

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 28 MARCH 2019** commencing at **10.00am**.

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

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

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GJ Ion  
**CHIEF EXECUTIVE**

### **Open Meeting**

<b>To</b>	Creative Communities Scheme Assessment Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	17 September 2018
<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

### **1. EXECUTIVE SUMMARY**

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To confirm the minutes of the Creative Communities Scheme Assessment Committee meeting held on Thursday 13 September 2018.

### **2. RECOMMENDATION**

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**THAT** the minutes of a meeting of the Creative Communities Scheme Assessment Committee held on Thursday 13 September 2018 be confirmed as a true and correct record of that meeting.

### **3. ATTACHMENTS**

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CCS Minutes – 13 September 2018

**MINUTES** of a meeting of the Creative Communities Assessment Scheme Committee held in the Council Chambers, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY 13 SEPTEMBER 2018** commencing at **10.10am**.

**Present:**

Ms M Soanes (Chairperson) *[from 10.10am until 11.55am and from 12.10pm]*  
Cr S Henderson  
Ms D Abraham *[from 12.08pm]*  
Ms C du Bosky  
Ms C Lang  
Ms M Turner

**Attending:**

Mrs L Wainwright (Committee Secretary)  
Mrs L van den Bemd (Community Development Co-ordinator)  
Ms I-J Huirama (Team Administrator)  
Ms I-J Huirama (Ngaruawahia Squash Racquets Club Inc – Mural Project)  
Mr L Nathan (Waikato Rocks Trust – Raglan Music & Dance Festival)  
Mr R Gallagher (Raglan Community Arts Council – Raglan Arts Weekend 2018)  
Mr R Gallagher (Raglan Community Arts Council – Kids Clay Workshops)  
Ms S Devlin (Onewhero Society of Performing Arts – Community Art Exhibition)  
Ms S Hull (Onewhero Society of Performing Arts – Community Art Exhibition)  
Ms M Allan (Cutting Edge Textiles – Turning over a New Leaf)  
Mr R Montford (Glen Massey School – School Production)  
Ms M Tuao (No Rules Here Exhibition)  
Ms J Mako (Te Kauwhata Community House - Arts Facilitator Pilot Project)  
Ms E Shead (Community Arts Based Workshop)  
Ms V Kemp (Friendship House - Community Arts Based Workshop)

Ms Soanes assumed the chair for the duration of the meeting.

**APOLOGIES AND LEAVE OF ABSENCE**

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

**THAT** an apology be received from **Cr McGuire and Ms Muru;**

**AND THAT** an apology for lateness be received from **Ms Abraham.**

**CARRIED on the voices**

**CCSI809/01**

## **CONFIRMATION OF STATUS OF AGENDA**

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

**THAT the agenda for a meeting of the Creative Communities Assessment Scheme Committee held on Thursday 13 September 2018 be confirmed and all items therein be considered in open meeting;**

**AND THAT all reports be received.**

**CARRIED on the voices**

**CCSI809/02**

## **DISCLOSURES OF INTEREST**

Ms Huirama advised members of the Committee that she would declare a non financial conflict of interest in item 5.1 [*Ngaruawahia Squash Racquets Club Inc – Mural Project*].

Ms Soanes advised members of the Committee that she would declare a non financial conflict of interest in items 5.3 and 5.4 [*Raglan Community Arts Council – Raglan Arts Weekend 2019*] and [*Raglan Community Arts Council – Kids Clay Workshop*].

## **CONFIRMATION OF MINUTES**

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

**THAT the minutes of a meeting of the Creative Communities Assessment Scheme Committee held on Thursday 29 March 2018 be confirmed as a true and correct record of that meeting.**

**CARRIED on the voices**

**CCSI809/03**

## **CREATIVE COMMUNITIES SCHEME ASSESSMENTS**

Application for Funding – Ngaruawahia Squash Racquets Club Inc – Mural Project  
Agenda Item 5.1

The report was received [*CCSI809/02 refers*] and discussion was held.

Ms Huirama gave a verbal presentation and answered questions of the committee.

Application for Funding – Waikato Rocks Trust – Raglan Music & Dance Festival  
Agenda Item 5.2

The report was received [*CCSI809/02 refers*] and discussion was held.

Mr Nathan gave a verbal presentation and answered questions of the committee.



Application for Funding – Raglan Community Arts Council – Raglan Arts Weekend 2019  
Agenda Item 5.3

The report was received [CCS/809/02 refers] and discussion was held.

Mr Gallagher gave a verbal presentation and answered questions of the committee.

Application for Funding – Raglan Community Arts Council – Kids Clay Workshops  
Agenda Item 5.4

The report was received [CCS/809/02 refers] and discussion was held.

Mr Gallagher gave a verbal presentation and answered questions of the committee.

Application for Funding – Onewhero Society of Performing Arts – Community Art Exhibition  
Agenda Item 5.5

The report was received [CCS/809/02 refers] and discussion was held.

Ms Devlin and Ms Hull gave a verbal presentation and answered questions of the committee.

Application for Funding – Margherita Allan (Cutting Edge Textiles) – Turning over a New Leaf  
Agenda Item 5.6

The report was received [CCS/809/02 refers] and discussion was held.

Ms Allan gave a verbal presentation and answered questions of the committee.

Application for Funding – Glen Massey School – School Production  
Agenda Item 5.7

The report was received [CCS/809/02 refers] and discussion was held.

Mr Montford gave a verbal presentation and answered questions of the committee.

Application for Funding – Maryann Tuao – No Rules Here Exhibition  
Agenda Item 5.8

The report was received [CCS/809/02 refers] and discussion was held.

Ms Tuao gave a verbal presentation and answered questions of the committee.

Application for Funding – Te Kauwhata Community House – Arts Facilitator Pilot Project  
Agenda Item 5.9

The report was received [CCS1809/02 refers] and discussion was held.

Ms Mako gave a verbal presentation and answered questions of the committee.

Application for Funding – Friendship House – Community Arts Based Workshop  
Agenda Item 5.10

The report was received [CCS1809/02 refers] and discussion was held.

Ms Shead and Ms Kemp gave a verbal presentation and answered questions of the committee.

The meeting adjourned at 11.02am and resumed at 11.37am.

## **REPORTS**

Project Accountability Forms  
Agenda Item 6.1

The report was received [CCS1809/02 refers] and discussion was held.

**Resolved: (Ms Soanes/Ms du Bosky)**

**THAT the Creative Communities Scheme Assessment Committee notes that the following amounts have been spent:**

<b>Ruth Power</b>	<b>Inspire Children's Holiday Music Programme</b>	<b>\$1,435.00</b>
<b>Max King-Raglan Community Arts Council</b>	<b>Art to Wear 2018</b>	<b>\$3,184.98</b>
<b>Raglan Community Arts Council</b>	<b>Kids Clay Term 1&amp;2 2017</b>	<b>\$3,000.00</b>
<b>Raglan Community Arts Council</b>	<b>Kids Clay Term 3&amp;4 2017</b>	<b>\$3,300.00</b>
<b>Michael Robins</b>	<b>Ruapuke Workshop</b>	<b>\$1,910.00</b>
<b>Maryann Tuao</b>	<b>Film maker's workshop 2018</b>	<b>\$1,836.26</b>
<b>Raglan Community Arts Council</b>	<b>Raglan Arts Weekend 2018</b>	<b>\$2,200.00</b>
<b>Raglan Community Arts Council</b>	<b>Music Performances</b>	<b>\$1449.00</b>

**CARRIED on the voices**

**CCS1809/04**

## Creative Communities Scheme Assessments

### Agenda Item 6.2

The Community Development Co-ordinator assumed the chair for this item.

Ms Huirama declared a conflict of interest, withdrew from the room and did not speak to, or vote on this item.

Ms Soanes declared a conflict of interest, withdrew from the room did not speak to, or vote on this item.

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

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

<b>Ngaruawahia Squash Racquets Club Inc – Mural Project</b>	<b>\$5,000.00</b>
<b>Waikato Rocks Trust – Raglan Music &amp; Dance Festival</b>	<b>\$3,500.00</b>
<b>Raglan Community Arts Council – Raglan Art</b>	<b>\$2,500.00</b>
<b>Raglan Community Arts Council – Kids Clay Workshops</b>	<b>\$1,939.00</b>
<b>Onewhero Society of Performing Arts – Community Art Exhibition</b>	<b>\$1,000.00</b>
<b>Margherita Allan (Cutting Edge Textiles) – Turning over a New Leaf</b>	<b>\$795.00</b>
<b>Glen Massey School – School Production</b>	<b>\$0.00</b>
<b>Maryann Tauo (No Rules Here Exhibition)</b>	<b>\$2,000.00</b>
<b>Te Kauwhata Community House (Arts Facilitator Pilot Project)</b>	<b>\$5,500.00</b>
<b>Friendship House (Community Arts Based Workshop)</b>	<b>\$5,319.55</b>
<b>Total</b>	<b>\$27,553.55</b>

**CARRIED on the voices** **CCSI809/05**

Ms Abraham entered the meeting at 12.08pm during discussion on the above item and was present when voting took place.

There being no further business the meeting was declared closed at 1.02pm.

Minutes approved and confirmed this                      day of                      2018.

R McGuire  
**CHAIRPERSON**

## Creative Communities Scheme APPLICATION FORM

### *Funding for local arts projects Ngā pūtea mō ngā toi te haukāinga*

#### Read the **Creative Communities Scheme Application Guide**

Before you prepare your application you need to 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

#### 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).

## APPLICANT DETAILS

#### Name and contact details

Full name of applicant:	<input style="width: 90%;" type="text" value="Raglan Community Arts Council"/>		
Contact person	<input style="width: 90%;" type="text" value="Deb King"/>		
Street address/PO Box:	<input style="width: 90%;" type="text" value="5 Stewart St"/>		
Suburb:	<input style="width: 100px;" type="text" value="Raglan"/>	Town/City	<input style="width: 100px;" type="text" value="Raglan"/>
Postcode:	<input style="width: 100px;" type="text" value="3225"/>	Country:	<input style="width: 100px;" type="text" value="New Zealand"/>
Telephone (day):	<input style="width: 90%;" type="text" value="8250023"/>		
Email (must provide)	<input style="width: 90%;" type="text" value="accounts@raglanartscentre.co.nz"/>		

**The Committee advises that you speak in support of your application at the CCS meeting? If you are unable to attend please advise the funding team at [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)**

#### 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"/>	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide detail)	<input style="width: 500px;" type="text"/>	

## PROJECT DETAILS

**Project name:**

Battle of the Buskers  
(Whaingaroa Buskers' Day)

**Brief description of project:**

A day for performing artists - buskers and other live performers to come together and celebrate their talents, on Saturday 13th July, 2019 (11-6pm)

We pride ourselves in Whaingaroa to have an abundance of creative talent, one area where we see a gap - therefore an opportunity - is in "street performance". Especially for youth - our rangatahi.

The event will also be a way for recruiting performers for the monthly creative market.

There are regular music nights at the Old School, this would offer a platform to support other musicians when they perform.

The event as a way to encourage, support emerging talent, giving them exposure and confidence.

The project will also bring the community together, artists will become more known.

### Project location, timing and numbers

Venue and suburb or town:

Old School, Raglan

Start date:

14th April

Finish date:

18th July

Number of active participants:

20-25

Number of viewers/audience members:

60-80

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

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



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



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



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

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



Craft/object art



Dance



Inter-arts

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

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

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

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? and The process/Te whakatutuki how will the project happen?

We have set up a small group to oversee this project, with a project coordinator who will work-in closely with the Old School, Raglan Area School, Raglan Radio, Raglan Creative Market and Raglan Community House.

It would be the first Buskers Event in Raglan. A 5-6 hour, all day show, in July. We feel confident the day will be fully supported and that it develops into an annual event.

Single & group performers will need to register before the event, participants must reside in the Whaingaroa area or have a Whaingaroa connection. There could be a number of students/young travellers - which will add value & inspiration, however to support a local 'feel' there will be an Open category.

This project will offer a number of things described below plus a great opportunity for young people to come together over winter.

Performers' time will be 10minutes with a 5 minute gap between each act, therefore we allocate 4 per hour. Should we have more than 20 register, we will be able to set up a second 'stage/set' and coordinate things similar to that of a music festival, i.e. switching - have the next performer ready on another set.

We have been conservative in participant and audience numbers, as this will be the first Buskers' event, however from initial responses, it could be up to 30 buskers and over 100 attendees. The Old School facilities and volunteers feel confident to be able to, and can hold over this amount of people.

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

Individual & group performers; a core group of volunteers will be running the day; a couple of youth, music, art groups we will meet to encourage them to register.  
We anticipate local businesses will be supporting us through modest amounts of sponsorship.  
Local radio station - will interview, invite them to play - and / or share their creation.

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

The event coordinator will visit the Raglan Area school and introduce the event to potential youths the school have suggested. Word & mouth is always a successful tool in our small community.  
Meet & recruit buskers already performing here. We will post the event on local facebook pages. Have posters around town and in the wider district. Work closely with the Community House, and Radio.  
Participants will need to register 2 weeks before the day.

The criteria for performers include - Interaction with the audience, originality, presentation/props, talent, confidence. Categories include - Tamariki (7-12), Rangitahi (13-18) and Open all ages - Locals/Visitors.

There will be a panel of 4 judges with an interest in music, art, dance and theatre, using a scale of 1-5:  
"Best overall" - music, performing arts.  
"Most inventive/originality"  
"Most promising"

## 4. 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
Centre hire-all day	Theatre, Gallery, Kitchen and cleaning @ community hire rate	243
Sound technician	As per quote - Sound Tech Services	350
PA system hire	Old School sound system @ community hire rate \$10 p.hr x5	43
Planning & coordination	20 hours @ \$25 registrations, bookings	500
Photocopying	@ 60c per A4 100x.60c poster (50x Zone 1 + 50 x Zone 2)	52
Local newspaper ad's	Raglan Chronicle 3x Whats on listings (call for buskers & advertise event) at mid range size 15cm x 10cm \$76.80 x 3	230
Marketing	20 hrs @ \$25 social media, graphic design for poster, PR editorial	
	Raglan community radio interviews/bookings + web updates	500
Prize awards	Sponsorship, advertising and donations (not grant funded)	400
Total Costs		2,318

<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>
Prize awards	Sponsorship, advertising and donations (not grant funded)	400
Participants' fee	\$5 per entry - we anticipate - 20	87
Ticket sales	Entry by koha	130
Food stall fees	\$35 per stall - we anticipate - 2 stalls	61
Total Income		\$678
Costs less income	This is the maximum amount you can request from CCS	\$1640
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$1640</b>

## 5. Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
29/03/18	Raglan Art to Wear 2018	3,184.98	yes
29/03/18	Raglan Film Festival 2018	2,393.52	yes
2017	Raglan Arts Weekend 2018	2,000	yes
2018	Kids Clay T1/T2/T3/T4 2018	6,000	yes
2018	Kids Clay T1 and T2 2019	1,939	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.

## 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

Deb King

(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:	15/2/19	Date:	

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

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

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

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrictcouncil.govt.nz](http://www.waikatodistrictcouncil.govt.nz) or to:

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

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

0800 492 452- Lianne van den Bemd or I-Jay Huirama.

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## 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 2018**

*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*

# Raglan Community Arts Council

## Performance Report

For the year ended  
31 March 2018

### Contents

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

## Raglan Community Arts Council

### Entity Information

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

For the year ended  
31 March 2018

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 2018

#### 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 2018

Additional Information:\*

## Contact details

Physical Address:	5 Stewart St, Raglan 3225
Postal Address:	5 Stewart St, Raglan 3225
Phone/Fax:	07 825 0023
Email:	<a href="mailto:info@raglanartscentre.co.nz">info@raglanartscentre.co.nz</a>
Website:	<a href="https://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 2018

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
OSCAR Children's School Holiday Sessions - people attending	60		250
Monthly Movies 121 movie sessions - people attending	1750		1778
Film Festival 12 sessions - people attending	200		190
Red Carpet Awards Evening - people attending	50		50
20 concerts, music or drama events, book launch - people attending	544		300
Raglan Arts Weekend - people attending over 3 days in January	1286		3592
Raglan Arts Weekend - Preview exhibition - 2 weeks prior to Weekend	1100		2744
Raglan Creative Market - held monthly People attending over the year	9000		12,000
Kid's After School Clay 2 or 3 per term - people attending	90		90

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 2018

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Revenue</b>				
Rents received and income from equipment hire		34539		46,727
Classes, participation fees, stallholders fees, ticket sales		47530		72,392
Subscriptions		1579		1,170
Items sold on behalf of Artists		27035		18,854
Interest		2823		262
Sponsorship and advertising		5107		5,143
Grants, donations and subsidies		46127		58,554
Other revenue		78708		39,699
<b>Total Revenue*</b>		<b>243,448</b>	<b>-</b>	<b>242,801</b>
<b>Expenses</b>				
Workshops and Events		27468		47,344
Volunteer and employee related costs*		76261		76,833
Overheads and consumables		31999		37,515
Payments to Artists for items sold		27035		18,854
Repairs and maintenance		13830		21,506
Other expenses		33875		33,405
Depreciation expense		3886		4,442
<b>Total Expenses*</b>		<b>214,354</b>	<b>-</b>	<b>239,899</b>
<b>Surplus/(Deficit) for the Year*</b>		<b>29,094</b>	<b>-</b>	<b>2,902</b>

# Raglan Community Arts Council

## Statement of Financial Position

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

As at  
31 March 2018

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash*		93,095		28,330
GST Accrued				61
Inventory*				
Other current assets		149		
<b>Total Current Assets</b>		<b>93,244</b>	<b>-</b>	<b>28,391</b>
<b>Non-Current Assets</b>				
Property, plant and equipment*		230,670		219,828
KiwiBank Notice Saver account		151,176		
KiwiBank Term deposit		23,848		12,425
<b>Total Non-Current Assets</b>		<b>405,694</b>	<b>-</b>	<b>232,253</b>
<b>Total Assets*</b>		<b>498,938</b>	<b>-</b>	<b>260,644</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Refundable Clay Shed key deposit		740		730
Creditors and accrued expenses*				
GST owing				63
Unused donations and grants with conditions*		207,260		6,566
Other current liabilities				
<b>Total Current Liabilities</b>		<b>208,000</b>	<b>-</b>	<b>7,359</b>
<b>Non-Current Liabilities</b>				
Loans*				
Other non-current liabilities		-		1,441
<b>Total Non-Current liabilities</b>		<b>-</b>	<b>-</b>	<b>1,441</b>
<b>Total Liabilities*</b>		<b>208,000</b>	<b>-</b>	<b>8,800</b>
<b>Total Assets less Total Liabilities (Net Assets)*</b>		<b>290,938</b>	<b>-</b>	<b>251,844</b>
<b>Accumulated Funds</b>				
Capital contributed by owners or members*		236,771		226,771
Accumulated surpluses or (deficits)*		30,667		11,573
Reserves*		23,500		13,500
<b>Total Accumulated Funds*</b>		<b>290,938</b>	<b>-</b>	<b>251,844</b>

