

Agenda for a meeting of the Creative Communities Scheme Assessment Committee to be held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY 14 SEPTEMBER 2017** commencing at **10.00am**.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Minutes of a meeting held on Tuesday 11 April 2017 3

**5. CREATIVE COMMUNITIES SCHEME ASSESSMENTS**

5.1	Raglan Theatre Academy's Community Performance	16
5.2	Tuahana Clark – To produce a Resource Book	34
5.3	Waikato Rocks Trust – Music & Dance Festival	51
5.4	Michael Robins - Ruapuke Roots Festival and Workshops	103
5.5	Waimihi Hotere – Tirama Theatre Workshop	116
5.6	Twin Rivers Community Arts Centre – Community Classes	149
5.7	Twin Rivers Community Arts Centre – Capacity/Capability Building Project	183
5.8	Friendship House Huntly - Capacity/Capability Building Project	190
5.9	Raglan Community Arts Council - Capacity/Capability Building Project	197
5.10	Raglan Community Arts Council – Kids Clay Workshops	230
5.11	Raglan Community Arts Council - Arts Weekend 2018	248
5.12	Raglan Community Arts Council – Raglan Film Festival	284

**6.     REPORTS**

6.1	Project Accountability Forms	303
6.2	Creative Communities Scheme Assessments	334
6.3	Unspent Grant	337

GJ Ion

**CHIEF EXECUTIVE**

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### **Open Meeting**

<b>To</b>	Creative Communities Scheme Assessment Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	20 April 2017
<b>Prepared by</b>	Wanda Wright Committee Secretary
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Confirmation of Minutes and Public Excluded

## **1. EXECUTIVE SUMMARY**

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To confirm the minutes and public excluded minutes of the Creative Communities Scheme Assessment Committee meeting held on Tuesday 11 April 2017.

## **2. RECOMMENDATION**

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**THAT** the open and public excluded minutes of the meeting of the Creative Communities Scheme Assessment Committee held on Tuesday 11 April 2017 be confirmed as a true and correct record of that meeting and the public excluded minutes remain confidential and unavailable to the public.

## **3. ATTACHMENTS**

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CCS Minutes

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**MINUTES** of a meeting of the Creative Communities Scheme Assessment Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **TUESDAY 11 APRIL 2017** commencing at **10.02am**.

**Present:**

Cr R McGuire (Chairperson)  
Ms D Abraham  
Ms C du Bosky  
Cr S Henderson  
Ms C Lang  
Ms J Muru  
Ms M Soanes  
Ms M Turner

**Attending:**

Mr GJ Ion (Chief Executive)  
Mrs L van den Bemd (Community Development Co-ordinator)  
Mrs W Wright (Committee Secretary)  
Ms I-J Huirama (Team Administrator)  
Ms V Kemp (Friendship House Huntly)  
Ms K Campbell and Mr B Delves (Raglan Community Arts - Kid's Clay)  
Mr R Gallagher (Raglan Arts – Raglan Film Festival)  
Ms T Rapana (Growing Swag)  
Ms J Stevens (Twin Rivers – Community Classes and Matariki)  
Ms M Allan (Cutting Edge Textiles)

The Chief Executive opened the meeting and welcomed new members and Councillors to the meeting. He explained that he would chair the meeting until the Chair and Deputy Chair had been appointed.

**APPOINTMENT OF CHAIRPERSON AND DEPUTY CHAIRPERSON**

Prior to calling for nominations, the Chief Executive clarified that all members were eligible to stand for the role of Chairperson and that a member could nominate and second themselves.

The Chief Executive called for nominations for the position of Chairperson.  
Cr McGuire was nominated by Cr Henderson and seconded by Ms Abraham.

The Chief Executive called for nominations for the position of Deputy Chairperson.  
Ms Abraham was nominated by Ms Muru and seconded by Ms Turner.

**Resolved: (Cr Henderson/Ms Turner)**

**THAT the report from the Chief Executive be received;**

**AND THAT Cr McGuire be appointed Chairperson of the Creative Communities Scheme Assessment Committee.**

**CARRIED on the voices**

**CCSI704/01/1**

**Resolved: (Cr Henderson/Ms Soanes)**

**THAT Ms Abraham be appointed Deputy Chairperson of the Creative Communities Scheme Assessment Committee.**

**CARRIED on the voices**

**CCSI70401/2**

The Chief Executive vacated the Chair and Cr McGuire presided for the remainder of the meeting.

### **APOLOGIES AND LEAVE OF ABSENCE**

All members were present.

### **CONFIRMATION OF STATUS OF AGENDA ITEMS**

**Resolved: (Ms Soanes/Ms Abraham)**

**THAT the agenda for a meeting of the Creative Communities Scheme held on Tuesday 11 April 2017 be confirmed and all items therein be considered in open meeting;**

**AND THAT in accordance with Standing Order 9.4 the order of business be changed with agenda item 6.8 [*Cutting Edge Textiles*] being considered after agenda item 6.3 [*Raglan Community Arts Council – Kids Clay*].**

**CARRIED on the voices**

**CCSI704/02**

### **DISCLOSURES OF INTEREST**

The Community Development Adviser declared a non-financial Conflict of Interest in Agenda Item 6.2 [*Friendship House (Huntly) Community Charitable Trust*].

Ms Soanes declared a non-financial conflict of interest in Agenda Item 6.3 and 6.4 [*Raglan Community Arts Council – Kids Clay and Raglan Community Arts Council – Raglan Arts Festival*].

## **RECEIPT OF MINUTES**

**Resolved: (Crs McGuire/Henderson)**

**THAT the minutes of a meeting of the Creative Communities Scheme Assessment Committee held on Friday 26 August 2016 be received.**

**CARRIED on the voices**

**CCSI704/04/1**

## **CONFIRMATION OF MINUTES**

Tabled Item: Minutes of Tuesday 28 March 2017

**Resolved: (Ms Soanes/Ms Abraham)**

**THAT the minutes of a meeting of the Creative Communities Scheme Assessment Committee held on Tuesday 28 March 2017 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**CCSI704/04/2**

## **CREATIVE COMMUNITIES ASSESSMENTS**

The Community Development Adviser presented on behalf of Huntly West Country Schools Cluster (agenda item 6.1). Apologies received from their applicant.

Ms Kemp presented on agenda item 6.2. The Community Development Adviser withdrew from the table and did not take part in discussion on this item.

Ms Soanes withdrew to the gallery and did not take part in discussion or voting on agenda items 6.3 and 6.4.

Ms Stevens presented on agenda item 6.6 Twin Rivers Community Art Centre - Te Whare Toi O Ngaruawahia (Community Classes)

Tabled Item: Powerpoint Presentation

Ms Soanes shared recent communications (via email) with this group as part of their application. No representatives from Connected Media Charitable Trust were present to speak to or present their application.

## **EXCLUSION OF THE PUBLIC**

Agenda Item 7

**Resolved: (Ms Lang/Cr Henderson)**

**THAT** the report of the Chief Executive be received;

**AND THAT** the public be excluded from the meeting during discussion on the following items of business:

1. Confirmation of Minutes dated Tuesday 28 March 2017
2. Decisions of Assessments

## **REPORTS**

### **a. Creative Communities Scheme Assessments**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

**Reason for passing this resolution to withhold exists under:**

**Ground(s) under section 48(1) for the passing of this resolution is:**

**Section 7(2)(f)(i)**

**Section 48(1)(3)(d)**

### **b. Project Accountability Report**

This resolution is made in reliance on section 48(1)(a) and 48(2)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by sections 6 or 7 of that Act which would be prejudiced by the holding of the whole or the relevant part(s) of the proceedings of the meeting in public are as follows:

**Reason for passing this resolution to withhold exists under:**

**Ground(s) under section 48(1) for the passing of this resolution is:**

**Section 7(2)(f)(i)**

**Section 48(1)(3)(d)**

**CARRIED on the voices**

**CCS1704/05**

*Resolutions CCS1704/06 – CCS1704/10 are contained in the public excluded section of these minutes.*

Having resumed open meeting the following items were released into Open Meeting.

## **REPORTS (continued)**

### **Creative Communities Scheme Assessments/Finance Report**

#### **Agenda Item PEX3.1**

It was resolved [Resolution No. CCS1704/07] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

*'Resolved: (Ms Abraham/Ms Lang)*

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

6.1 Huntly West Country Schools Cluster	\$390.00
6.2 Friendship House (Huntly) Community Charitable Trust	\$2431.00
6.3 Raglan Community Arts Council - Kids Clay	\$3300.00
6.4 Raglan Community Arts Council - Raglan Film Festival	\$3400.00
6.5 Timara Rapana – Unite/Growing Swag	\$2015.00
6.6 Twin Rivers Community Art Centre - Te Whare Toi O Ngaruawahia	\$8900.00
6.7 Twin Rivers Community Art Centre - Matariki	\$2400.00
6.8 Cutting Edge Textiles	\$1650.73
<b>Total</b>	<b>\$24,486.73</b>

*AND THAT the resolution be released into open meeting but the report remain confidential and unavailable to the public;*

*AND FURTHER THAT the application for Connected Media Charitable Trust be declined as more information is required.*

**CARRIED on the voices**

**CCS1704/07'**

### **Project Accountability Report**

#### **Agenda Item PEX3.2**

It was resolved [Resolution No. CCS1704/09] during the public excluded section of the meeting that the following resolution be released into open meeting but the report remain confidential and unavailable to the public:

*'Resolved: (Ms Abraham/Cr Henderson)*

*THAT the report from the General Manager Strategy & Support be received;*

AND THAT the Creative Community Scheme Committee notes that the following amounts have been spent:

Raglan Community Arts Council	Arts Film Festival	\$4096.46
Raglan Theatre Academy	Community Show	\$2250.00
Whaingaroa Youth Movement	Look Production	\$4793.60
Cutting Edge Textiles	Tutor fees and Workshop materials	\$1168.00
Funked up Junk	Kids creative upcycle workshop	\$819.00
Raglan Old School Art Centre	Kids Clay Workshops	\$4104.78
Raglan Old School Art Centre	Life Drawing Classes	\$600.00
Waikato Rocks Trust	Music and Dance Festival-Raglan	\$1725.00

AND FURTHER THAT the resolution be released into open meeting but the report remain confidential and unavailable to the public.

CARRIED on the voices

CCS1704/09'

There being no further business the meeting was declared closed at 12.03pm.

Minutes approved and confirmed this                      day of                      2017.

Cr RC McGuire  
**CHAIRPERSON**

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**MINUTES** for the public excluded section of the meeting of the Creative Communities Scheme Assessment Committee held on **TUESDAY 11 APRIL 2017**.

### **CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Tabled Item: Minutes of 28 March 2017

**Resolved: (Ms Soanes/Cr Henderson)**

**THAT the Public Excluded minutes of a meeting of the Creative Communities Scheme Assessment Committee held on Tuesday 28 March 2017 be confirmed as a true and correct record of that meeting and remain confidential and unavailable to the public.**

**CARRIED on the voices**

**CCS1704/06**

### **DECISIONS OF ASSESSMENTS**

During deliberations, Ms Soanes withdrew from the room and was not present during discussion or voting on Agenda items 6.3 and 6.4.

The Community Development Adviser withdrew from the table for Agenda item 6.2.

The applications were assessed in the order they appeared in the Agenda.

**Resolved: (Ms Abraham/Ms Lang)**

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

6.1 Huntly West Country Schools Cluster	<b>\$390.00</b>
6.2 Friendship House (Huntly) Community Charitable Trust	<b>\$2431.00</b>
6.3 Raglan Community Arts Council - Kids Clay	<b>\$3300.00</b>
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6.7 Twin Rivers Community Art Centre - Matariki	<b>\$2400.00</b>
6.8 Cutting Edge Textiles	<b>\$1650.73</b>
<b>Total</b>	<b>\$24,486.73</b>



**AND THAT** the resolution be released into open meeting but the report remain confidential and unavailable to the public;

**AND FURTHER THAT** the application for Connected Media Charitable Trust (Agenda item 6.9) be declined as more information is required.

**CARRIED on the voices**

**CCSI704/07**

## **REPORTS**

Creative Communities Scheme Assessments/Finance Report  
Agenda Item PEX3.1

**Resolved: (Ms Lang/Ms Muru)**

**THAT** the report from the General Manager Strategy & Support be received.

**CARRIED on the voices**

**CCSI704/08**

Project Accountability Forms  
Agenda Item PEX3.2

**Resolved: (Ms Abraham/Cr Henderson)**

**THAT** the report from the General Manager Strategy & Support be received;

**AND THAT** the Creative Community Scheme Committee notes that the following amounts have been spent:

<b>Raglan Community Arts Council</b>	<b>Arts Film Festival</b>	<b>\$4096.46</b>
<b>Raglan Theatre Academy</b>	<b>Community Show</b>	<b>\$2250.00</b>
<b>Whaingaroa Youth Movement</b>	<b>Look Production</b>	<b>\$4793.60</b>
<b>Cutting Edge Textiles</b>	<b>Tutor fees and Workshop materials</b>	<b>\$1168.00</b>
<b>Funked up Junk</b>	<b>Kids creative upcycle workshop</b>	<b>\$819.00</b>
<b>Raglan Old School Art Centre</b>	<b>Kids Clay Workshops</b>	<b>\$4104.78</b>
<b>Raglan Old School Art Centre</b>	<b>Life Drawing Classes</b>	<b>\$600.00</b>
<b>Waikato Rocks Trust</b>	<b>Music and Dance Festival-Raglan</b>	<b>\$1725.00</b>

**AND FURTHER THAT** the resolution be released into open meeting but the report remain confidential and unavailable to the public.

**CARRIED on the voices**

**CCSI704/09**

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**RESUMPTION OF OPEN MEETING**

**Resolved: (Crs Henderson/McGuire)**

**THAT the open meeting be resumed.**

**CARRIED on the voices**

**CCS1704/10**

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**MINUTES** for the public excluded section of the meeting of the Creative Communities Scheme Assessment Committee held on **TUESDAY 11 APRIL 2017**.

### **CONFIRMATION OF PUBLIC EXCLUDED MINUTES**

Tabled Item: Minutes of 28 March 2017

**Resolved: (Ms Soanes/Cr Henderson)**

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**CCS1704/06**

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<b>Total</b>	<b>\$24,486.73</b>

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**AND FURTHER THAT** the application for Connected Media Charitable Trust (Agenda item 6.9) be declined as more information is required.

**CARRIED on the voices**

**CCSI704/07**

## **REPORTS**

Creative Communities Scheme Assessments/Finance Report  
Agenda Item PEX3.1

**Resolved: (Ms Lang/Ms Muru)**

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**CARRIED on the voices**

**CCSI704/08**

Project Accountability Forms  
Agenda Item PEX3.2

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**AND THAT** the Creative Community Scheme Committee notes that the following amounts have been spent:

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<b>Raglan Old School Art Centre</b>	<b>Kids Clay Workshops</b>	<b>\$4104.78</b>
<b>Raglan Old School Art Centre</b>	<b>Life Drawing Classes</b>	<b>\$600.00</b>
<b>Waikato Rocks Trust</b>	<b>Music and Dance Festival-Raglan</b>	<b>\$1725.00</b>

**AND FURTHER THAT** the resolution be released into open meeting but the report remain confidential and unavailable to the public.

**CARRIED on the voices**

**CCSI704/09**

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**RESUMPTION OF OPEN MEETING**

**Resolved: (Crs Henderson/McGuire)**

**THAT the open meeting be resumed.**

**CARRIED on the voices**

**CCS1704/10**

Minutes2017/CCS/170411/ CCS M PEX

CONFIDENTIAL



# APPLICANT DETAILS

## Name and contact details

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

Full name of applicant:

Ruth Hare

Contact person (for a group):

Street address/PO Box:

PO Box 179

Suburb:

Town/City:

Raglan

Postcode:

3225

Country:

New Zealand

Email:

raglantheatreacademy@gmail.com

Telephone (day):

021 02 365 605

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

Name on bank account:

Ruth Hare

GST number:

Bank account number:

02-0316-0301889-001

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:

applicant teacher

- group

Māori:



Detail:

- group

Pacific Island:



Detail:

Asian:



Detail:

Middle Eastern/Latin American/African:



Detail:

Other:



Detail:

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

Yes:



No:



- unless required, work dependant

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

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



Council website



Creative NZ website



Social media



Council mail-out



Local paper



Radio



Council staff member



Poster/flyer/brochure



Word of mouth



Other (please provide detail)

originally from Jacqueline at Old School Arts Centre



# PROJECT DETAILS

Project name:

Raglan Theatre Academy's community performance

Brief description of project:

A group of 6-16 year olds, create, rehearse and <sup>put on a</sup> performance for their

Project location, timing and numbers

community

Venue and suburb or town:

Raglan

Start date:

7/10/17

Finish date:

26/11/17

Number of active participants:

67

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

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

European:

☒

Detail:

drawing from cultural backgrounds

Māori:

☒

Detail:

drawing from cultural backgrounds of youth involved

Pacific Island:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:



# PROJECT DETAILS (budget)

## Project details

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

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

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

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

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

### 1. The idea/Te Kaupapa

Working with youth from ages 6-16 to create and put on a performance for the community to enjoy. Each year the group has reached more youth as more are now more involved.

### 2. The process/Te whakatutuki

Working together with the youth<sup>of Raglan</sup> we will develop and create scenes and movement that will form our final performance. The group of children range from 6-16 yrs old.

### 3. The people/Ngā tāngata

The key people are; the youth themselves, without them the project doesn't happen. Ruth here will guide and lead the children through the process to performance. Madeline will guide the students through the costume making process and Simon will guide them through set construction.

### 4. The criteria/ Ngā paearu

This project encourage children to participate and work together with each other. This gives them an opportunity and valuable skills which isn't otherwise offered in our community. This helps youth develop confidence, explore their creativity and have a positive project to focus on.



# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

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

Are you GST registered?

Yes

☐

Do NOT include GST in your budget

No

☒

Include GST in your budget

<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 eg hall hire</b>	<b>Detail eg 3 days' hire at \$100 per day</b>	<b>Amount eg \$300</b>
Hall hire	6 day hire at \$50 - per day	\$300 -
lighting <sup>+</sup> soundhire	lighting equipment, technician labour	\$3,004.30
Teacher costs	teach, rehearse, direct rehearsals + show	\$1,800 -
Costume	fabric costs, creating costumes	\$2,560
Total Costs		\$7,664.30
<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 eg ticket sales</b>	<b>Detail eg 250 tickets at \$15 per ticket</b>	<b>Amount eg \$3,750</b>
Ticket sales	300 tickets at \$10 per ticket	\$3000 -
Total Income		\$3000 -
Costs less income	This is the maximum amount you can request from CCS	\$4,664.30
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$4,664.30</b>



# PROJECT DETAILS

## 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
	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)
9/4/15	DramaTrix Childrens community production	\$2,100	yes
15/8/16	Raglan Theatre Academy Community production	\$2,500	yes

## 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.

## Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

<http://creativewaikato.co.nz/72/artillery>

## I/we have signed up to one or more of the Creative Waikato ARTillery workshops

Yes: ☐ No: ☒

Which workshop/s?



# PART 3: DECLARATION<sup>21</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

Name

RUTH HARE

(Print name of contact person/applicant)

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

Signed:



(Applicant or arts organisation's contact person)

Signed:

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

Date:

31/7/17

Date:



# eventtechnique

Audio-Lighting-Stage-Special effects-Technical Support

## QUOTATION-HIRE

Date	QUOTATION #
31/07/2017	757

Name / Address
RAGLAN THEATRE ACADEMY RAGLAN

Event Technique Limited
PO BOX 15343 Dinsdale Hamilton 3243 (07) 210-2020

Event/Reference

Qty	Description	Rate	Total
	Sunday 19th November: dress rehearsal Friday 24th November: Pack in and Tech run. Saturday 24th November: 1pm and 7pm show Sunday 26th November: 1pm show		
	LIGHTING		
1	PANASONIC 5500 LUMEN PROJECTOR WITH VGA AND HDMI INPUTS. 1024X768	100.00	100.00
7	LED PAR64 HIGH POWER CAN-18 X 3W	15.00	105.00
1	Theatre lite cuemaster 12/24 lighting desk	15.00	15.00
1	THEATRELIGHT DMX DIMMER	15.00	15.00
5	PARCAN64 SILVER 1000W	8.00	40.00
	SOUND		
2	JBL PRX612M POWERED LOUDSPEAKER 1000WATT	50.00	100.00
13	SENHIESER H/H & RECIEVER	45.00	585.00
1	SOUNDCRAFT DIGITAL CONSOLE SI EXPRESSION 1. 16/8 CHANNEL	85.00	85.00
	System subtotal		1,045.00
2	SUBSEQUENT DAYS	370.00	740.00
	DISCOUNT	-30.00%	-222.00
66	EQUIPMENT DELIVERY TO RAGLAN	0.60	39.60
10	TECHNICIAN LABOUR PER HOUR FRIDAY	57.50	575.00
66	TRANSPORT SATURDAY	0.60	39.60
8	TECHNICIAN LABOUR PER HOUR SATURDAY	57.50	460.00

SUBTOTAL

Tax Total

**Total**

Payment terms for this Quote

This quote is valid for the period of 7 days from the date printed. All goods remain the property of Event Technique until paid in full. Late payment voids any discounts applied. Collection costs of overdue accounts will be charged to the account holder. Interest at the rate of 3% per month may be added to overdue accounts. Event Techniques terms and conditions of trade apply.

# eventtechnique

Audio-Lighting-Stage-Special effects-Technical Support

## QUOTATION-HIRE

Date	QUOTATION #
31/07/2017	757

Name / Address
RAGLAN THEATRE ACADEMY RAGLAN

Event Technique Limited
PO BOX 15343 Dinsdale Hamilton 3243 (07) 210-2020

Event/Reference			
Qty	Description	Rate	Total
66	EQUIPMENT COLLECTION FROM RAGLAN	0.60	39.60
5	TECHNICIAN LABOUR PER HOUR SUNDAY	57.50	287.50

This quote is valid for the period of 7 days from the date printed. All goods remain the property of Event Technique until paid in full. Late payment voids any discounts applied. Collection costs of overdue accounts will be charged to the account holder. Interest at the rate of 3% per month may be added to overdue accounts. Event Techniques terms and conditions of trade apply.

SUBTOTAL	\$2,612.42
Tax Total	\$391.88
<b>Total</b>	<b>\$3,004.30</b>

Payment terms for this Quote



25<sup>th</sup> July 2017

Tax Invoice for Raglan Theatre Academy's community performance.

To whom it may concern,

This invoice is for costumes for Raglan Theatre Academy's performance held in November 2017.

Cost for fabric, sewing thread, design and work for crafting;

64 costumes x \$40 = \$2560

Please feel free to contact me if you have any further questions,

Warm regards,  
Madeline Alexander  
Madstar Monster  
021100557

21<sup>st</sup> July 2017

Tax Invoice

To:  
Waikato District Council

From:  
Ruth Hare

To Whom It May Concern:

Please find below the quote for the following services;

Teaching, directing, script-writing and rehearsing Raglan Theatre Academy's community performance project.

Total hours: 60 hours

60 hours x \$30 per hour =  
Total: \$1800

Warm regards,  
Ruth Hare  
Teacher & Director  
02102365605





**TAX INVOICE**  
**GST No. 52-054-982**

Raglan Theatre Academy  
PO Box 179  
Raglan 3265

**Account Number** 207597  
**Invoice Number** 39792  
**Invoice Date** 14 July 2017  
**Customer Ref:**  
**Staff Ref:** Raglan

**Attention** Ruth

Details	Qty	Exc Amt	GST	Inc Amt
Raglan Town Hall Bookings. Dates: 11th-12th November, 19th November, 24th November, 25th-26th November. Cost of Hireage is \$50 per day.	1.00	\$260.87	\$39.13	\$300.00
Totals		\$260.87	\$39.13	\$300.00

**INVOICE AMOUNT DUE IN FULL BY 28 JULY 2017**

See over for Terms & Conditions

Payments may be made by Direct Credit to Waikato District Council's bank account

Please select the 'Debtor' type payment option and use your Account number as reference

**02-0316-0246517-00**

**REMITTANCE ADVICE**

**Please post to**

Waikato District Council  
Private Bag 544  
Ngaruawahia, 3742

**Raglan Theatre Academy**

**Account Number** 207597  
**Invoice Number** 39792  
**Invoice Date** 14 July 2017  
**Amount Due** \$300.00



## Terms and Conditions

### Payment Options

Unless otherwise agreed, this invoice shall be paid to Waikato District Council at its address on or before the date stated on the invoice. Payment will not be accepted by any means other than cash, eftpos, cheque or direct credit. If any account is in dispute, the undisputed portion of the account shall be payable in accordance with the normal terms of payment. Payment of the disputed portion may be withheld provided the matter is brought to WDC's attention immediately and a letter of explanation setting out the particulars of the dispute is sent to WDC within seven days of the dispute arising.

WDC reserves the right to suspend delivery of further goods and/or services if the terms of payment are not strictly adhered to by the customer.

### Customer's Liability and Default

In the event of a default in payment, WDC reserves the right to recover from you any costs, expenses or disbursements incurred by us in recovering money from you, including without limitation, debt collection agency fees and legal fees.

### General Enquiries

For any enquiries regarding this account please telephone our customer enquiry line on 0800 492 452 or email [finance@waide.govt.nz](mailto:finance@waide.govt.nz)

**Postal Address:**  
**Waikato District Council**  
**Private Bag 544**  
**Ngaruawahia 3742**  
**NEW ZEALAND**



Direct Debit



Cash/Eftpos/Cheque



Internet Banking



Phone Banking



Credit card  
payments  
(online only).

**Payments are applied to the oldest debt first.**

<b>Ngaruawahia Office</b> (Head Office) 15 Galileo Street Ngaruawahia <b>Opening hours:</b> Mon - Thurs 8am - 5pm Fri 9am - 5pm	<b>Huntly Office</b> 142 Main Street, Huntly <b>Opening hours:</b> Mon - Fri 9am - 5pm	<b>Raglan Area Office</b> 7 Bow Street, Raglan <b>Opening hours:</b> Mon - Fri 9am - 5pm	<b>Tuakau Office</b> 2 Dominion Road Tuakau <b>Opening hours:</b> Mon - Fri 8:30am - 5pm	<b>Te Kauwhata Office</b> 1 Main Road Te Kauwhata <b>Opening hours:</b> Mon - Fri 9am - 5pm
---	--	--	--	---

Please note any change of contact details:

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Phone (Work):

---

Phone (Home):

---

Phone (Mobile):

---

E-mail address:

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# RUTH HARE

**POSTAL ADDRESS:** P.O Box 179, Raglan, 3225

**CONTACT PHONE NUMBER:** 02102365605

**EMAIL:** raglantheatreacademy@gmail.com

**QUALIFICATIONS:** BA in Theatre Studies

**Graduate Diploma of Teaching (Secondary)** - Junior & Senior Drama and Junior Dance

Growing up performing as both an actor and a dancer, it was a natural progression for me to share back my passion to the youth. I have taught drama as an extra-curricular programme for many years. I have since directed many children's shows and continue performing and extending my knowledge in my favourite field. I enjoy to continue learning, as I enjoy to continue teaching. As I have discovered, everyone is a teacher and everyone is a student.

## RELEVANT WORK HISTORY

- 2001 Volunteer teaching English in Peru at an orphanage
- 2008-2010: Starmaker's Performing Arts school, drama class teacher and choreographer for the school's productions.
- 2008-present Raglan Theatre Academy (formerly Drama Trix), drama teacher, director, co-creator, facilitator.
- 2013-2014 Raglan Kayak. Kayak instructor and raft building leader for school camps.
- 2014-present Drama teacher, Raglan Area School. I have taught Passion learning workshops and classes for the last 3 years and now this year have created a drama department at the school where I teach year 7-year 11 drama.























# APPLICANT DETAILS

## Name and contact details

Are you applying as an individual or group?

Individual



Group

Full name of applicant:

Shirley Tuahana Clark

Contact person (for a group):

Street address/PO Box:

83 Walsh Rd RD 10

Suburb:

Town/City:

Hamilton

Postcode:

3290

Country:

New Zealand

Email:

tuahanaclark@gmail.com

Telephone (day):

07 8298900

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

Name on bank account:

ST Clark

GST number:

Bank account number:

ANZ 060313 0076567 00 Frankton

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:

Waikato - Tainui

Pacific Island:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

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

Yes:

☒

No:

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☒

Other (please provide detail)

Creative Waikato networks



# PROJECT DETAILS

**Project name:**

A Waikato Weavers perspective on modern weaving!

**Brief description of project:**

To publish a book that will be unique because of its cultural content which is specific to emerging weavers of the region.

**Project location, timing and numbers**

**Venue and suburb or town:**

83 Walsh Rd RD10 Hamilton 3290

**Start date:**

October 2017

**Finish date:**

Sept. 2018

**Number of active participants:**

Myself the author

**Number of viewers/audience members:**

There will be chosen weavers

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

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

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

☒ **Diversity:** Support the diverse artistic cultural traditions of local communities

☐ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

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

☐ Craft/object art

☐ Dance

☐ Inter-arts

☒ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☐ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☒ Creation and presentation

☐ Presentation only (exhibition)

☐ Workshop/wānanga

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

European:

Detail:

Māori:

☒

Detail:

Waikato - Tainui

Pacific Island:

Detail:

Asian:

Detail:

Middle Eastern/Latin American/African:

Detail:

Other:

Detail:

**Project details**

## PROJECT DETAILS

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

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

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

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

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

**5.**



## A Waikato Weavers Perspective on Modern Weaving

Page 5

1) The idea: What do you want to do?

In 2009, I submitted a dissertation in partial fulfilment of the requirements for the degree of Master of Arts in Tikanga Maori at the University of Waikato. The genesis of my study was my active involvement in maori weaving which began in 2001 marking my entry into the modern whare pora or house of weaving. Thereafter I became an enthusiastic weaver. I would like to expand on my studies by writing a book specifically around modern weaving as a resource for emerging weavers and in the meanwhile, encourage knowledge sharing.

2) The process:

I would like to start as soon as possible taking into account the fundamental steps necessary such as planning a timeline, editing and finally publishing all within 12 months.

I would also like to include a book launch.

3) The people:

I am currently the chairperson of a group of weavers that have been active since 2001. Our group has woven 69 whariki/mats in and around the Kawhia and Port Waikato regions.

We are privileged to be involved in supporting the prevention of sudden unexpected death of an infant (SUDI) by providing wahakura (woven flax bassinets) to protect babies sleeping alongside parents.

Chosen weavers will be key people in this project.

4) The criteria:

The cultural contents of the book will be unique to emerging weavers of the region given the increased interest in this artform.

My choice of diversity supports cultural tradition with literature the main focus of the project.



# PROJECT DETAILS

Amount you are requesting from the Creative Communities Scheme

\$ 794.00

## 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
	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		
	First time application		

## 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.

## Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

<http://creativewaikato.co.nz/72/artillery>

## I/we have signed up to one or more of the Creative Waikato ARTillery workshops

Yes: ☒ No: ☐ 25 August 2017 Ngaruanahia

Which workshop/s? Great Governance ...



**6.**

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

Yes

No



### Include GST in your budget

Creative Communities Scheme Application Form



## PART 3: DECLARATION

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

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

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

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

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

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

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

☒ return any unspent funds

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

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

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

☒ acknowledge CCS funding at event openings, presentations or performances

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

☒ I understand that the 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

Name

*Shirley Tuahana Clark*

(Print name of contact person/applicant)

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

Signed:

*[Signature]*

(Applicant or arts organisation's contact person)

Signed:

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

Date:

*31 July 2017*

Date:

**I-Jay Huirama**

---

**From:** Tuahana Clark <tuahanaclark@gmail.com>  
**Sent:** Friday, 11 August 2017 9:34 a.m.  
**To:** I-Jay Huirama  
**Subject:** Re: CCS Funding application

Atamarie,

My priority would be places where people would be appreciative of reading these books ie libraries, schools and weaving groups. Book series at this time would be time consuming in terms of having to plan each book. However, I would give thought to it for the future.

Tuahana

On 9 August 2017 at 09:36, I-Jay Huirama <[I-Jay.Huirama@waidc.govt.nz](mailto:I-Jay.Huirama@waidc.govt.nz)> wrote:



Ph 07 846 0380 Fx 07 846 2144  
 Em speedy@24zoom.co.nz  
 33 King Street, Frankton, Hamilton  
 PO Box 5627, Frankton, Hamilton 3242  
 Freephone 0800 24 ZOOM



Cash Quote  
 Zoom Cash Sales

**Date:** July 25, 2017

**Quotation No:** 32877

Dear Cash

Thank you for your valued enquiry. I have pleasure in submitting this quotation for your consideration.

**Description:** Perfect Bound Books 100 Pages Plus Cover

**Stock:** 300 gsm Satin Matt Art Cover Laminated Single Side, 148gsm Satin Matt Art inside  
**Size:** Perfect Bound A4 finished size  
**Colours:** Printed full colour throughout, 100 Pages Including Cover  
**PrePress:** Print ready file to be supplied.  
 If required, file preparation or artwork may incur an extra charge.

Quantity 6

**Total \$397.00**

All prices are quoted exclusive of GST and freight. Quotes are valid for 30 days.

I trust this quotation meets with your approval. If you require any further information please do not hesitate to contact us.

**Account Representative:**

Raewyn Holcroft  
 Account Manager

**Entered By:**

Jason Gibbs

Accepted .....

Quantity .....





Ph: 07 839 4452  
188 Commerce St, Frankton  
PO Box 19104, Hamilton 3244  
[www.goeco.org.nz](http://www.goeco.org.nz)

August 1, 2017

To whom it may concern,

Go Eco, formerly known as the Waikato Environment Centre, supports Tuahana Clark in her funding application. Tuahana, with Ngaa Hua o te Rito, have been part of our centre's EnviroExpo for the past three years. They have brought a very special aspect to the expo, showcasing the practice and art of weaving as well as promoting the wahakura to the community.

Tuahana and the women of Ngaa Hua o te Rito are all highly skilled weavers. They share their knowledge with the community in a respectful and uplifting way. The community will benefit immensely by having their knowledge of the art of weaving shared in a book.

We acknowledge Tuahana's commitment to ensuring that the tikanga and skill of weaving is preserved in our community. The wahakura is of particular importance to the community. Wahakura provide a safe place for babies to sleep and help to prevent Sudden Infant Death Syndrome.

We are honoured to recommend and support the work of Tuahana Clark and Ngaa Hua o Te Rito.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sonia Fursdon', written over a light blue horizontal line.

Sonia Fursdon  
General Manager  
Go Eco



Ngā Hua o te Rito

1 Whitley Street

Raglan

1<sup>st</sup> August, 2017

Tena koe

On behalf of Nga Hua o te Rito Charitable Trust I am writing to you in support of Tuahana Clark's application for funding to publish a book on a Waikato weaver's perspective of the modern house of weaving. Tuahana has been involved with our Trust since 2001, and is a founding member of the Trust.

Over the past 16 years our Trust has been involved in many activities, projects and wananga. Our mission statement is to provide development programmes that promote and affirm cultural values through weaving. Our vision is to empower Whanau, Haapu and Iwi by preserving traditional weaving/raranga techniques. Tuahana is the currently the chairperson of our Trust and she whole-heartedly embraces and commits herself to fulfilling the visions and goals of Nga Hua o te Rito.

As part of our Trust Tuahana Clark is involved in:

- **Whariki wananga** to revive the art and skills of mat weaving for marae. We facilitate free monthly wananga that are open to anyone who would like to learn the art of whariki weaving. These wananga have been running since 2008 and currently we have woven 69 whariki for marae around Kawhia and Port Waikato. These wananga have supported whanau, haapu and iwi to once again have whariki on their marae to adorn mahau and wharenui.
- **Wahakura Wananga ki Waikato Tainui** to support the weaving and distribution of Wahakura to whanau. Sudden Unexpected Death of an Infant (SUDI) is one of the leading causes of death for Maori babies in New Zealand and it is our vision and hope that every whanau in Waikato Tainui area will have access to Wahakura. Our Trust has contributed to weaving and distributing over 100 wahakura to whanau. Tuahana drives and leads this project for our Trust by teaching, exhibiting and promoting wahakura wherever possible.
- **Weaving Wananga** to teach all types of weaving. We facilitate at least three live-in wananga a year around Kawhia, Whaingaroa and Hamilton to provide marae based learning opportunities, to empower weavers, provide information that encourages the protection of our natural resources and ensure the preservation of harakeke raranga.



- **Korowai Wananga** to teach the art of cloak weaving. For the last 8 years Tuahana has facilitated free weekly wananga at venues in Hamilton such as Rauawaawa Trust and Hemi Tapu.
- **Participated and organised weaving exhibitions** and demonstrations such as Waikato Museum – Nga Hua o Te Rito exhibition held December 2016 to April 2017, Kawhia Kai Festival, River Festival – Hamilton Gardens, Hamilton Winter Show and Creative Waikato Exhibition. These exhibitions have provided us with opportunities to promote weaving/raranga to diverse groups of people. As the president of Te Herenga Maori Women's Welfare League, Tuahana has organised and facilitated many wananga to promote weaving, korowai and health under the umbrella of Mana Wahine, supported by both MWWL and Nga Hua o te Rito.
- **Regional representative** for Waikato to Te Roopu Raranga Whatu o Aotearoa (National Weavers' group).
- **Resident Weaver** at Te Puia, Rotorua, May 2016. Tuahana accepted an invitation to take up residency to lead Wahakura wananga at Te Puia Weaving Institute, Rotorua for 4 weeks. She taught local Rotorua weavers skills related to wahakura.

There are many benefits from the wananga and activities Tuahana is involved in. Having whariki at our marae helps keep our traditions alive, enriching our ceremonies and culture. Wahakura contribute to saving the lives of babies'. Woven items contribute to fundraising projects for marae and poukai throughout Kawhia. Weavers uphold and contribute to the revival of the art of weaving, to ensure it's sustainability for future generations. Learning to weave empowers whanau, haapu and iwi.

As you can see Tuahana is involved extensively in many areas of promoting, teaching, facilitating and revitalising the art and skills of weaving/raranga. She is a committed member of our Trust, who works tirelessly to uphold and preserve the art of traditional weaving. Her commitment and dedication is a testament to her vision, values and culture. Nga Hua o te Rito Charitable Trust supports Tuahana Clark's application for funding to publish a book, and we wish her success with her application.

Noho ora mai

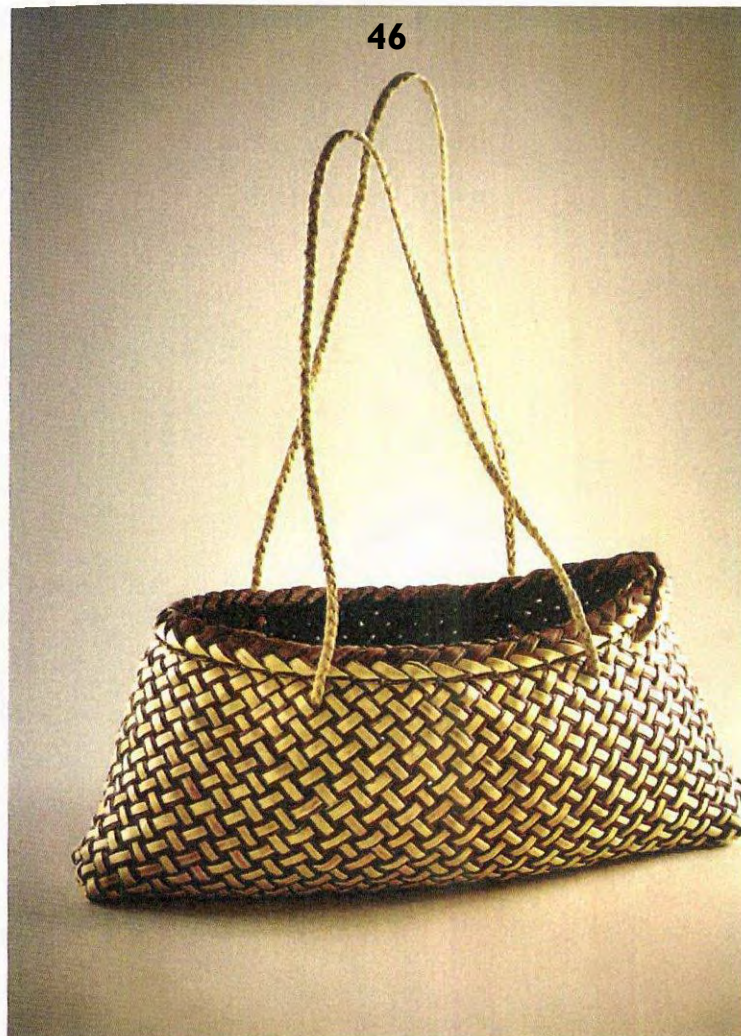
Gwyn Brodie

Secretary

Nga Hua o te Rito Charitable Trust

021 160 7664





**Matamata**  
*Made with harakeke*

## Tuahana Clarke

(Waikato-Tainui)

This overlaid harakeke kete uses two contrasting

*Nga Hua o te  
 Rito  
 Exhibition  
 Dec 2016 —  
 April 2017  
 Waikato Museum*



Wananga Jan 2017 Kawhia  
Gifts of wahakura  
for Huakina Trust  
Pukekohe



Below.

April 2017  
Receiving award  
for best display stand  
in the EnviroExpo Section  
Waikato Winter show



Ngāa Hui o te Rito committee  
receiving gifts from Hauraki  
weavers.



Twyn Brodie (Secretary NHOTR)  
and I accepting

Promoting Safe  
Sleep Day Dec 2  
2016  
at Glenview  
Shopping Centre





Weaving whariki at my marae  
- Te Awamarariki - Port Waikato  
L. Whariki No 2 Niho Tauranga  
my nieces who will keep the  
artform going May 2016



Above - Whariki No 1  
Whariki from Port Waikato  
and Kawhia  
April 2016



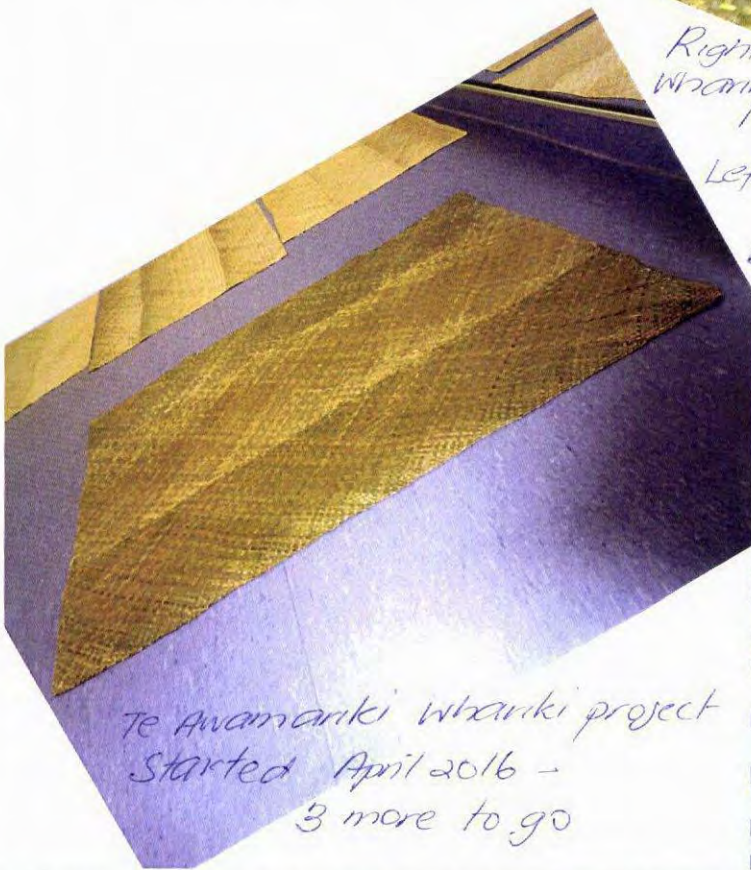
Weaving a whariki at the  
Tairāwhiti Games 2016



Right -  
Whariki  
No 9

Left - completed  
June 2017

Below - Whariki No 6  
woven at Maketu  
Jan 2017



Te Awamarariki Whariki project  
Started April 2016 -  
3 more to go







Preparing Harakeke for boiling.



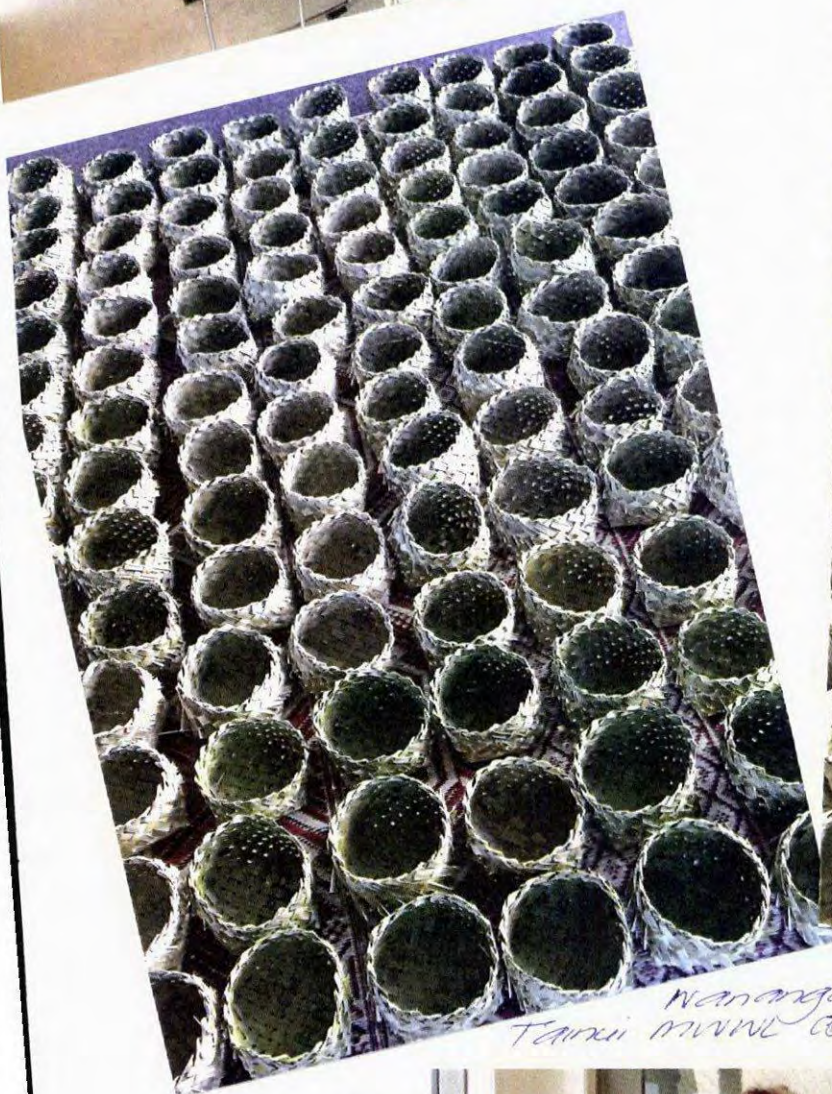
Resident weaver at Te Puna (MACI) Rotorua May 2016 Teaching students how to weave wahakura (flax bassinets)



Great outcome.







