha and donations received	21063	28,371
	Refreshment sales	5194	4,201
	Commission on Artists' sales	3938	5,497
	Handling fee on Agents' sales	683	1,380
	<b>Total</b>	<b>50,917</b>	<b>59,287</b>



# Raglan Community Arts Council Inc.

## Notes to the Performance Report

For the year ended  
31 March 2022

### Note 1a : Detailed Analysis of Revenue for Grants, Donations and Subsidies

Revenue Item	Analysis	This Year \$	Last Year \$
Grants, Donations and Subsidies - Details of Note 1	Unspent grants forward from last year	27664	9470
	Bluesky Community Trust	1987	2000
	Creative Communities NZ - Waikato	8620	7500
	Waikato District Council - Creative Space Alarm System	0	4063
	Waikato District Council - Wellbeing Trust	0	9000
	Waikato District Council - Discretionary Fund	0	3000
	Chartwell Charitable Trust	4200	0
	Raglan Town Hall Committee	3894	829
	COGS	12000	12000
	Trust Waikato	15000	15000
	Creative Waikato	0	1000
	Southern Trust	14000	7500
	Raglan Lions Club	0	4000
	WEL Energy Trust	8000	10000
	Ministry of Social Development - Wages subsidy	36432	56258
	IRD Covid Resurgence Grant	35478	0
	MSD - Community Capability & Resilience Fund	0	4818
	SuperValue Raglan	0	200
	St Lazarus Trust	0	11826
	Raglan Community Board	4000	3500
	Donations from Individuals for Lift Project	10900	0
	NZ Lottery Grants Board	0	10404
	National Services Te Paerangi	0	1260
	Impact Media	657	0
	Mazda Foundation	3000	0
	Norah Howell Trust	1000	0
	Te Uku Power Up Community Fund	2490	-
	Less Unspent grants forward to next year	-37941	-27,664
	<b>Total</b>	<b>151,381</b>	<b>145,964</b>

**Raglan Community Arts Council Inc.**  
**Notes to the Performance Report**  
For the year ended  
31 March 2022

**Note 2 : Analysis of Expenses**

Expense Item	Analysis	This Year	Last Year
Workshop and events	Workshops and Events	\$ 70,325	\$ 23,215
	<b>Total</b>	<b>70,325</b>	<b>23,215</b>

Expense Item	Analysis	This Year	Last Year
Volunteer and employee related costs	Wages and salaries	\$ 99,792	\$ 81,400
	Kiwi Saver - employer contribution	2,185	2,029
	ACC Premiums	318	614
	Social events, gifts	1,851	915
	Staff training and expenses	1,836	920
	<b>Total</b>	<b>105,982</b>	<b>85,878</b>

Expense Item	Analysis	This Year	Last Year
Overheads and consumables	Venue hire	\$ 7,778	\$ 7,106
	Light, Power and Heating	4,864	3,371
	Rent and rates	1,542	1,095
	Telephone and internet	1,703	2,179
	Printing and stationery	5,590	3,145
	Freight and postage	1,025	588
	Bank fees	635	554
	Charities Services fee, Legal and Licence expenses	2,121	929
	Accounting and audit fees	250	500
	Insurance	4,908	4,931
	<b>Total</b>	<b>30,416</b>	<b>24,398</b>

Expense Item	Analysis	This Year	Last Year
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	\$ 23,815	\$ 19,371
	Customers reimbursed for items sold Non RCAC events	3,840	13,255
	<b>Total</b>	<b>27,655</b>	<b>32,626</b>

Expense Item	Analysis	This Year	Last Year
Repairs and maintenance	Equipment Repairs and Maintenance	\$ 2,314	\$ 2,092
	Buildings Repairs and Maintenance	7,779	3,013
	Grounds Repairs and Maintenance	799	1,642
	Cleaning Buildings - Labour and Supplies	6,565	1,042
	Equipment replacements	4,911	911
	<b>Total</b>	<b>22,368</b>	<b>8,700</b>

Expense Item	Analysis	This Year	Last Year
Other expenses	Advertising and Marketing	\$ 12,537	\$ 7,547
	Refreshment purchases	1,791	1,935
	Xero Cloud Accounting Services	1,998	1,282
	General expenses	939	6,384
	Koha/Donations paid	175	44
	Subscriptions paid	74	68
	Kitchen expenses	4,691	4,351
	Equipment lease and hire	1,391	1,591
	Event Prizes - Film Festival and Art2Wear (biennial)	7,353	-
	<b>Total</b>	<b>30,949</b>	<b>23,202</b>

Expense Item	Analysis	This Year	Last Year
Depreciation expenses	Depreciation expense	\$ 3,957	\$ 3,687
	<b>Total</b>	<b>3,957</b>	<b>3,687</b>

## Raglan Community Arts Council Inc.

## Notes to the Performance Report

For the year ended  
31 March 2022

## Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year	Last Year
		\$	\$
Bank accounts and cash	Business Performer account	77551	58,359
	Business On Call account	23506	23,421
	Notice Saver account	10053	-
	Petty Cash/Cash float	620	600
	Accounts receivable	1843	7,103
	<b>Total</b>	<b>113,573</b>	<b>89,483</b>
		This Year	Last Year
		\$	\$
Debtors and prepayments		286	-
	<b>Total</b>	<b>286</b>	<b>-</b>
		This Year	Last Year
		\$	\$
Inventory		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
		This Year	Last Year
		\$	\$
Other current assets		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
		This Year	Last Year
		\$	\$
Investments		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
		This Year	Last Year
		\$	\$
Other non-current assets	Term Deposit	-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
		This Year	Last Year
		\$	\$
Creditors and accrued expenses	Refundable key deposits	38	38
	Income received in advance	0	5,704
	Kitchen Reversion bond	500	-
	Accounts payable	536	3,734
	GST	2,388	1,853
	<b>Total</b>	<b>3,462</b>	<b>11,329</b>
		This Year	Last Year
		\$	\$
Employee costs payable		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
		This Year	Last Year
		\$	\$
Unspent donations and grants with		37941	27,664
	<b>Total</b>	<b>37,941</b>	<b>27,664</b>
		This Year	Last Year
		\$	\$
Other current liabilities		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
		This Year	Last Year
		\$	\$
Loans		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>
		This Year	Last Year
		\$	\$
Other non-current liabilities		-	-
	<b>Total</b>	<b>-</b>	<b>-</b>

## Raglan Community Arts Council Inc.

## Notes to the Performance Report

For the year ended  
31 March 2022

## Note 4 : Property, Plant and Equipment

This Year						PPE7 - PPE8	
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*	Current Valuation*	Source and Date of Valuation*
Land*	-			-	-		
Buildings*	668,142	24,382			692,524		
Motor Vehicles*	-				-		
Furniture and fixtures*	255			107	148		
Kitchen Equipment	3,387			578	2,809		
Computers (including software)*	1,118			630	488		
Arts Equipment	19,333	5,180		2,643	21,870		
Heritage assets	-				-		
<b>Total</b>	<b>692,235</b>	<b>29,562</b>	<b>-</b>	<b>3,958</b>	<b>717,839</b>		

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*				-	-
Buildings*	612,286	55,856			668,142
Motor Vehicles*	-				-
Furniture and fixtures*	362			107	255
Kitchen Equipment	3,964			577	3,387
Computers (including software)*	2,010			892	1,118
Arts Equipment	6,618	14,826		2,111	19,333
Heritage assets	-				-
<b>Total</b>	<b>625,240</b>	<b>70,682</b>	<b>-</b>	<b>3,687</b>	<b>692,235</b>

Significant Donated Assets Recorded - Source and Date of Valuation*	

Significant Donated Assets - Not Recorded*	



**Raglan Community Arts Council Inc.****Notes to the Performance Report**

For the year ended  
31 March 2022

**Note 6 : Commitments and Contingencies****Commitments**

There are no commitments as at balance date (Last Year - nil )

**Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at balance date (Last Year - nil )

**Notes 7-7**

**INDEPENDENT AUDITOR'S REPORT****To the Trustees of Raglan Community Arts Council****Report on the Financial Statements**

I have audited the financial statements of Raglan Community Arts Council on pages 5 to 16, which comprise the balance sheet as at 31 March 2022, the income statement, and statement of changes in equity for the year then ended, and a summary of significant accounting policies and other explanatory information.

**Trustees' Responsibility for the Financial Statements**

The Trustees are responsible for the preparation of financial statements in accordance with generally accepted accounting practice in New Zealand and that give a true and fair view of the matters to which they relate, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards on Auditing (New Zealand). Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of financial statements that give a true and fair view of the matters to which they relate in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates, as well as evaluating the presentation of the financial statements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. Other than in my capacity as auditor I have no relationship with, or interests in, Raglan Community Arts Council.

**Opinion**

In my opinion, the financial statements on pages 5 to 16 comply with generally accepted accounting practice in New Zealand; give a true and fair view of the financial position of Raglan Community Arts Council as at 31 March 2022 and its financial performance for the year ended on that date.

Richard Thomson  
20 May 2022


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# PART 1: APPLICANT DETAILS<sup>235</sup>

## Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Raglan Community Arts Council Inc.

Contact person (for group):

Shona Butchart, Raglan Old School Arts Centre Administrator

Street address/PO Box:

[REDACTED]

Suburb:

[REDACTED]

Town/City:

[REDACTED]

Postcode:

[REDACTED]

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

[REDACTED]

GST number:

55 079 161

Bank account number:

[REDACTED]

*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:** After school young artist workshops Term 3/Term 4 2023

Brief description of project:

Four after-school programmes combining sketching, pastel drawing, poetry, design 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: 24 July 2023 Finish date: 11 Dec 2023

Number of *active* participants: 40+

Number of viewers/audience members: 150++

### 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

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?

Provide after school art classes for Tamariki. Support and encourage young artists in Whaingaroa to develop their creativity using various art mediums via collage, sculpture, drawing and painting techniques – although there are many opportunities for tamariki who are interested in performing arts and sports, this is the only programme available for those who are interested in the arts (there have been occasional painting-based programmes). Tamariki are exposed to a wide variety of mediums in an environment which aims to engage participants and spark creativity through a themed programme encompassing multiple elements.

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

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

**Term 3 Theme - Fabulous Fungi:** 3.30pm – 5pm Mondays 24 July – 11 Sept 2023 and Thursdays 27 July – 14 Sept 2023.

Students will be investigating the varied forms, textures and colours of mushrooms and fungi, with a guest appearance by our local mushroom farmers with samples and information. We will attempt to grow our own mushrooms from the spawn they sell in our garden!

The young artists will be expanding their vocabulary learning some new descriptive words and using them to write a short sensory poem about a particular mushroom or toadstool - their fair copy will feature creative lettering and illustration for display.

After creating a design based on a real or imagined mushroom, the young artists will be making some decorative clay mushrooms for the garden or plant pot, with particular attention to creating texture by carving leather-hard clay. Pinch pots will form the cap of the mushroom and the young artists will learn about attaching clay in order to make the stems.

We will exhibit the poems and mushrooms at the end of term, promoted with posters, local newspaper listings etc as we do for adult exhibitions.

**Term 4 Theme: A Seaside Christmas** 3.30pm – 5pm Mondays 16 Oct – 11 Dec 2023. Thursdays 19 Oct – 7 Dec 2023.

As Christmas approaches the young artists can think of nothing else!

This year we will be focussing on Christmas at the seaside. We will take a trip to the beach to observe and identify some of our local flora and fauna – including learning the local indigenous names for these creatures, birds and plants.

The young artists will use their observations to make Christmas cards featuring the things which are present in their environment. They will experiment with using pastels for their drawing for a soft and organic result.

Our clay Christmas decorations this year will be in the shape of seaside creatures and we will make beautiful bio-degradable spinifex garlands to decorate our homes instead of tinsel.

We discovered in 2022 that an exhibition at the end of term 4 does not work well – the young artists are keen to display/gift their work for Christmas, so we will finish the term with a celebration and display for whaanau.

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

Each term will involve 20 students per term with 40 young artists participating over the two terms. Art tutors and additional helping hands ensure child/adult ratio compliance is maintained and every child is fully supported. A celebration will take place in week 8 end of term, which will involve whānau, tutors and friends and include an exhibition of work in the Old School Arts Centre which is open to the public. We have an anonymous community donor who sponsors two placements (four in total) over the two terms. Selection of our four placements involves the local school community social workers who put us in contact with the caregivers of young artists who wish to participate in our art workshops to enable registration to take place. The Clay Shed is also sponsoring 2 children per term, selected with the help of the Food Bank/Surfside Church in Term 1 2023 and hopefully through Poihakena Marae in term 2 2023 and ongoing.

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

Our young artists are given guidance by experienced tutors and community advisors, which include mentoring and sharing knowledge of art, nature and cultural aspects. The workshops provide an all-inclusive, accessible and safe creative environment for children to create art based on relevant art themes celebrating individual experience, diversity and te taiao. This is an important opportunity to be in a space where art and creativity are valued and tamariki will benefit from this experience now and in the future. Planning and staging gallery exhibitions of their work will introduce young artists to the conventions of exhibitions, such as specifying media used in each piece, which will further their appreciation of other works they may see exhibited.

## 240

## 5. The budget/Ngā pūtea

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
----	----------------------------

<b>Project costs</b>	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.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>e.g. 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>e.g. \$300</i>
Tutor fees	Art tutors @ \$35/hour 23 hours per workshop, 2 workshops per term, 4 workshops total = 92 hours	\$3220.00
Tutor's assistant koha	Helping hand tutor koha 32 x \$30	\$960.00
Venue hire	Raglan Old School community hire rate 32 bookings at community rate \$40 per hire	\$1113.04
Materials	Glazes, clay, firing costs, glue, paper, paint, card, mushrooms	\$893.80
LGL database and website	Developing online form, creating website content 4 hours @ \$25 (2 terms)	\$100
Registrations	Processing registrations & payments, ongoing communication with caregivers and school, co-ordinate exhibition and collection of work 40 hours @ \$25 (one hour per family)	\$1000
Programme planning	Tutor meetings, program planning and content 12 hours, reporting @ \$25 (2 terms)	\$300
Marketing	Social media, FB, mail chimp, graphic design poster, newspaper advertising 4 hours @ \$25 (2 terms)	\$100
Food	Healthy after-school snack to support learning - \$3 x 32 sessions	\$96
<b>Total Costs</b>		<b>\$7782.84</b>
<b>Project Income</b>	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.	
<b>Income</b> <i>e.g. ticket sales</i>	<b>Detail</b> <i>e.g. 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>e.g. \$3,750</i>
Participant contribution	Student fees 6 students per class = 24 students total @ \$100 each	\$2400
Participant contribution	Student fees 2 students per class = 8 students total @ sibling rate \$91.30 each	\$730.4
Sponsored places	Targeted donation to support fees-free attendance for 1 student per class = 4 students total	\$460
Whare Uku sponsored place	Donation by Whare Uku to support fees-free attendance one student per class = 4 students total	\$460
Art sale	Sales of art work by contributing students – 2 totem poles @ \$280	\$560
Whare Uku contribution to tutor fees	Donation by Whare Uku to support increased pay rate for tutors and Helping Hands	\$1420

# PROJECT DETAILS (budget)<sup>241</sup>

Volunteer support – expert	Local artists talk given to young artists – 2 hours	\$0
Volunteer support – kiln	RCAC member time – 2 hours	\$0
Volunteer support – mentoring new tutors	RCAC member time – 2 hours per tutor, 4 hours total	\$0
Seasonal fruit	Koha from RCAC members and young artist whaanau of homegrown feijoas, oranges etc when available	\$0
<b>Total Income</b>		<b>\$6030.40</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$1752</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$1752</b>

# PROJECT DETAILS (budget)<sup>242</sup>

## 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)
29/04/21	2021 Raglan Arts Weekend - deferred to Easter 2022 - Covid	\$2,000	Yes
29/04/21	2021 Raglan Film Festival	\$3,260	Yes
15/10/21	2021 T1/T2 after school multimedia workshop series	\$1,500	Yes
29/04/21	2021 T3/T4 after school multimedia workshop series	\$1,200	Yes
28/04/2022	Matariki 2022	\$2000	Yes
7/10/21	2022 T1/T2 after school multimedia workshop series	\$2160	Yes
28/04/22	Creative Raglan Strategic Planning workshop	\$675	Yes
28/04/22	2022 Raglan Film Festival	\$1840	Yes
28/04/22	2022 T3/T4 afterschool multimedia workshop series	\$2000	Yes
28/04/22	Matariki programme of events	\$2000	Yes
28/04/22	Live and Local music programme	\$4000	Project not yet completed
10/22	Artist Talks	\$800	Project not completed
10/22	Clay Fest	\$438	Yes

# PROJECT DETAILS (budget)<sup>243</sup>

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## **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](mailto:funding@waidc.govt.nz)

If you have any further questions, please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd



# PART 3: DECLARATION<sup>244</sup>

**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:**

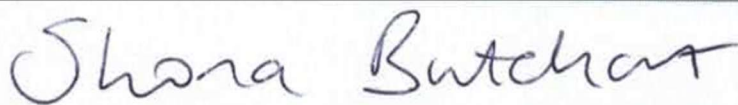
- ☒ Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the 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 Shona Butchart, Raglan Old School Arts Centre Administrator

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date: 09/03/2023

*Quote*

Date...28/02/2023

Tutor	Belinda Thomas		
Address:	65 Lorenzen Bay Road, Raglan, 3225		
TO:	Raglan Community Arts Council		
Address:	5 Stewart St, Raglan		
Description of goods or services	Qty	Rate	Amount
<b>After-school Arts classes term 3 2023</b>			
Monday class			
Class Time: 8 classes 3pm till 5pm inc 30 mins prep	20hrs	\$35	\$700
Thursday class			
Class Time: 8 classes 3pm till 5pm inc 30 mins prep	20hrs	\$35	\$700
Kiln firing bisque/glaze load/unload	4 hrs	\$35	\$140
Planning	2 hrs	\$35	\$70
<b>After-school arts classes term 4 2023</b>			
Monday class			
Class Time: 8 classes 3pm till 5pm inc 30 mins prep	20hrs	\$35	\$700
Thursday class			
Class Time: 8 classes 3pm till 5pm inc 30 mins prep	20hrs	\$35	\$700
Kiln firing bisque/glaze load/unload	4 hrs	\$35	\$140
Planning	2 hrs	\$35	\$70
<b>Total</b>			<b>\$3220.00</b>

**HELPING HAND Assistant:****32 classes @ \$30 = \$960**



# DRAFT QUOTE

After School Art Classes

**Date**

9 Mar 2023

**Expiry**

9 Jun 2023

**Quote Number**

QU-0035

**Reference**

Shona - room hire

**GST Number**

55-079-161

Raglan Community Arts

Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

## After School Arts Classes

Room hire Term 3 & Term 4 2023

Description	Quantity	Unit Price	Amount NZD
Room Hire Term 3 2023 - Mondays 3pm - 6pm 24/07, 31/07, 7/08, 14/08, 21/08, 28/08, 4/09, 11/09	8.00	40.00	320.00
Room Hire Term 3 2023 - Thursdays 3pm - 6pm 27/07, 3/08, 10/08, 17/08, 24/08, 31/08, 7/09, 14/09	8.00	40.00	320.00
Room Hire Term 4 2023 - Mondays 3pm - 6pm 16/10, 30/10, 6/11, 13/11, 20/11, 27/11, 4/12, 11/12	8.00	40.00	320.00
Room Hire Term 2 2023 - Thursdays 3pm - 6pm 19/10, 26/10, 2/11, 9/11, 16/11, 23/11, 30/11, 7/12	8.00	40.00	320.00
INCLUDES GST 15%			166.96
<b>TOTAL NZD</b>			<b>1,280.00</b>



# DRAFT QUOTE

After School Art Classes

**Date**

9 Mar 2023

**Expiry**

9 Jun 2023

**Quote Number**

QU-0035

**Reference**

Shona - room hire

**GST Number**

55-079-161

Raglan Community Arts

Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

## After School Arts Classes

Room hire Term 3 & Term 4 2023

Description	Quantity	Unit Price	Amount NZD
Room Hire Term 3 2023 - Mondays 3pm - 6pm 24/07, 31/07, 7/08, 14/08, 21/08, 28/08, 4/09, 11/09	8.00	40.00	320.00
Room Hire Term 3 2023 - Thursdays 3pm - 6pm 27/07, 3/08, 10/08, 17/08, 24/08, 31/08, 7/09, 14/09	8.00	40.00	320.00
Room Hire Term 4 2023 - Mondays 3pm - 6pm 16/10, 30/10, 6/11, 13/11, 20/11, 27/11, 4/12, 11/12	8.00	40.00	320.00
Room Hire Term 2 2023 - Thursdays 3pm - 6pm 19/10, 26/10, 2/11, 9/11, 16/11, 23/11, 30/11, 7/12	8.00	40.00	320.00
INCLUDES GST 15%			166.96
<b>TOTAL NZD</b>			<b>1,280.00</b>

**Raglan Community Clay Shed**  
**Supplier of Clay and Art Materials to the Raglan Community**  
**5 Stewart St**  
**Raglan 3225**  
**Clay Shed Coordinator Susanne Giessen-Prinz - 0274290480**


Young Artist Workshops Term 3 & Term 4 2023

Quote for Materials Valid till 09.06.2023

Item	Quantity	Unit cost exc GST	Total ex GST
Bags of clay	6	\$30.51	\$183.06
Firing costs	4	\$65.21	\$260.86
Food-safe paintable glazes	6	\$49.56	\$297.39
Glaze technician to create glazes	2 hours	\$50	\$50
Total exc. GST			\$791.31
GST			\$111.19
<b>Total inc. GST</b>			<b>\$902.50</b>

## Your cart

[Continue shopping](#)

PRODUCT	PRICE	QUANTITY	TOTAL
<div></div> <div><b>Mushroom Spawn</b> Spawn: Pekepeke-Kiore (NZ Lion's Mane) - 1kg <a href="#">Remove</a></div>	\$25.00	<input type="text" value="2"/>	\$50.00

Add a note to your order

Subtotal \$50.00 NZD

Tax included. [Shipping](#) calculated at checkout.

