

Agenda for a meeting of the Creative Communities Scheme Assessment Committee to be held via Audio Visual Conference on **THURSDAY, 28 APRIL 2022** commencing at **9.00am**.

1. APOLOGIES AND LEAVE OF ABSENCE

2. CONFIRMATION OF STATUS OF AGENDA

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Creative Communities Scheme Assessment Committee

TERMS OF REFERENCE AND DELEGATION

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

Purpose and Terms of Reference:

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

The Committee is delegated the following powers to act:

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

Explanatory Note:

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

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

To	Creative Communities Scheme Committee
Report title	Confirmation of Minutes

1. Purpose of the report

Te Take moo te puurongo

To confirm the minutes for a meeting of the Creative Communities Scheme Committee held on Thursday, 7 October 2021.

2. Staff recommendations

Tuutohu-aa-kaimahi

THAT the minutes for a meeting of the Creative Communities Scheme Committee held on Thursday, 7 October 2021 be confirmed as a true and correct record.

3. Attachments

Ngaa taapirihanga

Attachment 1 – CCS Minutes – 7 October 2021

Date:	Thursday, 28 April 2022
Report Author:	Matt Horsfield, Democracy Advisor
Authorised by:	Gaylene Kanawa, Democracy Team Leader

MINUTES for a meeting of the Creative Communities Assessment Scheme Committee held Audio Visually on **THURSDAY, 7 OCTOBER 2021** commencing at **9.07am.**

Present:

Cr R McGuire (Acting Chairperson)
Cr S Henderson
Ms C du Bosky
Ms A Pihama
Ms J Muru
Ms H Cunningham
Ms M Turner

Attending:

Ms M Tapiata (Whanau and Whenua Trust)
Mr S Shepherd
Ms N Reed
Ms J Nicolson
Ms A Nasilsila (Waitetuna School)
Ms E Shead (Friendship House Community Charitable Trust)
Ms Anderson (Raglan Community Arts Council)
Ms R Hare
Ms Heward (Te Whare Toi o Ngaruawahia)

Mrs L van den Bemd (Community Development Co-ordinator)
Ms L Wainwright (Democracy Advisor)
Mr M Horsfield (Democracy Advisor)

APOLOGIES AND LEAVE OF ABSENCE

There were no apologies.

CONFIRMATION OF STATUS OF AGENDA

Resolved: (Ms du Bosky/Cr McGuire)

THAT the agenda for the meeting of the Creative Communities Assessment Scheme Committee held on Thursday, 7 October 2021 be confirmed and all items therein be considered in open meeting;

AND THAT all reports be received.

CARRIED

CCS2110/01

DISCLOSURES OF INTEREST

There were no disclosures of interest.

CONFIRMATION OF MINUTES

Resolved: (Ms du Bosky/Ms Pihama)

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

CARRIED

CCS2110/02

REPORTS

Update on Creative Communities Scheme Assessments
Agenda Item 5.1

The report was received [*CCS2110/01 refers*] and the Committee discussed the following matters:

- There was \$31,185.40 (exclusive of GST) to allocate to the funding applications of which applications totalled \$25,743.83.

Resolved: (Ms Muru/Ms du Bosky)

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

CARRIED

CCS2110/03

CREATIVE COMMUNITIES SCHEME ASSESSMENTS

Application for Funding – Whanau and Whenua Trust – Creative Meremere Agenda Item 6.1

The report was received [CCS2110/01 refers]. Ms Tapiata gave a verbal presentation and answered questions from the committee. The following points were noted:

- Funding would allow the Trust to create workshops that empowered the community.
- A local artist, living in Meremere, would facilitate the mosaic workshop. The workshop would be held once a month and would bring the community together to work on a community project.
- Resources would be shared with a group in Te Kauwhata. This enabled costs to be kept lower.
- Another workshop was The Sarong workshop with a Niuean tutor who resided in Meremere. Clothing was used to express identity and celebrates cultural diversity in a simple and cost effective way.
- There would be no charge for the workshops.

Application for Funding – Head Quarters NZ – Dance with our Community Agenda Item 6.2

The report was received [CCS2110/01 refers]. No presentation was received.

Application for Funding – Stuart Shepherd – A Seaside Attraction Agenda Item 6.3

The report was received [CCS2110/01 refers]. Mr Shepherd gave a verbal presentation and answered questions from the committee. The following points were noted:

- The aim is to provide life drawing sessions at the old Raglan Scout Hall.
- The hall would be dressed up on the outside and a collection of folklore and memorabilia would feature inside the hall. A toy train would move through the objects and would have a security camera mounted on it.
- Mr Stewart would display his paintings inside the hall.
- Margaret Feeney from Port Waikato, would hold sculptural workshops for children to attend.
- The attraction would be open during the Raglan Arts Festival which would be held at Labour Weekend.
- The attraction had been advertised in the Raglan Arts Weekend publication.

Application for Funding – Nina Reed – Embodied Sessions for Women
Agenda Item 6.4

The report was received [CCS2110/01 refers]. Ms Reed gave a verbal presentation and answered questions from the committee. The following points were noted:

- Ms Reed was a performer and yoga practitioner and had developed this programme over a period of time.
- The programme had previously been offered to the community and had been well received.
- The ages of people that had attended, ranged from 20 to 50 years of age. Ms Reed would like to bring younger and older people to the programme.
- The programme was due to start on Monday, 25 October 2021 but with the presence of COVID, dates would need to be moved to a later date. The Community Development Co-ordinator advised Ms Reed that if dates were to be changed, she would need to advise Waikato District Council of this.

Application for Funding – Nina Reed – Improv Classes for Youth
Agenda Item 6.5

The report was received [CCS2110/01 refers]. Ms Reed gave a verbal presentation and answered questions from the committee. The following points were noted:

- There was a mixed class of 7-11 year olds and a girls' class of 12-15 year olds.
- The classes were designed to gain confidence and knowledge to assist in getting to know oneself and to build strong bonds with each other in a small community.
- Costs were \$80 per student and classes would be 1.5 hours long.

Application for Funding – Jesse Nicolson – Painting Journey
Agenda Item 6.6

The report was received [CCS2110/01 refers]. Ms Nicolson gave a verbal presentation and answered questions from the committee. The following point were noted:

- The class had been held twice before and had been very successful.
- The class would create a space for children to come and explore their artistic skills. They would be provided with a journal to draw and put ideas into. The journals had been well received and children would bring them along to the classes.
- There would be 8 -10 children per class.
- There would be 8 three (3) hour sessions.
- With the presence of COVID, dates could be moved to a later date. The Community Development Co-ordinator advised Ms Nicolson that if dates were to be changed, she would need to advise Waikato District Council of this.

Application for Funding – Waitetuna School – Waitetuna School Mural
Agenda Item 6.7

The report was received [CCS2110/01 refers]. Ms Nasilasila gave a verbal presentation and answered questions from the committee. The following points were noted:

- The Waitetuna School was working in partnership with local maraes on designing a Waitangi living curriculum.
- Students were developing and designing murals which would be displayed at three (3) locations at the school. The first design depicted the tuna out in the pacific ocean where they begin their spawning journey. The second design depicted the spawn coming through the local estuary towards Waitetuna. The third design, which was located at the front of school, depicted the final leg of the journey.
- Funding would be for equipment and materials.

Application for Funding – Friendship House (Huntly) Community Charitable Trust – Creative Huntly Phase 2
Agenda Item 6.8

The report was received [CCS2110/01 refers]. Ms Shead gave a verbal presentation and answered questions from the committee. The following points were noted:

- A new community hub was being donated to Huntly West by Builtsmart.
- The existing hub in Huntly West would be free and this would become an Art Centre for the community.
- The centre required funding for stock and consumables.

Application for Funding – Raglan Community Arts Council – After School Young Artist Workshops Term 1 and 2 2022
Agenda Item 6.9

The report was received [CCS2110/01 refers]. Ms Anderson gave a verbal presentation and answered questions from the committee. The following points were noted:

- Funding was for four (4) after school programmes combining writing, art history, collage, drawing/painting and sculpture for children aged 5 to 12 years.
- Term 2 would focus on the new holiday of Matariki. Following the programme, an art exhibition would be held.
- There would be a maximum of 10 children per workshop.

Application for Funding – Ruth Hare – Community Youth Production.
 Agenda Item 6.10

The report was received [CCS2110/01 refers]. Ms Hare gave a verbal presentation and answered questions from the committee. The following points were noted:

- The programme would be for people aged 8 to 18 years of age.
- The aim was to work together to mount a full-scale production for public performance.
- It was noted that there would be no cost to attendees.
- With the presence of COVID, dates could be moved to a later date. The Community Development Co-ordinator advised Ms Hare that if dates were to be changed, she would need to advise Waikato District Council of this.

Application for Funding – Te Whare Toi O Ngaruawahia – Twin Rivers Arts Centre.
 Agenda Item 6.11-6.16

The report was received [CCS2110/01 refers]. Ms Heward gave a verbal presentation and answered questions from the committee. The following points were noted:

- A Christmas workshop would be held which would involve going outdoors to collect fauna to create a large Christmas wreath.
- Whanau date nights had commenced again. New families had joined and there would be two (2) dates nights held in terms 1 and 4.
- The Tamariki Art Club encouraged children to be creative. If funding was received, costs would be kept within reach for families.
- School holiday workshops – two (2) full day workshops would be held. The aim was to increase these.
- Enquiries had been received to hold “Teen Time” programmes. The aim was to provide two (2) classes.
- Discussion was held on the recent art grant of \$458,000.00 (over a three (3) year period) received and the implications to this application. The grant covered funding for Co-ordinator and Outreach positions and did not cover resources for classes.
- It was noted that Trust Waikato had granted \$20,000.00 in April 2021 which covered administration fees.

The meeting adjourned at 11.09am and resumed at 11.20am.

CREATIVE COMMUNITIES SCHEME ASSESSMENTS (RESULTS)

Agenda Item 7.1

Resolved: (Ms Cunningham/Ms Turner)

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

6.1 Application for Funding - Whanau and Whenua Trust – Creative Meremere	\$2250.00
6.2 Application for Funding – Head Quarters NZ – Dance with our Community	\$1905.00
6.3 Application for Funding – Stuart Shepherd – A Seaside Attraction	\$1100.00
6.4 Application for Funding – Nina Reed – Embodied Sessions for Women	\$551.00
6.5 Application for Funding – Nina Reed – Improv Classes for Youth	\$1041.00
6.6 Application for Funding – Jessie Nicolson – Painting Journey	\$780.00
6.7 Application for Funding – Waitetuna School – Waitetuna School Mural	\$1615.00
6.8 Application for Funding – Friendship House (Huntly) Community Charitable Trust – Creative Huntly Phase 2	\$2250.00
6.9 Application for Funding – Raglan Community Arts Council – After School Young Artist Workshops Term 1 and 2 2022	\$2160.00
6.10 Application for Funding – Ruth Hare – Community Youth Production	\$3660.00
6.11 Application for Funding – Te Whare Toi O Ngaruawahia (Twin Rivers) – Christmas Workshop Term 4 2021	\$253.00
6.12 Application for Funding – Te Whare Toi O Ngaruawahia (Twin Rivers) – School Holiday Workshops Term 1 2022	\$440.00
6.13 Application for Funding – Te Whare Toi O Ngaruawahia (Twin Rivers) – Teen Time Term 4 2021 and Term 1 2022	\$613.00
6.14 Application for Funding – Te Whare Toi O Ngaruawahia (Twin Rivers) – Tamariki Art Club Term 1 2022	\$748.00
6.15 Application for Funding – Te Whare Toi O Ngaruawahia (Twin Rivers) – Tamariki Art Club Term 4 2021	\$550.00
6.16 Application for Funding – Te Whare Toi O Ngaruawahia (Twin Rivers) – Whanau Date Nights Term 4 2021 and Term 1 2022	\$630.36

CARRIED

CCS2110/04

ACTION: Creative Communities Scheme Committee and the Community Led Development Advisor to hold a workshop to discuss improvements that can be made to the accountability for applicants.

There being no further business the meeting was declared closed at 12:30PM

Minutes approved and confirmed this day of 2021.

Cr R McGuire
ACTING CHAIRPERSON

To	Creative Communities Scheme Assessment Committee
Report title	Update on Creative Communities Scheme Assessments

1. Purpose of the report

Te Take moo te puurongo

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

2. Executive summary

Whakaraapopototanga matua

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

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

- The membership of the committee is as follows:
- Two elected members - Councillors Rob McGuire and Stephanie Henderson
- Two iwi representatives - Miriama (Tilly) Turner and Amomai Pihama
- One Arts Council representative - Heather Cunningham
- Four community representatives - Claire Du Bosky, Judi Muru, Mark Vincent.

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

3. Staff recommendations Tuutohu-aa-kaimahi

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

4. Background Koorero whaimaarama

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

5. Discussion and analysis Taataritanga me ngaa tohutohu

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

Page 2 of the Assessors Guide, advises:

Funding criteria for CCS

There are three funding criteria under the CCS:

- Access and participation
- Diversity
- Young people.

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

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

6. Consideration

6.1 Financial

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

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

If the amount requested is more than the fund, some form of scaling down may be necessary. There is \$46,339.68 (exclusive of GST) available for distribution in this funding round. Twenty (20) applications have been received. The total amount being requested for **round two** is \$59,429.01, as per amount calculated at the bottom of the ranking sheet.

6.2 Policy and Partnership Alignment

Policy reference WDC0710/20.