# Raglan Community Arts Council

## Statement of Cash Flows

"How the entity has received and used cash"

For the year ended  
31 March 2018

	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*	296,391		60,908
Fees, subscriptions and other receipts from members*	1,787		1,310
Receipts from providing goods or services*	132,135		145,909
Interest, dividends and other investment receipts*	2,404		281
Net GST	(137)		120
<b>Cash was applied to:</b>			
Payments to suppliers and employees*	191,584		199,719
Donations or grants paid*	600		7,525
Payments to acquire property plant and equipment	14,728		3,691
<b>Net Cash Flows from Operating Activities*</b>	<b>225,668</b>	<b>-</b>	<b>(2,407)</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>-</b>	<b>-</b>	<b>(12,425)</b>
<b>Net Increase / (Decrease) in Cash*</b>	<b>225,668</b>	<b>-</b>	<b>(14,832)</b>
<b>Opening Cash*</b>	<b>8,297</b>		<b>23,129</b>
<b>Closing Cash*</b>	<b>233,965</b>		<b>8,297</b>
<b>This is represented by:</b>			
Bank Accounts and Cash*	93,095	-	28,330

## Raglan Community Arts Council

### Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

31 March 2018

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

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

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

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

#### **Income Tax**

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

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

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

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

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

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

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



Raglan Community Arts Council  
Notes to the Performance Report  
For the year ended  
31 March 2018

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year \$	Last Year \$
Rents received and income from equipment hire	Old School	23247	26,692
	St Lazarus Kitchen	9535	16,629
	Movie equipment hire	1757	3,406
	<b>Total</b>	<b>34,539</b>	<b>46,727</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	10500	18,320
	Participation fees	4260	7,720
	Ticket sales and entry fees	18467	32,222
	Market Stallholders fees	14303	14,130
	<b>Total</b>	<b>47,530</b>	<b>72,392</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Fees, subscriptions and other revenue from members	Subscriptions received	1,579	1,170
	<b>Total</b>	<b>1,579</b>	<b>1,170</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Items sold on behalf of customers	RCAC events	24673	17,013
	Non RCAC events	2362	1,841
	<b>Total</b>	<b>27,035</b>	<b>18,854</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Interest, dividends and other investment revenue	Interest	2823	262
	<b>Total</b>	<b>2,823</b>	<b>262</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Sponsorship and Advertising		5107	5,143
	<b>Total</b>	<b>5,107</b>	<b>5,143</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Grants, donations and subsidies		46127	58,554
	<b>Total</b>	<b>46,127</b>	<b>58,554</b>
Revenue Item	Analysis	This Year \$	Last Year \$
Other revenue	Sundry income	31145	23,784
	Koha and donations received	41137	10,659
	Refreshment sales	4958	4,804
	Commission on Artists' sales	1468	452
	<b>Total</b>	<b>78,708</b>	<b>39,699</b>

# Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2018

### 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	6566	14355
	MSD OSCAR Grants	365	7275
	Creative Communities NZ - Waikato	26171	13440
	Waikato District Council	0	2555
	Raglan Community Board	5000	2500
	Raglan Town Hall Committee	2735	4495
	COGS	9800	11000
	Trust Waikato	8000	8000
	NZ Lottery Grants Board	150000	0
	Southern Trust	9750	0
	Raglan Lions Club	0	1500
	WEL Energy Trust	35000	
	Less Unspent grants forward to next year	-207260	-6566
	<b>Total</b>	<b>46,127</b>	<b>58,554</b>

## Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2018

## Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Workshop and events	Workshops and Events	27,468	47,344
	<b>Total</b>	<b>27,468</b>	<b>47,344</b>
Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Wages and salaries	68985	72,026
	Kiwi Saver - employer contribution	1510	1,504
	ACC Premiums	481	269
	Social events, gifts	699	1,380
	Staff training and expenses	4586	1,654
	<b>Total</b>	<b>76,261</b>	<b>76,833</b>
Expense Item	Analysis	This Year \$	Last Year \$
Overheads and consumables	Venue hire	7605	12,620
	Power	3977	4,347
	Rent and rates	2485	1,992
	Telephone and internet	2491	2,914
	Printing and stationery	7375	9,004
	Freight and postage	878	951
	Bank fees	334	371
	Charities Services and Legal expenses	184	44
	Accounting and audit fees	3045	3,045
	Insurance	3625	2,227
	<b>Total</b>	<b>31,999</b>	<b>37,515</b>
Expense Item	Analysis	This Year \$	Last Year \$
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	24673	17,013
	Customers reimbursed for items sold Non RCAC events	2362	1,841
	<b>Total</b>	<b>27,035</b>	<b>18,854</b>
Expense Item	Analysis	This Year \$	Last Year \$
Repairs and maintenance	Equipment Repairs and Maintenance	1351	1,077
	Buildings Repairs and Maintenance	3255	10,047
	Grounds Repairs and Maintenance	166	154
	Cleaning Buildings - Labour and Supplies	5759	4,662
	Replacements	3299	5,566
	<b>Total</b>	<b>13,830</b>	<b>21,506</b>
Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Advertising and Marketing	7141	7,765
	Refreshment purchases	4172	3,069
	Contractors	0	2,168
	General expenses	0	401
	Koha/Donations paid	600	355
	Subscriptions paid	25	90
	Kitchen expenses	18887	9,550
	Equipment lease and hire	1600	2,975
	Event Prizes - Art2Wear biennial event	1450	6,032
	Grants and Scholarships paid	0	1000
	<b>Total</b>	<b>33,875</b>	<b>33,405</b>
Expense Item	Analysis	This Year \$	Last Year \$
Depreciation expenses	Depreciation expense	3886	4,442
	<b>Total</b>	<b>3,886</b>	<b>4,442</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2018

**Note 3 : Analysis of Assets and Liabilities**

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account	10840	2,823
	Business On Call Account	81655	25,157
	Petty Cash	600	350
	GST refund due	0	61
	<b>Total</b>	<b>93,095</b>	<b>28,391</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	KiwiBank Term Deposit	23847	0
	KiwiBank Notice Saver account	151,176	-
	<b>Total</b>	<b>175,023</b>	<b>-</b>
Asset Item	Analysis	This Year \$	Last Year \$
Other non-current assets	Term Deposit		
	<b>Total</b>	<b>-</b>	<b>-</b>
Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Refundable Clay Shed key deposit	740	730
	Income received in advance	0	-
	GST Liability	0	63
	<b>Total</b>	<b>740</b>	<b>793</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		207,260	6,566
	<b>Total</b>	<b>207,260</b>	<b>6,566</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>-</b>	<b>1,441</b>



## Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2018

## 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	16,692			216,954		
Motor Vehicles*	-				-		
Furniture and fixtures*	9,938		8,387	686	865		
Office equipment*	10,328		10,328		-		
Computers (including software)*	51	1,665		321	1,395		
Arts Equipment	-	14,335		2,879	11,456		
Heritage assets	-				-		
<b>Total</b>	<b>220,579</b>	<b>32,692</b>	<b>18,715</b>	<b>3,886</b>	<b>230,670</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 2018

### Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	226,771	11,573	13,500	251,844
Capital contributed by owners or members*	10,000			10,000
Capital returned to owners or members*	-			-
Surplus/(Deficit)*		29,094		29,094
Distributions paid to owners or members*		-		-
Transfer to Reserves*		(10,000)	10,000	
Transfer from Reserves*		-	-	
Closing Balance	236,771	30,667	23,500	290,938

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
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

Breakdown of Reserves		Actual* This Year \$	Actual* Last Year \$
Name*	Nature and Purpose*		
Creative Space/ Clay Shed Plus	New building	23,500	13,500
Total		23,500	13,500

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2018

**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 2018, 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 2018 and its financial performance for the year ended on that date.

Richard Thomson  
02 July 2018


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## Agreement for Use:

Old School Arts Centre

### HIRE OF THEATRE, GALLERY, ST LAZARUS ART STUDIO, ST LAZARUS KITCHEN, BACK GARDEN, FRONT FOYER

Name of Hirer/Contact: Battle of Busters Organisation: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

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

Room(s) Required Please circle:

THEATRE GALLERY ST LAZARUS ART STUDIO ST LAZARUS KITCHEN BACK GARDEN,  
FRONT FOYER NB: as the hiree of a room, please note unless you book multiple rooms, your room hire is

exclusive only to the room of which you have hired. Other events may also be taking place in other rooms.

**OFFICE STAFF:** Check calendar for compatibility of event and timing of other events if applicable

Event: Btj Saturday Event Date: \_\_\_\_\_

Times (including set-up & pack-down ensure 30 mins either side): \_\_\_\_\_

- ☐ **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 – 10.30pm (5.5 hrs)
- ☐ **part day:** between the hours of 7am – 3pm / 9am – 4pm (7.5 hrs)
- ☒ **full day:** between the hours of 7am – 5pm (9.5 hrs)

No hire can take place between the hours of 10.30pm - 7am unless by prior arrangement and approval by RCAC/Management.

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): **\$88 for a half day or evening use / \$175 for a full day / \$140 for part day 8am-3pm**  
Includes video projector, screen, blackboard and whiteboard

☐ **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): **\$50 for a half day or evening use / \$90 for a full day / \$70 for part day 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 part day 8am-3pm**

☐ **Special Members' Group Rate:** for Old School Arts Centre member groups. Eg: Book club, Raglan Art Group, 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 part day 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: \$100 extra**

☒ **Cleaning** additional must be booked prior with 3 week notice **\$100**

**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
- Rates for multiple rooms, use of the whole building, the gallery room for exhibitions or music events, the site or use of the clay shed are by application to, and negotiation with, the Raglan Community Arts Council Committee under a separate rental agreement and dependent upon RCAC resource consent requirements.
- A 10% discount on total amount due is available for all RCAC financial current members excluding any room hire using the **Special Members' Group Rate. This rate is already fully discounted.**
- ROSAC can also assist with the marketing of your community screening with supplied PR and marketing material providing it is available 3 weeks prior to your event taking place.

Please select your chosen options from page one and page two:

- ☒ Room hire Total... **\$180.00**
- ☐ Video Projection equipment Total.....
- ☒ Sound equipment PA Total... **5 hours @ \$10 = \$50**
- ☐ IT support Total.....
- ☒ Cleaning additional Total... **\$100**
- ☐ Movie hire option 1, 2 or 3 Total.....

**TOTAL AMOUNT DUE:** ... **\$330.00** .....

**Payment options:**

- direct credit to Kiwi bank: 38 9018 0232468 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'

**Payment Received \$** \_\_\_\_\_ **Balance owing:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**In signing this document, the hirer has agreed to all requirements set out in this agreement**

**Reserves Policy:**

Most money held is tagged. It is either held for a specific purpose (Creative Communities Scheme, St Lazarus Trust, COGS, Trust Waikato, Lottery Grants Board, Logan Campbell Estate, Southern Trust 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 substantial funds for the building project currently underway to replace the Clay Shed with a larger Creative Space building. The operational funding grant from COGS and Southern Trust will be used in the coming months. Some money is held for operational purposes such as income/expenditure fluctuations and for PAYE/GST.

**Estimate No.: 19-0001**

Issue date: 12/02/2019

Valid: 28 days

**Felix Larsen-Jensen**

111 Greenslade Road RD1

Raglan 3295

GST number: 50-101-347

+64(0)274250174

Raglan Old School Arts Centre

Stewart St

Raglan

Description	Qty	Unit	Price	GST	Amount
Sound tech services for busking festival	1		350.00	15%	350.00
Subtotal					350.00
GST					52.50
Total					402.50

Tax level	Subtotal	GST	Total
GST 15%	350.00	52.50	0.00



Date: 12.02.19

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: Muisc and Film Festival Music busking eve

Ad Specs

**Ad Size:** 10x1 ( 10 cm high x 3.5cm) w 15x1 20x1

**Ink** mono

**File Type** PDF file

**Quantities** \$ per insert per insert per insert

Production Cost \$ 51.12 \$ 76.80 \$ 102.40

GST 7.67 11.52 15.36

**Total Price** \$ **58.79** \$ **88.32** \$ **117.76**

**This quote is valid until 12.03.19 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

## Creative Communities Scheme APPLICATION FORM

### *Funding for local arts projects Ngā pūtea mō ngā toi te haukāinga*

#### Read the **Creative Communities Scheme Application Guide**

Before you prepare your application you need to 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

#### 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).

### APPLICANT DETAILS

#### Name and contact details

Full name of applicant:	<input style="width: 90%;" type="text" value="Raglan Community Arts Council"/>		
Contact person	<input style="width: 90%;" type="text" value="Jacqueline Anderson"/>		
Street address/PO Box:	<input style="width: 90%;" type="text" value="5 Stewart St"/>		
Suburb:	<input style="width: 150px;" type="text"/>	Town/City	<input style="width: 150px;" type="text" value="Raglan"/>
Postcode:	<input style="width: 150px;" type="text" value="3225"/>	Country:	<input style="width: 150px;" type="text" value="New Zealand"/>
Telephone (day):	<input style="width: 90%;" type="text" value="825 0023"/>		
Email (must provide)	<input style="width: 90%;" type="text" value="accounts@raglanartscentre.co.nz"/>		

The Committee advises that you speak in support of your application at the CCS meeting? If you are unable to attend please advise the funding team at [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

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

<input type="checkbox"/> Council website	<input type="checkbox"/> Local paper	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Word of mouth	
<input checked="" type="checkbox"/> Other (please provide detail)	<input style="width: 500px;" type="text" value="Aware of funding available from previous grant applications"/>	



## PROJECT DETAILS

Project name:

Kids Clay Workshops Raglan 2019 - Term 3 and Term 4

Brief description of project:

The Raglan Community Clay shed provides access to creative 3D sculptural activities to Raglan area children age 5 - 12 years.

We aim to provide an all inclusive, accessible and safe creative environment to Raglan children.

### Project location, timing and numbers

Venue and suburb or town:

Raglan Old School Arts Centre, Raglan

Start date:

22 July 2019

Finish date:

13 December 2019

Number of active participants:

90

Number of viewers/audience members:

200

**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



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

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

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

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

European:	<input checked="" 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"/>

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? and The process/Te whakatutuki how will the project happen?

We are aiming to provide the children of Raglan community with a creative, safe and nurturing after school activity where children learn the process of sculpting clay and how to help each other. They also learn how to respect one another and the facilities of the clay workshop, such as tools, equipment, health and safety. Children plan their work with a drawing and then translate their design into a three dimensional clay sculpture with the guidance of professional tutors. We are aiming to run four after school kids' clay classes each week during T3 and T4.

We also wish the children to have fun by engaging them with tactile processes. We aim to create a positive experience of success for all the children.

Following the end of each term each child will contribute a piece of their art work to an end of year Christmas exhibition.

This year due to popular demand we wish to include an additional stream for intermediate/advanced students to further develop their learned skills and techniques.

April: Tutors, administration and helping hands meet to plan and develop T3 program.

May/June T3 bookings: Advertising and bookings take place with parents. This involves juggling of parent requests to fit siblings and/or friends into the same workshops as best we can.

July - September - T3 class end + exhibition + review/feedback

August: Planning and research for T4 takes place

September/October: Advertising and bookings take place with parents

October - December T4 class end + exhibition + review/feedback



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

Due to increased growth and demand, there will be four after school programs running per week. Each workshop has 10 children attending with a total of 80 children developing their creative skills over two terms. We have an experienced ceramic artist who is the lead tutor. Karron Campbell has been educated in the fine arts and is an experienced teacher, lecturer and facilitator. Karron is assisted by two helping hand assistants who are also experienced clay artists.

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 socio-economic backgrounds.

Marketing is done to all schools for participation: Raglan Area School, Te Mata, Te Uku, Waitetuna, Ruapuke

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

The children are given guidance by experienced tutors to cover both traditional and European relevant topical subjects. This also includes local happening in regards to seasonal changes and in conjunction with other key community events eg Maui Dolphin Day/re-cycling initiatives and Matariki celebrations. The classes provide an all-inclusive, accessible and safe creative environment for children to create art based on relevant themes. Term 3 theme is based on Spring and Term 4 theme is based on Christmas celebrations and the spirit of giving to families and friends. The age group of our classes are from age 5 - 12.

## 4. 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
Venue hire	4 p.w x 8 weeks = 32 per term x 2 terms = 64 room hires @ \$30	1,669
Tutor/teach/prep/clean	2.5 hours per class x 4 classes per week x 8 weeks per term	
	80 hours x 2 terms = 160 hours @ \$25 per hour	4,000
Adult assistants	1.5 hours per class x 4 classes per week x 8 weeks per term	
	48 hours x 2 terms = 96 hours @ \$15 per hour	1,440
Administration/bookings	40 kids per term on average 2 child/parent per hour @ \$25	1,000
Program development	Dates, themes and research \$50 per term x 2	100
Materials	clay, glazes, firing - refer additional information attached	800
Marketing	Printing, postal, social media \$50 per class x 4 per term = \$200 x 2	400
Kiln asset	Wear and tear asset management \$100 per term x 2	200
Total Costs		9,609



<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	4 classes 8 kids min (aim is 10) per class @ \$95/\$85 sibling rate	
	@ \$720 per class (\$95x4 + \$85x4) x 4 workstreams x 2 terms	4,896
	Less gst	
Sale of exhibition piece	Totem pole sculpture 1 per term x 2 @ \$200 = 400 less gst	340
Total Income		\$5,236
Costs less income	This is the maximum amount you can request from CCS	\$4,373
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$4,373</b>

## 5. Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
29/03/18	Raglan Art to Wear 2018	3,184.98	Yes
29/03/18	Raglan Film Festival 2018	2,393.52	Yes
2017	Raglan Arts Weekend 2018	2,000	Yes
2018	Kids clay T1/T2/T3/T4 2018	6,000	Yes
2018	Kids clay T1 and T2 2019	1,939	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.