CHECK OUT

shop Pay

G Pay

i

Being Entered

Order Details

Order Date: 09/03/2023

Warehouse Code: BOAH (Auckland DC Highbrook)

Delivery Address

OfficeMax A4 200gsm Outback Orange Premium Colour Card, Pack of 100  
Code: 2451786

✓ In Stock

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	PACK	\$16.51	\$16.51	\$0.00

OfficeMax Eco School Grade PVA Glue 2L  
Code: 2800543

✓ In Stock

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	EACH	\$16.73	\$16.73	\$0.00

Jute Twine String 60g 70m  
Code: 2229110

✓ In Stock

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	EACH	\$5.45	\$5.45	\$0.00

Empty Trigger Spray Bottle Kit 750ml  
Code: 2573164

✓ In Stock

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	EACH	\$6.39	\$6.39	\$0.00

EC Oil Pastels Fluoro Colours, Pack of 12  
Code: 2423898

251

✓ In Stock

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
2	PACK	\$6.96	\$13.92	\$0.00
Subtotal (ex GST)				\$59.00
Plus GST				\$8.85
Total (inc GST)				\$67.85





# DRAFT QUOTE

After School Art Classes

**Date**

9 Mar 2023

**Expiry**

9 Jun 2023

**Quote Number**

QU-0036

**GST Number**

55-079-161

Raglan Community Arts

Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

## Quote for office work

Work to be undertaken by Old School Arts Centre employee @ \$25 per hour

Description	Quantity	Unit Price	Amount NZD
Registration database/online form programming, website work	4.00	25.00	100.00
Processing registrations and communications	40.00	25.00	1,000.00
Marketing	4.00	25.00	100.00
Meetings and planning, reporting to funders	12.00	25.00	300.00
<b>TOTAL NZD</b>			<b>1,500.00</b>

**Reserves Policy:**

Most money held is tagged. It is either held for a specific purpose (Creative Communities Scheme, Norah Howell Trust, Lion Foundation, Trust Waikato and WEL Energy Trust) or held on an umbrella basis for groups such as Clay Shed, Art to Wear, Raglan Film Festival, Raglan Arts Weekend, or the Youth Arts Fund.

We are holding donations and grants for installing a lift in the Creative Space building. The Lion Foundation wages will be used in the coming months. Some money is held for operational purposes/ current liabilities such as annual leave provision, income/expenditure fluctuations and for PAYE/ GST.

7<sup>th</sup> March 2023

# PART 1: APPLICANT DETAILS

## Name and contact details

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

Full name of applicant:	Raglan Community Arts Council Inc.		
Contact person (for a	Jacqueline Anderson, Manager Raglan Old School Arts Centre		
Street address/PO Box:	<div></div>		
Suburb:	<div></div>	Town/City:	Waikato
Postcode:	<div></div>	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:	<div></div>	GST number:	55 079 161
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:	<div></div>
Māori:	<input checked="" type="checkbox"/>	Detail:	<div></div>
Pacific Peoples:	<input checked="" type="checkbox"/>	Detail:	<div></div>
Asian:	<input type="checkbox"/>	Detail:	<div></div>
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	<div></div>
Other:	<input checked="" type="checkbox"/>	Detail:	<div></div>

## 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 checked="" 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	<div></div>	

## PART 2: PROJECT DETAILS<sup>255</sup>

**Project name:** Matariki Celebration 2023

Brief description of project:

A program of community events to celebrate Matariki 2023

### Project location, timing and numbers

Venue and suburb or town:

Raglan

Start date:

April 2023

Finish date:

July 2023

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

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?

To celebrate the Matariki celebration which will consist of a community togetherness by way exhibiting Art, Kapa Haka, Mau Rakau and Waiata. It is also a chance to spread awareness and knowledge about Matariki and the Maaori new year

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

The Matariki celebration will run for a month opening on Friday 21st July. This will be opened with a karakia from our local kaumatua. There is a gold coin entry fee. There will be 7 pieces of art work to represent the history and teachings of the Matariki constellation. These art pieces will be sold as a silent auction. There will be performances from our local school in terms of kapa haka. We have a local musician who will sing waiata and a Mau Rakau exhibition where the public can participate in learning this skill.

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

The Matariki celebration will be led by Dallas Mihinui with support from the Raglan Community Arts Council. The event will be a collaboration between Raglan Area School Kapa Haka group, Raglan Old School Arts Centre, Essence of Rangatahi Charitable Trust, Volunteers, Get me Started Ltd and Gavin Dempsey (MC) for the night.

Also collaborating will be the following local artists:

**Jason Messant** (artist/volunteer): As a Raglan based artist Jason Messant has been honing his skills in mixed media art for the past 2 years. Originally a graffiti artist/street artist, Jason has blended skills in both Graphics and visual art to get the perfect marriage of his two passions. Jason was also Head boy previously at Raglan area school.

**Wiremu McCarthy** (musician/singer/songwriter). Wiremu McCarthy is a singer songwriter who blends elements of soul, reggae, funk and folk to bring his own original sound and style through his guitar and vocals. With a mixture of originals and covers, Wiremu has a talent for playing what suits the vibe of the occasion and creating positive energy that is both uplifting and authentic. He often incorporates songs in Te Reo Māori in to his set.

**Jeremy Murray** (Mau Rakau/Youth consultant): Jeremy has been teaching Mau Rakau for the better part of 15 years. He is also owner/director of Get me Started Ltd. Jeremy assists with organizations and government departments to help youth into education, employment, driver licensing and career pathways.

**Dallas Mihinui**: Dallas will be leading the events based at the Raglan Old School Arts Centre. Dallas is a local artist and has taught art to youth for 18 years. He is also a mural artist, father and grandfather. Dallas's hobbies are art, scuba diving, health and fitness. Dallas loves engaging in community projects.

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

The planned events includes participation from all ages. Youth will be mentored and inspired by experienced art teachers. Gordon Harris Art Supplies have included sponsorship on art materials. Maaori

# PROJECT DETAILS (budget)<sup>257</sup>

## 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

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> eg hall hire	<b>Detail</b> eg 3 days' hire at \$100 per day	<b>Amount</b> eg \$300
Gordon Harris	Painting materials	\$763.98
G Amy	Face painting 4 hours 21 <sup>st</sup> July	\$260
Kaumatua	Koha mihi opening/closing of Matariki celebration 21 <sup>st</sup> July	\$200
Music	Wiremu McCarthy musician 21 <sup>st</sup> July	\$250
Mau Rakau	4 hours Jeremy Murray 21 <sup>st</sup> July	\$250
Materials exhibition	Lighting and set Essence of Rangatahi	\$250
Event Management	Dallas Mihinui 45 hours @ \$25 12 weeks (Apr/May/Jun) planning/booking artists/implementing on average 2 hours p/w (24hrs) + additional 21 hours leading up to Matariki week total 45 hours @ \$25	\$1125
MC	MC for evening 21 <sup>st</sup> July	\$200
Exhibition	Artist for gallery exhibition 7 panels	\$350
Marketing	Develop and prepare PR content for social media, mailchimp, FB, Insta, ROSAC Whats on 8 hours @ \$25.54	\$204.32
Poster	Develop/design poster 2 posters (21 <sup>st</sup> July + Exhibition) 2 hour @ \$25.54	\$51.08
Administration	ROSAC administration support 20 hours (21 <sup>st</sup> July + Exhibition) @ \$25.54	\$510.80
Venue hire	Venue hire 21 <sup>st</sup> July Whare Tapare, Eva's room, St Lazarus Kitchen 3 rooms @ community rate \$40 less gst	\$104.34
Gallery hire	OSAC Gallery wall hire month July – August \$350	\$304.35
<b>Total Costs</b>		<b>\$4,823.87</b>
<b>Project Income</b>	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.	
<b>Income</b> eg ticket sales	<b>Detail</b> eg 250 tickets at \$15 per ticket	<b>Amount</b> eg \$3,750

# PROJECT DETAILS <sup>258</sup>(budget)

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Art sales	Silent auction of 7 art panels @ \$150 (unknown)	\$1050
Raglan Naturally	Grant application	\$500
Raglan Community Board	Grant application	\$500
Koha	Koha door entry 21 <sup>st</sup> July	\$150
<b>Total Income</b>		<b>\$2,200</b>
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	<b>\$2,623.87</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$2,623.87</b>

# PROJECT DETAILS (budget)<sup>259</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/ unconfirmed
09/03/23	Gordon Harris Art and Graphic Store	\$219.80	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)

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd



# PART 3: DECLARATION<sup>260</sup>

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

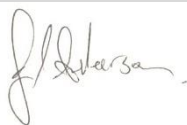
- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the <<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 brief details about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

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

Name Jacqueline Anderson

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date: 10/03/23



# QUOTE

Jacqueline Anderson

**Date**  
10 Mar 2023

**Expiry**  
9 Apr 2023

**Quote Number**  
QU-0037

**Reference**  
Matariki - Max

**GST Number**  
55-079-161

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

Description	Quantity	Unit Price	Amount NZD
Venue Hire - Whare Tapere, Eva's Room, St Lazarus Kitchen, July 21st half-day at Reduced Rate for Community Hire.	3.00	39.9967	119.99
Venue Hire - Gallery Room wall hire for one month - July-August.	1.00	350.00	350.00
INCLUDES GST 15%			61.30
<b>TOTAL NZD</b>			<b>469.99</b>

# Gordon Harris

THE ART & GRAPHIC STORE

Gordon Harris Ltd  
 Shop 12  
 386 Angelesea St Hamilton 3204  
 Phone: 07 834 3952 Fax: 07 834 3958  
 Email: hamilton@gordonharris.co.nz  
 Website: http://www.gordonharris.co.nz

Gordon Harris Hamilton

**Invoice To:**

Mihinui Dallas

Dallas

Hamilton

QUOTE  
 GST# 14125183

Date	Order No	Customer No	Invoice No		
9/03/2023		0050020000737	0050020178416		
Code	Description	Unit	Qty	Unit price	Total
GHD3030	EXPRESSION CANVAS HD 30X30 IN including discount of \$72.80 (20%)	EACH	7	\$41.59	\$291.13
MOB27180	MOLOTOW PREMIUM SPRAY 400ML SIGNAL * BLACK 214 including discount of \$134.40 (20%)	EACH	48	\$11.19	\$537.12
MOB0X10	MOLOTOW CAP 10 X ASSORTED STYLES including discount of \$12.60 (20%)	EACH	7	\$7.19	\$50.33
Prices include GST of \$114.60 and a total discount of \$219.80 was given.				Quote Total	\$878.58

\* 48 COLOURS - CHOOSING COLOURS  
 AT LATER DATE

QUOTE VALID 30 DAYS

Goods Taken By:  
 (Print Name)

Signature

Courier Docket No

TERMS ARE STRICTLY NETT 20TH OF FOLLOWING MONTH.  
 GOODS DELIVERED REMAIN THE PROPERTY OF GORDON HARRIS LTD UNTIL THEY ARE PAID FOR IN FULL.  
 CLAIMS FOR FAULTY GOODS OR DISCREPANCIES ONLY ACKNOWLEDGED WITHIN 7 DAYS OF RECEIPT OF GOODS.  
 BANK ACCOUNT FOR PAYMENT BNZ 02-0192-0017842-000



RAGLAN OLD SCHOOL  
ARTS CENTRE

DATE: 9 / 3 / 23

ORDER No.

No.C 329336

M

ESSENCE OF RAGLAN

TAX INVOICE

PURCHASE ORDER

STATEMENT

DESCRIPTION

QTY

RATE

AMOUNT

PRIMER PAINT  
ROLLER TRAY / ROLLER PAINT  
ROLLER SLEEVES  
TRAVEL

1

\$50

\$30

1

\$70

3M ADHESIVE TAPE HOOKS  
LED LIGHTS

1

\$50

1

\$50

G.S.T. Reg. No.

SPECIAL INSTRUCTIONS

SUB TOTAL

G.S.T.

TOTAL

\$250

\$

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FORMS LAYOUT & DESIGN © WICKLIFFE LIMITED

RE-ORDER REF. R/MULTIBK2 1005179



RAGLAN OLD SCHOOL  
ARTS CENTRE

DATE: 9 / 3 / 23

ORDER No.

No.C 329323

M

GENIEVE AMY

TAX INVOICE

PURCHASE ORDER

STATEMENT

DESCRIPTION

QTY

RATE

AMOUNT

GENIEVE AMY  
FACE PAINTING  
X 4 HOURS

\$260

C/O MATARIKI CELEBRATION  
2023 21ST JULY

G.S.T. Reg. No.

SPECIAL INSTRUCTIONS

SUB TOTAL

\$260

G.S.T.

TOTAL

\$

REDIFORM®

RE-ORDER REF. R/MULTIBK2 1005179

FORMS LAYOUT & DESIGN © WICKLIFFE LIMITED







RATUAN OLD SCHOOL  
ARTS CENTRE

DATE:

9 / 3 / 23

ORDER No.

No.C 329327

JASON MESSANT

TAX INVOICE

PURCHASE ORDER

STATEMENT

DESCRIPTION

QTY

RATE

AMOUNT

ARTIST FOR CAULERY  
EXHIBITION

7 Hours

\$25

\$150

VOLUNTEER

\$200

G.S.T. Reg. No.

SPECIAL INSTRUCTIONS

SUB TOTAL

\$350

G.S.T.

TOTAL

\$

RE-ORDER REF. R/MULTIBK2 1005179

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FORMS LAYOUT & DESIGN © WICKLIFFE LIMITED



RAKIAN OLD SCHOOL  
ARTS CENTRE

DATE: 9 / 3 / 23

ORDER No.

No.C 329322

M

JEREMY MURRAY

TAX INVOICE

PURCHASE ORDER

STATEMENT

DESCRIPTION

QTY

RATE

AMOUNT

MAU RAKIAN EXHIBITION  
4 HOURS

\$250

C/O MATARIKI CELEBRATION  
2023 21<sup>st</sup> JULY

G.S.T. Reg. No.

SPECIAL INSTRUCTIONS

SUB TOTAL

\$250

G.S.T.

TOTAL

\$

RE-ORDER REF. R/MULTIBK2 1005179

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RAGILAN OLD SCHOOL  
ARTS CENTRE

DATE: 9 / 3 / 23

ORDER No.

No.C 329324

M

MATUA SEAN ELLISON

TAX INVOICE

## PURCHASE ORDER

## STATEMENT

[illegible]

G.S.T. Reg. No.

### SPECIAL INSTRUCTIONS

SUB TOTAL

**G.S.T.**

TOTAL

\$200

\$



RAGILAN OLD SCHOOL  
ARTS CENTRE

DATE: 9 / 3 / 23

ORDER No. \_\_\_\_\_

**No.C** 329321

M

WIREMU MCCARTHY

TAX INVOICE

## PURCHASE ORDER

## STATEMENT

### DESCRIPTION

QTY

RATE

AMOUNT

MUSCIAW X 1 HOUR

\$250—

c/o MATARIKI CELEBRATION  
2023 JULY 21ST

G.S.T. Reg. No.

### SPECIAL INSTRUCTIONS

SUB TOTAL

**G.S.T.**

TOTAL

\$250

\$

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RE-ORDER REF. R/MULTIBK2 1005179

FORMS LAYOUT & DESIGN © WICKLIFFE LIMITED



# PART 1: APPLICANT DETAILS<sup>270</sup>

## Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Raglan Community Arts Council Inc.

Contact person (for a

Jacqueline Anderson, Manager Raglan Old School Arts Centre

Street address/PO Box:

[REDACTED]

Suburb:

[REDACTED]

Town/City:

Waikato

Postcode:

[REDACTED]

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

[REDACTED]

GST number:

55 079 161

Bank account number:

[REDACTED]

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

[REDACTED]

## PART 2: PROJECT DETAILS<sup>271</sup>

**Project name:** RUF – Raglan Ukulele Festival

Brief description of project:

A one day festival ukulele festival to upskill and entertain

### Project location, timing and numbers

Venue and suburb or town:

Raglan

Start date:

9/9/23

Finish date:

9/9/23

Number of *active* participants:

75

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

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?

Since some beginner's ukulele workshops here two years ago, there has been a ukulele explosion in Whaingaroa/Raglan. One of the two previously existing groups has grown to over 20 members (and appeared on Whakaata Maori TV and come 2<sup>nd</sup> in a ukulele competition); there is another group of 12 who perform regularly, and two more groups just getting off the ground at the time of this application. Several of these people have asked if we could have a ukulele festival in Raglan.

Groups have performed for Raglan Area School, the Raglan Rest Home and at Open Mics, markets, concerts, birthday parties and Timebank functions, where they have been enjoyed by all ages. Participants have gained tremendously in musical skill and social cohesion and are wanting to increase their musical knowledge and playing ability and meet ukulele players from other centres. There is also a gap in the ukulele festival market now with the (major) Geraldine festival having finished after 10 years of operation.

In canvassing possible acts for a festival there is a great deal of enthusiasm amongst professional musicians for such an event in happening in Raglan, as there is amongst local residents.

The festival (RUF) would follow a standard festival outline of workshops during most of the day, followed by opportunities to perform in the late afternoon and a (public) grand finale concert in the evening.

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

A great deal of planning has already been done for this by Penni Bousfield and Brian Wilson, and suitable acts have been approached to be workshop presenters and/or guest artists. Raglan Old School Arts Centre would be the venue for the workshops, cafes around town for the afternoon performances and The Raglan Club for the evening concert.

Members of The Ragtimers and The Blister Sisters ukulele groups are keen to volunteer for jobs such as website design, running the registration desk etc. Penni would oversee the organising in her position as Music Co-ordinator at ROSAC, assisted by Brian.

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

PENNI BOUSFIELD is the Music Co-ordinator at ROSAC and has experience of organising folk and acoustic music festivals over several decades, along with running concerts, tours and shows. She is a trained theatre director with experience in producing and publicity for major theatre tours. Penni sings and plays guitar professionally. She runs The Blister Sisters ukulele group and in 2022 assisted Brian with running The Ragtimers and their successful competition entry.

BRIAN WILSON is the committee member for music at Raglan Community Arts Council Inc. He runs Raglan's largest ukulele group – The Ragtimers and is a tireless proponent of the joys of the ukulele. Brian has management experience in several fields.

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

RUF will be held on a Saturday so that most people of any age can attend and ticket prices kept affordable (and in line with the prices for other ukulele festivals). RUF will be marketed in the first instance to Raglan and surrounding districts' ukulele players, then the wider Waikato and other ukulele clubs. Workshops will cater for beginner and intermediate players. We've had offers of workshops on picking and strumming techniques, professional practice strategies, music and healing, learning waiata/singing in te reo and different styles of ukulele so far. There will be an afternoon mini concert for solo and duo players or people who only want to/can do one or two songs, café spots for ukulele groups to strut their stuff and then the evening concert to inspire with sets from professional entertainers and musicians, also opportunities to meet and jam with other players.

## 273

## 5. The budget/Ngā pūtea

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

Are you GST registered?	Yes	<input checked="" type="checkbox"/>	Do NOT include GST in your budget
	No	<input type="checkbox"/>	Include GST in your budget

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>eg 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>eg \$300</i>
Guest acts x 2	1 @ \$1800, 1 @ \$1100. Perform in evening concert and provide 1 x 1 hr workshop	2900.00
Workshop presenters A Workshop presenters B	Additional 1 hr workshops from professional musicians x 2 @ \$120 Additional 1 hr workshops from local ukulele players	240.00 FoC
Venue costs – ROSAC Venue costs – Raglan Club	5 rooms (whole building), part-day community charge @ \$78.26 Strum-along session and evening concert (public)	391.30 FoC
Posters	Printing	35.00
ROSAC promo and admin hours	25 x 25.54	638.50
Sound – mini concert Sound – final concert	PA hire and operation	150.00 580.00
Gifts	For main volunteers – e.g.. webmaster	200.00
Website	Design and running FoC. Domain name registration	30.00
Sundries	Overhead projector hire FoC. Festival tags and tickets, tea and coffee	100.00
Contingency	10% of sub-total of \$5364.80	579.33
<b>Total Costs</b>		<b>\$5844.33</b>
<b>Project Income</b>	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.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>
Tickets for festival	Whole day \$34.78 x 75 (75% capacity)	2,608.50
Tickets for evening concert	Public (Festival ticket-holders and Raglan Club members free) \$10 x 50	500.00
Private donation	Donation from a ukulele group member	180.00
Sponsorship	Shearer's Music Store	200.00
<b>Total Income</b>		<b>\$3488.50</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$2355.83</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$2355.83</b>

# PROJECT DETAILS <sup>274</sup>(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 programmes).

Date applied	Who to	How much	Confirmed/unconfirmed
Feb	Shearer's Music Store	200.00	Unconfirmed
Feb	Sponsorship in kind from Raglan Club (no venue hire charge), Shelley Wilson (website design)	Waived charges	Confirmed
Feb	Private donation from ukulele group member Nella Pairama	180.00	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)
29/04/21	2021 Raglan Arts Weekend	\$2,000	Yes
29/04/21	2021 Raglan Film Festival	\$3,260	Yes
29/04/21	2021 T3/T4 after school multimedia workshop series	\$1,200	Yes
07/10/21	2022 T1/T2 after school multimedia workshop series	\$2,160	Yes
28/04/22	Strategic planning facilitation RCAC 5-year plan	\$675	Yes
28/04/22	Matariki programme of events	\$2000	Yes
28/04/22	Live and Local music programme of events	\$4000	Not completed
28/04/22	Film festival support 2022	\$1840	Yes
28/04/22	Young artist multi-media afterschool tern series 2022 T3/T4	\$2000	Yes
10/22	Artist Talks	\$800	Not completed
10/22	2023 T1/T2 after school multimedia workshop series	\$2,000	Not completed
10/22	Clay Festival	\$422	Not completed

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please send application to:** [funding@waidec.govt.nz](mailto:funding@waidec.govt.nz)

# PART 3: DECLARATION<sup>275</sup>

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

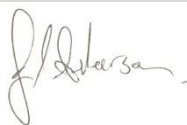
- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the **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 brief details about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.  
This consent is given in accordance with the Privacy Act 1993

**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:



**Quotes RUF:****Headline acts:**

Big Muffin Serious Band and Sylvia's Toaster  
Sonia and Nigel

**Workshop presenters:** Dave Maybee & Alice Bulmer

**Sound:** Afternoon mini concert – Ray & Evening main concert - Nicky

----- Original Message -----

From: David Maybee <[REDACTED]>

Date: 15/02/2023 21:56 NZDT

Subject: Re: Uke Fest idea

Yep would be more than happy to assist mit ur Ukulele Festival - a x1 hr workshop on strumming patterns (incl using different chord voicings with different keys) no problemo ... I'd make it applicable for soprano/concert/tenor & baritone (tunings) ... \$120 would do it

cheers dave [REDACTED]

-----  
On 15/02/2023 15:39 NZDT penni [REDACTED] wrote:

**From:** Paula Hudson [REDACTED]

**Sent:** Thursday, 2 February 2023 10:41 am

**To:** Graeme Cairns [REDACTED]

**Subject:** Caution: Email from EXTERNALRe: Quotes

Sorry for the delay- had our first official meet last night.