*Wananga to weave 150 rourou for  
Tairāwhiti Māori conference in Tauranga 2014*





# APPLICANT DETAILS

## Name and contact details

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

Full name of applicant:	Waikato Rocks Trust		
Contact person (for a group):	Logan Nathan		
Street address/PO Box:	32 Greenfield Drive		
Suburb:	Western Heights	Town/City:	Hamilton
Postcode:	3200	Country:	New Zealand
Email:	logan@waikatorocks.co.nz		
Telephone (day):	07 8463902		

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

Name on bank account:	Waikato Rocks Trust	GST number:	117-052-699
Bank account number:	12-3454-0092396-00		

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

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

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input checked="" type="checkbox"/>	Detail:	
Pacific Island:	<input checked="" type="checkbox"/>	Detail:	
Asian:	<input checked="" type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input checked="" type="checkbox"/>	Detail:	
Other:	<input checked="" type="checkbox"/>	Detail:	All ethnic groups

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

Yes: ☒ No: ☐

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

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

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input checked="" type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide detail) <span style="border: 1px solid black; display: inline-block; width: 300px; height: 20px; vertical-align: middle;"></span>		



# PROJECT DETAILS

**Project name:** Music and Dance Festival

Brief description of project:

Last year on the 3<sup>rd</sup> of December 2016, we organised FREE 'Music and Dance Festival' in Raglan and thanks to the Waikato District council's CCS for making this happen.

This show is to promote the original music and dance of our people mostly focusing on the youths from different ethnic groups. The event was very successful with more than 100 mostly youth creative people participating and 2000 people attending this colourful event. The event post reached more than 7000 people online. So, we have decided to make this event an annual event for the people of Waikato and surrounding.

Free 'Music and Dance Festival' 2017 in Raglan is a family friendly, non-alcoholic event; to showcase and promote the rich music and dance talents from different ethnic groups of the Waikato community, to a larger audience.

This event comprises of Four live bands, Four Dance Groups of different ethnicity and Free Style Dance competition. The Festival mood is set with Food stalls, rides, slides and Free face painting for kids!

Events like this encourages the creative youths in our community, give them hope and brings the community together to participate and appreciate the talents we have.

Funding is needed to cover the costs of hiring sound, stage and lights, performer's fee, promoting the event, safety and administration costs.

## Project location, timing and numbers

Venue and suburb or town:	Te Kopua Domain, Raglan		
Start date:	2/12/2017	Finish date:	2/12/2017
Number of active participants:	100		
Number of viewers/audience members:	2000		

**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 checked="" 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)

# PROJECT DETAILS

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

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

European:	<input checked="" type="checkbox"/> Detail:	Live bands and modern dance
Māori:	<input checked="" type="checkbox"/> Detail:	Kapa haka and dance
Pacific Island:	<input checked="" type="checkbox"/> Detail:	Dance comp
Asian:	<input checked="" type="checkbox"/> Detail:	Chinese dance
Middle Eastern/Latin American/African:	<input checked="" type="checkbox"/> Detail:	Belly dance
Other:	<input checked="" type="checkbox"/> Detail:	Open to all

## 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?

Showcase and promote the original songs and dances of the youth and adults of different ethnicity in the Waikato region, through; online, onstage, radio and on print.

Free events attract larger audiences and if it is a family friendly and non-alcoholic event we can expect the whole community to come together. This in turn creates a great opportunity for our creators to showcase their talent.

We want to organise a Free, family friendly, non-alcoholic event in which;

- Four live bands perform their original songs
- Four ethnic dance groups showcase their dances
- Youths with a passion for freestyle dance showcase their talents in an open battle
- Vendors set up food and other item stalls
- Slides and rides for the kids are set up
- Free face painting for the kids is offered
- Advertise to the whole of Waikato and beyond through radio, online event page, posters and videos, newspaper, banners and handouts.
- Film the whole event and post the highlights of the event online to reach more people beyond our community.
- Local news reporters are invited to write about and publish photos of the event

A well organised event like this gives a phenomenal exposure to our creators and also brings the whole community together to participate and appreciate what we have.

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

- In the month of September, online and radio advertisement starts
- Road sings and posters are placed in and outskirts of Raglan
- Performers are confirmed/booked and advance paid



## PROJECT DETAILS

- In October, pre promotional videos are posted online social media and event page
- Interviews on local newspaper and radio stations
- Live stream of bands and performers radio interview on Facebook

On the day of the event:

- 9 am, stage setup
- 12 pm sound check and stalls/rides set up
- 4 pm event starts with free style dance performance
- 8 pm event ends

After the event:

- Photos and articles on the newspaper and online published
- Highlights video posted on social media pages and websites

Free Event in Raglan would attract larger audience and enough public-convenience and security measures are required and planned for.

Waikato Region and the whole of New Zealand will be made aware of this event by regular publicity and we can measure the success of this event from the support we receive on event page/Facebook and the number of people show up for the event.

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

1. Logan Nathan:
  - Trustee-Waikato Rocks Trust
  - Producer and Director of ZEE ROCK weekly music show for SKY TV 083, promoting NZ music.
  - Host-Waikato Rocks Radio show on FreeFM 89.0 and 98.1 FM Raglan promoting NZ music.
  - Organiser-2014-Waikato Rocks musical event in Hamilton, 2016- Music and Dance Festival in Hamilton, Christmas at the Lake, Hamilton and Music and Dance Festival-Raglan. Organiser of 'The Monroes' Hamilton Band music trip to India.
  - Event Manager-Go Getters India:  
Organiser of large musical events viz. Jazz Yatra- involving Jazz bands from eight different countries, Millennium Rock Concert, Anaida pop concert and more.  
Organiser of Fashion Parade and New Year's Eve celebration for Hindustan Lever Limited India and Cosmopolitan Club India.
2. Dujon Culingwood  
Choreographer and DJ Stretchmark, Free FM 89.0, Hamilton.
3. Tania Simpson  
Manager, Gourmet in the Gardens
4. Kerry Cooper:  
SambaTron-Brazilian Drumming Group, Hamilton
5. Shana Teng  
Goddess Belly Dance, Hamilton
6. Tulona Vincent  
Manager, Imperious Dance Company
7. Phil Grey  
General Manager, Free FM 89.0
8. Aaron Mooar  
Station Manager, 98.1 FM, Raglan
9. Amelia Takataka:  
Waikato Tongan Youth Group
10. Louis Ten Hove:  
Director, Dance Effects, Education-Dance School, Te Rapa.
11. Adrienne Clothier  
Funding Advisor, Creative Waikato
12. Guru Kumar:

## PROJECT DETAILS

- Technical Director for ZEE ROCK TV show on SKY TV and online
- Video and Photographer for 'Strike a Pose' film and photography, Auckland

**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:**

Invitations are sent via Facebook and email to bands, ethnic groups and contemporary dance groups in schools and professional organisations to participate in this event.

The Four bands and four dance groups are youths and adults from Waikato and surrounding. Any band or ethnic dance groups from our community that has their own original creations can get in touch with us to participate in this event.

Free style dance competition is open to all in the community and beyond.

Priorities are given to groups with youth participant in it.

All the participants, Individual or group will be made to reach thousands of people via online, radio, live and on print. This event encourages more creative people in our community to believe in themselves and excel.

Sharing and celebrating our community culture strengthens community gathering and wellbeing of our people.

This event creates job opportunities to our local businesses such as Stage, Sound and Lights, Sound engineer, Lights engineer, Security and Traffic Management personnel, Receptionists, Newspaper, News reporter, video/photographer, bands/ musicians, dancers, designers, video production unit, food vendors, volunteers and many more creative people.

Last year's event reached more than 7,000 people online, live and on print and this year we expect this number to double that. We need support from your organization to make this happen. Join and support us in creating a vibrant community.



# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

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

Are you GST registered?    Yes    ☒    Do NOT include GST in your budget  
    No    ☐    Include GST in your budget

<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
4 Bands and 4 dance groups and comp	@ \$250 each and \$1000 for Dance comp	\$3000
Venue, Face Painting	Hire: face paint @ \$50 an hour, venue \$200 including bond	\$400
Participants Port a loo, Change room/Tent	Hire @ \$150 and \$300	\$450
Stage, Sound and Lights, backline equipment, kids amusement	Hire: Staging-structure, extension for dance floor, generator, Audio equipment, Crew and Transport, Backline equipment with drum kit and drum stage, slides and rides	\$11,000
Video production	Video pre and post productions @ \$1500, Hire: Cameramen with equipment @ \$500	\$2000
Banner, Posters	Art work design and cost of printing and making banners and posters	\$2000
Publicity/Promotion	Online @ \$500 for 3 months, Trailer signboard with driver @ \$20/hr. Newspaper ad ¼ page @ \$200	\$5380
Food and Transport	for Volunteers @ \$50/person	\$1000
Safety measure	Security and Traffic \$1000, St John-\$750 and \$500 insurance	\$2250
After event cleaning	7 bins, recycle and landfill: Xtreme waste Raglan plus 3 people	\$300
Admin and Contingency	Admin for 6 months \$500 and 10% Contingency \$2828	\$3328
Total Costs		\$31,108
<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
Grants	The Lion Foundation	\$5000
Grants	COGS- towards expenditure	\$2500
Grants	WEL Energy- towards expenditure	\$5000
Donation	Trust Waikato- towards expenditure	\$2000
Grants	WDC Discretionary Fund- towards expenditure	\$5000
Grants	Grassroots- towards expenditure	\$2000
Total Income		\$21,500
Costs less income	This is the maximum amount you can request from CCS	\$9,608



# PROJECT DETAILS

Amount you are requesting from the Creative Communities Scheme

\$ 9,608

## 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
6/June 2017	COGS	\$2500	unconfirmed
14/June 2017	Trust Waikato	\$2000	unconfirmed
28/June 2017	WEL Energy	\$5000	unconfirmed
26/June 2017	The Lion Foundation	\$5000	unconfirmed
Not yet	Grassroot	\$2000	unconfirmed
Not yet	WDC Discretionary fund	\$5000	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)
September 2016	Music and Dance Festival 2016	\$2000	Yes

## 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.

## Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website  
<http://creativewaikato.co.nz/72/artillery>

## I/we have signed up to one or more of the Creative Waikato ARTillery workshops

Yes: ☒ No: ☐

Which workshop/s?

Creating Your Vision, Purpose & Strategic Plan-Raglan



## PART 3: DECLARATION

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the 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

Name

Logan Nathan

(Print name of contact person/applicant)

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

Signed:



(Applicant or arts organisation's contact person)

Signed:

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

Date:

2/07/2017

Date:

# FusionPrint

Waikato Rocks Trust

Date: 05/05/17

Quote No. 602776

PLEASE STATE OUR QUOTE NUMBER  
WHEN ORDERING YOUR JOB

Dear Logan,

We thank you for your enquiry and have much pleasure in submitting the following quotation.

## Quotation for - Vertical Banners

Printed 4 colour process one side. Hemmed with eyelets around outside.

From HI Res PDF supplied

Size - 1000 x 3700

Stock to be used - 510 gsm CS Volante Premium Banner SFC-2511-1520

Quantity(s): 4

PRICE: \$1,030.00

Plus GST: \$154.50

Total (incl. GST) \$1,184.50

This quote is valid for 30 days and has been based on the artwork and specifications provided. Supplied artwork received that is not in line with our specifications may be subject to changes and additional costs. Additional artwork costs and amendments will only be processed upon confirmation from the client. Additional hard copy proofs requested by the client will be charged at \$5 per digital proof.

Yours sincerely



Bill Davidson  
Customer Relationship Manager

Committed to sustainable practices in all  
aspects of business, from our suppliers  
through to our finished product.

  
enviro-mark®  
diamond certified



# FusionPrint

Waikato Rocks Trust

Date: 05/05/17

Quote No. 602802

PLEASE STATE OUR QUOTE NUMBER  
WHEN ORDERING YOUR JOB

Dear Logan,

We thank you for your enquiry and have much pleasure in submitting the following quotation.

## Quotation for - Corflute Sign

Printed 4 colour process one side. Mounted onto corflute.

Size - 1200 x 900

Stock to be used - 200 gsm AVERY MPI 2903 - (AMPI2903E0461372)  
300 gsm ACM 4mm

Quantity(s): 15

PRICE: \$926.00

Plus GST: \$138.90

Total (incl. GST) \$1,064.90

This quote is valid for 30 days and has been based on the artwork and specifications provided. Supplied artwork received that is not in line with our specifications may be subject to changes and additional costs. Additional artwork costs and amendments will only be processed upon confirmation from the client. Additional hard copy proofs requested by the client will be charged at \$5 per digital proof.

Yours sincerely



Bill Davidson  
Customer Relationship Manager

Committed to sustainable practices in all  
aspects of business, from our suppliers  
through to our finished product.

  
diamond certified



# QUOTE

Waikato Rocks

**Date**  
31 May 2017

**Quote Number**  
QU-0143

**GST Number**  
119-305-934

Choice Rides and Inflatables  
Ltd.

3/8 Jolly Street | Frankton,  
Hamilton 3204

0800 2CHOICE | 07 260 3069

choiceridesnz@gmail.com |  
www.choiceridesnz.com

Item	Description	Quantity	Unit Price	Discount	Amount NZD
JEEPS4	Mini-Jeep Festival - 4 hours 21x16m Incl TWO operators	1.00	781.74		781.74
BCLW4	Mega Clownslide - up to 4 hours 7x4x6m	1.00	465.22		465.22
BWIG4	Wiggles Bouncy - Up to 4 hours 5x4x4.1m	1.00	221.74		221.74
4x4FREE8	4x4 Bouncy - Day hire FREE	1.00	232.61	100.00%	0.00
XHR	After Hours Fee	4.00	43.48		173.92
OPER	Additional Operator	5.00	190.00		950.00
GEN3H	7000W Generator 3x Single Phase Outlets	1.00	86.96		86.96
PERMIT	Council Permit	1.00	11.95		11.95
DELV125	Delivery to Raglan	1.00	108.70		108.70
Event Date: 16 December 2017 Event Location: Raglan Event Time: 3p-9p Set Up Time: 12pm Contact: Logan Terrain: Grass					
Subtotal (includes a discount of 232.61)					2,800.23
TOTAL GST 15%					420.03
TOTAL NZD					3,220.26



**Terms**

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Power required within 20 metres of each item unless otherwise specified.

50% deposit required to secure booking. Balance of payment due prior to setup.

Please allow at least 1 hour for set up and 1 hour for breakdown.

Customer must provide a responsible adult to supervise each activity unless a Choice Operator is listed as included.

Customer is to provide their own containers for leftover ingredients else it will be discarded at the discretion of Choice Rides and Inflatables Ltd.  
(when applicable)

Please contact Choice Rides and Inflatables to secure this booking.

**nzmusic@waikatorocks.co.nz**

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**From:** Jody Arnott <jody@ninmoproductions.co.nz>  
**Sent:** Wednesday, 3 May 2017 4:28 PM  
**To:** nzmusic@waikatorocks.co.nz  
**Subject:** Re: quotes

Hi,

Thanks for that.

This would require two cameras and two camera operators, so you will be looking at \$1050 per event for the filming, and \$400 per event for the editing.

This would bring the total to \$2900.

Hope this helps. Don't hesitate to get in touch if you have any queries.

Thanks very much,  
 Jody

	<p><b>Jody Arnott</b>          M: 0273 007 953          W: <a href="http://www.ninmoproductions.co.nz">www.ninmoproductions.co.nz</a>          E: <a href="mailto:jody@ninmoproductions.co.nz">jody@ninmoproductions.co.nz</a></p>	<p>Watch our 2015 showreel</p> 
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On Wed, May 3, 2017 at 4:17 PM, <nzmusic@waikatorocks.co.nz> wrote:

Hi, yes, we want it to be recorded fully and footage given to us and 2 mins highlights video for both events.

**From:** Jody Arnott [mailto:[jody@ninmoproductions.co.nz](mailto:jody@ninmoproductions.co.nz)]  
**Sent:** Wednesday, 3 May 2017 4:18 PM  
**To:** [nzmusic@waikatorocks.co.nz](mailto:nzmusic@waikatorocks.co.nz)  
**Subject:** Re: quotes

Hi Logan,

Thanks for your e-mail.

Just to clarify - do you need the events to be recorded in their entirety, as well as a 2 minute highlights video for each event?



Thanks,

Jody



On Wed, May 3, 2017 at 3:18 PM, <nzmusic@waikatorocks.co.nz> wrote:



Hi, we are organising two free music and dance events one in Hamilton Lake and another at Raglan Tekopua grounds in December 2017.

Could you please send a quote for filming these two events.

The event will be for 4 hours each. We would also like you to produce a highlight 2 mins video for both events.

We expect about 5000 people in Hamilton and about 1000 in Raglan.

Event end time is about 8 pm.

Raglan event is on the 2nd of December and Hamilton Lake is on the 16th of December.

Cheers.

Kind Regards,

Logan Nathan

Trustee

Waikato Rocks Trust

A Charitable Organisation

02102526930/078463902

**nzmusic@waikatorocks.co.nz**

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**From:** Maki <maki@raglanchronicle.co.nz>  
**Sent:** Monday, 8 May 2017 9:36 AM  
**To:** nzmusic@waikatorocks.co.nz  
**Subject:** Re: quote

Hi Logan

Thanks for getting in touch

Casual 1/4 page colour ads are usually charged at \$341.27+gst per placement  
We could probably sponsor the ad and discount it to \$200+gst per placement for you

Hope that helps :-)

Maki Nishiyama | Raglan Chronicle  
07 825 7076 | 0210 85 16079  
[raglan.net.nz](http://raglan.net.nz) | [raglanchronicle.co.nz](http://raglanchronicle.co.nz)

On 3/05/2017, at 4:49 PM, [nzmusic@waikatorocks.co.nz](mailto:nzmusic@waikatorocks.co.nz) wrote:

Hi, we are a charitable organisation working on a free music and dance event in Raglan on the 2<sup>nd</sup> of December 2017.  
We would like to know how much it would cost us for a quarter page ad for three weeks.  
Please send us a quote.

Kind Regards,

Logan Nathan  
Trustee  
Waikato Rocks Trust  
A Charitable Organisation  
02102526930/078463902



**nzmusic@waikatorocks.co.nz**

**From:** Duncan Brough <duncan.brough@fairfaxmedia.co.nz>  
**Sent:** Tuesday, 4 July 2017 12:50 PM  
**To:** nzmusic@waikatorocks.co.nz  
**Subject:** Re: quote for 1/4 page

Hi Logan,

Please see below the rates for a 1/4 page in the Waikato Times, let me know if I can assist further. I dont think it was me you spoke to yesterday.

## Waikato Times

### Display Advertising

These display rates are full colour.

	Day	Other sizes (per col cm)	1/8 Page	1/4 Page	1/3 Page	1/2 Page	Junior Page	Full Page	\$
Run of Press	MTTF	\$15.46	\$1,082.20	\$2,164.40	\$2,782.80	\$4,328.80	\$4,328.80	\$7,532.11	
	WS	\$16.81	\$1,176.70	\$2,353.40	\$3,025.80	\$4,706.80	\$4,706.80	\$8,189.83	
Section A	MTTF	\$24.74	\$1,731.52	\$3,463.04	\$4,452.48	\$6,926.08	\$6,926.08	\$12,051.38	\$2
	WS	\$26.90	\$1,882.72	\$3,765.44	\$4,841.28	\$7,530.88	\$7,530.88	\$13,103.73	\$2.
	-----	-----	-----	-----	-----	-----	-----	-----	

#### Duncan Brough

Media Sales Director - Waikato BOP

E [duncan.brough@fairfaxmedia.co.nz](mailto:duncan.brough@fairfaxmedia.co.nz) | M 64 27 2 486 999  
 500 Anglesea St, Hamilton, New Zealand

## Waikato Times **stuff**

Our people. Our stories. Our Times.

**NEW ZEALAND'S NEWSPAPER OF THE YEAR**

**Canon Media Awards 2016**

**NEW ZEALAND'S BEST WEEKLY NEWSPAPER**

#### Waikato Go Local Video

On 4 July 2017 at 10:48, <nzmusic@waikatorocks.co.nz> wrote:



Hi Duncan, as we spoke yesterday I have registered Waikato Rocks Trust with Neighbourly.

Did you manage to send me the quote for 1/4 page advertisement? Please.

Kind Regards,

Logan Nathan

Trustee

Waikato Rocks Trust

A Charitable Organisation

02102526930/078463902




**St John**

Here for Life

## Quotation for Event Cover

Logan Nathan  
 Waikato Rocks Trust  
 32 Greenfield Drive  
 Western Heights  
 Hamilton

**Customer No:** C113282  
**Quote No:** Q225253  
**Dated:** 15 May 2017

Fax:

Dear Logan,

Thank you for contacting us about your event. Below is a summary of the event booking(s) that are included in this quote. This quote is forwarded on the basis that the services will be provided in accordance with the specifications contained in this quote and subject to the terms and conditions attached. The following page(s) provide a detailed description of what resources have been requested for your event(s).

**IMPORTANT NOTE:** Your event booking can only be confirmed once you have signed and returned this quotation to us (return this page only). We need to receive this confirmation back at least 10 working days in advance of your event, otherwise we may not have sufficient time to organise resources for your event. Late notice bookings or last-minute changes may incur additional charges, and we may be unable to preconfirm our ability to attend in such cases. Please carefully check the dates, timings, venues, and resources listed and notify us as soon as possible if any details are incorrect.

## Events Included in this Quotation (price excludes GST)

E241799 : Music and Dance Festival - Saturday, 2 December 2017 - \$545.00 (excl. GST)

E241800 : Christmas at the Lake - Saturday, 16 December 2017 - \$932.50 (excl. GST)

Event details are on the following page(s).

## Quotation Acceptance

**Please sign and email/fax back to us.**

Quote No: Q225253

Contact person: Logan Nathan

As an authorised representative of Waikato Rocks Trust I confirm that the specifications contained in this quote are correct and acknowledge that I have read the Terms and Conditions of Service and agree that the services will be provided in accordance with the specifications contained in this quote and subject to the terms of the attached Terms and Conditions of Service. I agree that we will pay these charges upon delivery of the services outlined above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Leslie Hodgson  
 Waikato Events Co-ordinator  
 St. John Central Region . 65 Seddon Rd,  
 Private Bag 3215, Hamilton  
 Tel. 07 846 6883 Extn 7825  
 Fax. 07 847 2850  
 Leslie.Hodgson@stjohn.org.nz  
 Website: www.stjohn.org.nz

## Summary of Charges

This summary shows the total costs, discounts and charitable rebates that apply to your event(s).

Total Cost of Resources:	\$1,417.50
Administration Fee:	\$60.00
Total Cost (excluding GST) for your event(s):	\$1,477.50
GST:	\$221.62

Amount to pay (including GST) for your event(s):	<b>\$1,699.12</b>
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This quotation is valid for 30 days from the day of issue and must be confirmed at least 10 working days prior to the event, otherwise we may not be able to organise cover for your event. Extra charges may apply if your event runs over time, or if additional resources are used on the day. Please note that St John shall not be liable for failure to perform or delay in performing the services as outlined in this quote if the cause of such failure or delay is outside or beyond the reasonable control of St John.

This quote uses a GST figure of 15%.

Thank you for supporting St John.



## Event Details

### E241799 : Music and Dance Festival - Saturday, 2 December 2017

Te Kopua Domain, Marine Parade, , Raglan : 04.00p.m. - 08.00p.m.

1	Ambulance	from 03.30p.m. - 08.00p.m.
1	EMT	from 03.30p.m. - 08.00p.m.

Resource Cost:	\$515.00
Administration Fee:	\$30.00
<b>Event Total (excluding GST):</b>	<b>\$545.00</b>

### E241800 : Christmas at the Lake - Saturday, 16 December 2017

Innes Common, Lake Crescent, , Hamilton : 04.00p.m. - 08.00p.m.

1	Ambulance	from 03.30p.m. - 08.00p.m.
2	EMT	from 03.30p.m. - 08.00p.m.
1	First Responder	from 03.30p.m. - 08.00p.m.

Resource Cost:	\$902.50
Administration Fee:	\$30.00
<b>Event Total (excluding GST):</b>	<b>\$932.50</b>



**St John**

Here for Life

## Terms and Conditions of Service

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### SERVICES TO BE PROVIDED

**Services and Term:** Subject to the terms of this agreement, St John hereby agrees to provide to the Customer the services ("Services") specified in the attached quotation ("Quotation") for the duration of the event specified in the Quotation ("Event").

**Customer to Determine Attendance Levels:** The Customer has sole responsibility for determining the level of attendance required for the event.

### STANDARD OF SERVICES

The pre-hospital emergency care services will be provided by the St John personnel, in accordance with the authority to practice each person has been granted, to the extent those personnel believe appropriate in the given circumstances. St John members provide clinical care in accordance with St John Clinical Procedures and Guidelines and these specify the scope of practice for each level as shown below (examples of cases where these skills are used are shown in brackets).

#### First Responder

- Core emergency care skills including patient assessment, management of wounds and burns, management of fractures and soft tissue injuries and management of unconsciousness and respiratory distress
- Oxygen therapy
- Advisory defibrillation (cardiac arrest)
- Advisory Pain Management

#### Emergency Medical Technician (Basic Life Support)

- All of the above plus
- Entonox (pain management)
- Methoxyflurane (pain management)
- Tramadol (pain management)
- Prednisone (breathing problems)
- Nasopharyngeal airway (unconsciousness)
- Nebulised Salbutamol (asthma)
- Nebulised ipratropium (acute asthma)
- GTN spray (cardiac chest pain)
- IM glucagon (diabetic collapse)
- Laryngeal mask airway (unconsciousness)
- Oral ondansetron (nausea and vomiting)
- Oral loratadine (allergic reactions)
- Nebulised, IN, IM adrenaline (asthma)
- Tourniquet (control of severe haemorrhage)

#### Paramedic (Intermediate Life Support)

- All of the above plus
- Morphine
- Fentanyl
- Naloxone
- IV cannulation and IV fluid administration (trauma)
- IV glucose
- Oxytocin
- IM Midazolam (seizures)
- Amiodarone (cardiac arrest)



- Ceftriaxone (infection)
- Clopidogrel (heart problem)

#### Intensive Care Paramedic (Advanced Life Support)

- All of the above plus
- Adenosine (heart problem)
- Atropine (heart problem)
- Calcium chloride (crush injury)
- Sodium bicarbonate (crush injury)
- Ketamine (pain management)
- Laryngoscopy (airway management)
- Endotracheal intubation (unconsciousness)
- Cricothyroidotomy (surgical airway access)
- Chest decompression (collapsed lung)
- Intraosseous needle access (paediatric trauma)

### PAYMENT FOR SERVICES

Rate: The Customer shall make payment to St John for the Services without set-off or deduction at the rate specified in the Quotation. St John will issue an invoice to the Customer following the Event. The Customer is to make payment by or on the 20th of the month following receipt of the invoice.

Charitable Rebate: St John may, in its absolute discretion apply a charitable rebate in favour of the Event. In the event that St John grants a charitable rebate in favour of the Event, the Customer is still bound to pay for that proportion of the Services to which a rebate has not been granted (if any) in accordance with this agreement.

### RESPONSIBILITIES OF ST JOHN AND THE CUSTOMER

St John: If St John should for any reason be unable to provide the Services to the levels of attendance and/or standards of service described in the Quotation and this agreement then St John shall advise the Customer at the earliest opportunity but in any event within 7 days of becoming aware of non compliance. St John will provide:

- a) an explanation of the cause or causes of the failure to meet the required service level or levels;
- b) a statement of the steps that it has taken to rectify the non compliance.

Compliance with Statutes: St John agrees to comply with all statutes and regulations applicable to the Services.

Customer: The Customer shall provide St John with at least five days prior written notice of changes to any of the specifications contained in the Quotation, including the level of attendance at the Event. On receipt of such notice, St John shall render a new quotation to the Customer in substitution for the quotation originally rendered to the Customer with respect to the Event in which case, all references to Quotation in this agreement shall be a reference to the new quotation. Notwithstanding any new quotation rendered by St John, the terms of this agreement continue to apply unless otherwise agreed in writing by the parties.

### INDEPENDENT CONTRACTOR

St John is in all respects an independent contractor and not an employee, partner or subsidiary of the Customer. St John agrees that at no stage either during or subsequent to the to this agreement will St John and/or its employees (if any) claim that it or they were an employee of the Customer.



## **LIABILITY**

**Liability:** The liability of St John whether in contract, tort or otherwise for any loss, damage, expense or injury incurred or suffered by the Customer or a third party arising directly or indirectly as a result of any act or omission including any provision of the Services or any other breach of St John's obligations under the Quotation or this agreement shall not in any event exceed an amount equivalent to the amount payable to St John under this agreement and the Quotation.

**Service Levels:** The Customer agrees that St John has no liability to the Customer, whether in contract, tort or otherwise for any loss, damage, expense or injury, directly or indirectly, arising out of or in connection with the attendance levels specified by the Customer in the Quotation.

**Contracts (Privity) Act:** Clause 7.3 is intended to confer a benefit on each of the persons described therein and to create an obligation enforceable at the suit of such party.

## **PRIVACY ACT**

The Customer acknowledges that St John may collect information in the course of providing the Services that is protected by the Privacy Act 1993. In the event that the Customer requests such information, St John shall at its sole discretion determine whether the release of all or any of such information is appropriate and the Customer shall not dispute such determination.

## **INFORMATION ABOUT PRODUCTS AND SERVICES**

By entering this agreement, the Customer authorises St John to send information about St John products and services. In accordance with the Unsolicited Electronic Messages Act 2007, the Customer can opt out from receiving such information at any time by emailing the word 'unsubscribe' along with the Customer's contact details to [events@stjohn.org.nz](mailto:events@stjohn.org.nz) or by selecting the unsubscribe link attached to the electronic message that has been sent by St John.

## **CONFIDENTIALITY**

All information acquired by a party pertaining to the business of the other party shall be held in strict confidence by the said party during the term of this agreement and this obligation shall continue without limit in point of time.

## **FORCE MAJEURE**

St John shall not be liable for failure to perform or delay in performing the Services under the Quotation and this agreement if the cause of such failure or delay is outside or beyond the reasonable control of St John. Such causes shall include, without limitation, fire, wind, flood, civil disturbance, earthquake, riot, industrial action, emergency and catastrophe.

## **DISPUTE RESOLUTION**

If a dispute arises between St John and the Customer then the parties shall use their best endeavours to resolve the dispute by negotiation in good faith between themselves. If the dispute is not resolved, then the parties will refer the dispute to mediation in the next 14 days by inviting the chairperson of the NZ Chapter of LEADR to appoint a mediator. All discussions in the mediation will be without prejudice. The parties will pay their own costs in the mediation and will share equally the mediator's costs. If the dispute is still not resolved within a further 14 days after the appointment of a mediator, then the parties will refer the dispute to arbitration by a sole arbitrator in accordance with the Arbitration Act 1996.

## **ENTIRE AGREEMENT**

This agreement constitutes the sole understanding of the parties with respect to the subject matter and supersedes all previous agreements and communications, whether verbal or written, between the parties with respect to the subject matter.



**nzmusic@waikatorocks.co.nz**

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**From:** Superloo Enquiries <enquiries@superloo.co.nz>  
**Sent:** Thursday, 1 June 2017 9:53 AM  
**To:** 'nzmusic@waikatorocks.co.nz'  
**Subject:** RE: Enquiry from Website

Good morning  
 Thanks for your email.

Event 1 - December 2 Raglan 4pm-8pm  
 8 x Event Flushing Superloos \$760.00 + gst Deliver and setup Friday 1 December \$200.00 + gst Remove Sunday 3 December \$150.00 + gst

Event 2 - December 16 Hamilton 4pm-8pm  
 8 x Event Flushing Superloos \$760.00 + gst Deliver and setup Friday 15 December \$200.00 + gst Remove Sunday 17 December \$150.00 + gst

Please call or email if you have any questions or wish to secure the bookings.  
 Regards and thanks  
 Louise Bowden  
 Events and Sales Representative

Superloo and Super Fence  
 021 540 375 -----Mobile  
 0800 500 205 ----- Freecall to office  
 0800 109 965 ----- Fax  
 louise.bowden@superloo.co.nz  
 www.superloo.co.nz  
 www.superfence.co.nz

SuperLoo is 100% NZ owned-----We are SITESAFE members----- We are a Sustainable Business Network Member

-----Original Message-----

From: nzmusic@waikatorocks.co.nz [mailto:nzmusic@waikatorocks.co.nz]  
 Sent: Tuesday, 30 May 2017 9:42 p.m.  
 To: Superloo Enquiries  
 Subject: RE: Enquiry from Website

Hi Louise.  
 The Hamilton event is on the 16th of December and the Raglan event is on the 2nd of December.  
 Both event starts at 4pm and ends at 8 pm.  
 No need for Special needs accessible unit. There is a public facility available at both venues.

-----Original Message-----

From: Superloo Enquiries [mailto:enquiries@superloo.co.nz]  
 Sent: Tuesday, 30 May 2017 12:02 PM  
 To: 'nzmusic@waikatorocks.co.nz' <nzmusic@waikatorocks.co.nz>

Subject: RE: Enquiry from Website

Good morning Logan  
 Thanks for your email and interest in working with Superloo.  
 What is the date of your Event?  
 What are the Event hours?  
 Do you require a Special Needs/Accessible Unit?  
 Regards and thanks  
 Louise Bowden  
 Events and Sales Representative

Superloo and Super Fence  
 021 540 375 -----Mobile  
 0800 500 205 ----- Freecall to office  
 0800 109 965 ----- Fax  
 louise.bowden@superloo.co.nz  
 www.superloo.co.nz  
 www.superfence.co.nz

SuperLoo is 100% NZ owned-----We are SITESAFE members----- We are a Sustainable Business Network Member

-----Original Message-----

From: nzmusic@waikatorocks.co.nz [mailto:nzmusic@waikatorocks.co.nz]  
 Sent: Sunday, 28 May 2017 2:52 p.m.  
 To: Superloo Enquiries  
 Subject: Enquiry from Website

Name: Logan Nathan  
 Company: Waikato Rocks Trust  
 Phone: 07 8463902  
 Mobile: 02102526930  
 Email: nzmusic@waikatorocks.co.nz

Comments:

Hi, we are having a free to public event this December at Inness Common, Hamilton Lake. We need the cost for hiring port a loos.

16th December in Hamilton Lake, 8 port a loos including drop off and pick up.  
 Please address to Waikato Rocks Trust.





Date: 28/04/2017

## Hire Quotation

Client: Waikato Rocks Trust

Venue: ~~Hamilton Lake~~ X Raglan Tekopua Domain

Contact: Logan Nathan  
 Ph/Mob: 021 02526930  
 Fax:  
 Email:

Event: Dance & Music Festival  
 Start Date: 2nd December 2017 ✓  
 End Date: 2nd December 2017 ✓

Dear Logan,

Thank you for contacting us in regards to your up and coming event, We are pleased to submit this Price for the following equipment. Please find on the following pages a more detailed list of equipment and services to be supplied. Also enclosed is a copy of our terms and conditions.

We have price Audio, Backline & Lighting for this event.

This system priced out at **\$10,941.60** +GST for the event but after discount it came too **\$7,096.60** +GST

Your Estimate is:

Audio for event		NZD 2,945.00
Backline		NZD 750.00
Lighting		NZD 1,500.00
Transport		NZD 751.60
Labour		NZD 1,150.00
	<b>Total EXC GST</b>	<b>NZD 7,096.66</b>

Thank you again for asking us to price this event for you, please do not hesitate to contact us with any queries you may have.

Kind Regards

Martyn Reynolds

## NZ Sound Equipment List

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### Speakers:

- 12 x RCF TT-L33A Tri Amped mid/high Line Array
- 6 x RCF TTSS6A 2 x 21" Line Array Subs
- 2 x RCF TT22A mid/high In Fill/outfill
- 2 x Flybars for ground stacking

### FOH Control:

- 1 x Allen & Heath Ilive T112 console
- 1 x Allen & Heath IDR64 Stage rack
- 1 x Rdnet system control

### Monitor Control:

### Stage System

- 10 x RCF NZ12SMA – 700w RMS Coaxial Dedicated Monitors
- 01 x Drumfill
- 01 x 63amp Power distro
- 01 x 63amp Mains cable
- 06 x G3 Handheld radio mics

- All microphone & cables
- Stands package supplied
- Sub-snake and mic cable package as required

### Backline

- 01 x Yamaha Ablosute Custom 5 Piece Drum Kit
- 01 x Ampeg SVT7 Basshead
- 01 x Ampeg 6 x 10" cab
- 01 x Fender Twin Blackface guitar amp
- 01 x Fender Hotrod 2 x 12" guitar amp
- 02 x Gon bop Conga's
- All keyboards to be supplied by act's

### Lighting System

- 02 x vertical back trusses
- 04 x boompoles
- 16 x LED parcans
- 06 x Sharpie moving heads
- 06 x LED wash moving heads
- 04 x 500w Fresnel's or PC
- 01 x Hog lighting console
- 01 x Hazer

## NZ Sound Transport and Consumables List

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### Transport

- 1 x 40 m3 Truck

### Labour

- 1 x FOH System Tech
- 1 x Mon System Tech
- 1 x Lighting System Tech



## NEW ZEALAND SOUND LTD TERMS AND CONDITIONS OF HIRE

### 1. DEFINITIONS

In these terms and conditions unless context otherwise requires:

1.1 "Owner" means New Zealand Sound Ltd.

1.2 "Hirer" means that person or entity entering into this Agreement and when that person or entity enters into this Agreement on behalf of another person or entity, the expression includes such person or entities. This expression also extends to those claiming under or authorised by that person or entity.

1.3 "Goods" means the items described in the Schedule to this Agreement or any other item provided in substitution thereof by the Owner.

### 2. HIRE CHARGES

2.1 Except where arrangements have been made for terms, the Hirer must pay in full the total charges detailed on the Schedule, prior to uplifting any of the Goods.

2.2 The Hirer shall pay the amount specified as the Bond to the Owner in addition to the Hire charge, on entering into the Agreement. Such sum shall be held as a Bond as provided for in clause 2.3 of this Agreement.

2.3 The Owner shall refund the full amount of the Bond to the Hirer on the Hirer returning the Goods to the Owner in a clean condition and in good working order within the period of hire. The Hirer's liability shall not be limited to the amounts of the Bond if the Hirer does not comply with this provision.

2.4 The Owner may notwithstanding any other term or condition of this Agreement deduct from the Bond the cost of any repairs or the cost of replacement of the Goods where the Goods have been lost, damaged or otherwise not returned in the condition in which it was hired.

2.5 Any moneys due under this agreement by the Hirer, not paid on the day for payment, shall attract penalty interest at the rate of 24 per cent per annum from the date upon which such money fell due until the actual date of payment and such interest shall be recoverable as part of the debt due by the Hirer to the Owner.

### 3. HIRE PERIOD

3.1 For the purpose of calculating the hire charges:

(a) Each hire day runs from the time the Goods are taken or delivered from the Owner's premises to 11.00am on the next and subsequent days until the Goods in its entirety is returned to the Owner.

(b) Goods uplifted before 11.00am and/or returned after 10.00am in any given hire period will be charged an extra day in each case, unless prior arrangements have been made with the Owner.

(c) Goods returned on weekend or public or statutory holidays will remain on hire for calculation purposes until the next working day. For the purposes of this Agreement, the "next working day" shall mean the next day the Owner is open for business.

### 4. HIRERS RESPONSIBILITIES

4.1 The Hirer must at all times satisfy the Owner that the Goods in the Hirers possession are adequately safeguarded from loss or damage.

4.2 The Hirer is responsible for collecting and returning all Goods to and from the Owner.

4.3 If the Hirer fails to return the Goods and the Owner has to locate and collect them, the Owner shall be entitled to recover from the Hirer, extra to any moneys already owed, a charge of \$65 per hour per person engaged in locating and collecting the Goods.

4.4 The Hirer shall keep the Goods hired under his, her or its own control and will not permit it or any part thereof to be used by any other party for any other purposes.

4.5 On termination of the hire, the Hirer shall deliver up the Goods, complete with all accessories, clean and in good order as supplied, fair wear and tear excepted, to the Owner.

4.6 The Hirer is responsible for arranging insurance in terms of clause 14 below. The Hirer is referred to conditions 5.2 and 5.6 below.

4.7 The Hirer undertakes to arrange at its own expense all permits, licences or other requirements of the relevant local authorities, Government Department or agency or other statutory body and further undertakes to indemnify the Owner against any loss or fine imposed on the Owner as a result of any alleged or actual noncompliance with this clause or any term or condition of any such permit or licence.

### 5. HIRE CONDITIONS

5.1 The Owner reserves the right to inspect the Goods at any time, and terminate the hire forthwith if the Goods are not being properly used and maintained as provided above or if agreed conditions and terms of payment are not strictly complied with by the Hirer.

5.2 The Owner undertakes no liabilities whatsoever in respect of any third party and similar risk or for personal injury or for consequential damage of any kind.

5.3 The Goods hired by the Owner does not purport to be new, or equal to new, but when sent out all items are understood to be in a satisfactory condition for the purpose designed provided that the Owner does not warrant that the Goods are suitable for the Hirers purpose.

5.4 All Goods supplied at the Hirer's request additional to those enumerated will be charged for at the Owner's hire rate.

5.5 The cost of repairing damaged Goods and replacing missing items will be charged for by the Owner to the Hirer.

5.6 Unless agreed in writing to the contrary, the acceptance by the Hirer of any Goods on hire from the Owner shall in itself constitute an acceptance of the above terms and conditions, and of the charges stated on the accompanying Schedule or acknowledgement of order.

5.7 The Owner shall not be responsible for any loss (whether of a monetary value or otherwise), sustained by the Hirer during the term of hire or arising after the term of hire as a result of the Goods hired being damaged, destroyed, or being made unfit for use as a result of vandalism, malicious attack, theft, lightning, fire, storm, flood, explosion, act of God, strike, lock out, war, riot, civil commotion, governmental restraint including but not limited to noise control restrictions or any other restriction or any other similar cause.

### 6. PROPERTY RIGHTS:

The Hirer undertakes to keep the Goods in his, her or its own possession and control and free from all legal processes and no mortgage, deed, bill of sale or any other legal instrument or private arrangement whatever shall be executed whereby any persons or firms other than the Owner shall acquire any lien or rights whatsoever with the Goods hired.

### 7. CONSUMER GUARANTEES ACT

Whereby the hire of Goods is for business purposes in terms of sections 2 and 43 of the Consumer Guarantees Act 1993, the provisions of the Act will not apply accordingly. However where the Consumer Guarantees Act 1993 applies, nothing in this Agreement shall limit or abrogate the provisions of the Act.

### 8. OCCUPATIONAL SAFETY AND HEALTH

8.1 The Owner requires the Hirer to comply with the Health and Safety Employment Act 1992. The Hirer shall take all practical steps to ensure the safety of employees while at work and to ensure that no action or inaction of any employee while at work harms any other person.

8.2 The Hirer shall indemnify the Owner for all losses made or fines incurred by the Owner arising directly or indirectly as a result of any breaches by the Hirer of the health and safety provision of this Agreement or any provisions of the Health & Safety and Employment Act 1992.

### 9. ENTIRE AGREEMENT

This Agreement constitutes the complete and exclusive statement of the Agreement between the Hirer and the Owner, which supersedes all proposals or prior agreements (oral or written) and all communications between the Hirer and Owner.

### 10. WAIVER

10.1 Failure or neglect by the Owner to enforce at any time any provision of this Agreement shall not be construed or deemed to be a waiver of the rights of the Owner and shall not in any way affect the validity of the whole or any part of this Agreement.

10.2 The waiver by the Owner of any default by the Hirer shall not operate or be construed as a waiver of any other or further default where of a like or of a different character.

**11. ASSIGNMENT & USE**

*11.1* This Agreement and all rights granted pursuant to its terms are personal to the Hirer and they are incapable of assignment without the consent in writing of the Owner.

*11.2* The Hirer shall use the goods only for the purposes set out in the schedule to this Agreement. The Hirer shall not assign or otherwise part with the possession of the Goods or any part thereof.

**12. NO EXTENSION**

If the Hirer wishes to extend the period of hire, a new Agreement with the Owner must be entered into.

**13. RISK**

The Goods shall be at the sole risk of the Hirer throughout the period of hire.

**14. HIRE INSURANCE**

*14.1* The Hirer agrees to insure the Goods for the duration of the Hire and agrees to be responsible for the full replacement of any Goods lost or damaged caused by fire, theft, storm, malicious attack and vandalism or by whichever means while the Goods are in the possession of the Hirer.

*14.2* In addition the Hirer agrees to insure the Goods to protect against consequential loss and any particular loss of revenue which arises out of damage or destruction of the Goods being hired caused by accident, excessive wear and tear, or any other risk or peril.

*14.3* Possession shall be deemed to be from the commencement of the hire until the Goods are returned to the Owner's place of business.