## 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

Jacqueline Anderson







## 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 2018**

*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*

# Raglan Community Arts Council

## Performance Report

For the year ended  
31 March 2018

### 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 2018

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
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Registration Number:	CC24379
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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 2018

#### 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 2018

Additional Information:\*

## Contact details

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

Raglan Community Arts Council  
Statement of Service Performance  
"What did we do?", When did we do it?"  
For the year ended  
31 March 2018

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
OSCAR Children's School Holiday Sessions - people attending	60		250
Monthly Movies 121 movie sessions - people attending	1750		1778
Film Festival 12 sessions - people attending	200		190
Red Carpet Awards Evening - people attending	50		50
20 concerts, music or drama events, book launch - people attending	544		300
Raglan Arts Weekend - people attending over 3 days in January	1286		3592
Raglan Arts Weekend - Preview exhibition - 2 weeks prior to Weekend	1100		2744
Raglan Creative Market - held monthly People attending over the year	9000		12,000
Kid's After School Clay 2 or 3 per term - people attending	90		90

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 2018

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Revenue</b>				
Rents received and income from equipment hire		34539		46,727
Classes, participation fees, stallholders fees, ticket sales		47530		72,392
Subscriptions		1579		1,170
Items sold on behalf of Artists		27035		18,854
Interest		2823		262
Sponsorship and advertising		5107		5,143
Grants, donations and subsidies		46127		58,554
Other revenue		78708		39,699
<b>Total Revenue*</b>		<b>243,448</b>	<b>-</b>	<b>242,801</b>
<b>Expenses</b>				
Workshops and Events		27468		47,344
Volunteer and employee related costs*		76261		76,833
Overheads and consumables		31999		37,515
Payments to Artists for items sold		27035		18,854
Repairs and maintenance		13830		21,506
Other expenses		33875		33,405
Depreciation expense		3886		4,442
<b>Total Expenses*</b>		<b>214,354</b>	<b>-</b>	<b>239,899</b>
<b>Surplus/(Deficit) for the Year*</b>		<b>29,094</b>	<b>-</b>	<b>2,902</b>

# Raglan Community Arts Council

## Statement of Financial Position

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

As at  
31 March 2018

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
<b>Assets</b>				
<b>Current Assets</b>				
Bank accounts and cash*		93,095		28,330
GST Accrued				61
Inventory*				
Other current assets		149		
<b>Total Current Assets</b>		<b>93,244</b>	<b>-</b>	<b>28,391</b>
<b>Non-Current Assets</b>				
Property, plant and equipment*		230,670		219,828
KiwiBank Notice Saver account		151,176		
KiwiBank Term deposit		23,848		12,425
<b>Total Non-Current Assets</b>		<b>405,694</b>	<b>-</b>	<b>232,253</b>
<b>Total Assets*</b>		<b>498,938</b>	<b>-</b>	<b>260,644</b>
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Refundable Clay Shed key deposit		740		730
Creditors and accrued expenses*				63
GST owing				6,566
Unused donations and grants with conditions*		207,260		
Other current liabilities				
<b>Total Current Liabilities</b>		<b>208,000</b>	<b>-</b>	<b>7,359</b>
<b>Non-Current Liabilities</b>				
Loans*				
Other non-current liabilities		-		1,441
<b>Total Non-Current liabilities</b>		<b>-</b>	<b>-</b>	<b>1,441</b>
<b>Total Liabilities*</b>		<b>208,000</b>	<b>-</b>	<b>8,800</b>
<b>Total Assets less Total Liabilities (Net Assets)*</b>		<b>290,938</b>	<b>-</b>	<b>251,844</b>
<b>Accumulated Funds</b>				
Capital contributed by owners or members*		236,771		226,771
Accumulated surpluses or (deficits)*		30,667		11,573
Reserves*		23,500		13,500
<b>Total Accumulated Funds*</b>		<b>290,938</b>	<b>-</b>	<b>251,844</b>



# Raglan Community Arts Council

## Statement of Cash Flows

"How the entity has received and used cash"

For the year ended  
31 March 2018

	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*	296,391		60,908
Fees, subscriptions and other receipts from members*	1,787		1,310
Receipts from providing goods or services*	132,135		145,909
Interest, dividends and other investment receipts*	2,404		281
Net GST	(137)		120
<b>Cash was applied to:</b>			
Payments to suppliers and employees*	191,584		199,719
Donations or grants paid*	600		7,525
Payments to acquire property plant and equipment	14,728		3,691
<b>Net Cash Flows from Operating Activities*</b>	<b>225,668</b>	<b>-</b>	<b>(2,407)</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>-</b>	<b>-</b>	<b>(12,425)</b>
<b>Net Increase / (Decrease) in Cash*</b>	<b>225,668</b>	<b>-</b>	<b>(14,832)</b>
<b>Opening Cash*</b>	<b>8,297</b>		<b>23,129</b>
<b>Closing Cash*</b>	<b>233,965</b>	<b>-</b>	<b>8,297</b>
<b>This is represented by:</b>			
Bank Accounts and Cash*	93,095	-	28,330

## Raglan Community Arts Council

### Statement of Accounting Policies

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

For the year ended

31 March 2018

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

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

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

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

#### **Income Tax**

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

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

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

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

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

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

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

Raglan Community Arts Council  
Notes to the Performance Report  
For the year ended  
31 March 2018

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
Rents received and income from equipment hire	Old School	\$ 23247	\$ 26,692
	St Lazarus Kitchen	9535	16,629
	Movie equipment hire	1757	3,406
	<b>Total</b>	<b>34,539</b>	<b>46,727</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	\$ 10500	\$ 18,320
	Participation fees	4260	7,720
	Ticket sales and entry fees	18467	32,222
	Market Stallholders fees	14303	14,130
	<b>Total</b>	<b>47,530</b>	<b>72,392</b>
Revenue Item	Analysis	This Year	Last Year
Fees, subscriptions and other revenue from members	Subscriptions received	\$ 1,579	\$ 1,170
	<b>Total</b>	<b>1,579</b>	<b>1,170</b>
Revenue Item	Analysis	This Year	Last Year
Items sold on behalf of customers	RCAC events	\$ 24673	\$ 17,013
	Non RCAC events	2362	1,841
	<b>Total</b>	<b>27,035</b>	<b>18,854</b>
Revenue Item	Analysis	This Year	Last Year
Interest, dividends and other investment revenue	Interest	\$ 2823	\$ 262
	<b>Total</b>	<b>2,823</b>	<b>262</b>
Revenue Item	Analysis	This Year	Last Year
Sponsorship and Advertising		\$ 5107	\$ 5,143
	<b>Total</b>	<b>5,107</b>	<b>5,143</b>
Revenue Item	Analysis	This Year	Last Year
Grants, donations and subsidies		\$ 46127	\$ 58,554
	<b>Total</b>	<b>46,127</b>	<b>58,554</b>
Revenue Item	Analysis	This Year	Last Year
Other revenue	Sundry income	\$ 31145	\$ 23,784
	Koha and donations received	41137	10,659
	Refreshment sales	4958	4,804
	Commission on Artists' sales	1468	452
	<b>Total</b>	<b>78,708</b>	<b>39,699</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2018

**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	6566	14355
	MSD OSCAR Grants	365	7275
	Creative Communities NZ - Waikato	26171	13440
	Waikato District Council	0	2555
	Raglan Community Board	5000	2500
	Raglan Town Hall Committee	2735	4495
	COGS	9800	11000
	Trust Waikato	8000	8000
	NZ Lottery Grants Board	150000	0
	Southern Trust	9750	0
	Raglan Lions Club	0	1500
	WEL Energy Trust	35000	
	Less Unspent grants forward to next year	-207260	-6566
	<b>Total</b>	<b>46,127</b>	<b>58,554</b>

**Raglan Community Arts Council**  
**Notes to the Performance Report**  
For the year ended  
31 March 2018

**Note 2 : Analysis of Expenses**

Expense Item	Analysis	This Year	Last Year
Workshop and events	Workshops and Events	\$ 27,468	\$ 47,344
	<b>Total</b>	<b>27,468</b>	<b>47,344</b>

Expense Item	Analysis	This Year	Last Year
Volunteer and employee related costs	Wages and salaries	\$ 68,985	\$ 72,026
	Kiwi Saver - employer contribution	1,510	1,504
	ACC Premiums	481	269
	Social events, gifts	699	1,380
	Staff training and expenses	4,586	1,654
	<b>Total</b>	<b>76,261</b>	<b>76,833</b>

Expense Item	Analysis	This Year	Last Year
Overheads and consumables	Venue hire	\$ 7,605	\$ 12,620
	Power	3,977	4,347
	Rent and rates	2,485	1,992
	Telephone and internet	2,491	2,914
	Printing and stationery	7,375	9,004
	Freight and postage	878	951
	Bank fees	334	371
	Charities Services and Legal expenses	184	44
	Accounting and audit fees	3,045	3,045
	Insurance	3,625	2,227
	<b>Total</b>	<b>31,999</b>	<b>37,515</b>

Expense Item	Analysis	This Year	Last Year
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	\$ 24,673	\$ 17,013
	Customers reimbursed for items sold Non RCAC events	2,362	1,841
	<b>Total</b>	<b>27,035</b>	<b>18,854</b>

Expense Item	Analysis	This Year	Last Year
Repairs and maintenance	Equipment Repairs and Maintenance	\$ 1,351	\$ 1,077
	Buildings Repairs and Maintenance	3,255	10,047
	Grounds Repairs and Maintenance	166	154
	Cleaning Buildings - Labour and Supplies	5,759	4,662
	Replacements	3,299	5,566
	<b>Total</b>	<b>13,830</b>	<b>21,506</b>

Expense Item	Analysis	This Year	Last Year
Other expenses	Advertising and Marketing	\$ 7,141	\$ 7,765
	Refreshment purchases	4,172	3,069
	Contractors	0	2,168
	General expenses	0	401
	Koha/Donations paid	600	355
	Subscriptions paid	25	90
	Kitchen expenses	18,887	9,550
	Equipment lease and hire	1,600	2,975
	Event Prizes - Art2Wear biennial event	1,450	6,032
	Grants and Scholarships paid	0	1,000
	<b>Total</b>	<b>33,875</b>	<b>33,405</b>

Expense Item	Analysis	This Year	Last Year
Depreciation expenses	Depreciation expense	\$ 3,886	\$ 4,442
	<b>Total</b>	<b>3,886</b>	<b>4,442</b>

## Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2018

## Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year \$	Last Year \$
Bank accounts and cash	Cheque account	10840	2,823
	Business On Call Account	81655	25,157
	Petty Cash	600	350
	GST refund due	0	61
	<b>Total</b>	<b>93,095</b>	<b>28,391</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	KiwiBank Term Deposit	23847	0
	KiwiBank Notice Saver account	151,176	-
	<b>Total</b>	<b>175,023</b>	<b>-</b>
Asset Item	Analysis	This Year \$	Last Year \$
Other non-current assets	Term Deposit		
	<b>Total</b>	<b>-</b>	<b>-</b>
Liability Item	Analysis	This Year \$	Last Year \$
Creditors and accrued expenses	Refundable Clay Shed key deposit	740	730
	Income received in advance	0	-
	GST Liability	0	63
	<b>Total</b>	<b>740</b>	<b>793</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		207260	6,566
	<b>Total</b>	<b>207,260</b>	<b>6,566</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>-</b>	<b>1,441</b>

## Raglan Community Arts Council

## Notes to the Performance Report

For the year ended  
31 March 2018

## 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	16,692			216,954		
Motor Vehicles*	-				-		
Furniture and fixtures*	9,938		8,387	686	865		
Office equipment*	10,328		10,328		-		
Computers (including software)*	51	1,665		321	1,395		
Arts Equipment	-	14,335		2,879	11,456		
Heritage assets	-				-		
<b>Total</b>	<b>220,579</b>	<b>32,692</b>	<b>18,715</b>	<b>3,886</b>	<b>230,670</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 2018

### Note 5: Accumulated Funds

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	226,771	11,573	13,500	251,844
Capital contributed by owners or members*	10,000			10,000
Capital returned to owners or members*	-			-
Surplus/(Deficit)*		29,094		29,094
Distributions paid to owners or members*		-		-
Transfer to Reserves*		(10,000)	10,000	
Transfer from Reserves*		-	-	
Closing Balance	236,771	30,667	23,500	290,938

Last Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
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

Breakdown of Reserves		Actual*	Actual*
Name*	Nature and Purpose*	This Year	Last Year
		\$	\$
Creative Space/ Clay Shed Plus	New building	23,500	13,500
Total		23,500	13,500



## Raglan Community Arts Council

### Notes to the Performance Report

For the year ended  
31 March 2018

#### 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 2018, 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 2018 and its financial performance for the year ended on that date.

Richard Thomson  
02 July 2018


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**Reserves Policy:**

Most money held is tagged. It is either held for a specific purpose (Creative Communities Scheme, St Lazarus Trust, COGS, Trust Waikato, Lottery Grants Board, Logan Campbell Estate, Southern Trust 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 substantial funds for the building project currently underway to replace the Clay Shed with a larger Creative Space building. The operational funding grant from COGS and Southern Trust will be used in the coming months. Some money is held for operational purposes such as income/expenditure fluctuations and for PAYE/GST.





# Agreement for Use:

Old School Arts Centre

HIRE OF THEATRE, GALLERY, ST LAZARUS ART STUDIO, ST LAZARUS KITCHEN, BACK GARDEN, FRONT FOYER

Name of Hirer/Contact: Raglan Kid day T3/T4 Organisation: RCAC  
 Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
 Address: contact Old school

Room(s) Required Please circle:

ST LAZARUS ART STUDIO, ST LAZARUS KITCHEN, BACK GARDEN, THEATRE, GALLERY, FRONT FOYER NB: as the hiree of a room, please note unless you book multiple rooms, your room hire is exclusive only to the room of which you have hired. Other events may also be taking place in other rooms.

**OFFICE STAFF:** Check calendar for compatibility of event and timing of other events if applicable

Event: Kid day classes T3+T4 Event Date: July - December 2019  
Mon, Tues, Wed, Thurs 3pm - 5pm

Times (including set-up & pack-down ensure 30 mins either side):

- ☐ 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 - 10.30pm (5.5 hrs)
- ☐ part day: between the hours of 7am - 3pm / 9am - 4pm (7.5 hrs)
- ☐ full day: between the hours of 7am - 5pm (9.5 hrs)

No hire can take place between the hours of 10.30pm - 7am unless by prior arrangement and approval by RCAC/Management.

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): **\$88 for a half day or evening use / \$175 for a full day / \$140 for part day 8am-3pm**  
 Includes video projector, screen, blackboard and whiteboard

☐ **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): **\$50 for a half day or evening use / \$90 for a full day / \$70 for part day 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 part day 8am-3pm**

☐ **Special Members' Group Rate:** for Old School Arts Centre member groups. Eg: Book club, Raglan Art Group, 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 part day 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**: **\$100 extra**

☐ Cleaning additional must be booked prior with 3 week notice **\$100**



## *Karron Campbell*

### **Raglan Kids Clay Tutor**



**Born in West Yorkshire, UK. Educated in the fine arts.  
Teacher/Lecturer/ facilitator**

**Karron works from her Gallery/studio 'The Creative Workshop' on Cogswell Road, which Karron and her daughter Rickie have developed in what was once, a pig shed on their bush clad property.**

**She came to live in New Zealand in 2008.**

**Her inspiration comes from all things living in the bush.**



# DECOPOT NZ

production services for potters

## TAX INVOICE

Invoice # SI-00002148

Invoice Date: 08/02/2018

Order#

**Decopot NZ Ltd**

126 Summerhill Drive

Palmerston North

4410

GST No 63-976-407

www.decopot.co.nz

06 3569886

ARTS CENTRE CLAY SHED	Invoice	RAC
Raglan Old School Arts Centre	Raglan Old School Arts Centre	
	P.O.BOX 91	
RAGLAN OLD SCHOOL	RAGLAN	
Attn: Suzanne Prinz		
STEWART STREET		
RAGLAN		

Code	Description	Unit	Qty	Price	Disc	Total
AMF-CH2	Charcoal Midfire Glaze 2Kg	EA	1.00	28.70	0%	28.70
AMF-CBB2	Cobalt Blue Midfire Glaze 2Kg	EA	1.00	46.09	0%	46.09
AMF-PL2	Pollen Midfire Glaze 2Kg	EA	1.00	34.78	0%	34.78
BODYRBSW-TON	PRIMO Red-Brown Stoneware - 202 Tonne	EA	0.10	1,260.869	0%	126.09
BODYWDBS-TON	PRIMO Wood-Brown Stoneware - 208 Tonne	EA	0.20	1,521.739	0%	304.35
zzRAILRAGLAN-T	RAIL RAGLAN TONNE	EA	0.32	210.00	0%	67.20
AMF-RE2	Reef Midfire Glaze 2Kg	EA	1.00	34.78	0%	34.78

Sub Total 641.99

Charge Sub Total 0.00

includes GST of 96.30

Charge

Price

Payment Terms:

Invoice Total 738.29

Cleared funds before 20th Month following

Due Date: 20/03/2018

PLEASE PAY ON INVOICE - NO STATEMENT WILL BE ISSUED

Internet banking Decopot Ltd 06 0287 0362980 00

Please use this invoice number as your reference

Buy again at sales@decopot.co.nz account enquiries at accounts@decopot.co.nz  
 thank you for your business Join our newsletter at www.decopot.co.nz

Comments:





# TAX INVOICE

RAGLAN OLD SCHOOL ARTS CENTRE  
Attention: RAGLAN OLD SCHOOL ARTS CENTRE  
5 STEWART ST  
RAGLAN 3225

Invoice Date  
13 Mar 2018

Invoice Number  
INV-0153

GST Number  
123-668-251

Waikato Ceramics Limited  
PO Box 21183  
Hamilton  
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
GLAZE:Ferro 271D Clear 25kg	1.00	282.17	282.17
RAW MATERIAL:Shelf Wash 2kg	1.00	14.52	14.52
RAW MATERIAL:Rados Liquid 500ml	1.00	4.52	4.52
STAINS:WAIKATO STAINS:Turquoise 500g	1.00	40.09	40.09
STAINS:WAIKATO STAINS:Black 50g	2.00	7.04	14.08
STAINS:WAIKATO STAINS:Kakapo Green 50g	2.00	9.13	18.26
STAINS:WAIKATO STAINS:Pacific Blue 500g	1.00	56.52	56.52
STAINS:WAIKATO STAINS:Golden Yellow 500g	1.00	56.52	56.52
STAINS:WAIKATO STAINS:Purple 50g	1.00	9.39	9.39
STAINS:WAIKATO STAINS:Cobalt Blue 50gm	1.00	8.78	8.78
FREIGHT:Freight	2.00	5.20	10.40
Subtotal			515.25
TOTAL GST 15%			77.30
TOTAL NZD			592.55

**Due Date: 20 Apr 2018**

Please make payment by the due date to:  
Waikato Ceramics  
ANZ 06-0603-0928318-01

Please include the name and invoice number as references.