Yep we will match the Muffins quote.. and as mentioned, we *may* start playing publicly after winter.. Paula

On 31/01/2023, at 6:01 PM, Graeme Cairns [REDACTED] > wrote:

Howdy Penni,

Muffins generally used to charge around \$1800 plus travel for that combo of W/s + shortish set (where we don't have to provide PA, and there isn't too much around-mucking.)

Haven't had to price a gig for years though, thanks to Cousin Covid moving in uninvited. Possibly these prices need revising upwards slightly?

toodles

GWC

On 31-Jan-23 3:15 PM, Penni Bousfield wrote:

Hi Paula and Graeme!

I already had a little heads-up chat with Paula about this, but for some background for you Graeme:

Several people have asked me to run a Raglan Ukulele festival. I've been kicking the idea around for a while, waiting for Covid to settle a bit - seems like the sort of plan I can put into action now. I'm looking at doing it through work (Raglan Old School Arts Centre). We're putting together our ROSAC funding applications for the Feb round with WDC over the next couple of weeks.

I have a proposed programme in mind for a one day fest, haven't settled on a date yet.

What I would love from you is a quote for how much Muffins or Sylvia's Toaster would charge for :

1 x 1 hour workshop

1 set in final concert (probably 45 mins).

This is not an offer of a guest/presenter spot at this stage, just fact-finding. It would be a big help with putting a proposed budget together.

**From:** Alice Bulmer [REDACTED]  
**Sent:** Thursday, 23 February 2023 2:18 pm  
**To:** [REDACTED]  
**Subject:** Caution: Email from EXTERNALRe: New Message From Alice Bulmer Music

Hi Penni

Sorry for taking a while to respond, I was running the question past the Strumbles.  
 #herdingcats

The Strumbles would love to be part of a Raglan Ukulele Festival. Members of the group have suggested that our "sweet spot" and preference would be pop-up acoustic performance in the main street. We are all-acoustic (including the double bass).

Indication quotes for funding application for Raglan Ukulele Festival:

NB please let me know if you need me to send the quotes in separate documents.

45 minute performance by The Strumbles

\$400.

NB we are not registered for GST.

Also NB The Strumbles would like to say that the group performs for everything between koha and \$400, so this is just an indication.

One-hour workshop indication quote

Alice Bulmer

[www.alicebulmermusic.com](http://www.alicebulmermusic.com)

To present one hour workshop \$450 NB I am not registered for GST

Regards

Alice Bulmer Ukulele and life coaching

021 1397402 [www.alicebulmer.com](http://www.alicebulmer.com)

[www.alicebulmermusic.com](http://www.alicebulmermusic.com)

[www.waikatofoodbasket.co.nz](http://www.waikatofoodbasket.co.nz)

**From:** Ray Diprose [REDACTED]  
**Sent:** Tuesday, 14 February 2023 4:27 pm  
**To:** Penni Bousfield [REDACTED]  
**Subject:** Caution: Email from EXTERNALRe: Quote/estimate for funding submission - Uke Fest

Hi Penni

Yes all gd for the dates live and local, I'm around. \$150 for afternoon concert and for evening full band I will ask Nicky to quote on that and send to you. I can do an official quote on the weekend for arvo when I get home.

Thanks Ray

Sent from my iPhone



# QUOTE

Raglan Ukulele Festival

**Date**

8 Mar 2023

**Expiry**

7 Apr 2023

**Quote Number**

QU-0034

**Reference**

Room Hire - Max

**GST Number**

55-079-161

Raglan Community Arts

Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Five rooms for September 9th. Part Day, Arts Workshop Rate.	5.00	90.00	450.00
	INCLUDES GST 15%		58.70
	<b>TOTAL NZD</b>		<b>450.00</b>

## QUOTE for Sonia & Nigel duo at Raglan Ukulele Festival 2023

Date: 23/02/2023

To: Raglan Arts Centre

music@raglanartscentre.co.nz

From: Sonia Wilson and Nigel Gavin

Email: [sonianigelmusic@gmail.com](mailto:sonianigelmusic@gmail.com)

45min "Sonia & Nigel" Concert at Raglan Ukulele Festival

+ 1 hour workshop on "The Art of Music Practice"

Performance fee:

Nigel Gavin \$500

Sonia Wilson \$500

+ Travel \$100

**Total (excl. GST) = \$1100.00**

Account details for \$1100 payment:

Name: MR R N GAVIN & MS S WILSON

Account #: 01-0205-0083583-00

Thank you,

Sonia Wilson & Nigel Gavin

**sonianigelmusic.com**



Raglan Light and Sound Quote for evening concert either at raglan club or harbourview hotel

To: Old School Arts Center

Date: to be confirmed

6X LED parcans	@ \$10 each	\$60
4X Speakers	@ \$40 each	\$160.00
1X Digital mixer	@ \$40	\$40.00
Technician (nick)	@ \$40 per hour 6hours	\$240.00
Technician (Dana)	@ \$40 per hour 2hours	\$ 80.00
Mics mic stands leads misc included		

<b><u>Total</u></b>	<b><u>\$580.00</u></b>
---------------------	------------------------

**Reserves Policy:**

Most money held is tagged. It is either held for a specific purpose (Creative Communities Scheme, Norah Howell Trust, Lion Foundation, Trust Waikato and WEL Energy Trust) or held on an umbrella basis for groups such as Clay Shed, Art to Wear, Raglan Film Festival, Raglan Arts Weekend, or the Youth Arts Fund.

We are holding donations and grants for installing a lift in the Creative Space building. The Lion Foundation wages will be used in the coming months. Some money is held for operational purposes/ current liabilities such as annual leave provision, income/expenditure fluctuations and for PAYE/ GST.

7<sup>th</sup> March 2023

**From:** "webadmin@waikatodc.govt.nz" <webadmin@waidc.govt.nz>  
**Sent:** Thu, 9 Mar 2023 14:34:30 +1200  
**To:** "Creative Communities" <Creative.Communities@waidc.govt.nz>  
**Subject:** New form response



## New form response

Form: [Creative Communities Fund application form](#)

A new response was submitted on 09 March 2023.

Before submitting your application, complete this checklist:	
Select a choiceAre you applying as an individual or group?	Group
Full name of applicant:	Raglan Community Radio
Contact person (for group):	Aaron Mooar
Suburb:	
Postcode:	
Town/City:	
Country	
Email	
Telephone	

(day):	
Name on bank account:	Raglan Community Radio
GST number:	63-598-135
Bank account number:	<div style="background-color: black; width: 150px; height: 20px;"></div>
Ethnicity of applicant/group (you can select multiple options)	on
Would you like to speak in support of your application at the CCS assessment committee meeting?	Yes
How did you hear about the Creative Communities Scheme? (select ONE)	Word of mouth
Project name:	Whaingaroa Talent Factory 2023
Brief description of project:	A showcase of youth musical talent with mentoring from professional musicians
Venue and suburb or town:	Raglan Town Hall
Start date:	2023-10-06
Number of active participants:	15
Finish date:	2023-10-06
Number of viewers/audience members:	200



Funding criteria (select ONE): 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:	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):	Music
Activity best describes your project? (select ONE)	Creation and presentation
The idea / Te Kaupapa: What do you want to do?	This (our third Whaingaroa Talent Factory) will give young people in the Raglan/Whaingaroa area the opportunity to be involved in music, through either performing, organising the event, or simply enjoying the show. There are not normally a lot of opportunities for young people to enjoy music in our community as all our venues are licensed. We are also using it to connect young talent to professional musicians who will be their mentors as they prepare for the performance night. Our young people will have the chance to learn musical and performance skills and to make contacts within the industry. Mentoring will be provided by established musical acts from Raglan and overseen by experienced industry professionals. The mentoring roles also double as an opportunity for our mentors to extend their skill-base in the music industry.
The process / Te whakatutuki: How will the project happen?	We will advertise for interested musicians, singers and MCs aged between 13 -18. They'll meet with, and perform to our mentors near the start of the term 3-4 school holidays. They then spend the holidays implementing advice from them while preparing for the show - which will be held during the last week of the holidays. They will have the opportunity to perform in a professional environment with professional equipment, performance fees and a large and supportive audience - something that is usually a first for our young performers.
The people / Nga tangata: Tell us about the key people and/or the groups involved.	Aaron Moor, Raglan Community Radio - providing admin, publicity and organisational support. Mike Rarere, Raglan Community House - providing organisational support, funding and supervising security. Naomi Tuaopepe - CSR Studios/Soundsplash Festival, - organisational support, musical equipment and expertise, industry contacts. Mentors - yet to be chosen but are usually musicians who are reasonably close in age to our participants but have industry experience including touring, writing and recording music.
The criteria / Nga paearu: Tell us how this project will	The event is open to all residents of the Whaingaroa area aged between 13 - 18. For our performers it provides access to expertise, equipment and a professional performing environment. For those involved in artwork, organisation and mentoring it gives them the chance to gain experience and develop new skills - as well as being mentored by highly

<p>deliver to your selected criterion: access and participation, diversity of young people.</p>	<p>experienced event managers. For the U18 audience it is a chance to participate in live music in a alcohol-free environment - and in fact a lot of the older audience members prefer it to the licensed venues as well. We note that previous participants have gone on to perform at local venues and festivals, as well as getting to work with experienced musicians writing and recording music.</p>
<p>Are you GST registered?</p>	<p>Yes (Do NOT include GST in your budget)</p>
<p>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.</p>	<p><a href="#">WTF23 Budget.pdf</a></p>
<p>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.</p>	<p><a href="#">WTF23 Budget.pdf</a></p>
<p>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</p>	

programs).	
Tell us about other grants you have received through the Creative Communities Scheme in the past three years.	
If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy	
Further documents to support your application	<a href="#">WTF2020 Chronicle frontpage.jpg</a>
You must read and sign the following. Please select 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:	<p>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: <a href="http://www.creativenz.govt.nz/about-creative-new-zealand/logos.">http://www.creativenz.govt.nz/about-creative-new-zealand/logos.</a></p> <p>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</p>

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

[View response](#)

**2023 Whaingaroa Talent Factory****Budget**

ITEM	COSTS	ex GST	Funded	Funded ex GST
Venue	\$ 80.00	\$ 69.57		
PA, sound system	\$ 1,550.00	\$ 1,347.83		
Security	\$ 405.00	\$ 352.17		
Performance Fee	\$ 1,500.00	\$ 1,500.00		
Admin SS/RCR/RCH	\$ 1,500.00	\$ 1,500.00		
Mentor koha	\$ 700.00	\$ 700.00		
MC Koha	\$ 100.00	\$ 100.00		
Stage Manager Koha	\$ 150.00	\$ 150.00		
Green Room Manager koha	\$ 150.00	\$ 150.00		
General Volunteer Koha	\$ 200.00	\$ 200.00		
Advertising	\$ 200.00	\$ 173.91		
Photographer Koha	\$ 150.00	\$ 150.00		
Artwork/Design	\$ 300.00	\$ 260.87		
Food	\$ 250.00	\$ 217.39		
Donated advertising			\$ 200.00	\$ 173.91
Raglan Community House			\$ 1,000.00	\$ 1,000.00
Donated time RCH/RCR/SS			\$ 1,500.00	\$ 1,500.00
Existing WTF Funds			\$ 1,582.00	\$ 1,582.00
Entry & sausage sizzle koha			\$ 700.00	\$ 700.00
Donated Food			\$ 100.00	\$ 86.96
<b>Total</b>	<b>\$ 7,235.00</b>	<b>\$ 6,871.74</b>	<b>\$ 5,082.00</b>	<b>\$ 5,042.87</b>
<b>Amount requested</b>		<b>\$ 1,828.87</b>		

**2023 Whaingaroa Talent Factory****Budget**

ITEM	COSTS	ex GST	Funded	Funded ex GST
Venue	\$ 80.00	\$ 69.57		
PA, sound system	\$ 1,550.00	\$ 1,347.83		
Security	\$ 405.00	\$ 352.17		
Performance Fee	\$ 1,500.00	\$ 1,500.00		
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General Volunteer Koha	\$ 200.00	\$ 200.00		
Advertising	\$ 200.00	\$ 173.91		
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<b>Total</b>	<b>\$ 7,235.00</b>	<b>\$ 6,871.74</b>	<b>\$ 5,082.00</b>	<b>\$ 5,042.87</b>
<b>Amount requested</b>		<b>\$ 1,828.87</b>		

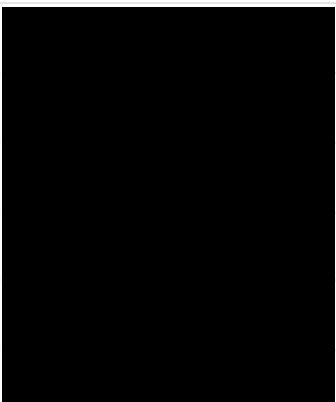
**From:** "webadmin@waikatodc.govt.nz" <webadmin@waidc.govt.nz>  
**Sent:** Sat, 4 Mar 2023 18:15:54 +1200  
**To:** "Creative Communities" <Creative.Communities@waidc.govt.nz>  
**Subject:** New form response



## New form response

Form: [Creative Communities Fund application form](#)

A new response was submitted on 04 March 2023.

Before submitting your application, complete this checklist:	My project has an arts focus
Select a choiceAre you applying as an individual or group?	Individual
Full name of applicant:	Sergio Aguilar Monteserin
Contact person (for group):	
Suburb:	
Postcode:	
Town/City:	
Country	
Email	
Telephone	

(day):	
Name on bank account:	MRS A LORITE AND MR S AGUILAR MONTESERIN
GST number:	
Bank account number:	<div style="background-color: black; width: 150px; height: 30px;"></div>
Ethnicity of applicant/group (you can select multiple options)	Spanish/European
Would you like to speak in support of your application at the CCS assessment committee meeting?	No
How did you hear about the Creative Communities Scheme? (select ONE)	Creative Waikato Newsletter
Project name:	Matangi children's circus workshop
Brief description of project:	Four circus workshops during the school holidays for children aged 6-15
Venue and suburb or town:	Matangi Community Hall, 4 hours per day for a maximum of 20 children
Start date:	2023-09-25
Number of active participants:	20
Finish date:	2023-09-29
Number of viewers/audience members:	20



Funding criteria (select ONE): 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:	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):	Theatre
Activity best describes your project? (select ONE)	Workshop/wānanga
The idea / Te Kaupapa: What do you want to do?	The idea is to encourage school children and youth to explore different circus skills with a professional circus artist and juggler. The Matangi community is isolated. People meet at the school, and some at the nearby marae. There is little out-of- school activity. This project will give the young people something to do and build their connection with the town and community hall. Participants will explore circus theatre and will discover the magic of this unique and ancient art form. They will make their own simple juggling balls and play, and learn basic technique. They will also develop role plays and basic clown exercises that will booster their self-esteem, and will give them the opportunity to express themselves in a different way. This project aims to connect children from different ages and abilities, and their whānau by using circus as a projectional tool that will allow them to express their creativity through movement and physical coordination. It will also engage the children in a long term process and teach them about co-creation and team work. Funding is needed to cover the professional artist fee, distribution and juggling materials.
The process / Te whakatutuki: How will the project happen?	The workshops will run during 4 separate days during the school holidays after Term 3. They will be 4 hour workshop with the same participants in each session. All workshops and making will take place at the Matangi Community Hall. Each session will be divided in 2 blocks: one focussed in exploring different juggling, and the other one will be focussed in Drama-Clowning. - Day 1: The artist will show 6 different type of juggling techniques, and will explain the fundamentals in juggling. This presentation will also include a short clown show by the artist himself, while showcasing the endless possibilities of this Art form. The participants will start making their own juggling balls, which they will be able to take home after the completion of the workshop. - Day 2: The participants will start learning the basic principals for juggling with the balls they made on the previos day. After some practice and coordination games, they will start with the second part of the workshop, exploring clown characters. - Day 3: The participants will review some of the concepts explored on the day before and will be introduced to another type of juggling (poi & stick). For the second part of this day, they will review some clown character building and will add some props, without the use of any spoken word. This way, they will explore the possibilities of communication of the language of a

	<p>clown and its inclusivity. - Day 4: The session will focus on reviewing juggling techniques and will give the participants some exercises to continue with the practice of the new art form learnt. The workshops will end with some short clown scenes, and juggling tricks where the participants will share some learning to the other group of participants, by taking turns and supporting each other's skills.</p>	
<p>The people / Nga tangata: Tell us about the key people and/or the groups involved.</p>	<p>There will be 20 children &amp; young people aged 6 to 15 who will be involved in the project. Five children from local schools (Matangi School &amp; Tamahere School) have already committed to the project, but we expect more to be involved as people hear about it. The project will be open to school age children but they need to make a commitment to the whole project. Two artists will develop the project, two professional circus artists and puppeteers. The two artists have experience of teaching and leading community projects. Sergio will lead the project and will be the main teacher, while Ana will support him and the participants when needed. Ana is also a qualified and registered teacher and a passionate educator and researcher. In 2011 they formed the puppet and circus company Naranjarte, in Madrid, Spain. From September 2017 until January 2020 they traveled around the world researching and developing a programme for language teaching and communication through puppetry and circus. They have experienced the cognitive power of these unique art forms with 20 primary schools in 14 countries, across 4 continents. Alongside their learning and teaching, they have performed over 200 shows to delighted audiences around the globe. Sergio's specialist skills include clowning, juggling balls, contact juggling, stick, poi, diabolo and buugeng (a combination of the Japanese words for 'martial arts' and 'illusion'). Sergio completed his studies in Circus Performance at Carampa Circus School, in Spain. He also did two years Diploma in professional Clown Studies. Ana is a professional puppeteer with a Masters level Diploma in Puppetry (UK). She has a Bachelors in Teaching (Primary Education) Sergio is already in contact with the coordinator at the Matangi Community Hall, Betty Clough.</p>	
<p>The criteria / Nga paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity of young people.</p>	<p>Young people: The project will be targeted at young people between the ages of 6 and 15 The young people will: &gt; get to work with and learn from international artists. &gt; learn to express themselves through circus. &gt; develop "tuakana-reina" relationships, as they will help each other and co- create together, regardless of their abilities. &gt; have something constructive to do during the school holidays. &gt; learn the steps of a daily practice to develop coordination and body control, while expressing themselves through clown techniques and develop drama exercises that will help them transitioning from young age and booster their self-esteem, while improving their communication skills. There are no other arts activities happening in Matangi and Tamahere that work with children &amp; young people.</p>	
<p>Are you GST registered?</p>	<p>No (Include GST in your budget)</p>	
<p>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.</p>	<p><a href="#">Matangi Circus workshop.docx</a></p>	

<p>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.</p>	<p><a href="#">Matangi Circus workshop income.docx</a></p>	
<p>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).</p>		
<p>Tell us about other grants you have received through the Creative Communities Scheme in the past three years.</p>		
<p>If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy</p>		

Further documents to support your application	<a href="#">Bio and track record of experience and success. Sergio Aguilar.pdf</a>
You must read and sign the following. Please select 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:	<p>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: <a href="http://www.creativenz.govt.nz/about-creative-new-zealand/logos">http://www.creativenz.govt.nz/about-creative-new-zealand/logos</a>,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</p>

View response

Item	Detail	Amount
Hall hire	4 days hire at \$50	\$200
Artist Leader fee	16 hours at \$60 per hour	\$960
Artist Assistant fee	16 hours at \$40 per hour.	\$640
Juggling balls materials	Ballons + filling	\$50
Clown noses	20 at \$5	\$100
Props	Sorted props and fabric	\$30
Distribution materials	posters/leaflets/cards	\$150
Juggling Stick	10 Brooms at \$6.20	\$62

**TOTAL:****\$2192**

Item	Detail	Amount
Ticket sales	15 tickets at \$15	\$225
Costs less income		\$1967
Amount requested from the Creative Communities Scheme		\$2192

# Sergio Aguilar

Naranjarte was formed by two educators and professional artists (Ana Lorite and Sergio Aguilar) . Their orange heart company mixes the arts of puppetry and circus, offering a new theatre format. From September 2017 to January 2020, Naranjarte developed a world tour and an educational project: "Puppets and circus: a trip around the world's schools". In 2018 they arrived in NZ for the first time and fell in love with the country. They returned to make a life here in January 2020, to continue sharing their skills and develop their artistic careers in Aotearoa/NZ.

## Track record of experience and success:

Before developing our international research, we performed with our company in Spain, Italy, France, U.K., and Holland. We have performed over 200 shows, taught nationally and internationally and have developed workshops for teachers and theatre practitioners. We regularly receive invitations to lecture on our research and to enhance the art of puppetry and circus in education. Our experience includes the following:

- Lectured at the 6th International Puppet Festival in China. Presentation of our research 'Puppetry and circus: a trip around the world's schools'.
- Lectures in Spain, Australia, New Zealand, Argentina, Bolivia and Peru.
- Design and delivery of several intensive teacher training courses on puppetry and circus.
- Interviewed more than 55 puppeteers around the world to prove the power of puppetry and its valuable contribution to education.
- Performed at the Dunedin Fringe Festival and many community events around the upper North Island.
- Guest/volunteer teachers at Te Kura Kaupapa Māori o Te Koutu.
- Awarded residencies in France, Bali and Australia to learn about local arts practices, create shows, and perform for communities. You can see one of these artistic residencies experiences online (Naranjarte in Indonesia).