7. Conclusion

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

8. Attachments

Ngaa taapirihanga

1. Assessor Ranking Sheet
2. Creative Communities Scheme Assessors Guide
3. Applications x 20

Date:	21 April 2022
Report Author:	Lianne van den Bemd, Community Led Development Advisor
Authorised by:	Clive Morgan, General Manager Community Growth

CCS Assessor Ranking Sheet and Project Representative for meeting 28 Apr 22

Assessor Name:

Line #	Start - 5 mins each	Submitter	Applicant name	Project title	Project/event brief	Selected criterion	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
1	9.10	Rezept Dance Academy New applicant	Olivia Morrell	Rezept Dance Academy NZ Tour	Free hip hop dance workshops for youth in Huntly.								\$ 2,202.75		
2	9.15	Beth Buxton New applicant	Beth Buxton	Kids Creative Circle	Supporting young people to participate in the arts and connect with themselves, their town and each other.								\$ 1,817.22		
3	9.20	Teresa Michels New applicant	Teresa Michels	Mmm - Music, Mentoring and Marketing	Mentoring for those who are creating and performing music, but do not have the support or skills to perform to a crowd and brand and market themselves online The end result of this program is to hold an event that showcases the skills learnt and provides each performer with the full "booked gig" experience so that they know what to do when they want to book their own music shows in the future.								\$ 2,000.00		
4	9.25	Valentino Venimore New applicant	Valentino Venimore	Art and Music Education	Landscape painting with a focus on the Waikato River and Ukulele lessons and skills.								\$ 1,115.00		
5	9.30	Yaniv Janson New applicant	Yaniv Janson	Touch Whaingaroa	An interactive exhibition encouraging participants to use their five senses to experience the arts whilst promoting an environmental and social sustainability message.								\$ 3,036.00		

Line #	Start - 5 mins each	Submitter	Applicant name	Project title	Project/event brief	Selected criterion	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
6	9.35	Whaingaroa Community Soundsystem	Emily Sandford-May	The Raglan Lyricist Lounge Sessions	A dynamic series of vocalist-focused workshops for the Raglan community, offering creative writing and performance skills exploration and development, in the context of soundsystem /DJ + MC / dance music culture.								\$ 2,388.00		
7	9.40	Art in Nature Aboretum Trust	Dorothy Wakeling	Stories in the Landscape 2022-23	Sculpture exhibition								\$ 15,000.00		
8	9.45	Raglan Theatre Academy Note: Funding granted October 2021, event cancelled due to Covid restrictions, no funds were received by applicant, project to be held potentially late November, but grant will be outside 12 months validity, therefore reapplying is necessary	Ruth Hare	Community Youth Production	A large group of youth, from 8-18 years of age, working together to mount a full-sale production for public performance.								\$ 3,659.80		
9	9.50	Whaingaroa Environment Centre (WEC) Society	Katie Lowes	WEC Tool Library Holiday Club	Workshop for parents and children using tool library tools in school holiday to make envirocraft.								\$ 959.18		
10	9.55	Te Kauwhata Community House (Toi Ako Artspace)	Lauren Hughes	Matariki Community Carving Festival	9 workshops in Te Kauwhata and Meremere creating opportunities to carve bone, pounamu, stone, lino and soap.								\$ 4,000.00		
11	10.00	CCS - Friendship House Huntly Community Charitable Trust	Evelyn Shead	Creative Huntly Phase 2	A series of evening and weekend classes to broaden our arts reach in Huntly and the surrounding areas								\$ 4,041.40		
12	10.05	Te Whare Toi o Ngaaruawaahia-Twin Rivers Community Art Set of accounts with Project Piripi	Laura Millward	Project Piripi Set of Accounts with this application	After school art class with experienced tutor for 12 Tamariki aged between 9 - 13 years. Term 2 1.5 hour classes over 7 weeks. Story telling, skills, music and art.								\$ 542.00		

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Line #	Start - 5 mins each	Submitter	Applicant name	Project title	Project/event brief	Selected criterion	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
13	10.10			Whanau Date Night Term 3 2022	Two Whanau date Nights in Term 3. Adults and Tamariki come together and work on a planned Art and Craft Activity focusing on Matariki.								\$ 548.25		
14	10.15			School Holiday workshops Term 2 and 3	8 School Holiday workshops across two terms, to a possible 96 Tamariki aged between 6 - 13 years. Ngaaruawaahia offer little by way of these type of programs.								\$ 914.12		
15	10.20			Tamariki Art Club Term 3	We would like to continue to offer weekly After School Art Classes to Tamariki Aged 6 – 12yrs								\$ 850.81		
16	10.25	Raglan Community Arts Council Set of accounts with Film Festival	Jacqueline Anderson	Raglan Film Festival	We are organising a Raglan Film Festival for the Raglan Whāingaroa community in September 2022.								\$ 5,413.00		
17	10.30			Live and Local Community Program	A series of performance events supporting local artists.								\$ 4,623.58		
18	10.35			Matariki 2022	A series of community events celebrating Matariki and midwinter Solstice.								\$ 3,135.90		
19	10.40		Shona Butchart	After School Young Artist Workshops Term3/4 2022	Four after school programmes combining storytelling, printing, colour theory, drawing/painting and sculpture for children aged 5-12.								\$ 2,507.00		
20	10.45		Rodger Gallagher	Creative Raglan Strategic Planning Workshop	To hold a community workshop and develop the Creative Raglan Strategic Plan for the next 5 years								\$ 675.00		
													\$ 59,429.01		

Instructions:

1. Complete ranking for each application – based on the following Assessors Guide (Pages 6-12).
2. Email completed ranking sheet by noon Tuesday 26 April 2022 to funding@waide.govt.nz

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

Additional information requested based on one of the following options?

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Line #	Start - 5 mins each	Submitter	Applicant name	Project title	Project/event brief	Selected criterion	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
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1. There are no changes to the submitted project.
2. I/we are moving the date of our project but it will still take place inside the 12-month period of receiving the grant. I have provided an updated project timeline.
3. I/we are not moving the date of our project but the delivery of the project is changing (i.e. online or livestream). I have provided an updated project delivery details.
4. I/we wish to withdraw our application for this round.

Creative Communities Scheme

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

Assessors Guide

2016 - 2019

Current as of May 2020

Updated June 2017

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

FRONT COVER

NZ Ukulele Festival Trust

New Zealand Ukulele
Festival

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Introduction to the Creative Communities Scheme

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

Please refer to the glossary for the art form definitions.

Please contact your CCS Administrator if you have any queries.

About Creative New Zealand and our partnership with local councils

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

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

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

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

How the funding for the scheme works

A breakdown of each council's CCS allocation

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

The total allocation received by each local council consists of:

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

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

Eligibility Requirements and Funding Criteria

Eligibility requirements for CCS

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

The applicant

If the applicant:

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

The application form

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

The proposed project or proposal

The proposed project or proposal must:

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

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

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

Funding criteria for CCS

There are three funding criteria under the Creative Communities Scheme:

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

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

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

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

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

Access and participation

The project will create opportunities for local communities to engage with and participate in local arts activities, eg:

- performances by community choirs, hip-hop groups, theatre companies or poets
- workshops on printmaking, writing or dancing
- exhibitions by local craft groups promoting weaving, pottery or carving
- festivals featuring local artists
- creation of a film or public artwork by a community
- development of new tukutuku, whakairo or kōwhaiwhai for a local marae

- artist residencies involving local artists or communities
- seminars for the development of local artists.

Diversity

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

- workshops, rehearsals, performances, festivals or exhibitions in Māori or Pasifika heritage or contemporary artforms
- workshops, rehearsals, performances, festivals or exhibitions by local migrant communities
- arts projects that bring together groups from a range of different communities
- workshops, rehearsals, performances, festivals or exhibitions by groups with experience of disability or mental illness.

Young people

The project will enable and encourage young people (under 18) to engage with and actively participate in the arts, eg:

- a group of young people working with an artist to create a mural or street art
- a group of young people creating a film about an issue that's important to them
- publication of a collection of writings by young people
- music workshops for young people
- an exhibition of visual art work by young people.

Projects that can't be funded

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

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

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

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

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

No guarantees against loss

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

Costs that can be funded

The types of costs that can be funded include:

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

Costs that can't be funded

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

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

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

Creative Communities Scheme and Schools

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

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

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

What schools activity can CCS support?

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

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

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

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

Examples for school projects:

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

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

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

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

How CCS applications are assessed

Assessment committees: the role and function

Role of assessment committees

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

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

Other functions of committee members include:

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

Membership and make-up of assessment committees

Council committee, sub-committee or community committee?

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

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

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

Size of the committee

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

Who sits on the committee

Each assessment committee consists of –

Representation from local councils and community arts councils

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

Community representatives

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

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

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

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

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

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

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

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

Term of membership

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

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

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

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

Chairperson

Each year the assessment committee should elect a chairperson.

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

The assessment process

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

Step 1: Checking applications for eligibility

Responsible for this step: CCS Administrator

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

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

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

Coding ineligible applications on the Grants Tracking Tool

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

Step 2: Distributing applications to assessors

Responsible for this step: CCS Administrator

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

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

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

Step 3: Applying the Assessment Scale

Responsible for this step: CCS Assessors

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

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

Step 4: Creating a ranked list

Responsible for this step: CCS Administrator

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

The ranked list should include, for each application:

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

Step 5: Prioritising applications and allocating funding

Responsible for this step: CCS Assessors

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

committee focuses its discussion on:

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

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

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

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

Declined applications

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

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

Step 6: Notifying the applicants

Responsible for this step: CCS Administrator

Notifying successful applicants

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

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

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

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

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

Notifying unsuccessful applicants

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

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

Funding agreements

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

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

- keep a record of and receipts for all project expenditure
- participate, if required, in any funding audit of their organisation or project carried out by the local council
- contact the CCS administrator to notify them of any public event or presentation that is funded by the scheme
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity for their project, such as posters, flyers and e-newsletters, and follow the guidelines for using the logo. [Download the logo and guidelines.](#)

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

Assessment Scale

How the Assessment Scale works

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

The five assessment areas

Area 1 The idea / Te kaupapa

What is it the applicant wants to do?

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

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

Area 2 The process/Te whakatutuki?

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

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

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

Area 3 The people/Ngā tāngata

Who is involved?

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

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

Area 4 The criteria/Ngā paearu

How will the project deliver to the selected criterion?

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

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

Area 5 The budget/ Ngā pūtea

How much will the project cost?

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

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

Dealing with conflicts of interest

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

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

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

Direct conflicts of interest

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

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

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

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

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

Indirect conflicts of interest

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

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

Alternatively, the applicant can withdraw the application.

Perceived conflicts of interest

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

Immediate family, and governance or commercial relationships

Committee members must declare a conflict of interest if:

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

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

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

Other relationships

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

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

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

Recording conflicts of interest

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

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

Promoting CCS

Developing a promotional plan

Funding to promote the scheme

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

Developing a promotional plan

Why promote CCS?

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

How do we start?

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

Key questions to ask when developing a promotion plan

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

Who needs to hear about the scheme?

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

In thinking about who you need to reach and how to

reach them, consider these specific questions:

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

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

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

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

Where do our groups and communities find information?

Consider the following options for connecting with your community:

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

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

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

What are our messages?

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

Is there a story to be told?

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

What resources or opportunities already exist in our community?

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

Using the CCS logo

Using the CCS logo in your promotional activities

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

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

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

Special Circumstances

Third parties in the Creative Communities Scheme

Third parties' accountability to local council

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

Agreements with third parties

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

Consistency with council's agreement with Creative New Zealand

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

What the agreement should cover

You should make sure the agreement addresses the following issues.

Third party's responsibilities

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

Amount of funding and number of funding rounds

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

Administration

- Methods for recording applications and funding activity.

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

Assessors

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

Promotional activities

- How the third party will promote the scheme.

Accountability and reviews

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

Duration and termination

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

Administrative costs of third parties

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

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

Co-operating with other councils

Co-operation and joint support

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

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

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

Key considerations for co-operation and joint support:

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

Glossary

Arts activities

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

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

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

Inter-arts: Inter-arts projects integrate artforms of any cultural tradition, combining them to create a new and distinct work. The result of this integration is a hybrid or fusion of artforms outside of Creative New Zealand's existing artform categories.

Literature: includes both fiction and non-fiction

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

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

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

- heritage te reo-based artforms, eg whaikōrero, haka, karanga and whakapapa recitation, waiata mōteatea, pao and kōrero paki
- heritage material artforms, eg toi whakairo (carving), tukutuku (wall decoration), kōwhaiwhai (painted rafters), and ngā mahi a te whare pora (weaving, textiles and basketry)
- customary performance arts such taonga puoro, karetao (puppetry), ngā tākaro (string games)
- contemporary Māori arts activities that draw on traditional heritage artforms, fusing them with other elements to create innovative expressions of Māori cultural identity, eg theatre and contemporary dance productions, creative writing, songwriting, and photography.

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

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

Music: includes all music genres, eg classical and contemporary music; popular and rock music; rap

and hip-hop; orchestral and choral music; brass bands; opera; jazz; 'world' music; and traditional and contemporary Māori and Pacific Island music.

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

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

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

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

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

General terms

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

Artform: one of various forms of arts practice.

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

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

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

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

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

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

Territorial authority: a district or city council.

Wānanga: a Māori term for a forum or workshop.

PART 1: APPLICANT DETAILS⁴²

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Rezpect Dance Academy

Contact person (for group):

Olivia Morrell

Street address/PO Box:

Suburb:

Town/City:

Hastings

Postcode:

4120

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Rezpect Limited

GST number:

132-176-582

Bank account number:

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

☒

Detail:

Pacific Peoples:

☒

Detail:

Asian:

☒

Detail:

Middle Eastern/Latin American/African:

☒

Detail:

Other:

☐

Detail:

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

Yes:

☐

No:

☒

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☒

Word of mouth

☐

Other (please provide

PART 2: PROJECT DETAILS

Project name: Rezpect Dance Academy NZ Tour

Brief description of project:

Free Hip Hop dance workshops for youth in Huntly

Project location, timing and numbers

Venue and suburb or town:

Huntly

Start date:

9 July 2022

Finish date:

10 July 2022

Number of active participants:

75

Number of viewers/audience members:

75

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

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

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

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

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

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

☐ Craft/object art

☒ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☐ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☒ Creation and presentation

☐ Presentation only (exhibition)

☐ Workshop/wānanga

Huntly CCS Project Details

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

Rezept Dance Academy – Next Level NZ Tour is coming to an area near you!

We want to bring our skills and passion for dance to smaller communities around New Zealand - one of which will be Huntly.

Next Level Dance Experience was created in direct response to the Covid-19 pandemic and the isolation that it has created for dancers.

This year, the youth at Rezept want to share this experience with smaller communities around New Zealand. After discussions with our team of young people, Next Level Dance Experience has further evolved as a youth-led initiative, to reach smaller, more isolated communities who are not as often offered these types of opportunities. Our youth mentors will be working closely with our young people to develop, create and deliver these workshops. We would like to share our passion, enthusiasm and knowledge of dance with the wider New Zealand, concentrating on these smaller towns and communities. Our aim is to inspire and bring more opportunities to the young people in Huntly through a free 2 day dance programme, followed by a video project to showcase the participants' new learning.

We would like to offer a high quality dance programme to your community, free of charge. Our two day programme will include high quality dance workshops catered to varied skills and abilities, the opportunity to be a part of a dance video project and hopefully a showcase for the whole whanau to enjoy. We will be specifically targeting the young people within these communities, from ages 12 to 24. We aim to inspire and encourage them, whilst bringing the opportunity for them to develop as dancers.

Bringing our Rezept Dance Academy team to Huntly and holding our 2 day programme at no cost to the community holds a large financial cost that we would not be able to pay without assistance from Creative Communities. This means that our project will not be able to go ahead unless we are able to source the funding we require.

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

The Rezept Dance Academy will travel up from Hastings with their directors and the Rezept Dance Crew. They will stay in Huntly for the next two days running workshops for beginner and intermediate/advanced dancers. The directors, Olivia and Russell Morrell will also organize a video project which the workshop attendees are able to be a part of. As long as the traffic light system permits at the time, there will be a

dance showcase for whānau and friends in the community to attend. All of these programmes will be of no cost to the community.

In order to access the community of Huntly, we are very fortunate to have contact with a teacher at Huntly college who will be assisting us in sourcing affordable accommodation and a venue, as well as connections with the Headquarters NZ, a local dance group. They will also be ensuring that our programme is well advertised in local schools, youth spaces and community areas by putting up posters and liaising with local community leaders.

The proposed dates are the 9th to the 10th of July, however if Covid prevents us from being able to carry out the project, we are willing to find an alternative date later in the year.

March/April

- Promotional material is created
- Venue is sourced
- Accommodation is sourced
- Funding applied for

May/June

- Promotional material is released
- Registrations open

July

- Project run

Friday - Rezspect Dance Crew travels to Huntly

Saturday - Rezspect Dance Crew holds free workshops for the community.

10am - Beginner dance workshop.

12pm - Intermediate/ advanced dance workshop.

2pm - Video project workshop

Sunday - Rezspect Dance Academy directors facilitate a video project for all dancers involved in workshops and hopefully hold a free dance showcase for the community.

10am - Video project

2pm - Community showcase (Depending on traffic light levels)

Covid Restrictions

In order to make this programme as accessible and as safe as possible, we will be restricting the groups to a maximum of 25 dancers. Youth will have to register prior to the programme in order to be able to attend. We will have contact tracing available and will ensure this is adhered to as well as 1-meter social distancing. The dancers will all wear masks whenever they are not dancing. Between each group, there will be thorough cleaning of the area and no contact between participants in different groups.

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

Organizers - Olivia and Russell Morrell, directors of Rezspect Dance Academy will be organizing and running the project. Their creative CVs are attached. Within RDA, we will have our Rezspect Dance Crew assist in tutoring the workshops.