PAYMENT ADVISE

5<sup>th</sup> February 2019

Dear Waikato District Council, Creative Communities Committee

**RE; Kids clay class materials 2019**

Please note that all our clay materials are purchased in bulk. This saves a significant amount of money and it involves less administration time.

We purchase our materials from Waikato Ceramics and Decopot. Our calculations for each clay class is based on clay, glazes and firing charges for the kiln at \$100 per class x 4 classes x 2 terms = \$800.

Copies of invoices (bulk order) attached.

Kind regards

**Raglan Community Clay Shed**



## Creative Communities Scheme APPLICATION FORM

### *Funding for local arts projects* *Ngā pūtea mō ngā toi te haukāinga*

#### Read the *Creative Communities Scheme Application Guide*

Before you prepare your application you need to 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

#### 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).

## APPLICANT DETAILS

#### Name and contact details

Full name of applicant:	<input style="width: 90%;" type="text" value="Cutting Edge Textiles"/>		
Contact person	<input style="width: 90%;" type="text" value="Margherita Allan"/>		
Street address/PO Box:	<input style="width: 90%;" type="text" value="25 Rangimarie Rd"/>		
Suburb:	<input style="width: 100px;" type="text"/>	Town/City	<input style="width: 150px;" type="text" value="Ngaruawahia"/>
Postcode:	<input style="width: 100px;" type="text"/>	Country:	<input style="width: 150px;" type="text" value="New Zealand"/>
Telephone (day):	<input style="width: 90%;" type="text" value="07) 824 7638"/>		
Email (must provide)	<input style="width: 90%;" type="text" value="jmrallan@xtra.co.nz"/>		

**The Committee advises that you speak in support of your application at the CCS meeting? If you are unable to attend please advise the funding team at [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)**

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

<input type="checkbox"/> Council website	<input type="checkbox"/> Local paper	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Radio
<input checked="" type="checkbox"/> Council staff member	<input type="checkbox"/> Word of mouth	
<input type="checkbox"/> Other (please provide detail) <input style="width: 400px;" type="text"/>		

## PROJECT DETAILS

Breakdown and Deconstructed Screen Printing - New Dimensions of Texture and Colour

**Project name:**

**Brief description of project:**

Participants will explore the technique of "Breakdown / Deconstructed Printing" which is applying thickened dye to screens and leaving them to dry.

When fresh liquid dye is applied later on, the dried dye breaks down slowly with each print to give "an ever changing array of colours, marks, textures and distressed, organic and disintegrating effects".

Quote from book Breakdown Printing C Benn and L Morgan.

The resulting prints will be art with a repeating, slowly changing theme running thru them all.

### Project location, timing and numbers

Venue and suburb or town:

Ngaruawahia Memorial Hall

Start date:

Sept 21st 2019

Finish date:

Sept 22nd 2019

Number of active participants:

10

Number of viewers/audience members:

0

**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

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

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

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

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

European:	<input checked="" type="checkbox"/>	Detail:	Technique is from tutors in UK and USA
Māori:	<input 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 checked="" type="checkbox"/>	Detail:	Technique is from tutors in UK and USA

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? **and**  
**The process/Te whakatutuki** how will the project happen?

We want to learn, practice and explore layered screen prints with a repeating pattern running thru all the prints.

We will hold a "mini" class in the month before the workshop, where participants will make a few of their own simple "silk" screens, using Real Estate board . They can make a variety of sizes to explore pattern with scale.

During the workshop weekend Sept 21 and 22nd, 2019, they will apply thickened dye to some screens and thickened dye and texture to others.

The screens are left to dry and then more liquid thickened dye will be screened thru the designs.

The fresh liquid dye will slowly break down the dry dye resulting in individual prints with a common theme.

The workshop (and previous screen making class) will be taught by me (Margherita) and Vanessa. We have both learnt the technique and during the weekend we will also work thru a DVD and book by the original developers of the technique.

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

Tutors - Vanessa Bolton and Margherita Allan

Vanessa has done the technique in a previous workshop.

Margherita has learnt the technique from Vanessa and will be a supporting tutor for her.

We will also use the DVD "Deconstructed Screen Printing" by Kerr Grabowski and book.

Participants - members from our Cutting Edge Textile group and from the local public. Advertising is offered to everyone thru personal and email contact, and local FB pages.

We also encourage locals to participate or to drop in and see what art we are making.

## 3. 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:

- by having this workshop at the local Ngaruawahia Memorial hall and opening it up to the local public, we will be exposing them to new techniques which they are welcome to participate in either as creators (at a very achievable fee) or as spectators of new and exciting art.

## 4. 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
Hall Hire + snacks	\$80 per day x 2 days = \$160    Snacks \$36.86	196.86
Tutor costs	Teaching	420
	Accommodation	100
	Food and drink	92
	Travel	50
Materials from Tutor	book and DVD to be used in wshop	123.10
Group Requirements	Urea, Alginate, spoons, tape, brushes, bottles, cups	184.86
	Dye	203.50
Allocated Requirements	Fabric	234.33
	Soda ash, boards, sacks	50.68
Total Costs		1655.33

<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>
Participant Fees	10 participants @ \$80	800
Total Income		\$ 800
Costs less income	This is the maximum amount you can request from CCS	\$ 855.33
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ 855.00</b>

## 5. 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)
Sept 2018	Turning over New leaf	795.00	No, wshp in Mar '19
Feb 2018	Explore Acrylic Paints with Gelli Plate Printing and Acryli	787	Yes
Feb 2017	Creative Excitement with Technology	1650.73	Yes
Nov 2016	Design Journey, Print, Burn and foil	2000	Yes
Feb 2016	Metal & Angelina Exploration	1168	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.

## 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

Margherita Allan

(Print name of contact person/applicant)		(Print name of parent/guardian for applicants under 16 years of age)	
Signed:	<div></div>	Signed:	<div></div>
(Applicant or arts organisation's contact person)		(Parent/guardians signature for applicants under 16 years of age)	
Date:	14/2/19	Date:	<div></div>

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

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

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

Alternatively your application can be delivered to one of our Council offices found here. [www.waikatodistrictcouncil.govt.nz](http://www.waikatodistrictcouncil.govt.nz) or to:

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

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

0800 492 452- Lianne van den Bemd or I-Jay Huirama.

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## BreakDown Printing

Sept 24<sup>th</sup> and 25<sup>th</sup> 2019

Participants 10

Tutors Vanessa and Margherita

**Workshop cost \$1655.33**

Includes Hall, Tutor and Supply costs, itemized below

=====

**Hall \$80 per day x 2 days \$160**

=====

**Tutor costs \$662.00**

=====

6 hour days x \$30hr = \$180 daily x 2 days = \$360

Vanessa and Margherita (1 day each and being support  
tutor on other day)

3 hours x \$20hr = \$60

Vanessa and Margherita making chemical water,  
alginate and dye liquid night before.

Accommodation – Vanessa, BnB \$50 x 2 nights = \$100

Food provided for the duration of the workshop

Each day 1 coffee @ \$5 = x 2 days = \$10 x 2 tutors = \$20

Each day 1Lunch @ \$8 = x 2 days = \$16 x 2 tutors = \$32

Each day 1Dinner @ \$20 = x 2 days (Vanessa only) = \$40

Travel costs = \$50

=====

**Materials supplied by tutor \$123.10**

=====

Book \$US25.20 + post 11.68 covered to \$NZ = \$56.04

DVD \$US35.95 + post 8.03 covered to \$NZ = \$67.06

– Both purchased from Dharma Trading US.

=====

**Group requirements: see below for full details \$388.36**

=====

Urea = \$31.48

Alginate = \$39.62

Spoons -Big = \$3



Plastic Clear Cups	= \$9
Dye	= \$203.50
Duct Tape	= \$20
Masking Tape	= \$12.50
Scrub brush	= \$8.34
Foam brushes	= \$42
Squeeze bottles	= \$18.92
=====	

### Allocated requirements    see below for full details    **\$285.01**

=====	
Voile	= \$119.90
Soda ash	= \$14.32
Calico	= \$114.43
Real estate boards	= \$30
Black sacks	= \$6.36
=====	

### Miscellaneous Items    see below for full details    **\$36.86**

=====	
Snacks, Drinks, Milk	= \$36.86

===== more details =====

## WORKSHOP REQUIREMENTS

### NOTE:

All converted to NZ\$ (from US or UK)

All products rounded up to a whole amount

eg .85metre becomes 1m

OR listed at the higher minimum amount that company sells, based on larger amount still being cheaper than smaller amounts sold elsewhere.

eg 180 pieces needed but use min sale quantity 200

### GROUP REQUIREMENTS: **\$388.36**

=====	
Materials supplied to be used and shared by all participants	
eg no allocated amount	

UREA to make chemical water	BUY 2.5kg min.	= \$31.48
-----------------------------	----------------	-----------

3 cups (makes 12 Lt) to make up Alginate  
2 cups (makes 7 Lt) to make up Dye  
= 5 cups = approx. bags – 4 x 750gm @\$7.87  
= \$31.48

– purchased from Bunnings

[https://www.bunnings.co.nz/egmont-urea-750g\\_p00209495](https://www.bunnings.co.nz/egmont-urea-750g_p00209495)

**ALGINATE to make Thick Print Paste BUY 300gm min. = \$39.62**

600ml per person per day

using 600ml chemical water / 15gm Alginate

= 6 Lt / 150gm x 2 days

= 300gm Alginate

Best option was 1lb bag

- purchased from Dharma Trading US.UREA to make chemical water

<https://www.dharmatrading.com/chemicals/sodium-alginate-thickener.html>

## SPOONS -Big

BUY 50 pack is smallest

= \$3

1 per colour = 7

1 per person = 10

1 per alginate per person = 10

– purchased from Warehouse stationary

[https://www.warehousestationery.co.nz/product/W2124753.html?gclid=Cj0KCQiA14TjBRD\\_ARIs](https://www.warehousestationery.co.nz/product/W2124753.html?gclid=Cj0KCQiA14TjBRD_ARIs)

AOCmO9Y6ipUmls 0Latj7EuS4 IHjDUPdnmBaP1SxPzQ 2LdXFq5b7cDbRUaAvkcEALw wcB&gclsrc=aw.ds

PLASTIC CLEAR CUPS BUY 50 min.

**= \$9**

20 pack \$3 x 3 = \$9

– purchased from Warehouse

<https://www.thewarehouse.co.nz/p/party-inc-cups-clear-470ml-20->

pack/R2124757.html?gclid=Cj0KCQIA14TjBRDARIsAOCmO9YGulh0kkOzqsSGSAdsgNzfxJtaEBke3H

X6LnmmspqX6lsTBilkcaAq7CEALw wcB&qclsrc=aw.ds

**DYE** BUY 80gm min.

**= \$203.50**

Need 500ml per colour

Dye = 2 Tblsp (20gm) powder per 250ml chemical water

= 40gm per 500ml each colour

Dye @ 4 colours

Red Yellow Blue – buy 2 amounts each to mix cool and warm options

= 80gm per 500ml each colour

Black = 40gm

**DYE BUY** at least 160gm per colour

2/3oz = 18gm @ \$9.80

$$= 80/18 \text{ gm} = 4.45$$

= Buy 5 bottles @ \$9.80 = \$49 x 3 colours = \$147

+ buy 40gm black =  $40/18\text{gm} = 2.22$

= Buy 3 bottles @ \$9.80 = \$49 + post \$7.50 = \$56.50

$$= \$147 + \$56.50$$

**= \$203.50**

– purchased from Tsart

<https://www.tasart.co.nz/shop/hobby-craft/dyes/procion-mx-fiber-reactive-dyes/>

DUCT TAPE BUY 2 rolls = \$20.00

- to secure and waterproof Real Estate boards for screens

- 1m per person, per screen

= 1m per person X 3 screens

= 3m x 10 people

**= 30mt**

AND share enough rolls to quickly tape up screens

= 2 rolls between everyone

$$= \$2.50 \times 5 = \$12.50$$

– purchased from Warehouse stationary

Scotch General Purpose Duct Tape Black 48mm x 30m\$10.00

<https://www.warehousestationery.co.nz/product/W2008762.html>

WIDE MASKING TAPE      BUY 5 rolls      = \$12.50

- to secure blanket and plastic for printing pads

- 1m per person for blanket and 1m per person for plastic

$$= 2m \text{ per person} \times 10$$

AND share enough rolls to quickly tape up pads

= 5 rolls between everyone

$$= \$2.50 \times 5 = \$12.50$$

– purchased from Warehouse stationary

Pomona Masking Tape General Purpose White 18mm x 50m \$2.50

<https://www.warehousestationery.co.nz/product/W1431978.html#start=1>

SCRUB BRUSH to clean screens      BUY 3      = \$8.34

**\$2.78 each**

– purchased from Mitre 10

<https://www.mitre10.co.nz/shop/number-8-soft-grip-dishwash-brush-310-x-40-x-70mm/p/240591>

<https://www.mitre10.co.nz/shop/number-8-dishwash-brush-265-x-25-x-65mm/p/240590>

FOAM BRUSHES	BUY 7 sets	= \$42.00
--------------	------------	-----------

- to apply Dye Alginate print Paste for extra texture

- at least 2 per person (use 1 brush per colour)

= 2 x 10 people = 20 brushes

= 7 x 3 piece sets

$$= 7 \times \$6 = \$42$$

– purchased from Warehouse

Haydn Foam Brush 3 Piece Set \$6.00

<https://www.thewarehouse.co.nz/p/haydn-foam-brush-3-piece->

[set/R2175121.html?qclsrc=aw.ds&qclid=Cj0KCQiA-](http://set/R2175121.html?qclsrc=aw.ds&qclid=Cj0KCQiA-)

[onjBRDSARlsAEZXcKbRfg6eyj1cGY8QpfZCrpcsJVUv3OpnNfe5zGJXZay02GZdl12AGl0aAlflEALw\\_wcB&qclsrc=aw.ds](http://onjBRDSARlsAEZXcKbRfg6eyj1cGY8QpfZCrpcsJVUv3OpnNfe5zGJXZay02GZdl12AGl0aAlflEALw_wcB&qclsrc=aw.ds)

SQUEEZE BOTTLES      BUY 5 bottles      = \$18.92

- to apply Dye Texture technique
- 5 bottles to share
- Clear Widemouth Squeeze Bottle x 5 inc GST and post
- = \$18.92
- purchased from Southern Hospitality

<https://www.southernhospitality.co.nz/categories/kitchenware/squeeze-bottles/squeeze-dispenser-340ml-red.html>

Group supplies used to make and store chemicals for the workshop

10Lt lid containers

Chemical only food processor

Chemical only scales

## **ALLOCATED REQUIREMENTS:      \$285.01**

=====

Materials below are included in an allocated made up pack / per person.

VOILE – to make screens      =\$119.90 pick up

- 1m each person for 3 screens
- 10m x \$11.99mt
- = \$119.90

– purchased from Spotlight

<https://www.spotlightstores.com/nz/by-the-metre/filigree-swiss-voile/BP80037787016-white>

SODA ASH      BUY 2.5kg      = \$14.32 pick up

- 10 tblsp per person = 50g x 10 people
- = 500gm

Cheapest option is 2.5kg

– purchased from Bunnings

[https://www.bunnings.co.nz/hy-clor-2-5kg-soda-ash-ph-increaser\\_p03090205](https://www.bunnings.co.nz/hy-clor-2-5kg-soda-ash-ph-increaser_p03090205)

CALICO      BUY 20m      = \$114.43

- 1.5m per person
- Min amount 20m @ \$4.55m = \$91 + post \$8.50
- = \$99.50 + gst \$14.93
- = \$114.43

– purchased from John Rainger fabrics

REAL ESTATE BOARDS      BUY 20m      = \$30

- 2 boards @ 1m x 1m per person x 10 people
- 20 boards @ \$1.50 each
- = \$30

– purchased from Hamilton Recycle centre

BLACK SACKS BUY 4 packs = \$6.36

- to process printed fabric
- allow 2 per person as needed = 20 bags
- 5 bag packs x 4 = 20 bags
- = 4 x \$1.59
- = \$6.36
- purchased from New World
- Low Cost Rubbish Bags 620 x 900mm 5ea \$1.59

Group supplies used for the workshop (in case needed and as extras)

Plastic sheets

Newspaper

cutting mat and blades or craft knife

**Miscellaneous Items** see below for full details **\$36.86**

=====

Snacks

- Lollies – 4 packs – average pack \$2.79 x 4 = \$11.16
- Biscuits – 4 packs – average pack \$3.49 x 4 = \$13.96

Drinks

- Tea and coffee supplied but refills may be needed
- Coffee, sugar, Tea refills – average = \$ 5.00

Milk \$3.37 @ 2 Lt x 2 days = \$6.74

– purchased from New World

<https://www.ishopnewworld.co.nz/category/pantry/biscuits--crackers>

**BYO REQUIREMENTS:** **\$0**

=====

Newspapers

2 - 4 tins per screen

squeegee credit card / icecream lid cut up

flat or other container to rinse screen while waiting to wash in sink

plastic to cover table and blanket print area

blanket

container for alginate

sellotape and stapler

container for alginate scrapings

cutting mat and blades or craft knife

=====

## Cutting Edge Textiles

### Account notes

#### Income

Our yearly income is from subs and meeting entry fees. Recently we have been buying up other peoples stash of supplies and then on selling to members for a bit of a profit. We also buy in wholesale bulk, supplies we commonly use and sell at a rounded up cost eg if \$1.76 then SELL \$2.