*14.4* The value of the Goods for insurance purposes is listed in the Schedule. All or any goods offered up as a replacement will be of a quality and brand equal to those being replaced. Acceptance of replacement goods will be at the sole discretion of the Owner.

*14.5* Notwithstanding the provisions of any of the foregoing sub-clauses the Owner reserves the right to demand from the Hirer additional insurance cover prior to the commencement of the hire if in the opinion of the Owner the circumstances of the hire render the existing cover inadequate, provided however that the Owner shall be under no obligation to make such demand.

**15. BREAKDOWN**

*15.1* The Owner shall not be liable for any consequential damage or loss suffered by the Hirer as a result of a Goods breakdown during the period of hire.

*15.2* In the event of a Goods breakdown the Hirer must immediately notify the Owner by telephone and the Hirer furthermore must not attempt to repair the goods unless expressly authorised to do so by the Owner.



# Waikato Rocks Trust

Promoting original creations from New Zealand since 2010

## WAIKATO ROCKS TRUST Income Statement

### Income Statement

For the period Ended 31 Dec 2016

**01/01/2016    31/12/2016**

### Operating Revenue

Waikato District Council	3500	
Lion Foundation	10000	
DV Briant	1000	
COGS	5000	
Creative Waikato		3000
Trust Waikato	2000	1000
Vedio Production fee	65	195
Wel Energy Trust	4000	
Hamilton Central Business	1500	
<b>Net Revenue</b>		<b>\$27,065      \$4,195</b>

### Less Expenses

Backline Equipment	689
Band Hire	2227
Health and Safety	896
Insurance	425
Performance Hire	1207
Volunteers	174
Promotion	1197
Telephone and Internet	116
Marketing	800

32 Greenfield Drive, Western Heights, Hamilton 3200

Phone: 07 8463902. E-mail: [nzmusic@waikatorocks.co.nz](mailto:nzmusic@waikatorocks.co.nz)

Website: [www.waikatorocks.co.nz](http://www.waikatorocks.co.nz)

CC53569  
IRD: 117-052-699

Production	1739	
Design	348	
Light Sound & Stage	8396	
<b>Total Expenses</b>		<b>\$18,214      \$0</b>
<b>Net Surplus for the Year</b>		<b>\$8,851      \$4,195</b>

**01/01/2016    31/12/2016**

**Allocated pursuant to Deed of Trust as follows:**

Transfer to Trust Capital	<u>\$8,851</u>	<u>\$4,195</u>
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32 Greenfield Drive, Western Heights, Hamilton 3200

Phone: 07 8463902. E-mail: [nzmusic@waikatorocks.co.nz](mailto:nzmusic@waikatorocks.co.nz)


Website: [www.waikatorocks.co.nz](http://www.waikatorocks.co.nz)



**WAIKATO ROCKS TRUST Balance Sheet**  
**Balance Sheet****As at 31 Dec 2016**

	<b>01/01/2016</b>	<b>31/12/2016</b>
<b>Current Assets</b>		
Bank Account	\$9,820	\$4,195
GST Paid/Refund	\$1,050	
GST Receivable	\$1,876	
Bond	300	
<b>Total Current Assets</b>	<b>\$13,046</b>	<b>\$4,195</b>
<b>Non-Current Assets</b>		
Property, Plant and Equipment	\$0	\$0
<b>Total Assets</b>	<b>\$13,046</b>	<b>\$4,195</b>
<b>Current Liabilities</b>		
Accounts Payable		
GST		
<b>Total Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>
<b>Net Assets</b>	<b>\$13,046</b>	<b>\$4,195</b>
<b>Trust Funds</b>		
Trust Capital	\$4,195	\$0
Net Deficit / Surplus	\$8,851	\$4,195
<b>Total Trust Funds</b>	<b>\$13,046</b>	<b>\$4,195</b>

  
 Chairperson  
 Logan Nathan

  
 Treasurer  
 Bhuvaneswari Sukumar

32 Greenfield Drive, Western Heights, Hamilton 3200

Phone: 07 8463902. E-mail: [nzmusic@waikatorocks.co.nz](mailto:nzmusic@waikatorocks.co.nz)Website: [www.waikatorocks.co.nz](http://www.waikatorocks.co.nz)

CC53569  
IRD: 117-052-699



32 Greenfield Drive, Western Heights, Hamilton 3200  
Phone: 07 8463902. E-mail: [nzmusic@waikatorocks.co.nz](mailto:nzmusic@waikatorocks.co.nz)  
Website: [www.waikatorocks.co.nz](http://www.waikatorocks.co.nz)



## Waikato Rocks Trust

Promoting original creations from New Zealand since 2010

### Music and Dance Festival 2016-Raglan

#### Report



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On the 3<sup>rd</sup> of December 2016, Music and Dance Festival was held in Raglan. This show is to promote the original music and dance of our people mainly focusing on the youths. The event was very successful with more than 100 creative people participating and about 2000 people attending this colourful event. You can view the pre and post promotion video here:

[https://www.facebook.com/89fmwaikatorocks/videos/1219165534772843/?ref=3&ref\\_newsfeed\\_story\\_type=regular&action\\_history=\[%7B%22surface%22%3A%22newsfeed%22%2C%22mechanism%22%3A%22feed\\_story%22%2C%22extra\\_data%22%3A\[%7D\]](https://www.facebook.com/89fmwaikatorocks/videos/1219165534772843/?ref=3&ref_newsfeed_story_type=regular&action_history=[%7B%22surface%22%3A%22newsfeed%22%2C%22mechanism%22%3A%22feed_story%22%2C%22extra_data%22%3A[%7D])

<https://www.facebook.com/89fmwaikatorocks/videos/1257736807582382/>

Our event post reached more than 7000 people online and the videos were viewed by more than 1000 people.

PS: Our recent upgrade in face-book page rebooted the posts and our Raglan stats have been altered.

---

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We were overwhelmed by the support showed by the people of our community and beyond. About 20 volunteers gave their time and effort to make this event safer for all.

Music and Dance Festival was colourful as we promised and entertained our community with live bands, dance groups, food stalls and amusements like mini Jeeps.

Unfortunately we couldn't add free rides and slides for the children as we promised due to lack of funding for this event.

Some of the best photos and screenshots are attached to show how colourful and successful our event was and the number of people attended, participated and enjoyed it. We are sure that it could only get better in our next event.

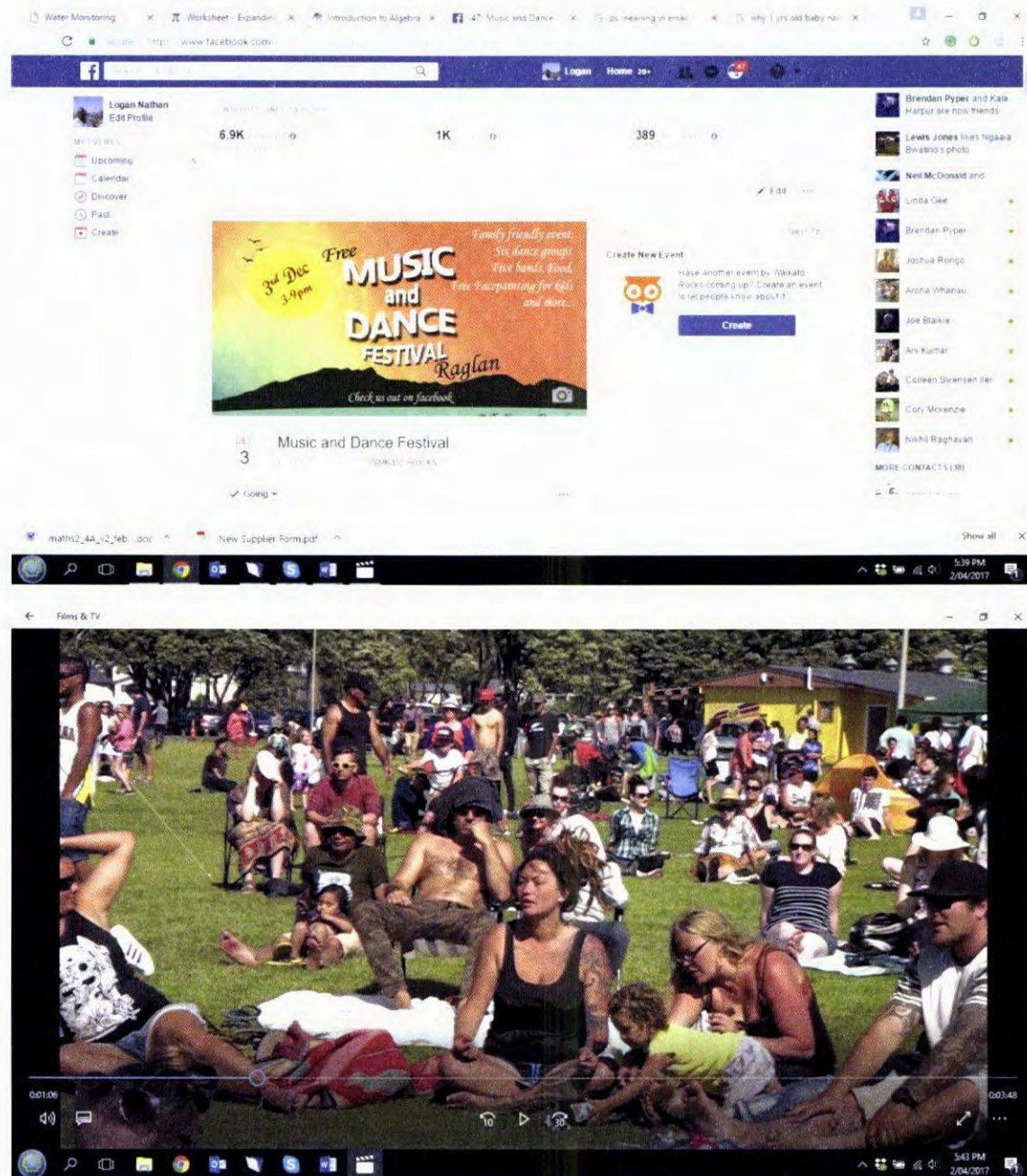


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\$500 Cash Prize Free Style Competition was a great success with more than 20 free style dancers, all youths from our community taking part in it.



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Raglan Area School Kapa Haka Group



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Website: [www.waikatorocks.co.nz](http://www.waikatorocks.co.nz)



Chinese Traditional Dance Group



32 Greenfield Drive, Western Heights, Hamilton 3200

Phone: 07 8463902. E-mail: [nzmusic@waikatorocks.co.nz](mailto:nzmusic@waikatorocks.co.nz)

Website: [www.waikatorocks.co.nz](http://www.waikatorocks.co.nz)



Mini Jeep for kids



Free Face Painting for kids



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Website: [www.waikatorocks.co.nz](http://www.waikatorocks.co.nz)



Sambatron-Brazilian Drums Group



Ariana Smith



---

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This Flight Tonight



Mighty Mighty



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Jason McIver and the Collective



Rootz Konekt

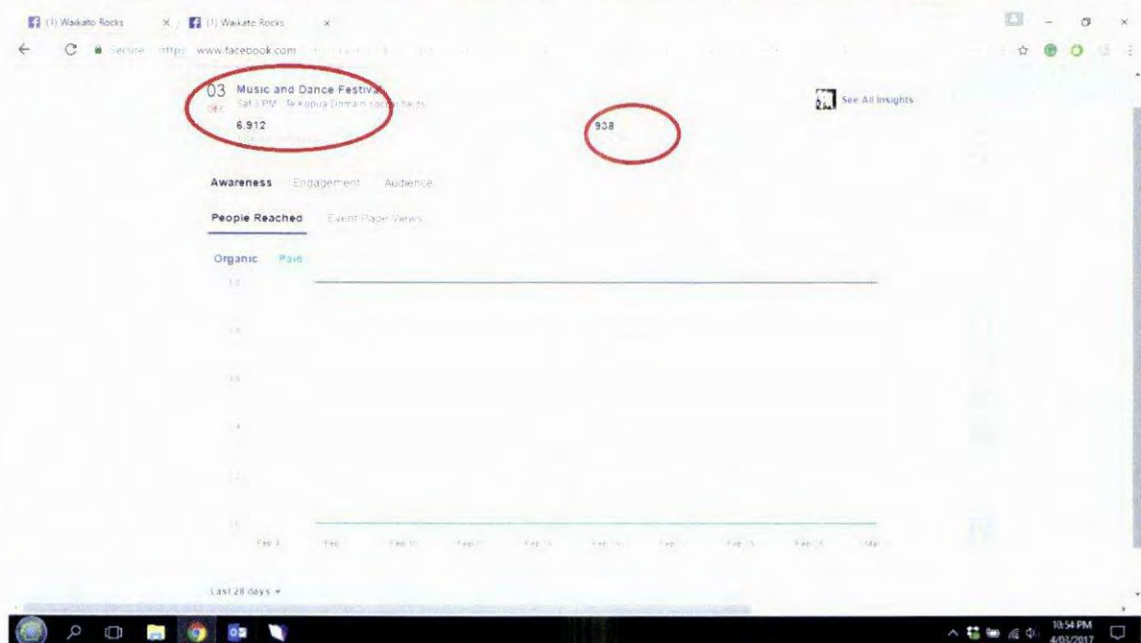


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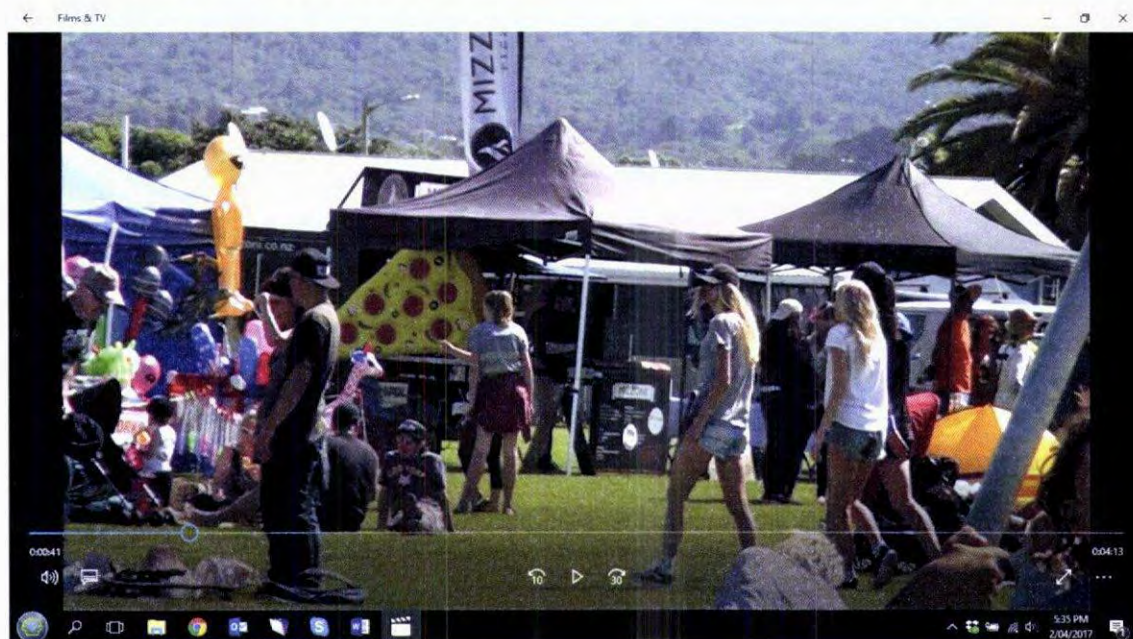
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## Stalls



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**3rd Dec  
3-9pm**

**Raglan**

**MUSIC  
and  
DANCE  
FESTIVAL**

**\$500  
Cash Prize!**  
1vs1  
Free Style  
Dance  
Competition

**Live Bands:**  
Rootz Konekt  
JMC  
This Flight Tonight  
Mighty Mighty  
Te Aorangi Smith

**Free Face painting  
Food stalls, Market  
Bouncy Castle,  
Mini Jeeps...  
Chinese Dance  
Raglan Kapa haka  
Brazilian Drums  
and more...**

*Check us out on facebook*

*Free Family friendly event:*

**@ Te Kopua Domain**

WAIKATO ROCKS COGS Red Bull THE LION FOUNDATION Raglan

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CC53569  
IRD: 117-052-699



We are in the process of organising 2017 'Music and Dance Festival', please continue your support in promoting and showcasing our people and in creating a vibrant community.

Kind Regards

Logan Nathan

Waikato Rocks Trust



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# BEFORE YOU START

## Read the *Creative Communities Scheme Application Guide*

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

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

## Note the local funding priorities for the Creative Communities Scheme and the Waikato District Council.

Priority will be given to applications that:

- Applicants who have taken part in, or will take part in the Creative Waikato ARTillery Programme<sup>1</sup>
- Projects that demonstrate capacity building for the development of arts in the Waikato district.

## Complete the *Creative Communities Scheme Application Form*

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

Example:

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

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

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



# APPLICANT DETAILS

## Name and contact details

Are you applying as an individual or group?

Individual

☒

Group

☐

Full name of applicant:

Michael Robins

Contact person (for a group):

Street address/PO Box:

178 Houchen Road

Suburb:

Te Mata

Town/City

Raglan RD1

Postcode:

3295

Country:

New Zealand

Email:

robins\_cvm@hotmail.copm

Telephone (day):

022 1609315

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

Name on bank account:

CVM Robins

GST number:

Bank account number:

01-0533-0098338-00

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

☐

Detail:

Pacific Island:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

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

Yes:

☒

No:

☐

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

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

☒

Council website

☐

Council mail-out

☐

Council staff member

☒

Other (please provide detail)

☐

Creative NZ website

☐

Local paper

☐

Poster/flyer/brochure

☐

Social media

☐

Radio

☒

Word of mouth

Professional Friend



**Project name:** Ruapuke Roots Festival and Workshops

Brief description of project:

A workshop showcasing music making, sound system culture and artist's in conversation

**Project location, timing and numbers**

Venue and suburb or town:

Ruapuke Motor Camp, Ruapuke, Waikato

Start date:

09/02/18

Finish date:

11/02/18

Number of active participants:

20 Music +  
Performance Acts  
4 Work Shops

Number of viewers/audience members:

500 Active participants

**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

☐

Literature

☐

Pacific arts

☐

Visual arts

☐

Dance

☒

Music

☐

Multi-artform (including film)

☐

Inter-arts

☐

Ngā toi Māori

☐

Theatre

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

☐

Creation only

☒

Creation and presentation

☐

Workshop/wānanga

☐

Presentation only (performance or concert)

☐

Presentation only (exhibition)

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

European:

☒

Detail:

New Zealand contemporary

Māori:

☒

Detail:

Long-association of reggae and Māori culture

Pacific Island:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☒

Detail:

Jamaican Origin

**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 Ruapuke Roots festival is a unique blend of sound system culture, traditional and contemporary forms of reggae music, all embedded in a New Zealand flavour. The Roots Festival provides a locally-based forum for community members to learn and engage in a New Zealand version of the Reggae Sound System. The Festival aims to bring together a community of like-minded individuals, educating each member about the history of Sound System Culture,



it's integration into New Zealand and more specifically into how it has resonated so strongly with Māori culture. More than just passive observing, community members are encouraged to participate, contribute and add to the Festival's Kaupapa through performance, partaking in workshops and inputting their knowledge. Currently the Festival brings together several hundred people for a weekend music event, and we anticipate these numbers will grow, based on previous events. Whilst it is an achievement to put on the event, we are supported with the help of volunteers throughout the community who like us, believe that this festival can and does make a difference to not only our local community, but also the wider global Sound System community. Youth are also a focus of our event, where we encourage our younger community to grow and learn about this art form providing an introduction to how the music is made, produced and played live. Having support from Creative Community Scheme will allow us to deliver this project.

Dates : 9-11 February 2018

Festival Website: [www.ruapukeroots.com](http://www.ruapukeroots.com)

Event Page and Facebook page: <https://www.facebook.com/ruapukerootsfestival/>

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

The Festival is utilising a process of pedagogy through participation. This will happen through "Dub Wananga" - a set of no less than four workshops and talks, spread over the three day Festival event. This is as follows:  
The sound system operators will demonstrate and explain how the physical sounds are built and operated.  
The international artists will explain both their own 40 year history of performing and the history of the sound system culture and movement  
The local producer's will show and workshop how they produce music for sound system and perform it live and the MC's and singers will talk about writing and performing songs, this part will be specifically iterative and targeted at youth.  
In addition to the workshops and talks we have embedded the knowledge of Sound System culture within the act choices, the environment of the venue (i.e., genre-break down of venue, etc) and added insight from each individual act as they perform.  
The fund will enable us to set up a covered area, with seating and an amplified P.A

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

Lion Rockers HiFi (The Sound System) – Auckland

The Sound System crew who will be performing at the event.

Their workshop will be about how sound systems are constructed and played.

[https://www.facebook.com/lionrockers/?ref=br\\_rs](https://www.facebook.com/lionrockers/?ref=br_rs)

Channel One Sound System (The International Artist)– London U.K

Coming from London, and having visited New Zealand once before in 2012, the Channel One Sound System have been performing for 43 years.

Their talk will be on the history of Sound System culture.

Naram – (The Local Producer) Wellington

A New Zealand born and now International producer with over 10 vinyl releases in recent years. A multi instrumentalists who will talk about how he takes the music he creates in the studio and performs it live on sound systems.

Imon Star (Local Music Producer and Singer)

Now residing in eastern Waikato, Imon Starr has been involved in the New Zealand Sound System movement since its inception, his role as an MC in Aotearoa working with groups like Olmecha Supreme and Rhombus is well known.

His work shop will be an interactive music making and song writing Wananga.

Red Robin (The Host) – Te Mata, Raglan

Local host of Raglan Community Radio's Reggae Rodeo radio, a very experienced presenter, he worked for 3 years as a reggae journalist in Europe covering the world's largest Sound System events and now resides in the Waikato village of Te Mata.

He will host the work shops and run the Q&A.

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

The workshops will create a unique opportunity for the festival goers to engage with the people performing at the event.

The festival is an event which features roughly 80% NZ artists with many from the local community and roughly 20% from abroad. It brings together people from all over the district and country for 3 days and we want to deliver not only music but to have people leave more informed about the making of sound systems, its music and its history.



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

<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>
Marquee Hire	Weekend hire – one off deal	\$1,000.00
P.A and sound set up	Weekend hire	\$500.00
Host for all workshops	Saturday / Sunday	\$200.00
Promotion	Facebook campaign – 1 week push	\$210.00
Total Costs		\$1,910.00
<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>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>
\$30,000.00	That \$30,000 is fully allocated for festival costs. The workshops are a proposed addition which is why we are going for funding.	0
Total Income		\$0.00
Costs less income	This is the maximum amount you can request from CCS	\$0.00
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$1,910.00</b>

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)



## PROJECT DETAILS

**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.

### Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

<http://creativewaikato.co.nz/72/artillery>

### I/we have signed up to one or more of the Creative Waikato ARTillery workshops

Yes: ☒ No: ☐

Which workshop/s?

Great Governance for your Arts Group, Raglan – September 2017



# PROJECT DETAILS

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

Name

Michael Robins

(Print name of contact person/applicant)

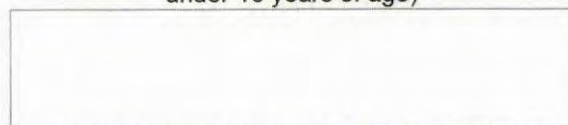
(Print name of parent/guardian for applicants under 16 years of age)

Signed:



(Applicant or arts organisation's contact person)

Signed:



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

Date:

26/07/17

Date:















31/ 07/2018

Raglan, Waikato

Kia Ora

Please find my application for the Creative Community Scheme fund round ending Monday 31<sup>st</sup> July 2017.

It was submitted at the Raglan Library.

We have put all the relevant information forward and answered as best we can for the document application and look forward to speaking and introducing our proposal in person at the September meeting for the Creative Community Scheme Fund.

Any questions regarding the application we are happy to answer anytime.

Regards

Michael Robins  
Ruapuke Roots Festival  
022 160 9315  
robins\_cvm@hotmail.com



31 JUL 2017	
Time .....	Initials 
RAGLAN	

Michael Robins  
178 Houchen Road  
Te Mata, Raglan  
022 1609315  
robins\_cvm@hotmail.com

#### Short Bio

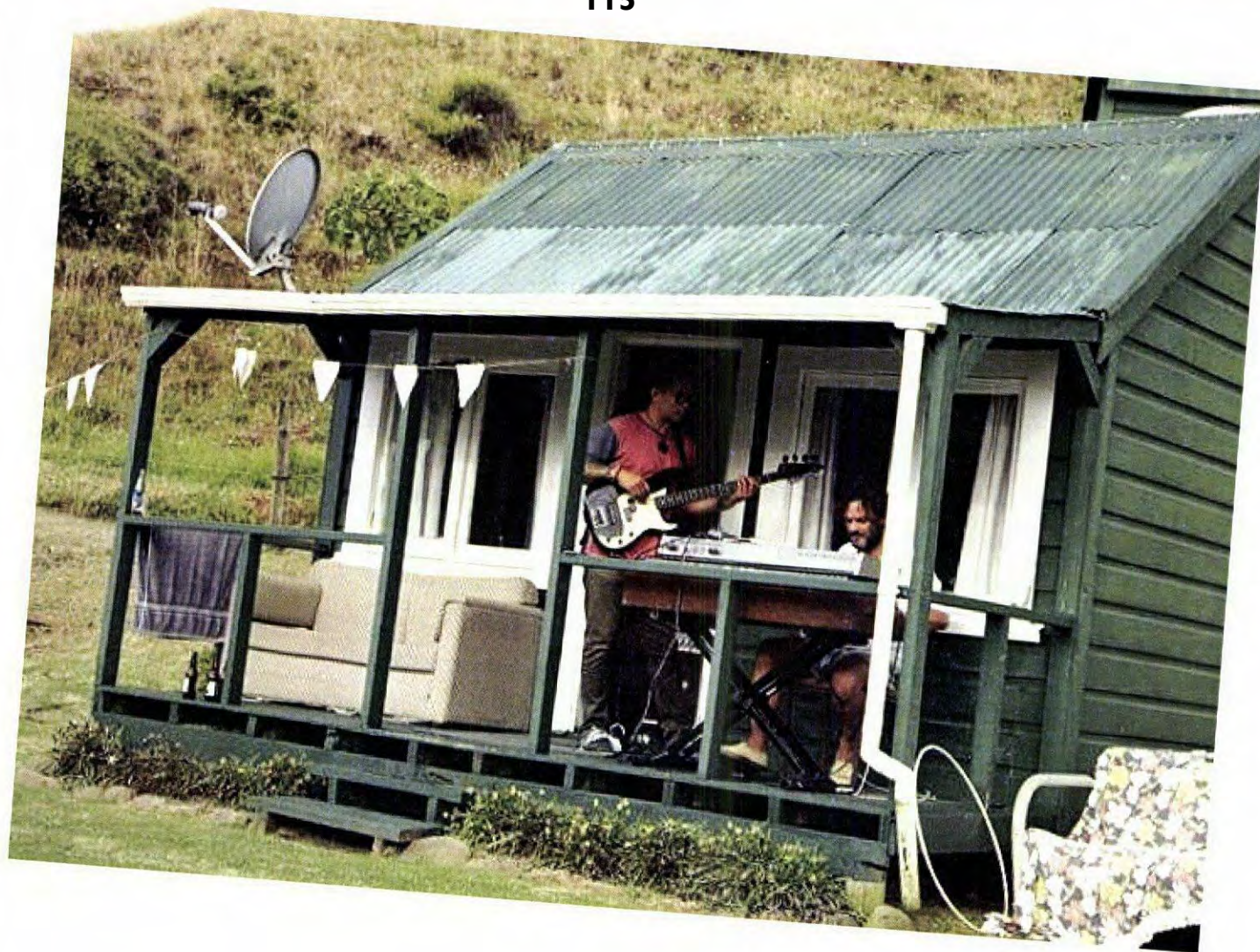
I have background working in the New Zealand and international reggae music industry  
From running the weekly 'Reggae Rodeo' radio show on Raglan's 98.1 Community Radio to spending three years as an international correspondent at Europe's major reggae festivals, DJing around the pacific rim and running a critically-acclaimed record label.

Since 2014 I have been promoting music locally in Raglan and Auckland and the flagship event for this work is the Ruapuke Roots Festival which will take place again in February 2018 attracting more than 500 people from across New Zealand for three days of outdoor music and workshops.



Creatively I also co-own Red Robin records run out of Te Mata, Raglan. An international vinyl reggae record label, we organise everything from music production through to distribution and marketing. The label has gained respect across the world - and in particular New Zealand - with its unique sound which eschews many of the cliches associated with the genre.

Now settled in Te Mata with a young family I have a firm base to expand my operations from and realise the potential of my experience and ideas.





# APPLICANT DETAILS

## Name and contact details

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

Full name of applicant:	<input type="text" value="Waimihi Rebecca Hotere"/>		
Contact person (for a group):	<input type="text"/>		
Street address/PO Box:	<input type="text" value="29 Bank Street"/>		
Suburb:	<input type="text"/>	Town/City:	<input type="text" value="Te Awamutu"/>
Postcode:	<input type="text" value="3800"/>	Country:	<input type="text" value="New Zealand"/>
Email:	<input type="text" value="waimihi@gmail.com"/>		
Telephone (day):	<input type="text" value="0274278929"/>		

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

Name on bank account:	<input type="text" value="W R Hotere"/>	GST number:	<input type="text"/>
Bank account number:	<input type="text" value="38 9016 009 2887 00"/>		

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

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

Yes: ☐ No: ☒

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

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

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

# PROJECT DETAILS

**Project name:**

Brief description of project:

## Project location, timing and numbers

Venue and suburb or town:

Start date:

Finish date:

Number of active participants:

Number of viewers/audience members:

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

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

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

☐ **Diversity:** Support the diverse artistic cultural traditions of local communities

☒ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

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

☐ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☒ Theatre

☐ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☐ Creation and presentation

☐ Presentation only (exhibition)

☒ Workshop/Workshop

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

European:

☐ Detail:

Māori:

☒ Detail:

Pacific Island:

☐ Detail:

Asian:

☐ Detail:

Middle Eastern/Latin American/African:

☐ Detail:

Other:

☐ Detail:



# PROJECT DETAILS (budget)

## Project details

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

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

Tirama Theatre Workshop is an inclusive, one-day marae based workshop that encourages young people to step into the unknown, grow their confidence and learn to transfer these skills into everyday life through theatre. We believe that it is essential that we provide a welcoming and familiar environment for our new participants. An easy way to do this is by bringing the Workshop out of the theatre and classroom to the marae and so, this Workshop begins at Te Iti o Haua Marae in Tauwhare, Waikato. The Workshop throughout the day will have the Directors engage with the participants, each with a different focus and who have at least twenty years of experience in professional Theatre in Aotearoa – New Zealand and have been chosen because of their abilities to empathise and listen to people as well as meet the desired outcomes. Together they will explore:

- movement from contemporary dance through to kapahaka to contact improv and yoga
- vocal expression through deconstructing language and sound.
- exploring improvisation work and devised scenes.

#### COST

The Workshop is designed to be of reasonable cost with a \$20 fee on booking of a place. A 50% refund is offered to those that complete the workshop.

#### BACKGROUND

In January, this year, I worked on the Northland Youth Theatre Summer Season in Whangarei. The project was three weeks long and saw us working with 30 young people aged 11-18 years old. At the end of the two weeks we had a 45 minute show that the young people had created themselves and brought together by our three directors. In the third week we toured the show and stayed in five different locations in: Dargaville, Opononi, Kaikohe and two venues in Whangarei.

The response was incredibly positive and came from our sponsors, Northtec, the school faculties from where the young people were taught, the communities that lived in and of course, their whānau. Many of the whānau had no idea that their children and siblings could perform in that way. What was most interesting and exciting for me was to see the level of self-reflectiveness and maturity that grew in each performer with every performance. They could identify what elements of their performance did and didn't work well, what they could do to perform better and how they might do things differently next time. The values with which we, the production team had devised the show and demonstrated with each other meant that we had created a safe environment within which they were able to critique each other's work and receive criticism openly.

#### OUTCOME

Since doing the summer season, I have a strong desire to bring this experience to the Waikato region and highlight the exciting personalities that hold this desire to share their stories with their communities. I believe that the Tirama Theatre Workshops is a great vehicle to do this with the potential to grow into a project the size of the summer season and more. Tirama Theatre Workshops is also an opportunity to bring professional theatre makers to the Waikato region and grow the knowledge base within the theatre sector.

OTHER NOTES: Due to illness, I have not been able to confirm a booking but will seek confirmation asap.

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



## PROJECT DETAILS

Below is a schedule that outlines how the Tirama Theatre Workshop will run. The workshop will be advertised to Schools, iwi and community youth groups. We welcome all ages but focus our marketing to young people aged 13 – 18 years old. Applicants will complete a registration form to attend. Visits will also be made to connect with these groups kanohi ki te kanohi or face to face to gain trust and build robust connections with the community. The ratio of participants to director is one tutor to 5 participants to manage the levels of experience, ages and languages.

### Tirama Theatre Workshop Project Timeline

What	When
Application Due for Creative Communities Fund	July 31 <sup>st</sup> 2017
Notification of outcome	October 2017
Offer of contract – dates confirmed	October 2017
Contract signed and received	October 2017
Tirama Theatre Workshop	13 <sup>th</sup> October 2017

### Tirama Theatre Workshop Schedule

Time	What
9am	Pōwhiri at Te Iti o Haua Marae, Tauwhare
10am	Morning Tea - Registrations
10:20am	Whakawhanaungatanga
11am	Movement class
11:45am	Voice class
12:30pm	Lunch
1:15pm	Work on scenes – afternoon tea as and when needed. Scenes will be devised by the participants themselves. The Directors will work with them to grow the scenes and flesh out their stories.
3:15pm	Rehearse scenes and dance with a warm up. Parents and whānau arrive.
3:45pm	Present scenes and Dance to parents and whānau. Then present certificates for completing the workshop.
4:30pm	Whakamutunga – Workshop complete.



## PROJECT DETAILS

### 3. Who/ Ko wai:

#### OLIVIA ROBINSON

Olivia's role in Tirama Theatre Workshops is "Korowai Aroha" or the "cloak of aroha". Korowai Aroha surrounds the ones who are feeling doubtful and provides the one-on-one support while the other directors lead the activities.

Olivia is a graduate of Toi Whakaari NZ Drama School and has toured Aotearoa – New Zealand extensively with theatre productions including Le Sud (Dave Armstrong) Maui (Tanemahuta Gray). Olivia is a competent speaker of NZASL (New Zealand Sign), Te Reo Māori and is currently training for her Bachelor Degree in Early Childhood Education in the second half of this year.

#### WAIMIHI HOTERE

Te Aupouri, Ngāti Maniapoto, Ngāti Wai, Armstrong clan.

Ko Kakepuku te maunga,

Ko Mangarapa te awa,

Ko Tainui te waka.

Ko Ngāti Huia, ko Ngāti Peehi ki Hangatiki me Ngāti Te

Kanawa ōku hapū.

Ko Te Kauae o Niu Tirenī te marae

Waimihi will be the key facilitator for this Workshop. She grew up in Cambridge and her mother taught at Te Kura o Ngāti Haua. The majority of the children at that school came from Te Iti o Haua. Waimihi currently lives in Te Awamutu, Waipā.

Waimihi has worked professionally in theatre, television and arts development for 20 years and graduated with her Master's degree of Applied Indigenous Knowledge at Te Wananga o Aotearoa in 2016.

In January this year, Waimihi Co-directed the Northland Youth Theatre Summer Season which toured Whangarei, Kaikohe, Dargaville and Opononi.

The following is a link to the documentary of The Māori Troilus & Cressida -

<http://www.maoritube.co.nz/documentary/road-to-the-globe-triolus-cressida-trailer/>

#### NEENAH DEKKERS-REIHANA

Dutch, Māori

Neenah Dekkers-Reihana leads our acting experience to develop confidence, leadership and imagination in our Tirama team. Neenah is recently appeared in the 2017 NZ International Film Festival premiere feature, Waru. Neenah also wowed audiences in the lead role of Elsie which premiered in Wellington earlier this year with only two nights rehearsal. Neenah teaches and writes theatre in Wellington for all ages and audiences and is an important voice in the new generation of Māori theatre practitioners.

#### MATIU HAMUERA

Te Arawa waka, Te Rarawa

Matiu Hamuera is our Movement Maestro! No matter the level of experience, Matiu leaves his classes feeling like they can walk on water and groove on down the road. Matiu majored in Contemporary Dance at Auckland University, has danced with Atamira Dance Company, The New Zealand Dance Company and Director of Maha Movement, meaning to move with abundance.

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

Tirama Theatre Workshop will be successful in meeting the funding criteria of Young People by ensuring that they - the young people feel 'at home' in an environment that is welcoming and familiar to support their learning. Tirama Theatre Workshop brings you out of the theatre and classroom to the marae.

Tirama Theatre Workshop is inclusive which means the Workshop is open to anyone from all creeds and ethnicities. It is marae-based so we will be working with tikanga Māori (Māori customs) and using reo Māori (language) as often as we can so that all can comprehend and grow their understanding of what making theatre with a Māori perspective feels like.



# PROJECT DETAILS

## 5. The budget/Ngā pūtea

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

Are you GST registered?    Yes    ☐    Do NOT include GST in your budget  
    No    ☒    Include GST in your budget

<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>
Project Manager	20 hours @ \$20 per hour	\$400.00
Director	3 Directors @ \$300 each	\$900.00
Venue	Te Iti o Haua Marae, Tauwhare, Waikato	\$260.00
Travel – Tirama Directors	From Te Awamutu to Tauwhare pā return	\$50.00
Travel return flights WLG – HLZ for Neenah Dekkers-Reihana	Flexifare – flights from Wellington in July run a risk of not flying on time due to weather restrictions therefore it is preferable to purchase flexifares that fly on either side of the day that Neenah is required.	\$795.00
Travel allowance for Matiu Hamuera	From Rotorua to Te Awamutu return	\$100.00
Accommodation allowance for Neenah Dekkers-Reihana	Thursday & Friday nights	\$150.00
Accommodation allowance for Matiu Hamuera	Thursday & Friday nights	\$150.00
Administration	Printing Internet Power Rent	\$40.00
Marketing	Poster Design, Social Media, Publicity	\$100.00
<b>Total Costs</b>		<b>\$2915.00</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>
Registrations	20 tickets @ \$20 each with a 50% cash back on completion of wānanga	\$200.00
Venue	Te Iti o Haua Marae – own contribution	100
<b>Total Income</b>		<b>\$200.00</b>
<b>Costs less income</b>	This is the maximum amount you can request from CCS	<b>\$2715.00</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$2715.00</b>



# PROJECT DETAILS

## Other financial information

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

Date applied	Who to	How much	Confirmed/ Unconfirmed

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

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

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

## Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

<http://creativewaikato.co.nz/72/artillery>

## I/we have signed up to one or more of the Creative Waikato ARTillery workshops

Yes: ☒ No: ☐

Which workshop/s?

Creating your vision purpose and strategy.



## PART 3: DECLARATION

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

- ☐ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

- ☐ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☐ complete the project within a year of the funding being approved
- ☐ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☐ return any unspent funds
- ☐ keep receipts and a record of all expenditure for seven years
- ☐ participate in any funding audit of my organisation or project conducted by the local council
- ☐ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☐ acknowledge CCS funding at event openings, presentations or performances
- ☐ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☐ I understand that the 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

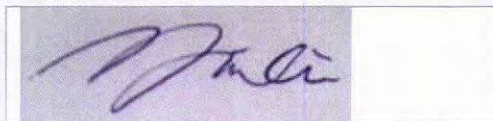
Name

Waimihi Hotere

(Print name of contact person/applicant)

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

Signed:



(Applicant or arts organisation's contact person)

Signed:



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

Date:

31/07/2017 sent by email.

Date:



# Creative Communities – Waikato District Council

Tīrama Theatre Workshops  
Waikato

Friday 13<sup>th</sup> October 2017  
- Support Material

1. Confirmation of Invitation from Matiu Hamuera
2. Confirmation of Invitation from Olivia Robinson
3. Budget - Quote for flights for Neenah Dekkers-Reihana
4. CYP policy
5. Safety Action Plan
6. Bank Deposit Slip
7. Registration Form
8. Police vetting form

Prepared by Waimihi Hotere – Project Manager / Lead Facilitator

29 Bank Street, Te Awamutu 3800

027 427 8929



waimihi hotere &lt;waimihi@gmail.com&gt;

## Tīrama Theatre Workshop 13th October 2017

1 message

waimihi hotere &lt;waimihi@gmail.com&gt;

Wed, Aug 9, 2017 at 4:37 PM

To: Mattie Hamuera &lt;mattiehamuera@gmail.com&gt;

Tēnā koe e Matiu,

Ko te tumanako e ora marika ana koe.

This email is to cordially invite you be one of three directors for the-

Tīrama Theatre Workshops that will be held in Waikato on:

Friday, October 13th 2017

The Tīrama Theatre Workshop is an inclusive one-day marae based workshops that explore creative expression through the voice, movement and scene-work.

The schedule for the day will be as follows:

### Tīrama Theatre Workshop Schedule

Time	What
9am	Pōwhiri
10am	Morning Tea
10:20am	Whakawhanaungatanga
11am	Movement class
11:45am	Voice class
12:30pm	Lunch
1:15pm	Work on scenes – afternoon tea as and when needed
3:15pm	Present scenes
4:15pm	Kōrero whakamutunga
4:30pm	Karakia whakamutunga

At this stage, I am applying for funding from the Creative Communities fund. Once I know the outcome of the application then I will notify you in writing and have a formal offer of contract. Please see the timeline below for more details.

### Tīrama Theatre Workshop Project Timeline

WHAT	WHEN
Application Due for Creative Communities Fund	July 31st



09/08/2017

Gmail - Tirama Theatre Workshop 13th October 2017

Notification of outcome	October 2017
Offer of contract – dates confirmed	October 2017
Contract signed and received	October 2017
Tirama Theatre Workshop	13 <sup>th</sup> October 2017

If you agree to being a facilitator then please show your support to this kaupapa by responding to this email.

Please feel free to contact me if you have any questions whatsoever. My details are below.

--

Noho ora mai,  
Waimihi Hotere  
+64 27 427 8929 mobile



waimihi hotere &lt;waimihi@gmail.com&gt;

## Tīrama Theatre Workshop Friday 13th October 2017

waimihi hotere &lt;waimihi@gmail.com&gt;

Wed, Aug 9, 2017 at 4:46 PM

To: Olivia Violet Robinson &lt;olivia.violet.robinson@gmail.com&gt;

Tēnā koe e Olivia,

Ko te tumanako e ora marika ana koe.

This email is to cordially invite you be one of three directors for the-

**TīramaTheatre Workshop** that will be held in Waikato on:

**Friday, October 13th 2017**

The Tīrama Theatre Workshop is an inclusive one-day marae based workshops that explore creative expression through the voice, movement and scene-work.

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### Tīrama Theatre Workshop Project Timeline

WHAT	WHEN
Application Due for Creative Communities Fund	July 31st



# FLIGHT CENTRE® *The Airfare Experts*

Address: 254 Alexandra Street Hamilton Waikato &amp; Bay of Plenty 3800

Phone: +64 07 8718339 Fax: +64 07 8701228

Flight Centre (NZ) Limited t/a Flight Centre

GST NO:39-450-950

7/08/2017 4:45 PM (TZ +12:00)

Ms Waimihi Hotere  
29 BANK STREET  
TE AWAMUTU 3800

## Quotation

Quote ID: Q1881058

### Name(s) as per valid photo I.D.

Traveller(s):	Title	First name	Middle name	Surname
	Ms	Neena		Dekkersreihana

### Details

Date of travel: 12/10/2017  
No. of travellers: 1  
Origin: Wellington New Zealand (WLG)  
Destination: Hamilton New Zealand (HLZ)

### Air

Airline	Flight No.	Departing on	Arriving on	Origin	Destination	Status
Air New Zealand	NZ8820 De Havilland Canada DHC-8-300 Dash 8 / 8Q	Thursday 12/10/2017 1:50 PM Cabin Class: Economy	Thursday 12/10/2017 3:00 PM	Wellington	Hamilton	Confirmed
Air New Zealand	NZ8817 De Havilland Canada DHC-8-300 Dash 8 / 8Q	Monday 16/10/2017 10:55 AM Cabin Class: Economy	Monday 16/10/2017 12:05 PM	Hamilton	Wellington	Confirmed

Travellers: 1 adult on booking  
Ms NEENA DEKKERSREIHANA  
Airfare: \$795.96 including taxes  
Comments: FLEXI FARE

This is not an E-ticket. Please check your flight plan for flight details.

Total flight price: **\$795.96**

### Insurance: Cover-More

We have noticed that you have not included Travel Insurance in your travel plans. Travel insurance is strongly recommended by your travel agent and the Department of Foreign Affairs. Please ask your travel consultant for an insurance quote.

### Passports & Visas

It is your responsibility when travelling or transiting on your journey to ensure that you have valid passports,



visas, ESTA (USA), eTA (Canada) and re-entry permits which meet the requirement of immigration and other government authorities. If you need information regarding visa and other travel document requirements (i.e. ESTA or eTA) for your trip please let us know.

#### Terms and Conditions

For full Terms & Conditions please go to <http://www.flightcentre.co.nz/about-us/legal/booking-terms-condition> and read the terms and conditions carefully. You must not make any booking unless you understand and agree with the terms and conditions. References to "us", "we" and/or "Flight Centre" shall mean Flight Centre (NZ) Limited.

#### Prices:

All prices are subject to availability and can be withdrawn or varied without notice. Prices quoted are subject to change at any time until full payment is received and tickets issued and we reserve the right to correct any pricing errors or omissions. Prices are per person unless otherwise stated.

#### Deposits And Final Payment:

We require a minimum deposit of \$100 per person at the time of booking. Your service provider will require further deposits. All deposits are non-refundable. Final payment is required no later than 6 weeks prior to departure unless otherwise stated on your invoice. Some airfares or services must be paid in full at the time of booking.