We hope to accommodate as many young people as we can into our workshops.

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

YOUNG PEOPLE

This project will be targeted at young people, aged 12-24, in the Huntly community. The young people will:

- Learn and develop dance movements and techniques from workshops held by the Rezspect Dance Crew
- Learn to express themselves through dance
- Meet other like minded young people
- Be involved in a video project to demonstrate what they have learnt through the workshops
- Attend a showcase held by the Rezspect Dance Crew (depending on traffic light levels)

ACCESS AND PARTICIPATION

This project creates an opportunity for local Huntly youth to engage and participate in high quality Street / Hip Hop dance workshops. Often, these types of workshops are held in larger cities like Auckland or Wellington and can be quite costly, making them difficult to access for some of our young people. By making these workshops local and free of charge, we are removing many of the barriers and making a dance workshop that is accessible to the young people in the Huntly community.

DIVERSITY

This project promotes diversity by bringing together a group of young dancers of various different ethnicities, backgrounds and religions. The workshops aim to be an inclusive and welcoming space for these youth to grow and develop their art form.

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5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Motor vehicle hireage		\$1,071.00
Tutor/ Assistant tutors		\$616.25
Advertising		\$484.50
Venue		\$170.00
Accommodation Koha		\$170.00
Project Manager		\$153.00
Subscriptions/ Phone		\$127.50
Videographer/ editing		\$76.50
Cleaning/ Hygiene		\$34.00
Total Costs		\$2902.75
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Respect Youth Space		\$700
Total Income		\$700
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$2202.75
Amount you are requesting from the Creative Communities Scheme		\$2202.75

PROJECT DETAILS (budget)⁴⁸

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
1/3/2022	RDA - Next Level Dance Experience (Creative	\$2,907	Yes

Important Other financial information

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

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

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

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

PART 3: DECLARATION⁴⁹

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

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

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

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

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

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

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

☒ Return any unspent funds

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

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

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

☒ Acknowledge CCS funding at event openings, presentations, or performances

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

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

☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.

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

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

Name

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

Flaxmere Christian Fellowship

220 Flaxmere Ave, Flaxmere, Hastings

Ph: 06 879 55 88

28 Feb 2022

QUOTE TO:

Rezpect

Description	Price	Total
Use of three church vans:		
1 van (7 seater) at 700km travelled	700km x 0.30	\$210
1 van (7 seater) at 700km travelled	700km x 0.30	\$210
1 van (10 seater) at 700km travelled	700km x 0.30	\$210
	Total Payment Due:	\$630

Westpac Hastings:

Flaxmere Christian Fellowship

03-1518-0005492-026

Please use the reference 'Rezpect Vans'.

God bless,

Ps. Nigel Woodley

Senior Pastor – Flaxmere Christian Fellowship

0272546770

Cost	Description	Amount	GST	Price excluding gst						
Motor vehicle hireage and petrol	FCF Church x3 vans hireage fee for three days \$630, Petrol for 3 vans to transport the Rezspect Dance Crew 700 km to Huntly and home again (\$0.30 per kilometer) \$630	\$1,260.00	\$189.00	\$1,071.00						
Tutor/ Assistant tutors	\$30 per hour x 5 hours per tutor (2 tutors) \$300 \$21.20 per hour x 5 hours per assistant tutor (4 assistant tutors) \$425	\$725.00	\$108.75	\$616.25						
Advertising	Paid online promo - \$65 advertising in local paper - \$265 Printing (50x posters and 2000x flyers to display in schools, youth spaces and the community) \$240	\$570.00	\$85.50	\$484.50						
Venue	Venue still to be confirmed - potentially will be Huntly College (Approximate fee/ koha to hire space for two days)	\$200.00	\$30.00	\$170.00						
Accommodation Koha	Zeal Hamilton, however looking for alternative accomodation for a similar price closer to Huntly (eg. a Marae)	\$200.00	\$30.00	\$170.00						
Project Manager	Organising, promoting and managing project at \$30 per hour for 6 hours	\$180.00	\$27.00	\$153.00						
Subscriptions/ Phone/ Internet	1x week equivalent of subscriptions to: Dropbox / Canva / Adobe Creative Suite / Xero / Enrolmy \$60 1x week equivalent of phone bill for communication (two phones and internet while away) \$90	\$150.00	\$22.50	\$127.50						
Videographer/ editing	Designer for promotional material/ editing video project at \$30 per hour for 3 hours	\$90.00	\$13.50	\$76.50						
Cleaning/ Hygiene	Cleaning products to ensure area is well sanitized between groups, disposable masks for dancers	\$40.00	\$6.00	\$34.00						
Total Costs		\$3,415.00	\$512.25	\$2,902.75						
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.									
Income	Detail	Amount								
Rezspect Youth Space contribution		\$700.00		\$700.00						
Total Income		\$700.00		\$700.00						
Costs less income	This is the maximum amount you can request from CCS			\$2,202.75						
Amount requesting				\$2,202.75						

We have several contacts in the Huntly area, they are as follows:

Iwa Clendon

Senior Teacher

SENCO

Kahui WSL

BOT Staff Rep

HHINZ Exec



Headquarters NZ (Dance group)

Aniwa Haitana and Logan Clendon



Due to the short notice of the requirement to have three support letters, we were unable to obtain these in time. However, our contacts are happy to answer any questions you might have.

SUPPLEMENTARY DOCUMENT

REZPECT DANCE ACADEMY | REZPECT DANCE ACADEMY NZ TOUR

PROJECT DETAILS

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

We want to bring our skills and passion for dance to Huntly. Our aim is to inspire and bring more opportunities to the young people in Huntly through a free 2 day dance programme, followed by a video project to showcase the participants' new learning, all free of charge. Our two day programme will include high quality dance workshops catered to varied skills and abilities, the opportunity to be a part of a dance video project and hopefully a showcase for the whole whānau to enjoy. We will be specifically targeting the young people within these communities, from ages 12 to 24.

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

The Rezipect Dance Academy will travel up from Hastings with their directors and the Rezipect Dance Crew. They will stay in Huntly for the next two days running workshops for beginner and intermediate/ advanced dancers. The directors, Olivia and Russell Morrell will also organize a video project which the workshop attendees are able to be a part of. As long as the traffic light system permits at the time, there will be a dance showcase for whānau and friends in the community to attend. All of these programmes will be of no cost to the community.

March/April

- Promotional material is created
- Venue is sourced
- Accommodation is sourced
- Funding applied for

May/June

- Promotional material is released
- Registrations open

July

- Project run

Friday - Rezipect Dance Crew travels to Huntly

Saturday - Rezipect Dance Crew holds free workshops for the community.

- 10am - Beginner dance workshop.
- 12pm - Intermediate/ advanced dance workshop.
- 2pm - Video project workshop

Sunday - Rezipect Dance Academy directors facilitate a video project for all dancers involved in workshops and hopefully hold a free dance showcase for the community.

- 10am - Video project
- 2pm - Community showcase (Depending on traffic light levels)

Covid Restrictions

In order to make this programme as accessible and as safe as possible, we will be restricting the groups to a maximum of 25 dancers. Youth will have to register prior to the programme in order to be able to attend. We will have contact tracing available and will ensure this is adhered to as well as 1-meter social distancing. The dancers will all wear masks whenever they are not dancing. Between each group, there will be thorough cleaning of the area and no contact between participants in different groups.

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

Organizers - Olivia and Russell Morrell, directors of Rezip Dance Academy will be organizing and running the project. Their creative CVs are attached.

Within RDA, we will have our Rezip Dance Crew assist in tutoring the workshops.

We hope to accommodate as many young people as we can into our workshops.

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

YOUNG PEOPLE

This project will be targeted at young people, aged 12-24, in the Huntly community. The young people will:

- Learn and develop dance movements and techniques from workshops held by the Rezip Dance Crew - Learn to express themselves through dance
- Meet other like minded young people
- Be involved in a video project to demonstrate what they have learnt through the workshops - Attend a showcase held by the Rezip Dance Crew (depending on traffic light levels).

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☒

Group

☐

Full name of applicant:

Beth Ivy Buxton

Contact person (for group):

Street address/PO Box:

Suburb:

Te Mata

Town/City:

Raglan

Postcode:

3297

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Beth Ivy Buxton Creative Ltd

GST number:

125-922-937

Bank account number:

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

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

New Zealand European/Pākehā:

☒

Detail:

Beth is NZ European

Māori:

☒

Detail:

Working with parents & community to actively ensure relevance to Māori

Pacific Peoples:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

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

Yes:

☒

No:

☐

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

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

☒

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☒

Word of mouth

☒

Other (please provide)

Previously received funding from Creative communities in Akl

PART 2: PROJECT DETAILS

Project name: Kids Creative Circle

Brief description of project:

Supporting young people to participate in the arts and connect with themselves, their town and each other.

Project location, timing and numbers

Venue and suburb or town:

Raglan Scout Hall, 49 Cliff Street, Raglan

Start date:

11 July

Finish date:

14 September

Number of *active* participants:

10 - 12 per session

Number of viewers/audience members:

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

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

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

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

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

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

☐ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☒ Visual arts

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

☒ Creation only

☐ Presentation only (performance or concert)

☐ Creation and presentation

☐ Presentation only (exhibition)

☐ Workshop/wānanga

PROJECT DETAILS

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

I would like to organise a winter creative arts group. The idea is to support participation in the arts from across the community, removing some of the cost barriers & connecting local artists with children. Raglan is a diverse community and this diversity is not always reflected in participation in community arts projects. The Kids Creative Circle will connect local artists to young people, inspiring them to access their own creativity, try new media, develop skills and confidence and build positive connections with themselves and the wider community.

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

The project will take place over 10 weeks in the Raglan Scout Hall. It will start with two full days in the school holidays, exploring the theme of Ocean and Earth through different arts media. There will be workshops in textile art, weaving, printmaking & clay run by local artists, who will continue to support throughout the project. We will then meet for 8 weeks after school for a series of 'Creative Circles'. Within these the children will be guided to access their creativity and express it through their own projects, with the opportunity to explore the media shared in the workshops.

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

The project will be led by registered Arts Therapist, artist & designer Beth Ivy Buxton. Beth has worked with young people for over 20 years and is passionate about facilitating creativity and connecting community through the arts. Beth has local textile artist and arts facilitator Gila Cohen on board to support. Gila will share a range of techniques including eco printing, screen printing and basket weaving. We are also hoping to work with local ceramicist Karla Stevenson and actively working with parents to find a Māori artist/arts facilitator who can share traditional weaving techniques.

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

This project will connect local artists to young people and empower children to express ideas in new ways. As the Circles will be self-directed (with ideas/prompts to support exploration) they will be accessible, relevant and inspiring. By reducing the contribution required from families we can remove some of the financial barriers to arts participation. I'd also love to offer 4 free places and work with the local school and/or **marae** to fill these. They can potentially suggest the project to children who may benefit, noting the diversity criteria.

PROJECT DETAILS (budget)⁵⁸

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Admin hours	Admin, marketing & planning hours x20 @ \$40 p/h	\$800
Assistant	Arts therapy student or volunteer x28 hours @ \$25 p/h	\$700
Lead facilitator	28 hours @ \$60 p/h	\$1680
Local Artist support		\$480
Materials	clay, paints, brushes etc.	\$417.22
Participant support	4 funded places. Otherwise \$5 per hour	\$560
Hall hire	40 hours @\$10 per hour	\$400
Total Costs		\$5037.22
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Donated time	Admin, marketing & planning hours x20 @ \$40 p/h	\$800
Assistant	Arts therapy student or volunteer x28 hours @ \$25 p/h	\$700
	28 hours @ \$60 p/h	
Fundraising	12 hours @\$40 p/h	\$500
donated materials	clay, paints, brushes etc.	\$100
participant contributions	4 funded places. Otherwise \$5 per hour	\$1120
Total Income		\$3220
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$1817.22
ENTER amount you are requesting from Creative Communities Scheme		\$1817.22

PROJECT DETAILS (budget)⁵⁹

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed
April/May	will be approaching local businesses or support & selling cards to undraise	\$500	unconfirme

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)
2015-16	App ed for 2 fund ng rounds n Auck and n 2015 & 2016	\$1605	Yes

Important Other financial information

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

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

Applications and queries can be emailed to funding@waidc.govt.nz

PART 3: DECLARATION⁶⁰


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

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

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

- ☒ Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ Return any unspent funds
- ☒ Keep receipts and a record of all expenditure for seven years
- ☒ Participate in any funding audit of my organisation or project conducted by the local council
- ☒ Contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ Acknowledge CCS funding at event openings, presentations, or performances
- ☒ Use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- ☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

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

Name	Beth Ivy Buxton
	(Print name of contact person/applicant)
Signed:	 <input checked="" type="checkbox"/>
	(Applicant or arts organisation's contact person)
Date:	13/03/2022



Quote to
Beth Ivy Buxton

Quote

New Zealand

Quote Details

Quote No: 1000231775

Quote Status: Approved

Quote Date: 2020-07-10 11:10:01

Expiry Date: 2022-07-11 07:31:39

Product Name	SKU	Original Price	Requested Price	Approved Price	Qty	Discount Amount	Subtotal
Splash Paint Mat	ECSPM	\$14.90	\$14.90	\$14.90	1	\$0.00 (0.00%)	\$14.90
FAS Student Acrylic Paint Fluoro 500mL	FA297	\$12.90	\$12.90	\$12.90	1	\$0.00 (0.00%)	\$12.90
Colour Fluoro Magenta							
FAS Student Acrylic Paint Fluoro 500mL	FA298	\$12.90	\$12.90	\$12.90	1	\$0.00 (0.00%)	\$12.90
Colour Fluoro Green							

Product Name	SKU	Original Price	Requested Price	Approved Price	Qty	Discount Amount	Subtotal
FAS Student Acrylic Paint Fluoro 500mL Colour Fluoro Yellow	FA295	\$12.90	\$12.90	\$12.90	1	\$0.00 (0.00%)	\$12.90
Art Tray - White	ECFT	\$11.90	\$11.90	\$11.90	1	\$0.00 (0.00%)	\$11.90
Pipe Cleaners - Neon Colours	ECCSF30200	\$9.90	\$9.90	\$9.90	1	\$0.00 (0.00%)	\$9.90
Primary Paint Colour Set	FASTS100	\$9.90	\$9.90	\$9.90	1	\$0.00 (0.00%)	\$9.90
Midi Stubby Brush	ECBMIDI	\$0.80	\$0.80	\$0.80	1	\$0.00 (0.00%)	\$0.80
Air Drying Modelling Clay - White	ECADCW1	\$9.50	\$9.50	\$9.50	10	\$0.00 (0.00%)	\$95.00
Clay Modelling Tools - Wooden Set	ECCMTB12	\$15.90	\$15.90	\$15.90	2	\$0.00 (0.00%)	\$31.80
Wooden Modelling Tool - Set of 4	ECWMT4	\$8.90	\$8.90	\$8.90	1	\$0.00 (0.00%)	\$8.90
Potters Modelling Clay - White	PCW	\$54.90	\$54.90	\$54.90	1	\$0.00 (0.00%)	\$54.90
Card A3 Bright Colours 160gsm	DPFCA3CB	\$35.90	\$35.90	\$35.90	1	\$0.00 (0.00%)	\$35.90
Board A4 10 Bright Colours 220gsm - Pack of 100	DP15488	\$11.90	\$11.90	\$11.90	1	\$0.00 (0.00%)	\$11.90
Cartridge Paper A4 120gsm	TP1204	\$13.50	\$13.50	\$13.50	1	\$0.00 (0.00%)	\$13.50
Glue Stick - 40gm	ECGS40	\$2.90	\$2.90	\$2.90	1	\$0.00 (0.00%)	\$2.90

Product Name	SKU	Original Price	Requested Price	Approved Price	Qty	Discount Amount	Subtotal
Crayola 40 Super Tips Deskpack - Pack of 40	CR588240	\$21.90	\$21.90	\$21.90	1	\$0.00 (0.00%)	\$21.90
Subtotal							\$362.80
Shipping & Handling							\$0.00
GST							\$54.42
Grand Total							\$417.22

Thank you for your business!