Our subs start in Jan and are paid when members come to their first meeting or by internet. So subs can dribble in all through the year.

Subs are \$25 annually or \$15 from July.

We have 18 sub paid members at the moment.

An entry fee of \$5 per person is charged at each meeting.

Sometimes there is an extra class cost, usually only a couple of dollars, if any supplies are provided.

We aim to at least break even for each meeting.

**All income is allocated to cover the year's hall costs first.**

Income above this allows us to bulk buy supplies for future classes or to pay for an outside of group tutor.

All members teach a class for free on a rotation.

Most months there is a class surplus (after all costs) of \$20+.

#### Outgoing

Hall costs:

We meet twice a month (once in Dec)

23 meets @ \$26 hall hire

Class costs:

Vary each month - for supplies, equipment use and any tutor costs (not including any funded workshop tutor costs)

## Daily Running Account balance

\$192.57 @ Feb 15 2019

### Funding money

We keep funding money separate from the daily running account.

Fund account balance for the next workshop in March are at breakeven at this stage.

### Bulk items – purchases and stock

The group owns \$9899.29 in library items, Scan n Cut machines, supplies to be on sold and stock.

This is a lot higher than usual:

- usual stock, ready for sale and re purchase eg calico fabric is \$1500 ish and library \$1100ish.

Since the beginning of 2017 we have been buying a few stashes and Scan n Cut machines to on sell to members. Due to illness, these items weren't used and sold on, in the expected timeline.

As organiser Margherita Allan has covered excess purchase costs and is owed \$2265.23

This is being paid back from the Running Account Balance as it builds up.

The large amounts for sale, with most proceeds going to pay back stash purchases) are:

- Scan n Cut machines will be sold after the next 2 classes approx. \$1100.
- Stash supplies to sell aprox \$6000.
- Stock items, most will be used over the next couple of year's classes and sales.

## Tutor Bio's    Cutting Edge Textile group Breakdown Printing Workshop Sept 2019

### Vanessa Bolten

*Note from Margherita – Vanessa is away at the moment and I can't get an official Bio but the below information is from memory of our conversations.*

Vanessa is our Tutor from new Plymouth and is also a member of our group, coming most months to classes.

She has also taught a couple of classes with our group and is a very informative, inspiring tutor.

She was a Tech Collage Art tutor.

As well as a private tutor of many classes and workshops for her interests of Fabric and Mixed Media art.

She is an avid learner, attending many workshops to learn a wide range of subjects.

Vanessa did a 1-week course with the originator of the Deconstructed Screen Printing technique, Fiber Artist Kerr Grabowski.

Vanessa will pass on to our workshop the information she has gained from:

- continued practicing and exploring of the technique with in depth knowledge of how to do the technique with less expensive and DIY supplies
- teaching the technique to a class in NP
- showing supporting information from Kerr's DVD
- and information expanded on by artists/authors Claire Benn and Leslie Morgan, in their book "Breakdown Printing".

### Margherita Allan

Margherita is organiser of the Cutting Edge Textiles group and has organised many workshops and classes. A high proportion of which she has also taught.

She has also been an adult education teacher with day and night classes on a variety of art, mixed media and computer subjects.

Vanessa gave Margherita a 1-day intensive run down and trial of the technique and making of the supplies eg making a screen for printing.

Margherita will make the chemicals and dye products ready for her and Vanessa to finish the process the day before the class.

Most chemicals need an overnight rest before being ready to use in the workshop.



Margherita will then be a supporting tutor during the workshop to make sure people are using the products well on the day. This is to make sure participants can move quickly with their printing but also be using the dye chemical mix efficiently to get the best results. She will also be au fait enough with the process to help participants expand on the technique when they have time to explore.

SCANNED

Creative Communities Scheme  
**APPLICATION FORM**

WAIKATO DISTRICT COUNCIL	
15 FEB 2019	
Time 12.10	Initials gg
NGARUAWAHIA	

**Funding for local arts projects**  
*Ngā pūtea mō ngā toi te haukāinga*

**Read the Creative Communities Scheme Application Guide**

Before you prepare your application you need to 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

**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).

**APPLICANT DETAILS****Name and contact details**

Full name of applicant:	TE WHARE TOI O NGARUAWAHIA - TWIN RIVERS COMMUNITY ART CENTRE INC		
Contact person	JANE STEVENS		
Street address/PO Box:	18 HERSCHEL STREET		
Suburb:		Town/City	NGARUAWAHIA
Postcode:		Country:	New Zealand
Telephone (day):	824 7591 021 222 0191		
Email (must provide)	twinriversartco + @xtra.co.nz		

The Committee advises that you speak in support of your application at the CCS meeting? If you are unable to attend please advise the funding team at [funding@waikato.govt.nz](mailto:funding@waikato.govt.nz)

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

<input type="checkbox"/> Council website	<input type="checkbox"/>	<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:

Introduction to making mini albums

Brief description of project:

Scrapbooking can be a fabulous way to relive special memories. Mini albums are a relatively quick and easy way to ~~set~~ show case favourite photos.

### Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaurahia

Start date:

May 2019

Finish date:

July 2019.

Number of active participants:

10

Number of viewers/audience members:

—

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

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

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

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

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

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

☒ Craft/object art

☐ Dance

☐ Inter-arts



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

This class will be tutored by Faith Pocock, a local Ngāruawāhia mixed media artist, who has many years experience in scrapbooking. The class is open to everyone in our community and interest has already been shown.

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

Where: Te Whare Toi o Ngāruawāhia  
When: A all day Saturday workshop in term 2 2019

The tutor will be supported by volunteers from the Art Centre and if participants are agreeable then the albums will be displayed at our Markets Exhibition.

The participants will be given a kit with all the required papers/embellishments

**4. 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
Tutor fees.	7 hours @ \$30	\$210.00
Album kit	x10 to be paid for by participants fees.	500.00
Glue-Acid free. Imagine it.	x 4	96.00
Admin + procurement		\$100.
Venue Hire	1 day @ \$30	30.
Total Costs		936.00



<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> eg ticket sales	<b>Detail</b> eg 250 tickets at \$15 per ticket	<b>Amount</b> eg \$3,750
Participation fees	10 people @ \$50	500
Total Income		\$ 500 -
Costs less income	This is the maximum amount you can request from CCS	\$ 436.00
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ 436.00</b>

## 5. 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)



### 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.

## 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:

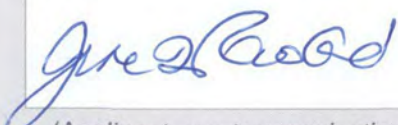
- ☒ complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
  - ☒ complete the project within a year of the funding being approved
  - ☒ complete and return a project report form (this will be sent with 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 Radford

Gina Bagg



<p>(Print name of contact person/applicant)</p> <p>Signed: <span style="border: 1px solid black; padding: 5px; display: inline-block; width: 200px; height: 40px; vertical-align: middle;">  </span></p> <p>(Applicant or arts organisation's contact person)</p> <p>Date: <span style="border: 1px solid black; padding: 5px; display: inline-block; width: 150px; height: 20px; vertical-align: middle;">         June Rawknd       </span></p>	<p>(Print name of parent/guardian for applicants under 16 years of age)</p> <p>Signed: <span style="border: 1px solid black; padding: 5px; display: inline-block; width: 200px; height: 40px; vertical-align: middle;"></span></p> <p>(Parent/guardians signature for applicants under 16 years of age)</p> <p>Date: <span style="border: 1px solid black; padding: 5px; display: inline-block; width: 150px; height: 20px; vertical-align: middle;"></span></p>
--	--

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

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

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

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrictcouncil.govt.nz](http://www.waikatodistrictcouncil.govt.nz) or to:

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

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

0800 492 452- Lianne van den Bemd or I-Jay Huirama.

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Search Site



Login/Sign up



Welcome to Faith Pocock Craft Studio. I opened this Company with intentions to service both my addiction to crafting & to share a love for some of the products I use.

I have spent many hours sourcing a collection of treasures & unique embellishments that I hope you will all enjoy. As you will soon discover, many of the products I have are predominantly for use in embellishing. As the Studio grows so will the range of products I stock.

More recently in 2016 we've delved into Laser Cutting and so you will see our own collection of laser cuts added to the website from both our own designs and others designed for us.

We've been at this business venture for a couple of years now and we continue to learn & grow constantly. If you have any questions, feel free to email me them. I am also interested in hearing from you if you have any requests for hard to get products.

This website will be a constant work in progress.

Grab a cuppa and enjoy a browse through.  
Hugs, Faith.



Follow Us On:



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Contact Us  
Offline




[f \(https://www.facebook.com/ImagineIfNZ\)](https://www.facebook.com/ImagineIfNZ)  
[p \(https://www.pinterest.com/imagineif/\)](https://www.pinterest.com/imagineif/)  
[E \(https://www.etsy.com/shop/IfCreativeStudios?ref=hdr\\_shop\\_menu\)](https://www.etsy.com/shop/IfCreativeStudios?ref=hdr_shop_menu)



[\(http://3gx03730p62t1q7zux3u63em.wpengine.netdna-cdn.com/wp-content/uploads/2017/10/23030481\\_1764971113515495\\_11494593](http://3gx03730p62t1q7zux3u63em.wpengine.netdna-cdn.com/wp-content/uploads/2017/10/23030481_1764971113515495_11494593)

## ART GLITTER GLUE ADHESIVE 120ML 4OZ

The preferred adhesive choice of artists! Our Designer Dries Clear is an industrial-strength adhesive that adheres to the following: paper art, acetate transparency, cling vinyl, acrylic, 



# Creative Communities Scheme APPLICATION FORM

WAIKATO DISTRICT COUNCIL

**Funding for local arts projects**  
Ngā pūtea mō ngā toi te haukāinga

15 FEB 2019

Time 12:10 Initials JG  
NGARUAWAHIA

## Read the Creative Communities Scheme Application Guide

Before you prepare your application you need to 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

## 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).

## APPLICANT DETAILS

### Name and contact details

Full name of applicant:	TE WHARE TOI O NGARUAWAHIA TWIN RIVERS COMMUNITY ART CENTRE		
Contact person	JANE STEVENS		
Street address/PO Box:	18 Herschel St		
Suburb:		Town/City	Ngaruawahia
Postcode:		Country:	New Zealand
Telephone (day):	021 222 0191		
Email (must provide)	twinriversartc.t@kwa.co.nz		

The Committee advises that you speak in support of your application at the CCS meeting? If you are unable to attend please advise the funding team at [funding@waikato.govt.nz](mailto:funding@waikato.govt.nz)

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

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



## PROJECT DETAILS

Project name:

MASTER CLASS IN ACRYLIC  
PAINTING

Brief description of project:

A Saturday workshop each term  
Facilitated and tutored by local  
professional Artists

## Project location, timing and numbers

Venue and suburb or town:

18 Herschell St Ngejaucho

Start date:

MAY 2019

Finish date:

OCT 2019

Number of active participants:

20

Number of viewers/audience members:

100+

at exhibition

**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

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

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

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

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

European:	<input checked="" 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"/>

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? **and**  
**The process/Te whakatutuki** how will the project happen?

Twin Rivers Arts Centre - Te Whare Toi o Ngārua  
 whia want to work alongside professional  
 Artists to offer one workshop/masterclass  
 per term to a group of emerging artists  
 in our community. These will be primarily acrylic  
 on canvas work with other mixed media  
 techniques introduced. A contribution is  
 need to cover some of the Tutor costs  
 and some materials. An exhibition of  
 these works will be displayed at the  
 Temarama Lodge during the Matariki  
 Festival.

The Masterclass will be delivered on a Sat  
 Workshop 9am - 3-30pm on a date to be decided



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

There will be 10-15 people engaged in the workshop and is open to anyone who wishes to attend.

Two artists have agreed to working with us: Julie Whyman and Clinton Christian - both artists who live in the Waikato District.

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

where: 18 Herschell St Ngauruwhia  
when: Terms 2 + Term 3 2019  
on a Saturday workshop 9am - 3pm  
exhibition during Matiki Festival

subject of art of the students choice:  
skills learnt will be: how to dry brush,  
washing techniques, stepping, dabbing, splattering  
and palette knife work. Colour mixing and detail work.

**4. 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
Tutor fees	6 hrs x 2 workshops @ \$40	480.
Materials		
Acrylic Paints	Warehouse Stationery x 4 sets	160.00.
	" " 1 large white	2595
Canvas		459.00.
Venue Hire	2 x workshops @ \$30	60
Admin +		100
resource procurement		
Total Costs		783-95



<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
Participation fees	20 x \$25	500
Total Income		\$ 500.00
Costs less income	This is the maximum amount you can request from CCS	\$ 283.95
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ 283.95</b>

## 5. 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)
Apr 18	Tutor Fees	\$ 4000	Yes
Nov 17	Capacity Building	\$ 8300	No
April 17	Community Art Class	5235	Yes
Nov 17	" " "	8900	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.

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- ☒ 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
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<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
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- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993

Name

Jane Radford

Gina Bogard



(Print name of contact person/applicant)

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

Signed:

*Gene Rowland*  
(Applicant or arts organisation's contact person)

Signed:

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

Date:

JUNE ROWLAND

Date:

15/2/18

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

- ☒ My project has an arts or creative cultural focus
- ☒ My project takes place in the local authority district that I am applying to
- ☒ I have answered all of the questions in this form
- ☒ I have provided quotes that match the amount being requested and other financial details
- ☒ I have provided other supporting documentation
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- ☒ I have looked at the Creative Waikato ARTillery workshops

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

Alternatively your application can be delivered to one of our Council offices found here: [www.waikatodistrictcouncil.govt.nz](http://www.waikatodistrictcouncil.govt.nz) or to:

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

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

0800 492 452- Lianne van den Bemd or I-Jay Huirama.

Home / Art, Craft & Party / Art Supplies / Paint / Acrylic Paint

## Atelier S1 250ml Titanium White

**\$25.95**



[Be the first to write a review](#)

or 4x interest free payments  
of 25% on orders over \$50

[Learn more](#)

**P PartPay**

### Product Description

Atelier Paint 250ml Titanium White

Item No: 9239326

Earn 1 point for  
every \$1 you spend



[find out more](#)

### Features & Benefits

### Customer Reviews

There are no reviews for this item. [Write Review](#)

## Atelier Interactive 12 x 20ml Set

**\$39.95**[Be the first to write a review](#)

or 4x interest free payments  
of 25% on orders over \$50

[Learn more](#)**Product Description**

Assorted pack of Artist Quality Acrylic Paints.

Item No: 92200041990

Earn 1 point for  
every \$1 you spend

[find out more](#)**Features & Benefits****Customer Reviews**

There are no reviews for this item. [Write Review](#)



Home / Art, Craft & Party / Art Supplies / Canvas & Panels / Stretched Canvas

## DAS 1.5 Exhibition Canvas 12 x 24in

**\$22.95**



[Be the first to write a review](#)

Added to cart

or 4x interest free payments  
of 25% on orders over \$50

[Learn more](#)



### Product Description

A 12x24" stretch canvas with 1 1/2" thick frame for art.

Item No: 9416413627634

Earn 1 point for  
every \$1 you spend



[find out more](#)

### Features & Benefits

### Customer Reviews

There are no reviews for this item. [Write Review](#)



## Artist Profile

Clinton Christian aka Clint© is a fresh face on the art scene after life in general kept him from his love of painting and creating.

Clinton started painting at 14 and although he received outstanding grades at Secondary School followed by a year studying Visual Arts, family and work life were the priority and his creativity has been partially suppressed until it could be contained no longer.

Since dedicating 2018 to follow his passion full time his work has been noticed and the year concluded with a very successful first solo exhibition in December.

At 45 Clint says it's better late than never and is making up for lost time painting full time at his home studio just out of Hamilton.

Clinton sees being largely self-taught as a great positive, to be free, experiment with creativity and be bold while learning from others at the same time.

Three rules he likes to follow in each work is Composition, Contrast and Colour.

Clinton's acrylic on canvas style is continuously evolving with a combination of contrasting realism of New Zealand native birds to recent works of farm animals in his own take on Pop Art.

You can see more of Clint© art at [www.clintc.co.nz](http://www.clintc.co.nz)

or follow on Facebook - CC'd or Instagram - clintc.artist





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## JULIE WHYMAN

---

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 first picked up a brush after giving up her corporate career to have children and through practice and exploration, Julie has discovered her natural ability for painting. She is attracted to vibrant colour and form found in nature, and her paintings are a colourful, beautiful expression of her own style. She is inspired by her natural surroundings, and the interrelationship of nature and people. It is important to her that her paintings are of excellent quality.

Julies work is held in private collections throughout New Zealand, and abroad. Julie is represented by the following galleries:

[www.heritagegallery.co.nz](http://www.heritagegallery.co.nz)

[www.mobileart.co.nz](http://www.mobileart.co.nz)

[www.littlegallery.co.ncz](http://www.littlegallery.co.ncz)

[www.inspirit.co.nz](http://www.inspirit.co.nz)

Scarlet Gallery, Mangawhai

Julie participates regularly in exhibitions and art shows nationally.

---

[www.juliewhyman.co.nz](http://www.juliewhyman.co.nz)

Email: [JulieWhymanart@gmail.com](mailto:JulieWhymanart@gmail.com)

Mobile 0276008096

---



# Creative Communities Scheme APPLICATION FORM

KATO DISTRICT COUNCIL

**Funding for local arts projects**  
Ngā pūtea mō ngā toi te haukāinga

15 FEB 2019  
Time 12.10 Initials [signature]  
NGARUAWAHIA

## Read the *Creative Communities Scheme Application Guide*

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

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- 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).

## APPLICANT DETAILS

### Name and contact details

Full name of applicant:

Contact person:

Street address/PO Box:

Suburb:  Town/City:

Postcode:  Country:

Telephone (day):

Email (must provide):

The Committee advises that you speak in support of your application at the CCS meeting? If you are unable to attend please advise the funding team at [funding@waidec.govt.nz](mailto:funding@waidec.govt.nz)

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

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



## PROJECT DETAILS

Project name:

A Community Artpiece for  
JESMONO STREET.