## Comments include:

"Ana and Sergio generously came and spent time recently sharing their expertise with a small group of Wellington theatre practitioners at Victoria University. It was wonderful to get an insight into their work and in particular the power and beauty of puppetry. They were articulate and engaging presenters who enlightened and inspired us with their work."

Kerryn Palmer, Teacher at the School of English, Film, Theatre and Media Studies, Victoria University of Wellington, New Zealand.

"The average assessment given by the students on all aspects of the course was 4.81 out of 5. It has been the best rated course of the entire school. What students have valued especially has been the ability to communicate, the adaptation to the group and the methodology of the teachers. They also assessed the materials used with the highest grade. And we cannot forget the interest of the contents and their possibilities of application, which obtained an average of 4.9" UNIMA Summer School in Segovia, Spain.

"I am a senior NZ arts producer and practitioner who has worked with [name] over the past three years in Australia, South America and New Zealand. As well as being a highly skilled performance artist and educator, he has made sincere efforts to learn and understand Aotearoa's unique cultures and I know he is committed to upholding the principles of Te Tiriti o Waitangi. The international teaching work they have done – based around an exceptional language pedagogy – has much to contribute to our own education system. I strongly endorse his good character and quality arts practices"

Wow! Productions (Dunedin), New Zealand

## Puppet and Circus Company Naranjarte:

- Website: <https://www.naranjarte.com/>
- Social Media:
  - Instagram: <https://www.instagram.com/naranjartecom/>
  - Facebook: <https://www.facebook.com/naranjartecom/>
  - Youtube: <https://www.youtube.com/user/naranjarte>

## “Puppetry and Circus: a trip around the world’s schools”:

- Project: [https://www.naranjarte.com/wp-content/uploads/2019/08/Puppetry-Circus.Project.HQ\\_.pdf](https://www.naranjarte.com/wp-content/uploads/2019/08/Puppetry-Circus.Project.HQ_.pdf)
- Video : [https://youtu.be/p5\\_ISITCHog](https://youtu.be/p5_ISITCHog)
- Naranjarte in Thailand: <https://youtu.be/hHLBMCToOYM>

## Sergio - Professional Juggler:

Video Contact juggling:

- <https://youtu.be/ik-dWjPRsYI>
- <https://youtu.be/bWDGjrlRiMk>

Video Contact juggling + Puppet (Walkabout performance):

- <https://youtu.be/6crJEqtW1gs>

Video diabolo:

- <https://youtu.be/qFiS2W9ltwE>

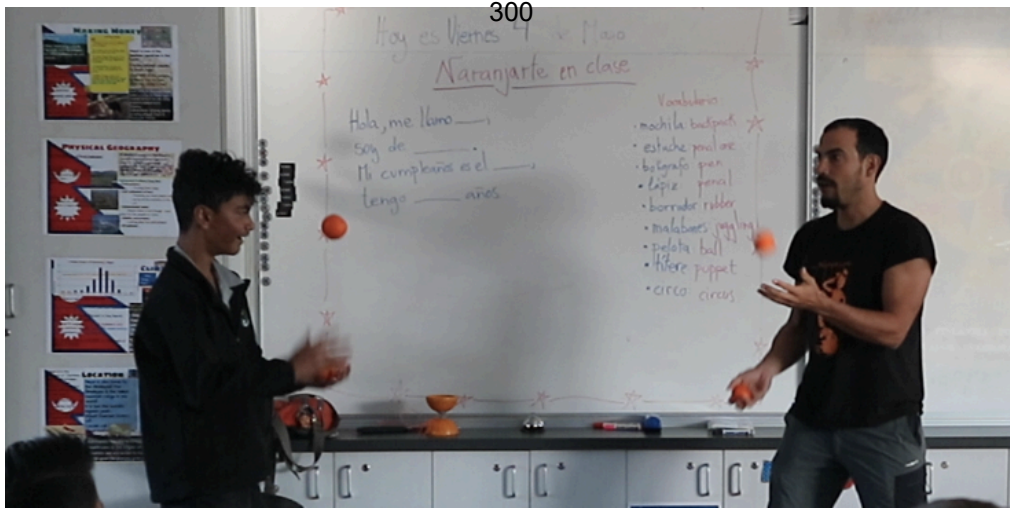
Video Buugeng:

- <https://youtu.be/kNFzFYH15e8>
- <https://youtu.be/Rh-YmOdfEBs>

## Images from other projects and workshops:







# SERGIO AGUILAR

Professional circus performer and contact juggler who has traveled the world with his company Naranjarte. Multi-talented creative consistently rewarded for success in innovation applying circus in education.

Innovation

Creativity

Communication



## SERGIO AGUILAR

Sergio graduated from Carampa Circus School and did Professional Clown Studies in Spain. He has also training in Education.

From 2008 to 2012 he worked as a circus artist in Spain.

From 2012 to 2017 Sergio participated as a contact juggler in many festivals in Europe.

Sergio has also been rewarded for applying Circus in Occupational Therapy and Education.

## NARANJARTE

Sergio is the co-creative and director of the Spanish Puppet & Circus company, Naranjarte. From 2017 to 2020 Naranjarte delivered a self-funded project and research to enhance the art of puppetry and circus in education: "Puppetry and circus: a trip around the world's schools"



## LECTURES + WORKSHOPS

Sergio has shared his skills as a trained circus artist, and educator in 14 different countries, from 4 continents.

He has shared his skills with other theatre practitioners, students and teachers, with workshops focused in how to develop basic circus skills (clown, juggling and acrobatics), and how to apply Circus in education.

naranjarte@gmail.com / 0277285323 / www.naranjarte.com



# ANA LORITE

Professional theatre practitioner and puppeteer who has traveled the world with her company Naranjarte. Multi-talented educator consistently rewarded for success in innovation applying puppetry in education.

Innovation

Creativity

Communication



## ANA LORITE

Ana graduated from the London School of Puppetry (U.K.) with a Master's level diploma in the Art of Puppetry, and also has a Diploma in Drama and Circus Studies (Spain).

From 2008-2012 she worked as an actress in Spain.

From 2011-2017 Ana participated as a puppeteer in many festivals in Europe.

Ana is a registered teacher in Aotearoa/NZ, and has a Bachelor of Teaching (Primary), with 1st Class Honors (Spain).

## NARANJARTE

Ana is the co-creative and director of the Spanish Puppet & Circus company, Naranjarte. From 2017 to 2020 Naranjarte delivered a self-funded project and research to enhance the art of puppetry and circus in education: "Puppetry and circus: a trip around the world's schools"



## LECTURES + WORKSHOPS

Ana has shared her skills as a trained puppeteer, actress and educator in 14 different countries, from 4 continents.

She has shared her knowledge with over 10 years experience, with other theatre practitioners and teachers, with workshops focused in learning how to make the four basic types of puppets, and how to manipulate them meaningfully.

info@naranjarte.com / 0273237285 / www.naranjarte.com

# PART 1: APPLICANT DETAILS<sup>303</sup>

## 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):

Laura Millward

Street address/PO Box:

Suburb:

Town/City:

Waikato

Postcode:

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:** Tamariki and Whanau Art Programs Term 2 2023

Brief description of project:

We would like to continue offer a range of Art and Craft classes to Tamariki and Whanau in our community. We would like to offer weekly after school art classes for up to 34 Tamariki during term 2 of 2023.

We would also like to offer 4 Holiday workshops for up to 48 Tamariki in the term 2 School Holidays. Our final offering would be two Whanau Date Night art and crafts activities for 24 whanau in our community of all ages.

### Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaruawahia

Start date:

1 May 2023

Finish date:

30 June 2023

Number of *active* participants:

106

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?

#### **Tamariki Art Club:**

We have been consistently providing term classes for Tamariki aged 6 – 12 years in our community. Our program is called Tamariki Art Club. Each week we hope to provide Art and Craft classes for up to 34 Tamariki. In term 2 we will have a Matariki focused program. Tamariki will learn about the stars Waiti and Waita. They will produce a number of art works relating to the fresh water and sea waterways. Tamariki will connect our own environment having the Waikato awa run through our beautiful town.

Tamariki will contribute to a collaborative weaving project; they will develop skills in painting, printmaking, drawing, handcrafts and more.

#### **School Holiday Workshops:**

We would also like to provide four workshops in the term 2 school holidays these will cater for up to 48 Tamariki aged between 6-12yrs, they are fun and interactive, and inspire joy in creating. In term 2 Tamariki will be able select the following activities:

Pet portraits, a set of nesting dolls, pendulum and squeegee art.

#### **Whanau Date Nights:**

We would love to offer two Whanau Date night activities in term 2. This provides a great opportunity for up to 24 Whanau members in our community from 5 years to 70+ to work together on art and craft projects. Parents help their own children under the direction of an experienced tutor. It is a great activity for fostering Whanau relationships. We tend to get increased numbers of boys and their Dads attending these nights, this is something that we do not see as often in our other offerings. In Term two Whanau would participate in creating Lego portraits, clay figure painting, and rock painted stories, these would develop drawing, painting and design skills.

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

We have a range of experienced tutors at our Art Centre that specialise in a range of art and crafts skills. They will assist to teach the various Programs we propose to offer. Tamariki art club will run on a weekly basis. The Holiday program will be run at the end of each term, whanau date nights are held during the term during the evenings.

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

We have a wonderful art and crafts community in Ngaruawahia, which also services outer lying areas. With the growth alone in Ngaruawahia our classes are growing in popularity, as people experience the vast benefits and enjoyment that comes from creating. Our term programs, creative outlets for Tamariki aged 5+ to adults. Activities are suitable for both males and females, participants have freedom to incorporate cultural ideas, patterns and forms. Suitable experienced tutors will work with Tamariki and Whanau members. Creative Communities funding is key to being able to provide these Term programs.

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

106 Tamariki and Whanau will get the opportunity to enrol and participate in a range of Art and Craft programs, each program is carefully planned to suit a large range of ages and stages. We advertise through various social media platforms and have an online registration platform. The Creative Communities scheme is integral to our Term Classes, the funding received means we can provide accessible programs to those most in need in our community.

# PROJECT DETAILS (budget)<sup>306</sup>

## 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

<b>Project costs</b>	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.	
<b>Item</b> e.g. hall hire	<b>Detail</b> e.g. 3 days' hire at \$100 per day	<b>Amount</b> e.g. \$300
Tutoring Fees Tamariki Art Club	X 81 Hours \$30 per Hour	\$2430
Tutoring fees Holiday Program	X16 Hours \$30 per Hour	\$480
Tutoring Fees Whanau Date Nights	X8 Hours \$30 per Hour	\$240
Materials	Paper, Paint, paint brushes, Safety mesh, rubber stamps, Dowling rods, pva glue, Black Sharpies, Paint, Nesting Dolls, Squeegees, Indian Ink canvas, plaster Lego figures, varnish	930.43
<b>Total Costs</b>		<b>4080.43</b>
<b>Project Income</b>	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.	
<b>Income</b> e.g. ticket sales	<b>Detail</b> e.g. 250 tickets at \$15 per ticket	<b>Amount</b> e.g. \$3,750
Tamariki Art Club	X34 @ 43.47	1477.98
School Holiday Program	X46 @ 8.69	399.74
Whanau Date Night	X24 @ 4.35	104.40
<b>Total Income</b>		<b>1982.12</b>
<b>Costs less income</b>	<b>This is the maximum amount you can request from CCS</b>	<b>2098.31</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>2098.31</b>

# PROJECT DETAILS (budget)<sup>307</sup>

## 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
	Nil – We apply to other funders for other classes		

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)
May 2021	Art Attack Snak & Yak Term 3 2021	350.00	Yes
Nov 2021	Teen Time Term 4 2021	613.00	Yes
May 2022	Tamariki Art Club Term 2 and 3 2022	851.00	Yes
October 2022	Glow Art Exhibition	2000.00	Yes
October 2022	Holiday Program Term 1 2023	610.51	No/Not yet held

## 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:** [creative.communities@waidc.govt.nz](mailto:creative.communities@waidc.govt.nz)

If you have any further questions, please contact [creative.communities@waidc.govt.nz](mailto:creative.communities@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd



# PART 3: DECLARATION<sup>308</sup>

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

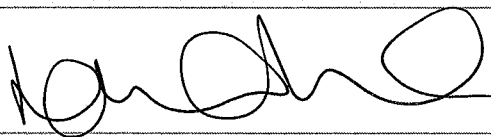
NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

Laura Millward

(Print name of contact person/applicant)

Signed:

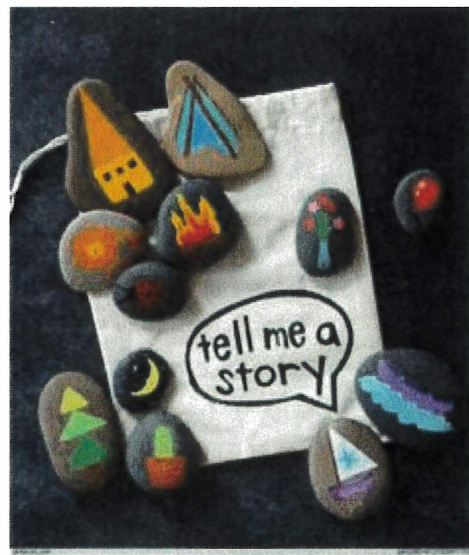
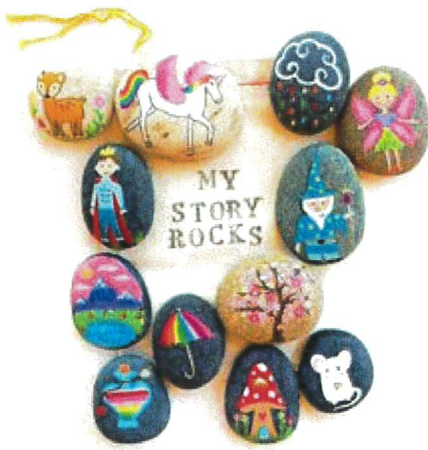
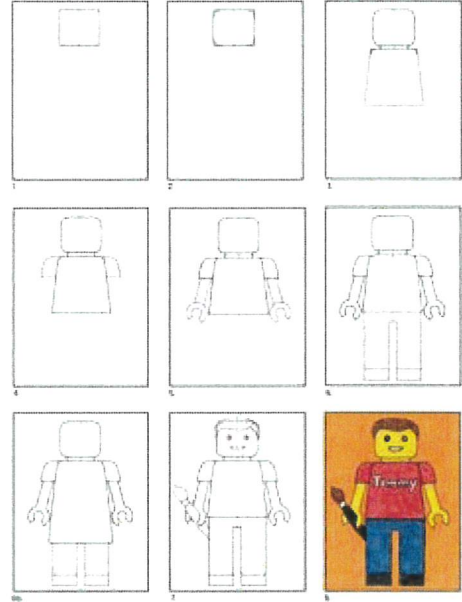
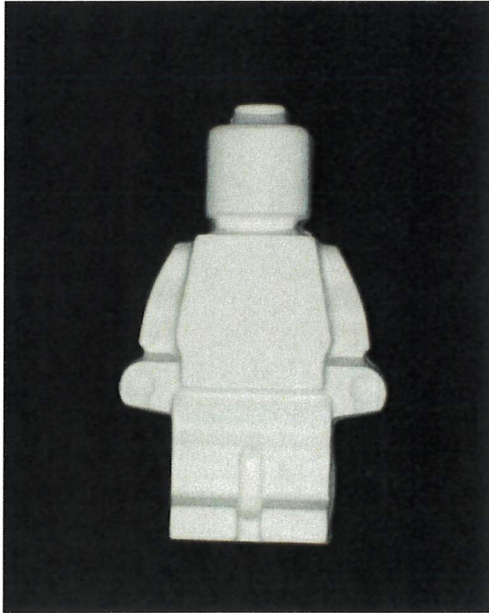


(Applicant or arts organisation's contact person)

Date:

8/3/23

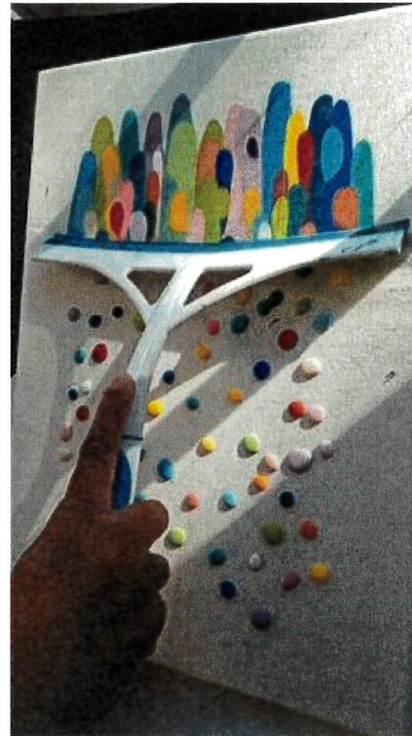
## Whanau Date Night



## School Holiday Program

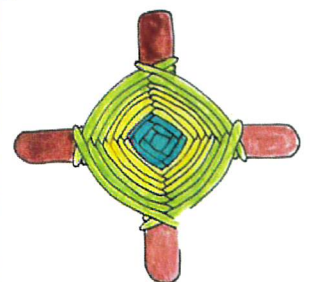
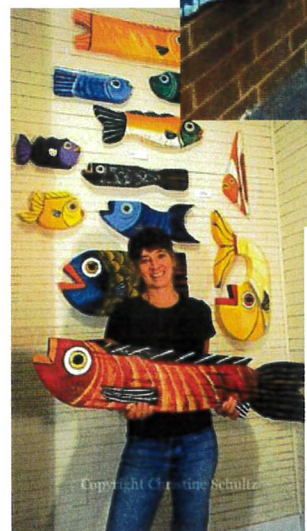
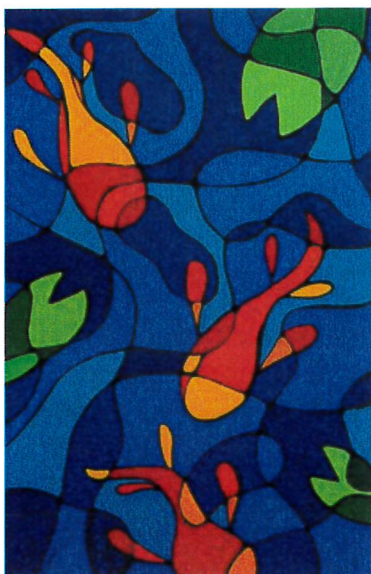


nesting dolls





Matariki Art Club Term 2





**Te Whare Toi O Ngaaruawaahia Incorporated**  
**Financial Statements**  
**For the Year Ended 31st March 2022**

**Te Whare Toi O Ngaaruawaahia Incorporated**

Directory

As at 31st March 2022

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Executive Committee	Chairperson	June Rowland
	Secretary	To be appointed
	Treasurer	Wendy Katipo
	Committee	Irene Brady
		Carli Pearse-Klink
		Sarah Morrow

Bankers	First Credit Union
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# Te Whare Toi O Ngaaruawaahia Incorporated

## Trading Accounts

For the 12 Months Ended 31 March 2022

	2022	2021
	\$	\$
<b>REVENUE</b>		
Sales & Commissions	1,354	1,919
Covid 19 Wage Subsidy	8,144	15,430
MSD Participation Incl Grant	-	18,500
MSD Capability and Resilience Fund	20,000	-
COGS	7,000	8,000
Facility Hire	283	452
Fund Raising	1,274	1,409
Membership Fees	574	339
Classes	12,076	5,190
DV Bryant	2,500	3,500
Norah Howell Trust	-	2,000
Lotteries	35,000	28,750
Lion Foundation	35,000	15,000
North Waikato Arts Collective	-	2,000
Creative Communities	7,284	5,787
Creative Waikato	-	1,000
Creative Spaces - Ministry of Culture & Heritage Grant	98,400	-
Donations	476	1,137
Trust Waikato	20,000	20,000
Matariki	261	-
WDC Funding	5,000	5,000
WEL Energy	37,500	45,000
WEL Energy Matariki Grant	5,898	-
Other Income	1,377	2,000
Interest	95	97
Add Grants Received Last Year for This Year	17,500	3,015
Less Grants Received for Next Year	(186,523)	(17,500)
<b>Total Revenue</b>	<b>130,473</b>	<b>168,025</b>



# Te Whare Toi O Ngaaruawaahia Incorporated

## Statement of Financial Performance

For the 12 Months Ended 31 March 2022

	2022	2021
	\$	\$
<b>LESS EXPENSES</b>		
Accident Compensation Levy	336	166
Audit Fees	525	485
Art Sales Reimbursements	1,112	1,578
Bank Charges	51	71
Capital Purchases under \$500	1,052	553
Class Materials / Tutor Fees	11,491	6,812
Computer Expenses	393	1,214
Cleaning & Pest Control	1,833	425
Covid 19 Grant Expenses	-	9,509
MCH Creative Spaces Expenses	3,982	-
MCH Wages	6,685	-
Fundraising Expenses	-	378
Donations	200	200
Equipment Lease	251	-
General Expenses	319	1,414
Insurance	1,212	2,105
Lawns & Grounds	1,500	1,292
Legal/HR	4,140	-
Matariki Expenses	2,575	-
Matariki School Project	328	72
Power	3,195	2,037
Printing, Stamps & Stationery	370	795
Prizes	-	1,110
Program Expenses	2,247	3,821
Rongoa O Me Te kainga Exp	-	-
Rents	9,989	9,216
Repairs & Maintenance	522	765
Staff Expenses	619	300
Telephone, Tolls & Internet	1,717	1,993
Volunteer Expenses	391	109
Wages & Salaries	85,975	86,810
Xero Accounting Fees	1,158	358
<b>Total Expenses</b>	<b>144,168</b>	<b>133,588</b>
<b>Net (Deficit)/Surplus Before Depreciation</b>	<b>(13,695)</b>	<b>34,437</b>
<b>LESS DEPRECIATION</b>		
Depreciation as per Schedule	1,652	1,246
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$15,347)</b>	<b>\$33,191</b>