#### Thank You

Thank you for allowing me the opportunity to assist with your travel plans. If you have any questions or you wish to make any changes to your quote, do not hesitate to contact me.

Regards,  
James Ashton

Total price including surcharges, taxes and fees:

**Cash price: \$795.96**

Credit card (Visa 2.00 %):	<b>\$811.88</b>
Credit card (MasterCard 2.00 %):	<b>\$811.88</b>
Credit card (Amex 3.00%):	<b>\$819.84</b>
Credit card (Diners 2.00%):	<b>\$811.88</b>



### Child and Young Person Protection Policy Statement

The Tīrama Theatre Workshop is committed to a child<sup>1</sup> and young person<sup>2</sup> centred approach to our work with children and young persons. We undertake to provide a safe environment and experience, where the welfare of the child and young person is paramount. We have implemented procedures covering:

- Code of behaviour for all staff;
- Confidentiality;
- Recruitment and selecting staff;
- Involvement of parents/caregivers;
- Complaints;

This policy was adopted on 1 February 2017.

Signed by Project Manager \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> "Child" is defined in the Children, Young Persons and Their Families Act 1989 as "means a boy or girl under the age of 14 years".

<sup>2</sup> "Young person" is defined in the Act as "means a boy or girl of or over the age of 14 years but under 17 years"

The code of behaviour can be categorised under the following headings:

- Child and young person centred approach;
- Good practice;
- Inappropriate behaviour;
- Physical contact;
- Health and safety.

#### Child and young person centred approach

- Treat all children and young persons equally;
- Listen to and respect children and young persons;
- Involve children and young persons in decision-making, as appropriate;
- Provide encouragement, support and praise (regardless of ability);
- Use appropriate language (physical and verbal);
- Have fun and encourage a positive atmosphere;
- Offer constructive criticism when needed;
- Treat all children and young persons as individuals;
- Respect a child's or young person's personal space;
- Encourage feedback;
- Lead by example;
- Be aware of a child's or young person's other commitments when scheduling rehearsals or activities, eg school or exams;
- Be cognisant of a child's or young person's limitation, due to a medical condition for example;
- Create an atmosphere of trust;
- Respect differences of ability, culture, religion and race.



### Good Practice

- Register each child/young person (name, address, phone, special requirements, attendance, emergency contact);
- Have emergency procedures in place and make all staff aware of these procedures;
- Be inclusive of children and young persons with special needs;
- Plan and be sufficiently prepared, both mentally and physically;
- Report any concerns to the Project Manager and follow reporting procedures;
- We discourage bullying and encourage children and young persons to report any bullying concerns;
- Observe appropriate language and behaviour;
- Evaluate work practices on a regular basis;
- Provide appropriate training for staff and volunteers;
- Report and record any incidents and accidents;
- Update and review policies and procedures regularly;
- Keep parents/caregivers informed of any issues that concern their children;
- Have a written agreement with any external contractors;
- Sessions should be in an open environment;
- Avoid, if at all possible, giving a lift home to a child/young person. If you do then make sure that parents/caregivers are informed and if possible there be two tutors present.
- Avoid situations where it may be perceived to be inappropriate.
- Avoid private group discussions on email or social media. Ensure that there are always at least two tutors taking part in the discussion, if not all the tutors.

### Inappropriate Behaviour

- Avoid spending excessive amounts of time alone with any child or young person;
- Don't use or allow offensive or sexually suggestive physical and/or verbal language (however, work emanating from the artistic process and work of artistic content will not be censored in this way);
- Don't single out a particular child/young person for unfair favouritism, criticism, ridicule, or unwelcome focus or attention;
- Don't allow/engage in inappropriate touching of any form;
- Don't hit or physically chastise any child or young person;
- Don't socialise inappropriately with any child or young person, eg outside of structured organisational activities;
- Don't supply alcohol to any child or young person.

### Physical Contact

- Seek consent of child/young person in relation to physical contact (except in an emergency or a dangerous situation);
- Avoid horseplay or inappropriate touching;
- Check with children/young people about their level of comfort when doing any activity involving touching.
- Ensure there are two tutors present when doing any activity involving touching.

### Health and safety

- Don't leave children unattended or unsupervised;
- Manage any dangerous materials;
- Provide a safe environment;
- Be aware of accident procedure and follow accordingly.



### Who to contact about issues related to child protection and welfare

The Project Manager has been designated as the person to contact if you have an issue or concern about any aspect of a child's or young person's safety and welfare. It is the responsibility of this person to support and advise staff about policy and procedures in relation to child protection and to ensure that procedures are followed. It is also the responsibility of the Project Manager to liaise with outside agencies where appropriate.

The Project Manager can be contacted by mobile phone – 027 427 8929

### Confidentiality statement

The Tirama Theatre Workshop is committed to ensuring peoples' rights to confidentiality are maintained and protected. However, in relation to child protection and welfare we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person;
- Giving such information to others for the protection of a child or young person is not a breach of confidentiality;
- We cannot guarantee total confidentiality where the best interests of the child or young person are at risk;
- Primary carers, children and young people have a right to know if personal information is being shared, unless doing so could put the child/young person at further risk;
- Images of a child/young person will not be used for any reason without the consent of the parent/caregiver (however, we cannot guarantee that cameras/videos will not be used by others such as at public performances).

### Recruitment and selection policy statement

We will ensure that staff and contractors are carefully selected, trained and supervised to provide a safe environment for all children and young people, by observing the following principles:

- Roles and responsibilities will be clearly defined for every job (paid or voluntary);
- We will endeavour to select the most suitably qualified personnel;
- Candidates will be required to complete an application and declaration form;
- References that are recent, relevant, independent and verbally confirmed will be necessary;
- No person who would be deemed to constitute a 'risk' will be employed;
- All staff will be required to consent to a police clearance, and this will be sought.



### Policy statement on the involvement of primary carers

We are committed to being open with all parents/caregivers.

We undertake to:

- Advise parents/caregivers of our child protection policy;
- Inform parents/caregivers of all activities and potential activities;
- Issue contact/consent forms where relevant;
- Comply with health and safety practices;
- Operate child-centred policies in accordance with best practice;
- Adhere to our recruitment guidelines;
- Ensure as far as possible that the activities are age-appropriate;
- Encourage and facilitate the involvement of parents and caregivers where appropriate.

If we have concerns about the welfare of the child/young person, we will:

- Respond to the needs of the child or young person;
- Where there are child protection and welfare concerns, we are obliged to pass these on to the appropriate authorities;
- In the event of a complaint against a member of staff, we will immediately ensure the safety of the child/young person and inform parents/caregivers.

### In the event of complaints

- Complaints will be responded to as quickly as possible;
- The Project Manager has responsibility for directing complaints to the appropriate person;
- Verbal complaints will be logged and given to the Project Manager on a regular basis and responded to.

**Application Form**

Application form for all those wishing to apply for employment/volunteer post at Tīrama Theatre Workshop.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Any other name(s) previously known as: \_\_\_\_\_

Do you consent to give authority to the Tīrama Theatre Workshop to carry out police checks?

Yes

☐

No

☐

Have you ever been convicted of a criminal offence? Yes ☐ No ☐

If yes, please state below the nature and date(s) of the offence(s):

Have you read the Tīrama Theatre Workshop policies on Codes of Behaviour, Reporting Procedure and Confidentiality and do you agree to abide by them?

Yes

☐

No

☐

Names and contact details of two referees:

- 1.
- 2.



Safety Action Plan 2017 Tirama Theatre Workshop.

How many PARTICIPANTS: 20 pax      Project Manager: Waimihi Hotere      Nos of Staff: 3      Nos of Helpers: TBC

Location: Waikato District Council

Dates: October 13th

Directors Names: Waimihi Hotere, Olivia Robinson, Neenah Dekkers-Reihana, Matiu Hamuera

Support crew: TBC

What significant things could go wrong?	What could cause it?	How could we prevent it?	Whose responsibility is it?	When/ where will it be done?	Emergency plan.
<i>Participants cause or are victims of damage, theft, vandalism, trespass, bad language, inappropriate behavior</i>	<i>Poor behaviour, Poor supervision, No clear boundaries/expectations, do not know how to keep themselves safe</i>	<i>Participants are fully briefed on expectations, behaviour, and how to keep themselves safe, are aware of risks.</i>	<i>Facilitators and Participants</i>	<i>Start of the day on the marae. Stated in registration for Wānanga.</i>	<i>Mandatory Briefing Before and During as required.  Will need to send young person home if behavior involves violence, drugs or alcohol.</i>
<i>PARTICIPANTS not picked up on time left in street alone.</i>	<i>Parent running late. Confused communication between teen and parent.</i>	<i>Ensure we email times and dates of rehearsals to all parents/caregivers and keep them informed of any changes. Include parents/caregivers in communication via Facebook page. Easy phone access to manager.</i>	<i>Manager and tutors. Parents and PARTICIPANTS.</i>	<i>At the outset in a registration permission slip and then again if times change.</i>	<i>Tutor will stay with students until parents come. PARTICIPANTS will not wander off on their own. Ring parent.</i>

<i>PARTICIPANTS could hurt themselves.</i>	<i>PARTICIPANTS running and horseplay on stairs, taking extreme risks, being silly. Tripping over.</i>	<i>Outline dangers at the start. Encourage safety consciousness. Check the premises for dangers before the start of each session. Thorough warm up/ down Wear appropriate gear Safety check of event site for Hazards – eg slippery, liaise with Host(s) First aid kit to be taken Qualified officials are used. First Aid trained YES/NO NB Concussion Guide to be carried.</i>	<i>PARTICIPANTS and tutors.</i>	<i>Safety briefing outlining the dangers at the start of process</i>	<i>First aider to be found. Contact ambulance if accident is serious. Contact parent if requires medical attention. Tutors must have cell phones available to ring in emergencies. One tutor may need to leave with PARTICIPANTS to A&amp;E. Always support people on site to help deal with any situation that may arise.</i>
<i>Lights might be installed incorrectly and fall. CAST CREW may be electrocuted.</i>	<i>CAST CREW not being supervised when rigging.</i>	<i>Ensure Technical Producer is present for all installation of electronics. When on tour make sure students who are carrying out this process have extra support of the tour manager. Technical Producer to brief all safety and write this down for technicians to follow.</i>	<i>Technical Producer and Tour Manager – if and when necessary</i>	<i>Lighting and electronic equipment will be installed on a specific day that is scheduled. Training will be provided for the youth that tour as technicians.</i>	<i>Fire extinguishers available to tour, turn off power source.</i>



<i>CAST CREW discloses personal information about risk to their safety.</i>	<i>CAST CREW is upset and feel they can trust tutor/facilitator.</i>		<i>It is the facilitator's responsibility to get help for student.</i>	<i>If information is disclosed they need to inform manager that a discloser has been made and seek professional support</i>	<i>Emergency contacts are on the contact list.</i>
<i>Strangers entering the space with concerning behaviour.</i>	<i>Emotional upset. Disruption of process.</i>	<i>Create clear procedure around greeting new people in the space. Friendly welcome and refer new comer to facilitator.  All visitors must sign in the book.</i>	<i>Cast, crew and facilitators.</i>	<i>Outline procedure to cast and crew in first sessions.</i>	<i>Police to be called if difficulties.</i>
<i>Student sprains body in rehearsal or class.</i>	<i>Accident</i>	<i>Thoughtful warm ups and stretches. Create a culture of support and working in own limits.  Ensure first aid kits and ice is available.</i>	<i>Performers and directors.  Management and leaders.</i>	<i>Before every session of work.  Check at start of week.</i>	<i>Take injured person to the first aider.  Apply RICE.  If serious take them to nearest A&amp;E. Inform parents.</i>
<i>Someone gets a tummy bug or fever/flu.</i>		<i>Make sure good hygiene, cleaning of hands and drinking from own cups etc is encouraged.</i>	<i>Cooks, cast and crew.</i>	<i>Clean hands before meals and before cooking.</i>	<i>Isolate young person and send them home.</i>
<i>Stolen items</i>	<i>Outsiders come into our space. Gear not locked up.</i>	<i>Lock up the marae when nobody is inside.</i>	<i>Cast and crew.</i>	<i>When tutors leave building. Valuables</i>	<i>When something goes missing first must</i>

	<i>Things get lost.</i>	<i>Lock up cell phones before workshopping starts. Name items of clothing.</i>	<i>Lock up is the responsibility of tutors and managements.</i>	<i>lock up space that is signed in and out.</i>	<i>establish where it was last and look for it. Help from tour kaitiaki. Once it has been affirmed it is missing we will talk with cast and crew. Ring and inform parents.</i>
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Sign in process for all visitors and all students.

Copies of this will be in the Emergency folder.

All student details will be in the project file that will be on site at all times.



New Zealand Post Limited  
TE AWAMUTU

30-MAR-2017

10:25:49

TXN NO. : W1117030 34075

Teller Id : TELLER3

Kiwibank - Customer Detail Confirmation

Access Number

1758302

Name

WAIHIHI REBECCA HOTERE

Residential Address

29 BANK STREET

TE AWAMUTU 3800

Accounts

38 9016 0092887 00

W R HOTERE

NEW ZEALAND POST LTD

30 MAR 2017

TE AWAMUTU

## Tirama Theatre Workshops

Event Timing: 9am - 4:30pm

Friday 13th October Te Iti o Haua Marae Address: Tauwhare Pā

Cost: \$20

This includes morning tea, lunch and afternoon tea.

All enquiries please contact Waimihi Hotere 027 427 8929

With the support of the Waikato District Council Creative Community Scheme Fund from Creative New Zealand.

**\*Required**

1. Email address \*

\_\_\_\_\_

2. Name (First & Last) \*

\_\_\_\_\_

3. Age \*

\_\_\_\_\_

4. Parent/Caregiver contact details i.e Name, phone number. \*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. I would like to attend the Tirama Theatre workshop in- \*

Mark only one oval.

☐ Tauwhare, Waikato

6. I have permission from my Parent/Caregiver to attend the Tirama Theatre Workshop and understand that they will be contacted for confirmation. \*

Mark only one oval.

☐ Yes

☐ No

7. I understand that I will have to pay \$20 by internet and receive a 50% cash-back on completion of the wānanga. Waimihi will contact you to arrange payment. \*

Tick all that apply.

☐ Yes

☐ I need to make another type of arrangement.



8. I understand that photographs and video may be taken and used for publicity and reporting purposes. I give permission for my image, footage and to be used. \*

*Tick all that apply.*

☐ Yes

9. I understand that the Tirama Theatre Workshop is limited to 20 people. \*

*Tick all that apply.*

☐ Yes

10. Dietary restrictions \*

*Mark only one oval.*

- ☐ None  
☐ Vegetarian  
☐ Vegan  
☐ Gluten-free  
☐ Other:

## Participant survey

Before we start the wānanga we'd like to know a little bit more about you so please complete our survey :-)

11. What is your preferred method of contact?

*Mark only one oval.*

- ☐ Email  
☐ Phone call  
☐ Messenger  
☐ Text

12. Is this your first theatre or drama experience? please tick the boxes that apply. \*

*Tick all that apply.*

- ☐ Yes this will be my first theatre or drama experience  
☐ I take Drama at school  
☐ I have been to a play before  
☐ I have acted in a play before  
☐ I have acted in and seen many plays before

13. Is this your first marae experience? please tick the boxes that apply. \*

*Tick all that apply.*

- ☐ Yes this is my first marae experience  
☐ I have been on a marae before  
☐ I am comfortable on a marae  
☐ I am at home in a marae setting and connected to my own marae.

**14. How did you find out about the Tirama Theatre Workshops? Please tick the boxes that apply. \***

*Tick all that apply.*

- ☐ From whānau
- ☐ From friends
- ☐ From Social Media Networks
- ☐ From a website
- ☐ Radio
- ☐ From school
- ☐ Other: \_\_\_\_\_

**15. What is the main thing you hope to gain from doing the Tirama Theatre Workshops? \***

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A copy of your responses will be emailed to the address that you provided





## Vetting Service Request and Consent Form

NZPVS-CS - 09/15

### Section 1: Approved Agency to complete

Name of Applicant to be vetted:

Name of Approved Agency submitting vetting request:

Tirama Theatre Workshop

- ☒ New Zealand Police Vet only  
Sections 1 & 2 to be completed
 ☐ New Zealand Police Vet & Australian National Police History Check  
Sections 1, 2 & 3 to be completed

### APPLICANT'S ROLE – PURPOSE OF VET

- ☐ Employee
 ☒ Contractor/Consultant
 ☐ Volunteer
 ☐ Prosecution  
☐ Vocational Training
 ☐ Licence/Registration
 ☐ Visa/Work Permit
 ☐ Other

Detailed description of applicant's role / licence / registration  
e.g. children's caregiver supervised/unsupervised; in-home educator; rest home nurse; teacher; etc.)

Director of Tirama Theatre Workshop - directing young people

What group(s) will the applicant have contact with in their role for your agency?

- ☒ Children/Youth
 ☐ Elderly
 ☐ Other Vulnerable Adults
 ☐ Other: (please specify here)

What is the applicant's primary role for your agency?

- ☐ Caregiving (Children/Young Persons)
 ☐ Caregiving (Elderly/Vulnerable Adults)
 ☒ Education  
☐ Healthcare (Medical or Mental Health)
 ☐ Other (please specify here)

Is this request mandatory under the Vulnerable Children Act 2014 (VCA)?

- ☒ Yes (VCA Core Worker)
 ☐ Yes (VCA Non-Core Worker)  
☐ No (mandatory under other legislation/optional/standard Police Vet)  
*Please note the NZ Police Vetting Service cannot provide any guidance as to whether requests are subject to the VCA 2014.  
For information on this please see [www.childrensactionplan.govt.nz](http://www.childrensactionplan.govt.nz).*

If this is a mandatory Vulnerable Children Act request, please specify the check reason below:

- ☒ **New Children's Worker:** Applicant is working for the first time in your organisation in a children's worker role.  
☐ **Existing Children's Worker:** Applicant currently works for your organisation in a children's worker role.  
☐ **VCA Renewal:** Subsequent VCA vetting request for an existing children's worker, required once every three years.

### Application of the Criminal Records (Clean Slate) Act 2004:

The NZ Police Vetting Service must comply with the Criminal Records (Clean Slate) Act 2004. Your answers to the above questions will assist us in determining what section of the Act applies to this vetting request.

**Section 16 (Clean Slate): Conviction history will not be released if applicant is eligible for clean slate.**

The role does not fit the criteria in section 19(3) of the Criminal Records (Clean Slate) Act, e.g. teacher, doctor/nurse, rest home carer.

**Section 19(3) (Exception): All criminal convictions will be released EVEN IF the applicant is eligible for clean slate.**

The role fits the criteria of one or more of the exceptions in section 19(3) of the Criminal Records (Clean Slate) Act

e.g. it is a role predominantly involving the care and protection of, but not predominantly involving the delivery of education to, a child or young person (e.g. caregiver, nanny, foster/homestay parent, applicant for adoption) [section 19(3)(e)].

For information on the clean slate regime, see <http://www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004>.





## Vetting Service Request and Consent Form

NZPVS-CS - 09/15

Section 1 continued:

Approved Agency to complete

### EVIDENCE OF IDENTITY (ID)

- for further information, see <http://www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index>

I confirm that the identity of the applicant has been checked by [A] or [B] as follows:

- [A]** ☐ I have (or my delegate has), OR, ☐ A Trusted Referee\* has sighted the ID documents below, and verified the photo against the applicant in person (mark box)
- ☐ Primary ID document (e.g. passport, original birth certificate, firearms licence, etc; *see link above*)  
and
- ☐ Another form of ID (e.g. driver licence, 18+ card, Community Services Card, etc; *see link above*)  
and
- ☐ One of the above must be photographic – confirm comparison made  
and, if applicable
- ☐ Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)
- \* a Trusted Referee must be over 16, and not be related, or a partner/spouse, or a co-resident of the applicant, and be either a person of standing in the community (e.g. registered professional, religious or community leader, Police employee) or registered with the Approved Agency. The Trusted Referee must:*
1. sign and date the copies of identity documents, and endorse each of them appropriately e.g.
    - "I have sighted the original version of this document"
    - "I have sighted the original version of this document and I have compared the photographic image with [name of applicant] and confirm they appear to be the same person."
  2. provide her or his name and contact details

Optional additional check by me (if appropriate)

- ☐ A search of our records to verify uniqueness (especially for professional bodies)
- [B]** ☐ I have received an assertion of a RealMe verified identity
- limited to agencies who are able to use RealMe to verify identity
  - for further information, see <https://www.realme.govt.nz/>

### CHECKLIST

In making this request, I confirm that:

- ☐ I have complied and will comply with the Approved Agency Agreement (or existing Memorandum of Understanding) between NZ Police and the Approved Agency I represent;
- ☐ I am satisfied as to the correctness of the Applicant's identity (if applicable I confirm that Trusted Referee contact details have been provided); and
- ☐ I have obtained the Applicant's authorisation to submit this vetting request, as set out in section 2 of this form.

Approved Agency Authorised Representative:

Name:

Date:

Signed in electronic form:  
[mark box]

☐

OR

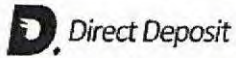
Signature:



## ONLINE PAYMENT OPTIONS:

## Important Note:

- Direct Deposit payments **MUST** include a name reference to assist in processing your payment
- When making a payment via BPAY or Direct Deposit, please email a copy of the payment remittance to your consultant



Your invoice will be updated once payment has appeared in our bank account.

BSB: 03-1786

A/C Number: 010154400

A/C Name: FCNZ Te Awamutu

Reference: 1881058 Hotere

If you choose to make payment into our bank account, please advise your travel consultant first.

Please use your surname as your payment reference.

Tickets will only be issued once payment reflects in our account.

Please send remittances via email.

BANK DETAILS for payments via direct bank deposit through your bank

BSB:	03-1786
A/C NUMBER:	010154400
A/C NAME:	FCNZ Te Awamutu

# APPLICANT DETAILS

## Name and contact details

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

Full name of applicant:	Te Whare Toi o Ngaruawahia – Twin Rivers Community Art Centre		
Contact person (for a group):	Jane Stevens		
Street address/PO Box:	P O Box 105		
Suburb:		Town/City:	Ngaruawahia
Postcode:		Country:	New Zealand
Email:	Twinriversartc.t@xtra.co.nz		
Telephone (day):	070824 7591 or 021 222091		

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

Name on bank account:	Twin Rivers Arts Council	GST number:	90768603
Bank account number:	38-9003-083393-001		

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

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

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input checked="" type="checkbox"/>	Detail:	
Pacific Island:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input type="checkbox"/>	Detail:	

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

Yes: ☒ No: ☐

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

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

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input checked="" type="checkbox"/> Other (please provide detail)	Involved with this scheme for 10 + Years	



# PROJECT DETAILS

**Project name:** Twin Rivers Arts and Crafts Programme-Terms 4 - 2017 and Term 1- 2018

Brief description of project:

Mixed Media Workshop and Mixed Media Class, Youth Art, Raku Pottery and Glass Copper Foil Workshops

## Project location, timing and numbers

Venue and suburb or town:

Ngaruawahia

Start date:

Finish date:

Number of active participants:

125

Number of viewers/audience members:

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

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

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

☐ **Diversity:** Support the diverse artistic cultural traditions of local communities

☐ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

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

☒ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☒ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☐ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☒ Creation and presentation

☐ Presentation only (exhibition)

☒ Workshop/wānanga

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

European:

☒ Detail:

Māori:

☒ Detail:

Pacific Island:

☐ Detail:

Asian:

☐ Detail:

Middle Eastern/Latin American/African:

☐ Detail:

Other:

☐ Detail:

# PROJECT DETAILS (budget)

## Project details

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

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

Run a series of creative programmes over Term Four 2017 and Term One 2018. Mixed Media Workshop and Mixed Media Class, Youth Art, Raku Pottery and Glass Copper Foil Workshops

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

The programmes are based at the Twin Rivers Community Art Centre and run as a mix of day, after school, school holiday, evening classes and weekend workshops

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

Our programmes are accessed by people of all ages and walks of life in our Northern Waikato communities. We look for a range of ways to involve local people including Tutors, Volunteers and participants

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

We try to make our programmes financially accessible by recognizing the low income levels many of our community have to manage on. We also try to make them accessible by varying the days and times to fit for studying, working or at home. Our range of programmes also delivers to our predominant mix of maori and non-maori residents by providing a mix of toi maori and mainstream art and craft. We delivery to children and young people via our youth and holiday programmes. We also deliver to our older and retired population via our daytime and evneing classes



# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

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

Are you GST registered?    Yes    ☒    Do NOT include GST in your budget  
    No    ☐    Include GST in your budget

<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 eg hall hire</b>	<b>Detail eg 3 days' hire at \$100 per day</b>	<b>Amount eg \$300</b>
Mixed Media Technique	Tutor Fees	250
With Julie Whyman	PVA	23.80
9am – 3pm	Gesso	73.01
	Acrylic Paint x 10	42.50
	Acrylic Paint Pads x 10	63.70
	Pouring Medium x 2	71.38
	Silicon x 2	14.41
	Customwood x 3	40.87
	Volunteer Places	100
	Venue & Admin	200
Total Costs		\$879.67 ✓
<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 eg ticket sales</b>	<b>Detail eg 250 tickets at \$15 per ticket</b>	<b>Amount eg \$3,750</b>
Participation fee	\$50 per person x 10	500
Total Income		\$500.00
Costs less income	This is the maximum amount you can request from CCS	\$879.67
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$379.67 ✓</b>

# PROJECT DETAILS

## 6. 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> <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>
Raku Pottery Class	Tutor Fees	675
With Ukhamba NZ	Travel	213
Ceramics – David Kenny	Kiln Hire & Loading	49
One day workshop	Rakau Kiln Hire & Set up	130
3	Gas for Kiln	40.80
.	Materials	238
	Glazes	64.60
	Volunteer Places	100
	Venue & Admin	200
Total Costs		<b>\$1710.04</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>
Participation fee	\$50 per person x 10	500
Total Income		<b>\$500.00</b> ✓
Costs less income	This is the maximum amount you can request from CCS	<b>\$1210.04</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$1210.04</b> ✓



# PROJECT DETAILS

## 7. 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 eg hall hire</b>	<b>Detail eg 3 days' hire at \$100 per day</b>	<b>Amount eg \$300</b>
Copper Foil Glass	Tutor Fees	1200
Techniques with Jane	Glass - \$50 per person	500
Stevens	Materials	1235
10 week evening class	Admin & Venue costs	600
3 hrs per evening	Volunteer Places	100
Total Costs		\$3635
<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 eg ticket sales</b>	<b>Detail eg 250 tickets at \$15 per ticket</b>	<b>Amount eg \$3,750</b>
Participation fee	\$75 per person x 10	750
Total Income		\$750
Costs less income	This is the maximum amount you can request from CCS	\$2885
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$2885</b>

# PROJECT DETAILS

## 7. The budget/Ngā pūtea

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

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

No ☐ Include GST in your budget

Project costs		Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.
Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300
Mixed Media Techniques	Tutor Fees 50 hrs @ \$25	1250
10 week evening class	PVA	23.80
Term Four 2017 and Term One 2018	Gesso	73.01
	Acrylic Paint x 20	83
	Volunteer Places	100
	Venue & Admin	600
	Gel Medium	84.95
	Texture Paste	84.95
	Fluid Medium	25.50
	Transparent Gesso	14.50
Total Costs		2339.71 ✓
Project Income		Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.
Income eg ticket sales	Detail eg 250 tickets at \$15 per ticket	Amount eg \$3,750
Participation fee	\$50 per person x 20 weeks	\$1000
Total Income		\$1000
Costs less income	This is the maximum amount you can request from CCS	\$1339.71
Amount you are requesting from the Creative Communities Scheme		\$1339.71 ✓



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

Yes

x

No

<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>
Youth Art Project	2 Tutor Fees x 12 Hours each @ \$25	600
Term One 2018	PVA	23.80
	Gesso	73.01
	Acrylic Paint x 10 test pots Mitre 10 @ \$10 each	85
	Volunteer Places	100
	Venue & Admin	300
Total Costs		<b>\$1181.81</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>
Participation fee	\$50 per person x 10	500
Total Income		<b>\$500.00</b>
Costs less income	This is the maximum amount you can request from CCS	<b>\$681.81</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$681.81</b>

**\$6496.23**

for all workshops in application.

# PROJECT DETAILS

## 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)
April 2017	Creative Programmes	8900	Not due yet
April 2017	Matariki Mural and People Post Fence	2400	Not due yet
August 2016	Creative Programmes	3500	Yes
April 2016	Creative Programmes	6978.54	Yes
October 2015	Creative Programmes	5970	Yes

## 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.

## Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

<http://creativewaikato.co.nz/72/artillery>

## I/we have signed up to one or more of the Creative Waikato ARTillery workshops

Yes: ☒ No: ☐

Which workshop/s?



## PART 3: DECLARATION

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the 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

Name

(Print name of contact person/applicant)

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

Signed:

(Applicant or arts organisation's contact person)

Signed:

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

Date:

31/7/17.

Date:

June Rowland

161G Hakarimata Road RD1

Ngaruawahia

29 July 2017

Twin Rivers Community Art Centre for Youth Art Programme Term 4 2017 & Term 1 2018

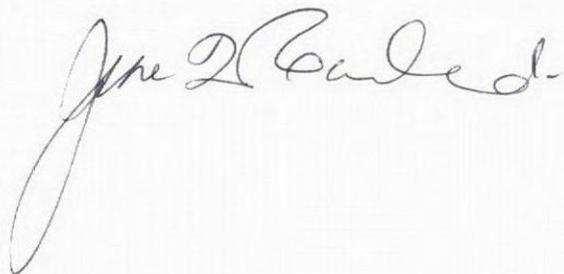
2 x Tutor Fees:	12 Hours @ \$25	\$600
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Mixed Media Tutor Fees Term 4 2017 and Term 1 2018

50 Hours @ \$25	\$1250
-----------------	--------

Total	\$1850
-------	--------

\*





**I60**  
**Liquitex Transparent**  
**Gesso 118ml**  
**\$16.99**



**Product Description**

A clear size that keeps the working surface visible.

Item No: 666519

## Features & Benefits

- A clear size that keeps the working surface visible.
- Can also be used to create coloured gesso by adding Liquitex Heavy Body Paint.

<sup>161</sup>  
**Liquitex Gloss Fluid  
Medium & Varnish**  
**473ml**  
**\$29.99**



**Product Description**

Improves adhesion of paint file and increases colour depth, intensity and gloss

Item No: 666525

## Features & Benefits

- Improves adhesion of paint file and increases colour depth, intensity and gloss
- Can also be used as a non removeable varnish.



<sup>162</sup>  
Liquitex Gloss Gel  
Medium 237ml

\$24.99

x 4



### Product Description

Excellent for retaining brush marks while slowing the drying time and adding body to the paint

Item No: 666530

## Features & Benefits

- Excellent for retaining brush marks while slowing the drying time and adding body to the paint

<sup>163</sup>  
Liquitex Modeling Paste  
Gel Med 237ml

\$24.99 x 4



**Product Description**

Great for sculptural applications and may be sanded, carved, or drilled when dry

Item No: 666529

## Features & Benefits

- Great for sculptural applications and may be sanded, carved, or drilled when dry



## Quote for 10 week copper foil glass workshop

Jane Stevens Glass artist

10 Week Evening Class - Max 10 Students

Glass	\$50 per person	\$	500.00
Solder	\$ 10 per person	\$	100.00
Patina black	\$	20.39	\$ 20.39
Patina Copper	\$	18.00	\$ 18.00
Copper foil x 6 Rolls	\$	20.50	\$ 123.00
Flux	\$	7.95	\$ 7.95
Pattern graph paper x 5	\$15 per book	\$	75.00
Sharpie fine tips x 10	\$	2.00	\$ 20.00
Glass pencils x 10	\$	1.00	\$ 10.00
Soldering irons x 5	\$	47.00	\$ 235.00
Glass cutters x 5	\$	20.00	\$ 100.00
Light box	\$	50.00	\$ 50.00
felt - 5 metres	\$	8.00	\$ 40.00
Cutting boards x 10	\$	5.00	\$ 50.00
Cutting Square x 2	\$	11.80	\$ 21.60
Oleic acid x 2	\$	6.50	\$ 13.00
Grinder	\$	289.00	\$ 289.00
Grozing pliers x 5	\$	18.00	\$ 90.00
Running pliers x 5	\$	28.00	\$ 140.00
Safety Glasses x 10	\$	10.00	\$ 100.00
Carborundum stone x 5	\$	8.00	\$ 40.00
Carbon paper	\$	10.00	\$ 10.00
Tutor Fees			\$ 1,200.00
Admin and Venue Costs			\$ 600.00
Volunteer Places x 2			\$ 100.00
<b>Total Costs</b>			<b>\$ 3,952.94</b>
<b>Income</b>			
10 Participants	\$	50.00	\$ 500.00



Pottery from the Hamilton studio

David Kenny trading as

**Ukhamba.NZ**

20 Elmwood Crescent

Pukete, Hamilton

0226511495

Ukhamba.NZ@gmail.com

TO

Jane Stevens

Twin River arts

4 Market St,

Ngaruawahia, Waikato

twinriversartc.t@xtra.co.nz, (07)8247591

# Quote

DATE 28 July 2017

## Raku class proposal for twin River Arts

The proposal is to teach how to make pieces suitable for Raku firing at the Twin Rivers art centre. Five lessons to on making and decorating/glazing pieces. The Sixth lesson will be firing the Raku kiln on site. The kiln, sawdust, smoking containers and safety equipment provided. Assumes 6 kiln loads of work to be fired.

Unfinished work to be stored on site. One load of completed work to be taken by me to Waikato Society of potters (WSP) for biscuit firing and returned.

### Labour/Equipment

Description	No.	Qty.	Rate	Amount
Class teaching	6	3 hrs	\$ 37.50	\$ 675.00
travel time to Twin rivers	6	0.5 hrs	\$ 20.00	\$ 60.00
travel Km to Twin rivers	6	28 Km	\$ 0.30	\$ 50.40
travel to WSP Km	3	14 Km	\$ 0.30	\$ 12.60
travel to WSP time	3	0.5 hrs	\$ 20.00	\$ 30.00
biscuit kiln loading	1	1	\$ 20.00	\$ 20.00
biscuit kiln hire (No.5)	1	1	\$ 29.00	\$ 29.00
Raku kiln hire & setup	1	1	\$ 130.00	\$ 130.00
Gas for Raku kiln	6	2 Kg/load	\$ 4.00	\$ 48.00
Total				\$ 1,055.00

### Materials estimates

People 15

2 Kg Clay per person

Description	No.	Qty.	Rate	Amount
Glazes raw material (dry)	see sheet	4.5 Kg		\$ 206.00
Clay WHITE RAKU	1	12.5 Kg	35	\$ 35.00
Clay Macs mud buff (SW)	1	20 Kg	39	\$ 39.00
Other stone ware clay				
Total				\$ 280.00



## Twin rivers Raku class

Proposed glazes to be made

	No.	Qut (KG)	Total
colours to make	5	0.5Kg	2.5Kg
white to make	1	2Kg	2Kg
total			4.5Kg

Glaze base: 4.5Kg					
	Ingrediant	Mass	Cost 2.5kg	Qty.	
	Gillespie Borate	3.375Kg	\$ 27.00	2	\$ 54.00
	Soda Feldspar	0.9Kg	\$ 11.00	1	\$ 11.00
	Ball Clay FX	0.225Kg	\$ 11.00	1	\$ 11.00
					<u>\$ 76.00</u>

	Mass	cost	Qty.		
White	200g	\$ 18.00	2	\$	36.00
				\$	-
Green	50g	\$ 15.00	1	\$	15.00
Yellow	75	14	2	\$	28.00
Blue	50g	\$ 15.00	1	\$	15.00
Red	75	22	1	\$	22.00
Turquoise	50g	\$ 14.00	1	\$	14.00
					<u>\$ 130.00</u>

Raw material costs \$ 206.00

## WSP Raku Glaze (Apple Crackle) Recipe

Glaze Base				500g	2000g
Gillespie Borate	75%			375g	1500g
Soda Feldspar	20%			100g	400g
Ball Clay FX	5%			25g	100g

To Base of				500g	2000g
White	Zirconium Silicate	10%		50g	200g
	Stain	(available from Waikato Ceramics)			
Green		10%		50g	200g
Yellow	Golden Yellow	15%		75g	300g
Blue	Royal blue	10%		50g	200g
Red	Xmas red	15%		75g	300g
Turquoise	Turquoise	10%		50g	200g

Add 80% water for very thick paintable glaze  
 e.g. Add 400g (or ml) water to 500g powder  
 this gives ~800ml glaze  
 Thin glaze with water as required.

Sieve glaze through 80 mesh sieve.



# HEALTH WARNING

We emphasize the need for reasonable care in the handling of ceramic materials.

Due to the presence of metal oxides (in ceramic colour) and silica dust (in powdered glaze and clays), we recommend the following precautions be taken:

- Wear suitable protective clothing - including a dust mask.
- Do not introduce ceramic colours or oxides into the mouth.
- Do not smoke or consume food while using raw materials.
- Wash hands thoroughly after using colours and oxides.
- Store all materials in closed containers, away from the reach of children.

twinriversartc.t@xtra.co.nz

---

**From:** Ukhamba NZ Ceramics Studio <ukhamba.nz@gmail.com>  
**Sent:** Friday, 28 July 2017 3:03 p.m.  
**To:** Jane Stevens  
**Subject:** Raku class proposale  
**Attachments:** Twin rivers Raku class quote 2017-07 V1.0.pdf; CCG Catalogue Pottery 2017-07.pdf; Twin rivers Raku class Raku Glaze.pdf

Hello Jane

Please call to discuss if you have any queries.

As requested I've prepared a proposal to teach your pottery class to make pottery pieces for Raku firing. I assume you have shelves to store the work between lessons. I assumed the firing would be in the car park. We can discuss if it is in the evening or on a separate day time firing. The firing is an important part of the process so people should ideally be present for it.

Small pieces can be made with standard stoneware clay, let me know what you have got. I've suggested white Raku clay to make one slightly larger piece each. If you have some BRT clay left over it can be used with white slip painted over to give better colours. The clay amount

White is the most popular glaze colour so I've suggested 2kg. The rest of the colour I've suggested 500 grams. Turquoise is the second most used colour. I have listed 5 other colours but the number and quantity can be reduced if needed. The glazes use concentrated ceramic stains, like used in underglazes. Again let me know if you have any.

If we don't make the glaze in class I will prepare it from the material you supply and bring it in to use at no extra charge.

Photos of Raku firing at Rototuna school for your reference.  
<https://goo.gl/photos/swVsXRaNEPPjiQ747>

David Kenny

--

© David Kenny  
 Ukhamba.NZ ceramics



**Julie Whyman**

to me

⌵

24 Jul

⋮

Hi June

Can you allow \$250 for my fee for the day and I thought we could do some collage if the pouring doesn't take the whole day so we would probably need some extra paper and some glue as well as the paint, pouring medium and silicon. I got a bottle of silicon from Mitre 10 for \$9. It would probably be enough although maybe budget for 2? I thought I would try and get an old wallpaper book for collage? If you need any more information let me know.

I hope that I got this to you in time.

Thanks

Mixed Media One Day Workshop      9am - 3pm  
 Tutor      Julie Whyman  
 Class Numbers      15 Max

## Budget

## Income

Class Fee      \$ 50.00      \$ 750.00

## Expenses

Tutor Fees      \$ 250.00

PVA x 2      \$ 13.99      \$ 28.00

Gesso      \$ 2.00      \$ 85.90

Acrylic Paint x 10      \$ 5.00      \$ 50.00

Painting Pads x 15      \$ 4.95      \$ 74.25

Pouring Medium x 2      \$ 41.99      \$ 83.98

Silicon x 2      \$ 8.28      \$ 16.96

Customwood x 3      \$ 16.03      \$ 48.09

\$ 637.18

Venue & Admin      \$ 600.00

Volunteer Places      \$ 100.00

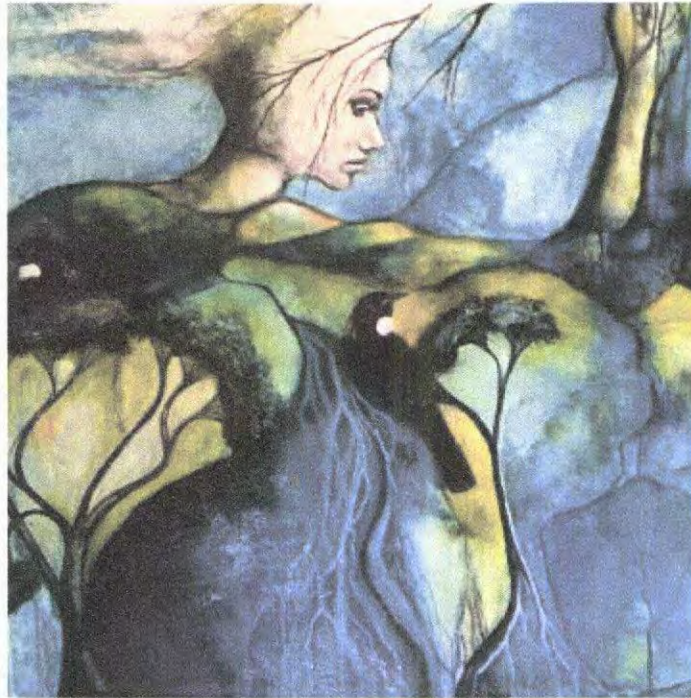
\$ 700.00

Total Expenses      \$ 1,337.18

Total Income      \$ 750.00



## Julie Whyman - Artist



### Introduction

I create fresh, vibrant images that capture the essence of my subjects, from portraits and landscapes to still lifes and abstracts.

### My Work

Whether you're looking for a simple portrait or need help with a larger project, I would love to work with you. I am happy to come to you, or invite you to visit my conveniently located studio.

### Biography

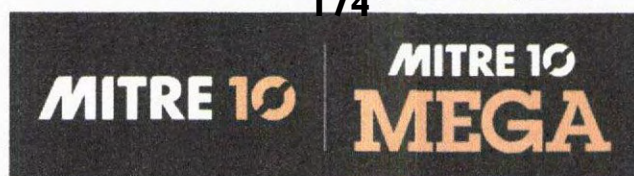
Julie is an established artist, based in the Waikato region of New Zealand. Julie enjoys working with a variety of tools, mediums and techniques, especially acrylic and pastel. She experiments with texture, colour and paint, learning new techniques and producing work that is varied and surprising. Her paintings are a combination of real life, images she captures, and imagination.

Julie is attracted to colour and form found in nature, and inspired by her natural surroundings, and the interrelationship of nature and people. Julies work is sold in galleries in the Waikato and Coromandel. She participates regularly in exhibitions and art shows nationally.





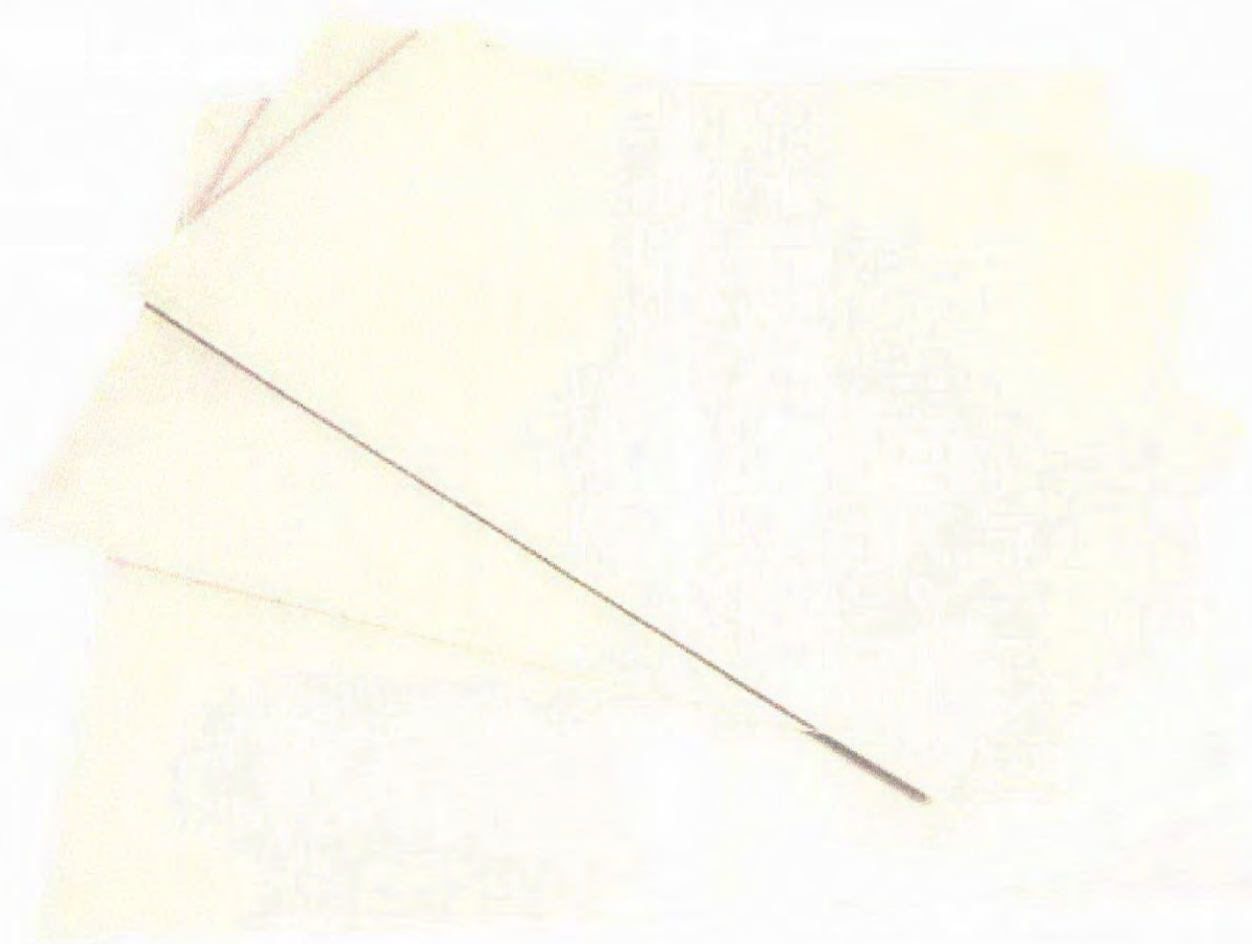




(1)

[Store finder \(/store-locator\)](#)[★ Wishlist \(/wishlist\)](#)[🛒 \(0\) \(/cart\)](#)

I'm looking for

[🔍 Search](#)[🏠 \(/\)](#) › [Shop \(/shop\)](#) › [Timber \(/shop/timber\)](#) › [MDF \(/shop/timber/mdf/c/RS2219\)](#) › [MDF \(/shop/timber/mdf/mdf/c/RF5519\)](#)

## Nelson Pine

### MDF Easipanel 6x1200x900mm

SKU: 433315 MODEL: BA06012004

★★★★★ [Write a review](#)

\$16.03  
each

M Available at Mitre 10 MEGA stores.