Brief description of project:

WE PROPOSE TO HOLD A SERIES OF CLASSES  
TO CREATE MAORI INSPIRED CERAMIC TILES  
TO BE ATTACHED TO THE POSTS OUTSIDE  
THE TELEPHONE EXCHANGE ON JESMONO STREET  
NGARAWAIA.

### Project location, timing and numbers

Venue and suburb or town:

18 Herschell Street Ngarawaia.

Start date:

May 19

Finish date:

Aug 19.

Number of active participants:

15

Number of viewers/audience members:

1000+

a community artwork.

**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

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

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

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

**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:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input type="checkbox"/>	Detail:	

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? **and**  
**The process/Te whakatutuki** how will the project happen?

Te Whare Toi o Ngaruawahia - Twin Rivers Community Art Centre wishes to engage its local community to participate in the creation of ceramic tiles that ~~will~~ with the support of our Tutor from Whakatāpehi Society of Pottery David Kerry.

The tiles will have a māori design on each from a selection of moulds at the Art Centre.

~~The~~ It is proposed that the finished tiles will be attached to the posts in the square on Jesmond street Ngaruawahia.

When: Term 2 + 3 2019

How: A weekly class on a Wednesday evening to learn the techniques and processes from working the clay to the final glazing / staining techniques.

It is hoped that the pieces will be completed and installed in Jesmond at a mātaki Event in July.



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

This project will be facilitated by Te Whare Toi o Ngaruawahia who will advertise the project and engage the class participants. David Kenny our tutor will teach the techniques required and then we will involve volunteers from the community for the installation of the art.

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

Our community will:  
Get to work with and learn how to create an artwork using clay.  
The project will bring the community together for the creating of something unique in Ngaruawahia.

## 4. 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
Artist fees	David Kenny - Ukhamba NZ	
+ Firing costs	"	1640.00
materials	"	735.00
make 10	liquid nails x 10	200.39
venue hire	20 nights @ \$30 per night	600.00
Admin /marketing		200.00
Total Costs		3375.39



<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
Participation fees	Terms 2 + 3	
	10 x \$50 - Term One	500
	" " Term Two	500
Total Income		\$1000
Costs less income	This is the maximum amount you can request from CCS	\$235.39
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$235.39</b>

## 5. 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
	NA		

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 18	Tutor fees	4000	Yes
NOV 17	Capacity Building	8320	No
APRIL "	2017 Community Classes	8900	Yes
NOV 17	2018 " "	5235	"



### 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.

## 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 Radford

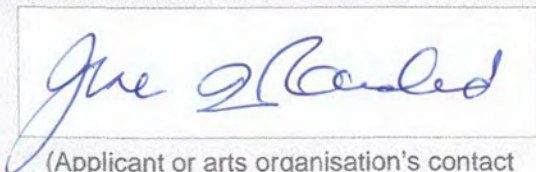
Gresham Bagdikian



(Print name of contact person/applicant)

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

Signed:



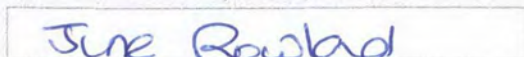
(Applicant or arts organisation's contact person)

Signed:



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

Date:



Date:


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

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

Please send application to: [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)Alternatively your application can be delivered to one of our Council offices found [here. www.waikatodistrictcouncil.govt.nz](http://www.waikatodistrictcouncil.govt.nz) or to:Lianne van den Bemd, Community Development Advisor, Private Bag 544  
Ngaruawahia 3742.If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

0800 492 452- Lianne van den Bemd or I-Jay Huirama.



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## Selleys

### Liquid Nails Rapid Cure Adhesive 325g

SKU: 292859 MODEL: LNRC 325G



Write a review

**\$20.39** each

S Available at selected stores. Check your local store for details

It is an advanced, high performance polyurethane construction adhesive that cures in just 10 minutes. It provides a durable, waterproof bond even when bonding two non-porous surfaces. It bonds most building substrates.

#### Features and benefits

- Cures in 10 minutes.
- Excellent temperature resistance.
- Water and weather resistance.
- Adheres to damp/poor seasoned timber and other damp surfaces.
- Paintable when dry.

#### Buying options

**Click & Collect**



Pottery with an Engineer

# Quote

David Kenny trading as

**Ukhamba.NZ**

DATE 14 February 2019

20 Elmwood Crescent

Pukete, Hamilton

0226511495

Ukhamba.NZ@gmail.com

TO

Jane Stevens

Twin River arts

18 Herschel Street

Ngaruawahia, Waikato

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

## 10 week Pottery class proposal for twin River Arts

The proposal is to teach how to make and decorate ceramic tiles at the Twin Rivers art centre suitable for outdoor installation. Small projects will be done first to teach basic clay making and glazing methods before starting the tiles. I will provide underglazes and oxides for decoration as well as a clear glaze and one other glaze.

Unfinished work to be stored on site. Loads of completed work to be taken by me to Waikato Society of potters (WSP) for biscuit and then glaze firing and returned. Does not include instalation of tiles.

### Labour/Equipment

Description	No.	Qty.	Rate	Amount
Class teaching	10	2.5 hrs	\$ 40.00	\$ 1,000.00
travel time to Twin rivers	10	0.5 hrs	\$ 23.00	\$ 115.00
travel Km to Twin rivers	10	28 Km	\$ 0.40	\$ 112.00
travel to WSP Km	4	14 Km	\$ 0.40	\$ 22.40
travel to WSP time	4	0.5 hrs	\$ 23.00	\$ 46.00
biscuit kiln loading	5	1	\$ 23.00	\$ 115.00
kiln hire (No.5) cone 6	5	1	\$ 46.00	\$ 230.00
Raku kiln hire & setup		1	\$ 160.00	\$ -
Gas for Raku kiln		2 Kg/load	\$ 6.00	\$ -
Total				\$ 1,640.40

### Materials estimates

People 15

Description	No.	Qty.	Rate	Amount
Glazes raw material (dry)	15	0.6 Kg	\$ 15.00	\$ 135.00
Clay	15	10 Kg	\$ 3.50	\$ 525.00
underglaze and oxides	15	0.2 Kg	\$ 25.00	\$ 75.00
Total				\$ 735.00



SCANNED

# Creative Communities Scheme APPLICATION FORM

WAIKATO DISTRICT COUNCIL

**Funding for local arts projects**  
*Ngā pūtea mō ngā toi te haukāinga*

15 FEB 2019  
Time 12:10 Initials gg  
NGARUAWAHIA

## Read the *Creative Communities Scheme Application Guide*

Before you prepare your application you need to 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

## 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).

## APPLICANT DETAILS

### Name and contact details

Full name of applicant:

Contact person:

Street address/~~PO Box~~:

Suburb:  Town/City:

Postcode:  Country:

Telephone (day):

Email (must provide):

The Committee advises that you speak in support of your application at the CCS meeting? If you are unable to attend please advise the funding team at [funding@waide.govt.nz](mailto:funding@waide.govt.nz)

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

<input type="checkbox"/> Council website	<input type="checkbox"/>	<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:

School Holiday Programme Term One and two breaks.

Brief description of project:

Te Whare Toi o Ngaruawahia wish to work with local kids and youth in the school holidays to create a public art work and that ~~the~~ can be erected in a prominent position in Ngaruawahia.

The art work will be an outdoor mural that can be placed so that our community can photograph themselves in front of this. Our tutor/artist is exploring designs of potentially a native NZ moth, or Bird or possibly a korowai.

Funding is needed to cover the costs of our tutors fees and some materials.

All workshops will be held at our Herschell St Venue.

### Project location, timing and numbers

Venue and suburb or town:

Te Marama Lodge 18 Herschell St Ngā.

Start date:

17 April

Finish date:

~~21 April~~

Number of active participants:

20

17 July 2019.

Number of viewers/audience members:

the community.

**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



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

There will be at least 10-15 kids / Youth per workshop. Some of our regulars plus additional students from St Paul's. The students will be supported by Monique Heywood and our volunteers at Twin Rivers Community Art Centre.

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

Young people will learn to express themselves ~~as~~ individually and collectively as the art piece contributes to a larger mural. They will be working with acrylic paint and be learning the different techniques necessary to create the effects of making their feathers, (wings,) stand out.

## 4. 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
Tutor fees	Monique Heywood, x4 workshops.	\$960.
materials	Plywood - exterior x2.	78.96.
	" - marine	74.95
	Paint - Testpots. x 10	84.90.
	No more nails x2	40.78
	Varnish / sealer.	36.00.
Venue Hire.	4 x workshops. @ \$30 per day	120.00.
Admin +		100.00.
Resource Procurement.		
Total Costs		1495.59.



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

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

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

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

European:	<input checked="" 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"/>

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? **and**  
**The process/Te whakatutuki** how will the project happen?

We will run 4 workshops over the two school holidays from 9am 3pm.

The canvas/ boards will be prepared by volunteers and resources will be already available to the students

The final art piece will be completed at the centre ~~and~~ by volunteers. It will be sealed ready for display and included in our Matariki Celebrations



<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
Participation	10 students x 4 @ \$25 per work-	1000
Fee	Shop.	
Total Income		\$ 1000
Costs less income	This is the maximum amount you can request from CCS	\$ 500
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ 500 .</b>

## 5. 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
	NA.		

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)
APR 18	Tutor Fees	\$4000	Yes
NOV 17	Capacity Building	\$8320	No
APR 17	2017 Community Classes	5235.43	Yes
NOV 17	2018 " "	8900 + GST	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.

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

Name

*Tine Radford*

*Gina Board*

(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:		Date:	

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

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

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

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrictcouncil.govt.nz](http://www.waikatodistrictcouncil.govt.nz) or to:

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

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

0800 492 452- Lianne van den Bemd or I-Jay Huirama.



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⊕ Hover to zoom

**Valspar*****Sampler Low Sheen 250ml White.***

SKU: 277641 MODEL: 516101.250

★★★★★

Write a review

**\$8.49** each

Take home a few different colours to helps you choose what suits best.

**Features and benefits**

- Easy to apply.
- Water clean up.

**Buying options****Click & Collect**

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## Ecoply

**Treated Structural DD Ply H3.2 T: 7mm, L: 2400mm, W: 1200mm**

SKU: 434138 MODEL: 2124483

[Write a review](#)**\$39.48** each**M** Available at Mitre 10 MEGA stores.

A range of uses throughout the building industry. Used for bracing, membrane and roofing substrate and noise control. Useful where known structural characteristics are required. Square edge structural plywood.

### Features and benefits

- Sustainably-grown NZ plantation pine.
- Treated structural CD plywood.
- Sustainable, natural, renewable.

### Buying options



#### Click & Collect

[Choose a collection store \(/\)](#)

124

Home Delivery

This option is not available

Quantity 

1

 +

Add to cart

+ Add to wishlist

Specifications

Brand Name	Ecoply
Colour	Natural
Country Of Origin	New Zealand
Model Number	2124483
Product Length(mm)	2,400.00
Product Thickness(mm)	7.00
Product Width(mm)	1,200.00
Structural/Non-Structural	Structural
Treated	Yes

Buying Options & Returns

Important info

Reviews ()

Customers also bought

*H1.2 treated Radiata Framing Timber 100mm x 50mm*

(/shop/non-branded-h1-2-treated-radiata-framing-timber-100mm-x-50mm/p/610213)

Sorry no price available for this product

**Ecoply Treated Structural DD Ply 12mm H3.2 2400 X 1200mm Natur...**

(/shop/ecoply-treated-structural-dd-ply-12mm-h3-2-2400-x-1200mm-natural/p/434141)

**\$55.51** each

*H1.2 treated Radiata Framing Timber 75mm x 50mm*

Sorry no price available for this product





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three\_brothers &gt; Building &amp; renovation &gt; Building supplies &gt; Panels &amp; boards &gt; Plywood

## Marine plywood 6.0mm BS1088 Stamped

Listing #: 1942801972

Hamilton, Waikato, NZ

View Count: 38

Closes: 10 hours

Thu 14 Feb, 8:55 pm

Buy Now

\$74.95

Start price

\$74.95

No reserve

Starting bid

\$74.95

☐ Auto-bid ?

Place bid

Shipping

To be arranged

More...



A FANTASTIC DEAL FROM THREE BROTHERS HAMILTON LTD.

This listing is for one sheet of

2440 x 1220 x 6.0mm marine ply BS1088

Please let us know if you require more than one sheet.

+ GRADE: High quality veneers throughout all of the veneers making a very strong plywood over the whole sheet.

+ SPECIES: Hardwood front and back with a hardwood core.

+ GLUE: WBP A bond glue line.

Other sizes available:

+ 2440 x 1220 x 4mm

+ 2440 x 1220 x 9mm

+ 2440 x 1220 x 12mm

three brothers hamilton, your one stop discount building centre for all your plywood requirements.

See our other listings for 4l paint on sale for \$29.00 only.

Three Brothers Hamilton Ltd are located in Sunshine Ave Te Rapa Hamilton. All pick ups will be from that location during usual hours. Mon - Fri 8.00 - 5.00, Sat 8.00 - 1.00. Closed Sunday and Public Holidays.



**Would This particular marine sheet in 9 mm be suitable for a boat hull building, or do you recommend a better type. Regards gary**

garymzen (582) 6:38 pm, Wed 13 Feb

A.

Hi, This is suitable for boat building if you are fibre glassing over it. If you require more information, please call our store. Cheers 8:41 am, Thu 14 Feb

Learn how we keep you safe.  
View our Trust & Safety Blog.

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three\_brothers

AV IN TRADE

Member since  
Aug 2006

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Hamilton, Waikato, NZ

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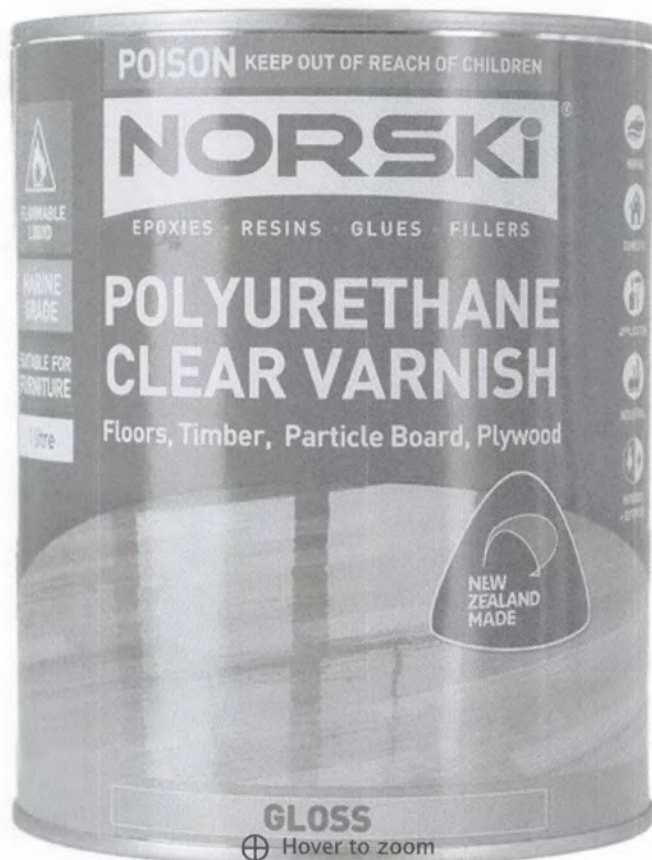
★ Wishlist (/wishlist)

🛒 (0) (/cart)

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🏠 (/) > Shop (/shop) > Paint & Decorating (/shop/paint-decorating) > Interior Paint (/shop/paint-decorating/interior-paint/c/RS2099) > Polyurethanes (/shop/paint-decorating/interior-paint/polyurethanes/c/RF5262)

**Norski****Polyurethane (Oil Based) 1 litre**

SKU: 356103 MODEL: 0100G

★★★★★

Write a review

**\$36** each

MS Available at Mitre 10 MEGA and selected Mitre 10 stores.

A tough oil base clear polyurethane that enhances the grain of timber.

**Features and benefits**

- Great abrasion and heat resistance.
- High levels of UV resistance.
- Suitable for both interior or exterior use.

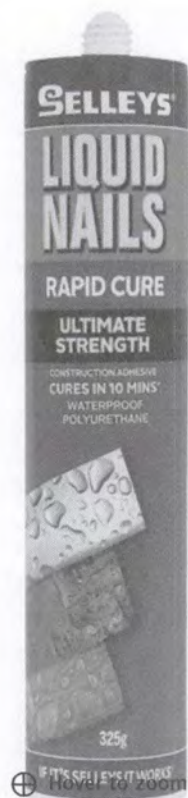
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**Selleys****Liquid Nails Rapid Cure Adhesive 325g**

SKU: 292859 MODEL: LNRC 325G



Write a review

**\$20.39** each

S Available at selected stores. Check your local store for details

It is an advanced, high performance polyurethane construction adhesive that cures in just 10 minutes. It provides a durable, waterproof bond even when bonding two non-porous surfaces. It bonds most building substrates.

**Features and benefits**

- Cures in 10 minutes.
- Excellent temperature resistance.
- Water and weather resistance.
- Adheres to damp/poor seasoned timber and other damp surfaces.
- Paintable when dry.

**Buying options****Click & Collect**





## Creative Communities Scheme APPLICATION FORM

### *Funding for local arts projects* *Ngā pūtea mō ngā toi te haukāinga*

#### Read the *Creative Communities Scheme Application Guide*

Before you prepare your application you need to 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

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- 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).

## APPLICANT DETAILS

#### Name and contact details

Full name of applicant:	Te Whare Toi o Ngaruawahia - Twin Rivers Community Art Centre Inc		
Contact person	Jane Stevens		
Street address/PO Box:	18 Herschel Street		
Suburb:		Town/City	Ngaruawahia
Postcode:	3742	Country:	New Zealand
Telephone (day):	07 824 7591 or 021 222 0191		
Email (must provide)	twinriversartc.t@xtra.co.nz		

The Committee advises that you speak in support of your application at the CCS meeting? If you are unable to attend please advise the funding team at [funding@waic.govt.nz](mailto:funding@waic.govt.nz)

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

<input type="checkbox"/> Council website	<input type="checkbox"/>	<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:

Brief description of project:

### Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street, Ngaruawahia

Start date:

1 May 2019

Finish date:

31 September 2019

Number of active participants:

1

Number of viewers/audience members:

NA

**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

<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:	<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"/>

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? **and**  
**The process/Te whakatutuki** how will the project happen?