We love hearing from you, our customers. Please contact us about anything at all. We'll do everything we can to make your experience unforgettable every time.

Phone: 0800 257 422

Contact Us Customer Service

BETH IVY BUXTON

E: [REDACTED]@gmail.com
 Ph: [REDACTED]
 Add: [REDACTED], Raglan, 3296

SKILLS & ACHIEVEMENTS

- Registered Arts Therapist (ANZACATA).
- NZ Registered Teacher (registration no. 252502).
- Registered specialist Prenatal and Kids Yoga Teacher.
- Strong understanding of trauma, attachment, and neurodiversity, and how these affect emotional and behavioural regulation.
- Over 20 years of experience in working with children and families.
- Development of programmes, resources, and strategies to overcome challenges and implement changes.

WORK HISTORY

2021 ARTS THERAPIST, DEVORAN PRIMARY SCHOOL (UK)

- Supporting a Registered Play Therapist in a local Primary School.
- Delivering Art and Sensory Play Therapy sessions to children with various needs including trauma, change, anxiety, and self-esteem.
- Working to develop resilience and emotional and behavioural regulation.
- Sessions planned in accordance with the children's needs and any goals identified as part of the assessment process.
- Reporting to others as appropriate and working as part of a wider support team.

2021-22 ARTS & DANCE/MOVEMENT THERAPIST, PRIVATE PRACTICE

- Delivering group, parent-child and 1:1 Arts Therapy sessions.
- Using Painting, Art, Sensory Play, and Dance/Movement Therapies to support children's development and parent-child relationships.
- Working from developmental, needs based, person centred and attachment frameworks.
- Supporting mental health and wellbeing including anxiety, PTSD, and depression.
- Working with children with ASD, ADHD, developmental and sensory processing disorders.

2017 – 21 YOGA AND MOVEMENT FOR WELLBEING

- Delivering community focused, therapeutic yoga and movement sessions to support pregnancy, birth, children, and parent-child relationships.
- Teaching Children's yoga in the community.
- Using yoga, breathwork and dance/movement therapy to facilitate greater bodily awareness, stress management and emotional regulation.

2015 – 17 TINY HANDS THERAPEUTIC ARTS, SANDRINGHAM COMMUNITY HOUSE

- Delivering community-based Arts Therapy sessions in the form of painting for parents/caregivers and children aged 0-5.
- Managing group administration, budgets, and applying for external funding.
- Delivering community-based art workshops for elderly residents.

2005 – 2012 MoE CLASSROOM TEACHER (VARIOUS ROLES)

- Teaching diverse learners of all ages and backgrounds both in the UK and NZ.
- 2005 – 2006 I was a New Entrant and Year 1&2 Teacher at Kilbirnie School
- 2007- New Entrant / Year 1 Teacher at Mt Cook School
- 2008 - 2012: Reliever in ECE settings and across Primary schools, particularly early years. Long Term Reliever in some settings.
- 2011 – 2012 I worked at Raglan Area School, teaching Graphics across the intermediate and senior age groups, along with art and movement across the primary school.
- Experienced in working with children with high and complex social, emotional, and behavioural needs.
- Supporting neurodiverse learners including ASD, ADHD, Sensory Processing Disorders and often associated complex trauma.
- Delivering the NZ Curriculum in a creative, child centred and engaging way to all learners.

2010 – OCCUPATIONAL THERAPY ASSISTANT, WAIKATO HOSPITAL (HAMILTON)

- Planning and assisting with the delivery of therapeutic programmes across the three adult in-patient wards.
- Working with a wide range of patients, whanau, and staff.
- Working with patients with high and complex needs and diagnosis.
- Monitoring and assessing participation, working as part of a multi-disciplinary team, and writing notes.
- Working with a bicultural perspective and absolute respect for the experiences of the people within the wards.

EDUCATION / QUALIFICATIONS

2021 DTNZ, Certificate in Dance Movement Therapy

2017 Ashram Yoga, 200hrs Yoga Teacher Training

2012 Whitecliffe College of Arts and Design, MA in Arts Therapy

2009 The Learning Connexion, Dip. Art & Creativity

2001 University of Bath, Post Grad Cert. in Education

2000 University of the West of England, BA (hons) English

OTHER RELEVANT TRAINING

2020 Divine Light Yoga, Children's Yoga Teacher Training (Yoga Alliance RCYT)

2019 Dr Pooja Maddela, Prenatal and Postnatal Yoga Teacher Training (Yoga Alliance RPYT)

2010 Treaty of Waitangi and cultural awareness, Whitecliffe College of Arts and Design

2009 Handling Disclosures – Rape Prevention Education Auckland

2009 Facilitator Training, DARE

2003 Reality Therapy Basic Counselling Skills – (Certificate)

2003 Drug Awareness Connexions West of England



PO Box 45, Waiouru
 Corner State Highway 1 & Hassett Drive, Waiouru
 Phone: 06 387 5599 ext 207
 Email: marlene.smith@nzdf.mil.nz
www.armymuseum.co.nz

February 21st, 2022

Kia ora, TO WHOM IT MAY CONCERN

I worked with Beth Ivy Buxton in 2011-2012 when I was Deputy Principal at Raglan Area School (RAS). An Area School employs both Primary and Secondary teachers; we teach students from 5 years old to when they leave school at the completion of their education in their late teens.

At RAS Beth taught Graphics and Digital Technology. She also taught mainstream classes across the school enabling teachers to take their Classroom Release Time.

It was my pleasure working with Beth!

She is totally professional in her approach to work, and was always reliable and responsible. I remember many times that I asked her to help me out with last minute staff absence, or other challenges, and she was always there in support.

One of her strengths was her flexible and capable approach to teaching students of all ages and needs.

Beth stands out in my memory because her gentle personality and intuition built authentic learning/teaching relationships with the students in her care. She was 'guide on the side', not 'sage on the stage'.

I recommend Beth to any future employer without reservation. Please contact me for further information at the above email address or phone me, 021 55 8180.

Ngā mihi

Marlene Smith
 Education and Visitor Experience Leader
 National Army Museum – Te Mata Toa

Reference for Beth Ivy Buxton

Name of Referee: Amanda Levey

Relationship with Applicant: Supervisor

Title/ Current Position: Head of School, Creative Arts Therapies post graduate programme, Whitecliffe College

1. In which role are you familiar with the applicant? She was a student in our programme some years ago and now I am her supervisor.
2. Please describe the quality of the counselling services provided by the applicant. She has excellent experience working with children and adults and is compassionate and empowering in her approach.
3. Please outline which you consider are his/her areas of expertise.- Attunement and parenting skills.
4. Which are her/his main strengths? Empathic attunement and level of experience working with children and adults in a variety of settings
5. Which are her/his main areas of improvement? Possibly boundary setting and self care.
6. Considering what Skylight is and the kind of counselling services we provide, would you recommend this person as a good fit? Yes she is ideal.
7. Would you recommend this person for working with children, especially vulnerable children? Absolutely
8. Would you recommend this person as a referral for working with culturally diverse clients? Why? Yes, Beth has worked both in Aotearoa and in the UK in a variety of settings and she is culturally sensitive in her practice.
9. Would you recommend this person as a referral for working with vulnerable people? Why? Yes, Beth is highly empathic, sensitive and supportive, and is able to ensure that her clients feel safe and held.
10. Which are her/his main strengths when working as part of a team? Beth is polite, respectful and listens carefully to all points of view. She is gentle and open, as well as being able to articulate her views.
11. Anything you would like to comment on the applicant administrative and organisational skills? Beth is timely in her communications and self responsible. She has run her own practice successfully so has good organisational skills.
12. Anything else you would like to add? Beth will be a great asset to any team.





PART 1: APPLICANT DETAILS⁷¹

Name and contact details

Are you applying as an individual or group?

Individual

☒

Group

☐

Full name of applicant:

Teresa Michels

Contact person (for group):

Teresa Michels

Street address/PO Box:

[REDACTED]

Suburb:

[REDACTED]

Town/City:

Raglan

Postcode:

3225

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

Teresa Michels TA Corporate Gypsy

GST number:

[REDACTED]

Bank account number:

[REDACTED]

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

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

New Zealand European/Pākehā:

☒

Detail:

[REDACTED]

Māori:

☐

Detail:

[REDACTED]

Pacific Peoples:

☐

Detail:

[REDACTED]

Asian:

☐

Detail:

[REDACTED]

Middle Eastern/Latin American/African:

☐

Detail:

[REDACTED]

Other:

☐

Detail:

[REDACTED]

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

Yes:

☒

No:

☐

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide)

Through Elevate - Creative Waikato

PART 2: PROJECT DETAILS

Project name: Mmm - Music Mentoring & Marketing

Brief description of project:

Mentoring for those who are creating and performing music, but do not have the support or skills to brand and market themselves. The end result being an event to that showcases the

Project location, timing and numbers

Venue and suburb or town:

Yot Club or The Yard - Raglan (In discussions)

Start date:

May 2022

Finish date:

May 2022

Number of active participants:

10

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

☐

Literature

☒

Music

☐

Ngā toi Māori

☐

Pacific arts

☐

Multi-artform (including film)

☐

Theatre

☐

Visual arts

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

☐

Creation only

☐

Presentation only (performance or concert)

☒

Creation and presentation

☐

Presentation only (exhibition)

☐

Workshop/wānanga

PROJECT DETAILS

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

Young and upcoming musicians in the Waikato have tons of potential but no support. I want to help upcoming musicians in the Waikato region understand how they can progress with their music by having the right support, an understanding of business, and a marketing plan. I want to hire a performance space to work with participants in one on one sessions and as a group. In these sessions, we will complete an artist branding exercise, constructive feedback on performances and songs, a complete a social media schedule. An event will be held to showcase the progress to the local venues and community

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

Artists will enter to participate through a marketing campaign on socials. They will be asked to submit a piece of work and complete a questionnaire which 8-10 participants will then be selected based on their attitude to learn and grow, and skills. Cultural inclusivity will be a pillar of the selection process and a panel of 3 will choose from the applications. Once the artists are selected an initial meeting will take place to go over the 6-week marketing and mentoring plan and each week participants and I will meet in person or online to discuss progress.

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

Key people are the participants and their willingness to learn and take on the opportunity. Guest speakers will be brought in for workshops on branding, performance, and meetings with the venue owners, sound and lighting technicians and light. This gives each artist the support and confidence to approach venues and obtain their own gigs in the future.

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

Access and participation: It will create an opportunity for local artists in the community to engage with and participate in the mentoring activities and showcase event e.g: Workshops for local artist development, online promotion skills and exposure to the community. With the possibility for future artist residencies and gigs.

PROJECT DETAILS (budget)⁷⁴

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item eg hall hire	Detail e.g. 3 days' hire at \$100 per day	Amount e.g. \$300
Venue Hire	x6 Workshop/ Performance hire space	1000
Workshop Speakers	X3 Guest Speakers costs	650
Social Media	Paid Facebook Post and Boost	400
Posters	Design & Printing	250
Lighting	Showcase night	250
Sound Technition	Showcase night	300
Ticketing	Staff for ticketing	150
Total Costs		3000
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income e.g. ticket sales	Detail e.g. 250 tickets at \$15 per ticket	Amount e.g. \$3,750
Ticket Sales	Paid Facebook Post and Boost	1000
Total Income		1000.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	2000.00
ENTER amount you are requesting from Creative Communities Scheme		2000.00

PROJECT DETAILS (budget)⁷⁵

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed

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

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

Important Other financial information

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

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

Applications and queries can be emailed to funding@waidc.govt.nz

PART 3: DECLARATION⁷⁶

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

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

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

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

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

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

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

☒ Return any unspent funds

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

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

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

☒ Acknowledge CCS funding at event openings, presentations, or performances

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

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

☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.

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

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

Name

Teresa Michels

(Print name of contact person/applicant)

Signed:



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

(Applicant or arts organisation's contact person)

Date:

13th March 2022



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: _____ 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: _____ 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.

Hire of one room and use of tea/coffee making facilities are as follows (NB all prices include GST excluding Standard Rate)

☐ **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): Monday-Friday **\$150 for a half day or evening use / \$250 for a full day / \$200 for part day 8am-3pm** Saturday-Sunday **\$200 for a half day or evening use / \$300 for a full day / \$250 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**

Venue Hire: Please see the Raglan Old School Arts centre costs attached

This cost consists of:

x3 Saturday-Sunday \$200 for half day use for the workshops
 x2 Saturday-Sunday \$200 for a half-day or evening use for the Showcase/Performances
 Total Venue Hire: \$1000

x3 Quest Speaker Costs

To pay for the 3 Quest Speakers that will be at each workshop

- Stage Presence & Performance & Structuring your show
- Brand Image & Business
- Social Media Marketing

Total koha for each speaker \$200 (\$50 Prize for participant who attends all 3 and engages the most)

Social Media Marketing

Facebook and Instagram Advertising of the program x1 \$100

Facebook and Instagram Advertising to introduce the artists and show the progress of the program
 x1 \$100

Facebook and Instagram Advertising of x2 Showcase Events to let the public know x2 \$100 each
 Total \$200

Posters for the x2 Events

\$125 per batch including design and printing from Raglan Print Studio

x2 nights of Lighting hire from Raglan Lighting & Sound

Total Cost

\$250

Sound Technician

x2 \$150 Sound and equipment hire for showcase performances (running sound)

Total Cost \$300

Ticketing:

Paying for the tickets to be designed and produced for the x2 showcase events

INCOME:

Ticket Sales

\$20 per ticket - 25 Ticket Sales per showcase

A total of 50 tickets sold

Total Income \$1000

COMMUNITY MOVIE SCREENINGS:

The Raglan Old School Arts Centre (ROSAC) runs movies fortnightly every 1st and 3rd weekend of the month and at other scheduled holiday times. If you wish to hire the ROSAC to host a community movie screening of your own please refer to below 3 hire options:

Option 1:

Full hire the cost is: **\$105**. This covers use of the room, equipment, loading the film on our computer and a projectionist. The hirer is responsible for: arranging the license to screen the film and the music in it, downloading and supply of the HD 1080p copy, set up of room, pack down of room, marketing, reservations and refreshments if needed.

Option 2:

If an approved projectionist volunteers and the hiree uses their own computer with an HDMI output connected to the ROSAC system or the hiree can screen from a DVD then the charge is reduced to \$30 as a reduced room hire rate and video/projection equipment at \$25 – **Total \$55**.

Option 3

ROSAC can screen your film as a regular 'Movie at the Old School' screening for you on a Thursday, Friday or Sunday evening provided there was a minimum guarantee (sponsorship) of \$200. i.e. If total door sales were under \$200 then the guarantor makes up the difference.

FOYER BAR & CAFE AT EVENTS

Raglan Community Arts Council (RCAC) holds an ON-LICENSE under the Sale and Supply of Alcohol Act, and can sell and supply alcohol on Thursday, Friday, Saturday and Sunday evenings from 3.30pm – 10.30pm. RCAC is usually able to open its Foyer Bar & Cafe for room hirers and events. The Bar is run by RCAC by volunteers and/ or staff. The costs of running the bar are covered by RCAC with all items sold provided by and all income retained by RCAC. If your event is on Thursday to Sunday in the evening, let us know four weeks in advance if you would like the foyer bar and café open for your event.