Ideal for all those small jobs.

Buying options

Collect in Store

Choose a collection store ()

Home Delivery

This option is not available

Quantity 1 +

Add to cart

+ Add to wishlist

Specifications

Brand Name	Nelson Pine
Model Number	BA06012004
Product Length(mm)	1,200.00
Product Thickness(mm)	6.00
Product Width(mm)	900.00

Buying Options & Returns

Important info

Reviews ()

We Recommend

Golden Edge

Easipanel MDF  
EASIPANELS 1200  
x 600mm, 6mm  
Thick.

(/shop/golden-  
edge-  
easipanel-mdf-  
easipanel-  
1200-x-600mm-  
6mm-  
thick/p/433313)

\$10.68  
each

Golden Edge

Mdf Easiplanks  
18mm 1800 x  
400mm

(/shop/golden-  
edge-mdf-  
easiplanks-18mm-  
1800-x-  
400mm/p/433399)

\$16.63  
each

Golden Edge

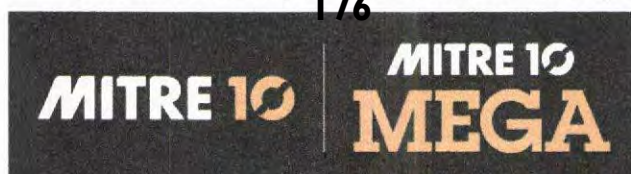
Mdf Easiplanks  
18mm 2400 x  
400mm

(/sh  
edc  
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240  
400

\$22.15  
each

Easy As Guide (View All Guides) (/guides-and-advice)





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[Store finder \(/store-locator\)](#)[★ Wishlist \(/wishlist\)](#)[🛒 \(0\) \(/cart\)](#)

I'm looking for

[🔍 Search](#)

[🏠 \(/\)](#) > [Shop \(/shop\)](#) > [Automotive & Garage \(/shop/automotive-garage\)](#) > [Car Service & Repairs \(/shop/automotive-garage/car-service-repairs/c/RS2002\)](#) > [Degreasers & Additives \(/shop/automotive-garage/car-service-repairs/degreasers-additives/c/RF5010\)](#)

**CRC****Lubricant All Purpose 5.56 One Drop 85ml Clear**

SKU: 179854 MODEL: 5004

★★★★★

[Verified review](#)

\$8.48  
each

The perfect fit for any toolbox, cupboard, or workshop. Formulated for use on small working parts, silence hingers and locks.

Features and benefits

- Penetrates breaks away rust and corrosion, frees components bonded by dirt and scale.
- Stops squeaks for smooth action.
- Attacks rust loosens seized parts and frees rusted mechanisms.

Buying options

Collect in Store

Choose a collection store ( )

Home Delivery

This option is not available

Quantity 1 +

Add to cart

+ Add to wishlist

Specifications

Brand Name	CRC
Country Of Origin	New Zealand
Environmental Friendly	No
Flash Point (Degree Celsius)	44 deg Celsius.
Model Number	5004
Packaging Depth(mm)	25.00
Packaging Height(mm)	154.00
Packaging Width(mm)	67.00
Recommended Use	100s of uses ♦ for small working parts at home, at work, around the car. Lubricates and stops squeaks ♦ hinges, locks, sliding doors, wheels, casters, moving metal parts, tools. Penetrates and frees rusted parts ♦ nuts, bolts, fasteners. Cleans ♦ removes marks, stains, adhesive residue.
Safety	This item is non deliverable. Careful handling is advised.
Specific Gravity	0.81
Warranty Years	2 Year Warranty

Buying Options & Returns

Important info

Reviews ( )



<sup>178</sup>  
**Liquitex Pouring Fluid  
Effects Medium 946ml.  
NOW \$41.99**

Offer Ends: 30/07/2017



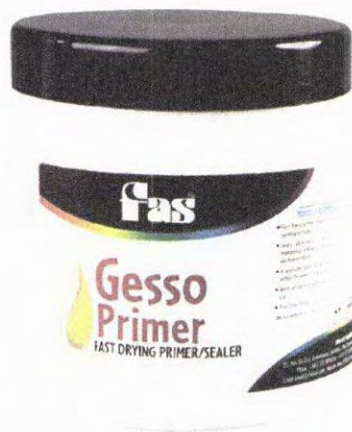
**Product Description**

Liquitex Pouring Fluid Effects Medium 946ml

Item No: 665651

## Features & Benefits

- Create high gloss artwork
- Apply to your painting to achieve a water resistant glass-like finish
- Flexible when dry, non-yellowing and will not crack
- Use in combination with Liquitex Acrylic Inks to create seamless surfaces and puddles of colour
- Can be applied with a brush or poured onto your artwork
- Add to acrylic paint to increase fluidity while retaining the original opaqueness
- Great for flowing applications of colour



<sup>179</sup>  
FAS Gesso Primer 1L  
**\$42.95**

#### **Product Description**

A 1 litre pot of gesso primer

Item No: 65864

## **Features & Benefits**

1L



180

# U-do A4 Acrylic Painting Pad

\$4.95



## Product Description

U-do A4 Acrylic Painting Pad

Item No: 664360



Exclusive



**181**  
**Chromacryl Paint 75ml**  
**Cobalt Blue**  
**\$5.00**

BUY 2 GET THE 3RD FREE  
Offer Ends: 30/07/2017

**Product Description**

Chromacryl Paint 75ml Cobalt Blue

Item No: 12602

## Features & Benefits

- 75ml
- Cobalt blue
- Assorted colours available
- Ideal for students
- Versatile acrylic paint



## OfficeMax School Grade PVA Glue 2 Litre

Code: 2800543

Unit: EACH



In Stock

Next business day delivery

**\$12.17 ex GST**

OfficeMax is a general purpose glue to give good adhesion to most porous materials. This glue is suitable for children to work with and is perfect for paper and card construction, a great addition to any classroom or home.

- Comes in an easy to pour 2 Litre bottle
- Non-toxic school grade PVA glue
- Adheres to most porous materials and surfaces
- Perfect for arts and crafts and a handy accessory to have in the classroom

### Product Information

- Age 3 +
- New Zealand Made
- Enviro-Mark NZ Gold
- Gold sponsor of Max e Grants programme for needy children
- [Display Safety Data Sheet](#)

\*Terms and Conditions apply

© Copyright 2016 OfficeMax New Zealand. All rights reserved.

# APPLICANT DETAILS

## Name and contact details

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

Full name of applicant: Te Whare Toi o Ngaruawahia- TwinRivers Community Art Centre INC

Contact person (for a group): Jane Stevens

Street address/PO Box: PO Box 105 Ngaruawahia

Suburb: Town/City: Ngaruawahia

Postcode: 3742 Country: New Zealand

Email: Twinriversartc.t@extra.co.nz

Telephone (day): 07 8247591 0212220191

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

Name on bank account: Twin Rivers Arts Council GST number: 90768603

Bank account number: 389003083393001

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

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

New Zealand European/Pākehā: ☒ Detail:

Māori: ☒ Detail:

Pacific Island: ☐ Detail:

Asian: ☐ Detail:

Middle Eastern/Latin American/African: ☐ Detail:

Other: ☐ Detail:

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

Yes: ☒ No: ☐

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

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

☐ Council website ☐ Creative NZ website ☐ Social media

☐ Council mail-out ☐ Local paper ☐ Radio

☒ Council staff member ☐ Poster/flyer/brochure ☐ Word of mouth

☐ Other (please provide detail)



# PROJECT DETAILS

**Project name:** Capacity/capability building project

Brief description of project:

A 6 month project to develop the capabilities of the art centre. The goals of the project are to improve our sustainability, operational systems and service provision, grow our ability to collaborate and network across the region and develop ways in which we can share skills and resources with other community arts focused groups.

## Project location, timing and numbers

Venue and suburb or town: Ngaruawahia and surrounding North Waikato communities

Start date: ~~September~~ August 30<sup>th</sup> 2017 Finish date: Feb 28<sup>th</sup> 2018

Number of active participants: N/A

Number of viewers/audience members:

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

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

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

☐ **Diversity:** Support the diverse artistic cultural traditions of local communities

☐ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

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

<input checked="" type="checkbox"/> Craft/object art	<input type="checkbox"/> Dance	<input type="checkbox"/> Inter-arts
<input type="checkbox"/> Literature	<input type="checkbox"/> Music	<input checked="" 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	

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

European:	<input checked="" type="checkbox"/> Detail:	
Māori:	<input checked="" type="checkbox"/> Detail:	
Pacific Island:	<input type="checkbox"/> Detail:	
Asian:	<input type="checkbox"/> Detail:	

# PROJECT DETAILS

Middle Eastern/Latin American/African:

☐

Detail

Other:

☐

Detail:

## 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?

Employ a capacity/capability building contractor to work alongside our organisation to grow our organisations capacity/capabilities and ability to collaborate more effectively.

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

A contractor will be employed for 6 months 8 hours per week to undertake this work.

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

The key people involved will include our contractor who will be working with stakeholders including members, funders and capacity builders such as Creative Waikato, other community arts organisations such as Friendship House Huntly, Art at the Port, Raglan Art Centre, funders and supporters, Creative Communities, Waikato Tainui, Waikato District Council.

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

Our group is at a pivotal point of development and has for some time been looking at how we can develop our organizational capabilities and ability to grow our networking and collaboration with other like-minded arts organisations. This contract worker will enable us to focus on developing processes, systems, relationships and projects that will underpin this development work.



# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

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

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

No ☐ Include GST in your budget

<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 eg hall hire</b>	<b>Detail eg 3 days' hire at \$100 per day</b>	<b>Amount eg \$300</b>
Contractor fees	X 8 hours per week x 26 weeks @ \$40 per hour	\$8320
Total Costs		\$8320
<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 eg ticket sales</b>	<b>Detail eg 250 tickets at \$15 per ticket</b>	<b>Amount eg \$3,750</b>
N/A		
Total Income		\$
Costs less income	This is the maximum amount you can request from CCS	\$8320
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ N/A</b>

# PROJECT DETAILS

## 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
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)
April 2017	Creative programmes	\$8,900	Not due yet
April 2017	Matariki mural and People Post Fence	\$2400	Not due yet
August 2016	Creative programmes	\$3500	Yes
April 2016	Creative programmes	\$6978.54	Yes
October 2015	Creative programmes	\$5970	Yes

## 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.



## PROJECT DETAILS

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### Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

<http://creativewaikato.co.nz/72/artillery>

### I/we have signed up to one or more of the Creative Waikato ARTillery workshops

Yes: ☒ No: ☐

Which workshop/s?

Raising funds for your creative work

# PART 3: DECLARATION

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the 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

Name

Jane Stevens.

(Print name of contact person/applicant)

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

Signed:



(Applicant or arts organisation's contact person)

Signed:



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

Date:

31/7/17.

Date:



# APPLICANT DETAILS

## Name and contact details

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

Full name of applicant: Friendship House (Huntly) Community Charitable Trust

Contact person (for a group): Victoria Kemp

Street address/PO Box: 55 William Street

Suburb: Town/City: Huntly

Postcode: Country: New Zealand

Email: Friendship.huntly@gmail.com

Telephone (day): 07 8287559

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

Name on bank account: Friendship House (Huntly) GST number: 108-259-434

Bank account number: 02-0328-0111222-000

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

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

New Zealand European/Pākehā: ☒ Detail:

Māori: ☒ Detail:

Pacific Island: ☒ Detail:

Asian: ☒ Detail:

Middle Eastern/Latin American/African: ☒ Detail:

Other: ☒ Detail:

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

Yes: ☒ No: ☐

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

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

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

# PROJECT DETAILS

**Project name:** Creative Huntly

Brief description of project:

To fund a position to build and strengthen the Huntly Arts, an Arts Coordinator.

## Project location, timing and numbers

Venue and suburb or town:

Huntly

Start date:

October 2016

Finish date:

June 2017

Number of active participants:

Over 100

Number of viewers/audience members:

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

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

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

☐ **Diversity:** Support the diverse artistic cultural traditions of local communities

☐ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

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

☐ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☐ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☒ Creation and presentation

☐ Presentation only (exhibition)

☐ Workshop/wānanga

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

European:

☒ Detail:

Māori:

☒ Detail:

Pacific Island:

☐ Detail:

Asian:

☐ Detail:

Middle Eastern/Latin American/African:

☐ Detail:

Other:

☐ Detail:



# PROJECT DETAILS (budget)

## Project details

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

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

We want to fund a position for 9 months with the aim of building and strengthening Huntly Arts and have enough funds to allow more classes to take place. During this time we will seek to secure other funding to maintain this position and continue workshops and classes.

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

Role of the position will be to facilitate ARTS growth in Huntly and build community capacity. The Coordinator will work with existing groups and networks and create new networks and groups to organize ARTS workshops, groups and activities.

These will be run at varying times, during the day, evenings and weekends and for adults or youth.

Due to the success of the series of workshops we have been running thanks to Creative Communities funding there are established contacts and we know there is the demand from the community to be engaged in more art activities.

The Coordinator will be looking and providing opportunities for people to participate in as many different art forms as possible: Literature, music, craft, visual arts and more.

Another part of the role will be to facilitate means and opportunity to exhibit work created.

We will work with Twin Rivers Community Art Centre to share resources, ideas and tutors.

There will be funding to help run workshops and during the timeframe of the position we will seek funding to continue to grow Huntly Arts.

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

Lianne Van Den Bemd from WDC, Jane Stevens from Twin Rivers, Victoria Kemp Friendship House

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

The project will provide accessible community art classes for everyone and anyone in our community. It will also create continuing group meetings and a chance for people to showcase their work.

# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

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

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

No    ☐    Include GST in your budget

<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 eg hall hire</b>	<b>Detail eg 3 days' hire at \$100 per day</b>	<b>Amount eg \$300</b>
Coordinator Position	200 hours over 9 months at \$23 per hour	4600.00
Funds for workshops	6 or more community workshops	3500.00
Total Costs		\$8100.00
<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 eg ticket sales</b>	<b>Detail eg 250 tickets at \$15 per ticket</b>	<b>Amount eg \$3,750</b>
Class donations	6 workshops, 80 participants @ \$10 each	800.00
Friendship House Funds	\$1000.00	1000.00
Total Income		\$1800.00
Costs less income	This is the maximum amount you can request from CCS	\$6300.00
<b>Amount you are requesting from the Creative Communities Scheme</b>	<b>\$6300.00</b>	



## PART 3: DECLARATION

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the 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

Name

Victoria Kemp

(Print name of contact person/applicant)

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

Signed:

Signed:

(Applicant or arts organisation's contact person)

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

Date:

31.07.17

Date:



# PROJECT DETAILS

## 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)
May 2017	Creative Huntly	2431.00	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.

## Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

<http://creativewaikato.co.nz/72/artillery>

## I/we have signed up to one or more of the Creative Waikato ARTillery workshops

Yes: ☒ No: ☐

Which workshop/s?

Project planning for arts activities



## PART 3: DECLARATION

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the 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

Name

Victoria Kemp

(Print name of contact person/applicant)

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

Signed:

*Victoria Kemp*

(Applicant or arts organisation's contact person)

Signed:

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

Date:

31.07.17

Date:

# APPLICANT DETAILS

## Name and contact details

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

Full name of applicant:    Raglan Community Arts Council

Contact person (for a group):    Rodger Gallagher

Street address/PO Box:    5 Stewart Street

Suburb:    Town/City:    Raglan

Postcode:    3225    Country:    New Zealand

Email:    rodger@raglanartscentre.co.nz

Telephone (day):    825 7443

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

Name on bank account:    Raglan Community Arts Council    GST number:    55-079-161

Bank account number:    38 9018 0232468 00

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

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

New Zealand European/Pākehā:    ☒ X    Detail:    59%

Māori:    ☒ X    Detail:    33%

Pacific Island:    ☒ X    Detail:    1%

Asian:    ☒ X    Detail:    1%

Middle Eastern/Latin American/African:    ☒ X    Detail:    1%

Other:    ☒ X    Detail:    5%

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

Yes:    ☒ X    No:    ☐

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

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

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



# PROJECT DETAILS

**Project name:** Creative Raglan 2017 Capability and Capacity building

Brief description of project:

*To develop and set up a membership system and patron scheme for the Raglan Community Arts Council.*

## Project location, timing and numbers

Venue and suburb or town: Old School Arts Centre, Raglan

Start date: 2 October 2017 Finish date: 28 September 2018

Number of active participants: 273

Number of viewers/audience members: 1000

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

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

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

**Diversity:** Support the diverse artistic cultural traditions of local communities

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

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

Craft/object art

Dance

Inter-arts

Literature

Music

Ngā toi Māori

Pacific arts

☒ Multi-artform (including film)

Theatre

Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☒ Creation and presentation

☐ Presentation only (exhibition)

☐ Workshop/wānanga

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

European:

☒ Detail:

Māori:

☒ Detail:

Pacific Island:

Detail:

Asian:

Detail:

Middle Eastern/Latin American/African:

Detail:

# PROJECT DETAILS

Other:

Detail:

## 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 Creative Raglan 2017 Capability and Capacity-building project will develop and set up a membership and support system and patron scheme for the Raglan Community Arts Council so it can better serve the Creative Raglan community.

It will better engage the arts community, customers and patrons who wish to be actively involved in supporting the arts. This includes Raglan Whaingaroa schools and the business community.

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

Core project start and finish dates: 2 October 2017 to 28 September 2018

Details of how the project will happen:

1. Evaluating and analysis of current membership system
2. Evaluating and analysis of current volunteer database
3. Evaluating and analysis of current friends of the Old School (Whats on)
4. Developing patron and sponsorship scheme
5. Liaise with Hamilton theatre group on their findings
6. Developing advertising package for NFP, community and business support
7. Designing and developing and implementing a system incorporating 1,2,3,4,5 above
8. Purchasing a membership database and billing software package
9. Undertaking required marketing and communication (printing and postage)
10. Setting up database and initial operation of the membership system and patron scheme (wages)
11. Publishing additional copies of the What's On monthly newsletter
12. Broadening the use of social media and video
13. Researching methods of online and/or direct credit auto payments
14. Finalising the project (accounting and related matters and project completion report).

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

The key people are the local Raglan Whaingaroa artists, musicians, filmmakers and their audiences. These groups cover children through to adults.



## PROJECT DETAILS

The Raglan Community Arts Council will have a strategic oversight of the project with the work completed by staff employed in the Old School Arts Centre office.

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

The Creative Raglan project will allow Raglan Community Arts Council to have a fuller relationship with all members of the Raglan Whaingaroa creative and arts community.

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

No                      Include GST in your budget

5



## PROJECT DETAILS

**Amount you are requesting from the Creative Communities Scheme**

**\$7,917.64**

### 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
Early 2018	Community funder	2,995.00	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)
26 Apr 2017	After School Kids Clay Second Half Year 2017	\$3,300.00	No
26 Apr 2017	Raglan Film Festival 2017	\$3,400.00	No
26 Aug 2016	After School Kids Clay First Half Year 2017	\$3,500.00	No
26 Aug 2016	Raglan Arts Weekend 2017	\$2,000.00	Yes
11 Mar 2016	Raglan Film Festival 2016	\$4,096.00	Yes
11 Mar 2016	After School Kids Classes Second Half Year 2016	\$3,326.09	Yes

### 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.

### Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

## PROJECT DETAILS

<http://creativewaikato.co.nz/72/artillery>

**We have signed up to one or more of the Creative Waikato ARTillery workshops**

Yes: ☒ No: ☐

**Which workshop/s?** **RAISING FUNDS FOR YOUR CREATIVE WORK, DEVELOPING AUDIENCES,  
RAISING FUNDS FOR THE CREATIVE ARTS**



## PART 3: DECLARATION

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the 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

Name

Rodger Gallagher

(Print name of contact person/applicant)

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

Signed:

(Applicant or arts organisation's contact person)

Signed:

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

Date:

23 July 2017

Date:

7/19/2017

Cart



NEXT

1

Cart

2

Address &amp; Delivery

3

Payment

4

Confirmation

## Shopping Cart

Please review your cart before checkout



Switch up on Flash Drive



16 GB



Brother TN-341C Cyan Laser Toner Cartridge

Code: 2669188

EACH

☒ In Stock

☒ Next business day delivery

**\$154.77**

\$ Per Item (ex  
GST)

\$154.77

GST

\$23.22

Brother TN-341M Magenta Laser Toner Cartridge

Code: 2669196

EACH

☒ In Stock

☒ Next business day delivery

**\$154.77**

\$ Per Item (ex  
GST)

\$154.77

GST

\$23.22

Brother TN-341Y Yellow Laser Toner Cartridge

Code: 2669218

EACH

☒ In Stock

☒ Next business day delivery

**\$154.77**

\$ Per Item (ex  
GST)

\$154.77

GST

\$23.22





7/19/2017

Cart

[Office Elements A4 80gsm White Copy Paper, Pack of 500](#)[Code 3551695](#)


REAM

 In Stock Next business day delivery**\$30.00**\$ Per Item (ex  
GST)

\$6.00

GST

\$4.50

 Have A Promo Code?**Subtotal (ex GST)****\$494.31**

Plus GST

\$74.15

**Total (inc  
GST)****\$568.46**

\*Terms and Conditions apply

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7/19/2017

Cart



NEXT

1

2

3

4

Cart

Address &amp; Delivery

Payment

Confirmation

## Shopping Cart

Please review your cart before checkout.



Office Elements A4 80gsm White Copy Paper, Pack of 500



16 GB



Office Elements A4 80gsm White Copy Paper, Pack of 500  
Code: 3551695 REAM

☒ In Stock

☒ Next business day delivery
**\$12.00**

\$ Per Item (ex GST)

\$6.00

GST

\$1.80

Brother TN-341BK Black Laser Toner Cartridge  
Code: 2669161 EACH

☒ In Stock

☒ Next business day delivery
**\$121.73**

\$ Per Item (ex GST)

\$121.73

GST

\$18.26

Croxley DLE Postage Paid Window Envelopes Seal Easy White 133700, Box of 500=  
Code: 2223155 BOX

☒ In Stock

☒ Next business day delivery
**\$934.60**

\$ Per Item (ex GST)

\$467.30

GST

\$140.19



7/19/2017

Cart

 Have A Promo Code?

Subtotal (ex GST) \$1,068.33

Plus GST \$160.25

**Total (inc  
GST) \$1,228.58**

\*Terms and Conditions apply

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**Reserves Policy:**

Most money held is tagged. It is either held for a specific purpose (Creative Communities, St Lazarus Trust, COGS, Trust Waikato, and WEL Energy Trust) or held on an umbrella basis for groups such as Art to Wear, Raglan Arts Weekend, or the Youth Arts Fund. Currently we are holding \$25,000 towards a building project to replace the Clay Shed in a 2018 with a larger Creative Space building. The operational funding grant for Trust Waikato will be used in the coming months. Some money is held for operational purposes such as income/expenditure fluctuations and for GST.





Old School Arts Centre

## Raglan Community Arts Council

### Annual Report

Year ended 31<sup>st</sup> March 2017



Raglan Community Arts Council  
 100-100 Raglan Road, Raglan, New Zealand  
 Phone: 07 825 1234  
 Email: [info@raglanarts.co.nz](mailto:info@raglanarts.co.nz) Website: [www.raglanarts.co.nz](http://www.raglanarts.co.nz)

#### OUR SUPPORTERS - THANK YOU



ST LAZARUS  
TRUST

MINISTRY OF SOCIAL DEVELOPMENT  
 Social Investment

OPUNUI TRUST • ORAKORONGI TRUST • RAGLAN CAMPBELL ESTATE • RAGLAN TRUST  
 RAGLAN C.A.B. • RAGLAN LEONS • RAG WHITE • RAY CITY • HAMILTON TRUST • KITECH WASTE

COGS  
 Community Organisation  
 Grants Scheme

## Raglan Community Arts Council

### Chairperson's Report: 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017

2016/17 started with a great community day after we won the prize for the best local premiere of the film HUNT FOR THE WILDERPEOPLE. The prize was a visit on the 3<sup>rd</sup> April by members of the film's cast and crew. It was a real pleasure to see Taika Waititi, Julian Dennison and Rima Te Wiata welcomed to the Old School by Kaumatua Sean Ellison. We then went on to screen HUNT FOR THE WILDERPEOPLE another 34 times.

Our other big events started with the Raglan Film Festival in September 2016. The Festival, attended by our MP Barbara Kuriger, continues to successfully celebrate the talents of local film makers with the Raglan Arts Film Festival Awards (RAFFA). We also have screenings of new release movies at on two weekends each month. Volunteers run the movie screenings. It is great to have so many willing people supporting these screenings.

In early 2017, we held the Raglan Arts Weekend on Auckland Anniversary Weekend. These big events are artistic successes, which we manage to hold on very frugal budgets.

We continue to hold acoustic music events held every so often with musicians and guests appreciating our intimate venue. We now have a growing reputation with local, national and a few international musicians. The Community Gallery hosted artist exhibitions and at other times, we have a members' exhibition on display. The preview exhibition for the Raglan Arts Weekend was very successful.

The OSCAR school holiday courses continued during the year. Other workshops this year include raranga, painting, photography, drawing, and guitar. The after school clay art sessions are very popular led by Jodi Collins, Karron Campbell and Susanne Prinz assisted by helping hands Annika Fries, Byron Delves and Mike Vine. In the evenings there are weekly Clay Shed member nights and adult classes led by Byron Delves. Weekend adult classes have also been held.

The existing Clay Shed is too small. It is running at capacity and with membership and with usage, continuing increase our new Creative Space/ Clay Shed Plus building becomes more important every day. Suzanne Prinz and her team are continuing with the fundraising. We have the resource consent for the project and the building design is being finalised. Our plan is to have enough RCAC and partnership funding by August. We will then be able to apply to the Lottery Grants Board for a grant.

We continue to cover a large part of our operating costs from our own fundraising activities of room hire, kitchen hire and the Raglan Creative Market. Running the market is complex and we are looking at the best structure to provide the people needed to coordinate it. Generous financial support from donors allows our full range of activities to continue. Raglan Town Hall committee, WEL Energy Trust, COGS, Creative Communities Waikato District, Raglan Community Board, Ministry of Social Development, Sky City Hamilton Community Trust, Waikato District Council, Raglan Lions Club and Trust Waikato all provide the support we need to operate. Local businesses, accommodation providers and organisations sponsor and support specific projects including Art to Wear, Raglan Arts Weekend, Raglan Film Festival and Kids' Clay.

Other arts groups at the Arts Centre are Karioi Quilters, Children's Drama Theatre, Children's Ballet and Kids' Singing. We also have regular community groups and non-arts hirers including Te Mauri Tau and Raglan Sailing Club who use the Arts Centre. It is certainly a well-used community centre, with these external hires also providing a welcome addition to our income.

Our Arts Centre Manager, Jacqueline Anderson assisted by Jenny Penfold keeps the office going well. Jacqueline played a key role in many projects including the Raglan Arts Weekend. Lynn MacDonald kept the building clean during the year. A big thank you to this team and our tutors for keeping the Arts Centre humming. The Raglan Chronicle and Raglan Community Radio support us with wide coverage of the arts in Whangaroa. Members, businesses and individuals from our community all contribute. Without all of this support we could not operate.

I would like to thank Angela Williams as secretary and Ken Soanes for his work on the building and the other members of our committee for their work and support during the year. Wendy Coxhead does the essential job every week of washing our linen. For another year, Virginia Gallagher has put in a great effort as internal auditor and accountant. We reported our financial and service performance during the year for the first time under the new requirements for charities. Lynne Wilkins provides vital backup support when needed on any complex accounting issues. The security callout list gets special thanks for turning out in the middle of the night if the alarm goes. The Waikato District Council provides good support through our main contacts: Lisa Thomson, Gavin Benseman, and Cindy Norris.

The Arts Council and the Old School Arts Centre continue to grow and prosper. Our expansion plans for the next two years are exciting developments we all look forward to.



Rodger Gallagher Chairperson, 24 June 2017



**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

For the year ended

31 March 2017

*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

## Performance Report

For the year ended  
31 March 2017

### Contents

	Page
<b>Non-Financial Information:</b>	
Entity Information	1
Statement of Service Performance	4
<b>Financial Information:</b>	
Statement of Financial Performance	5
Statement of Financial Position	6
Statement of Cash Flows	7
Statement of Accounting Policies	8
Notes to the Performance Report	9

*[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**

## **Entity Information**

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

For the year ended  
31 March 2017

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

### Entity's Purpose or Mission:

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

### Entity Structure: \*

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

**Raglan Community Arts Council****Entity Information****"Who are we?", "Why do we exist?"****For the year ended  
31 March 2017****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

## Entity Information

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

For the year ended  
31 March 2017

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@raglanartcentre.co.nz">info@raglanartcentre.co.nz</a>
Website:	<a href="https://raglanschoolartcentre.co.nz">https://raglanschoolartcentre.co.nz</a>
	<a href="https://www.facebook.com/raglanoldschoolartcentre/">https://www.facebook.com/raglanoldschoolartcentre/</a>
	

**Raglan Community Arts Council**  
**Statement of Service Performance**  
 "What did we do?", When did we do it?"  
 For the year ended  
 31 March 2017

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
<b>OSCAR</b>			
Children's School Holiday Sessions - people attending	250		70
Monthly Movies			
127 movie sessions people attending	1778		763
Film Festival			
14 sessions - people attending	190		153
Red Carpet Awards Evening - people attending	50		50
10 concerts, music or drama events, book launch, people attending	300		174
Raglan Arts Weekend and Little Food Festival - people attending over 3 days in January	3592		4000
Raglan Arts Weekend - Preview exhibition - 2 weeks prior to Weekend	2744		-
Raglan Creative Market - held monthly			
People attending over the year	12000		12,000
Kid's After School Clay			
2 or 3 per term - people attending	90		70

Additional Output Measures:

What's On newsletter published each month with 200 print and 835 electronic copies.

Additional Information:

Clayshed members' nights and ClayShedPlus sessions held throughout the year along with other groups such as children's ballet, children's drama and Karioi Quilting. Arts Centre used by a large number of community groups throughout the year, including parenting sessions



# Raglan Community Arts Council

## Statement of Financial Performance

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

For the year ended

31 March 2017

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Revenue</b>				
Rents received and income from equipment hire		46727		33,594
Classes, participation fees, stallholders fees, ticket sales		72392		39,542
Subscriptions		1170		622
Items sold on behalf of Artists		18854		19,014
Interest		262		1,592
Sponsorship and advertising		5143		3,690
Grants, donations and subsidies		58554		64,236
Other revenue		39699		19,423
<b>Total Revenue*</b>		<b>242,801</b>	<b>-</b>	<b>181,713</b>
<b>Expenses</b>				
Workshops and Events		47344		24,565
Volunteer and employee related costs*		76833		52,522
Overheads and consumables		37515		27,565
Payments to Artists for items sold		18854		19,014
Repairs and maintenance		21506		26,825
Other expenses		33405		16,870
Depreciation expense		4442		3,646
<b>Total Expenses*</b>		<b>239,899</b>	<b>-</b>	<b>171,007</b>
<b>Surplus/(Deficit) for the Year*</b>		<b>2,902</b>	<b>-</b>	<b>10,706</b>



## Raglan Community Arts Council

## Statement of Financial Position

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

As at

31 March 2017

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash*		28,330		43,162
GST Accrued		61		146
Inventory*				
Other current assets				
<b>Total Current Assets</b>		<b>28,391</b>	<b>-</b>	<b>43,308</b>
<b>Non-Current Assets</b>				
Property, plant and equipment*		219,828		220,579
Investments*				
Term deposit		12,425		
<b>Total Non-Current Assets</b>		<b>232,253</b>	<b>-</b>	<b>220,579</b>
<b>Total Assets*</b>		<b>260,644</b>	<b>-</b>	<b>263,887</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Refundable Clay Shed key deposit		730		590
Creditors and accrued expenses*				
GST owing		63		
Unused donations and grants with conditions*		6,566		14,355
Other current liabilities				
<b>Total Current Liabilities</b>		<b>7,359</b>	<b>-</b>	<b>14,945</b>
<b>Non-Current Liabilities</b>				
Loans*				
Other non-current liabilities		1,441		
<b>Total Non-Current liabilities</b>		<b>1,441</b>	<b>-</b>	<b>-</b>
<b>Total Liabilities*</b>		<b>8,800</b>	<b>-</b>	<b>14,945</b>
<b>Total Assets less Total Liabilities (Net Assets)*</b>		<b>251,844</b>	<b>-</b>	<b>248,942</b>
<b>Accumulated Funds</b>				
Capital contributed by owners or members*		226,771		226,771
Accumulated surpluses or (deficits)*		11,573		8,671
Reserves*		13,500		13,500
<b>Total Accumulated Funds*</b>		<b>251,844</b>	<b>-</b>	<b>248,942</b>



## Raglan Community Arts Council

## Statement of Cash Flows

"How the entity has received and used cash"

For the year ended

31 March 2017

	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*	60,908		70,201
Fees, subscriptions and other receipts from members*	1,310		753
Receipts from providing goods or services*	145,909		91,140
Interest, dividends and other investment receipts*	281		1,592
Net GST	120		(149)
<b>Cash was applied to:</b>			
Payments to suppliers and employees*	199,719		149,720
Donations or grants paid*	7,525		870
Payments to acquire property plant and equipment	3,691		7,746
<b>Net Cash Flows from Operating Activities*</b>	<b>(2,407)</b>	<b>-</b>	<b>5,201</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*	12,425		
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
<b>Net Cash Flows from Investing and Financing Activities*</b>	<b>(12,425)</b>	<b>-</b>	<b>-</b>
<b>Net Increase / (Decrease) in Cash*</b>	<b>(14,832)</b>	<b>-</b>	<b>5,201</b>
<b>Opening Cash*</b>	<b>43,162</b>		<b>37,961</b>
<b>Closing Cash*</b>	<b>28,330</b>	<b>-</b>	<b>43,162</b>
<b>This is represented by:</b>			
Bank Accounts and Cash*	<b>28,330</b>	<b>-</b>	<b>43,162</b>

## Raglan Community Arts Council

### Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

31 March 2017

#### 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 25th July 2010.

#### Changes in Accounting Policies\*

There have been no changes in accounting policies during the financial year (last year - nil). A meeting was held with our accountant to review cash handling procedures. Resulting from this a cash drawer has been purchased for use at events and a cash handling system is being investigated.



# Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2017

### Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Rents received and income from equipment hire	Old School	26692	18,696
	St Lazarus Kitchen	16629	13,954
	Movie equipment hire	3406	944
	<b>Total</b>	<b>46,727</b>	<b>33,594</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	18320	10,480
	Participation fees	7720	5,561
	Ticket sales and entry fees	32222	11,340
	Market Stallholders fees	14130	12,161
	<b>Total</b>	<b>72,392</b>	<b>39,542</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Subscriptions received	1,170	622
	<b>Total</b>	<b>1,170</b>	<b>622</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Items sold on behalf of customers	RCAC events	17013	16,279
	Non RCAC events	1841	2,735
	<b>Total</b>	<b>18,854</b>	<b>19,014</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	262	1,592
	<b>Total</b>	<b>262</b>	<b>1,592</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Sponsorship and Advertising		5143	3,690
	<b>Total</b>	<b>5,143</b>	<b>3,690</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Grants, donations and subsidies		58554	64,236
	<b>Total</b>	<b>58,554</b>	<b>64,236</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Other revenue	Sundry income	23784	10,271
	Koha and donations received	10659	4,480
	Refreshment sales	4804	2,298
	Commission on Artists' sales	452	2,374
	<b>Total</b>	<b>39,699</b>	<b>19,423</b>

# Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2017

### 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	14355	12760
	MSD OSCAR Grants	7275	4825
	Creative Communities NZ - Waikato	13440	12730
	Waikato District Council	2555	2000
	Raglan Community Board	2500	0
	Raglan Town Hall Committee	4495	6667
	COGS	11000	9000
	Trust Waikato	8000	8000
	NZ Lottery Grants Board	0	12200
	Meridian Energy	0	4638
	Raglan Lions Club	1500	1771
	WEL Energy Trust		4000
	Less Unspent grants forward to next year	-6566	-14355
	<b>Total</b>	<b>58,554</b>	<b>64,236</b>



# Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2017

### Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Workshop and events	Workshops and Events	47,344	36,875
	<b>Total</b>	<b>47,344</b>	<b>36,875</b>
Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Wages and salaries	72026	49,253
	Kiwi Saver - employer contribution	1504	1,106
	ACC Premiums	269	264
	Social events, gifts	1380	1,108
	Staff training and expenses	1654	791
	<b>Total</b>	<b>76,833</b>	<b>52,522</b>
Expense Item	Analysis	This Year \$	Last Year \$
Overheads and consumables	Venue hire	12620	8,623
	Power	4347	3,004
	Rent and rates	1992	1,315
	Telephone and internet	2914	2,434
	Printing and stationery	9004	7,015
	Freight and postage	951	848
	Bank fees	371	161
	Charities Services	44	44
	Accounting and audit fees	3045	2,470
	Insurance	2227	1,651
	<b>Total</b>	<b>37,515</b>	<b>27,565</b>
Expense Item	Analysis	This Year \$	Last Year \$
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	17013	16,279
	Customers reimbursed for items sold Non RCAC events	1841	2,735
	<b>Total</b>	<b>18,854</b>	<b>19,014</b>
Expense Item	Analysis	This Year \$	Last Year \$
Repairs and maintenance	Equipment repairs and Maintenance	1077	2,206
	Buildings Repairs and Maintenance	10047	18,031
	Grounds Repairs and Maintenance	154	10
	Cleaning Buildings - Labour and Supplies	4662	3,965
	Replacements	5566	2,613
	<b>Total</b>	<b>21,506</b>	<b>26,825</b>
Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Advertising and Marketing	7765	8,738
	Refreshment purchases	3069	1,375
	Contractors	2168	1,465
	General expenses	401	137
	Koha/Donations paid	355	900
	Subscriptions paid	90	90
	Kitchen expenses	9550	3,465
	Equipment lease and hire	2975	700
	Event Prizes - Art2Wear biennial event	6032	-
	Grants and Scholarships paid	1000	-
	<b>Total</b>	<b>33,405</b>	<b>16,870</b>
Expense Item	Analysis	This Year \$	Last Year \$
Depreciation expenses	Depreciation expense	4442	3,646
	<b>Total</b>	<b>4,442</b>	<b>3,646</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2017

**Note 3 : Analysis of Assets and Liabilities**

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account	2823	7,108
	Youth Art Trust Account	0	587
	Business On Call Account	25157	22,792
	Petty Cash	350	250
	GST refund due	61	146
	<b>Total</b>	<b>28,391</b>	<b>30,883</b>
Asset Item	Analysis	This Year \$	Last Year \$
Debtors and prepayments			
	<b>Total</b>	<b>-</b>	<b>-</b>
Asset Item	Analysis	This Year \$	Last Year \$
Inventory			
	<b>Total</b>	<b>-</b>	<b>-</b>
Asset Item	Analysis	This Year \$	Last Year \$
Other current assets			
	<b>Total</b>	<b>-</b>	<b>-</b>
Asset Item	Analysis	This Year \$	Last Year \$
Investments			
	<b>Total</b>	<b>-</b>	<b>-</b>
Asset Item	Analysis	This Year \$	Last Year \$
Other non-current assets	Term Deposit		12,425
	<b>Total</b>	<b>-</b>	<b>12,425</b>
Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Refundable Clay Shed key deposit	730	590
	Income received in advance		
	GST Liability	63	
	<b>Total</b>	<b>793</b>	<b>590</b>
Liability Item	Analysis	This Year \$	Last Year \$
Employee costs payable			
	<b>Total</b>	<b>-</b>	<b>-</b>
Liability Item	Analysis	This Year \$	Last Year \$
Unspent donations and grants with		6566	14,355
	<b>Total</b>	<b>6,566</b>	<b>14,355</b>
Liability Item	Analysis	This Year \$	Last Year \$
Other current liabilities			
	<b>Total</b>	<b>-</b>	<b>-</b>
Liability Item	Analysis	This Year \$	Last Year \$
Loans			
	<b>Total</b>	<b>-</b>	<b>-</b>
Liability Item	Analysis	This Year \$	Last Year \$
Other non-current liabilities	Kitchen Bench top	1,441	
	<b>Total</b>	<b>1,441</b>	<b>-</b>



## Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2017

## 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*	200,262	3,137			203,399		
Motor Vehicles*	-				-		
Furniture and fixtures*	9,938			1,504	8,434		
Office equipment*	10,328			2,876	7,452		
Computers (including software)*	51	554		62	543		
Machinery*	-				-		
Heritage assets	-				-		
<b>Total</b>	<b>220,579</b>	<b>3,691</b>	<b>-</b>	<b>4,442</b>	<b>219,828</b>		

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*	-			-	-
Buildings*	200,262				200,262
Motor Vehicles*	-				-
Furniture and fixtures*	8,047	2,987		1,096	9,938
Office equipment*	7,959	4,759		2,390	10,328
Computers (including software)*	211			160	51
Machinery*	-				-
Heritage assets	-				-
<b>Total</b>	<b>216,479</b>	<b>7,746</b>	<b>-</b>	<b>3,646</b>	<b>220,579</b>

## Significant Donated Assets Recorded - Source and Date of Valuation\*


## Significant Donated Assets - Not Recorded\*


**Raglan Community Arts Council**

## Notes to the Performance Report

For the year ended

31 March 2017

#### Note 5: Accumulated Funds

This Year				
	Capital Contributed by Owners or Members *	Accumulated Surpluses or Deficits *	Reserves *	Total *
Description *				
Opening Balance	226,771	8,671	13,500	248,942
Capital contributed by owners or members *	-			-
Capital returned to owners or members *	-			-
Surplus/(Deficit) *		2,902		2,902
Distributions paid to owners or members *		-		-
Transfer to Reserves *		-	-	
Transfer from Reserves *		-	-	
Closing Balance	226,771	11,573	13,500	251,844

Last Year				
	Capital Contributed by Owners or Members *	Accumulated Surpluses or Deficits *	Reserves *	Total *
Description *				
Opening Balance	226,771	465	11,000	238,236
Capital contributed by owners or members *				-
Capital returned to owners or members *				-
Surplus/(Deficit) *		10,706		10,706
Distributions paid to owners or members *		-		-
Transfer to Reserves *		(2,500)	2,500	
Transfer from Reserves *		-	-	
Closing Balance	226,771	8,671	13,500	248,942

### Breakdown of Reserves

Breakdown of Reserves		Actual*	Actual*
		This Year	Last Year
Name*	Nature and Purpose*	\$	\$
Creative Space/ Clay Shed Plus	New building	13,500	13,500
	Total	13,500	13,500



**Raglan Community Arts Council****Notes to the Performance Report**

For the year ended  
31 March 2017

**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 2017, 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 2017 and its financial performance for the year ended on that date.

Richard Thomson  
17 July 2017


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# APPLICANT DETAILS

## Name and contact details

Are you applying as an individual or group?

Individual ☐

Group ☒

X

Full name of applicant:

Raglan Community Arts Council

Contact person (for a group):

Jacqueline Anderson

Street address/PO Box:

5 Stewart Street

Suburb:

Raglan,

Town/City:

Waikato

Postcode:

3225

Country:

New Zealand

Email:

jacqueline@raglanartscentre.co.nz

Telephone (day):

825 0023

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

Name on bank account:

Raglan Community Arts Council

GST number:

55-079-161

Bank account number:

38 9018 0232468 00

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:

59%

Māori:

☒

Detail:

33%

Pacific Island:

☐

Detail:

15

Asian:

☒

Detail:

1%

Middle Eastern/Latin American/African:

☒

Detail:

1%

Other:

☐

Detail:

5%

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

Yes:

☒

No:

☐

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☒

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide detail)



# PROJECT DETAILS

**Project name:** Kids Clay

Brief description of project:

The Raglan Community Clay Shed provides access to creative 3 D sculptural activity to Raglan area children 5 to 12 years.

To provide an all-inclusive, accessible and safe creative environment to the Raglan children.

## Project location, timing and numbers

Venue and suburb or town:

Raglan Old School Arts Centre

Start date:

12<sup>th</sup> February 2018

Finish date:

2<sup>nd</sup> July 2018

Number of active participants:

50

Number of viewers/audience members:

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

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

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

☐ **Diversity:** Support the diverse artistic cultural traditions of local communities

☒ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

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

☐ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☒ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☒ Creation and presentation

☐ Presentation only (exhibition)

☐ Workshop/wānanga

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

European:

☒ Detail:

Māori:

☒ Detail:

Pacific Island:

☐ Detail:

Asian:

☐ Detail:

Middle Eastern/Latin American/African:

☐ Detail:



# PROJECT DETAILS

Other:

Detail:

## 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?

Our aims are for the children of the Raglan community to have fun by engaging them into creative tactile processes sculpting with clay and provide after school activities in a safe and nurturing environment where they learn to help each other, respect one another and the facilities in the workshop, such as tools and equipment, health and safety. We aim to create an experience of success for all children.

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

The children plan their work with a drawing and then translate their design into a three dimensional clay sculpture with the guidance of a professional artist/ceramicist and helping hand. There will be three after school kids clay classes in both term one and term two of 2018.

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

The children attending the clay classes are from different schools and home-schooled children from throughout the Raglan district. They come from diverse ethnic and socioeconomic backgrounds.