To contract the services of a programme development coordinator to work alongside our organisation to grow our organisations capacity/ capability to provide a range of creative services, programmes and projects to the community.

The project will run for 6 months beginning in May, from the Art Centre's new facility. The contractor will start the project by undertaking consultation with a range of stakeholders to develop a plan including funding and sustainability for programme development/ extension, consolidation, for the centre's development over the next 3 years. Taking into account the move to the new facility and longer term potential of a purpose built/renovated facilities. Stage 2 of the project will be working on a staged development of the plan which will have identified new and existing programmes and services.



## 2. 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 work with stakeholders including, participants, other creative community organisations, tutors, iwi, social service providers, funders, Community advisors, Waikato District Council and Creative Waikato.

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

This project is building on our previous capacity building project which very successfully enabled us to grow the capabilities of the centre, in particular our systems, collaboration and sustainability. We have also been able to grow our capacity in terms of our physical location and now need to explore and develop the opportunities our new facility presents us with to increase our range and the accessibility of services to our local people. We also have a much greater capacity to increase participation and diversity of creativity for our people from the very young through to our kaumatua/seniors.

## 4. 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
Programme Coordinator	15 hrs per week @ \$30 x 20 weeks	\$9000
Consumables	Paper, Printing, Ink (GST ex)	\$233.75
Total Costs		\$9233.75



<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>
	NA	
Total Income		\$
Costs less income	This is the maximum amount you can request from CCS	\$
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$</b>

## 5. 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
	NA		

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 2018	Community Classes - Tutor Fees	4000	Yes
2017	Capacity Building	8320	Yes
2017	Community Classes	8900	Yes
2017	Community Classes	5235	Yes
2016	Youth Art	3500	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.

## 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.

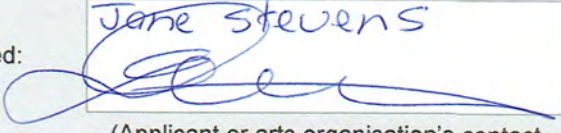

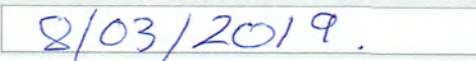
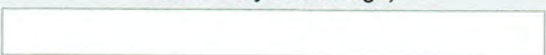
If this application is successful, I/we agree to:

- ☒ 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 Steven S

Manager

(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:		Date:	

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

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

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

Alternatively your application can be delivered to one of our Council offices found here: [www.waikatodistrictcouncil.govt.nz](http://www.waikatodistrictcouncil.govt.nz) or to:

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

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

0800 492 452- Lianne van den Bemd or I-Jay Huirama.

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Offers

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Xerox



Earn 1 point for  
every \$1 you spend



[find out more](#)

### Features & Benefits



## Programme development coordinator capacity building project

### Te Whare Toi o Ngaruawahia-TwinRivers Community Art Centre

#### Overview

Our centre is a resource designed to enable our people from all stages and walks of life to participate in creativity and culture. By providing a creative space for our community we are also providing a resource for supporting our people's health and wellbeing. Every day we see the difference our work makes in our community for those with a passion to create, those who want to connect with their culture, those who are on a journey of learning and those who prosper from connecting with like minds.

But the role we play in supporting the health and wellbeing of our people and community is not often acknowledged and for us the value in what we do is also about being a resource for the times when our people are experiencing marginalisation in society, are hard to reach, are isolated or are suffering from physical or mental challenges, poverty, unemployment whanau breakdown, violence.

Many of our people talk about the centre being their place of sanity, their escape from the stresses of life, their outlet for expressing what is happening in their lives, their place of peace and connectedness, the place where their sense of wonder with the world is restored.

We want to develop our mahi to make it more accessible, more able to support people when they are experiencing challenges, more able to offer a range of creative services, projects and initiatives that are good for our community.

Our region has some of the most concerning statistics in Aotearoa/NZ in regard to the state of our economic and social wellbeing. Our local communities feature highly in all the negative statistics, our access to jobs, homes, transport, technology, education, medical support, and even our life expectancy is significantly lower than other communities. We have a high youth and Maaori population who are impacted disproportionately to other ethnic groups, and we struggle as a community to get funders to invest in the wellbeing of our community in ways that reflect our needs and aspirations and that provide us with a sustainable foundation from which to build the resiliency and quality of life of our people.

2018 was a significant year for building the capacity and capability of Te Whare Toi o Ngaruawahia-TwinRivers Community Art Centre. We were able to achieve several significant goals including the revision and development of a policy and procedures framework to take us into the future. We worked hard on strengthening our financial systems, growing our collaboration and networking with other arts focused groups, locally and nationally, developing our branding and social media presence, building the strength and diversity of our Governance team and lastly moving to a facility that will enable us to offer a much greater range of services to our community and to start to engage in further collaboration with and hosting of other creative community groups and initiatives. Much of this work was enabled by the granting of capacity building funding from Creative Communities

We are now building on those foundations with our current application for capacity building funding for a programme development coordinator. This will enable us to grow our organisations capacity/capability to provide a range of services to our community that reflect our vision "He hononga a auaha o nga iwi katoa" (A culture of creativity woven for all).

Our works strong focus on individual and community wellbeing will be a foundation stone for this project.

We are grateful for two recent research projects, one here in Aotearoa The “Evaluation for Otautahi Creative Spaces Trust 2017” and the other a British all parties report “Creative Health: The Arts for Health and Wellbeing 2017”. They both signal huge steps forward in recognising, articulating and understanding the value and powerful contribution made to the health and wellbeing of people via creativity and culture.

The evidence they present in these reports calls for new thinking, and open minded willingness to accept that creative and cultural based approaches can help people stay well, recover faster, manage long-term conditions, strengthen whanau, increase hope for the future, participation and experience a better quality of life. We have known inherently that our work helps to alleviate the effects of isolation, poverty, mental distress and illness, cultural alienation, ageing, unemployment, violence, and isolation but these two significant reports give us evidence based research to support our assertion that creative and cultural participation makes a significant contribution to community and individual wellbeing.

We are committed to being part of a local response to building the resilience and wellbeing of our people and our community.

### **The role of programme development coordinator would involve**

Relationship building with our community, government and business organisations and individuals who have an interest or involvement in provision of creative responses to health and wellbeing.

Developing opportunities for collaboration between service providers, tutors and other creative organisations.

Development of systems and resources, e.g. hire systems, equipment, compliance systems, that enable effective community use of the art centre facility.

Developing further the programme planning and booking systems, communication systems of the centre including working with Arts Access Aotearoa on a shared website platform, growing our reach and audience, marketing our services.

Exploring potential resourcing partnerships/collaborations for programme delivery with other organisations and funders.

### **The outcomes**

Strengthening of creativity in our community

Breaking down social isolation

Building engagement and participation

Improved quality of service provision and access to the services and programmes of the centre

Growth in range of creative services and programmes available to a wide range of our people

Increased community collaboration and networking

Growth in community and individual capacity, capability and resilience

Growth in physical and mental wellbeing of our people

# Creative Communities Scheme APPLICATION FORM

## *Funding for local arts projects* *Ngā pūtea mō ngā toi te haukāinga*

### Read the *Creative Communities Scheme Application Guide*

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- **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**
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- 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).

## APPLICANT DETAILS

### Name and contact details

Full name of applicant:	<input style="width: 90%;" type="text" value="Friendship House (Huntly) Community Charitable Trust"/>		
Contact person	<input style="width: 90%;" type="text" value="Evelyn Shead"/>		
Street address/PO Box:	<input style="width: 90%;" type="text" value="55 William Street"/>		
Suburb:	<input style="width: 150px;" type="text" value="Huntly"/>	Town/City	<input style="width: 150px;" type="text" value="Huntly"/>
Postcode:	<input style="width: 150px;" type="text" value="3700"/>	Country:	<input style="width: 150px;" type="text" value="New Zealand"/>
Telephone (day):	<input style="width: 90%;" type="text" value="07 8287559"/>		
Email (must provide)	<input style="width: 90%;" type="text" value="Arts.huntly@gmail.com"/>		

**The Committee advises that you speak in support of your application at the CCS meeting? If you are unable to attend please advise the funding team at [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)**

**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"/>	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide detail)	<input style="width: 500px;" type="text"/>	



## PROJECT DETAILS

**Project name:**

Creative Huntly

**Brief description of project:**

To provide people in our community with opportunities to learn about and engage in different art forms. Learning techniques, histories and skills through a series of workshops and classes and one community theatre performance.

### Project location, timing and numbers

**Venue and suburb or town:**

Friendship House,  
Huntly West HUB,  
Huntly War Memorial  
Hall, Huntly College.

**Start date:**

20<sup>th</sup> June 2019

**Finish date:**

20<sup>th</sup> Dec 2019

**Number of active participants:**

**Number of viewers/audience members:**

Unlimited

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

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

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

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

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

**Art-form 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)

<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 type="checkbox"/> Detail:	<input type="text"/>
Māori:	<input checked="" type="checkbox"/> Detail:	Korowai and Flax Weaving
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 checked="" type="checkbox"/> Detail:	Various art-forms from various cultures

**1. The idea/Te kaupapa: What do you want to do? and  
The process/Te whakatutuki how will the project happen?**

Creative Huntly wants to continue to grow the Huntly art scene over a 6 month period by holding a variety of classes to engage the community in different art forms and their associated techniques, histories and skills. We would also like to develop the self sufficiency of the art clubs, formed out of the previously run workshops and classes, by having guest tutors to draw in numbers in order to grow club numbers to a self sustainable level.

We would also like to expand our art programmes to engage more viewers by putting on a community theatre performance towards the end of the year.

Our community has many people of low socioeconomic back-grounds that would benefit from learning skills and techniques associated with the arts. Many would also benefit from engaging with tutors and other participants thus reducing social isolation.

The classes we would like to run are as follows:

Kids art club at the Huntly West Hub(Tuesdays) and at the Friendship House (Mondays) terms 3 and 4. We feel that it is important to continue our classes with these children as many of them do not have the means to attend some of our other classes. We try to incorporate as many art-forms as we can over the year so they can develop their creativity and pride in what they achieve through these classes. Although we attempt to source as many resources as possible, due to the affordable nature of these particular classes, they will always require additional funding.

Flax Weaving 6 week workshop (One night per week). We have decided to run one 6 week workshop as these classes are extremely good for our culturally diverse community. As the materials and venue are donated we are only looking to fund tutor costs.

4 mixed media workshops. These mixed media workshops are used to showcase a variety of art and crafts. These workshops are extremely helpful during the end of the year as many people in the community are looking to find affordable options for gifts towards the Christmas period. This encourages people to get creative with budgeting at a very stressful time of year. We will be working with a variety of local tutors with many talents to do these workshops. We do find ways to supply most resources so will only be seeking a small resource cost and tutor costs.

Korowai one day workshop. We have had this class requested many times and have found a very talented tutors to share their knowledge and techniques. This class will showcase New Zealand's cultural history and provide a unique learning opportunity for the participants. As the materials are quite expensive for this class we will be looking at funding for the tutors and materials.

4 guest tutors to do one 3 hour workshop with the art clubs we have established. Clay club, Mosaic group, Huntly art club and wool gathering group. These will be advertised and used to boost membership. Tutor costs will be all we are seeking.

We are also lucky enough to have 2 tutors experienced in theatre that are willing to put together a community show for us. As this is in the early stages of planning we have limited information to share but have secured a venue for no cost and are looking to draw in various groups in the community for help with set design and costuming. Therefore our greatest cost will be sound and lighting equipment and techs to run them and tutor fees.

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

There will be a variety of participants involved and our projected class numbers are as follows:

Kids art club HUB and Friendship House for both terms - 48 participants

Flax weaving - 12 participants

Mixed media all 4 workshops - 48 participants

Expected attendance for our guest tutor days at our 4 clubs - 40 extra participants and 40 regular group members

Korowai - maximum 12 participants due to the intricate nature of the art.

Theatre Performance - 20+ actors, 2 tutors up to 15 set design/ costuming, MenZshed, Art Clubs Etc...

We will also have 15 tutors in total involved in these classes.

The estimated participants who will view the products of these workshops is unconfirmed due to the widespread ways we exhibit such as the local paper, displays in the Huntly Library and various online platforms.

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

We have a wide network of contacts in Huntly that are happy to help advertise for no cost they are as follows: TK Chatta, Kimihia school, Huntly primary school, Huntly west school, ohinewai school, Huntly College, St John opp shop, numerous businesses in town, the BNZ digital notice board, the Huntly library digital notice board, numerous Huntly facebook pages, neighbourly online and of course good old word of mouth. These contacts enable us to reach a wide range of our community and achieve access and diversity across our workshops with participants of all ages.

We also use events pronto online which enables us to easily collect information from participants as they register allowing us to regularly update our email database so we can inform people directly of upcoming workshops.

These workshops are all inclusive of our entire community and surrounding districts we try very hard to run enough of a variety to suit all ages and skill levels in the community.

Participants will get to learn from tutors experienced in their chosen art to ensure they go home with all the knowledge needed to continue with the art-form.

### 4. 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
Art Club Tutorage	40 weeks worth at 1.5 Hours per week @ \$21 per hour	\$1,260.00
Art Club Resources	Misc Materials eg: pencils, scrapbooks...	\$300.00
Flax Weaving Tutorage	\$30 per hour x18 hours	\$540.00
Mixed Media Tutors	4 mixed media tutors at a total of 12 hours @ \$25 per hour	\$300.00
Mixed Media Resources	Misc Materials for all 4 workshops eg: paint canvas etc...	\$400.00
Guest Tutor fees	4 guest tutors at a total of 12 hours @ \$25 per hour	\$300.00
Korowai Tutorage	12 Hours @ \$25 per Hour for 2 tutors	\$300.00
Korowai Materials	Feathers, cord, material, Lace, Leather etc... for 12 people	\$600.00



Production Costs	Sound tech and system and lighting tech and system hire	\$5,410.50
Theatre Tutor fees x2	20 weeks @ \$25 Per Hour each @ 2 hours per week	\$2,000.00
Total Costs		\$11,410.50

<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 fund-raising. 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>
Kids art club attendance	2 terms at 2 venues = 48 children @ \$7.50 each	\$360.00
Flax Weaving	12 participants @ \$20 each	\$240.00
Mixedmedia 4 workshops	48 Participants @ \$5 each	\$240.00
Club Guest Tutor Days	40 Participants @ \$5 Each	\$200.00
Korowai workshop	12 Participants @ \$25	\$300.00
Theatre Attendees	20 participants @ \$25 each	\$500.00
Theatre Ticket sales	200 tickets @ \$5 per ticket	\$1,000.00
Other Funding	Wallace Foundation	\$4,000.00
<b>Total Income</b>		<b>\$6,840.00</b>
<b>Costs less income</b>	This is the maximum amount you can request from CCS	<b>\$4,570.50</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$4,570.50</b>

## 5. 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
15 <sup>th</sup> March 2019	Wallace Foundation	\$4,000.00	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)
May 2017	Creative Huntly	2431.00	Yes
October 2017	Creative Huntly	6300.00	Yes

April 2018	Creative Huntly	4000.00	No
October 2018	Creative Huntly	5319.55	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.

## 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.

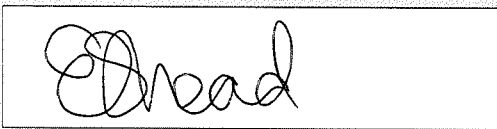

If this application is successful, I/we agree to:

- ☒ 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

Evelyn Sheard

(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:	1st March 2019	Date:	

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

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

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

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrictcouncil.govt.nz](http://www.waikatodistrictcouncil.govt.nz) or to:

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

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

0800 492 452- Lianne van den Bemd or I-Jay Huirama.

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**Friendship House Huntly**  
**Financial Statements**  
**For the Year Ended 31st December 2018**




# Friendship House (Huntly) Community Charitable Trust

## Entity Information

For the Year Ended 31st December 2018

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

**153**  
**Friendship House (Huntly) Community Charitable Trust**  
**Entity Information (continued)**  
**For the Year Ended 31st December 2018**

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

**154**  
**Friendship House (Huntly) Community Charitable Trust**  
**Statement of Service Performance**  
**For the Year Ended 31st December 2018**

Description of the Entity's Outcomes	The people in our community to flourish and grow. Friendship House and Huntly West Hub to provide the best community support provision, providing accessible opportunities for people to learn grow, play and make positive changes in their lives. Reducing isolation, a connected community, people learning new skills and using them in their daily lives, volunteers feeling valued and people feeling supported.
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Description and Quantification (to the extent practicable) of the Entity's Outputs:	2018
Playgroup (attendees)	506
Wool Gathering (attendees)	278
Networking Morning Tea (attendees)	89
Free Morning Tea (attendees)	882
Kids Art Club	522
Huntly Art Club	222
Mosaic Club	250
Children Art & Craft Classes: Mosaics, clay, woodworking, youth painting and sketching, beading, cake pops, music, sewing and mixed media.	626
Adult Art & Craft Classes: Flax weaving, mosaics, clay, face painting; make up basics, candle making, pouring and string art, beading, cheese making, flax kete, flax wearable arts, wet felting, creative writing, wearable art, Cook Island dance, machine sewing, music, contemporary korowai and mixed media.	765
Other children's activities and workshops: Construct 3, Matariki fun day, Tinkercad, Coding, conductive paint.	115
Other events and workshops: Eat Well Live Well (Age concern), Boomerang bags (working bees), Photography competition, Community funding workshop	144
Cooking classes, cost saving workshops, Christmas is on its way	170
Other agencies and organisations	1954
Drop in	2088
Counsellors (clients)	114
Steady as you go – exercise class	417
Other group meetings (Menzshed, NWTT, FH Trust, Bellyful, Harty Sistaz, ) (attendees)	374
Huntly Kids Kitchen, Sunday dinner and Holiday breakfast club.	796
Food rescue	2251
Plunket, PEPE and coffee groups (attendees)	402
Huntly Community Pantry ( recipients)	633
Bellyful ( recipients)	379
Phone calls	1564



# Friendship House (Huntly) Community Charitable Trust

## STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018

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### STATEMENT OF ACCOUNTING POLICES

#### Reporting Entity

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

#### Statement of Compliance and Basis of Preparation

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

The measurement system adopted is that of historical cost.