Alternatively a special license is required if the hirer wants to operate their own bar and sell alcoholic beverages at any function.

Note that providing complimentary drinks at any function with an entry charge, donation collection or where anything is being charged for, is regarded under the liquor laws as selling liquor.

If you only want to serve tea/coffee then a special license is not required.

For special licenses:

- 30 working days' notice in writing must be given to the RCAC committee for approval of the selling of alcohol with a special license by a room hirer.
- A special license must then be obtained from the Waikato District Licensing authority. This license must be displayed in the venue at the time of the event and must be sighted by the venue supervisor prior to the date of the function. It is the responsibility of the hirer to obtain a special license and comply with the requirements of the license.
- Contact the WDC for an application form or speak to the Food and Alcohol regulatory staff on 0800 492 452 or email info@waide.govt.nz
- A special license application takes a minimum of 20 working days to process after it has been received by the Waikato District Council.

Room Rate Guidelines and Discounts

- Room rates above include use of tea making facilities in Foyer area but not use of the main kitchen in the St. Lazarus building. This is an additional cost
- 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.....
- ☐ Video Projection equipment Total.....
- ☐ Sound equipment PA Total.....
- ☐ IT support Total.....
- ☐ Cleaning additional Total.....
- ☐ Movie hire option 1, 2 or 3 Total.....

TOTAL AMOUNT DUE:

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

Payment Received \$_____Balance owing: _____

Signature _____ Date _____

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

**Welcome to our lovely old building! We hope you enjoy your time here.
Please help us to take care of this valuable community resource**

Terms and conditions of hire

- The hirer agrees to act in the best interests of the Raglan Community Arts Council (RCAC) and the Raglan Old School Arts Centre (ROSAC) and any other users at all times during the period of the hire
- A non-refundable deposit of 50% is required immediately upon booking. The balance is due on the date of the event. To minimize administration time, full payment is preferable, if possible upon completion of this hire contract.
- A cancellation made within 21 days of the event will forfeit the 50% deposit
- **A charge of \$50 will be incurred for any damage to the projector screen in the Theatre Room,** including if it has been pulled down too far and cannot be rolled up
- A bond of \$100 may be required. This will be refunded in full unless damage occurs or additional cleaning is required. In the event that the center supervisor deems that damage has occurred, the bond will be forfeited and any additional repair costs charged to the hirer.
- The Raglan Old School Arts Centre will retain on hold all unclaimed/unidentified money for 90 days; thereafter any unclaimed/unidentified money will be banked as a donation to the Raglan Old School Arts Centre
- The venue is to be left ready for use which includes putting back all furniture and equipment in each room (as per the Hire Inventory), vacuuming, mopping where necessary, wiping clean all surfaces used, cleaning the bathrooms, removing all garbage and recycling, both inside and out. You may nominate to have the venue cleaned for you at an additional charge of \$100 if required (NB: this does NOT cover the positioning back of furniture/equipment). If you have chosen the self-clean option and it is deemed by the centre supervisor that the venue needs further cleaning following your event, the cleaning fee will be deducted from your bond.
- The kitchen facilities are available for self-catering use. The hirer is responsible for the supply of all catering requirements and the removal of all foodstuffs and catering equipment after the function. This includes ensuring there are no food scraps left in the building and that the stove (including the oven) and the refrigerator are clean. All dishes should be washed (the dishwasher must be empty or in cycle when you leave the building)
- If you are using the venue over several days, you may apply to the Raglan Community Arts Council to store any materials you require. The storage of materials must be approved in advance
- The Old School Arts Centre has a video projector equipped for data shows and movies as well as a PA sound system and a band sound system. This equipment is available for hire at the Centre. The hire charge for video and audio equipment is additional to the room rental charges
- Penalty of \$50.00 payable if an RCAC member is called out, out of hours, for open windows, lights left on, or inappropriate alarm call-outs.
- ROSAC is working towards being zero waste. Please use our recycling facilities available in the front foyer.
- We ask that no glitter is used anywhere on site.
- No candles, matches nor fuel-powered lighters are to be used within the buildings.
- The premises are a nonsmoking zone. We do have an outside-designated smoking area. Please enquire further for details

The Raglan Community Arts Council (RCAC) who operate the Raglan Old School Arts Centre, Stewart St, Raglan, take all care with hirers and exhibitor's property however we are in no way responsible for it. Your equipment or artworks are not covered by insurance for loss or damage while they are in the building. We recommend that you insure any property or equipment with your own insurance company or broker. Thank you.

The Lazarus Kitchen is used for commercial food preparation by people and businesses working under specific Food Control Plans.

As a minimum, food handlers using the St Lazarus kitchen must observe the following basic personal hygiene and food safety rules

- Wash hands before starting work and after every break, using the toilet, when hands are dirty or contaminated with raw foods such as meat or poultry
- Food handlers to wear clean, light colored protective clothing
- Cover all cuts and burns on hands, arms and face with colored waterproof dressings
- Do not lick fingers when handling food, and keep fingernails short and clean; no false nails, nail varnish or other nail decoration
- Food handlers must not sneeze or cough over food
- Smoking is not permitted in the food preparation area
- Minimum jewellery – a plain wedding band is acceptable
- Tie hair back, preferably cover it
- No Bicycles, skateboards, or surfboards anywhere in the kitchen area
- Food is not to be eaten in the food preparation area behind the counter
- Food is to be rinsed off all items before being placed into the dishwasher
- Bring own chopping boards and sanitized tea towels and dish cloths.

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual ☒

Group ☐

Full name of applicant:	Valentine Colin Venimore		
Contact person (for group):	As part of Creative Huntly		
Street address/PO Box:	[REDACTED] Road		
Suburb:		Town/City:	Huntly
Postcode:	3700	Country:	New Zealand
Email:	[REDACTED]@gmail.com		
Telephone (day):	[REDACTED]		

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

Name on bank account:	sheval - twotix	GST number:	100057911
Bank account number:	[REDACTED]-00		

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

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

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input checked="" type="checkbox"/>	Detail:	
Pacific Peoples:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input checked="" type="checkbox"/>	Detail:	all in the Huntly community

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

Yes: ☒ No: ☐

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

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

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

PART 2: PROJECT DETAILS

Project name: Art and music education

Brief description of project:

Landscape painting with a focus on the Waikato river and Ukulele lessons and skills

Project location, timing and numbers

Venue and suburb or town:

Friendship House Huntly

Start date:

July 2022

Finish date:

December 2022

Number of *active* participants:

30

Number of viewers/audience members:

100

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

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

☒

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

☐

Diversity: Support the diverse artistic cultural traditions of local communities

☐

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

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

☐

Craft/object art

☐

Dance

☐

Inter-arts

☐

Literature

☐

Music

☐

Ngā toi Māori

☐

Pacific arts

☒

Multi-artform (including film)

☐

Theatre

☐

Visual arts

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

☐

Creation only

☐

Presentation only (performance or concert)

☒

Creation and presentation

☐

Presentation only (exhibition)

☐

Workshop/wānanga

PROJECT DETAILS

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

VISUAL ARTS: The idea is to teach a dual series of workshops, one for children/youth and one for adults focusing on teaching the skills and a variety of techniques to create landscape painting with a focus on the Waikato as subject matter.

These workshops will run over a 7 week period each at the Friendship House in Huntly.

MUSIC: We would also like to run a basic and advanced ukulele workshop out of the Friendship House. This will help build up the existing Ukulele club and give more members of our community a chance to learn and enhance their skills playing this popular instrument.

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

Over 7 weeks per workshop various painting techniques will be taught to a class of 10 -12 students focusing on the Waikato as subject matter.

Photographs will be used as references This opens up the subject matter to not only the current Waikato but also the past. These workshops will result in one or more paintings per student that may be exhibited in the Huntly Museum window or in Main Street Huntly in a shop window. The Ukulele classes will run over a series of 7 weeks and will cover reading chords, rhythm patterns, reading and writing tablature and accompanying the singing of popular songs

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

These will be taught by Valentine Venimore. He has many years experience in teaching and is an established artist and musician (www.twotix.net) - This is his website featuring much of his creative and educational resources and information.

He will be assisted by Evelyn Shead the Huntly Arts Coordinator. She will also assist in the tutoring and mentoring for the painting classes and arrange the exhibition at the conclusion of the workshops.

The students for both classes will range from children and youth to adults in Huntly and the surrounding areas.

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

Students will get to work with and learn from established artists and musicians. ART - Express their histories/memories associated with the Waikato through a creative outlet.

Learn a variety of approaches to landscape painting that may later be adapted to other themes.

MUSIC - Students will be taught/upskilled and extended in a variety of ukulele techniques and have the opportunity to compose and write their own tunes.

These classes will be open to all in our community including children and youth.

PROJECT DETAILS (budget)

5. The budget/Ngā pūtea

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

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

No ☐ Include GST in your budget

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item eg hall hire	Detail e.g. 3 days' hire at \$100 per day	Amount e.g. \$300
Painting Tutor	\$35 per hour x 28 hours	\$980.00
Painting Resources	Misc resources eg: Brushes + Paper	\$150.00
Acrylic Paint	Donated by Creative Huntly (Friendship House)	\$0.00
Advertising	Posters, Printing, Newspaper Ad	\$100.00
Printing	Ukulele Resources eg: Workbooks, Music Sheets	\$100.00
Ukulele Tutor	\$35 per hour x 11 hours	\$385.00
Total Costs		\$1715.00
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income e.g. ticket sales	Detail e.g. 250 tickets at \$15 per ticket	Amount e.g. \$3,750
Parting	20 tickets @ \$20 each	\$400.00
Ukulele	10 tickets @ \$10 each	\$200.00
Total Income		\$600.00
Costs less income	This is the maximum amount you can request from CCS	\$1115.00
ENTER amount you are requesting from Creative Communities Scheme		\$1,115.00

PROJECT DETAILS (budget)

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed

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

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

Important Other financial information

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

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

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

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

PART 3: DECLARATION

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

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

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

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

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

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

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

☒ Return any unspent funds

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

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

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

☒ Acknowledge CCS funding at event openings, presentations, or performances

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

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

☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.

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

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

Name

Valentine Colin VENIMORE

(Print name of contact person/applicant)

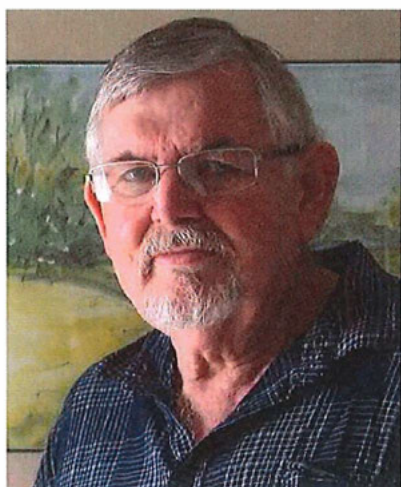
Signed

[Redacted Signature]

(Applicant or arts organisation's contact person)

Date:

24 February, 2022



Valentine Venimore is a semi retired teacher of Art and Music, now living in Huntly.

He and his wife, Shelley live on Great South Rd, overlooking the Waikato river. Shelley enjoys creating a garden while Val appreciates the views from his music and art studio.

They have four sons and a daughter, and five grand-daughters and one grandson. The family are spread from Sweden, to Japan, Auckland, New Plymouth, and Wellington.

Completing his teacher training at Ardmore, and a Diploma in Visual Arts from Canberra while working in Australia as a musician, (guitar and vocals).

He has taught Art at Fraser High School, Hamilton, Padua (A.C.T. Australia), St Peter's Cambridge, and in several other education institutions from primary to tertiary, in both Australia and New Zealand, where at various times has headed departments in Art, Music and Computer Studies.

In 2022 Valentine is teaching Music and Art on Wednesdays and Fridays at Morrinsville Intermediate school. (Where he is known as "Mr V", as he has been in many schools.) He also teaches evening community groups in art, guitar and ukulele in Huntly and Ngaruawahia.

He is available on the other days to work in local schools and with private students.

In an interesting and varied career, Valentine has also been a successful exhibiting artist, restaurant operator, newspaper columnist, software developer, and even raced classic cars.



Valentine, Musician

ISOLATE FROM THIS WORLD

(With apologies to Karen & Richard Carpenter..)

LIST

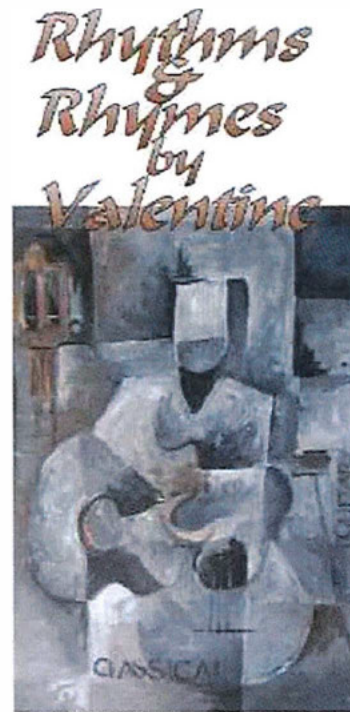


Here is a list of over 400 songs that are in my repertoire:

Some songs for Project Piripi

TUATARA	KORU
ANZAC BLUES	MATARIKI

Here is a Book with some of my poems and songs. >



A collection of poems & song lyrics by Valentine Venimore

OVER THE YEARS



"The Dukes of Uke" NZ Ukulele Festival 2008



During 8 years of performing in Canberra and NSW, 1977-85



Hawkes Bay Winery 2000



Hamilton NZ. 70's

[HOME](#)[Music Lessons Yr 7](#)[Music Lessons Yr 8](#)[Art Lessons](#)[Nightclass Art](#)[Guitar](#)[Ukulele](#)[ART SUPPLIES](#)[More...](#)[CONTACT](#)

Art Work

[CONTACT](#)

WAIKATO RIVER SERIES

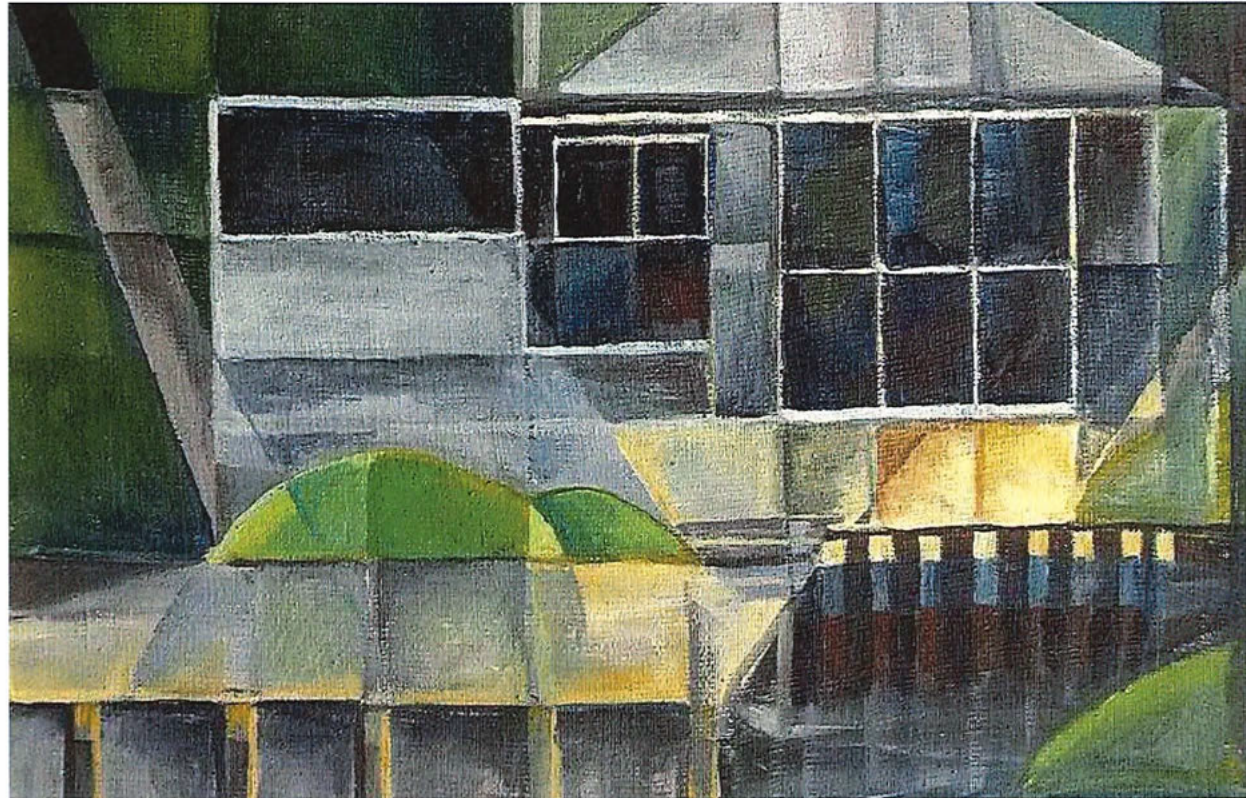
(Various Views)

I have been working on a series of paintings based on photographs I have taken of the Waikato river. Yes the one that we enjoy viewing from our home and studio.