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

The Clay Shed operates under the umbrella of Raglan Community Arts Council and complies with the core values of the Raglan Arts Council's Mission Statement. To provide an all inclusive, accessible and safe creative environment to the Raglan community.



# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

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

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

No ☐ Include GST in your budget

Project costs		Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.
Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300
Tutors time spent on workshops	Teaching and setting up and cleaning clay shed at the end of the day  2.5 hrs per class with 8 classes of 3 streams per term for 2 terms = 120 hours at \$25  Firing and glazing works, stacking kiln and un stacking Mixing glazes, final touches to kids creations 8 hrs – 4 hrs per term  Class preparation: Time it takes to prepare workshop and research the theme and poster design 2.5 hrs per tutor per term = 15 hrs	\$3000 (excludes gst)  \$200  \$375
Adult assistant (helping hands)	\$160 per term, \$20 per helper per class 3 x classes and 2 terms	\$960.00
Venue hire	48 classes using Lazarus building at \$30 per class reduced rate –1440 - gst	\$1,252.17
Admin	Administration specific to these classes Taking class bookings - receiving and processing payments, liaising with parents and a small contribution to general overhead costs	\$635.83
Program planning and coordination	Class coordination – emailing and meeting with the 'Kids clay' tutors \$50 per stream 6 x \$50 = \$300	\$300.00
Materials / Equipment and firing	Materials firing and equipment for workshops: \$100 per class, 6 x \$100 \$600	\$600.00
Marketing and Printing	Advertising on Facebook/chronicle and printing costs, time it takes to distribute posters \$50 per stream 6 x \$50 = \$300	\$300.00
Total Costs		\$ 7623.00 ex gst



## PROJECT DETAILS

<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 eg ticket sales</b>	<b>Detail eg 250 tickets at \$15 per ticket</b>	<b>Amount eg \$3,750</b>
Workshop kid's fees	3 classes estimate of 8 kids per class paying 5 kids paying the full amount of \$80 and 3 kids paying a special reduced amount of \$70 x 2 terms = \$3660 less GST \$3182.61	\$3182.61 – GST
Total Income		\$3182.61
Costs less income	This is the maximum amount you can request from CCS	\$4,440.39
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$4,440.39</b>

### 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
	No other applications.		

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)
26 Apr 2017	After School Kids Clay Second Half Year 2017	3,000.00	No
26 Apr 2017	Raglan Film Festival	3,400.00	No
26 Aug 2016	After School Kids Clay First Half Year 2017	3,500.00	No
26 Aug 2016	Raglan Arts Weekend 2017	2,000.00	Yes
11 Mar 2016	Raglan Film Festival 2016	4,096.00	Yes
11 Mar 2016	After School Kids Clay Second Half Year 2016	3,326.09	Yes

### 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



## PROJECT DETAILS

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accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

### **Participation in Creative Waikato ARTillery workshops**

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

<http://creativewaikato.co.nz/72/artillery>

### **I/we have signed up to one or more of the Creative Waikato ARTillery workshops**

Yes: ☒ No: ☐

**Which workshop/s?**

Raising funds for your creative work



## PART 3: DECLARATION

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the 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

Name

Rodger Gallagher

(Print name of contact person/applicant)

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

Signed:



(Applicant or arts organisation's contact person)

Signed:

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

Date:

26th July 2017

Date:





## Agreement for Use:

Old School Arts Centre

### HIRE OF THEATRE, GALLERY, ST LAZARUS ART STUDIO, BACK GARDEN & CLAY SHED

**Name of Hirer:** Kid's Clay Workshops

**Organisation:** Raglan Community Arts Council

**Room(s) Required:**

**THEATRE / GALLERY / ST LAZARUS KITCHEN/ WET ART STUDIO / BACK GARDEN / CLAY SHED**

**Event:** Kids Clay Workshops - Terms 1 and 2: 2018 (48 classes at \$30 = \$1440 incl GST)

**Event Date:** Mondays, Wednesdays Full Day: ☐ Half Day: ☒ Evening: ☐  
Thursdays after school

**Times** (including set-up & pack-down): Afternoon

- **half day - Mornings** are considered to be between the hours of 7am – 12pm (5 hrs)
- **half day - Afternoons** between the hours of 12pm – 5pm (5 hrs)
- **half day - Evenings** between the hours of 5pm – 10pm (5 hrs)
- **part day:** between the hours of 8am – 3pm / 9am – 4pm (7 hrs)

**Contact Person:** Karron Campbell

**Phone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Email:** Karron.Campbell@yahoo.com

**Address:** \_\_\_\_\_

**From 1 August 2016 the hire of one room and use of tea/coffee making facilities will be as follows** (all prices include GST):

- ☐ **Standard Rate:** All Corporate hire, and any function, workshop, class or activity with participant fees of \$61 or more per day / \$31 or more per half day or evening. (eg: Photography classes with participant fee of \$61 or more per day): **\$60 for a half day or evening use / \$120 for a full day / \$100 for 8am-3pm / or as per the Special Conditions on attached page.**
- ☐ **Arts Workshop Rate:** One-off hire for arts, creative or cultural classes and workshops with participant fees of \$31 - \$60 per day / \$16 - \$30 per half day / / (e.g. raranga, photography, painting, computer graphics, mosaics, video editing): **\$40 for a half day or evening use / \$80 for a full day / \$50 for 8am-3pm**
- ☒ **Reduced Rate:** Community hire for hui, planning session, workshop, class meeting or any activity with free entry, entry by koha or participant fees of \$30 or less per day / \$15 or less per half day or evening: **\$30 for a half day or evening use / \$60 for a full day / \$50 for 8am-3pm**
- ☐ **Special Members' Group Rate:** for Old School Arts Centre member groups. Eg: Writers Group, Art for Art's Sake, Life Drawing, Karioi Quilters, Clay Shed (These are multiple-day hires arranged for the whole year.): **\$20 for a half day or evening use / \$40 for a full day / \$33 for 8am-3pm**
- ☐ **Use of St. Lazarus Kitchen** (non-commercial hire): **\$30 per half day or evening use / \$60 for a full day**
- ☐ **Use of Back Garden** (includes x 8 outdoor tables, x 8 wooden chairs, x 35 green chairs and x 2 patio umbrellas): **\$30 per half day or evening use / \$60 for a full day**
- ☐ **On-site hire of new Video/Projection Equipment / off-site hire of older Video/Projection equipment: \$25**
- ☐ **IT Support required for Video/Projection/Sound Equipment: \$50 extra**

*c:\users\jacqueline\onedrive\osac venue rental form 2017.docx*

**Old School Arts Centre • 5 Stewart Street • Raglan 3225 • NZ • Phone: (07) 825-0023**

**Email: info@raglanartscentre.co.nz Web: www.raglanartscentre.co.nz**



## *Raglan Community Arts Council*

### Room Rate Guidelines and Discounts: -

- Room rates above include use of tea making facilities in Foyer area but not use of the main kitchen in the St. Lazarus building. This is an additional cost.
- **Members of the Old School Arts Centre** qualify for a **10% discount** on the **Standard Rate, Arts Workshop Rate** and **Reduced Rate** fees.
- Rates for multiple rooms, use of the whole building, the Gallery Room for exhibitions, the site or use of the pottery are by application to, and negotiation with, the Raglan Community Arts Council Committee.
- **A non-refundable deposit of 25% is required immediately upon booking.** The balance is due on the Date of the event



Old School Arts Centre

**Welcome to our lovely old building! We hope you enjoy your time here.**

**Please help us to take care of this valuable community resource!**

### Terms and conditions of hire:

- \* The hirer agrees to act in the best interests of the Raglan Community Arts Council and the Old School Arts Centre and any other users at all times during the period of the hire.
- \* **A non-refundable deposit of 25% is required immediately upon booking.** The balance is due on the Date of the Event.
- \* A cancellation made within 21 days of the event will **forfeit** the 25% deposit.
- \* **A charge of \$50** will be incurred **for any damage to the projector screen in the Theatre Room**, including if it has been pulled down too far and cannot be rolled up.
- \* **A bond of \$100** may be required. This will be refunded in full unless damage occurs or additional cleaning is required. In the event that the centre supervisor deems that damage has occurred the bond will be forfeited and any additional repair costs charged to the hirer.
- \* Please note: The Raglan Old School Arts Centre will retain on hold all unclaimed/unidentified money for 90 days; thereafter any unclaimed/unidentified money will be banked as a donation to the Raglan Old School Arts Centre.
- \* **The venue is to be left ready for use** which includes putting back all furniture and equipment in each room (as per the Hire Inventory), vacuuming, mopping where necessary, wiping clean all surfaces used, cleaning the bathrooms, removing all garbage and recycling, both inside and out. **You may nominate to have the venue cleaned for you at an additional charge of \$50 if required (NB: this does NOT cover the putting back of furniture/equipment).** If you have chosen the self-clean option and it is deemed by the centre supervisor that the venue needs further cleaning following your event, the cleaning fee will be deducted from your bond.
- \* A **special license** is required if **alcoholic beverages** are to be **sold** at any function. If you require a special license it may be obtained from the Waikato District Council Licensing authority. This license **must** be displayed in the venue at the time of the event and **must** be sighted by the venue supervisor prior to the date of the function. **NB.** It is the responsibility of the hirer to obtain a special license and comply with the requirements of the license.
- \* The kitchen facilities are available for self-catering use. The hirer is responsible for the supply of all catering requirements and the removal of all foodstuffs and catering equipment after the function. **This includes ensuring there are no food scraps left in the building** and that the stove (including the oven) and the refrigerator are clean. All dishes should be washed (the dishwasher must be empty or in cycle when you leave the building).
- \* If you are using the venue over several days you may apply to the Raglan Community Arts Council to store any materials you require. The storage of materials must be approved in advance.

c:\users\jacqueline\onedrive\osac venue rental form 2017.docx

Old School Arts Centre • 5 Stewart Street • Raglan 3225 • NZ • Phone: (07) 825-0023

Email: [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz) Web: [www.raglanartscentre.co.nz](http://www.raglanartscentre.co.nz)



*Raglan Community Arts Council*

\* The Old School Arts Centre has a video projector equipped for data shows and movies as well as a PA sound system and a band sound system. This equipment is available for hire at the Centre. The hire charge for video and audio equipment is additional to the room rental charges.

\* **Penalty of \$50.00 payable if the Arts Council is called out, out of hours, for open windows, lights left on, or inappropriate alarm call-outs.**

NB: The Raglan Community Arts Council who operate the Old School Arts Centre, Stewart St, Raglan, take all care with hirers and exhibitor's property: however we are in no way responsible for it. Your equipment or artworks are not covered by insurance for loss or damage while they are in the building. We strongly recommend that you insure any property or equipment with your own insurance company or broker. Thank you.

**Payment options:**

- direct credit to Kiwibank: 38 9018 0232 468 00 (please include your name, reference or invoice no.)
- cash or Eftpos payable at the Old School Arts Centre during opening hours
- or by cheque to the 'Old School Arts Centre'

**Agreement for Use: Special Conditions**  
**THEATRE OR GALLERY OR ST LAZARUS ART STUDIO**

Agreed Special Discounted Rate: \$ \_\_\_\_\_ per day / per Event

Confirmed Dates & Times\*and/or Special Conditions:

\* all dates are inclusive

Agreed Room Hire Times \*\*: \_\_\_\_\_ am – \_\_\_\_\_ pm

\*\* Additional time required for set-up or take-down is usually possible, but **must be confirmed in advanced** with either the Arts Facilitator or the Arts Assistant, to avoid inconveniencing other Arts Centre users.

Deposit Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Payment Due: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received: : \$ \_\_\_\_\_ Date: \_\_\_\_\_

Signature \*\*: \_\_\_\_\_ Date: \_\_\_\_\_

Bond Refunded: \$ \_\_\_\_\_ Date: \_\_\_\_\_

\*\* In signing this document, the hirer has agreed to the requirements set out in the Conditions of Use Agreement

*c:\users\jacqueline\onedrive\osac venue rental form 2017.docx*

Old School Arts Centre • 5 Stewart Street • Raglan 3225 • NZ • Phone: (07) 825-0023  
 Email: info@raglanartscentre.co.nz Web: www.raglanartscentre.co.nz



**The Lazarus Kitchen is registered with the Waikato District Council  
for commercial food preparation**

**Please note the following personal hygiene and basic rules for food  
handlers using the St Lazarus kitchen**

- Wash hands before starting work and after every break, using the toilet, when hands are dirty or contaminated with raw foods such as meat or poultry
- Food handlers to wear clean, light coloured protective clothing
- Cover all cuts and burns on hands, arms and face with coloured waterproof dressings
- Do not lick fingers when handling food, and keep fingernails short and clean; no false nails, nail varnish or other nail decoration
- Food handlers must not sneeze or cough over food
- Smoking is not permitted in the food preparation area
- Minimum jewellery – a plain wedding band is acceptable
- Tie hair back, preferably cover it
- No Bicycles, skateboards, or surfboards anywhere in the kitchen area
- Food is not to be eaten in the food preparation area behind the counter
- Food is to be rinsed off all items before being placed into the dishwasher
- Bring own chopping boards
- Bring own sanitised tea towels and dish cloths









## Old School Arts Centre

### RAGLAN OLD SCHOOL ARTS CENTRE

**Role Description:** Helping Hands Raglan Community Arts Council

**Hours:** Usually 1.5 hours each week approx 3.30pm – 5pm.

**Reports to:** Clay Shed Tutor

**Purpose of the position:** Assist Clay Shed Tutor

#### Personal qualities required:

- honest
- friendly
- reliable and responsible
- an eye for detail
- able to work independently in isolated areas

#### Skills & knowledge required:

- awareness of health and safety practices
- good communication skills
- interest in the arts

#### Tasks:

- Ensure ALL parents complete contact details form for every term
- Follow up payments with parents
- Assist tutor with set up of kids' clay classes
- Assist tutor with kids' clay class clean up (toilets flushed, lights off, building locked)
- Greet and welcome parents and children
- Assist tutor with parent registrations
- Assist tutor with signing in and out of children at end of each class
- Set up and clear away of snack break for kids
- Reporting of any equipment that is faulty and/or any other issues to the tutor

# CURRICULUM VITAE

## PERSONAL DETAILS

**Name :** Karron Dawn Campbell  
**Address :** XXXXXXXXXXXXXXXXXXXX  
 RD1 Reckley  
 3295  
 XXXX  
 NZ  
**Date of Birth:** XX<sup>th</sup>XXXXXX  
**Marital Status:** Married  
**Email :** XXXXXXXXXXXXXXXXXXXX  
 karron.campbell@yandoo.co.nz  
**Tel :** XXXXXXXX  
**Mobile:** XXXXXXXX  
**Driving Licence:** Full Clean car and motorbike licence.

## PERSONAL PROFILE

- Good ability to adapt to multicultural environments gained through work experience.
- Good experience in project and team management through planning and teaching.
- Adaptable and flexible – equally happy working individually or as part of a team.
- Good command of Microsoft office (word XL, PowerPoint, Paint shop and photo shop9) and enjoys planning and preparing PowerPoint and handout information
- Practicing ceramic artist and painter, has own electric kiln and operates the necessary machinery within own workshop.
- Welcomes new responsibilities and challenges.
- Honest, patient, hardworking and punctual.
- Logical and practical approach to achieving targets and objectives.

## CAREER HISTORY

2004 – 2008	<b>Manygates Education Centre,</b> <b>Manygates Lane,</b> <b>Sandal,</b> <b>Wakefield.</b> <b>West Yorkshire. WF2 7DQ. UK.</b> Teaching part time, ceramics Teaching part time, painting from drawing Teaching part time, in schools for 'Wider Family Learning'
1999 – 2007	<b>Yorkshire Sculpture Park,</b> <b>West Bretton,</b> <b>Wakefield. UK</b> Invidulator/information assistant Working alongside "The British Arts Council"
2005 – 2007	<b>Thornes Park Arts Centre,</b> <b>Thornes Park,</b> <b>Wakefield. UK.</b> Teaching 'ceramics/sculpture/fine art'



### EDUCATION & QUALIFICATIONS

1971-1975	Roydes comprehensive school, Rothwell, NR, Leeds. GCSE, Art. GCE, Needlework.
1986-1988	Dewsbury & Batley Technical & Art College, Batley. National Diploma, Fashion & Design.
1996-1999	Bretton Hall, College of the University of Leeds. BA (HONS) Fine Art (ceramics).
2002-2003	Manygates Adult Education Centre. Sandal, Wakefield. 7307 Teacher training programme.
2002-2004	Manygates Adult Education Centre. Sandal, Wakefield.
2004-2005	7407 Teacher training programme.
2005-2008	Wakefield College, University of Huddersfield, Wakefield Certificate in education (PCET)

### Exhibitions in NZ

2009. The Price Albert, (British Pub) Cambridge. NZ  
Exhibition of paintings from the British eles.

2009. Hot Shots To Go, Waikato photographers, Cambridge. NZ  
Scenes of Cambridge.

2009. Inspirit Gallery and sculpture garden. Pencarrow road, Hamilton. NZ  
Scenes of Cambridge.

Old School Arts centre, Stewart Street, Raglan.

Plant Place, Alison Street, Hamilton.

### You can view my work at:

Tuatara Design Store, Bank Street, Whangarei.

The Mandarin Tree. 1035 Gordonton road, Gordonton.

The Creative Workshop, face book page

### HOBBIES & INTERESTS

Horse ridding, driving, arts and crafts, growing vegetables.

Camping out; this enables me to practice my profession, drawing and painting in-situ.

## REFERENCES

Available upon request

## Other skills and competences

### Voluntary work:

1996-1999. Newton Hill I&J school, Wakefield.

Working with children aged between 5-6 and 10-12 yrs,  
in the classroom. Helping with arts, crafts and ceramics.

1996-1999-2001. International Potters Festival, Aberystwyth Arts Centre, Wales.

Student helper, building a wood firing kiln the week previous to the festival and  
Over the weekend, part of the film crew/monitor room.

1999-2001. Pure Arts. 9, Back Hambleton St; Wakefield.

Working with a team of people from Pure Arts.

Writing reviews for the launch of a new, free "arts news magazine" in Wakefield.

2000. Booth House Gallery, Holmfirth, Huddersfield.

Working with Jim Robison in his ceramics studio, workshop technician and  
Gallery assistant

2002-3. Ceramics department, Manygates Education Centre, Sandal, Wakefield.

Helping (the regular tutor) Gail Simms, and/or taking a class in the learning of  
Ceramics.

2013-present. Ceramics department, Old School Arts Centre, Raglan.











# APPLICANT DETAILS

## 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 group):	Rodger Gallagher		
Street address/PO Box:	5 Stewart St		
Suburb:	Raglan	Town/City:	
Postcode:	3225	Country:	New Zealand
Email:	rodger@raglanartscentre.co.nz		
Telephone (day):	07 825 0023		

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

Name on bank account:	Raglan Community Arts Council	GST number:	55 – 079 161
Bank account number:	38 9018 0232468 00		

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:	60%
Māori:	<input checked="" type="checkbox"/>	Detail:	30%
Pacific Island:	<input type="checkbox"/>	Detail:	10%
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input type="checkbox"/>	Detail:	

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

Yes: ☒ No: ☐

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

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

<input 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 checked="" type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide detail)		



## PROJECT DETAILS

**Project name:** Raglan Arts Weekend 2018

Brief description of project:

**Raglan Arts Weekend 2018** : A 3 day open studio weekend in and around Raglan at artist studios and the Raglan Old School Arts Centre. The three-day event allows the local community and visitors direct access to high quality visual art by local Raglan artists in their creative settings.

**Raglan Arts Pre-View Exhibition**: An eight week exhibition leading up to the Raglan Arts Weekend at the Arts Centre.

**Raglan Arts Guide 2018**: A brochure guide listing of current Raglan artists directory.

### Project location, timing and numbers

Venue and suburb or town:

Raglan and surrounding district

Start date:

9 December 2017

Finish date:

30 January 2018

Number of active participants:

60

Number of viewers/audience members:

7,0000

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

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

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

☐ **Diversity:** Support the diverse artistic cultural traditions of local communities

☐ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

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

☐ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☒ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☒ Creation and presentation

☐ Presentation only (exhibition)

☐ Workshop/wānanga

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

European:

☒

Detail:

Māori:

☒

Detail:

Pacific Island:

☒

Detail:



# PROJECT DETAILS

Asian:	<input type="checkbox"/>	Detail:	<input type="text"/>
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	<input type="text"/>
Other:	<input type="checkbox"/>	Detail:	<input type="text"/>

## 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 working with local emerging and professional Maori and NZ European artists to support, encourage and develop our artistic community.

The Raglan Arts Weekend has been held since 2008 and has evolved into a well-known annual fixture popular both within the Raglan community and further afield. There are 3 components to our Te kaupapa:

1. Raglan Arts Weekend 27-29 January 2018
2. Raglan Arts Preview Exhibition 8 weeks (8 December – 29 January)
3. Production of a current Raglan Arts Guide 2018

**Raglan Arts Weekend Open Studios:** We will do this by holding an open studio arts weekend in Raglan during Auckland Anniversary weekend January 2018. Over thirty leading Whaingaroa artists will participate.

**Raglan Arts Weekend Preview Exhibition:** There will also be a supporting 300 x 300 exhibition prior to the arts weekend. This will run from Saturday 8<sup>th</sup> December 2017 to Monday 29<sup>th</sup> January 2018. The pre-view exhibition provides an opportunity to further promote the Raglan Arts weekend as an event to tourists and visitors who each year are gradually taking holiday breaks earlier, beginning of December.

**Raglan Arts Guide 2018 :** In conjunction with the arts weekend and preview exhibition, a guide is printed with maps and listing information of each artist. 7000 copies of the guide are distributed throughout the North Island to key art galleries and locations. The guide also provides a current listing of Raglan artists for visitors outside of the weekend to visit and includes a Raglan Village Art Walk.

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

The three-day event will place high quality visual art of Raglan artists on display either in their homes, studios or at the Raglan Old School Arts Centre. The event brings the wider public into Raglan district promoting Raglan artists to a wider segment of NZ art lovers. The event provides an opportunity for the local community to visit artist studios, which are not usually open so they can encourage and enjoy their local artists. Visitors experience high quality arts during each studio visit with a diverse range of art on offer from the many Raglan artists. Local artists are inspired and encouraged to produce new work and deliver a selection of high quality visual arts to visitors.

The pre-exhibition planned for the 2018 event will increase interest and visitor numbers. The people drawn



## PROJECT DETAILS

to Raglan by the event provide economic benefits to the Raglan business and tourism community.

Over 4,000 people visited Raglan for the Art Weekend in 2017 and we had 2,000 visitors for the pre-view exhibition which ran for 6 weeks prior to the arts weekend. Individual feedback from artists is received. Each participating artist records the number of visitors to their studios asking where each visitor is from and how they heard about the event. Each year we improve our methods of collating information to develop our marketing and distribution strategy, so that the experience for artist and visitors is enhanced. For this 2018 arts weekend we will be strengthening our connections with Wellington, Auckland, Taranaki and the Coromandel regions. We are also further developing our artist volunteer participation by creating core roles for artists to assist with the aim to reduce event costs.

**Funding is needed to assist with the costs of brochure publication, event management and event marketing.**

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

There will be over 30 Raglan Whaingaroa artists taking part.

The event is managed by the Raglan Community Arts Council (RCAC) with Rodger Gallagher and Maureen Soanes leading the project assisted by volunteer subcommittee members. Rodger was awarded the 2014 Volunteer of the Year award, nominated by the Raglan Community Arts Council. He is well known in his community and has been actively involved with the Old School Arts Centre in Raglan since 2003. As a volunteer he has led, encouraged, supported and participated in a number of events, including the Raglan Film Festival and Annual Arts Trail. Many of these are now well established annual events. Maureen was the founder in 2001 of Hamilton's ReStyle Fashion and Wearable Art extravaganza held in WinTech's Atrium. Maureen led ReStyle and project managed it for many years. Event management is by a paid arts event manager, Jacqueline Anderson, who is very experienced in this type of event. A core team of artists also volunteer assisting on specific tasks.

**Preview Exhibition** runs for 8 weeks prior to the Raglan Arts Weekend. Anyone viewing the Preview Exhibition can decide which artist's work is of interest the most, deciding which artist Open Studio to visit. The 2018 Raglan Arts Guide is also available at this Preview Exhibition, which includes maps and other relevant information. The Preview Exhibition also offers exposure for new or emerging artists participating in Open Studios.

**Open Studio Weekend:** An important aspect of the event is to educate the public about the value and importance of original art work. The participation of individual artists and the greater community is beneficial in many ways. As well as economic benefits, there are also intangible benefits such as strengthened community ties, expanded communication and a greater education in and appreciation for the arts. Visitors see a wide variety of work and become personally informed about art and craft processes, materials, and the creative spirit. The public is educated to become patrons of the arts in their own way.

The event is for artists who are currently producing and exhibiting their work and offers them an opportunity to show a body of work in their studio environment. Artists are required to demonstrate or otherwise show their process at their Open Studio. Visitors see work in many disciplines across



## PROJECT DETAILS

a diverse range of media and styles. The aim is to connect artists with people who love art.

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

Venue/location: Artists' Studios in Raglan and Raglan Old School Arts Centre Project start and finish dates: 31 July 2017 to 29 January 2018

Details of how the project will happen:

- The project starts with the artists agreeing to take part in the event and provide listing details for the brochure.
- The graphic artist develops the brochure and ensures it is print ready for the printer.
- In parallel with this work, advertisements are designed for newspapers and arts magazines (NZ Life & Leisure, Arts Zone, National Newspapers NZME, Raglan Chronicle.) Advertising can also lead to free further editorial coverage of our event.
- Guides are printed 1st December 2017 for early national distribution to begin prior to Christmas holidays beginning.
- Event advertisements are placed to appear progressively from pre - Christmas 2017.
- Media releases are also prepared and released progressively during November, December and January.
- Where possible free advertising sources are used (radio, social media, websites, and mail chimp databases). Individual artists also use their own networks at all times.
- The 8 week preview exhibition 300 x 300 exhibition at the Old School Arts Centre runs from 8 December – Monday 29<sup>th</sup> January 2018.
- The main Raglan Arts Weekend event will take place Saturday 27<sup>th</sup>, Sunday 28<sup>th</sup> and Monday 29<sup>th</sup> January 2018 during Auckland Anniversary Weekend. Studio hours will be 10am – 3pm with some artists choosing to stay open till 5pm.
- The Old School Arts Centre will also provide open studio space manned by artists who require studio space with active exhibits for two days 10am – 3pm. The Old School is usually the first port of call for visitors



## PROJECT DETAILS (budget)

### 5. The budget/Ngā pūtea

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

Are you GST registered?    Yes ☒    Do NOT include GST in your budget  
    No ☐    Include GST in your budget

Project costs		Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.
Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300
<b>Art Trail Brochure</b>		
Brochure printing	7000 DLE brochure colour	2315
Brochure graphic design	Contractor design/print liaison @ \$75 x12 hours	900
Finalise/consolidate listings	Wages 30 @ 2 hrs/listing x 18	1080
National distribution	50 @ \$6.50 incl GST	71
Raglan distribution	Brochure Chronicle insert 2000 A3	450
<b>Marketing</b>		
Advert & Media design RAW, Exhibition	Graphic design contract 23 hours @ \$75	1725
Arts Zone	Advert ¼ page	420
Life and Leisure	Advert 1/8 page colour and editorial	600
National Newspapers	NZME: Weekend/Timeout/Spy magazine advert and editorial	1000
Local newspapers	Whats on Listings x4 & Holiday Christmas banner editorial	708.95
D Signs	Corflutes A4 x 200 sticky waterproof lables, town banner, water tower	630
A4 posters	400 @ 20c – combination Raglan Arts Weekend + Exhibition	80
Implement Marketing strategy	3 events: Launch Art Guide, Pre-View Exhibition, Arts Weekend Wages 30 @ 10 hrs per event x 3	900
Foyer DLE display stands	20 @ \$9.18 for business display wall mounted	183.60
<b>Exhibition</b>		
Exhibition opening	Advertising, invitations and refreshments	200
Old School 3 days hire all building	RAW event 3 days whole building @ \$100 per day community rate	300
Old School community rental rate	8 weeks exhibition gallery room hire @ \$80 p.w.	640
Curation and staffing 10am – 3pm	2x staff x 3 days @ \$15 per hour during arts weekend	450
Hire of display stands for 8 weeks		368
Exhibition artist co-ordination	Artist bio/photos (30), exhibition roster (8 weeks), wages 30 x 30 hrs	900
<b>Total Costs</b>		<b>\$13,921.55</b>



## PROJECT DETAILS

<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 eg ticket sales</b>	<b>Detail eg 250 tickets at \$15 per ticket</b>	<b>Amount eg \$3,750</b>
<b>Registrations</b>		
Artist registration	15 early bird @ \$100 less GST = \$86.96	1304.35
Artist registration	15 regular @ \$115 less GST = \$100	1500
<b>Exhibition</b>		
300x300 exhibition	Estimate 15 sell of 30 artists @ \$200 – artist donation	3000
<b>Sponsorship &amp; Grants</b>		
Key sponsor	1 at \$1000	1000
Main sponsor	2 at \$400	800
Advertising	2 at \$350	700
1x community funder	Grant application	2770
<b>Event management &amp; Admin</b>		
Artist In kind donation	150 volunteer hours (30 days gallery exhibition open 10am – 3pm)	
Total Income		<b>\$11,074.35</b>
Costs less income	This is the maximum amount you can request from CCS	<b>\$13,921.55</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ 2,847.20</b>

## 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
3 July 2017	WDC Discretionary Events Fund	\$2770.00	Unconfirmed



## PROJECT DETAILS

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)
26 Apr 2017	After School Kids Clay Second Half Year 2017	3,000.00	No
26 Apr 2017	Raglan Film Festival	3,400.00	No
26 Aug 2016	After School Kids Clay First Half Year 2017	3,500.00	No
26 Aug 2016	Raglan Arts Weekend 2017	2,000.00	Yes
11 Mar 2016	Raglan Film Festival 2016	4,096.00	Yes
11 Mar 2016	After School Kids Clay Second Half Year 2016	3,326.09	Yes

### 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.

### Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

<http://creativewaikato.co.nz/72/artillery>

### I/we have signed up to one or more of the Creative Waikato ARTillery workshops

Yes: ☒ No: ☐

Which workshop/s?

Raising Funds for Creative Arts December 2016 Raglan Old School Arts Centre



## PART 3: DECLARATION

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the 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

Name:   
 (Print name of contact person/applicant)

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

Signed:   
 (Applicant or arts organisation's contact person)

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

Date:

Date:



Zimbra

rodger@raglanartscentre.co.nz

---

**Re: Raglan Arts Weekend 2018 advertising L&L**

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**From :** Annette Daly  
<annette@lifestylemagazinegroup.co.nz>

Sat, Jul 01, 2017 01:42 PM

**Subject :** Re: Raglan Arts Weekend 2018 advertising L&L

**To :** Jacqueline Anderson  
<jacqueline@raglanartscentre.co.nz>

Hi Jacqueline,

Nice to hear from you again.

If you are looking at an 1/8th of a page, I am happy to offer the same discounted rate of \$600plus gst.

The November/December issue goes on sale on the 30th of October. This is the publication you booked last time. Or there is the January/February issue, on sale on the 18th of December.

Kind regards  
Annette

**Annette Daly**

**The Essentials Advertising Manager | NZ Life & Leisure | Lifestyle Magazine Group**

**Ph:** 09 222 0402 | **Mob:** 021 898 875 | Level 1, 29 Great South Road, Newmarket, Auckland 1149



On Sat, Jul 1, 2017 at 12:51 PM, Jacqueline Anderson  
<jacqueline@raglanartscentre.co.nz> wrote:

Hi Annette



Hope all well. Another year has gone by and we are getting ready for another Raglan Arts Weekend for 2018.

Our dates are Auckland Anniversary Weekend 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup> January 2018.

Could you please provide a quote and deadline dates.

Any further information required, please do not hesitate to contact me.

Also sorry for the urgency, but any chance we can have a quote sent to us by Monday 3<sup>rd</sup> July?

Kind regards

**Jacqueline Anderson**

Arts Facilitator

Raglan Old School Arts Centre

5 Stewart Street, Raglan 3225


Ph: 07 825 0023

<http://raglanartscentre.co.nz/>

Open weekdays 10am-2pm

Become a fan of the Raglan Old School Arts Centre:

FACEBOOK: <http://www.facebook.com/raglanoldschoolartscentre>

 **Please consider the environment before printing this email**

**From:** Annette Daly [mailto:[annette@lifestylemagazinegroup.co.nz](mailto:annette@lifestylemagazinegroup.co.nz)]

**Sent:** Wednesday, 8 June 2016 11:11 AM

**To:** Raglan Old school Arts Centre <[jacqueline@raglanartscentre.co.nz](mailto:jacqueline@raglanartscentre.co.nz)>

**Subject:** Raglan Arts Weekend 2017 advertising

Good morning Jacqueline,

Tracey has just forwarded your email to me. We were in touch last year (and I think the year before).

I have attached the Directory rate card with costs, dates etc.

I am happy to offer you the six times rate, the same as last year. Your ad was placed in the November/December publication last time.

Kind regards

Annette

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# Art Zone

## Media pack 2017

Art Zone is an accessible and diverse New Zealand visual arts information tool.

It focuses on early to mid-career artists, designers, curators and their work. Industry news, reviews, obits and opinions are regular features.

Art Zone's comprehensive listing section promotes exhibitions at galleries, studios, art institutions and social history museums all over New Zealand.

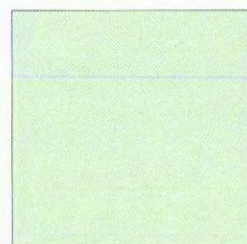
It also opens up the world of galleries to interested viewers or buyers of art who may not normally follow, or are intimidated by specialised art magazines.

Art Zone is published five times per year.

Please phone Craig Beardsworth on 04 385 1426 or  
email [craig@artzone.co.nz](mailto:craig@artzone.co.nz) if you have any queries.

## Dimensions

width x height  
all measurements are mm



### Full page

210 x 200

+ 5mm bleed



### Half page horizontal

210 x 98

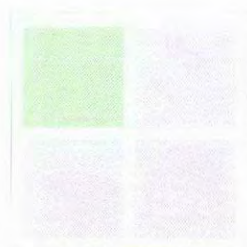
+ 5mm bleed



### Half page vertical

103 x 200

+ 5mm bleed



### Quarter page

95 x 95



### Listing

Minimum 5 lines



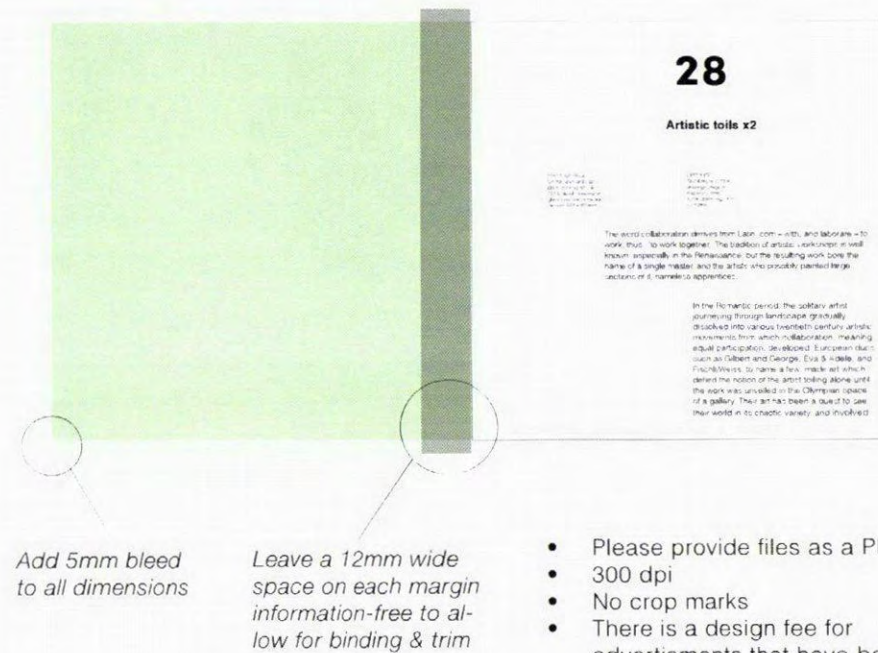
### Photo listing

36 x 43 vertical photo  
31 x 48 horizontal  
photo

300 dpi



## Design Specs



- Please provide files as a PDF
- 300 dpi
- No crop marks
- There is a design fee for advertisements that have been incorrectly supplied and need to be altered.
- The maximum file size we accept is 10MB. For larger files we use Dropbox.

All care will be undertaken to give you the best possible result.

## Listings

Enhance your listing with an example of an artists work.  
\$79

We have enhanced the listings layout to make it easier to use and are offering you more choice. Information on the first five lines is sharp and uncluttered. The initial five lines will and will cost \$44 + gst. All additional lines are \$7.15 each

We also offer you the chance to add an image to your listing. This can be a work from an upcoming exhibition or an image of your gallery space and will cost \$79 + gst.

If you book an image in five magazines across a year then the price reduces to \$59 each

Don't forget about our web listing option - your hard copy listing (minus the image) can be uploaded on to our website for an extra \$11 + gst. Our website has a built in search engine so browsers can search for specific galleries, artists, regions.

## Dimensions

width x height  
all measurements are mm



*Green Garden, Pamela Wolfe.*

### ARTIS GALLERY

280 Parnell Road, Parnell

Ph: 09 303 1090

artis@artisgallery.co.nz

www.artisgallery.co.nz

Hours: Mon-Fri 9.30am-5.30pm, Sat 10am-4pm, Sun 11am-4pm

20th Century English, ELIZABETH THOMSON *Three Colours Blue*, Oct 30

Nov 23 BRONWYNNE CORNISH *Mudlark* latest ceramic works Continental & Antipodean paintings.

The image will be roughly  
36 x 43 mm vertical  
or 31 x 48 mm  
horizontal. (\$79 +  
gst)

Caption to include  
title and artist name

First five lines includes  
essential gallery details -  
physical address, phone, email  
and website (\$44 + gst)

All additional lines remain at  
the same price of \$7.15 each.  
You can include opening  
hours, dates of exhibitions,  
artists' names, show titles and  
descriptions



## Schedule 2017–2018

### Booking deadline

<b>2016 - 17</b>	Issue 67	Nov 28 - Feb 19	Oct 28
<b>2017</b>	Issue 68	Feb 20 - Apr 30	Jan 30
	Issue 69	May 1 - Jul 9	Apr 3
	Issue 70	Jul 10 - Sep 17	Jun 12
	Issue 71	Sep 18 - Nov 26	Aug 21
<b>2017 - 18</b>	Issue 72	Nov 27 - Feb 19	Oct 30
	Issue 73	Feb 20 - Apr 30	Feb 1

Please phone Craig Beardsworth on 04 385 1426 or  
email [craig@artzone.co.nz](mailto:craig@artzone.co.nz) if you have any queries.

## Rates

Prices do not include gst  
Art Zone is published five times a year.

### Bookings

		Casual	Three	Five
<b>Full page</b>	standard	\$ 1248	\$ 1157	\$ 999
Premium positions	back cover	\$ 1873	\$ 1735	\$ 1485
	inside front cover / page 1	\$ 1560	\$ 1427	\$ 1234
	inside back cover / last page	\$ 1373	\$ 1273	\$ 1089
<b>Half page</b>	horizontal / vertical	\$ 709	\$ 657	\$ 559
<b>Quarter page</b>		\$ 420	\$ 385	\$ 333
<b>Listings</b>	standard five lines	\$ 44		
	additional lines	\$ 7.15 per line		
	image with caption	\$79.00		
	web	\$ 11		

all prices and dimensions are subject to change without notice



RAGLAN ARTS WEEKEND 27, 28, 29 JANUARY 2018

**NZME** NEW ZEALAND  
MEDIA AND  
ENTERTAINMENT

To book contact your Account Director Tim Wilson  
[tim.wilson2@nzme.co.nz](mailto:tim.wilson2@nzme.co.nz)

Publication	Publication Day	Date	Size	Modules	Loyalty Rates	Ratecard	Specifications	Deadlines
Weekend	Saturday	9-Dec	1/16 Page	2 X 2	\$200	\$869	90mm (H) x 62mm (W)	7 Dec @ 2.00pm
Weekend	Saturday	6-Jan	1/16 Page	2 X 2	\$200	\$869	90mm (H) x 62mm (W)	4 Jan @ 2.00pm
Timeout	Thursday	11-Jan	1/16 Page	2 X 2	\$180	\$652	90mm (H) x 62mm (W)	9 Jan @ 2.00pm
SPY	Sunday	22-Jan	1/4 Page	2 x 8	\$420	\$2,149	90mm (H) x 254mm (W)	19 Jan @ 2.00pm
				Total	\$1,000	\$4,539		

HOME LINKS ABOUT US TESTIMONIALS NEWS CONTACT US



You are now in the **Auckland** branch ([change](#))

[Home](#) > [Exhibition Systems](#) > [Frontrunner Velcro Receptive](#) > [Frontrunner Free Standing Partition](#)

## CATEGORIES

EXHIBITION SYSTEMS

GENERAL PANEL  
INFORMATION

**FRONTRUNNER VELCRO  
RECEPTIVE**

PREMIUM CORINTHIAN  
VELCRO RECEPTIVE

OCTEX PREMIUM MODULA  
SYSTEM

CARPET

FLOORING

SLATWALL

HIRE FURNITURE

ORGANISERS & SPECIAL  
EVENTS

DESIGN PACKAGES

## Frontrunner Free Standing Partition -

*This product may only be in the **Auckland** branch. Please [click here](#) to select a different branch.*

Free Standing Frontrunner Panel

This will require Feet @ \$10 per pair

Available in Black, Red, Blue, Green

Size 2.3mtr High x 1.2mtr wide or 2.3 Mtr x 1.00 Mtr

Code: 101 and Feet

Price is exclusive of GST & Freight

Price based on 1 week event hire



\$36.00

1 ADD ENQUIRE





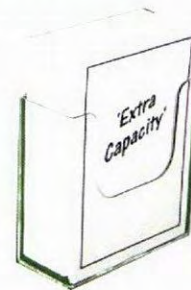

[VIEW ALL CATEGORIES](#)
[Home](#) » [Literature & Brochure](#) » [DLE Brochure Holders](#) » [DLE Single Pocket Brochure Holder \(#BH39123\)](#)
**Cart (0) items**
**SPECIALS**
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[Exhibition Products & Services](#)
[Outdoor Displays & Flags](#)
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[Vendor Trays & Trolleys](#)
[Fielddays 2017](#)
[Inflatable Products](#)
**Literature & Brochure Displays**
**DLE Brochure Holders**
[Poster & Banner Displays](#)
[Light Boxes](#)
[Product & Merchandise Displays](#)
[Ballot & Competition Entry Boxes](#)
[Custom Made Products](#)
[Experiential Marketing](#)
[Bean Bags & Umbrellas](#)

## DLE Single Pocket Brochure Holder (#BH39123)

Consists of DLE single-pocket, portrait, extra capacity, wall mounting, flat back brochure holder, (121mm wide x 165mm high x 70mm deep)

121 x 165 x 70

Part # 39123


**Get Quote**

Code BH39123

Price (ex GST): 9.15 each

**Quantity discount**

- 1 to 19 units (\$9.15 each)
- 20+ units (POA)

Special requirements:



Old School Arts Centre

## Agreement for Hire of Gallery Space for Exhibitions

Name of Hirer \_\_\_\_\_

Organisation \_\_\_\_\_

Area Required: Gallery Room / Theatre Room / Whole Building (Proposal attached)

Exhibition / Event: \_\_\_\_\_ Date: \_\_\_\_\_

Opening Event Date: \_\_\_\_\_ ☐ Catering ☐ Kitchen ☐ Alcohol ☐ Cleaning (a \$50 fee applies)

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### Charges for an Exhibition are as follows:

- The charge to hire one of the above Gallery areas for the first week is **\$110** (inc. GST) plus commission. The \$110 charge comprises a **non-refundable \$30 booking fee** plus \$80 for Gallery hire.
- The **maximum charge** for the **first week** is **\$300**; this is comprised of the \$110 hire charge plus commission capped at \$190.
- The hire charge for the second and subsequent weeks is **\$80** (inc. GST) plus commission.
- The **maximum charge** per week for the **second** and subsequent weeks is **\$270**; this is comprised of the \$80 hire charge plus commission capped at \$190.
- **25%** commission will apply on the retail sales price (incl. GST) for all artworks; **10%** commission will apply on secondary exhibition merchandise (eg: cards, books, posters, coasters) up to a **maximum of \$190 per week**.
- Gallery space hire for Exhibitions is from Friday midday to the following Friday midday; this includes set up and pack down time, with the Gallery space being cleared, clean and available for set up of the next exhibition.
- If the Gallery space is required for more than one week rental periods will still be from Friday to Friday midday, with no discount for periods of less than one week.
- Use of the Gallery space for an exhibition is by application to and negotiation with the Raglan Community Arts Council Committee (RCAC). The RCAC reserves the right to decide who shall exhibit in the Gallery Space at The Old School Arts Centre, and may require a written proposal and references.

**VIDEO/PROJECTION Equipment** is available at an additional \$25.00 per use for Artists Talks. Should you require the projection equipment for a continuing visual arts display you must apply to the office for a costing that will be calculated on hours of use.

**Further queries can be directed to the Old School Arts Centre Ph. (07) 825 0023**

*Old School Arts Centre • 5 Stewart Street • Raglan 3225 • NZ • Phone: (07) 825-0023*

*Email: info@raglanartscentre.co.nz Web: www.raglanartscentre.co.nz*

*C:\Users\ihuir001\AppData\Local\Temp\Temp1\_CCNZ RAW application (4).zip\OSAC GALLERY AGREEMENT 2015.docx*



*Raglan Community Arts Council*

**Welcome to our lovely old building! We hope you enjoy your time here.**

**Please help us to take care of this valuable community resource!**

**Terms and Conditions of Hire:**

- \* The hirer agrees to act in the best interests of the Raglan Community Arts Council and the Old School Arts Centre and any other users at all times during the period of the hire.
- \* A non-refundable initial payment of \$30.00 is required immediately upon booking.
- \* **The balance is due - DD/ MM/ YY/**
- \* **A bond of up to \$100** may be required. This will be refunded in full unless damage occurs or additional cleaning is required.
- \* In the event that the centre supervisor deems that damage has occurred the bond will be forfeited and any additional repair costs charged to the hirer.