### SPECIFIC ACCOUNTING POLICIES

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

#### 1 Grants Funding Income

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

#### 2 Fixed Assents

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

#### 3 Income Tax

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

#### 4 Accounts Receivables

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

#### 5 GST

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

### CHANGES IN ACCOUNTING POLICES

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

**Friendship House (Huntly) Community Charitable Trust**  
**STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2017**

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**NOTES TO THE ACCOUNTS**

Related Parties

There are no related party transactions.

Trustee Fees

The Trust has paid no trustee fees.

Contingencies

The Trust has no identified material contingencies at balance date.

Commitments

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

Significant Events after Balance Date

The Trust has no significant events after balance date.

Going Concern

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

**Statement of Financial Performance  
For the Year Ended 31st December 2018**

	<i>2018</i> \$	<i>2017</i> \$
<b>REVENUE</b>		
Interest	553	179
Grant – WEL Energy	24,000	12,000
Grant – Lion Foundation	-	2,417
Grant – Tindall	-	1,390
Grant – Trust Waikato	11,000	9,000
Grant – NZ Lotteries	43,000	20,000
Grant – Pub Charity	-	2,417
Grant – COGS	6,000	3,000
Grant – WDC	9,003	2,931
Grant – Len Reynolds Trust	4,000	3,000
DV Brant Trust	2,600	-
SeniorNet Donations	105	265
Donations	10,666	3,555
Rent - Plunket	9,280	9,280
Rent - Room Hire	1,214	2,027
<b>Total Income</b>	<u>121,421</u>	<u>71,461</u>
<b>Less Expenses</b>		
Accident Compensation Levy	238	205
Accountancy Fees	641	511
Advertising	225	308
Audit Fees	900	-
Bank Charges	15	-
Buildings	545	232
Cleaning & Laundry	447	229
Community Development Sessions	25,533	5,641
General Expenses	820	457
Insurance	696	657
IRD Penalties	112	-
Light Power & Heating	1,152	1,470
Office Expenses	1,323	-
Printing, Stamps & Stationery	1,062	829
Rents	10,435	10,435
Resource Materials/Equipment	-	1,443
Staff Hospitality Allowance	917	547
Staff Training	129	-
Subscriptions	688	256
Telephone, Tolls & Internet	3,035	2,013
Travel - National	1,136	327
Volunteer Appreciation	3,513	3,056
Wages & Salaries	76,386	35,672
<b>Total Expenses</b>	<u>129,948</u>	<u>64,289</u>
Net (Deficit)/Surplus Before Depreciation	<u>(8,527)</u>	<u>7,173</u>
<b>Less Depreciation</b>		
Depreciation as per Schedule	1,711	1,442
<b>(Deficit)/Surplus Before Beneficiary Distributions</b>	<u>(10,238)</u>	<u>5,731</u>



**NET SURPLUS/(DEFICIT)**

**I58**

(\$10,238)

[\\$5,731](#)

# Friendship House Huntly

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## Statement of Movements in Equity For the Year Ended 31st December 2018

	<i>Note</i>	<b>2018</b> \$	<b>2017</b> \$
<b>EQUITY AT START OF YEAR</b>		31,138	25,407
<b>REVENUE</b>			
Net Deficit for the Year		(10,238)	5,731
<b>Total Recognised Revenues and Expenses for the Year</b>		<u>(10,238)</u>	<u>5,731</u>
<b>EQUITY AT END OF YEAR</b>		<u><u>\$20,899</u></u>	<u><u>\$31,138</u></u>

# Friendship House Huntly

## Statement of Financial Position

### As at 31st December 2018

	<i>Note</i>	<b>2018</b> \$	<b>2017</b> \$
<b>CURRENT ASSETS</b>			
BNZ SeniorNet Account		4,001	5,140
BNZ Imprest Account		62,234	38,730
BNZ Playgroup		571	596
BNZ - Memorial Hall		50	-
BNZ - Groceries		232	-
GST Refund Due		811	865
Accounts Receivable		659	-
<b>Total Current Assets</b>		<u>68,558</u>	<u>45,331</u>
<b>NON-CURRENT ASSETS</b>			
Fixed Assets as per Schedule		6,678	8,389
<b>Investments</b>			
Term Deposit		<u>15,613</u>	<u>15,102</u>
		15,613	15,102
<b>Total Non-Current Assets</b>		<u>22,291</u>	<u>23,491</u>
<b>TOTAL ASSETS</b>		<u>90,849</u>	<u>68,822</u>
<b>CURRENT LIABILITIES</b>			
Accounts Payable		4,349	885
Grant Received in Advance		65,600	36,800
<b>Total Current Liabilities</b>		<u>69,950</u>	<u>37,685</u>
<b>TOTAL LIABILITIES</b>		<u>69,950</u>	<u>37,685</u>
<b>NET ASSETS</b>		<u>\$20,899</u>	<u>\$31,138</u>
Represented by;			
<b>TRUSTEES FUNDS</b>			
Funds Settled		31,126	31,126
Retained Earnings		(10,227)	12
<b>TOTAL TRUSTEES FUNDS</b>		<u>\$20,899</u>	<u>\$31,138</u>

For and on behalf of the Trustees:

.....

Chairperson

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



## Friendship House Huntly

### Depreciation Schedule

For the Year Ended 31st December 2018

Asset	Private Use	Cost Price	Book Value 01/01/2018	Additions Disposals	Gain/Loss on Disposal	Capital Profit	---- Depreciation ----			Accum Deprec 31/12/2018	Book Value 31/12/2018
							Mth	Rate	\$		
PLANT & EQUIPMENT											
Heat Pump		5,304	3,248				12	10.0% DV	325	2,381	2,923
Dishwasher		1,477	668				12	20.0% DV	134	943	534
Carpet Cleaner		748	367				12	25.0% DV	92	473	275
Eucalyptus Toddler Playset		3,151	2,946				12	13.0% DV	383	588	2,563
Shapes Walker		368	244				12	67.0% DV	163	287	81
Dump Truck		803	534				12	67.0% DV	358	627	176
Balance Wobbler in Frame		575	382				12	67.0% DV	256	449	126
Sub-Total		12,426	8,389						1,711	5,748	6,678
TOTAL		12,426	8,389						1,711	5,748	6,678

**Friendship House Huntly**  
**Financial Reports**  
**For the Year Ended 31st December 2018**

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Home / Art, Craft & Party / Art Supplies /  
Artist Brushes / Acrylic & Watercolour  
Brushes

## U-Do Watercolour Paint Brush Set 8 Pieces

**\$2.60 Ex.GST**



**BUY 1 GET 1 HALF PRICE PAINT BRUSHES**  
Conditions Apply - Offer Ends: 10/03/2019

Be the first to write a review

x 5 = \$13



Home / Art, Craft & Party / Art Supplies /  
Paint / Acrylic Paint

# FAS Paint Student Acrylic 500ml Black Black 500ml **\$13.00 Ex.GST**



Be the first to write a review

## Product Description

Acrylic Paint.

x8 Colours

= \$104

Home / Art, Craft & Party / Art Supplies /  
Canvas & Panels / Stretched Canvas

# DAS Studio Canvas 12 x 16 White

**\$11.26 Ex.GST**



Be the first to write a review

## Product Description

Das Studio Canvas 12x16

X 24

= \$270.24

Home / Art, Craft & Party / Art Supplies /  
Canvas & Panels / Stretched Canvas

# DAS Studio Canvas 6 x 6 White

**\$5.17 Ex.GST**



Be the first to write a review

## Product Description

Das Studio Canvas 6x6

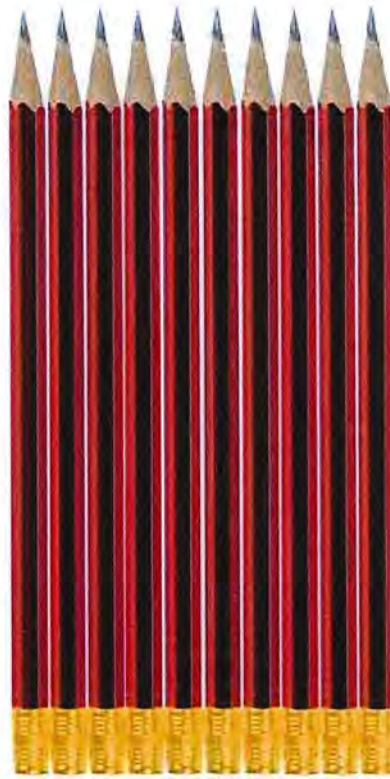
X 24 =  
= \$124.08



Home / Office Products / Writing / Pencils /  
HB Pencils

# Impact Pencil Hb W/ Eraser Tip 10 Pack Black

**\$3.47 Ex.GST**



**BUY 5 OR MORE OF IMPACT PENCIL HB W/  
ERASER TIP 10 PACK BLACK FOR \$3.59  
EACH**

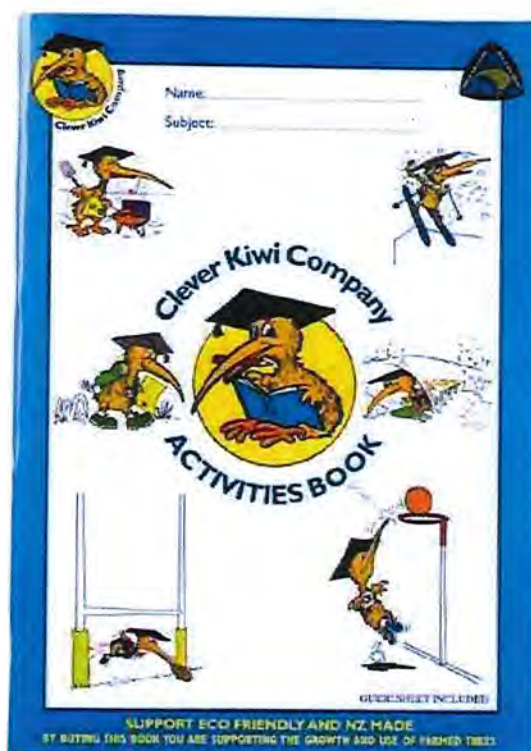
Be the first to write a review

x2 = \$ 7.18

Home / School Supplies / Exercise Books  
& Pads / Exercise Books - Soft Cover  
Clever Kiwi

# Clever Kiwi Activity Scrapbook

## \$2.25 Ex.GST



Be the first to write a review

x24  
= \$54

## Product Description

Size: 238 x 340mm. Contains blank White pages. Detachable guide sheet included.



## Huntly Arts

Huntly

Huntly

Above Productions  
PO Box 28114, Rototuna, Hamilton 3256  
info@above.co.nz  
0800 862 268  
www.above.co.nz

## Hire Quote: Production at Huntly War Memorial Hall

<b>Quote Valid Till</b>	31/03/2019
<b>Quote</b>	Q-04288
<b>Your Reference</b>	
<b>Rental Period</b>	21/11/2019 09:00 to 23/11/2019 17:00

Item	Quantity	Days	List Price (ea)	Discount	Total
<b>Audio</b>					
JBL PRX618S-XLF Powered Sub	2	2	50.00	10.00%	135.00
JBL PRX612M Self-powered single 12" + horn, two-way	2	2	50.00	10.00%	135.00
JBL PRX710 Powered Top	2	2	50.00	10.00%	135.00
Yamaha LS9-32 Digital Mixer	1	2	180.00	10.00%	243.00
Whirlwind 32ch 10 returns multi 150 feet	1	2	60.00	10.00%	81.00
Sennheiser EW300 Series G2 Radio Kit	15	2	0.00	10.00%	0.00
Sennheiser EW300 Series G2 Radio Receiver ( <i>component</i> )	15	2	25.00	10.00%	506.25
Sennheiser EW300 Series G2 Body Pack ( <i>component</i> )	15	2	25.00	10.00%	506.25
Headset Mic - Double Ear Mount ( <i>component</i> )	15	2	10.00	10.00%	202.50
<b>Total for Audio:</b>					<b>\$1,944.00</b>

<b>Lighting</b>					
Trussing 2.5m 290mm Box	4	2	25.00	10.00%	135.00
Truss Base Plate ( <i>component</i> )	4	2	5.00	10.00%	27.00
Chauvet LED COLORdash Par-Hex 7	20	2	22.00	10.00%	594.00
Theatre Light CueMaster II 72ch Lighting Console	1	2	100.00	10.00%	135.00
ShowPro LED Fresnel HP W/W DMX Zoom	4	2	35.00	10.00%	189.00
Look Solutions Unique 2.1 Haze Machine - includes 2.5L of fluid	1	2	115.00	10.00%	207.00
<b>Total for Lighting:</b>					<b>\$1,287.00</b>

<b>Crew and Transport</b>					
Toyota Hiace Van	1 x 3.0 Days		85.00	10.00%	229.50
Labour 3 - General	2 x 1.0 Day		275.00		550.00
Labour 3 - Operator	2 x 2.0 Days		350.00		1400.00
<b>Total for Crew and Transport:</b>					<b>\$2,179.50</b>

<b>Discount</b>	<b>\$384.50</b>
<b>Sub Total</b>	<b>\$5,410.50</b>
<b>GST</b>	<b>\$811.58</b>
<b>Total</b>	<b>\$6,222.08</b>

**Terms & Conditions** Bank account for Direct Credits: ANZ, 01-0450-0041635-00 All goods remain the property of Above Productions Ltd until paid in full. Any costs incurred in collection of overdue accounts are payable by the purchaser. Interest at the rate of 3% per month may be added to overdue accounts. All discounts will become void if payment is not made within 7 days. Standard terms and conditions apply.



### **Open Meeting**

<b>To</b>	Creative Communities Scheme Assessment Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	14 March 2019
<b>Prepared by</b>	Ingrid Jayne Huirama Engagement Co-ordinator
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	CDR0502 / 2198789
<b>Report Title</b>	Project Accountability Report

## **I. EXECUTIVE SUMMARY**

The purpose of this report is to present the second of a bi-annual report to the Creative Communities Scheme Assessment Committee for the expended grants.

The individual forms from the respective organisations/individuals have been received and checked by staff. The summary table outlines the grant expenditure.

## **2. RECOMMENDATION**

**THAT** the report from the **General Manager Community Growth** be received;

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

<b>Twin Rivers Community Art Centre</b>	<b>Community art based workshops Round two 11 April 2017</b>	<b>\$8,900.00</b>
<b>Tuahana Clark</b>	<b>Publish a resource book Round one 14 September 2017</b>	<b>\$791.20</b>
<b>Friendship House Huntly – Huntly Arts</b>	<b>Capacity building Round one 14 September 2017</b>	<b>\$6,300.00</b>
<b>Raglan Community Arts Council</b>	<b>Raglan Arts Weekend Round one 14 September 2017</b>	<b>\$2,847.00</b>
<b>Raglan Community Arts Council</b>	<b>Kids Clay Round one 14 September 2017</b>	<b>\$3,000.00</b>
<b>Twin Rivers Community Art Centre</b>	<b>Capacity building Round one 14 September 2017</b>	<b>\$8,320.00</b>

<b>Twin Rivers Community Art Centre</b>	<b>Community art based workshops Round one 14 September 2017</b>	<b>\$5,235.43</b>
<b>Cutting Edge Textiles</b>	<b>Community art based workshops Round one 13 September 2018</b>	<b>\$795.00</b>
<b>Art @ the Port</b>	<b>Tell me a Story Round two 29 March 2018</b>	<b>\$1,632.79</b>
<b>Whaingaroa Youth Movement</b>	<b>Sign of the Times theatre /dance Round two 29 March 2018</b>	<b>\$3,000.00</b>
<b>Raglan Community Arts Council</b>	<b>Pilot programme delivery is due for completion. Report to be filed in the July 2019 round.</b>	<b>\$0</b>

### **3. ATTACHMENTS**

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NIL

### **Open Meeting**

<b>To</b>	Creative Communities Scheme Assessment Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	11 March 2019
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	CDR0502 / 2198334
<b>Report Title</b>	Creative Communities Scheme Assessments

## **1. EXECUTIVE SUMMARY**

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

## **2. RECOMMENDATION**

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

## **3. BACKGROUND**

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The Creative Community Scheme Assessment Committee operates two funding rounds per year. This is the second funding round for 2018/2019. The criteria and rules of the scheme must be met and taken into account when making decisions.

## **4. 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.

Creative New Zealand has informed Council of the need to ensure there is benefit to a broad cross section of the community. The Committee is required to consider this when ranking the applications.



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.

## **5. CONSIDERATION**

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### **5.1 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 \$25,508.45 (exclusive of GST) available for distribution in this funding round. Nine (9) applications have been received. The total amount being requested for round two is \$26,274.1.

### **5.2 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.

## **6. CONCLUSION**

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Before a clear decision can be reached in regards to funding allocation levels, investigation of each application is required.

## **7. ATTACHMENTS**

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- Creative Communities Scheme – Assessor Ranking Sheet

## CCS assessor marking spreadsheet

Assessor Name:

Page number	Applicant name	Project title	Selected criterion	The Idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor comments
Verbal	Raglan Radio	25 years Raglan Community Radio event								\$2,006.52		
Page 8	Raglan Community Arts Council	Busker Festival								\$1,640.00		
Page 38	Raglan Community Arts Council	Kids Clay Workshops								\$4,373.00		
Page 69	Cutting Edge Textiles	Screen printing workshop								\$855.00		
Page 86	Twin Rivers	Mini album classes								\$436.00		
Page 94	Twin Rivers	Acrylic painting classes								\$283.95		
Page 106	Twin Rivers	Community public art piece								\$2,375.39		
115	Twin Rivers	Holiday programme term 1&2								\$500.00		
130	Twin Rivers	Community Capacity building phase 2 development								\$9,233.75		
Page 142	Friendship House	Creative Huntly								\$4,570.50		
								<b>Total</b>		<b>\$26,274.11</b>		

Notes:

1. We now accept digital signatures as noted in the application form.