The 425 km of river starts at lake Taupo, and concludes at Port Waikato. Clearly there are literally thousands of opportunities for paintings. I have 25, so there are many to go....

Some scenes have been interpreted in more than one style. Impressionist, realist, and cubist.'

This collection is scheduled to be exhibited at the Wallace Gallery, Morrinsville, in September October 2021.



Click on the images to view them fully.

Here are a few of my earlier

PART 1: APPLICANT⁹² DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☒

Group

☐

Full name of applicant:

Yaniv Janson

Contact person (for group):

Street address/PO Box:

Suburb:

Town/City:

Raglan

Postcode:

3295

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Yaniv Janson

GST number:

NA

Bank account number:

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

☐

Detail:

Pacific Peoples:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☒

Detail:

French

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

Yes:

☒

No:

☐

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

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

☒

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide

PART 2: PROJECT DETAILS

Project name: Touch Whaingaroa

Brief description of project:

An interactive exhibition encouraging participants to use their five senses to experience the arts whilst promoting an environmental and social sustainability message.

Project location, timing and numbers

Venue and suburb or town:

Raglan Town Hall Supper Room

Start date:

13/05/2022

Finish date:

15/05/2022

Number of active participants:

25 at one time

Number of viewers/audience members:

200-300

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

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

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

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

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

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

☐ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☒ Multi-artform (including film)

☐ Theatre

☐ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☐ Creation and presentation

☒ Presentation only (exhibition)

☐ Workshop/wānanga

PROJECT DETAILS

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

Our central kaupapa is to bring sustainability and wellbeing to Aotearoa in a way that inspires our communities to take action. The artistic aim of this project is to share the powerful way art and our five senses can contribute to individuals, organisations and community's wellbeing. Five paintings from Yaniv's Please Do Touch installation, launched at the United Nations in Paris, will be exhibited. Each painting will have an interactive activity for one of our five senses, expanding the experience of visual art beyond sight, to other senses.

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

The project will run in the Raglan town hall supper room, where anyone is able to attend for free, 25 people at a time. Five original artworks will be exhibited, each with a panel addressing one sensory dimension. Participants will move through five stations to partake in an activity related to one of their five senses. Then using the corresponding workbook, draw or write what they are experiencing and how this connects to the artworks environmental sustainability vision and message and actions they will take.

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

Yaniv Janson is a gifted fine artist from Raglan who has lived with epilepsy and autism from a young age. Throughout his career he has used his art as a channel to not only support his own wellbeing, but also to communicate messages through collaboration with other artists and his audience. His art focuses on encouraging viewers to take action toward environmental sustainability, whilst simultaneously spreading the message to other individuals living with disabilities, that they can achieve anything they want to. Yaniv has seen his artworks exhibited internationally, in Paris and New York.

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

Yaniv wants to share this exhibition in his home community, before extending further within New Zealand. Yaniv believes that we can inspire action and change by equipping communities to better understand the connection between environmental sustainability and wellbeing, and sharing this visually. Yaniv wants to raise awareness now, to inspire, encourage and support people toward wellbeing. The workbook is a great tool for participants to take home and finish in their own time, thus supporting more effective engagement through real action.

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5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Town Hall Supper Room Hire	3 days hire at \$31 per day (8 hours) for charity & \$100 bond	\$ 193.00
Printing Panels	5 panels at 160cm x 60cm printed	\$ 343.00
Printing Workbooks	Printing 300 workbooks (approx 12 participants per hour)	\$ 3,210.00
Materials	Pens and colouring supplies	\$ 100.00
Personnel Costs	Support on the door (8 hours x 3 days at \$25p/hr)	\$ 600.00
Event Promotion	Social media campaign, chronicle feature and posters	\$ 1,500.00
Artist Fees	Minor fee to support Yaniv's livelihood	\$ 900.00
Total Costs		\$ 6,846.00
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Ticket Sales		\$ 0.00
Own funds		\$ 3,210.00
Disabilities Grant		\$ 600.00
Total Income		\$ 3,810.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 3,036.00
ENTER amount you are requesting from Creative Communities Scheme		\$ 3,036.00

PROJECT DETAILS (budget)⁹⁶

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed

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

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

Important Other financial information

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

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

Applications and queries can be emailed to funding@waidc.govt.nz

PART 3: DECLARATION⁹⁷

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

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

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

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

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

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

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

☒ Return any unspent funds

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

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

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

☒ Acknowledge CCS funding at event openings, presentations, or performances

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

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

☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.

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

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

Name

Emma Slater (Contact Person)

(Print name of contact person/applicant)

Signed:



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

(Applicant or arts organisation's contact person)

Date:

14/03/20



QUOTATION

October 8, 2020

Cash Sales - Hamilton
Hamilton

No: 254,580
Your Ref:

Dear Annick Janson

We are pleased to submit our quotation as follows:

JOB TITLE: Touch The World 66pp + 4pp cover Spiral Bound
ORINATION: PDF file supplied to our specs
SIZE: 254 x 203mm portrait
COLOURS: Digital CMYK throughout
STOCK: Covers 300gsm Satin & Matt Laminated; Text 150gsm Tauro Offset
FINISHING: Matt laminate cover, plastic spiral bind in white, trim and pack
DELIVERY: Collecting

Quantity :	50	100
Production(\$)	590.00	1,070.00

PLEASE NOTE: All quotes are exclusive of GST. Prices are based on supplied hi-res PDF files, which must include trims and bleeds if applicable. We reserve the right to review the price upon viewing supplied files. Any and all author's corrections, retouching and additional proofs are not included in the price. Digital plates will not be stored and remake plates will incur a charge.

TERMS: Pricing is valid for one month from the above date and is subject to The Gravitas Group Limited's Standard Terms and Conditions of sale which are available from our offices.

Yours sincerely,

GRAVITAS MEDIA

Mobile:

Office:

Email:

**QUOTATION****March 11, 2022**

Cash Sales - Hamilton
Hamilton

No: 266,947**Your Ref:**

Dear Emma

We are pleased to submit our quotation as follows:

JOB TITLE: Exhibition Poster Prints 1600 x 600mm : Laminated
ORIENTATION: PDF file supplied
SIZE: 1600 x 600mm
COLOURS: Four colour process, 1 side
STOCK: 200gsm Satin with matt laminate 1 side (printed side) and gloss laminate the other
FINISHING: Trim and pack flat
DELIVERY: Collecting
PROOF: PDF proof

Quantity : 5

Production(\$) 343.00

PLEASE NOTE: All quotes are exclusive of GST. Prices are based on supplied hi-res PDF files, which must include trims and bleeds if applicable. We reserve the right to review the price upon viewing supplied files. Any and all author's corrections, retouching and additional proofs are not included in the price. Digital plates will not be stored and remake plates will incur a charge.

TERMS: Pricing is valid for one month from the above date and is subject to The Gravitas Group Limited's Standard Terms and Conditions of sale which are available from our offices.

Yours sincerely,

GRAVITAS MEDIA**Jacki Coffey****Mobile:** 027 284 0203**Office:** +64 7 846 8655**Email:** jacki.coffey@gravitasmedia.co.nz



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ESTIMATE

Emma Slater T/A Emma's Portfolio24 Seabreeze Way
Raglan, Waikato 3225
New Zealand

027 812 2282

BILL TO**Yaniv Janson**

Annick Janson

0272881949

annickjanson@gmail.com

Estimate Number: 3**Estimate Date:** April 5, 2022**Expires On:** April 20, 2022**Grand Total (NZD): \$1,500.00**

Items	Quantity	Price	Amount
Campaign Social Media Campaign creation, set up and optimisation. Includes advertising graphic design and campaign visuals being created. Includes allowance for spend budget of \$250 across multiple social media platforms	1	\$837.00	\$837.00
Advertising Materials Posters printed for event. 5 Exhibition Poster Prints 1600 x 600mm : 200gsm Laminated	1	\$343.00	\$343.00
Advertising Materials 1/4 page Chronicle Advertising Feature	1	\$320.00	\$320.00
Total:			\$1,500.00
Grand Total (NZD):			\$1,500.00

Quote is valid for 15 days from date of receipt.

Yaniv Janson Project Touch Whaingaroa Visuals

In support of application to Waikato District Council's Creative Communities Scheme.



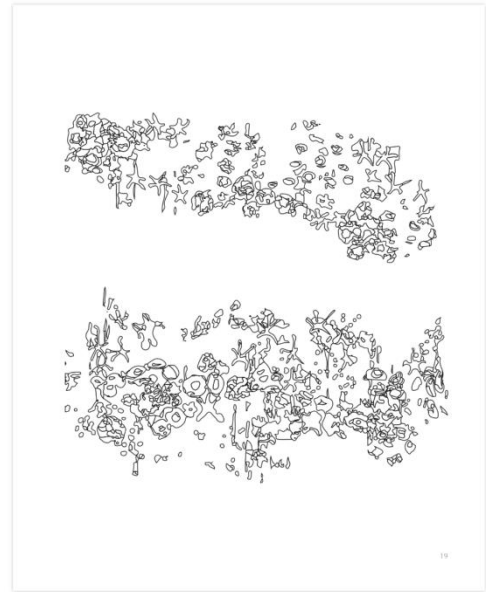
Please Do Touch is an installation painted by Yaniv Janson in 2017. The installation focuses on high priority themes which address the United Nations 2030 Agenda for Sustainable Development. For the Please Do Touch series Yaniv chose five of the United Nations' Sustainable Development Goals and created two diptychs to represent both the good and the bad – what could happen if we completed the goals, and what could happen if we didn't.



Yaniv describes the purpose behind the project in his own words as; "Most artists in the world don't want people to touch their art because it may ruin their pieces. This is how I'm different to other people in a surprising way. The element of connection is going to make more people come to see my art in the opening. I want to change viewers relationship to art in a memorable way"

In 2018 Yaniv was privileged enough to be invited to bring his Please Do Touch installation to the United Nations headquarters in New York in his second solo exhibition. This installation had also been exhibited at Memoire de l'Avenir gallery in Paris and the European Association of Service Providers for Disability in Montenegro in 2017 and was awarded a full grant from Creative New Zealand to support the exhibitions.

These images show the full installation of the Please Do Touch artworks, at the exhibition opening in New York in June 2018.



Tornadoes coming

So what's your problem ? Just do it now.

The Goldilocks zone

That is what would happen if we look after our planet.



Unsustainable

I want people to start to look after the oceans sooner rather than later. So that there is a bigger chance for good things to happen like saving life within the world's waters.

A happy sea

This painting is to show people what they have and want - which is a healthy sea and a happy sea.



Yaniv will be gifting each participant with one of their own workbooks to use while experiencing the Touch Whaingaroa exhibition, and hopes they will continue to complete the workbook in their own time at home with their friends and family.



The View from the 22nd Floor - Diptych A
2017
120 x 160 cm
Acrylic on canvas



Flourish without Poverty - Diptych A
2017
120 x 160 cm
Acrylic on canvas



Tornadoes Coming - Diptych B
2017
120 x 160 cm
Acrylic on canvas



A Happy Sea - Diptych A
2017
120 x 160 cm
Acrylic on canvas



Pure - Diptych A
2017
120 x 160 cm
Acrylic on canvas

The Touch Whaingaroa exhibition builds on the Please Do Touch installation and is designed to be an interactive exhibition encouraging people to experience the artworks through their five senses.

Yaniv has chosen the above five paintings from his Please Do Touch installation and attributed each painting to one sense. The exhibition will be set up in five stations for each sense with an interactive activity for people to participate in.

Taste – The View from the 22nd Floor. This station involves participants painting their own cupcake and tasting it afterwards. Asking people to think about their contribution to their community and city they live in.

Touch – Flourish without Poverty. This station involves touching the original artwork and imaging what life would be like without poverty being present.

See – Tornadoes Coming. This station asks participants to view a movie about tornadoes and watching the way they move and form and thinking about how this contributes to climate action.

Hear – A Happy Sea. This station asks participants to listen to the sounds of the sea with headphones on and imagine the happy life below the surface.

Smell – Pure. This station asks people to smell different water samples and see if they can smell what is clean, pure water, versus polluted, unclean water.

Name and contact details

Are you applying as an individual or group?	Individual		Group	<input checked="" type="checkbox"/>
Full name of applicant:	Whaingaroa Community Soundsystem			
Contact person (for group):	Emily Sandford-May			
Street address/PO Box:	[REDACTED] Ave			
Suburb:		Town/City:	Raglan	
Postcode:	3225	Country:	New Zealand	
Email:	[REDACTED]@gmail.com			
Telephone (day):	[REDACTED]			

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

Name on bank account:	E J SANDFORD-MAY	GST number:
	Community Soundsystem	
Bank account number:	[REDACTED]	

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

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

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

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

Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>
------	-------------------------------------	-----	--------------------------

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

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

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

Project name:

**“The Raglan Lyricist Lounge sessions ” –
a series of soundsystem-style vocalist skills workshops**

Brief description of project:

A dynamic series of vocalist-focused workshops for the Raglan community, offering creative writing and performance skills exploration and development, in the context of soundsystem /DJ + MC / dance music culture.

Workshops will be offered for, and catered to:

- youth, aswell as adults
- individuals with no experience looking to explore and participate in an expressive artform
- individuals with some experience looking to develop their creativity, skills and collaborate creatively within a small community group.

A performance cafe will be held at the conclusion of the programme, offering participants the opportunity to showcase their work and develop additional skills & confidence in performance.

Project location, timing and numbers

Venue and suburb or town:	The Yard – Cafe Lounge >> RAGLAN	
Start date:	TARGET START WEEK: Monday 23 May 2022 FINISH WEEK: Saturday 18 June 2021	Finish date:
Number of <i>active</i> participants:	15 participants	
Number of viewers/audience members:	- None during course - 25 – 50 pax @ Performance Cafe	

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

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

- ☒ **Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities
- ☐ **Diversity:** Support the diverse artistic cultural traditions of local communities
- ☐ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

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

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

**** Literature (as in writing/poetry) + Music**

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	

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

Following up from the Soundsystem Project NZ's Youth Soundsystem programme that took place in Raglan 2020, and the **Intro to DJ-ing course** for the youth of Raglan in 2021, Whaingaroa Community Soundsystem seeks to continue to offer the community of Raglan soundsystem technical and performance education programmes and sharing experiences.