**\* The venue is to be left ready for use, which includes vacuuming, mopping where necessary, wiping clean all surfaces used, cleaning the toilets and bathroom facilities, removing all garbage and recycling both inside and out. You may nominate to have the venue cleaned for you at an additional charge of \$50 incl. GST.**

**PLEASE NOTE: If you have chosen the self-clean option and it is deemed by the centre supervisor that the venue needs further cleaning following your event, you hereby undertake to pay the fee or have it deducted from your commission.**

**\* The kitchen facilities in the Foyer are available for self-catering use. The hirer is responsible for the supply of all catering requirements and the removal of all foodstuffs and catering equipment after the function. This includes ensuring there are no food scraps left in the building, the refrigerator is left clean and all dishes should be washed and put away.**

- \* A special license is required if alcoholic beverages are to be served at any function. If you require a special license it may be obtained from the Waikato District Council Licensing authority. This license must be displayed in the venue at the time of the event and must be sighted by the venue supervisor prior to the date of the function.
- \* Please check with the office about dates that may be available on our WDC approved liquor license. It is the responsibility of the hirer to obtain a special license and comply with the requirements of the license.
- \* If you are using the venue over several days, you may apply to the Raglan Community Arts Council to store any materials you require. The storage of materials must be approved in advance.
- \* **Please note:** The Raglan Old School Arts Centre will retain on hold all unclaimed/unidentified money for 90 days; thereafter any unclaimed/unidentified money will be banked as a donation to the Raglan Old School Arts Centre.
- \* The Old School Arts Centre has a video projector equipped for data shows and movies, and a band sound system. This equipment is available for hire at the Old School Arts Centre, and is in addition to the room rental charges.
- \* **Callout fee of \$50.00 payable if the Arts Council is called out for open windows, lights left on, or inappropriate alarm callout.**

**NB: The Raglan Community Arts Council, who operate the Old School Arts Centre, Stewart St, Raglan, take all care with hirers/exhibitors property, however they are in no way responsible for it. Your equipment/artworks are not covered by insurance for loss or damage while they are in the building. We provide a monitored security system in the Gallery room, but we strongly recommend that you insure any property or equipment with your own insurance company or broker.**

**Deposit Received: \$ \_\_\_\_\_ on \_\_\_\_\_ Final Payment Due: \$ \_\_\_\_\_**

**Signature\*\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\* In signing this document, the hirer has agreed to the requirements set out in the Conditions of Use Agreement**





## Agreement for Use:

Old School Arts Centre

## HIRE OF THEATRE, GALLERY, ST LAZARUS ART STUDIO, BACK GARDEN &amp; CLAY SHED

Name of Hirer: \_\_\_\_\_

Organisation: \_\_\_\_\_

## Room(s) Required:

THEATRE / GALLERY / ST LAZARUS KITCHEN/ WET ART STUDIO / BACK GARDEN /  
CLAY SHED

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Full Day: ☐ Half Day: ☐ Evening: ☐

Times (including set-up &amp; pack-down): \_\_\_\_\_

- **half day - Mornings** are considered to be between the hours of 7am – 12pm (5 hrs)
- **half day - Afternoons** between the hours of 12pm – 5pm (5 hrs)
- **half day - Evenings** between the hours of 5pm – 10pm (5 hrs)
- **part day:** between the hours of 8am – 3pm / 9am – 4pm (7 hrs)

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

From 1 August 2016 the hire of one room and use of tea/coffee making facilities will be as follows (all prices include GST):

- ☐ **Standard Rate:** All Corporate hire, and any function, workshop, class or activity with participant fees of \$61 or more per day / \$31 or more per half day or evening. (eg: Photography classes with participant fee of \$61 or more per day): **\$60 for a half day or evening use / \$120 for a full day / \$100 for 8am-3pm / or as per the Special Conditions on attached page.**
- ☐ **Arts Workshop Rate:** One-off hire for arts, creative or cultural classes and workshops with participant fees of \$31 - \$60 per day / \$16 - \$30 per half day / (e.g. raranga, photography, painting, computer graphics, mosaics, video editing): **\$40 for a half day or evening use / \$80 for a full day / \$50 for 8am-3pm**
- ☐ **Reduced Rate:** Community hire for hui, planning session, workshop, class meeting or any activity with free entry, entry by koha or participant fees of \$30 or less per day / \$15 or less per half day or evening: **\$30 for a half day or evening use / \$60 for a full day / \$50 for 8am-3pm**
- ☐ **Special Members' Group Rate:** for Old School Arts Centre member groups. Eg: Writers Group, Art for Art's Sake, Life Drawing, Karioi Quilters, Clay Shed (These are multiple-day hires arranged for the whole year.): **\$20 for a half day or evening use / \$40 for a full day / \$33 for 8am-3pm**
- ☐ **Use of St. Lazarus Kitchen (non-commercial hire):** **\$30 per half day or evening use / \$60 for a full day**
- ☐ **Use of Back Garden (includes x 8 outdoor tables, x 8 wooden chairs, x 35 green chairs and x 2 patio umbrellas):** **\$30 per half day or evening use / \$60 for a full day**
- ☐ **On-site hire of new Video/Projection Equipment / off-site hire of older Video/Projection equipment:** **\$25**
- ☐ **IT Support required for Video/Projection/Sound Equipment:** **\$50 extra**

c:\users\jacqueline\onedrive\osac venue rental form 2017.docx

Old School Arts Centre • 5 Stewart Street • Raglan 3225 • NZ • Phone: (07) 825-0023  
Email: info@raglanartscentre.co.nz Web: www.raglanartscentre.co.nz



**Room Rate Guidelines and Discounts: -**

- Room rates above include use of tea making facilities in Foyer area but not use of the main kitchen in the St. Lazarus building. This is an additional cost.
- **Members of the Old School Arts Centre** qualify for a **10% discount** on the Standard Rate, Arts Workshop Rate and Reduced Rate fees.
- Rates for multiple rooms, use of the whole building, the Gallery Room for exhibitions, the site or use of the pottery are by application to, and negotiation with, the Raglan Community Arts Council Committee.
- **A non-refundable deposit of 25% is required immediately upon booking.** The balance is due on the Date of the event



Old School Arts Centre

**Welcome to our lovely old building! We hope you enjoy your time here.**

**Please help us to take care of this valuable community resource!**

**Terms and conditions of hire:**

- \* The hirer agrees to act in the best interests of the Raglan Community Arts Council and the Old School Arts Centre and any other users at all times during the period of the hire.
- \* **A non-refundable deposit of 25% is required immediately upon booking.** The balance is due on the Date of the Event.
- \* A cancellation made within 21 days of the event will **forfeit** the 25% deposit.
- \* **A charge of \$50** will be incurred **for any damage to the projector screen in the Theatre Room**, including if it has been pulled down too far and cannot be rolled up.
- \* **A bond of \$100** may be required. This will be refunded in full unless damage occurs or additional cleaning is required. In the event that the centre supervisor deems that damage has occurred the bond will be forfeited and any additional repair costs charged to the hirer.
- \* Please note: The Raglan Old School Arts Centre will retain on hold all unclaimed/unidentified money for 90 days; thereafter any unclaimed/unidentified money will be banked as a donation to the Raglan Old School Arts Centre.
- \* **The venue is to be left ready for use** which includes putting back all furniture and equipment in each room (as per the Hire Inventory), vacuuming, mopping where necessary, wiping clean all surfaces used, cleaning the bathrooms, removing all garbage and recycling, both inside and out. **You may nominate to have the venue cleaned for you at an additional charge of \$50 if required** (NB: this does NOT cover the putting back of furniture/equipment). If you have chosen the self-clean option and it is deemed by the centre supervisor that the venue needs further cleaning following your event, the cleaning fee will be deducted from your bond.
- \* A **special license** is required if **alcoholic beverages** are to be sold at any function. If you require a special license it may be obtained from the Waikato District Council Licensing authority. This license **must** be displayed in the venue at the time of the event and **must** be sighted by the venue supervisor prior to the date of the function. **NB.** It is the responsibility of the hirer to obtain a special license and comply with the requirements of the license.
- \* The kitchen facilities are available for self-catering use. The hirer is responsible for the supply of all catering requirements and the removal of all foodstuffs and catering equipment after the function. **This includes ensuring there are no food scraps left in the building** and that the stove (including the oven) and the refrigerator are clean. All dishes should be washed (the dishwasher must be empty or in cycle when you leave the building).
- \* If you are using the venue over several days you may apply to the Raglan Community Arts Council to store any materials you require. The storage of materials must be approved in advance.



*Raglan Community Arts Council*

\* The Old School Arts Centre has a video projector equipped for data shows and movies as well as a PA sound system and a band sound system. This equipment is available for hire at the Centre. The hire charge for video and audio equipment is additional to the room rental charges.

\* Penalty of \$50.00 payable if the Arts Council is called out, out of hours, for open windows, lights left on, or inappropriate alarm call-outs.

NB: The Raglan Community Arts Council who operate the Old School Arts Centre, Stewart St, Raglan, take all care with hirers and exhibitor's property: however we are in no way responsible for it. Your equipment or artworks are not covered by insurance for loss or damage while they are in the building. We strongly recommend that you insure any property or equipment with your own insurance company or broker. Thank you.

**Payment options:**

- direct credit to Kiwibank: 38 9018 0232 468 00 (please include your name, reference or invoice no.)
- cash or Eftpos payable at the Old School Arts Centre during opening hours
- or by cheque to the 'Old School Arts Centre'

**Agreement for Use: Special Conditions**

**THEATRE OR GALLERY OR ST LAZARUS ART STUDIO**

**Agreed Special Discounted Rate:** \$ \_\_\_\_\_ per day / per Event

**Confirmed Dates & Times\*and/or Special Conditions:**

\* all dates are inclusive

**Agreed Room Hire Times \*\*:** \_\_\_\_\_ am – \_\_\_\_\_ pm

\*\* Additional time required for set-up or take-down is usually possible, but **must be confirmed in advanced** with either the Arts Facilitator or the Arts Assistant, to avoid inconveniencing other Arts Centre users.

**Deposit Received:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Payment Due:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Payment Received:** : \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature\*\*:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Bond Refunded:** \$ \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\* In signing this document, the hirer has agreed to the requirements set out in the Conditions of Use Agreement



**The Lazarus Kitchen is registered with the Waikato District Council  
for commercial food preparation**

**Please note the following personal hygiene and basic rules for food  
handlers using the St Lazarus kitchen**

- Wash hands before starting work and after every break, using the toilet, when hands are dirty or contaminated with raw foods such as meat or poultry
- Food handlers to wear clean, light coloured protective clothing
- Cover all cuts and burns on hands, arms and face with coloured waterproof dressings
- Do not lick fingers when handling food, and keep fingernails short and clean; no false nails, nail varnish or other nail decoration
- Food handlers must not sneeze or cough over food
- Smoking is not permitted in the food preparation area
- Minimum jewellery – a plain wedding band is acceptable
- Tie hair back, preferably cover it
- No Bicycles, skateboards, or surfboards anywhere in the kitchen area
- Food is not to be eaten in the food preparation area behind the counter
- Food is to be rinsed off all items before being placed into the dishwasher
- Bring own chopping boards
- Bring own sanitised tea towels and dish cloths



Free phone 0800 747 746 (07 847 8102) Free fax 0800 329 774 (07 847 8103)  
 PO Box 5544 Hamilton 3242 142 Kent St. Hamilton 3204  
 Email [admin@phprint.co.nz](mailto:admin@phprint.co.nz) Website [www.phprint.co.nz](http://www.phprint.co.nz)

26th June 2017

Attention **JACQUELINE ANDERSON**

**Raglan Community Arts Council**

5 Stewart Street

Raglan 3225

Phone (07) 825-0023

Fax (07) 825-0038

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

**QUOTE : 269564**

**Client No : 25593**

**From : Jo Payne**

**Estimator : Craig Wilson**

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

Job Title RAGLAN ARTS WEEKEND BROCHURE 2018 - 2 HIGH X 6 PANEL WIDE  
 Job Description PRINTED 4X PROCESS 2 SIDES. 4250 FOLDED TO DLE.  
 2750 FOLDED TO A4.

Stock IMPRESS GLOSS 128GSM (FSC-Mix Credit.)

Ink Info 4xPROCESS

Size Open Flat 420 X 594

Size Folded DLE Portrait

Material supplied by client: Print Ready PDF file

Proofs required: Colour Lazer Proof

**Quantities 7000**

**To Supply \$ 2,397.00**

Plus GST: (@ 15%) 359.55

**Total Price: \$ 2,756.55**

*Unit Price (Ex GST): \$ 0.342*

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. This quote is valid for 2 months (until 26/08/2017) and is subject to availability of stock. We look forward to working with you and providing you with a quality product.

Regards

Jo Payne





**D Signs NZ Ltd**  
4 Helen Place  
Raglan  
3225

p. 07 825 8609  
m. 0274374467

m. 027 4 D SIGNS  
dsignsnz@xtra.co.nz

<b>Raglan Old School Arts Centre</b> Stewart Street Raglan	<b>Quote</b> GST No: 94-161-557 Date:18 /07 /16	
<b><u>Description</u></b>	<b><u>Qty</u></b>	<b><u>Price</u></b>
<b>Signage</b>		
Remove graphics from 4m PVC banner add new graphics	X1	\$300.00
Supply 1100mm x 500mm x5mm Corflute addition with digitally printed graphics and installed on ROSAC billboard sign	X1	\$110.00
Supply independent promotional sign 1600mm x 1200mm x5mm Corflute with digitally printed graphics and installed on billboard sign	X1	\$250.00
Supply digitally printed self- adhesive Patch for existing A4 corflute signs 190mm x 95mm Unit cost \$1.10 (Supply only)	X200	\$220.00
(Quote is based on ROSAC providing print ready artwork)		
Sub Total		\$880.00
+GST	15%	\$132.00
<b>Total</b>		<b>\$1,012.00</b>
All quotes are valid for 3 months from date of quote. Payment is due on completion.		
All visual layouts and quotation information is confidential and remains the property of D Signs NZ Ltd Raglan until paid for in full.		

Date: 27.06.17

Raglan Ink Ltd  
P O Box 234  
Raglan  
PH 07 8257076



**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:** Advertising in RC - Christmas Issue 2017

**Discription** Arts trail banner/strip ad

Ad Specs

**Ad Size:** 12.5x7 ( 12.5 cm high x 26.6cm) wide

**Ink** Colour - CMYK

**File Type** PDF file

<b>Quantities</b>		<b>\$ per insert</b>
Production Cost	\$	401.75
GST		60.26
<b>Total Price</b>	<b>\$</b>	<b>462.01</b>

**This quote is valid till 01/02/2018 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



Date: 27.06.17

Raglan Ink Ltd  
P O Box 234  
Raglan  
PH 07 8257076



**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:** Insert in RC - Arts Weekend promo

**Discription** 2000 A3 inserts into RC one time

<b>Quantities</b>		<b>\$ per insert</b>
Production Cost	\$	450.00
GST		67.50
<b>Total Price</b>	<b>\$</b>	<b>517.50</b>

**This quote is valid till 01/02/2018 and is based of 'print ready' material being supplied by client.**

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

Kind regards,

Raglan Ink Team

Date: 27.06.17

Raglan Ink Ltd  
P O Box 234  
Raglan  
PH 07 8257076



**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:** Advertising in RC - 'Whats on' column

**Discription** Whats on block/boxed/bordered ads - promoting: RAW/Exhibition/LFF

Ad Specs

**Ad Size:** 10x1 ( 10 cm high x 3.5cm) wide 15x1 20x1

**Ink** mono

**File Type** PDF file

**Quantities**

		<u>\$ per insert</u>	<u>\$ per insert</u>	<u>\$ per insert</u>
Production Cost	\$	51.12	\$ 76.80	\$ 102.40
GST		7.67	11.52	15.36
<b>Total Price</b>	<b>\$</b>	<b>58.79</b>	<b>\$ 88.32</b>	<b>\$ 117.76</b>

**This quote is valid till 01/02/2018 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



## Quote # - 375

03 July, 2017

## FROM

Leighton Davies - Graphic Designer  
 2 Primrose Street  
 Raglan  
 New Zealand  
 3225

## TO

Raglan Artist Guide

## ITEMS

Quantity	Description	Hours	Rate	TOTAL
1	Print liaison for advertising outputs and sign writing proofing	5	\$75p/h	\$375.00
1	8 Panel DL (Flat size 420mm x 594mm) double sided fold out brochure	12	\$75p/h	\$900.00
1	Design A4 poster flyer x 3, exhibition, guide, art weekend	3	\$75p/h	\$225.00
1	Magazine advertisements for Life & Leisure and Art Zone	3	\$75p/h	\$225.00
1	Ads for NZ Herald Weekend, Time Out, Spy, Waikato farming lifestyle	3	\$75p/h	\$225.00
3	Ads for Chronicle, Art guide launch Nov, Prev Exhibit Dec, Arts Weekend Dec/Jan	4	\$75p/h	\$300.00
1	Map work/improvements	5	\$75p/h	\$375.00

Thank you

## AMOUNT DUE

SUBTOTAL	\$3450.00
GST	\$00.00
SHIPPING	\$00.00
<b>TOTAL</b>	<b>\$2625.00</b>













## APPLICANT DETAILS

### 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 group):    Rodger Gallagher

Street address/PO Box:    5 Stewart Street

Suburb:    Town/City:    Raglan

Postcode:    3225    Country:    New Zealand

Email:    rodger@raglanartscentre.co.nz

Telephone (day):    07 – 825 7443

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

Name on bank account:    Raglan Community Arts Council    GST number:    55-079-161

Bank account number:    38-9018-0232468-00

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:    59%

Māori:    ☒    Detail:    33%

Pacific Island:    ☒    Detail:    3%

Asian:    ☒    Detail:    1%

Middle Eastern/Latin American/African:    ☒    Detail:    1%

Other:    ☒    Detail:    5%

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

# PROJECT DETAILS

**Project name:** Raglan Creative Youth Film Workshop

Brief description of project:

Four-Day film/video workshops during Term 4 Oct – Dec 2017 for youth aged 10 – 18yrs

## Project location, timing and numbers

Venue and suburb or town: Old School Art Centre, Raglan

Start date: October Finish date: December 2017

Number of active participants: 13

Number of viewers/audience members:

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

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

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

**Diversity:** *Support the diverse artistic cultural traditions of local communities*

☒ **Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

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

Craft/object art

Dance

Inter-arts

Literature

Music

Ngā toi Māori

Pacific arts

☒ Multi-artform (including film)

Theatre

☒ Visual arts

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

Creation only

Presentation only (performance or concert)

Creation and presentation

Presentation only (exhibition)

☒ Workshop/wānanga

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

European: ☒ Detail:

Māori: ☒ Detail:

Pacific Island: ☒ Detail:

Asian: Detail:

Middle Eastern/Latin American/African: Detail:

Other: Detail:



# PROJECT DETAILS (budget)

## Project details

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

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

The Raglan Creative Youth Film/Video workshops that will be facilitated by Maryann Tuao and Ray Diprose sharing their professional skills and knowledge with the elements of filmmaking.

This is an opportunity for the youth to create and complete film projects based on community activities and role models within the local community with the mentorship from Maryann and Ray. At the end of the workshop the youth will be invited to create a collaborative film screening for public viewing at the Old School Art Centre.

The objectives of involving youth is to increase their self-esteem and confidence, provide inspiration, and an opportunity to express what their connections are to their Tangata Whenua. While tools and networks help inspire young people, the aim is to also encourage them towards self-motivation and leadership. An emphasis is placed on the importance of arts as ways of engaging youth in our communities, valuing their contributions positively and as part of their journey of self-expression which open doors to new opportunities and career pathways.

There is growing evidence that the kind of skills which young people acquire through being involved in arts projects are team working, communication, self-motivation, flexibility, creativity are vital to success in the changing employment market. Sharing of their industry knowledge and to improve skills to create employability of the young people.

Earlier this year, we facilitated a one-day film/video workshop at the Old School Art Centre with the youth that was successful and there was a positive outcome from the committed local youth and parents.

Funding is needed to cover the professional artist fees, some materials, venue hire-age and promotion.

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

**Venue/location:** Old School Art Centre Raglan

**Project start and finish dates:** Term 4 October – December 2017

**Details of how the project will happen:** The four-day film/video workshops will be during school holidays and the collaborative film screening for public viewing.

Earlier this year, we facilitated a one-day film/video workshop at the Old School Art Centre with the youth that was successful and there was a positive outcome from the committed local youth and parents.

**Film/video Workshop:** Maryann Tuao and Ray Diprose will facilitate group of young people through the basics of video production to give a better understanding of their camera and how to put together the different elements of visual, text, audio and music together. Topics covered will be, storytelling, working



## PROJECT DETAILS

with actors, interview techniques, lighting composition and post production which is planned in October to December, a four-day workshop based at the Old School Art Centre, Theatre Room.

The workshop is a combination of theory at the venue with an open discussion. The second half of the workshop will be based on practical session getting out and about capturing footage around Raglan. The students will return to the venue at a given time to critique and discuss the images taken to post production over the following days to complete the project.

This workshop will help to build students' knowledge and skills to advance their video production to the next level and structured in a way that will appeal to all levels.

There were 13 registered at the 1<sup>st</sup> workshop earlier this year.

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

There will be at least 15 youth aged 10 to 18yrs who will be involved in the workshops. From the previous workshop 10 young people have already committed to this project, but we expect more to be involved as people hear about the workshops.

The two selected Professional artists have experience of teaching and leading community workshops with young people.

#### Maryann Tuao Bio

Graduated Bach. Media Arts, Majored in Moving Image with has lead me to various production work, including organizing and directing the Whaingaroa Film Society, Co-Coordinator Fanua /Whanaua Polynesian Performing Arts Festival, Administrator and Artist liaison for Sound Splash Eco-Reggae Festival, Admin for Cornerstone Roots in addition to the above, Experience, I have worked on short films, documentaries and promotional work which involved administrator, script work, camera operator and editing within these positions. I have gain experience in other organizations, Film Society, other filmmakers and artist in the community.

Past two years I have coordinated youth art workshops with prominent artists that involved budgets, pre-planning of the workshop, promotions and accessing resources on a limited budget and effective communication with the creative collaboration. Last year first time organise the Emerging Artist Exhibition that was part of the Raglan Arts Weekend. Working with the Raglan Arts coordinators and have built a relationship with the Raglan Arts Manager.

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

There is an increase of youth in the Waikato aged 18 - 21yr. A variety of Waikato programs and organizations have as their objective developing youth leadership. FYD (Foundation for Youth Development Waikato), WILSS (Waikato Institute of Leisure & Sport Studies) with their WYLD (Waikato Youth Leadership Day) and Academy for Young Achievers are two examples. We follow their programs, interview organizers about intent and description, interview what they mean to some of the participants and follow the lives of three very different participants or participant groups beyond the events (one



## PROJECT DETAILS

selected from each event).

With the objective being to increase youth self-esteem and confidence and inspiration, we use these themes to see through the eyes of the lives of the participants. Leadership is a quality to tap into with tools and networks and these organizations are heroes in that they are trying to inspire young people but at the same time are inspired by young people themselves. Emphasize the importance of arts, cultural activities and sport as ways of engaging young people in our communities, valuing their contributions and encouraging a culture of volunteerism – a culture on which Aotearoa/NZ is dependent upon for mana...in the past and in the future.

*Maryann has already reviewed other Youth programs eg. 'I Am TV' which has famous people interviewed in a studio and various activities - dance and music clips to fashion stories. So this is our target audience and what they want to watch, I asked a few Rangatahi (youth) in Raglan, what they like to watch and what is it that appealed to them e.g. Music; famous NZ people who inspire them; Seeing similar age groups on Television - performing - having a variety of interests; humor, colour, animation / graphics; presenter that is confident, witty, confident and dresses cool.*

# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

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

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

No ☐ Include GST in your budget

<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.
Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300
Art Centre hireage	4 days theatre room hire age \$80 x 4 days	\$320.00
Art Centre Equipment hireage	Video/projection/sound Equipment hire age \$25 x 4 days	\$100.00
Maryann Tuao	Tutor Fee (Mentorship/facilitating), materials, stock, printing, stationary	\$2030.00
Promotions	Dsigns – graphics, materials, printing	\$126.50
	Raglan Chronicle – advertising	\$290.26
Total Costs		\$2866.26
<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.
Income eg ticket sales	Detail eg 250 tickets at \$15 per ticket	Amount eg \$3,750
registration	\$20 youth registration x 15	\$300.00
sponsors	graphic designs	\$80.00
volunteers	Catering - cafe	\$100.00
Lions Club	Funding application	\$500.00
Raglan Club	PrintingA4 posters, flyers in kind	\$50.00
Total Income		\$1030.00
Costs less income	This is the maximum amount you can request from CCS	1836.26
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$1836.26</b>



## PROJECT DETAILS

### 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)
26 April 2017	After School Kids Clay Second Half Year 2017	3,000.00	No
26 April 2017	Raglan Film Festival 2017	3,400.00	No
26 Aug 2017	After School Kids Clay Second Half Year 2017	3,500.00	Yes
26 Aug 2017	Raglan Arts Weekend 2017	2,000.00	Yes
11 Mar 2016	Raglan Film Festival 2016	4,096.00	Yes
11 Mar 2016	After School Kids Clay Second Half Year 2016	3,326.09	Yes

### 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.

### Participation in Creative Waikato ARTillery workshops

From October 2016 to September 2017 Creative Waikato will be running a series of workshops to help local artists and arts organisations develop projects and strengthen their arts business.

Priority for CCS funding will be given to artists and groups that have (or intend to) participate in one or more of these workshops.

You can find detail about these workshops on the Creative Waikato website

<http://creativewaikato.co.nz/72/artillery>

### I/we have signed up to one or more of the Creative Waikato ARTillery workshops

Yes: ☒ No: ☐

**Which workshop/s?** 2016 workshop, The Link Community House by Waikato Creative



## PART 3: DECLARATION

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

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

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

- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ complete the project within a year of the funding being approved
- ☒ complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ return any unspent funds
- ☒ keep receipts and a record of all expenditure for seven years
- ☒ participate in any funding audit of my organisation or project conducted by the local council
- ☒ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ acknowledge CCS funding at event openings, presentations or performances
- ☒ use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the 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

Name

*Rodger Gallagher*

(Print name of contact person/applicant)

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

Signed:

*Rodger Gallagher*

(Applicant or arts organisation's contact person)

Signed:

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

Date:

*28/7/2017*

Date:





Agreement for Use:

Old School Arts Centre

HIRE OF THEATRE, GALLERY, ST LAZARUS ART STUDIO, BACK GARDEN & CLAY SHED

Name of Hirer: \_\_\_\_\_

Organisation: \_\_\_\_\_

Room(s) Required:

**THEATRE / GALLERY / ST LAZARUS KITCHEN/ WET ART STUDIO / BACK GARDEN /**

**CLAY SHED**

Event: \_\_\_\_\_

Event Date: \_\_\_\_\_ Full Day: ☐ Half Day: ☐ Evening: ☐

Times (including set-up & pack-down): \_\_\_\_\_

- half day - Mornings are considered to be between the hours of 7am - 12pm (5 hrs)
- half day - Afternoons between the hours of 12pm - 5pm (5 hrs)
- half day - Evenings between the hours of 5pm - 10pm (5 hrs)
- part day: between the hours of 8am - 3pm / 9am - 4pm (7 hrs)

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

From 1 August 2016 the hire of one room and use of tea/coffee making facilities will be as follows (all prices include GST):

- ☐ **Standard Rate:** All Corporate hire, and any function, workshop, class or activity with participant fees of \$61 or more per day / \$31 or more per half day or evening. (eg: Photography classes with participant fee of \$61 or more per day): **\$60 for a half day or evening use / \$120 for a full day / \$100 for 8am-3pm / or as per the Special Conditions on attached page.**
- ☒ **Arts Workshop Rate:** One-off hire for arts, creative or cultural classes and workshops with participant fees of \$31 - \$60 per day / ~~\$16~~ **\$30 per half day / /** (e.g. raranga, photography, painting, computer graphics, mosaics, video editing): **\$40 for a half day or evening use / \$80 for a full day / \$50 for 8am-3pm**
- ☐ **Reduced Rate:** Community hire for hui, planning session, workshop, class meeting or any activity with free entry, entry by koha or participant fees of \$30 or less per day / \$15 or less per half day or evening: **\$30 for a half day or evening use / \$60 for a full day / \$50 for 8am-3pm**
- ☐ **Special Members' Group Rate:** for Old School Arts Centre member groups. Eg: Writers Group, Art for Art's Sake, Life Drawing, Karioi Quilters, Clay Shed (These are multiple-day hires arranged for the whole year.): **\$20 for a half day or evening use / \$40 for a full day / \$33 for 8am-3pm**
- ☐ **Use of St. Lazarus Kitchen** (non-commercial hire): **\$30 per half day or evening use / \$60 for a full day**
- ☐ **Use of Back Garden** (includes x 8 outdoor tables, x 8 wooden chairs, x 35 green chairs and x 2 patio umbrellas): **\$30 per half day or evening use / \$60 for a full day**
- ☒ **On-site hire of new Video/Projection Equipment / off-site hire of older Video/Projection equipment: \$25**
- ☐ **IT Support required for Video/Projection/Sound Equipment: \$50 extra**

Maryann Tuao  
 88a Greenslade Rd  
 Raglan  
 maryann.tuao@gmail.com  
 mob 021 251 4676

---

**TO:** Waikato District Council,  
 Private Bag 544  
 Ngaruawahia 3742

**DATE: EVENT:** Oct – Dec 2017

**DESCRIPTION:**

☐ Raglan Youth Film/Video Workshops Oct – Dec 2017  
 The four-day film/video workshops will be at Old School Art Centre, Raglan.

Artist Fees (20hrs x \$25/hr.) x2 Maryann, Ray	\$1,000.00
Video Stock (USB, hard drive)	\$500.00
Graphic design posters/ Flyers (20- 40)	\$530.00
<b>TOTAL</b>	<b>\$2030.00</b>



Date: 27.06.17

Raglan Ink Ltd  
P O Box 234  
Raglan  
PH 07 8257076



**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:** Advertising in RC - Calling All Artists

**Discription** Advertorial - Calling all artists.  
Price for Up to 250 words +free pic and caption - \$1+gste per word thereafter

Quantities		\$ per insert
Production Cost	\$	150.00
GST		22.50
<b>Total Price</b>	<b>\$</b>	<b>172.50</b>

**This quote is valid till 01/02/2018 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

Date: 27.06.17

Raglan Ink Ltd  
P O Box 234  
Raglan  
PH 07 8257076



**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:** Advertising in RC - 'Whats on' column

**Discription** Whats on block/boxed/bordered ads - promoting: RAW/Exhibition/LFF

Ad Specs

**Ad Size:** 10x1 ( 10 cm high x 3.5cm) wide 15x1 20x1

**Ink** mono

**File Type** PDF file

<b>Quantities</b>		<b>\$ per insert</b>	<b>\$ per insert</b>	<b>\$ per insert</b>
Production Cost	\$	51.12	\$ 76.80	\$ 102.40
GST		7.67	11.52	15.36
<b>Total Price</b>	<b>\$</b>	<b>58.79</b>	<b>\$ 88.32</b>	<b>\$ 117.76</b>

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Kind regards,

Raglan Ink Team





**D Signs NZ Ltd**  
4 Helen Place  
Raglan  
3225

p. 07 825 8609  
m. 0274374467

m. 027 4 D SIGNS  
dsignsnz@xtra.co.nz

<b>Raglan Old School Arts Centre</b> Stewart Street Raglan	<b>Quote</b> GST No: 94-161-557 Date: 18 / 07 / 16 17	
<u><b>Description</b></u>	<u><b>Qty</b></u>	<u><b>Price</b></u>
<b>Signage</b>		
Remove graphics from 4m PVC banner add new graphics	X1	<del>\$300.00</del>
Supply 1100mm x 500mm x5mm Corflute addition with digitally printed graphics and installed on ROSAC billboard sign	X1	\$110.00
Supply independent promotional sign 1600mm x 1200mm x5mm Corflute with digitally printed graphics and installed on billboard sign	X1	<del>\$250.00</del>
Supply digitally printed self- adhesive Patch for existing A4 corflute signs 190mm x 95mm Unit cost \$1.10 (Supply only)	X200	<del>\$220.00</del>
(Quote is based on ROSAC providing print ready artwork)		
Sub Total		<del>\$880.00</del>
+GST	15%	<del>\$132.00</del> \$16.50
<b>Total</b>		<del>\$1,012.00</del>
All quotes are valid for 3 months from date of quote. Payment is due on completion.		
All visual layouts and quotation information is confidential and remains the property of D Signs NZ Ltd Raglan until paid for in full.		

\$126-50

Creative Community Scheme Committee,  
Waikato District Council,  
REF: CDR0503

30 June 2017

To whom it may concern,

On behalf of the local youth and myself like to thank the Creative Community Scheme Committee for your generous grant of \$2,000.00 towards the Raglan Youth Art Workshops received September 2016.

Through this art project I have seen many lives changed with new inspirations, leadership skills, emerging artists creating new goals within their art form and who gain confidence and given them inspiration to extend their craft form.

In particular the artists were involved in an emerging artist exhibition which enjoyed great success that marketed / exposure some of the artists who were selling their artwork to the next level. Other emerging artists have collaborated on other art projects for e.g. Murals around Raglan, and have gained momentum with the Raglan Council support for future murals in public spaces. The shared industry knowledge from the facilitators helped improved skills that created employment for some emerging artists.

From this community project the Youth enjoyed their success to express their talents and share their views about Raglan and any significant landscapes that connect them to their artwork

Your financial support helped us continue to acknowledge the value of this youth art community workshops.

Once again thank you.

Warm Regards  
Maryann Tuao  
Mb 021 251 4676

Raglan Youth Art Workshops  
Raglan Creative Producer/Director



## RAGLAN YOUTH ART PROJECTS 2016 - 2017

## Mural

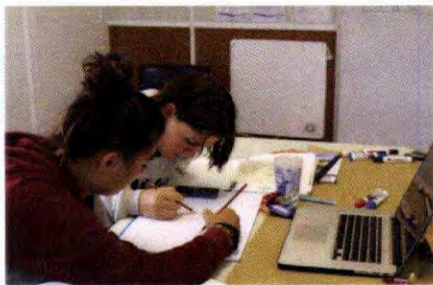


This group of talented young people (17 – 18yrs) designed and painted the beautiful mural at Raglan Top End Butchery with Paul Bradley, May 2017. During the workshops the young people demonstrated leadership and confidence as well as working collaboratively from different art backgrounds and were proud of their final design. Paul Bradley mentored the group from the design process to the painting of the mural, sharing his expertise as an artist on art installation which was of value to the group about painting techniques and materials required for exterior designing.

## BUTCHERY

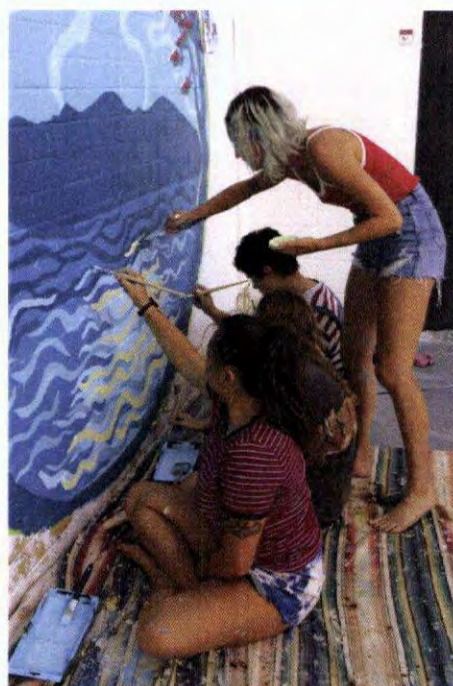


The elements selected within this design is based on full Moon over Mount Karioi and Whaingaroa Harbour with the Pohutukawa tree in full bloom that is an icon the NZ Christmas tree. Mt Karioi features in many Maaori legends and one of the stories goes; a long time ago, Karewa was the husband of Karioi, but he flirted with her sister, Pirongia, and was cast into the sea as the offshore rock named by Captain James Cook as Gannet Island. The profile of Karioi from Raglan is likened to a 'Sleeping Lady' (Wahine Moe). The Emerging Artists are (Lt – Rt) Teri Toward-Nicolson, Kaea Ruawai, Olivia Dean-Chambers, Reeve Harry-Wright, with Paul Bradley, Maryann Tuao. Frankie Reynolds was part of the design workshop (images below).





## RAGLAN YOUTH ART PROJECTS 2016 - 2017

FEEDBACK from youth

'I learned a lot about new styles of art and how to plan painting a large piece of work. It was very interesting to learn how much planning and work goes into a painting of that scale.'

'It was just a really great experience collaborating with everyone and being able to put our art out there in the community, seeing something beautiful on a wall and being able to be a part of it was really amazing. Paul was a great mentor and it was cool that he had confidence in us to collaborate with him as well.'

'How to measure your design onto a bigger scale also techniques on how to paint using rollers and paintbrushes as well as spray paints.'

*Waikato council supports the emerging artists to do more murals at the Raglan Camping Grounds.*



## RAGLAN YOUTH ART PROJECTS 2016 - 2017

## Photography

Mark Hamilton guided the young people and parents the basics of photography, which gave them a better understanding of their camera and how to produce stronger images, November 2016.

This workshop helped build students knowledge and skills to advance their photograph to the next level and structured in a way that appealed to all levels.

Feedback was positive from the students who felt the workshop extended their knowledge on techniques about composition on their subject matter and gain confidence to extend their skills in photography. Many of the students participated in the successful Emerging Artist Exhibition with their stunning photography taken after the workshop that was part of the Raglan Arts Weekend Jan 2016.

*'Thank you so much for organising this. It's been such an amazing experience for Finnbar. He was thrilled yesterday to have actually sold something he created, and ever since has been talking through options for doing other things with his photos. It's opened up a whole host of possibilities for him. What a wonderful thing for you to have enabled.'*

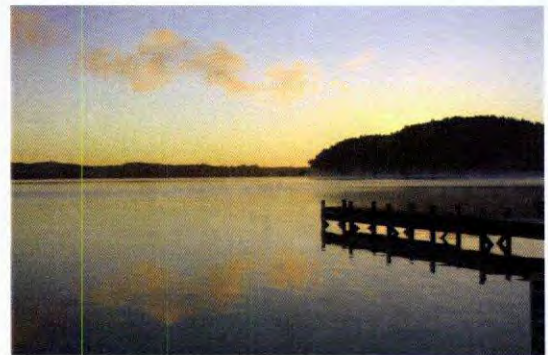
'Quail On Post'  
by Finnbar Eadie (12yrs)



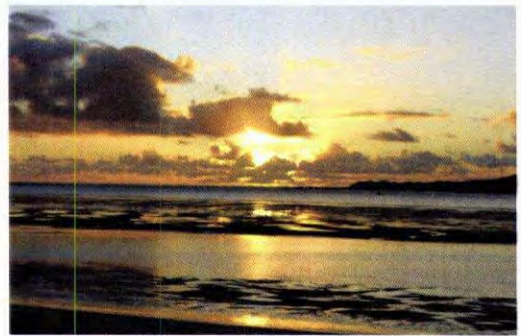
'Seagull' by Makiye Merson (14yrs)



Finnbar Eadie (12yrs) Exhibition



'Jetty' by Makiye Merson (14yrs)



'Sunset' by Makiye Merson (14yrs)



## RAGLAN YOUTH ART PROJECTS 2016 - 2017

### Bone Carving

The bone-carving workshop was attended by local youth aged 9- 11yrs, who were mentored by artists Simon and Rueben Te Wheoro at Toi Hauaauru Studio, November 2016. During the workshop the carvers explained the techniques and tools required to complete the shaping and polishing of the carved bone shape. To finish off the bone carving, the youth were given an opportunity to select a weaved-thread for their Toanga. Many stories were shared by the youth during the workshop about their selected shapes that connected to their own life experiences, culture and environment. From this workshop many of the youth participated in the collaborative Emerging Artist Exhibition that was part of the Raglan Arts Weekend January 2017. The youth with carvers, Simon and Reuben Te Wheoro are Sienna and Riley Harding, Cassidy and Taylor Hanna. Ingram Field with his father (black and white insert).





Bone Carving feedback from families

'I just wanted to thank you for the bone-carving workshop. Sienna and Riley thoroughly enjoyed it and were so excited to show us what they had made.'

Cassidy and Taylor stated the workshop was a lot of fun and enjoyed learning about the different techniques about bone carving and were very proud of their selected bone carving.

### Open Meeting

<b>To</b>	Creative Communities Scheme Assessment Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	28 August 2017
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	CDR0502 / 1797672
<b>Report Title</b>	Project Accountability Forms

## I. EXECUTIVE SUMMARY

The purpose of this report is to present the project accountability forms for projects that have been approved for grant funding by the Creative Communities Scheme Assessment Committee. This is the second of a bi-annual report to the Creative Communities Scheme Assessment Committee. The respective forms are attached to the report.

## 2. RECOMMENDATION

**THAT** the report from the **General Manager Strategy & Support** be received;

**AND THAT** the Committee notes that the following amounts have been spent:

<b>Whiti Te Ra Hou Trust</b>	<b>Youth Workshops</b>	<b>\$2,000.00</b>
<b>Onewhero Society of Performing Arts</b>	<b>Aladdin Show</b>	<b>\$1,186.00</b>
<b>Huntly West Country Schools</b>	<b>Elgregoe Performance</b>	<b>\$390.00</b>
<b>Raglan Artists Website Development Group</b>	<b>Website Development</b>	<b>\$2,000.00</b>
<b>Raglan Community Arts Council</b>	<b>Film Festival</b>	<b>\$2,000.00</b>
<b>Cutting Edge Textiles</b>	<b>Textile Workshops</b>	<b>\$2,000.00</b>
<b>Let's Get Together</b>	<b>Stage Hire Cost</b>	<b>\$5,454.16</b>
<b>Art to Wear</b>	<b>Stage and Lighting Hire Cost</b>	<b>\$3,239.00</b>



### **3. ATTACHMENTS**

---

1. Whiti Te Ra Hou Trust
2. Onewhero Society of Performing Arts
3. Huntly West Country Schools
4. Raglan Artists Website Development Group
5. Raglan Community Arts Council
6. Cutting Edge Textiles
7. Let's Get Together
8. Art to Wear



# Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

RECEIVED

- 6 JUL 2017

Grant received from Creative Community Scheme committee

Organisation/ Initiative name: Whiti Te Ra Hou Trust

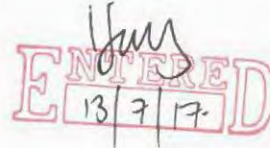
Postal address: 88a Greenslade Road, RD 1, Raglan

Physical address: 88a Greenslade Road, RD 1, Raglan

Contact details:

Name: Maryann Tuao

Email: maryann.tuao@gmail.com Phone: 021 251 4676



Waikato District Council

**Amount of funding you received from Waikato District Council \$2,000.00**

**How the funding received was spent :** Artist Fees, some materials, hire-age equipment and promotion

## NOTE:

- Provide receipts or Bank statements for all associated cost.
- Tax invoices not accepted
- Please make sure that all receipts are clear and readable, *unclear* accountability will be returned.

**When did your event/project take place?** November 2016 to April 2017

**How many people attended your event/project: TOTAL = 28:**

- \* Photography (13-15yrs)=5, (16-20yrs)=3, Emerging Artists= 4
- \* Bone Carving (9-11yrs)=4
- \* Mural Workshop (17-19yrs)=5

Facilitators: Maryann Tuao, Mark Hamilton, Paul Bradley, Simon & Reuben Te Wheoro & 2 volunteers

**Comment on the success of your event/project and describe the benefits for those involved:**

(Please provide photo documentation of project undertaken)

Through this art project I have seen many lives changed with new inspirations, leadership skills, emerging artists creating new goals. Their participation has helped them build confidence and given them inspiration to extend their talents.

The emerging artist exhibition was very successful in that it gave access to audiences to which these artists would not otherwise have been exposed.

Emerging artists have collaborated on other art projects for example, murals around Raglan, and have gained support from with the Waikato District Council and momentum for future murals in public spaces.



The shared industry knowledge from the facilitators helped improved skills that created employment for some emerging artists.

*Separate Workshop document with images and brief about the 3 workshops.*

**How did your project contribute to the community's wellbeing** (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Community social, economic, cultural wellbeing was achieved by the positive outcomes from the art workshops identified by young people as necessary for them to flourish and fulfill their potential with collaboration, sharing ideas, information and being actively engaged with creative and educational activities with other people.

- Within the workshops the young people shared stories of their connections with the Whenua, Whakapapa and aspirations expressed in their artwork from a youth perspective.
- Engaging youth with acquire skills of leadership, confidence, self-motivation, teamwork, communication, flexibility, creativity and volunteerism.
- Sharing industry knowledge improved their skills to create employability within the local and wider community.
- Tourism attractions of the murals in public spaces.
- Youth created and completed their own artworks with the guidance of the facilitators that gave them a sense of pride and local identity.
- The community valued the young people due to their contributions: positivity, creativity as part of their journey of self-expression, which opened doors to new opportunities and career pathways for some.

**Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)**

Waikato District community outcomes: **Active Waikato, Vibrant Waikato and Educated Waikato**

Waikato District – **Community Wellbeing: Cultural, participation in creative activities.**

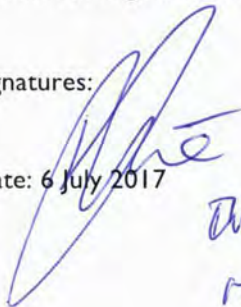
I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name : Maryann Tuao, Whiti Te Ra Hou Trust

Position in organisation : M. Tuao – Organiser, Whiti Te Ra Hou Trust – Finance Accountability

Signatures:

Date: 6 July 2017



Whiti Te Ra Hou Trust  
Maryann Tuao

Maryann Tuao

Creative Community Scheme Committee,  
Waikato District Council,  
REF: CDR0503

30 June 2017

To whom it may concern,

On behalf of the local youth and myself like to thank the Creative Community Scheme Committee for your generous grant of \$2,000.00 towards the Raglan Youth Art Workshops received September 2016.