**Te Whare Toi O Ngaaruawaahia Incorporated****Statement of Financial Position****As at 31 March 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>		
First Credit 00	220,028	71,371
First Credit 02	6,452	7,631
First Credit 03	12,666	2,209
First Credit 04	4,367	3,666
First Credit 05	189	81
Prepayments	1,000	-
Accounts Receivable	-	100
<b>Total Current Assets</b>	<b>244,702</b>	<b>85,058</b>
<b>NON-CURRENT ASSETS</b>		
Property, Pant & Equipment	13,513	14,239
<b>Total Assets</b>	<b>258,215</b>	<b>99,297</b>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	3,414	12,832
GST	16,784	1,731
Voices of Suicide Bereaved Whanau	-	393
Grants in Advance	186,523	17,500
<b>Total Current Liabilities</b>	<b>206,721</b>	<b>32,456</b>
<b>Total Liabilities</b>	<b>206,721</b>	<b>32,456</b>
<b>NET ASSETS</b>	<b>\$51,494</b>	<b>\$66,841</b>
<b>Represented by:</b>		
<b>Accumulated Funds</b>	<b>51,494</b>	<b>65,563</b>
<b>TOTAL EQUITY</b>	<b>\$51,494</b>	<b>\$65,563</b>

**Te Whare Toi O Ngaaruawaahia Incorporated****Detailed Equity Accounts****As at 31 March 2022**

	<b>2022</b>	<b>2021</b>
	<b>\$</b>	<b>\$</b>
<b>Centre Equity</b>		
Opening Balance	66,841	32,372
Add Net Profit (Loss)	(15,347)	33,191
Closing Balance	51,494	65,563
<b>Total Equity Accounts</b>	<b>\$51,494</b>	<b>\$65,563</b>





**Te Whare Toi O Ngaaruawaahia Incorporated**

## Depreciation Schedule

For the Year Ended 31st March 2022

Asset	Cost	Book Value	Additions	----- Depreciation -----				Accum	Book	
	Price	1/04/2021		Month	Rate	\$	Depn	Value		
								31/03/2022	31/03/2022	
Leadlight	1,291	308		12	10	Yr	SL	31	1,014	277
8x Plinths	200	30		12	10	Yr	SL	3	173	27
6x Sewing Machines	1,800	449		12	13	Yr	SL	35	1,386	414
Overlocker	200	50		12	13	Yr	SL	4	154	46
2 Blue Tables	200	30		12	10	Yr	SL	3	173	27
Kiln	3,500	200		12	6	Yr	SL	33	3,333	167
Sewing Machine	300	100		12	13	Yr	SL	8	208	92
10x Moulds	300	44		12	10	Yr	SL	4	260	40
Flags	514	195		12	10	Yr	SL	20	338	176
Gazebos & Bags	1,083	432		12	10	Yr	SL	43	694	389
Roll Sign	590	249		12	10	Yr	SL	25	366	224
Furniture	498	459		12	15	Yr	SL	31	69	429
Computer Upgrades	978	691		12	5	Yr	SL	138	425	553
Heat Pumps	10,460	9,676		12	10	Yr	SL	968	1,752	8,708
Laptop	1,350	1,328		12	5	Yr	SL	266	288	1,062
Dehumidifier			926	11	20	Yr	SL	42	42	884
	23,264	14,239	926					1,652	10,677	13,513

## Te Whare Toi O Ngaaruawaahia Incorporated

Notes to the Financial Statements

For the 12 Months Ended 31st March 2022

### 1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Te Whare Toi O Ngaaruawaahia Incorporated (The Entity). The Entity is an incorporated club engaged in the business of providing Artistic opportunities for people in the community. The Entity is a registered charitable organisation.

The Entity 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.

The Entity 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.



**Te Whare Toi O Ngaaruawaahia Incorporated**

Notes to the Financial Statements

For the 12 Months Ended 31st March 2022

---

**2 AUDIT**

These financial statements have been audited.

**3 CONTINGENT LIABILITIES**

At balance date there are no known contingent liabilities (Last Year: \$0). The entity 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.

**6 CHANGE OF NAME**

On 17 August 2021, the name of the organisation was changed from Te Whare Toi Ngaruawahia - Twin Rivers Community Art Centre Incorporated to Te Whare Toi O Ngaaruawaahia Incorporated.



## AUDITORS REPORT

### FOR TE WHARE TOI O NGAARUAWAAHIA INCORPORATED FOR THE YEAR ENDED 31 MARCH 2022

I have audited the attached financial statements for Te Whare Toi O Ngaaruawaahia Incorporated. The financial statements provide information about the past financial performance of the Organisation and its financial position as at 31 March 2022. 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 2022.

My audit report was completed on 1 September 2022 and my unqualified opinion is expressed as at that date.



**Graham Haines** ACCM, DipMgtSt



# PART 1: APPLICANT DETAILS<sup>322</sup>

## Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Te Whare Toi o Ngaaruwaahia-Twin Rivers Community Art

Contact person (for group):

Laura Millward

Street address/PO Box:

[REDACTED]

Suburb:

[REDACTED]

Town/City:

Waikato

Postcode:

[REDACTED]

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

*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:

[REDACTED]

*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:

[REDACTED]

Māori:

☒

Detail:

[REDACTED]

Pacific Peoples:

☒

Detail:

[REDACTED]

Asian:

☒

Detail:

[REDACTED]

Middle Eastern/Latin American/African:

☐

Detail:

[REDACTED]

Other:

☐

Detail:

[REDACTED]

## 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:** Tamariki and Whanau Art Programs Term 3 2023

Brief description of project:

We would like to continue offer a range of Art and Craft classes to Tamariki and Whanau in our community. We would like to offer weekly after school art classes for up to 34 Tamariki during term 3 2023.

We would also like to offer 4 Holiday workshops for up to 48 Tamariki in the term 3 School Holidays. Our final offering would be two Whanau Date Night art and crafts activities for 24 whanau in our community of all ages. Art works created from these classes will contribute to our end of year exhibition.

### Project location, timing and numbers

Venue and suburb or town: 18 Herschel Street Ngaruawahia

Start date: 17<sup>th</sup> July 2023 Finish date: 22<sup>nd</sup> September

Number of *active* participants: 106

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 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

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?

#### **Tamariki Art Club:**

Tamariki Art Club is a weekly offering we currently hold at our Art Centre. It is an opportunity for Tamariki aged between 6-12yrs to engage in a wide variety of art and craft activities. Activities foster personal creative growth and development for individuals and also allows for collaboration and group work. Tamariki who have attended in the past have shared the following feed back

"Kids wish they had art everyday. Thank you to Tamariki Art Club for aiding in their creativity and self expression."

"Awesome, my daughter loves her art time and it has helped with her confidence and social interaction with other kids her age, covid created a bit of a withdrawn and shy kid but I knew enrolling her here doing something she enjoys in a safe fun environment that would help get her back on track, Thanks Guys x"

In Term Three Tamariki would do the following, Recycled can art, paper mache creations, sculpture, Polynesian Tapa, water and paint creations.

These, will develop, painting, sculpting, design and drawing skills

#### **Holiday Program:**

We would also like to provide a term 3 Holiday Program. This would comprise of 4 workshops catering to 48 Tamariki in our community. This program caters to a very different group of tamariki and their needs in our community. This is a fun and interactive program, children go home with completed art works to share with their families, we would like to offer the following

Wire bead hangings, embroidery Portraits, pom pom poppers and recycled can targets and DIYrobots.

These activities will expose Tamariki to lots of new materials and processes, they will develop hand sewing and embroidery skills, up - cycling, simple wood working and design. We have received the following feed - back from previous Holiday program participants

"We loved it! So much fun for the holidays and affordable. Thank you for all the effort"

"Anymore classes for next week? We are loving these holiday classes. Gives us something to look forward to".

#### **Whanau Date Nights:**

We currently offer two Whanau date Nights per Term, these are a wonderful opportunity for whanau to come and create together, these cater to whanau aged between 5 – 70+, We propose to offer the following, Whanau word art signs, and Hand warmers

Whanau would develop skills in sewing, utilising our art centre sewing machines, and would get to unleash their creative flare making some 'Pop' word art. Previous Whanau attendees have said the following.

"A fun evening learning something new"

"We had the best time. So much to choose from.

The lady running it was very helpful and had so many awesome ideas. Thanks we will be back"

We believe these opportunities are an integral and unique offering in our community. They foster Art and Creativity, togetherness and an awesome sense of Community.

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

We have a range of experienced tutors at our Art Centre that specialise in a range of art and crafts skills, they will assist to teach the various Programs we would like to offer. Tamariki art club will be provided weekly; Holidays program will be run at the end of each term, whanau date nights are held during the term during the evenings.

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

We have a wonderful art and crafts community in Ngaruawahia, which also services outer lying areas. With the growth alone in Ngaruawahia our classes are growing in popularity, as people experience the vast benefits and enjoyment that come from creating. Our term programs, are creative outlets for Tamariki aged 5+ to adults. Activities are suitable for both males and females. Participants have the freedom to incorporate cultural ideas, patterns and forms. Suitable experienced tutors, passionate about what we provide at our community Art centre will ensure a warm, welcoming environment, where they will work with and alongside Tamariki and Whanau members. Creative Communities funding is key to being able to provide these Term programs.

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

106 Tamariki and Whanau will get the opportunity to enrol and participate in a range of Art and Craft programs. Each program is carefully planned to suit a large range of ages and stages. We advertise through various social media platforms and have an online registration platform. The Creative Communities scheme is integral to our Term Classes, we do offer sponsored spots in our Tamariki programs, this along with the funding received from creative Communities means we can provide accessible programs to those most in need in our community.



# PROJECT DETAILS (budget)<sup>326</sup>

## 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

<b>Project costs</b>	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.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>e.g. 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>e.g. \$300</i>
Tutoring Fees Tamariki Art Club Term 3	X81 Hours X\$30 per Hour	2430
Tutoring Fees School Holiday Program term 3	X16 Hours x\$30 per hour	\$480
Tutoring fees Whanau Date Night Term 3	X8 Hours x\$30 per hour	\$240
Materials	Fabric, Tape, Stickers, Hot glue, Wire Hoops, Wire, Beads, Pool Noodles, Balloons, Pom Poms Paint, Screws, Nails, nail polish paint, Brown paper, wall paper paste, Duraseal, varnish, canvas	\$823.48
<b>Total Costs</b>		<b>3973.48</b>
<b>Project Income</b>	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.	
<b>Income</b> <i>e.g. ticket sales</i>	<b>Detail</b> <i>e.g. 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>e.g. \$3,750</i>
Tamariki Art Club Term 3	X34 @ \$43.47 per person	1477.98
School Holiday Program Term 3	X48 @ \$8.69 per person	399.74
Whanau Date Night Term 3	X24 @ \$4.35 per person	104.40
<b>Total Income</b>		
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>1982.12</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>1991.36</b>

# PROJECT DETAILS (budget)<sup>327</sup>

## 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
	Nil – We apply to other funders for other classes		

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)
May 2021	Art Attack Snak & Yak Term 3 2021	350.00	Yes
Nov 2021	Teen Time Term 4 2021	613.00	Yes
May 2022	Tamariki Art Club Term 2 and 3 2022	851.00	Yes
October 2022	Glow Art Exhibition	2000.00	Yes
October 2022	Holiday Program Term 1 2023	610.51	No/Not yet held

## 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](mailto:funding@waidc.govt.nz)

If you have any further questions, please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>328</sup>

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

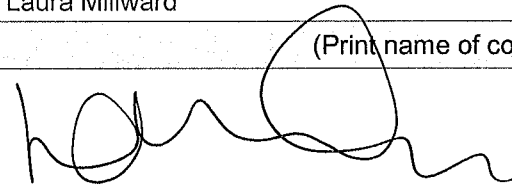
NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

Laura Millward

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

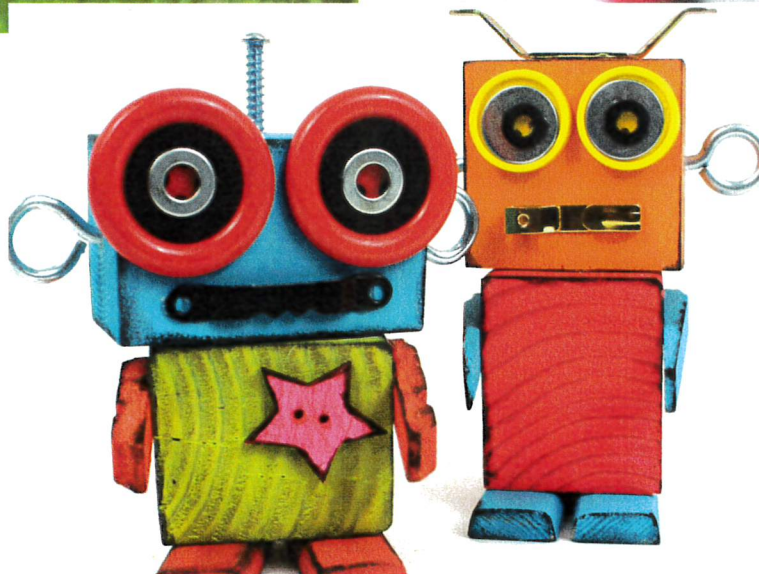
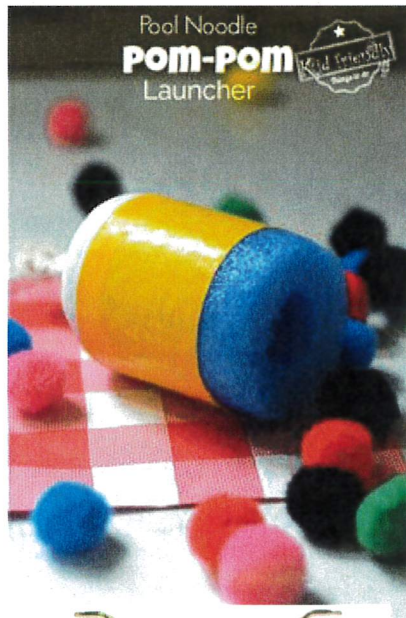
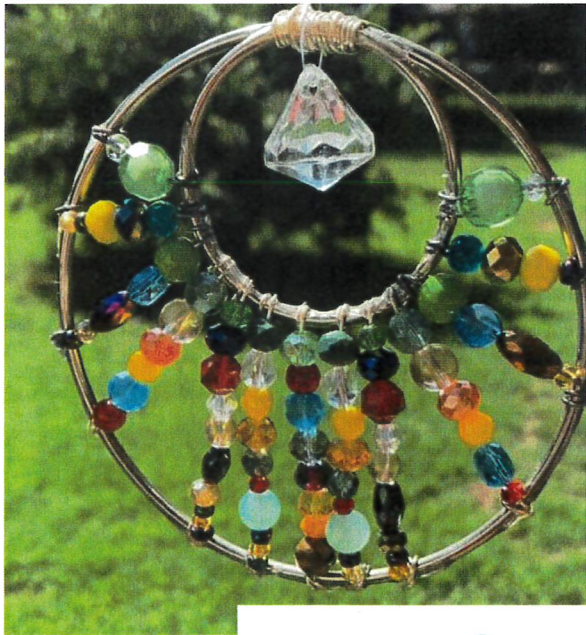
08/03/23

## Whanau Date Night



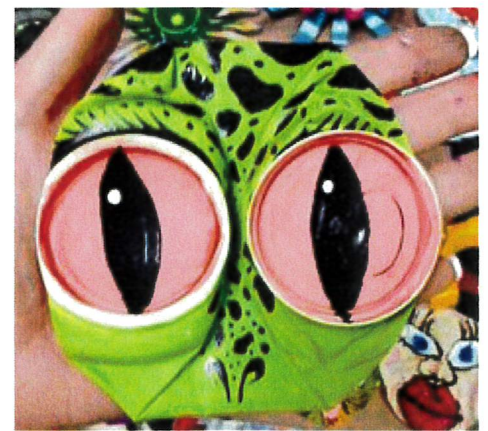
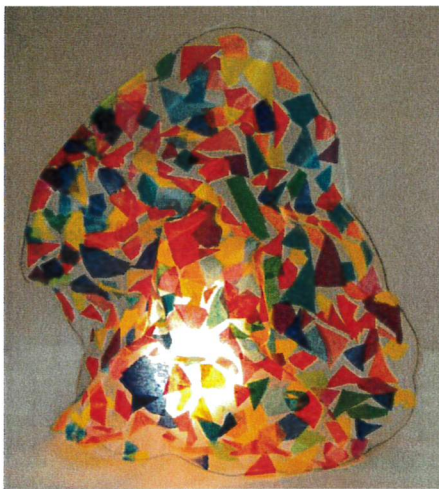


## School Holiday Program





## Tamariki Art Club





**Te Whare Toi O Ngaaruawaahia Incorporated**  
**Financial Statements**  
**For the Year Ended 31st March 2022**

**Te Whare Toi O Ngaaruawaahia Incorporated**

Directory

As at 31st March 2022

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Executive Committee	Chairperson	June Rowland
	Secretary	To be appointed
	Treasurer	Wendy Katipo
	Committee	Irene Brady
		Carli Pearse-Klink
		Sarah Morrow

Bankers

First Credit Union





# Te Whare Toi O Ngaaruawaahia Incorporated

## Trading Accounts

For the 12 Months Ended 31 March 2022

	2022	2021
	\$	\$
<b>REVENUE</b>		
Sales & Commissions	1,354	1,919
Covid 19 Wage Subsidy	8,144	15,430
MSD Participation Incl Grant	-	18,500
MSD Capability and Resilience Fund	20,000	-
COGS	7,000	8,000
Facility Hire	283	452
Fund Raising	1,274	1,409
Membership Fees	574	339
Classes	12,076	5,190
DV Bryant	2,500	3,500
Norah Howell Trust	-	2,000
Lotteries	35,000	28,750
Lion Foundation	35,000	15,000
North Waikato Arts Collective	-	2,000
Creative Communities	7,284	5,787
Creative Waikato	-	1,000
Creative Spaces - Ministry of Culture & Heritage Grant	98,400	-
Donations	476	1,137
Trust Waikato	20,000	20,000
Matariki	261	-
WDC Funding	5,000	5,000
WEL Energy	37,500	45,000
WEL Energy Matariki Grant	5,898	-
Other Income	1,377	2,000
Interest	95	97
Add Grants Received Last Year for This Year	17,500	3,015
Less Grants Received for Next Year	(186,523)	(17,500)
<b>Total Revenue</b>	<b>130,473</b>	<b>168,025</b>





# Te Whare Toi O Ngaaruawaahia Incorporated

## Statement of Financial Performance

For the 12 Months Ended 31 March 2022

	2022	2021
	\$	\$
<b>LESS EXPENSES</b>		
Accident Compensation Levy	336	166
Audit Fees	525	485
Art Sales Reimbursements	1,112	1,578
Bank Charges	51	71
Capital Purchases under \$500	1,052	553
Class Materials / Tutor Fees	11,491	6,812
Computer Expenses	393	1,214
Cleaning & Pest Control	1,833	425
Covid 19 Grant Expenses	-	9,509
MCH Creative Spaces Expenses	3,982	-
MCH Wages	6,685	-
Fundraising Expenses	-	378
Donations	200	200
Equipment Lease	251	-
General Expenses	319	1,414
Insurance	1,212	2,105
Lawns & Grounds	1,500	1,292
Legal/HR	4,140	-
Matariki Expenses	2,575	-
Matariki School Project	328	72
Power	3,195	2,037
Printing, Stamps & Stationery	370	795
Prizes	-	1,110
Program Expenses	2,247	3,821
Rongoa O Me Te kainga Exp	-	-
Rents	9,989	9,216
Repairs & Maintenance	522	765
Staff Expenses	619	300
Telephone, Tolls & Internet	1,717	1,993
Volunteer Expenses	391	109
Wages & Salaries	85,975	86,810
Xero Accounting Fees	1,158	358
<b>Total Expenses</b>	<b>144,168</b>	<b>133,588</b>
<b>Net (Deficit)/Surplus Before Depreciation</b>	<b>(13,695)</b>	<b>34,437</b>
<b>LESS DEPRECIATION</b>		
Depreciation as per Schedule	1,652	1,246
<b>NET SURPLUS/(DEFICIT)</b>	<b>(\$15,347)</b>	<b>\$33,191</b>





# Te Whare Toi O Ngaaruawaahia Incorporated

## Statement of Financial Position

As at 31 March 2022

	2022	2021
	\$	\$
<b>CURRENT ASSETS</b>		
First Credit 00	220,028	71,371
First Credit 02	6,452	7,631
First Credit 03	12,666	2,209
First Credit 04	4,367	3,666
First Credit 05	189	81
Prepayments	1,000	-
Accounts Receivable	-	100
<b>Total Current Assets</b>	<b>244,702</b>	<b>85,058</b>
<b>NON-CURRENT ASSETS</b>		
Property, Pant & Equipment	13,513	14,239
<b>Total Assets</b>	<b>258,215</b>	<b>99,297</b>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	3,414	12,832
GST	16,784	1,731
Voices of Suicide Bereaved Whanau	-	393
Grants in Advance	186,523	17,500
<b>Total Current Liabilities</b>	<b>206,721</b>	<b>32,456</b>
<b>Total Liabilities</b>	<b>206,721</b>	<b>32,456</b>
<b>NET ASSETS</b>	<b>\$51,494</b>	<b>\$66,841</b>
<b>Represented by:</b>		
<b>Accumulated Funds</b>	<b>51,494</b>	<b>65,563</b>
<b>TOTAL EQUITY</b>	<b>\$51,494</b>	<b>\$65,563</b>



# Te Whare Toi O Ngaaruawaahia Incorporated

## Detailed Equity Accounts

As at 31 March 2022

	2022	2021
	\$	\$
<b>Centre Equity</b>		
Opening Balance	66,841	32,372
Add Net Profit (Loss)	(15,347)	33,191
Closing Balance	51,494	65,563
<b>Total Equity Accounts</b>	<b>\$51,494</b>	<b>\$65,563</b>





**Te Whare Toi O Ngaaruawaahia Incorporated**

## Depreciation Schedule

For the Year Ended 31st March 2022

Asset	Cost Price	Book Value 1/04/2021	Additions	----- Depreciation -----				Accum Depn 31/03/2022	Book Value 31/03/2022
				Month	Rate		\$		
Leadlight	1,291	308		12	10	Yr SL	31	1,014	277
8x Plinths	200	30		12	10	Yr SL	3	173	27
6x Sewing Machines	1,800	449		12	13	Yr SL	35	1,386	414
Overlocker	200	50		12	13	Yr SL	4	154	46
2 Blue Tables	200	30		12	10	Yr SL	3	173	27
Kiln	3,500	200		12	6	Yr SL	33	3,333	167
Sewing Machine	300	100		12	13	Yr SL	8	208	92
10x Moulds	300	44		12	10	Yr SL	4	260	40
Flags	514	195		12	10	Yr SL	20	338	176
Gazebos & Bags	1,083	432		12	10	Yr SL	43	694	389
Roll Sign	590	249		12	10	Yr SL	25	366	224
Furniture	498	459		12	15	Yr SL	31	69	429
Computer Upgrades	978	691		12	5	Yr SL	138	425	553
Heat Pumps	10,460	9,676		12	10	Yr SL	968	1,752	8,708
Laptop	1,350	1,328		12	5	Yr SL	266	288	1,062
Dehumidifier			926	11	20	Yr SL	42	42	884
	<u>23,264</u>	<u>14,239</u>	<u>926</u>				<u>1,652</u>	<u>10,677</u>	<u>13,513</u>



## Te Whare Toi O Ngaaruawaahia Incorporated

Notes to the Financial Statements

For the 12 Months Ended 31st March 2022

### 1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Te Whare Toi O Ngaaruawaahia Incorporated (The Entity). The Entity is an incorporated club engaged in the business of providing Artistic opportunities for people in the community. The Entity is a registered charitable organisation.