Who is The Whaingaroa Community Soundsystem?

We are a small group of Raglanites, affiliated with The Soundsystem Project NZ, who get together to create & deliver Soundsystem culture workshops, focusing on access & opportunities, and are *kaitiaki* /caretakers for a community soundsystem.

Our mission statement is "*Music brings people together*". Our goals are:

- to empower our community with creative and performance skills for self-expression and well-being, and /or vocational pathways, within the culture of soundsystem and the music industry.
- facilitate community engagement, youth access and growth opportunities
- further activate the soundsystem as a catalyst tool for youth and community led initiatives (and good times dancing!).
- that the soundsystem itself grows as a positive and memorable thread in the fabric of our town's youth culture and musical character over the coming years.

The 'Raglan Lyricist Lounge Sessions' programme

... aims to bring people in the community together through word-art-and-sound creativity & sharing.

Who can participate?

Workshops will be offered for, and catered to:

- youth aswell as adults
- individuals with no experience looking to explore and participate in an expressive artform
- individuals with some experience looking to develop their creativity, skills and collaborate creatively within a small community group.

Group work

Each workshop group will be limited to 5 people, in order to

- follow individual stylistic preferences & artistic choices so as to elevate the individuals line of passion
- build trust, connection, confidence
- foster creative collaboration

Students will

- learn lyric writing & delivery / voicing techniques from a local performing vocal artist with 20 + years experience
- develop their confidence to express their personal ideas and transform their influences into their own authentic & unique voice
- work as a team to produce & develop material for sharing / performance
- showcase via a community performance cafe

Our facilitators will

- provide a safe, relaxed and inspiring environment to foster connection, trust, expression.

Course content covers...

- * **OVERVIEW** of lyricism forms & the role of a vocalist in soundsystem culture
- * **CREATIVE WRITING for lyrics** – rhythm & rhyme & structure, stream of thought, conveying feelings & imagery, storytelling, delivering news, conversations through song
- * **BE WHO YOU ARE** – discussion and setting of persona & thematics based on participants identity, views, and what's on their mind that brings them to the creative table.
- * **DELIVERY TO MUSIC** – tempo, synchopation, pacing, energy & force, pitch & emotion, exercises with pre-constructed material, experiment
- * **GROUP COLLABORATION** - song development, feeding back, rehearsing, performance, working with a DJ
- * **PERFORMANCE** – preparation, equipment, soundchecking, focus, settling in, presence, crowd engagement & response, 'connection trumps perfection', growth mindset
- * **RECORDING BASICS** - a song or mixtape
- * **SHOWTIME** – Live community performance

Why Soundsystem Culture ?

Soundsystem Culture – the musical format of DJ & Vocalist live entertainment - encompasses a variety of urban & dance music genres, and is a globally popular music entertainment phenomenon. It is an exciting and ever evolving contemporary format for creative expression, community building, and movement.

Music is a key that opens doors to stepping out of the mundane, and can quickly elevate, comfort, inspire.

At all ages, music facilitates the transcendence of life's tough moments, and in today's complex world that is more important than ever for balance.

Future opportunities post project

Raglan is extremely blessed to have a strong music & soundsystem scene and community. We have a variety of unique and exciting venues – such as Ulos, Indies, The Yard, Isobar, Yot Club, The Harbourview Hotel – that all employ local & touring artists to provide entertainment services. As well, our local artists are sought after to play at festivals and city venues around the country. There are many opportunities for extension of performance initiatives locally in venues at any age.

Transferring of local knowledge

This skills-gaining programme will be a transferring of local expertise through to the wider community. The process will affirm community belonging for the knowledge holder as well as the receivers, will emphasise values of collectivity, contribution, and connection between generations.

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

The programme will take place at venue: The Yard (first choice) over a period of 4 weeks.

Programme Framework:

15 participants TOTAL

- 3 x groups of 5 ppl

- Each group will have one facilitated session per week, 1 x tutor

YOUTH – 2 week programme

ADULTS – 4 week programme

- All participants, able & willing, will connect up for the community performance cafe.

BREAKDOWN OF PROGRAMME STRUCTURE

	WEEK ONE		WEEK TWO		WEEK THREE		WEEK FOUR	
	6pm – 7.30pm	7.45pm – 9.15pm	6pm – 7.30pm	7.45pm – 9.15pm	6pm – 7.30pm	7.45pm – 9.15pm	6pm – 7.30pm	7.45pm – 9.15pm
NIGHT # 1 eg. Tuesday	YOUTH SCHOOL- AGE 75 mins 5 ppl		YOUTH SCHOOL- AGE 75 mins 5 ppl					
NIGHT #2 eg. Thursday	ADULTS MIXED GROUP 90 mins 5 ppl	ADULTS WOMENS GROUP 90 mins 5 ppl	ADULTS MIXED GROUP 90 mins 5 ppl	ADULTS WOMENS GROUP 90 mins 5 ppl	ADULTS BEGINNERS GROUP 90 mins 5 ppl + GUEST TUTOR	ADULTS WOMENS GROUP 90 mins 5 ppl + GUEST TUTOR	ADULTS MIXED GROUP 90 mins 5 ppl	ADULTS WOMENS GROUP 90 mins 5 ppl
NIGHT #3 eg. Friday							PERFORMANCE CAFE All participants + DJ , Guests + Open mic 2 hours	

Equipment

- Whaingaroa soundsystem stack
- DJ CONTROLLER
- DJ LAPTOP
- MICROPHONES

Week 1

Create safe, inclusive, respectful atmosphere where participants can express and grow with confidence.

Introduction and overview of programme. Group introductions and opportunity to connect and get to know each other by running different games and exercises that relate to the without being too formal.

YOUTH GROUP – Overview & Intro to Lyricism; Be Who You are – identity, influences, aspirations; Creative writing & musical delivery exercises; set homework

ADULT GROUPS - Overview & Intro to Lyricism; Be Who You are – identity, influences, aspirations; Creative writing & musical delivery exercises, set homework.

Week 2

Review previous week & begin by working together to set up all the musical equipment – including the Whaingaroa Community Soundsystem.

YOUTH GROUP - Creative writing & musical delivery exercises; put material together as a group song; rehearse; performance tips; record a live short performance video at end to take away (and use to continue memorisation)

ADULT GROUPS - Creative writing & musical delivery exercises, group work – collaborate on developing a song; set homework

Week 3

ADULT GROUPS - Creative writing & musical delivery exercises group collaboration, rehearsing and performance, set homework

+ Guest tutor : Connor McCabe

Week 4

ADULT GROUPS - Rehearsing for performance end of week, working with a DJ, musical delivery games

End of Week 4

Weekend Performance Cafe ... featuring

- participant showcase (45mins)
- guest local wordsmiths / MCs/ Vocalists - eg. Connor McCabe (Fortunes), Tux Severne (Lost Tribe)
- Host DJ King Macka
- + community open mic.

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

Emily Sandford-May (aka Jinja Cat)

Lead workshop facilitator + Projects manager for Whaingaroa Community Soundsystem collective

Emily is a Raglan-based explorer of the artforms of rhyme and dance, a big fan of soundsystem culture, and a performer whose highest motivation is role-modeling musical participation within the MC / DJ scene to young women. She advocates for soundsystem culture as a positive and accessible outlet, for women and youth especially, to express and represent themselves, in both raw unfiltered aswell as refined and developed ways. From her late teenage years jamming at open mic nights in Wellington's hip hop and dub scenes, and performing as a spoken word artist in literary festivals; to a stint in Melbourne being active in the city's vibrant club nights; and onwards to her 20+ years of artist contribution to Raglan's growth as a bass music hotspot for NZ, Ems continues to be a creative spark who defies the status quo and turns minds out-of-the-box along her way.

Her passion for the arts has also brought her over the years to teach youth-specific aswell as all-ages breakdancing and afro dance classes, perform as a dancer in stage shows and festivals, organise a variety of community musical events, and perform as a feature vocalist at nightclubs and festivals around NZ and Australia. She is a proud mama of her teenage daughter Griffin, works as a freelance Event /Communications co-ordinator, notably for Solscape Eco Retreat and Soundsplash Festival in Raglan, and as part of the facilitator team for the Whaingaroa Community Soundsystem collective is excited to be supporting the Raglan community in fostering their musical interests and influences, discovering how they blossom within the context of their own personal human blueprint.

Connor McCabe

Guest tutor

Raglan-born vocalist, Conor has spent a good chunk of his young life singing & performing, and was part of the successful duo Fortunes. When based in Melbourne – blending hip-hop, electronic beats, and the raw emotion of R&B, with 3 EP releases and features at Australian & NZ festivals such as Laneway. Currently Conor performs under the stage name Keeper when he sings, and he also DJ's regularly.

The criteria/ Ngā paearu:

Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

Access & Participation

This programme of workshops will provide community access to, and participation in, the world of lyricism & soundsystem performance, and aims to support new learners with the processes they can take to continue their interest in the artform.

There will be workshop options for youth aswell as all ages, beginners & those with an existing interest, so that access is available to everyone in the community.

I have received preliminary interest in attendance from a handful of young women 18-25 yrs, and the vision is to provide a group option for women only, to foster their open expression and build confidence, as MC'ing is very much traditionally dominated by males.

Young People

Our programme includes options for youth.

With the support Whaingaroa Soundsystem has through Joseph Rao at Raglan Area School, we have the best liaison in place to reach the youth community connected with the high school. Joe worked with me as part of the Soundsystem Project NZ & Youth DJ'ing Intro Course, ensuring the young people who would benefit the most from the course were contacted and supported the whole way to participate in the project.

1. 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	X	Include GST in your budget
Project costs			
VENUE – PROGRAMME + PERFORMANCE CAFE	>>> THE YARD (alternatives: Raglan Arts Centre, Ulo's, Isobar) 4 x FULL evening hire - DEVELOPMENT GROUP @ \$50/ night 1 x HALF evening hire – BEGINNERS\YOUTH GROUP @ \$30/ night 1 x FULL evening hire – PERFORMANCE CAFE @ \$150		\$410.00
TUTOR / FACILITATOR / PERFORMANCE EVENT MANAGEMENT FEES	Tutor /facilitator – Emily Sanfford-May (TOTAL \$1,407) <u>PROGRAMME DELIVERY</u> Contact time w/ participants – 16 hrs @\$35 ph = \$560 Non-contact / course prep time – 18.5 hours @\$28 ph = \$518 <u>PERFORMANCE CAFE</u> Contact time (as event manager) - 3 hrs @ \$35ph = \$105 Lead up promotion tasks & artist/participant/venue liaison, event day load in/out/decoration - 8 hrs @ \$28 ph = \$224 Guest Tutor – Conor McCabe (TOTAL \$161) Contact time w/ participants – 3 hrs @\$35 ph = \$105 Non-contact / course prep time – 2 hours @\$28 ph = \$56		\$1,568.00
COURSE TEACHING DJ EQUIPMENT HIRES	SOUNDSYSTEM FOC by Whaingaroa Community Soundsystem DJ CONTROLLER + MIXER FOC by Whaingaroa Community Soundsystem MICROPHONES - FOC by venue or Raglan Lighting & Sound		\$0
Course materials	Course handouts x 15. \$1 each = \$15		\$15
POSTER DESIGN & PRINT	Commissioned Poster design from Graphic designer + Print – x 10 1 x COURSE @ \$100 1 x PERFORMANCE CAFE @ \$100		\$200
PERFORMANCE CAFE - other	- P.A hire Provided FOC by Whaingaroa Community Soundsystem - Advertising: Accounted for in course design & print - Lighting hire @ \$100 - Feature Lyricist /artist fees (locals) 2 x \$60 = \$120 - Host DJ artist fee. 3 hrs @ \$50/ hour = \$150		\$370
Project management / Co-ordinator Admin fees	15 x hours, @ \$30 per hour - Sponsorship comms & management - Social media event creation & promotion - Student comms management– sign ups, support, payments - Metrics collection & reporting		\$450
Total Costs			\$3,013
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.		
Student course fees	15 students @ \$20 each		\$300
Business sponsorship	4 x businesses @ \$50 each		\$200
Performance cafe	(min.) 25 tickets @ \$5 each		\$125
Total Income			\$625
Costs less income	<i>This is the maximum amount you can request from CCS</i>		\$2,388
Amount you are requesting from the Creative Communities Scheme			\$2,388

Other financial information**NONE**

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

Date applied	Who to	How much
	None	

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

Date	Project title	Amount received
June 2021	Intro to DJ'ING – for Raglan Youth	\$1,950
Feb 2020	Soundssystem Project NZ's – Youth Soundssystem workshop myself (Emily) as a facilitator but not organiser	\$5,000

Important Other financial information

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

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

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

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

PART 3: DECLARATION¹¹⁴

You must read and sign the following.

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

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

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

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

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

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

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

Return any unspent funds ☒

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

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

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

Acknowledge CCS funding at event openings, presentations, or performances ☒

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

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

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme. ☒

I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material. ☒

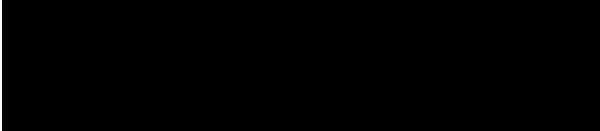
I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993. ☒

PART 3: DECLARATION¹¹⁵

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

Name: Emily Sandford-May // Whaingaroa Community Soundsystem

Signed:



Date: 10 March 2022

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Art-in-Nature Arboretum Trust

Contact person (for group):

Dorothy Wakeling

Street address/PO Box:

Sculpture Park, 207 Scotsman Valley Road, RD7

Suburb:

Tauwhare

Town/City:

Hamilton

Postcode:

3287

Country:

New Zealand

Email:

Telephone (day):

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

Name on bank account:

Art-in-Nature Arboretum Trust

GST number:

133-216-434

Bank account number:

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

☐

Detail:

Pacific Peoples:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

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

Yes:

☒

No:

☐

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

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

☒

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide

PART 2: PROJECT DETAILS¹¹⁷

Project name: Stories in the Landscape 2022-23

Brief description of project:

Sculpture exhibition

Project location, timing and numbers

Venue and suburb or town: The Sculpture Park at Waitakaruru Arboretum Tauwhare

Start date: 11 Nov 2022 Finish date: 26 Feb 2023

Number of *active* participants: 40

Number of viewers/audience members: 4000

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

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

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

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

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

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

☐ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☒ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☒ Creation and presentation

☐ Presentation only (exhibition)

☐ Workshop/wānanga

PROJECT DETAILS

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

Hold another major sculpture exhibition in the park for the summer of 2022/23.

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

The lead up to the exhibition starts in late March when we will advertise the call for expressions of interest for artists to participate. There will be a selection process so that the artists can proceed to make their sculptures and prepare their installations. This time the Trust hopes to appoint an independent curator. There will be a full week of installation, photographing and videoing the artists talking about their work. This will be followed by an opening ceremony on the 11th November. The exhibition will run for 3 1/2 months, providing many visitors with the opportunity to see it. There will be the potential for artists to sell their work.

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

We anticipate at least 40 different artists participating from around New Zealand. Last year the Auckland artists were not able to take part because of their lock downs. Artists in other parts of the Country were also experiencing frustrations in accessing materials. Another opportunity for artists is really needed.