Through this art project I have seen many lives changed with new inspirations, leadership skills, emerging artists creating new goals within their art form and who gain confidence and given them inspiration to extend their craft form.

In particular the artists were involved in an emerging artist exhibition which enjoyed great success that marketed / exposure some of the artists who were selling their artwork to the next level. Other emerging artists have collaborated on other art projects for e.g. Murals around Raglan, and have gained momentum with the Raglan Council support for future murals in public spaces. The shared industry knowledge from the facilitators helped improved skills that created employment for some emerging artists.

From this community project the Youth enjoyed their success to express their talents and share their views about Raglan and any significant landscapes that connect them to their artwork

Your financial support helped us continue to acknowledge the value of this youth art community workshops.

Once again thank you.

Warm Regards  
Maryann Tuao  
Mb 021 251 4676



Raglan Youth Art Workshops  
Raglan Creative Producer/Director



## Mural



This group of talented young people (17 – 18yrs) designed and painted the beautiful mural at Raglan Top End Butchery with Paul Bradley, May 2017. During the workshops the young people demonstrated leadership and confidence as well as working collaboratively from different art backgrounds and were proud of their final design. Paul Bradley mentored the group from the design process to the painting of the mural, sharing his expertise as an artist on art installation which was of value to the group about painting techniques and materials required for exterior designing.

## BUTCHERY



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## Photography

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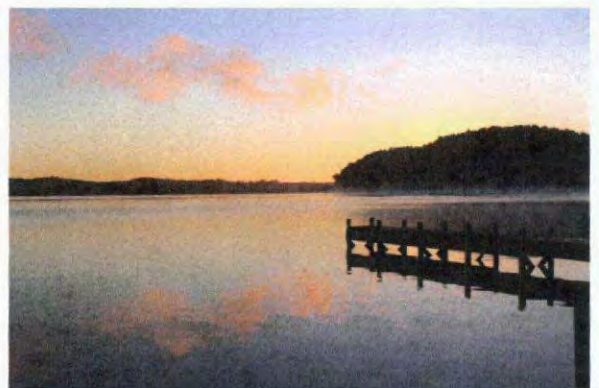
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by Finnbar Eadie (12yrs)



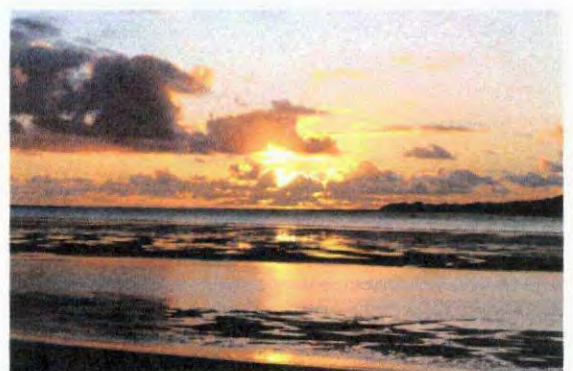
'Seagull' by Makive Merson (14yrs)



Finnbar Eadie (12yrs) Exhibition

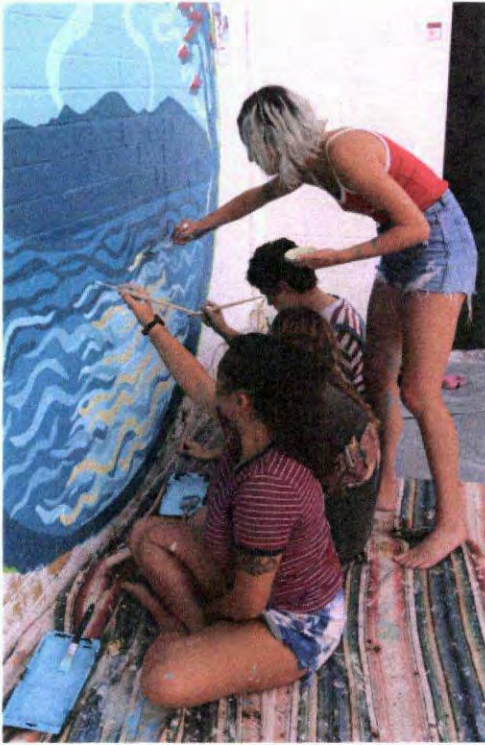


'Jetty' by Makiye Merson (14yrs)



'Sunset' by Makive Merson (14yrs)





### FEEDBACK from youth

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Bone Carving feedback from families

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Cassidy and Taylor stated the workshop was a lot of fun and enjoyed learning about the different techniques about bone carving and were very proud of their selected bone carving.

ALADDIN

# Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from \_\_\_\_\_ Waikato District Council Discretionary and

Funding \_\_\_\_\_ committee/board

Organisation/ Initiative name \_\_\_\_\_ Onewhero Society of Performing

Arts \_\_\_\_\_

Postal address \_\_\_\_\_ PO Box 90 Tuakau

2342 \_\_\_\_\_

Physical address \_\_\_\_\_ 14 Hall Road

Onewhero \_\_\_\_\_

Contact person \_\_\_\_\_ Richard Solomon \_\_\_\_\_

Phone \_\_\_\_\_ 09 2328494 \_\_\_\_\_

**Amount of funding you received from Waikato District Council** \$ 1186.00 -

**How the funding received was spent** \_\_\_\_\_ Advertising 774.00 (inc programmes) Scripts 179 Royalties  
400 \_\_\_\_\_ Costumes 943.00 \_\_\_\_\_

*Please provide receipts for all associated cost.*

**When did your event/project take place** 17-20<sup>th</sup> November 2016 4 shows \_\_\_\_\_

**How many people attended your event/project** 297 \_\_\_\_\_

**Comment on the success of your event/project and describe the benefits for those involved:**

Three of the four shows had an over three quarters full theatre and the remaining night was half full. This was a good audience number. With the cost of costumes being high for the performances, the show was never going to be very profitable for OSPA but thanks to the funding received from Waikato Council and the cutting back on monies spent on advertising, the show did make a small profit. \_\_\_\_\_

As usual when students are involved, the show achieved an OSPA aim of involving young people in the theatre. It provided an excellent end of the year show for our theatrical group. \_\_\_\_\_



**How did your project contribute to the community's wellbeing** (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Cultural providing quality theatre to a large audience \_\_\_\_\_

**Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)**

Active Waikato providing a worthwhile activity for cast and all those involved in the production \_\_\_\_\_

Educated Waikato a show involving several students providing active education for them \_

Vibrant Waikato involving large audiences from the local area and beyond \_\_\_\_\_

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name \_\_\_\_\_ Richard Solomon \_\_\_\_\_

Position in organisation \_\_\_\_\_ Treasurer \_\_\_\_\_

Signature \_\_\_\_\_  \_\_\_\_\_ Date 5th April 2017 \_\_\_\_\_

- 5 JUL 2017

Waikato District Council

SCANNED  
Set No 1754971

# Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from Creative Communities Scheme committee/board

Organisation/ Initiative name

Huntly West Country Schools

Postal address

Cl - Glen Massey School, 897 Waingaro Rd, RD1  
Ngaruawahia

Physical address

Glen Massey School, Waingaro School, Te Aka School, Waikarekare School  
Ranero Combined School

Contact details:

Name Tim Howard

Email principale@glenmassey.school.nz Phone \_\_\_\_\_

Amount of funding you received from Waikato District Council

\$ 390.00

How the funding received was spent to assist in payment of  
performance artist 'Elgregor' @ the Huntly West  
Country Schools' Arts Festival

## NOTE:

- Provide receipts or Bank statements for all associated cost.
- Tax invoices not accepted
- Please make sure that all receipts are clear and readable, *unclear* accountability will be returned.

When did your event/project take place? 19th May 2017

How many people attended your event/project 280

Comment on the success of your event/project and describe the benefits for those involved:

(Please provide photo documentation of project undertaken)

Sorry no photo - performance  
Students got to benefit from participating in a  
live performance which many would otherwise not  
have the opportunity to do.

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)



*Cultural - Participating in the Arts*

Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)

*Active Waikato*

*Thriving Waikato*

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Name Tim Howard

Position in organisation Treasurer

Signature [Signature] Date 27 June 2017

#### WAIKATO DISTRICT - COMMUNITY OUTCOMES

**ACCESSIBLE WAIKATO** - A district where the community's access to infrastructure, transport and technology meets its needs.

**ACTIVE WAIKATO** - A district that provides a variety of recreation and leisure options for the community.

**EDUCATED WAIKATO** - A district where education options are varied, and allow our community to be skilled for work and life.

**GREEN WAIKATO** - A district where our natural resources are protected, developed and enhanced for future generations.

**SAFE WAIKATO** - A district where people feel safe and supported within their communities, and where crime is under control.

**SUSTAINABLE WAIKATO** - A district where growth is effectively managed.

**THRIVING WAIKATO** - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.

**VIBRANT WAIKATO** - A district where our heritage and culture are recognised, protected and celebrated.

**WELL WAIKATO** - A district where people can access quality community health and care services.

#### WAIKATO DISTRICT - COMMUNITY WELLBEINGS

**SOCIAL** - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

##### ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

**CULTURAL** - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

**ENVIRONMENTAL** - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

0800 492 452

■ If calling from overseas +64 7 824 8633  
■ publicenquiries@waikato.govt.nz

■ www.waikatodistrict.govt.nz  
■ www.facebook.com/WaikatoDistrictCouncil

Postal Address

Huntly Office

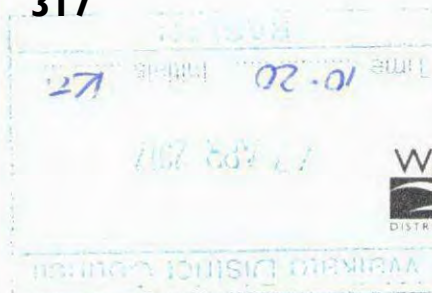
Ngaruawahia Office

Raglan Office

Te Kauwhata Office

Tuakau Office





CDR0503

## Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from Creative Communities scheme funding committee/board  
 Organisation/ Initiative name raglanart.nz  
 Postal address 27 Government Rd Raglan 3225  
 Physical address "

Contact person Lois Brooks Phone 8250252  
Ailene Cuthbertson 02102310996  
Richard Gemmell 8257974

Amount of funding you received from Waikato District Council \$ 2,000

How the funding received was spent set up an internet guide to Raglan Artists  
events and news updates  
www.raglanart.nz

Please provide receipts for all associated cost. \$3,561.01

detail of Bank account with drawings attached

When did your event/project take place launched 20 March 2017

How many people attended your event/project eleven paid members

Comment on the success of your event/project and describe the benefits for those involved:

IT and photography was supplied at reduced prices to  
fit the reduced budget

We have successfully attracted eleven members currently.  
Now we are launching artists are approaching us to join.

members benefit by - internet presence  
 - collective empowerment  
 - group events and connections



**How did your project contribute to the community's wellbeing** (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

Social — bringing artists and also public together  
 economic — more art exposure, more income for artists  
 cultural wellbeing — providing art events

**Which of the nine Community Outcomes for the Waikato District did this project contribute to and how:**  
 (See Information below)

Accessible Waikato — technology connecting people to art  
 Active Waikato — leisure, accessing galleries and arts  
 Thriving Waikato — providing exposure to art

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name L.O.S Brooks  
 Position in organisation one of the three setup team members  
 Signature [Signature] Date 5.4.2017

#### WAIKATO DISTRICT - COMMUNITY OUTCOMES

**ACCESSIBLE WAIKATO** - A district where the community's access to infrastructure, transport and technology meets its needs.

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**WELL WAIKATO** - A district where people can access quality community health and care services.



19 JUL 2017

Waikato District Council



## Creative Communities Scheme Funding Project Accountability Form

**This Project Completion Report form must be submitted within two months after your project has been completed.**  
Please note that if you don't complete and return a satisfactory report you or your group will not be eligible for future Creative Communities Scheme funding.

ENTERED  
24/7

Name of applicant:	Raglan Community Arts Council		
Project name:	Raglan Arts Weekend 2017		
Start date:	17 December 2016	Finish date:	30 January 2017
Number of people who <i>actively</i> participated in your project?	60		
Number of people who came to see a performance or showing of your project?	6,336		

### 1. Give a brief description of the highlights of your project:

What worked well? What didn't work? What might you do differently next time? Are there any future plans for this project? If you require more space please attach additional pages.

#### 300 x 300 Arts Weekend Preview Exhibition: 17 Dec – 28 Jan

This year our preview exhibition ran for 6 weeks prior to the main Arts Weekend. The exhibition provided additional opportunities for the community and visitors to Raglan to view a 'best piece' of art work for sale leading up to the Arts Weekend, as well as providing the opportunity for additional marketing opportunities to promote the main weekend event. It also enabled the Old School Arts Centre to be open during the busy summer tourist period with artist volunteering their time to wo/man the gallery. All artists as part of the registration process were also required to donate a single 300x300 piece of art work in addition to their 1x main piece of art work which best represents their art. Sales of the 'donated 300x300' was set at a fixed price of \$200. The 300x300 exhibition provided art at an affordable price to visitors and was very well received. The preview exhibition for 2018 currently being planned is for the same format but will be extended to run for 8 weeks instead of 6 weeks. As well as the benefit of an additional 2 weeks of promoting, it will also help to minimise deadlines for both organisers and artists one week away from Christmas. We have also noticed over recent years that holiday makers begin their holidays in the first week of December.

#### Raglan Arts Weekend: 28 Jan, 29 and 30 January 2017

The event and project was very successful. Visitor levels to Raglan and wider area were significant for the weekend. Visitors came from Wellington, Auckland, Coromandel, King Country and Waikato district to specifically attend the Open Studio Weekend. The Open Studio event was advertised in Auckland, Waikato and in national magazines. It was also well attended by the Raglan community.

36 artists participated in the open studio event. The event recognises new and emerging artists and provides support and a platform for each individual artist to further grow and develop their art careers.

We had several new and emerging artists registered who appreciated the support received from experienced artists with previous open studio weekend experience. Additionally, our core team of artist volunteers provide additional support and mentoring.



**2. How did your project deliver to the criteria that you selected: Participation and access, diversity or young people?** If you require more information about these criteria please refer to the CCS Application Guide.

The guide and the event supported local businesses by attracting more people to Raglan, it promoted local art and provided an opportunity for the community to see more Raglan art by visiting artists Studios.

Feedback received from participating artists and visitors to the event was very positive.

Visitor numbers to the event overall had increased with the additional help of the preview exhibition from 4,000 last year (2016) to over 6,000 this year (2017).

We also provided an electronic survey for artists to complete to provide feedback – excerpts below:

**Chris Meek:** Well done, great job, busier every year not even time for lunch. Some big-ticket items sold and still some orders coming through. Definitely like the 300 x 300 and contribution of going to the event, unsure at first but best not to think about the \$\$ value when making it, loved making an angel and hope it went to a good home, great opportunity to purchase other artist work at a reasonable price

**Claudia Grutke:** Good weekend again, similar numbers to last year, both small and big-ticket items sold. Please keep going especially the weekend, love the weekend and is great for ALL artists. 220-250 over 3 days, very busy year in general but definitely, the RAW event will be a key date in the diary. Set the studio and house up as a studio for people to then 'envisage' the art in their own homes.

**Elsa Lye:** Excellent coverage from the Chronicle produced a sale at Kanuka and at Studio before RAW weekend because of the Chronicle interview. Had 200-300 per day. Sales a bit limited, but got good gallery contacts.

**Maryanne Tuao on behalf of the Emerging Artists Raglan Youth:** Artists very pleased to be part of the event, lots of international visitors, great opportunity to network with professionals, got to see other options for art when saw/met the other artists and students. Students loved to hand out brochures to breakfast people and at other times to help promote the event.

**Toni Kingstone – new artist:** Thank you for a fabulous arts weekend! It was an exciting experience to be involved - I met many wonderful local people and made some excellent art connections. A terrific experience and I look forward to being involved again next year.

**Stuart Mackenzie, Jane Galloway, Julian Godfery – Palm Prints Studio**

Not so many as visitors as last year but double the sales. Julian sold 11 pieces, lots of smaller sales in general. Very successful weekend with the wonderful weather doing its bit to attract 350 visitors from Hamilton and further afield. The days picked up slowly as I'm sure everyone was enjoying leisurely breakfasts around town first. Around mid-day each day the house was packed with people looking for bargains in our case as we had advertised a "crazy prices sale" for the weekend. It was very rewarding for us to talk to people who knew our work but had not met us. With my latest New Zealand Flora print series being popular I even had a couple of botanists visit to say how much they appreciated my work. A very successful weekend!



**Project costs**

Write down all of your project costs. Include all items from the budget in your application.

Item <i>eg. Venue hire</i>	Budgeted cost (from application) <i>eg \$600</i>	Actual cost <i>eg \$400</i>	Reason for difference in amounts (if any) <i>eg Project moved to cheaper venue</i>
<b>Art trail brochure</b>			
Brochure graphic design	\$825	\$825	
Brochure printing	\$2083.50	\$2083.50	
Wages consolidate listings	\$1080	\$1080	
National distribution	\$71	\$105.65	Increased demand for brochures to be posted from national galleries
Raglan Chronicle distribution	\$400	\$400	
<b>Marketing</b>			
Advert & Media design GD	\$2625	\$2625	
Arts Zone advert	\$420	\$420	
Life and Leisure magazine	\$600	\$600	
National newspapers	\$1085	\$1085	
Local newspapers	\$703.48	\$703.48	
D Signs	\$840	\$910	Damaged corflute signs/replacement for new posters
A4 posters	\$80	\$80	
Extra costs: Sewing of additional flags	---	70	
Extra cost: New banner prep work	-----	176.09	
<b>Exhibition</b>			
Opening refreshments/advertising	\$200	\$200	
OSAC 3 day hire	\$313.04	\$313.04	
Community gallery hire rent 6 weeks	\$443.48	\$443.48	
Curation/Staffing 2x staffx3 days	\$450	\$450	
<b>Management/Admin</b>			
Exhibition and Weekend	\$2778	\$5778	Under-estimation of hours required to manage event x2
<b>Total costs</b>	<b>\$14,997.87</b>	<b>\$18,348.24</b>	



**Project Income**

Write down all of your project income. Include all items from your application budget. Include your Creative Communities Scheme grant.

Item <i>eg Ticket sales</i>	Budgeted income (from application) <i>eg \$1600</i>	Actual cost <i>eg \$1700</i>	Reason for difference in amounts (if any) <i>eg Extra tickets sold</i>
Creative Communities Scheme Grant	2,957.44	2,000.00	
WDC Discretionary Events Fund	2,555.00	2,555.00	
Registered artists	3264.87	3264.87	
Sponsors/Advertising	4980.88	4980.88	
Exhibition sales	2840.87	2840.87	
<b>Total income</b>	<b>16,599.06</b>	<b>16,599.06</b>	
<b>Costs less income</b>		-1,749.18	

**3. Other material. Please attach copies of any of the following :**

- A summary of participant or audience survey results
- Newspaper articles or reviews
- Responses from other people involved in the project
- Responses to the project from other funding bodies or partners/supporters
- Photos of the project and/or artwork

Do we have permission to use these photos to promote the Creative Communities Scheme? Yes

☒

No

☐**Please return your Project Completion Report to:*****Waikato District Council Community Development Team******Private Bag 544***

***Ngaruawahia 3742 or by email 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.waikatodistrictcouncil.govt.nz](http://www.waikatodistrictcouncil.govt.nz)***



# Great opportunities for artists at Raglan Arts Weekend 2017



Inside artist Miranda Jane Caird's studio.

**R**aglan Arts Weekend will once again return to Raglan over the Auckland Anniversary Weekend (Saturday 28 January to Monday 30 January 2017) and local artists are now invited to register for the event.

Running every year since 2009, this well-organised weekend is a much-anticipated fixture on the Raglan summer calendar and a wonderful opportunity to show your work to a wide and appreciative audience. The event is marketed extensively throughout the North Island and draws hundreds of arts lovers from both the local and wider area, many of whom book the weekend into their diaries months in advance.

Artists who took part in the 2016 event reported that as well as helping them sell their work, the weekend also enabled them to gain valuable feedback from art lovers and offered numerous networking opportunities.

If you are a local artist and expect to have new work available by January, there are two ways you can take part:

1) Exhibit from your studio, workshop or home.

2) Exhibit from an inside space at the Old School Arts Centre (only five spaces available, so register early if you'd like to secure one of these slots).

To give participating artists even more exposure, the 2016 event included a successful exhibition and silent auction held at the Old School. This year, the Old School will host a 200 x 200 Exhibition, which will be open both in the run up to and throughout the Raglan Arts Weekend.

If you'd like to be a part of Raglan Arts Weekend 2017, contact the Old School at [info@raglanartscentre.co.nz](mailto:info@raglanartscentre.co.nz), or call 07 825 0023. Full registration is \$115 but sign up before 31 July 2016 and receive a special early bird rate of \$100. All registrations must be received by 31 August.

To learn more about the weekend and registration requirements, the organising team will be hosting an open night at the Old School on Tuesday 28 June at 7pm. This is a great opportunity to chat to fellow artists and get your questions answered.

Further enquiries, please contact either Jacqueline or Jenny at the Raglan Old School Arts Centre.

*Old School Arts Centre*

*CHRONICLE ISSUE #998 16th June 2016*



# NO rules in showing of work by emerging artists



Left to right front row (seated): Terri Toward-Nicolson, Hannah Scovell-Lightfoot, Damin Groof. Next row: Chanel Ruawai, Kaea Ruawai, Ioka Stevens (youngest in the group), Pania Stanway-Thorpe, Reeve Harry-Wright, Jo Tweedie, Manawa, Maryann Tuao and Glenda Harris (back row).  
Photography image by Finnbar Eadie.

**E**merging artists have come together to create an interactive exhibition as part of the annual Raglan Arts Weekend.

Called No Rules Here, the exhibition includes a graffiti wall for viewers to try out their artistic skills on, opportunities for painting and drawing, a photo booth, film screenings and sausage sizzles.

Freelance film-maker Maryann Tuao, who supported some of the artists last year by promoting them in a short online digital documentary series, says the title of the exhibition reflects the deviation from the standard practice of how art works are usually shown.

"The artists wanted to push the boundaries of how art is usually presented."

It is the first time that the group of about 28 emerging artists, aged from 9 and including art-school graduates, have come together.

Maryann says their collection of work captures emerging trends and themes in a range of media, such as photography, painting,

drawing, digital work, figurines, fashion and interior design.

She will be playing the trailer for her Raglan Creative Series, which documents prominent Raglan artists sharing their skills with youth, and there will also be surfing films by Billy Lee-Pope.

No Rules Here is being held at the Raglan Town Hall Super Room in Bow St.

"It will be a comfy place to chill out, watch some films and try your hand at some art. And we will have a sausage sizzle on Sunday and Monday."

Visitors can give their feedback on the exhibition by using the photo booth, rather than by writing on a piece of paper.

There will be some artwork available for sale, with the artists' contact details available from the curators.

*\* No Rules Here is at the Raglan Town Hall Super Room in Bow St during Auckland Anniversary Weekend (January 27-29). Friday to Sunday from 9am to 3pm.*





## Life in Detail

WE CHAT TO LOCAL ARTIST JULIAN GODFREY, WINNER OF THE 2016 IHC ART AWARDS

### ARTIST Q & A

#### **How would you describe your artwork?**

I draw using fine-tipped pens with lots of detail. I fill the images in with patterns instead of colour. Some of the drawings are photographed by Stuart Mackenzie and printed out as lightfast drawings. Sometimes I colour them with watercolours so they will last a long time.

#### **What kinds of thing do you like to draw?**

I like doing landscapes, as well as abstract patterns that take me ages.

#### **How long do you generally spend on one artwork?**

I draw while I listen to music because they take so long – it takes between one and three weeks to do one but I don't work on them all the time.

#### **Congratulations for your win earlier in the year in the 2016 IHC Art awards. What did this involve?**

I won the People's Choice Award through Facebook votes. The competition is on every year and the first prize is \$5000 so lots of people enter.

#### **You are from a very artistic family. Have you always loved to draw? When did you really start to love it?**

My mum always drew and painted with me, since I was about 3. When Mum painted her series of watercolours called "There Is No Planet B" I got really inspired and started drawing lots of towns and roads. Then I did a couple of paintings called Earth Skies which people really liked.

When we had the Arts Weekend I sold quite a lot of my drawings and that encouraged me to keep going.

#### **What other artists' work do you like?**

I like Chris Meek's work because it's really loose, not like mine. I like visiting his studio.

I just do my own thing usually.

#### **What's happening in 2017 for you?**

I have been focussing on doing new work for the Raglan Arts Weekend that is on at the end of January 2017. That's when I have new and old work on display that people can buy. I am listed under Palm Prints on the brochure because I show my work with my mum, Jane Galloway, and step-dad Stuart.

My dad, Brian Godfery, paints too and I'd really like to do an exhibition with him next year.

#### **Where and when can people view your art?**

My work can be seen online at [www.palmprints.co.nz](http://www.palmprints.co.nz) and also at [thecleverdesignstore.com](http://thecleverdesignstore.com).

I have work in galleries in Tairua, New Plymouth.



# Elsa Lye: a creative life

## ARTIST Q & A

**R**aglan is literally full of creatives. Elsa Lye, an accomplished artist with a long connection to the local arts scene is a new member of Ahoy, a shared art space on Bankart St around the corner from Atamira. This year we photographed Elsa in her studio and chatted to her about her work.

**Jacquiline Kay:** How would you describe your artwork and what inspires you?

**Elsa:** My work is inspired by nature, and the nature of materials. The challenge is to try and capture the place/idea and pin it to a surface or an object. It's about what I see, love, feel and what material will make that real. I paint using different mediums outside in the wind and also tucked up in my studio. I also make sculptures in clay, Raglan black sand and rusty/stainless steel. I work intuitively.

**Jacqui:** You have recently moved to Raglan but have always had a connection to the arts scene here. What has this involved over the years?

**Elsa:** I have connections with Raglan artists and The Old School Art Centre for many years. Summer schools with

Susan Flight and Paul Judd, a solo show, as curator, video at the film festival and now my studio at Ahoy on Bankart St. and recently a group show with Ahoy artists at Chris and Shelley Meeks.

**Jacqui:** What studies have you completed?

**Elsa:** I am always learning, however I completed my Master of Fine Arts in 2010 majoring in video.

**Jacqui:** Tell us about your recent works?

**Elsa:** Yesterday I made small clay pieces referencing the tiny sand islands made by the tide.

**Jacqui:** What is happening for you in 2017?

**Elsa:** Our MFA group are exploring the possibilities of showing in Auckland's Art week 2017 our topic is Endangered.

**Jacqui:** Where can people view your work?

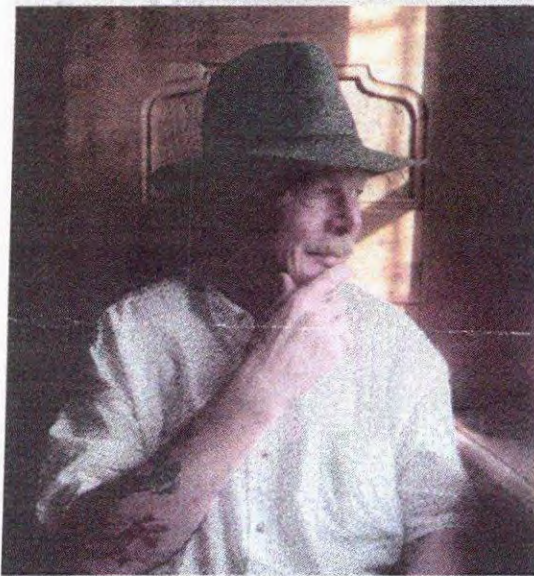
**Elsa:** Paintings with Jan at Kanuka and also at my studio, Ahoy, 11 Bankart Street Raglan and the Old School Art Centre.





# HEARTbeads: Handmade glass art

FROM VENICE TO RAGLAN, GLASS ARTIST PETER HOHENBERGER GIVES US A GLIMPSE INTO HIS BEADING LIFE



## HEART BEADS

### **Peter Hohenberger - The Glass Artist:**

What fascinated me most in high school was art, particularly Art Noveau with all those intricate flowing, flowery, complicated designs.

When I migrated to New Zealand in 1996, after a professional career in software and high-tech IT in Europe, I set up "La Fleur bleue", a glass studio dedicated to the art of L.C Tiffany. For many years I created beautiful lamps, mirrors and windows, reflecting the work of Mr Tiffany and introducing my own designs.

Ten years ago I watched a glass artist in Venice working at the torch, melting glass, creating three-dimensional objects, and I was hooked. Since then, I started HeartBeads, making handmade glass objects and jewellery completed with sterling silver. Everything is created in Raglan, New Zealand.

### **HeartBeads - The Studio:**

#### **What I do**

I concentrate on glass objects, beads

and jewellery, created from my own work. My inspirations come from simply looking out of the window at Moonlight Bay - the colours of Aotearoa, the light and the ever-changing wonders of nature.

#### **How I do it**

My raw glass comes from Murano, an island near Venice, Italy. Working on a glass artist's torch (running on LPG and oxygen) I melt this glass into different shapes and structures, giving colours with different transparent and opaque glass.

Techniques like raking, swirling, dots help me to shape every single glass object into something totally unique.

There will never be two the same.

Open studio - what you will see

You can watch me working "at the flame" - using the torch, melting glass, making beads. You can even try your luck and make your own bead! It might be easier than you think ... (Conditions apply.) For more information go to:

[www.HeartBeads.nz](http://www.HeartBeads.nz).

**The HeartBeads Studio is located at  
78D Greenslade Rd (ph 07 8250992)**





328  
09 JUN 2017  
Time 3:15 Initials EO  
NGARUAWAHIA



# Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from **Waikato District Creative Communities Scheme & Waikato District Council** committee/board

Organisation/ Initiative name **Cutting Edge Textiles**

Postal address **25 Rangimarie Rd Ngaruawahia 3720**

Physical address **as above**

Contact person **Margherita Allan**

Phone **07) 824 7638**

Amount of funding you received from Waikato District Council \$ **2,000.00**

How the funding received was spent **The funds were spread between the costs as they happened. Including the tutor costs (teaching hours, resources used and supplies provided by the tutor) and supplies provided by the group for all the participant packs.**

*Please provide receipts for all associated cost. Invoices (pages 1 – 46) attached at end of form*

When did your event/project take place **April 8<sup>th</sup> – 13<sup>th</sup> 2017**

How many people attended your event/project **18 participants in total, 1 tutor, Margherita as organiser. 11 attended the 5 days of workshop. Plus 3 attended the Sat Sun only. Plus 4 attended the Tues – Thurs only.**

Comment on the success of your event/project and describe the benefits for those involved:

Feedback from the tutor and participants, pages 1 – 5 attached at end of form

**This would have to be the most successful workshop we have run. Kim was a very professional tutor and the whole week ran like clockwork.**

**We all achieved more than we could have dreamed of, both with the amount and the quality of raw material and art we produced. Kim was a constant encouragement and inspiration to us all, and she constantly pushed our creative boundaries.**

**We learnt an amazing variety of techniques. Each technique was very exciting on their own but they also worked together to produce a cohesive collection of work.**

**We could all see how everything increased our knowledge of new products and processes. And also, how each of them could be added to our own style of mixed media art.**

**This workshop also became a new starting place for the next workshop we have planned - "Creative Excitement with Technology". Kim has given us permission to use a couple of the techniques from her w/shop. This involved making our own stamps from our designs,**



by manually cutting out the material, which took a couple of hours. We will repeat the technique with the machine and our stamps will be cut out within minutes.

This means an ongoing benefit as we can achieve more work in a shorter time but also means that we will get more creative use from the Scan n Cut machine and from the workshop.

**How did your project contribute to the community's wellbeing** (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

**Socially, the participants shared their time and encouragement with local and national participants.**

**The art we made is planned to be shared with local exhibits when they are organised. A few of the participants have already entered their art in other exhibits around the area.**

**While staying in the local BnB's some of the participants made good friends with their hosts and have planned to stay more regularly.**

**Economically, about 7 participants stayed in the local BnB's for the week and shopped at the supermarket for food.**

**They also went out for tea each night and 2 of the nights 15 of us went out to restaurants. One visitor said the Ckn curry was one of the best she has ever had and will be stopping at the Indian place anytime she comes past.**

**And as usual we enjoyed lots of hot coffee and food at the "Bakehouse" bakery.**

**Which of the nine Community Outcomes for the Waikato District did this project contribute to and how:** (See Information below)

**As always, but over a longer time period, we contributed to:**

**ACTIVE WAIKATO** – with a workshop that encouraged a recreational activity that was shared by many local and out of district people. And this will be ongoing with future classes.

**EDUCATED WAIKATO** – the workshop taught new techniques that have opened up new ideas for some of the artists and a chance to upskill.

**Also the benefits to participants wellbeing as they shared and were inspired and encouraged, will increase their life skills as they carry this enthusiasm and support with them.**

**THRIVING WAIKATO** – in a small but consistent way we support the local op shops and "Bakehouse" café. Each new person who attends our workshops adds these shops to their "favourites" and return often to buy as well as telling others. And most join our group and thereby attend 1 – 2 classes a month and carry on shopping.

**This time we also included restaurants in visits.**

**And the new pop up gallery was visited many times by all.**

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name   **Margherita Allan**  

Position in organisation   **Organiser**  

Signature \_\_\_\_\_ Date   **9/6/17**



# Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from: Creative Communities Scheme Committee

Organisation/ Initiative name: Let's Get Together - Huntly Wearable Arts

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Postal address: C/- Jean Beverland

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Physical address: 46 Williams Street, Huntly 3700

Contact details:

Name: Jean Beverland

Email: [wribev@clear.net.nz](mailto:wribev@clear.net.nz)

**Amount of funding you received from Creative Communities Scheme: \$5,454.16**

**How the funding received was spent:** Stage Hire cost

**NOTE:**

- Provide receipts or Bank statements for all associated cost.
- Tax invoices not accepted
- Please make sure that all receipts are clear and readable, *unclear* accountability will be returned.

**When did your event/project take place?** 1 October 2017

**How many people attended your event/project:** 300 people attend and participated in the event.

**Comment on the success of your event/project and describe the benefits for those involved:**

(Please provide photo documentation of project undertaken)

The event provided an opportunity for all wearable artists from the Huntly community and Waikato to come together and showcase their talents.

The event also provided a platform for artists to be involved and have a say in how they wanted their own costume modelled on the catwalk.

The Judges commended the participants for the high calibre and tremendous effort that was put into the creating of each costume. They also commended the show organisers for the professionalism of the whole event.

Let's Get Together is very grateful for the funding support given by the Discretionary and Funding Committee for the event.



**Which of the nine Community Outcomes for the Waikato District did this project contribute to and how:**

Vibrant and Thriving – by creating an unforgettable show of talented artists work that was enjoyed by an array of people who were able to come together in one place and share their creativity.

The Huntly Wearable Arts Competition is a popular event that has become a key biannual celebration of our local designers. It is always a highly anticipated and valued event for the community.

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name Kim Bredenbeck

Position in organisation Committee Member "Lets Get Together Huntly" \_\_\_\_\_

Signature



Date 3/03/2017 \_\_\_\_\_

### WAIKATO DISTRICT - COMMUNITY OUTCOMES

**ACCESSIBLE WAIKATO** - A district where the community's access to infrastructure, transport and technology meets its needs.

**ACTIVE WAIKATO** - A district that provides a variety of recreation and leisure options for the community.

**EDUCATED WAIKATO** - A district where education options are varied, and allow our community to be skilled for work and life.

**GREEN WAIKATO** - A district where our natural resources are protected, developed and enhanced for future generations.

**SAFE WAIKATO** - A district where people feel safe and supported within their communities, and where crime is under control.

**SUSTAINABLE WAIKATO** - A district where growth is effectively managed.

**THRIVING WAIKATO** - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.

**VIBRANT WAIKATO** - A district where our heritage and culture are recognised, protected and celebrated.

**WELL WAIKATO** - A district where people can access quality community health and care services.

### WAIKATO DISTRICT - COMMUNITY WELLBEINGS

**SOCIAL** - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

#### ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

**CULTURAL** - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

**ENVIRONMENTAL** - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them.

#### Written feedback

##### Postal Address

Waikato District Council, Private Bag 544,  
Ngaruawahia 3742 • Telephone 0800 492 452

#### Email feedback

- [info@waikato.govt.nz](mailto:info@waikato.govt.nz)
- [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz)

Your written feedback, including any personal information supplied, is made available to councillors, Council staff and the public as part of this consultation process. Copies of feedback may also be released at other times on request.





332

16 APR 2017

Time 2:55 Initials JW

jean@carbon.co.nz



# Funding Project Accountability

All successful applicants must complete a project accountability report within 2 months of the completion of the event/project before being eligible for further funding.

Grant received from RAGLAN COMMUNITY ARTS COUNCIL committee/board

Organisation/ Initiative name Raglan Art to Wear

Postal address P.O. Box 47 Raglan

Physical address 492 Wainui Road, Raglan

Contact person Jean Carbon Phone 07 825 8877

Amount of funding you received from Waikato District Council \$ 3239.00

How the funding received was spent Staging and Lighting for the Raglan Town Hall

Please provide receipts for all associated cost.

As in Budget for Application of funding.

When did your event/project take place 4th June 2016 2pm - 7pm

How many people attended your event/project Both shows sold OUT  
Exhibition at costumes at Old School for 2 weeks after show

Comment on the success of your event/project and describe the benefits for those involved:

The Raglan Art to Wear is an event that is anticipated by the local community and surrounding region, a highlight on the local event calendar.

With the Raglan Early Childhood centre, Raglan Area School, Te Mata & Whitakura schools and now Whakawhata Primary School all participating the childrens section of 'Wild by Nature' had 100 participants under 13 years involved.

An amazing boost to childrens creativity, problem solving and time management, as well as an increase in confidence & self esteem to all 136 participants in all 5 sections

How did your project contribute to the community's wellbeing (ie social, economic, environmental and/or cultural wellbeing) (See overleaf)

The Raglan Art to Wear is an event that adds to the creative, vitality and vibrancy of this region - the live feed held in the Old School added new technology & enabled more people to see the event in a different way. The Exhibition 'Take

a 2nd look' held for 2 weeks after the event allowed people to take a closer look.



**Which of the nine Community Outcomes for the Waikato District did this project contribute to and how: (See Information below)**

VIBRANT & THRIVING  
with all participants encouraged to be  
SUSTAINABLE & GREEN

I hereby declare that the information supplied here on behalf of our organisation is correct. We understand that the information supplied in this application will become public information. We consent to the Waikato District Council collecting the personal contact details provided in the project report and using these details. This consent is given in accordance with the Privacy Act 1993.

Name JEAN CARBON

Position in organisation Co-Ordinator

Signature [Signature] Date 1.2.2017

#### WAIKATO DISTRICT - COMMUNITY OUTCOMES

**ACCESSIBLE WAIKATO** - A district where the community's access to infrastructure, transport and technology meets its needs.

**ACTIVE WAIKATO** - A district that provides a variety of recreation and leisure options for the community.

**EDUCATED WAIKATO** - A district where education options are varied, and allow our community to be skilled for work and life.

**GREEN WAIKATO** - A district where our natural resources are protected, developed and enhanced for future generations.

**SAFE WAIKATO** - A district where people feel safe and supported within their communities, and where crime is under control.

**SUSTAINABLE WAIKATO** - A district where growth is effectively managed.

**THRIVING WAIKATO** - A district where business and industry are encouraged and supported and employment contributes to a successful local economy.

**VIBRANT WAIKATO** - A district where our heritage and culture are recognised, protected and celebrated.

**WELL WAIKATO** - A district where people can access quality community health and care services.

#### WAIKATO DISTRICT - COMMUNITY WELLBEINGS

**SOCIAL** - The Royal Commission on Social Policy defined 'social well being' as concerned with ensuring people have 'a voice in their future, choice in their lives, and a sense of belonging that affirms their dignity and identity'.

##### ECONOMIC

Examples of the types of impacts and activities include:

- the allowable use of land through the District Plan
- the provision of infrastructure and regulation of certain activities
- the establishment of, and support for, a regional tourism organisation

**CULTURAL** - For the Ministry for Culture and Heritage, cultural well-being is defined as: The vitality that communities and individuals enjoy through:

- participation in recreation, creative and cultural activities; and the freedom to retain, interpret and express their arts, history, heritage and traditions.

**ENVIRONMENTAL** - Environmental wellbeing under the LGA is defined by what environmental outcomes your community wants to achieve, and how they prioritise the actions to achieve them

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

■ [www.facebook.com/WaikatoDistrictCouncil](https://www.facebook.com/WaikatoDistrictCouncil)

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Ngaruawahia

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Raglan

**Te Kauwhata Office**  
1 Main Road  
Te Kauwhata

**Tuakau Office**  
2 Dominion Road  
Tuakau



### **Open Meeting**

<b>To</b>	Creative Communities Scheme Assessment Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	29 August 2017
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	CDR0502 / 1796947
<b>Report Title</b>	Creative Communities Scheme Assessments

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to provide the Creative Communities Scheme Assessments Committee ("the Committee") with guidance for making decisions on funding applications received. The Committee operates two funding rounds per year. This is the first funding round for 2017/2018. The criteria and rules of the Creative Communities Scheme ("CCS") must be met and taken into account when making decisions.

Additional to the CCS annual allocation for the first round of funding is the Creative New Zealand's Regional Arts Pilot ("RAP") funding (\$20,000) available for 2017/2018. The fund has been made available to support initiatives that are able to demonstrate, implement and strengthen arts-based projects within the district.

As with the regular CCS funding the Committee may decide to allocate this funding across many projects or target it to one or two projects that have significant or long-term impacts.

To be eligible for the RAP funding community groups must have attended one or more of the following RAP capability programmes run by Creative Waikato in the 2016-2017 year and be able to deliver on projects that demonstrate capacity building for the development of arts in the district i.e. projects that can demonstrate growth, partnership and inclusion.

The funds are to be distributed using the usual CCS funding criteria and guidelines as part of the usual funding rounds. All guidelines regarding eligibility of projects and expenses, and the timeframes for project delivery still apply.

## **2. RECOMMENDATION**

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**THAT the report from the General Manager Strategy & Support be received.**

### 3. DISCUSSION AND ANALYSIS OF OPTIONS

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A ranking/weighting document is attached to each application.

Grants will not be made where the amount requested is in excess of the fund available.

#### Ranking

If a member feels that further information is required to make an informed decision then Council's Community Development Advisor (Lianne van den Bemd) can make the necessary arrangements for clarification or for the provision of any additional information required.

### 4. CONSIDERATION

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#### 4.1 FINANCIAL

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

If the amount requested is in excess of the fund some form of scaling down may be necessary. There is **\$26,099.53** (exclusive of GST) available for distribution in this funding round.

Additional to the Creative Communities Scheme ("CCS") annual allocation for the first round of funding is the Creative New Zealand's Regional Arts Pilot ("RAP") funding (**\$20,146**) available for 2017/2018.

The total funding available for allocation in the first funding round for 2017/2018 is therefore **\$46,245.53** (\$26,099.53 from the CCS + \$20,146 from RAP).

#### 4.2 LEGAL

Pursuant to schedule 7, clause 30 of the Local Government Act 2002 Council has the authority to delegate the administration of Creative Communities New Zealand funds to a Committee and during meetings Council's standing orders will apply.

#### 5.3. POLICY & PARTNERSHIP ALIGNMENT

Policy reference WDC0710/20.

### 5. CONCLUSION

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Before a clear decision can be reached in regards to funding allocation levels, an assessment of each application is required.



**6. ATTACHMENTS**

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NIL

### **Open Meeting**

<b>To</b>	Creative Communities Assessment Committee
<b>From</b>	Tony Whittaker General Manager Strategy & Support
<b>Date</b>	28 August 2017
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	CDR0502 / 1797673
<b>Report Title</b>	Unspent Grant

## **I. EXECUTIVE SUMMARY**

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The purpose of this report is to inform the Creative Communities Assessment Committee that Susanne McNair no longer requires funding towards the Nostalgia Film project.

## **2. RECOMMENDATION**

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**THAT** the report of the General Manager Strategy & Support be received;

**AND THAT** an allocation of \$3,300.00 is returned to the Creative Communities Assessment Committee.

## **3. ATTACHMENTS**

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Email correspondence from Susanne McNair dated 28 August 2017



**From:** [Lianne Van Den Bemd](#)  
**To:** [I-Jay Huirama](#)  
**Subject:** Re: WDC FUNDING - CDR0503 - JULY 2016  
**Date:** Monday, 28 August 2017 3:15:55 p.m.

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Fyi

Sent from my Samsung device

----- Original message -----

**From:** NOSTALGIA - Susanne McNair <nostalgiafilm@outlook.com>  
**Date:** 28/08/17 02:18 (GMT+12:00)  
**To:** Lianne Van Den Bemd <Lianne.VanDenBemd@waidec.govt.nz>  
**Subject:** WDC FUNDING - CDR0503 - JULY 2016

Hello Lianne

I'm emailing to let you know that for various reasons I have been unable to complete the project 'Nostalgia' (CDR0503, July 2016). I apologise and please know it was not without effort on my part. I appreciate very much the boards acceptance of my project (it meant a lot to me). I am disappointed, but at this stage I think it is best to cancel the funding I received and I will pick the film up again in the future.

I still believe in the merit of the project and hope to start it up again when I am able. In the process of working on the film it changed direction and the project grew exponentially in length and work load. I have also been in very ill health. I didn't feel comfortable trying to move the project on more quickly but instead opted to keep the standards of the project high retaining its integrity.

I am able to return all of the money I received from WDC.

Please let me know what the next steps to take are.  
Just let me know what you need me to do.

Kind Regards  
Susanne