The Entity 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.

The Entity 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.





**Te Whare Toi O Ngaaruawaahia Incorporated**

Notes to the Financial Statements

For the 12 Months Ended 31st March 2022

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**2 AUDIT**

These financial statements have been audited.

**3 CONTINGENT LIABILITIES**

At balance date there are no known contingent liabilities (Last Year: \$0). The entity 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.

**6 CHANGE OF NAME**

On 17 August 2021, the name of the organisation was changed from Te Whare Toi Ngaruawahia - Twin Rivers Community Art Centre Incorporated to Te Whare Toi O Ngaaruawaahia Incorporated.





## AUDITORS REPORT

### FOR TE WHARE TOI O NGAARUAWAAHIA INCORPORATED FOR THE YEAR ENDED 31 MARCH 2022

I have audited the attached financial statements for Te Whare Toi O Ngaaruawaahia Incorporated. The financial statements provide information about the past financial performance of the Organisation and its financial position as at 31 March 2022. 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 2022.

My audit report was completed on 1 September 2022 and my unqualified opinion is expressed as at that date.



**Graham Haines** ACCM, DipMgtSt






**From:** "webadmin@waikatodc.govt.nz" <webadmin@waidc.govt.nz>  
**Sent:** Sat, 4 Mar 2023 14:34:31 +1200  
**To:** "Creative Communities" <Creative.Communities@waidc.govt.nz>  
**Subject:** New form response



## New form response

Form: [Creative Communities Fund application form](#)

A new response was submitted on 04 March 2023.

Before submitting your application, complete this checklist:	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	
Select a choiceAre you applying as an individual or group?	Group	
Full name of applicant:	The Gordonton Art & Design Trail	
Contact person (for group):	Jessie Townsend	
Suburb:		
Postcode:		
Town/City:		
Country		
Email		
Telephone		

(day):	
Name on bank account:	GA and D Trail
GST number:	
Bank account number:	
Ethnicity of applicant/group (you can select multiple options)	New Zealand European/Pākehā, Asian, German, Indian,
Would you like to speak in support of your application at the CCS assessment committee meeting?	No
How did you hear about the Creative Communities Scheme? (select ONE)	Word of mouth
Project name:	The Gordonton Art & Design Trail 2023
Brief description of project:	The Gordonton Art & Design Trail is an event to showcase our incredible local artists in and around the Gordonton area by inviting the public to view their studios.
Venue and suburb or town:	Gordonton - at various private residential studios
Start date:	2023-05-06
Number of active participants:	10 - 15 Artists
Finish date:	2023-05-07
Number of viewers/audience members:	400 approx

<p>Funding criteria (select ONE): 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:</p>	<p>Access and participation: Create opportunities for local communities to engage with, and participate in local arts activities</p>
<p>Artform or cultural arts practice (select ONE):</p>	<p>Craft/object art</p>
<p>Activity best describes your project? (select ONE)</p>	<p>Creation and presentation</p>
<p>The idea / Te Kaupapa: What do you want to do?</p>	<p>Our vision is to share the special creative spirit of the Gordonton area, just north of Kirikiriroa/Hamilton by opening our studios to the public for a weekend in May. The artists on the Gordonton Art and Design trail have embraced this opportunity and this year are ready to invite other artists from the surrounding area to join them in exhibiting their works. As well as showcasing our artists this event supports the local businesses of the area, which include Woodlands Estate, Arkanda Living &amp; Interiors, cafes and rural businesses. Any funding we do receive goes towards marketing this event on social media, and in magazines and newspapers, such as Seasons magazine. It will also help cover the printing costs of brochures and road banners marking where the artist studios are on the trail.</p>
<p>The process / Te whakatutuki: How will the project happen?</p>	<p>The Gordonton Art &amp; Design Trail is an event where the public is invited into the beautiful countryside to visit artists' studios. Artists will be exhibiting and selling their works, some may even have demonstrations. For example, in the past, Karin Barr has talked to groups who are interested in how she casts glass and Mindy Singh also shows people her kiln. Artists who have their own studios and some of the local businesses will host fellow artists to display their work. The public has access to a map/brochure/social media broadcast, that highlights the trail and introduces the artists partaking in the trail. Then they can make their way around which artists they would like to visit. They can also stop for lunch at one of the local eateries. The organisation of the event is done by a group of us local artists - more about us in the next section. Timeline: February: Recruiting artists for the trail – cut-off date 31st March. March: Begin approaching businesses for sponsorship. Confirm artists and venues. Start advertising the trial dates. Begin working on teaser flyer and marketing – save the date. April: Artist fees are due. Print and publish flyer for the arts trail Work on the final brochure and get it printed. Get articles published in magazines and newspapers. May: 6th – 7th May carry out the event.</p>
<p>The people / Nga tangata: Tell us about</p>	<p>In 2021 The Gordonton Art &amp; Design Trail came together when practising local artist Mindy Singh of Bola Ceramics, realised the potential of the broad artistic talent she had encountered in the Gordonton area. She and eight other local artists got together and</p>

<p>the key people and/or the groups involved.</p>	<p>opened their studios to the visiting public. From there, each year the Trail grows and more of us get on board to help organise this growing event. Key artists of the group include Mindy Singh of Bola Ceramics, Printmakers Sally-Ann Riddell &amp; Gemma Reid, Painter - Jacquie Haselden, Woodworker - Grant Taylor, Glass artist - Karin Barr. For this year's event, we have invited other artists in the surrounding area to join us. Our organising committee consists of volunteer artists who are involved in the trail and organise everything to put the event on, from advertising, fundraising, sponsorship and getting our banners out on the road on the days of the trail. It's a team effort, a labour of love and its non-profit. We do it because we want to showcase our hardworking diverse community. Key members of our committee organising this year's event are: Sally-Ann Riddell, Gemma Reid, Mindy Singh, Grant Taylor and myself - Jessie Townsend. Please see attached artist CVs for some of us. Some of us are formally trained in the arts, whereas others are self-taught. We find that we all learn from one another.</p>
<p>The criteria / Nga paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity of young people.</p>	<p>This event will fulfil the criterion of access and participation by encouraging our local artists to open their studios, exhibit their work and share their practice with the community and public. It will create a dialogue for others to explore their rural surroundings, and in turn, will also be supporting local small businesses in the area. In hopes of artists inviting the public to their studio practices, it may inspire and encourage other people to explore the arts further by developing their own practice or supporting artists.</p>
<p>Are you GST registered?</p>	<p>No (Include GST in your budget)</p>
<p>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.</p>	<p><a href="#">CCS Budget.pdf</a></p>
<p>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</p>	<p><a href="#">Income CCS.pdf</a></p>



you will be requesting from CCS.		
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).		
Tell us about other grants you have received through the Creative Communities Scheme in the past three years.		
If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy		
Further documents to support your application	<a href="#">Support documents CCS.docx</a>	
You must read and sign the following. Please select 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

View response

## The Gordonton Art & Design Trail proposed budget 2023

Item	Detail	Amount
Banners & Flags	Road visability for Trail, 5x road flags at \$223.15	\$1,115.75
Printing	Brochures & flyers	\$685 approx
Articals	Publishing articals in Seasons magazine - \$494.50 Morrinsville News, Te Aroha News, plus adverts - \$600	\$1,094.50
Marketing	Boosting posts on social media	\$200 apporx
<b>Total:</b>		<b>\$3,095.25</b>

## The Gordonton Art & Design Trail Project Income 2023

Income	Detail	Amount
Opening Balance	Current amount of money in bank account	\$474.20
Artist Fees	\$40 per artist to participate, at least 10 artists	\$400
Sponsorship	Based on last years total	\$2,000
Fundraising	Raffle - based on last years amount	\$665
<b>Total:</b>		<b>\$3,539.20</b>
<b>Amount we are requesting from Creative Communities Scheme:</b>		<b>\$2,000</b>

*Any thing you would like to give us would be put to good use and greatly appreciated.*



## The Gordonton Art & Design Trail 2023 Support Documents:

FB: <https://www.facebook.com/TheGordontonArtandDesignTrail>

This following document consists of:

- Previously published articles for past Gordonton Art & Design Trails
- Past flyers – showing artists' work
- Artist Bios & CVs

### Previously published articles for past Gordonton Art & Design Trails

*Gordonton Art Trail all go this weekend*

<https://www.number8network.co.nz/2021/05/11/local-artists-launch-first-art-trail/>

*Get on the Gordonton art trail!*

*The Gordonton Art and Design Trail is back – come meet a range of local artists over the weekend of Saturday 30 April and Sunday 1 May 2022.*

<https://www.number8network.co.nz/2022/04/19/get-on-the-gordonton-art-trail/>

*Gordonton Art & Design Trail 2022*

<https://online.fliphtml5.com/rrkrj/qlkj/?fbclid=IwAROSvewuh8qvwYvOxTa9H8wLsyEEqj-sgsdaZRXisMRZJMwteS2YDDsgbHM#p=57>

## Gordonton Arts Trail paves the way for local artists

The inaugural Gordonton Art Trail is set to take place over the weekend of May 15-16. This is an opportunity for visitors to see behind the scenes at artists' studios and to buy at discounted prices.

The idea for the trail has been floating in Mindy Singh's head for the last couple of years.

"I knew a couple of artists around me but was surprised to learn that Gordonton has so many artists and designers," said Mindy. "From four original artists interested in opening their studios, and selling their work, we now have nine participants."

Mindy is a ceramic artist who designs and creates Bola Ceramics.

"As a child I would mould toys and functional vessels back in India, dry them out in the sun, where some survived and others fragmented back to earth," said Mindy.

She pursued her love affair with earth in New Zealand after she retired, but was still living on the family dairy farm. "It was the perfect timing for me."

Mindy's pottery journey was initiated when she visited Waikato Society of Potters in 2017. After that clay became her creative engine. "Throwing vessels on a potter's wheel gave me fulfilment, satisfaction, and sessions passed quickly! I lost track of time and most excitedly I realised my health issues had disappeared."

"Each lesson was like a dream, a meditation and each vessel from the moment of wedging to the final

touches of lustre, tells its own story," said Mindy.

She is inspired by the earth around her, the sea and the sky, different cultures, creatures, myths and dreams.

"I create a utilitarian, serviceable range to enhance the pleasures of food and nourishment of the soul," said Mindy. "Our connection through food and drink brings love and unity."

"Creating ceramics gives me joy, especially when someone appreciates my work."

The other artists showing their work on the trail include Morrinsville artists Karin Barr and Haneen AL Bazargan.

Karin is a glass artist, and for her, creating is a way to express herself without having to use words.

"Currently I'm working in cast glass using the lost wax method," she said.

"The unique qualities of glass as a sculptural medium allow me to bring contrast with colour and the use of light in my pieces."

Karin likes working with simple forms, mixing, matching and incorporating material like stone, wood and metal with playful concepts.

"Most of my works show clear and strong lines and are influenced by the Bauhaus movement and design," said Karin.

Her outdoor installation works are often a response to different sites and environmental concerns.

Karin was born in Germany and

qualified and worked as a Medical Lab Technologist before she arrived in the rural Waikato New Zealand in 1994.

In 2003 she had the opportunity to take part in the Matamata Sculpture Symposium and discovered her passion for carving stone.

Eager to learn more about other sculptural media Karin enrolled to learn the craft of glass casting using the lost wax method at Art Station in Auckland for a year, 2008/2009.

Over the coming years she attended national and international Master classes to extend her knowledge in sculptural glass making.

Karin's work is held in the Wallace Arts Trust and other private collections nationally and internationally. She regularly exhibits in New Zealand, Australia and Germany.

Karin's purpose-built studio is located on a farm in Taubes. Her studio will be open during the Gordonton Art Trail weekend.

Haneen is a jewellery artist who creates works under the Zaman label. "My inspiration comes from Middle Eastern jewellery," said Haneen.

She upcycles and creates contemporary and functional items.

Haneen will be exhibiting and selling her work at Karin's studio, during the weekend of the art trail.

Other artists exhibiting and selling their work include Hayley Aitken (Fischer & Co, upcycling), Gemma Reid (printmaking), Jacque Haselden, Gracie Eden (ink artist), Fiona McLeod (pottery), and Parminder Singh (scharci, minimalist modern classics).

The Gordonton Art Trail takes place 15-16 May, between the hours of 10am-4pm. There are six stops on the trail, with nine artists exhibiting. Light

refreshments will be available on the trail.

For more information and a map of the trail, visit The Gordonton Art Trail Facebook page or email [thegordontonarttrail@gmail.com](mailto:thegordontonarttrail@gmail.com) or phone Mindy 0212643031.



ABOVE: Ink artist Gracie Eden is one of the artists participating in the Gordonton Art Trail.

BELOW: Jewellery designed by Haneen AL Bazargan.



ABOVE: Pottery designed and made by Fiona McLeod.  
LEFT: Upcycling work by Hayley Aitken of Fischer and Co.



### FRIENDLY LOCAL ELECTRICIANS

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31 Studholme St, Morrinsville

### GORDONTON ART TRAIL

15-16 MAY 2021  
10AM - 4PM

See behind the scenes of artists' studios  
buy at discounted prices

Trail map details are on the  
Gordonton Art Trail Facebook page

Light refreshments available

E: [thegordontonarttrail@gmail.com](mailto:thegordontonarttrail@gmail.com)  
P: 0212643021

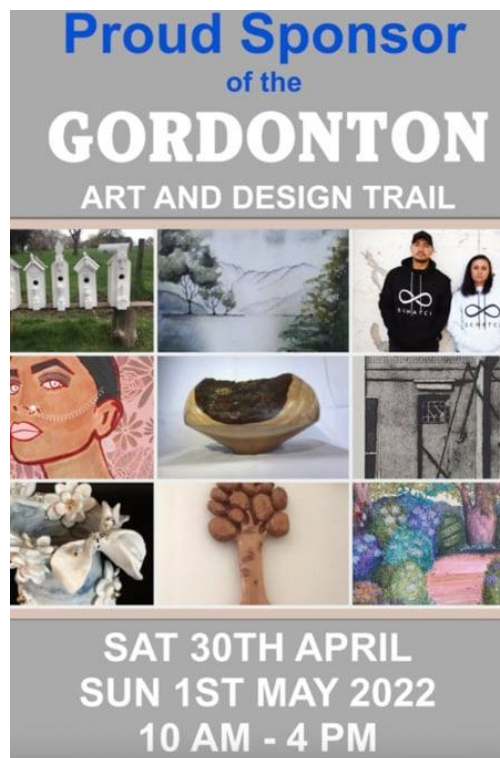


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Thursday May 6th, 2021

Issue No. 201

Past flyers – showing artists' work



## Artist Bios & CVs

### Sally-Ann Riddell

As an artist, I have been captivated by the art of printmaking since 2008, exploring different techniques and mediums to create unique and visually striking pieces. Over the years, my passion for creating art has led me to experiment with various forms, including painting, sculpture, and now, birdhouse-making.

Recently, I have been channeling my creative energy into crafting birdhouses that not only serve as functional dwellings for birds but also double as works of art for the garden. With a keen eye for detail and a deep appreciation for nature, I have been able to transform these simple structures into beautiful and intricate pieces that add a touch of whimsy and charm to any outdoor space. In addition to my birdhouse art, I continue to sell etchings in my art studio, which serve as a testament to my dedication and skill in the traditional art of printmaking. Alongside these etchings, I also offer a range of rustic garden art that blends seamlessly with my birdhouses, creating a cohesive and visually stunning collection.

As an artist, I strive to create pieces that are not only aesthetically pleasing but also meaningful and thought-provoking. With my birdhouse art and printmaking, I aim to bring joy and inspiration to all who encounter my work, both indoors and out.



## Mindy Singh

### Bola Ceramics

I have been a ceramic artist for over seven years. My studio is my happy place: I unwind sitting behind a pottery wheel as I throw vessels to my hearts delight. Working with mid-range porcelain, my hands love the chalky medium, its suppleness, delicacy and the strength—willing—exploring—relaxing—and of course, I love the milky white vessels.

Each work from, from the moment of wedging to the final touches with lustre tells its own unique story.

In recent years, I have touched on hand building.

My work reflects the dynamics of life. I create Utilitarian range, serviceable range to enhance the pleasure of food and nourishment of the soul. Our connection through food and drink brings love and unity within the immediate and the extended and beyond.

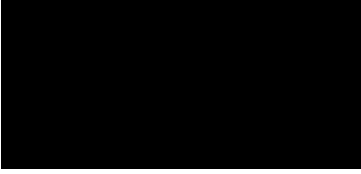
[www.bolaceramicspotterycreations.com](http://www.bolaceramicspotterycreations.com)

[REDACTED]

Insta: mkbola21

FB: Bola Ceramics

## Karin Barr



[www.karinbarr.com](http://www.karinbarr.com)

Originally from Germany, I qualified and worked as a Medical Lab Technologist before I arrived in the Waikato NZ in 1994. In 2003 I had the opportunity to take part in the Matamata Sculpture Symposium and discovered my passion in carving stone.

In 2008/2009 I started learning the craft of glass casting using the lost wax method at Art Station in Auckland. Over the years I attended national and international Master classes to extend my knowledge in glass making. It is an ongoing challenging technical process, which I'm eager to learn. The unique qualities of glass as a sculptural medium allow me to bring contrast with colour and the use of light in my mix media pieces.

I like working with simple forms, mixing and matching with playful concepts. Most of my works show clear and strong lines. My installations are often a response to different sites and environmental concerns.

My work is held in the Wallace Arts Trust and other private collections nationally and internationally.

I was for many years a committee member of the Matamata Stone Sculpture Symposium. For 2 years (2014-2016) I was actively on the committee of NZ Society of Artist in Glass (NZSAG), my position involved organising grant applications and helping bring together an international Glass Conference in Auckland (2016). For 3 years (2016-2019) I acted as a Trustee for the Wallace Gallery Morrinsville. Currently I'm a Volunteer at the Wallace Gallery Morrinsville.

### Recent Exhibitions:

February 2022 Molly Morpeth Canaday Award 3D, selected finalist, Whakatane

March 2022 Playful: Narratives of three artists Carmen Simmonds, Graeme Hitchcock, Karin Barr, Lysaght Watt Gallery, Hawera

July 2022 5 An exhibition of 5 Women Working in Glass, Carmen Simmonds, Evelyn Dunstan, Heather Kremer, Karin Barr, Kate Cornwall, The Raetihi Arts Trust.

July 2022 CAST GLASS, two people exhibition, Graeme Hitchcock and Karin Barr, Susan Badcock Gallery, Geraldine.

July 2022 Project RURU takes flight, The Sculpture Park at Waitakaruru Aboretum.

September 2022 5 An exhibition of 5 Women Working in Glass, Carmen Simmonds, Evelyn Dunstan, Heather Kremer, Karin Barr, Kate Cornwall, REAL Aotearoa Wellington Karin Barr

September 2022 The SCULPTURE Festival 2022, The Arts Center Te Matatiki Toi Ora, Christchurch

October 2022 GROW Glass 2022 Exhibition, curated by Heather Kremer (AmokuraGlass) Rotorua ARTS Village, Rotorua.

October 2022 Focus on Glass, curated glass exhibition by GAINZ, Estuary Art Centre, Orewa

October 2022 NZSAG Members Exhibition 2022 at the Sarjeant Object Space Gallery, Whanganui.

January 2023 5 + 2 An exhibition of 5 Women Working in Glass, Carmen Simmonds, Evelyn Dunstan, Heather Kremer, Karin Barr, Kate Cornwall, Bev Boel, Shelley Wilkins, Wallace Gallery Morrinsville

February 2023 ECLECTIC III glass exhibition by invite at FORM Gallery Christchurch, Graeme Hitchcock, Jarred Wright, Karin Barr

## Gemma Reid



Social Media Instagram: @gemmareidartist

### Personal Statement

I am a creative and motivated individual. With a strong background in the visual arts, I enjoy working creatively to solve problems and work well in challenging and diverse environments.

### Work Experience

2023 – Invited Curator – New Zealand Paint and Print Awards  
 2023 – Curator/Participant “From Life” blue gallery Hamilton  
 2022 – (ongoing) – Oranga Tamariki - care worker, youth justice  
 2022 – (on going) – Printmaking Tutor – Waikato Society of Arts  
 2022 – 2023 – Front of House – Waitakaruru Arboretum & Sculpture Park  
 2022 – Invited Artist – Te Whare Taonga o Waikato (Waikato Museum) – public demonstration of art practice  
 2022 - Support and mentor artist with special mobility needs  
 2021 – Guest tutor, intaglio printmaking – Waikato Society of Arts  
 2021 – Tutor foundation drawing skills for adults – Wallace Gallery, Morrinsville  
 2020 – 2022 – Support and Mentor to Special Needs student undertaking a Diploma in Creative Arts (TLC) Kirikiriroa/Hamilton  
 2020 – Provision of Workshop (intaglio collograph), Waiprint  
 2020 2020 – (on going) – Print technician Waikato Society of Arts  
 2020 – (on going) – Life-model  
 2020 – (on going) - tutor children’s classes ages 8yrs – 12yrs Waikato Society of Arts  
 2020 – (on going) - Tutor Life-drawing Waikato Society of Arts  
 2020 – Tutor adult figure drawing classes Wallace Gallery, Morrinsville  
 2018 – 2020 – freelance design and illustration Stories in Stone Clapham, North Yorkshire  
 2019 – freelance designer private commission – logo design Settle Sessions Poetry Settle, North Yorkshire

### Academic Qualifications

1999 – Graduated University of Auckland BFA (printmaking)  
 1999 – Graduated University of Auckland Diploma in Graphic Design



## Jessie Townsend

[www.balsamicmoon.org](http://www.balsamicmoon.org)

[sterling.nagra@gmail.com](mailto:sterling.nagra@gmail.com)

021 242 0130

### EDUCATION AND QUALIFICATIONS.

- 2012** Master of Art & Design  
Auckland University of Technology
- 2009** Postgraduate Diploma in Art & Design  
Auckland University of Technology
- 2007** Bachelor of Fine Arts, Photography  
Quay School of Arts, Whanganui UCOL

### SELECTED EMPLOYMENT HISTORY – Arts related

#### **Balsamic Moon / Small Business Owner & Operator**

October 2018 – Present, Morrinsville

A home-based part-time operation manufacturing and selling handmade self-care products made from natural-based ingredients. This also includes marketing and administration tasks.

#### **April 2007 - November 2011**

##### **Photography Technician**

Quay School of Arts, Photography Department, Whanganui UCOL

This position includes general up keep of the darkrooms, photography equipment, and testing and mixing photography chemicals. Also working with students in open lab sessions on any queries they may have concerning photographic techniques.

Summer school programmes.

Fine arts and art and design programmes.

#### **May 2007 - July 2011**

##### **Casual Lecturer / Tutorial Assistant**

Quay School of Arts, Photography Department, Whanganui UCOL

Various contracts

Covering tutors in leave of absence.

This position included teaching Certificate in Art and Design, and Bachelor of Fine Arts students in the subject of photography.

Class preparation and teaching Level 3 Certificate in Art and Design students.  
 Class preparation and teaching Level 4 Bachelor of Fine Arts students.

### **November 2007 - December 2009**

#### **Photography Tutor**

Wanganui Community Education Service (CES)

Teaching night classes to adult learners (beginner and advanced) in analogue photographic techniques in the darkroom.

Budgeting and sourcing photographic resources for the course.

Photographic chemistry testing and mixing.

Tutoring community education classes for the Wanganui Community Education Service, (CES).

This position included teaching adult students analogue photographic techniques in the darkroom.

### **2002 - 2003**

#### **Mosaic Artists Assistant**

Morrinsville

This unique position allowed me to work with Morrinsville based artist Mark Davidson to complete a commissioned Western Bays Community Board pebble mosaic for the entry to the Western Park, Ponsonby Road, Auckland.

## **PUBLISHING.**

### **2011**

An exegesis submitted to Auckland University of Technology in partial fulfillment of the requirements for the degree of Master of Art & Design.

Starless & Silver: The Abstraction of Fetish as it occurs through Analogue Photographic Means.

### **2007**

Research paper submitted to Quay School of the Arts, Whanganui UCOL in partial fulfillment of the requirements for the degree of Bachelor of Fine Arts.

The integration and dilution of a Punjabi Indian culture by the Kiwi culture: the reconstruction of a subculture in New Zealand's multicultural/multiracial society: A personal view

## AWARDS AND GRANTS.

- 2010** Flying Start Scholarship Community Arts Centre, Whanganui, NZ  
Culminated in an exhibition entitled Mundane Fetishes.
- 2008** Ronald Woolf Memorial Trust Grant to attend a National Photography Conference in  
2009.
- 2006** Ronald Woolf Memorial Trust Grant. Applied towards University study in 2007.

## CURATED EXHIBITIONS.

- 2010** **Occupation & Resistance**  
An Active Stills Photo Collective
- Exhibition of Images of the Palestine Resistance  
Federal Hotel Gallery, Whanganui  
May 31 - June 11 2010

## SELECTED EXHIBITIONS.

- 2013** **Wild Blue Yonder**  
An exhibition where you could have your portrait taken on a stage using analogue film methods.  
Wallace Gallery, Morrinsville
- 2011** **Incandescent Silver**  
Master of Art & Design Exhibition  
The ARC Theatre, Whanganui
- 2011** **Carey Smith & Co Ltd. Whanganui Arts Review**  
Sarjeant Gallery, Whanganui
- 2010** **Starless & Silver**  
Master of Art & Design Exhibition  
The ARC Theatre, Whanganui
- Mundane Fetishes**  
Community Arts Centre, Whanganui
- 2009** **Mundane Death Organisms**  
Postgraduate Diploma Exhibition

Ministry of Works, Whanganui

**I go where the party takes me**

Thermostat Gallery, Palmerston North  
Wallace Arts Trust Gallery,  
Auckland Sarjeant Gallery, Whanganui

**2008 We all sit under the same stars**  
Marking Cultural Diversity in New Zealand  
Stage 1 Gallery, Hawera

**2007 The Pros & Cons of going steady**  
Fourth Year Graduate Exhibition  
Quay School of Art, Whanganui UCOL  
Pataka Museum of Arts & Cultures, Porirua

**Norsewear, The New Zealand Contemporary Art Award**  
Hawkes Bay Exhibition Centre, Hastings

**COLLECTIONS.**

**2003 – 2015** Numerous Private Collections

**2009** The Wallace Arts Trust

**2007** Rangitikei District Council



**From:** "webadmin@waikatodc.govt.nz" <webadmin@waidc.govt.nz>  
**Sent:** Thu, 16 Feb 2023 14:54:12 +1200  
**To:** "Creative Communities" <Creative.Communities@waidc.govt.nz>  
**Subject:** New form response




## New form response

Form: [Creative Communities Fund application form](#)

A new response was submitted on 16 February 2023.

Before submitting your application, complete this checklist:	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
Select a choiceAre you applying as an individual or group?	Group
Full name of applicant:	Toi Ako Te Kauwhata via Te Kauwhata Community House
Contact person (for group):	Lauren Hughes
Suburb:	
Postcode:	
Town/City:	
Country	
Email	
Telephone	

(day):	
Name on bank account:	Lauren Hughes
GST number:	65845008
Bank account number:	
Ethnicity of applicant/group (you can select multiple options)	New Zealand European/Pākehā, Māori
Would you like to speak in support of your application at the CCS assessment committee meeting?	Happy to discuss if staff feel we should change anything or provide additional information
How did you hear about the Creative Communities Scheme? (select ONE)	Previous applicant
Project name:	Matariki Carving and Kai
Brief description of project:	To celebrate Matariki in our community we will deliver two pounamu carving workshops taught by ABSCA - Aotearoa Bone and Stone Carving Academy. This is a repeat of our 2021 workshops which were popular and extremely well received with participants reflecting on what a privilege it was to work with such a sacred material and uphold the tikanga around the stone. The long process of working the stone underwater was mindful and facilitated personal reflection which is an important part of Matariki. Participants were also encouraged to gift their taonga, if it was their first creation, as is custom. Due to the high value materials and equipment required this is an expensive workshop that requires subsidy to ensure it is accessible by those who it best serves. Once again we would like to offer 5 scholarships for rangatahi over the weekend and we will invite our 5 local marae to nominate these youth.
Venue and suburb or town:	Toi Ako Artspace, 3 Waerenga Rd, Te Kauwhata
Start date:	2023-07-22
Number of active participants:	26

Finish date:	2023-07-23
Number of viewers/audience members:	0
Funding criteria (select ONE): 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
Artform or cultural arts practice (select ONE):	Ngā toi Māori
Activity best describes your project? (select ONE)	Workshop/wānanga
The idea / Te Kaupapa: What do you want to do?	We want to deliver two 1 day pounamu carving workshops. One will create Toki and the other will carve Marama. The workshops will be led by Maha and Laura of ABSCA - Aotearoa Bone and Stone Carving Academy. They made a big impact when they visited us in 2022. They have a strong youth justice and leadership focus and teach with a strong tikanga base. They can accommodate 10 students in each class and the three tutors also actively create in support.
The process / Te whakatutuki: How will the project happen?	ABSCA will bring all equipment. Toi Ako will provide promotion, venue and manaakitanga towards tutors and students. ABSCA will teach the practices associated with Māori arts whilst creating a Toki/Whao ( Chisel/adze) or Marama (circular Moon pendant) taonga in each 1-day workshop. Akonga will use diamond wheels, drills, wet and dry sanding, and polishing tools. Traditional Polynesian braiding and lashing techniques will complete the pendant ready to wear in this contemporary Tikanga based workshop.
The people / Nga tangata: Tell us about the key people and/or the groups involved.	Please see their website - <a href="https://absca.nz/pages/about">https://absca.nz/pages/about</a> Māori artists, Maha (Waikato, Ngai Tahu) and Laura (Nga Puhi, Te Arawa) are experienced practitioners and bring a youth apprentice with them who is learning the artform.
The criteria /	This workshop provides access to a traditional artform that few people in our community

<p>Nga paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity of young people.</p>	<p>have the skills or resource to practice on their own. Our experience in 2022 also taught us that this workshop attracts the participation of people who seldom attend out other programmes, particularly Māori men. At Toi Ako we already provide a wide suite of free and low cost programmes for many different ages and interests. 80-100 people participate in the arts each week in our artspace or community programmes. We deliver the large majority of these independently of Creative Communities. We know this proposal doesn't reach vast numbers but it does deliver a high quality, authentic creative and cultural experience that is treasured by those who participate and those who are gifted the taonga afterwards.</p>
<p>Are you GST registered?</p>	<p>Yes (Do NOT include GST in your budget)</p>
<p>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.</p>	<p><a href="#">Pounamu Budget.xlsx</a></p>
<p>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.</p>	<p><a href="#">Pounamu Budget.xlsx</a></p>
<p>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</p>	<p><a href="#">Other funding declaration.docx</a></p>



Creative New Zealand's other funding programs).	
Tell us about other grants you have received through the Creative Communities Scheme in the past three years.	<a href="#">Previous grants.docx</a>
If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy	<a href="#">2022 Signed Audited Performance Report.pdf</a>
You must read and sign the following. Please select 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:	<p>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: <a href="http://www.creativenz.govt.nz/about-creative-new-zealand/logos.">http://www.creativenz.govt.nz/about-creative-new-zealand/logos.</a> 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</p>

understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

[View response](#)

**Pounamu Workshops in Te Kauwhata**

368

<b>Expenses</b>		<b>Cost</b>	<b>Number</b>	<b>Total</b>
ASBCA fee		\$180	20	\$3,600
	Contribution to venue rent			
Toi Ako venue	and overheads	\$200	1	\$200
Toi Ako admin/manaaki		30	10	\$300
				<b>\$4,100</b>
<b>Income</b>				
Participant fees	20 spots less 5 scholarships	90	15	\$1,350
Toi Ako venue	Gifted	200	1	\$200
Toi Ako admin/manaa	Funded through MCH	30	10	\$300
				<b>\$1,850</b>
<b>Funding sought</b>				<b>\$2,250</b>

**Pounamu Workshops in Te Kauwhata**

369

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				<b>\$1,850</b>
<b>Funding sought</b>				<b>\$2,250</b>



Toi Ako receives funding from the Ministry of Culture and Heritage specifically towards:

- 16 hrs a week wages to Lauren Hughes, Manager at \$30 ph
- 20 hours a week wages to Kris Bryant, Programme Lead – Rangatahi at \$25 ph
- 10 hours a week for guest tutors at \$25 ph

These hours are committed to the delivery of many of our regular programmes which include:

- Arts for All – 1 workshop weekly
- Creative Kids – 2 classes a week
- Knit & Natter – 1 gathering a week
- Community Choir – 1 practice a week
- Ukulele Club – 1 practice a week
- Craft & Communi-tea Meremere – 1 workshop a week
- Youth Drop In – 1 workshop a week
- Whanau Nights – once a term in TK and in Meremere
- Holiday Programmes – each term in TK and Meremere
- Art Therapy programmes – in development
- Art in the Community – at least 1 free artstation such as:
  - Children's Days in TK & Meremere in Term 1
  - Matariki Combined Schools event in Term 2/3
  - A&P Show in Term 4

Our MCH funding does not contribute in anyway to overhead costs such as rent, power, wifi, and the additional 10 hours of our Manager's wages. We try to recover these through other small grants, participant fees and koha. Small allocations of the Community House's WEL Energy and Trust Waikato grants also help with this but in no way make up the \$24,500 needed. We are constantly exploring new revenue streams but so often they are tagged to the delivery of more programmes. For example in the last 6 months we have delivered corporate Christmas parties and placemaking contracts for kainga ora. These are rewarding but stretch our small team further rather than grow our pot.

Each term we also try to deliver 1-2 special guest workshops to ensure diversity in our programme, create access to a wider range of creative experiences and engage different community participants. Some of these are financially sustainable through fees eg Copper Jewellery, Raku Pottery. This pounamu workshop is not sustainable without funding support. The cost to participants would be too high for our community.

We'd really value Creative Communities support with this event. The funding does not overlap any other funds given.

Creative Communities Waikato was our first funding partner in 2018. We delivered our first programmes in 2019 and took up residence in the artspace in 2020. For the first three years the fund made a general contribution each round towards our programme delivery for the whole period.

In 2021 after we recieved our Ministry of Culture and Heritage Funding we approached CCS for specific projects including the Matariki Carving Festival 2022 and our grant currently being delivered, a series of Nature Connected Workshops.

6/10/22	Nature-connected Arts Programme	\$5499
28/3/22	Matariki Carving Festival	\$4000
11/6/21	Term 3 & 4 Programme	\$5000
1/11/20	Term 1 & 2 Programme	\$5000
14/10/19	Term 2 – 4 Programme	\$6,500
2/10/2018	Term 4 2019, Term 1 2020	\$6,500

Please enjoy the slides we prepared for our recent 4th Birthday celebration. They show you visually the extent of our reach and diversity of our programmes:

[https://www.canva.com/design/DAERM0GPODY/ddQtPbW0KP870830jPTayw/view?utm\\_content=DAERM0GPODY&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAERM0GPODY/ddQtPbW0KP870830jPTayw/view?utm_content=DAERM0GPODY&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

We were also selected by Creative Waikato to be a Case Study for Audience Development. See their video on the homepage of our website. It was released in January and is also on their website as part of their Audience Development Toolkits.

[https://www.canva.com/design/DAERM0GPODY/ddQtPbW0KP870830jPTayw/view?utm\\_content=DAERM0GPODY&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAERM0GPODY/ddQtPbW0KP870830jPTayw/view?utm_content=DAERM0GPODY&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

We believe we deliver every day on all three of the CCS priorities. We are grateful for every cent we recieve to keep the mahi going.

# Performance Report

Te Kauwhata & Districts Information & Support Centre  
Incorporated  
For the year ended 31 March 2022

Prepared by Craig Periam Limited

# Contents

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5	Statement of Service Performance
7	Statement of Financial Performance
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9	Statement of Cash Flows
10	Statement of Accounting Policies
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## Entity Information

### Te Kauwhata & Districts Information & Support Centre Incorporated For the year ended 31 March 2022

#### Legal Name of Entity

Te Kauwhata & Districts Information & Support Centre Incorporated

#### Entity Type and Legal Basis

Charitable Trust registered under the Incorporated Societies Act 1908 and registered under the Charities Act 2005.

#### Registration Number

CC26227

#### Entity's Purpose or Mission

To identify the welfare needs in our community and respond with a quality service which provides support and builds resilience. We do this by:

- offering practical, financial, emotional and social support to our community;
- empowering individuals and families with a strength based approach;
- meeting the needs of others with empathy, discretion and an attitude of non-judgement;
- providing a safe and effective Community House where all are welcome;
- encouraging participation and remaining relevant to the evolving needs of our community; and
- remaining accountable and further develop our funding programme to ensure our ongoing economic viability.

#### Entity Structure

We have a strong 26 year history of providing social services and support in our area and we aim to continue this well in to the future. Our legal entity remains Te Kauwhata & Districts Information & Support Centre Inc., however we are operating as Te Kauwhata Community House as this name is easily identified by the community as a place for support.

Our governance committee have overall responsibility for all aspects of our service, they are dedicated group of community members, who provide both strategic and practical support in the running of the Te Kauwhata Community House. There are currently 7 Executive Committee members, who meet 11 times per year. Our Chairperson has the overall well-being of our organisation as his priority, a newly appointed Staff Liason portfolio holder who provides support in all staff related matters as required. In addition, there is a Treasurer and a Secretary who take the lead roles in the organisation.

#### Main Sources of Entity's Cash and Resources

We received funding via government agencies; Ministry of Social Development, The Community Organisations Grants Scheme, NZ Lottery Grants, Ministry for Culture and Heritage as well as several other funding groups such as DV Bryant Trust, WEL Energy Trust, Waikato District Council and The Trusts Community Foundation.

**Main Methods Used by Entity to Raise Funds**

The main method of raising funds is through applications to government agencies and funding groups. An additional source of funds is through donations from within our local community.

**Entity's Reliance on Volunteers and Donated Goods or Services**

Our 7 Executive Committee members are solely volunteers. In addition we have a volunteer Financial Mentor, two volunteers who support us at the Community House and twenty three volunteer drivers for the Community transport. There are five volunteers who prepare, cook and serve the luncheon club food.

**Telephone**

07 826 4303

**Physical and Postal Address**

Te Kauwhata Community House  
1A Waerenga Road  
TE KAUWHATA 3710

**Email Address**

tk.disc@xtra.co.nz

✓

# Statement of Service Performance

## Te Kauwhata & Districts Information & Support Centre Incorporated For the year ended 31 March 2022

### Description of Entity's Outcomes

Building Financial Capability - Community members increase their financial literacy and are empowered to improve their situation.

Strengthening Families - Coordination of agencies to support families to move forwards in a positive way.

Counselling Clinic - Community Members are able to access support with drug and alcohol counselling as well as general counselling as required.

Foodbank- We are able to supply emergency food supplies to family's who are struggling and need help in this way. When shortage of food is a repeat issue, people are encouraged to engage with a Financial Mentor to work through a way to seeing an improvement in their situation.

We had an average of 617 enquiries or accesses to our services and/or information per month last year. We provide information to our local long term residents, new community members and visitors to our town. We manage a website including a Local Directory of services, organisations and businesses, offer information packs to new residents and provide a varied range of other information and support services, with a policy of referring people to an appropriate organisation in situations where we can't meet their needs ourselves. Community participation remains our focus with these services. Some of our services have been affected by Covid 19 lockdowns and illness over the past year. We hope to see those numbers increase. We have a very active Arts program that is providing arts opportunities to children, youth and adults with a variety of arts options.

We have Hospice Equipment as well as various items of mobility equipment available free for our community members to utilise, enabling them to remain comfortable in their home environment.

With our CV Preparation, Job Board, Internet Access, Pataka Kai, Counselling and Arts Program we provide ways for our community members to expand their networks and grow in confidence.

### Description and Quantification of the Entity's Outputs

	Actual 2022	Budget 2022	Actual 2021
Budget Service - Sessions	10	70	35
Frozen Meals - Meals	638	500	672
Luncheon Club - members	30	30	52
Counselling - sessions	340	300	382
Children's Day - people attended	cancelled	500	cancelled
Welcome in Packs - received by people	9	5	6
CV Preparations - completed for clients	6	10	7
Foodbank - food parcels received	185	120	146
Information - people received information	1,750	1,500	1,784
Transport to Medical Appointments - clients	289	300	305

### Additional Output Measures

We follow our guiding procedures regarding response times and meeting people's needs to ensure that we are operating in an effective way. Our total volunteer hours for the financial year were 1,417 which is an average of 27 hours per week of people generously donating their time to our organisation and community members.

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# Statement of Financial Performance

Te Kauwhata & Districts Information & Support Centre Incorporated  
For the year ended 31 March 2022

	NOTES	2022	2021
<b>Revenue</b>			
Donations, fundraising and other similar revenue	1	132,365	125,504
Fees, subscriptions and other revenue from members	1	1,634	1,585
Revenue from providing goods or services	1	154,383	109,083
Interest, dividends and other investment revenue	1	90	73
<b>Total Revenue</b>		<b>288,472</b>	<b>236,244</b>
<b>Expenses</b>			
Expenses related to public fundraising	2	-	591
Volunteer and employee related costs	2	128,742	91,412
Costs related to providing goods or service	2	89,058	110,072
Other expenses	2	39,502	26,470
<b>Total Expenses</b>		<b>257,302</b>	<b>228,544</b>
<b>Surplus/(Deficit) for the Year</b>		<b>31,170</b>	<b>7,700</b>



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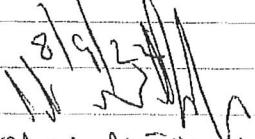
These financial statements are to be read in conjunction with the accompanying Notes. These financial statements have been audited.

# Statement of Financial Position

Te Kauwhata & Districts Information & Support Centre Incorporated  
As at 31 March 2022

	NOTES	31 MAR 2022	31 MAR 2021
<b>Assets</b>			
<b>Current Assets</b>			
Cash & Bank Balances	3	202,486	159,787
Accounts Receivable	3	3,070	2,831
Prepayments		2,574	2,309
Inventories	3	1,180	70
<b>Total Current Assets</b>		<b>209,309</b>	<b>164,997</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment		463,315	463,463
<b>Total Non-Current Assets</b>		<b>463,315</b>	<b>463,463</b>
<b>Total Assets</b>		<b>672,624</b>	<b>628,460</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Payables & Accruals	4	14,105	13,485
Employee costs payable	4	17,299	6,414
GST Payable		3,739	757
Unused donations and grants with conditions	4	-	1,594
Other current liabilities	4	53	-
<b>Total Current Liabilities</b>		<b>35,196</b>	<b>22,249</b>
<b>Non-Current Liabilities</b>			
Other non-current liabilities	4	49	-
<b>Total Non-Current Liabilities</b>		<b>49</b>	<b>-</b>
<b>Total Liabilities</b>		<b>35,244</b>	<b>22,249</b>
<b>Total Assets less Total Liabilities (Net Assets)</b>		<b>637,380</b>	<b>606,210</b>
<b>Accumulated Funds</b>			
Accumulated surpluses or (deficits)	6	637,380	606,210
<b>Total Accumulated Funds</b>		<b>637,380</b>	<b>606,210</b>

This performance report has been approved by the Committee, for and on behalf of Te Kauwhata & Districts Information & Support Centre Incorporated:

Date: 6.9.22	Date: 8/9/22
Signature: 	Signature: 
Name: ROBIN GRAY	Name: COLIN ANTHONY WILLATTS
Position: CHAIRPERSON	Position: TREASURER

These financial statements are to be read in conjunction with the accompanying Notes. These financial statements have been audited.

# Statement of Cash Flows

Te Kauwhata & Districts Information & Support Centre Incorporated  
For the year ended 31 March 2022

	2022	2021
<b>Cash Flows from Operating Activities</b>		
<b>Cash was received from:</b>		
Donations, fundraising and other similar receipts	247,149	196,136
Fees, subscriptions and other receipts from members	1,634	1,585
Receipts from providing goods or services	37,928	38,185
Interest, dividends and other investment receipts	90	73
<b>Total Cash was received from:</b>	<b>286,800</b>	<b>235,979</b>
<b>Net GST</b>		
GST	3,107	(2,404)
<b>Cash was applied to:</b>		
Payments to suppliers and employees	239,204	214,163
<b>Total Cash was applied to:</b>	<b>239,204</b>	<b>214,163</b>
<b>Net Cash Flows from Operating Activities</b>	<b>50,702</b>	<b>19,412</b>
<b>Cash Flows from Investing and Financing Activities</b>		
<b>Cash was applied to:</b>		
Payments to acquire property, plant and equipment	8,003	24,604
<b>Total Cash was applied to:</b>	<b>8,003</b>	<b>24,604</b>
<b>Net Cash Flows from Investing and Financing Activities</b>	<b>(8,003)</b>	<b>(24,604)</b>
<b>Net Increase/ (Decrease) in Cash</b>	<b>42,699</b>	<b>(5,192)</b>
<b>Cash Balances</b>		
Cash and cash equivalents at beginning of period	159,787	164,979
Cash and cash equivalents at end of period	202,486	159,787
<b>Net change in cash for period</b>	<b>42,699</b>	<b>(5,192)</b>



These financial statements are to be read in conjunction with the accompanying Notes. These financial statements have been audited.

# Statement of Accounting Policies

## Te Kauwhata & Districts Information & Support Centre Incorporated For the year ended 31 March 2022

### Reporting Entity

Te Kauwhata & Districts Information & Support Centre is a charitable trust, registered under the Incorporated Societies Act 1908 and registered under the Charities Act 2005.

The performance report of Te Kauwhata & Districts Information & Support Centre has been prepared according to generally accepted accounting practice in New Zealand as determined by the External Reporting Board.

The Charitable trust is involved in providing Community Information & Support Services.

### Statement of Compliance and Basis of Preparation

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

The accounting principles recognised as appropriate for the measurement and reporting of the Statement of Financial Performance and Statement of Financial Position on a historical cost basis are followed by charitable trust, unless otherwise stated in the Specific Accounting Policies

The information is presented in New Zealand dollars. All values are rounded to the nearest \$.

### Specific Accounting Policies

The following specific accounting policies which materially affect the measurement of the Statement of Financial Performance and Statement of Financial Position have been applied:

#### Revenue

Revenue is recognised to the extent that it is probable the economic benefit will flow to the Society and revenue can be reliably measured. Revenue is measured at the fair value of the consideration received. The following specific recognition criteria must be met before revenue is recognised.

##### 1. Donations, fundraising and other similar revenue

Donations are recognised as revenue on receipt.

Grant revenue includes grants given by the government, other charitable organisations, philanthropic organisations and businesses. Grant revenue is recognised when the conditions attached to the grant have been met. Where there are unfulfilled conditions attaching to the grant, the amount relating to the unfulfilled condition is recognised as a liability and released to income as the conditions are fulfilled.

##### 2. Revenue from providing good and services

The Society receives revenue from Ministry of Social Development, Waikato DHB, Lottery Grants Board and Ministry for Culture and Heritage by providing social service and support in the areas. The revenue is recognised in the period the goods and services are provided.





### 3. Interest Revenue

Interest revenue is recognised as it accrues, using the effective interest method.

### Inventories

Inventories are recognised at lower of cost and net realisable value, determined on a first-in first-out basis.

### Accounts Receivable

Accounts Receivables are stated at estimated realisable value. Amounts not considered recoverable have been written off when identified as such.

### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### Accounts Payable

Accounts payable consist of amounts owing to standard trade creditors.

### Employee Costs Payable

Employee Costs Payable consist of payroll amounts owing to staff and Inland Revenue, including wages, holiday pay, annual leave and PAYE.

### Property, Plant & Equipment

Property, plant and equipment is recognised at cost less aggregate depreciation. Historical cost includes expenditure directly attributable to the acquisition of assets, and includes the cost of replacements that are eligible for capitalisation when these are incurred.

All other repairs and maintenance are recognised as expenses in the Statement of Financial Performance in the financial period in which they are incurred.

Depreciation has been calculated using the maximum rates permitted by the Income Tax Act 2007.

The following estimated depreciation rates/useful lives have been used:

Buildings	2.0%
Land	0.0%
Plant & Equipment	12.0% to 40.0%
Furnishings	9.5% to 18.0%
Motor Vehicles	0.00% to 30.0%

Gains and losses on disposal of fixed assets are taken into account in determining the net result for the year.



**Income Tax**

Under Section CW 42 of the Income Tax Act 2007, the Entity is exempt from taxation as a non profit organisation. The Entity is registered under the Charities Commission.

**Goods and Services Tax (GST)**

Revenues and expenses have been recognised in the performance report exclusive of GST except that irrecoverable GST input tax has been recognised in association with the expense to which it relates. All items in the Statement of Financial Position are stated exclusive of GST except for receivables and payables which are stated inclusive of GST. Charitable trust is registered for GST.

**Changes in Accounting Policies**

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.



# Notes to the Performance Report

Te Kauwhata & Districts Information & Support Centre Incorporated  
For the year ended 31 March 2022

	2022	2021
<b>1. Analysis of Revenue</b>		
<b>Donations, fundraising and other similar revenue</b>		
<b>DISC</b>		
COGS - Operational Costs	8,000	8,000
Community Waikato - Tindall Fund	5,000	2,000
Donations Received	19,134	14,078
Donations Received - Foodbank	11,022	2,880
DV Bryant Trust	10,000	-
Fashion Show - Tickets	-	3,400
Fashion Show - Raffles	-	870
Fashion Show - Donations	-	650
Fashion Show - Auctions	-	1,770
The Trusts Community Foundation	-	5,800
Tindall Rural Fund	-	500
Trust Waikato	22,800	20,000
WEL Energy Trust - Operating Costs	3,412	15,000
WEL Energy Trust - Technology Project	15,000	-
<b>Total DISC</b>	<b>94,368</b>	<b>74,948</b>
<b>Budget Service Meremere</b>		
FACS - Budget Service Meremere	-	6,126
<b>Total Budget Service Meremere</b>	<b>-</b>	<b>6,126</b>
<b>Children's Day</b>		
Te Kauwhata Water Association	-	1,800
<b>Total Children's Day</b>	<b>-</b>	<b>1,800</b>
<b>Community Car</b>		
Grants & Donations	3,529	4,372
<b>Total Community Car</b>	<b>3,529</b>	<b>4,372</b>
<b>Counselling Clinic</b>		
Franklin Family Support	574	-
Grants & Donations	-	3,150
NZ Lottery Grant - Operating Costs	30,000	15,000
<b>Total Counselling Clinic</b>	<b>30,574</b>	<b>18,150</b>
<b>Main Street Building</b>		
Grants Refunded	-	2
<b>Total Main Street Building</b>	<b>-</b>	<b>2</b>



	2022	2021
<b>Toi Ako Arts Programme</b>		
DV Bryant Trust	-	2,000
Grants & Donations	3,894	14,306
The Trusts Community Foundation - Toi Ako Arts Programme	-	3,800
<b>Total Toi Ako Arts Programme</b>	<b>3,894</b>	<b>20,106</b>
<b>Total Donations, fundraising and other similar revenue</b>	<b>132,365</b>	<b>125,504</b>
<b>Fees, subscriptions and other revenue from members</b>		
<b>Luncheon Club</b>		
Luncheon Fees	1,339	1,122
Raffles & Sundry	295	464
<b>Total Luncheon Club</b>	<b>1,634</b>	<b>1,585</b>
<b>Total Fees, subscriptions and other revenue from members</b>	<b>1,634</b>	<b>1,585</b>
<b>Revenue from providing goods or services</b>		
<b>DISC</b>		
Administration Fees - Community Car	6,000	6,000
Administration Fees - Main Street	1,200	6,000
FACS - Information	12,959	14,299
Room Hireage	1,252	1,270
<b>Total DISC</b>	<b>21,411</b>	<b>27,568</b>
<b>Budget Service Te Kauwhata</b>		
FACS - Budget Service Te Kauwhata	11,338	16,550
<b>Total Budget Service Te Kauwhata</b>	<b>11,338</b>	<b>16,550</b>
<b>Frozen Meals</b>		
Frozen Meals	4,718	4,911
<b>Total Frozen Meals</b>	<b>4,718</b>	<b>4,911</b>
<b>Main Street Building</b>		
Rental Income	16,739	15,217
<b>Total Main Street Building</b>	<b>16,739</b>	<b>15,217</b>
<b>Community Car</b>		
Waikato District Health Board	8,391	10,886
<b>Total Community Car</b>	<b>8,391</b>	<b>10,886</b>
<b>Counselling Clinic</b>		
Pinnacle Health - Counselling Clinic	11,880	8,755
<b>Total Counselling Clinic</b>	<b>11,880</b>	<b>8,755</b>
<b>Strengthening Families</b>		
FACS - Strengthening Families	2,200	36
<b>Total Strengthening Families</b>	<b>2,200</b>	<b>36</b>





	2022	2021
<b>Toi Ako Arts Programme</b>		
Attendance Fees	7,966	4,839
Grants & Donations - Arts Access Aotearoa	62,361	-
Waikato District Council	7,378	20,320
<b>Total Toi Ako Arts Programme</b>	<b>77,705</b>	<b>25,159</b>
<b>Total Revenue from providing goods or services</b>	<b>154,383</b>	<b>109,083</b>
<b>Interest, dividends and other investment revenue</b>		
<b>DISC</b>		
Interest Received	90	72
Interest Received - IRD Use of Money	-	1
<b>Total DISC</b>	<b>90</b>	<b>73</b>
<b>Total Interest, dividends and other investment revenue</b>	<b>90</b>	<b>73</b>
	2022	2021
<b>2. Analysis of Expenses</b>		
<b>Expenses related to public fundraising</b>		
<b>DISC</b>		
Fashion Show Expenses	-	591
<b>Total DISC</b>	<b>-</b>	<b>591</b>
<b>Total Expenses related to public fundraising</b>	<b>-</b>	<b>591</b>
<b>Volunteer and employee related costs</b>		
<b>DISC</b>		
ACC Levies	186	266
Staff Training & Conferences	61	-
Wages	99,166	88,881
Wages - Cleaner	1,658	1,320
<b>Total DISC</b>	<b>101,071</b>	<b>90,467</b>
<b>Budget Service Te Kauwhata</b>		
Staff Training & Conferences	52	40
Wages	-	790
<b>Total Budget Service Te Kauwhata</b>	<b>52</b>	<b>830</b>
<b>Budget Service Meremere</b>		
Wages	-	115
<b>Total Budget Service Meremere</b>	<b>-</b>	<b>115</b>
<b>Toi Ako Arts Programme</b>		
Wages - Staff, Arts Access Aotearoa	6,430	-
Wages - Programme Manager, Arts Access Aotearoa	21,188	-
<b>Total Toi Ako Arts Programme</b>	<b>27,618</b>	<b>-</b>
<b>Total Volunteer and employee related costs</b>	<b>128,742</b>	<b>91,412</b>



	2022	2021
<b>Costs related to providing goods or services</b>		
<b>DISC</b>		
Advertising & Promotion	225	159
Catering	155	138
Doctor Visits	162	281
Electricity	1,670	1,737
Foodbank Purchases	7,033	5,095
Minor Equipment Purchases	216	-
Repairs & Maintenance - Plant & Equipment	421	-
<b>Total DISC</b>	<b>9,881</b>	<b>7,410</b>
<b>Budget Service Te Kauwhata</b>		
Foodbank Purchases	-	269
Insurance	-	392
Travelling Expenses	287	-
<b>Total Budget Service Te Kauwhata</b>	<b>287</b>	<b>662</b>
<b>Budget Service Meremere</b>		
Foodbank Purchases	-	100
Travelling Expenses	-	69
<b>Total Budget Service Meremere</b>	<b>-</b>	<b>169</b>
<b>Children's Day</b>		
Activity Expenses - Entertainment	2,117	840
<b>Total Children's Day</b>	<b>2,117</b>	<b>840</b>
<b>Community Car</b>		
Administration Expenses	6,000	6,000
Fuel & Oil	2,765	2,809
Insurance	1,603	1,797
Motor Vehicle Expenses	277	1,511
Motor Vehicle Expenses - Personal Vehicles	120	120
Repairs - Community Car	883	-
<b>Total Community Car</b>	<b>11,647</b>	<b>12,238</b>
<b>Counselling Clinic</b>		
Tutor Expenses	23,585	20,925
<b>Total Counselling Clinic</b>	<b>23,585</b>	<b>20,925</b>
<b>Frozen Meals</b>		
Opening Stock - Frozen Meals	70	574
Purchases - Frozen Meals	6,377	4,730
Closing Stock - Frozen Meals	(1,180)	(70)
<b>Total Frozen Meals</b>	<b>5,267</b>	<b>5,234</b>
<b>Luncheon Club</b>		
Purchases - Food	140	686
Raffles	98	82



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	2022	2021
Room & Hall Hire	92	70
<b>Total Luncheon Club</b>	<b>331</b>	<b>837</b>
<b>Main Street</b>		
Administration Fees	1,200	6,000
Insurance - Main Street	2,053	2,053
Presentation and Grants	-	14,687
Rates - Land	-	1,276
Rates - Water	-	5
Repairs and Maintenance	110	657
Valuation Fees	-	800
<b>Total Main Street</b>	<b>3,363</b>	<b>25,478</b>
<b>Toi Ako Arts Programme</b>		
Facilitator Costs	6,700	11,425
General Expenses	585	74
General Expenses - Arts Access Aotearoa	900	-
Grants Repaid	1,594	-
Materials - Arts Access Aotearoa	56	-
Materials	3,984	3,724
Room & Hall Hire	8,602	6,020
Tutor Expenses	10,160	15,036
<b>Total Toi Ako Arts Programme</b>	<b>32,581</b>	<b>36,280</b>
<b>Total Costs related to providing goods or services</b>	<b>89,058</b>	<b>110,072</b>
<b>Other expenses</b>		
<b>DISC</b>		
Accountancy Fees	5,049	4,363
Audit Fee	2,500	1,800
Bank Fees & Charges	245	243
Computer Maintenance & Expenses	2,111	2,782
Depreciation	8,151	3,246
Donations - Deductible	-	200
Entertainment Expenses	471	496
General Expenses & Contingencies	1,041	787
Insurance	3,681	2,698
Printing & Stationery	2,003	1,917
Rates	2,939	2,702
Repairs & Maintenance - Buildings	6,373	287
Repairs & Maintenance - Furniture & Fittings	636	1,511
Repairs & Maintenance - General	1,214	631
Water Rates	36	70
Subscriptions & Licences	287	-
Telephone & Tolls	2,765	2,736
<b>Total DISC</b>	<b>39,502</b>	<b>26,470</b>
<b>Total Other expenses</b>	<b>39,502</b>	<b>26,470</b>



	2022	2021
<b>3. Analysis of Assets</b>		
<b>Bank accounts and cash</b>		
<b>Cash Balances</b>		
Cash on Hand - DISC	700	80
Cash on Hand - Luncheon	40	40
<b>Total Cash Balances</b>	<b>740</b>	<b>120</b>
<b>Bank Account Balances</b>		
Cheque Account	201,746	159,667
<b>Total Bank Account Balances</b>	<b>201,746</b>	<b>159,667</b>
<b>Total Bank accounts and cash</b>	<b>202,486</b>	<b>159,787</b>
<b>Debtors and prepayments</b>		
<b>Accounts Receivable</b>		
Accounts Receivable	2,530	-
Trade Debtors	540	2,831
<b>Total Accounts Receivable</b>	<b>3,070</b>	<b>2,831</b>
<b>Prepayments</b>		
Prepayments	2,574	2,309
<b>Total Prepayments</b>	<b>2,574</b>	<b>2,309</b>
<b>Total Debtors and prepayments</b>	<b>5,644</b>	<b>5,140</b>
<b>Inventory</b>		
<b>Stock on Hand</b>		
Stock on Hand - Frozen Meals	1,180	70
<b>Total Stock on Hand</b>	<b>1,180</b>	<b>70</b>
<b>Total Inventory</b>	<b>1,180</b>	<b>70</b>



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	2022	2021
<b>4. Analysis of Liabilities</b>		
<b>Creditors and accrued expenses</b>		
<b>Accounts Payable</b>		
Trade Creditors	11,230	11,415
<b>Total Accounts Payable</b>	<b>11,230</b>	<b>11,415</b>
<b>Other Payables &amp; Accruals</b>		
Accrued Expenses	2,875	2,070
<b>Total Other Payables &amp; Accruals</b>	<b>2,875</b>	<b>2,070</b>
<b>Total Creditors and accrued expenses</b>	<b>14,105</b>	<b>13,485</b>
<b>Employee costs payable</b>		
Employee Cost Payable	17,299	6,414
<b>Total Employee costs payable</b>	<b>17,299</b>	<b>6,414</b>
<b>Unused donations and grants with conditions</b>		
Grants in Advance	-	1,594
<b>Total Unused donations and grants with conditions</b>	<b>-</b>	<b>1,594</b>
<b>Other current liabilities</b>		
GST	3,739	757
Spark New Zealand (Current)	53	-
<b>Total Other current liabilities</b>	<b>3,792</b>	<b>757</b>
<b>Other non-current liabilities</b>		
Spark New Zealand	49	-
<b>Total Other non-current liabilities</b>	<b>49</b>	<b>-</b>

## 5. Property, Plant & Equipment

This Year					
Asset Class	Opening Carrying Amount	Purchases	Sales and Disposals	Current Year Depreciation & Impairment	Closing Carrying Amount
Land	186,730				186,730
Buildings	267,248	5,634		5,430	267,452
Furnishings	1,408			163	1,245
Motor Vehicles	7,100			2,130	4,970
Plant & Equipment	977	2,369		428	2,918
<b>Total</b>	<b>463,463</b>	<b>8,003</b>		<b>8,151</b>	<b>463,315</b>



Last Year					
Asset Class	Opening Carrying Amount	Purchases	Sales and Disposals	Current Year Depreciation & Impairment	Closing Carrying Amount
Land	186,730				186,730
Buildings	243,627	23,621			267,248
Furnishings	1,594			186	1,408
Motor Vehicles	10,142			3,042	7,100
Plant & Equipment	12	983		18	977
<b>Total</b>	<b>442,105</b>	<b>24,604</b>		<b>3,246</b>	<b>463,463</b>

### Significant Donated Assets Recorded

A 2017 Ford Eco Sport motor vehicle was donated by Rural Women New Zealand Incorporated - Te Kauwhata in October 2018. The original cost price in August 2017 was \$25,051 and has been valued at \$17,035 based upon a depreciated cost price basis. The vehicle is used to provide community transport services under contract to the Waikato District Health Board.

A 2015 Nissan Pulsar motor vehicle was donated by Graham Thomas in April 2019.

The property at 2 Main Street, Te Kauwhata was transferred from Te Kauwhata Community Association Inc. on 30 September 2019. The property has been recorded at the written down value from the Te Kauwhata Community Association financial reports dated 31 March 2019.

2022 2021

### 6. Accumulated Funds

Accumulated Funds		
Opening Balance	606,210	598,510
Accumulated surpluses or (deficits)	31,170	7,700
<b>Total Accumulated Funds</b>	<b>637,380</b>	<b>606,210</b>
<b>Total Accumulated Funds</b>	<b>637,380</b>	<b>606,210</b>

### 7. Commitments

There are no commitments as at 31 March 2022. (Last year - nil).

### 8. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2022. (Last year - nil).

### 9. Related Parties

Mr Nelson is the Chairperson of the Te Kauwhata & Districts Information & Support Centre Inc. (DISC) Executive. His wife (Mrs JA Nelson) was appointed as a community house assistant of the DISC on 16th February 2018 and continues to be employed. The total salary for the year was \$16,790 (2021 : \$12,790).



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## 10. Events After the Balance Date

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report.

Last year - At the date of issuing the Performance Report, there is no significant impact on the Society's performance report for the year ended 31 March 2021. At this time the ongoing impact of the COVID-19 pandemic for the future year is not able to be determined, but it is not expected to be significant to the Society. The Society will continue to receive income from funding organisations.

## 11. Comparatives

There have been a number of prior period comparatives which have been reclassified to make disclosure consistent with the current year.