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

The Trust endeavors to tell stories of Aotearoa and inspire creativity for all ages. The selection criteria will include the quality of the work, its durability outdoors and the story it conveys. Many artists who wanted to take part in the last exhibition could not do so due to lock downs and difficulties in sourcing materials. Throughout the pandemic, there have been few opportunities for artists to exhibit and sell their work. This exhibition will enable artists work in a wide range of media to take part, be seen and appreciated. The park draws visitors from throughout the Country.

PROJECT DETAILS (budget)

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i> <small>*List greatest to lowest costs*</small>	Amount <i>e.g. \$300</i>
Curator	Discussion with artists, initial vetting, selection, & siting	\$ 15,000.00
Additional personnell	35 hours weekly/\$25 hr 16 weeks	\$ 14,000.00
Video /QR codes	Production for use on social media/access artists stories	\$ 2,970.00
Facebook Advertising	Boosting of event video(s)	\$ 1,500.00
Listener Advertising	3 x \$900	\$ 2,700.00
Reusable guides	50 copies of reusable guides to the exhibition/park	\$ 530.00
A4 Posters	50 copies of posters	\$ 55.20
Corflute Signs	10 corflute roadway signs	\$ 213.00
Transport/Hiab	Trust needs provision to help with lifting and transport	\$ 3,000.00
If any, plus remaining items	If any, plus all other remaining project costs, which total...	
Total Costs		\$ 39,968.20
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i> <small>*List greatest to lowest income*</small>	Amount <i>e.g. \$3,750</i>
Commission from Sales c	35% commission -- no high expectations of sales	\$ 3,500.00
Additional ticket sales	People come to park for many reasons-- those coming for the	\$ 7,500.00
	exhibition and not for a wider range of reasons (guessing)	
	Last year we had 5500 visitors -- importantly we draw visitors	
	from all over NZ and soon other parts of the world--good for	
	surrounding businesses in the Waikato	
Total Income		\$ 11,000.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 28,968.20
ENTER amount you are requesting from Creative Communities Scheme		\$ 15,000.00

PROJECT DETAILS (budget)²⁰

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed
	no other applications		

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
16/02/21	Thought provoking sculptures and installation	\$ 6,000.00	Yes

Important Other financial information

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

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

Applications and queries can be emailed to funding@waidc.govt.nz

PART 3: DECLARATION¹²¹

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.

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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

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

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

☒ Acknowledge CCS funding at event openings, presentations, or performances

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

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

☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.

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

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

Name

Dorothy Wakeling

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

28/02/22



CUSTOMER
DOROTHY WAKEL NG

QUOTATION NO.
CR8 / 0795/ WASP

DATE
11/02/2021

ADDRESS
[REDACTED]
Road, Tauwhare 3287

PHONE

E-MAIL
[REDACTED]@gmail.com

PRODUCER
Simon Reynolds

PROJECT
Exhibition November 2021

PREPARED BY:
Simon Reynolds

PAYMENT TERMS
25% on Order / 50% After Shooting
/ 25% Sign off by client

DUE DATE
TBA

VIDEO PRODUCTION PROPOSAL

COMPANY NAME | WAITAKARURU ARBORETUM AND SCULPTURE PARK

PRODUCTION WORKING TITLE | 2021 EXHIBITION

QUANTITY HRS	DESCRIPTION	UNIT PRICE	AMOUNT
6	PRE-PRODUCTION WORK / SITE / PEOPLE / ASSETS	\$50.00	\$300.00
9	SCRIPT / STORY DEVELOPMENT	\$75.00	\$300.00
1	SHOOT DAY ONE - AERIAL (HALF DAY)	\$1,000.00	\$750.00
1	SHOOT DAY ONE - INTERVIEWS / B-ROLL OF INSTALLATION	\$1,800.00	\$750.00
2	POST PRODUCTION - EDITING - MOTION GRAPHICS	\$750.00	\$750.00
1	MUSIC TRACK WITH LICENCE	\$120.00	\$120.00
	This part of the process involves the gathering of information and any collateral, then the development of the main script /story. We will also take the opportunity to discuss with you what we need as 'text' for any <i>silent videos</i> which are used in reception /trade shows		\$0.00
	All shooting is very dependent on weather, availability of people, site topography and dynamic situations. As such we're erring on the side of caution, if we get ideal conditions and no hiccups then we may be able to reduce this to a single day. saving you \$1000.00		
EXECUTIVE SUMMARY	Our aim will be to spend our time in three phases: 1. UNDERSTANDING 2. GATHERING 3. CREATING AND DELIVERING 1. UNDERSTANDING: We need to understand what you'd like to see as a finished product in as much detail as possible. We also need to understand in what ways you wish it to be delivered / deployed. 2. GATHERING: This is where collect everything - Interview Footage, General Footage (B-Roll), legacy footage and pics, Aerial Footage, etc 3. CREATING & DELIVERING: Here we start putting everything together so it fits 'the story,' plus any agreed upon versions or cuts. This includes - Interviews, Archive Pics and Video. Any animations (motion graphics) that will help us tell the story. When this is complete we go through a few stages of consultation and review. When you're happy we will then help you decide how best to deploy it. Thanks for considering us		

Our Terms and Conditions

CreateVideo limited require an initial payment of 25% of the agreed full project value to commence work. With 50% on completion of shooting. The final 25% is payable on sign off and delivery. Once a Project begins The Full Agreed Value must be paid. The Initial Payment is not refundable. A further Two EDIT's of the First Draft are included, before our standard rate of \$175.00 per hour comes into effect + any other associated costs. Any variations in the initial brief once the project is underway will be billed separately. CreateVideo limited retain the IP and ownership of ALL footage edited or otherwise captured by our staff or contractors, unless agreed in writing by the directors of CreateVideo limited. CreateVideo accept no liability for licensed material used outside of said license.

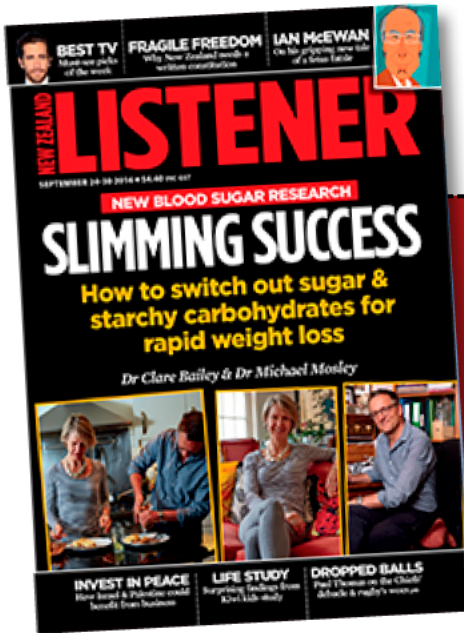
SUBTOTAL	\$2,970.00
TAX RATE	15.00%
SALES TAX	\$445.50
OTHER	
TOTAL	\$3,415.50

Sign Below to Accept Quote

Authorized Rep

Date

NEW ZEALAND'S ONLY WEEKLY CURRENT AFFAIRS TITLE



READERSHIP:
197,000

CIRCULATION:
45,262

Source: Nielsen Cmi (Jul 17-Jun 18), NZ Audio Bureau of Circulation Average Net Circulation Apr17-Mar18

READERSHIP PROFILE

Every week the Listener offers its loyal reader base a witty, intelligent, questioning and engaging read.

With more than 70 years of history, The Listener is a trusted, high quality media brand delivering a unique offering to readers in New Zealand's top socio groups, and to advertisers wanting to target these affluent, intelligent 'thinking New Zealanders'.

Every week the Listener also delivers lifestyle coverage, media reviews and comprehensive radio and TV listing.

KEY FACTS

- 57% female / 43% male
- Affluent: 7 in 10 NZ Listener readers are in socio 1-3, and skew 2 times more likely than the average NZ'er to be in the top socio group
- Educated: 61% of those 18+ have a tertiary education, and skew 89% more likely to have a post-graduate qualification
- Financially Savvy: 4 in 5 readers have savings or investments, and skew 50% more likely to have investments to the value of \$200k or more
- Love to travel: 172,000 (89%) intend to take an overseas or domestic trip in the next 12 months

RATE / CONTACT

Source: Jan-Dec18

6x1 - \$300+gst per insertion
6x2 - \$600+gst per insertion
QP - \$900+gst per insertion
HP - \$1650+gst per insertion

Kim Chapman
Tel: 021 673133
email: classifieds@xtra.co.nz



Example page only

FILE REQUIREMENTS:

All finished ad files to be supplied in PDF format, high resolution - 300dpi, and CMYK.

ADS TO BE DESIGNED BY BAUER:

Logos & Images - tiff, jpeg, pdf and eps files only. If necessary supply basic layout to assist designer. Images to be no lower than 300dpi.

See page three for directory deadlines



6x1

59mm(H) x 40mm(W)
\$300+gst per insertion

6x2

59mm(H) x 83.5mm(W)
\$600+gst per insertion

12x1

120mm(H) x 40mm(W)
\$600+gst per insertion

QP

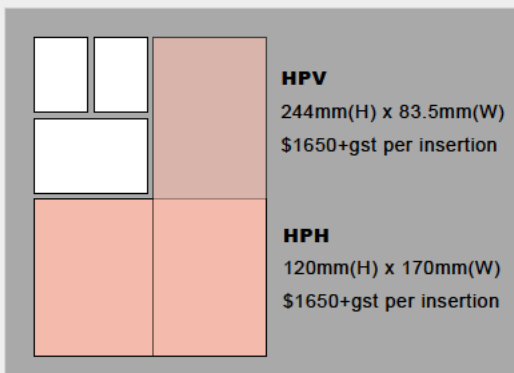
120mm(H) x 83.5mm(W)
\$900+gst per insertion

QPV

244mm(H) x 40mm(W)
\$900+gst per insertion

QPH

59mm(H) x 170mm(W)
\$900+gst per insertion



Cover Date	On Sale	Booking	Cancellation	Material
28 Dec-1 Jan 19	14-Dec-20	25-Nov-20	24-Nov-20	28-Nov-20
2-8 Jan 21	28-Dec-20	11-Dec-20	11-Dec-20	14-Dec-20
9-15 Jan 21	4-Jan-21	11-Dec-20	11-Dec-20	13-Dec-20
16-22 Jan 21	11-Jan-21	11-Dec-20	11-Dec-20	16-Dec-20
23-29 Jan 21	18-Jan-21	14-Dec-20	14-Dec-20	18-Dec-20
30 Jan - 5 Feb 20	25-Jan-21	4-Jan-21	4-Jan-21	8-Jan-21
8-14 Feb	3rd Feb	15th Jan	15th Jan	17th Jan
15-21 Feb	10th Feb	22nd Jan	22nd Jan	24th Jan
22-28 Feb	17th Feb	29th Jan	29th Jan	31st Jan
29 Feb-6 Mar	24th Feb	5-Feb-19	5th Feb	7th Feb
7-13 Mar	2nd Mar	12-Feb-19	12-Feb-19	14th Feb
14-20 Mar	9th Mar	19th Feb	19th Feb	21st Feb
21-27 Mar	16th Mar	26th Feb	26th Feb	28th Feb
28 Mar-3 Apr	23-Mar-19	4th Mar	4th Mar	9th Mar
4-10 Apr	30th Mar	11th Mar	11th Mar	13th Mar
11-17 Apr	6th Apr	18th Mar	18th Mar	20th Mar
18-24 Apr	13th Apr	25th Mar	25th Mar	27th Mar
25 Apr-1 May	20-Apr-19	1-Apr-19	1-Apr-19	3-Apr-19
2-8 May	27-Apr-19	8th Apr	8th Apr	9th Apr
9-15 May	4-May-19	15-Apr-19	15-Apr-19	17th Apr
16-22 May	11-May-19	22-Apr-19	22-Apr-19	24-Apr-19
23-29 May	18th May	29th Apr	29th Apr	1st May
30 May-5 Jun	25th May	6th May	6th May	8th May
6-12 Jun	1st June	13th May	13th May	15th May
13-19 Jun	8th June	20th May	20th May	22nd May
20-26 Jun	15th June	20-May-20	27th May	29th May
27 Jun- 3 Jul	22nd June	3rd June	3rd June	5th June
4-10 July	29th Jun	10th June	10th June	12th June
11-17 July	6th July	17th June	17th June	19th June
18-24 July	13th Jul	24th June	24th June	26th June
25-31 Jul	20th Jul	30th June	30th June	3rd July
1-7 Aug	27th Jul	7th July	7th July	10th July
8-14 Aug	3rd Aug	14th Jul	14th Jul	17th Jul
15-21 Aug	10th Aug	21st Jul	21st Jul	24th Jul
22-28 Aug	17th Aug	28th Jul	28th Jul	31st July
29 Aug - 4 Sept	24th Aug	4th Aug	4th Aug	7th Aug
5 - 11 Sept	31st Aug	11th Aug	11th Aug	14th Aug
12-18 Sept	7th Sept	18th Aug	18th Aug	21st Aug
19-25 Sept	14th Sept	25th Aug	25th Aug	28th Aug
26 Sept-2 Oct	21st Sept	1st Sept	1st Sept	4th Sept
3 - 9 Oct	28th Sept	8th Sept	8th Sept	11th Sept
10 - 16 Oct	5th Oct	15th Sept	15th Sept	18th Sept
17-23 Oct	12th Oct	22nd Sept	22nd Sept	25th Sept
24 - 30 Oct	19th Oct	29th Sept	29th Sept	2nd Oct
31 Oct-6 Nov	26th Oct	6th Oct	6th Oct	9th Oct
7-13 Nov	2nd Nov	13th Oct	13th Oct	16th Oct
14-20 Nov	9th Nov	20th Oct	20th Oct	23rd Oct
21-27 Nov	16th Nov	27th Oct	27th Oct	30th Oct
28 Nov-4 Dec	23rd Nov	3rd Nov	3rd Nov	7th Nov
5-11 Dec	30th Nov	10th Nov	10th Nov	14th Nov
12-18 Dec	7th Dec	17th Nov	17th Nov	21st Nov
19 Dec-1st Jan	14th Dec	24th Nov	24th Nov	28th Nov

Art In Nature Arboretum Trust
The Sculpture Park At Waitakaruru Arboretum
Cash Sale

Date: February 21, 2022

Quotation No: 50446

Dear Dorothy

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

Description: **A4 Flyers Both Sides, Folded To A5, Black**

Stock: 150 gsm New Silk Art Paper

Size: A4 folded in half

Colours: Printed Black, both sides

PrePress: Print ready file to be supplied or Artwork additional \$80 per hour.

Quantity	250	500	1,000	2,000
Printing	\$112.00	\$159.00	\$250.00	\$445.00
GST	\$16.80	\$23.85	\$37.50	\$66.75
Total	\$128.80	\$182.85	\$287.50	\$511.75

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

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

Account Representative:

Raewyn Holcroft
Account Manager

Entered By:

Debbie Gibbs

Accepted

Quantity

Art In Nature Arboretum Trust
The Sculpture Park At Waitakaruru Arboretum
Cash Sale

Date: February 21, 2022

Quotation No: 50450

Dear Dorothy

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

Description: **A5 Comb Bound Booklets On Nevertear 16 Pages**

Stock: 270micron Nevertear (waterproof, tearproof stock)
Size: 148 x 210mm x 8 leaves
Colours: Printed Process Colour, both sides

Design cost is additional

Clear Comb Binding

Quantity	50
Printing	\$530.00
GST	\$79.50
Total	\$609.50

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

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

Account Representative:

Entered By:

Accepted

Raewyn Holcroft
Account Manager

Quantity

Art In Nature Arboretum Trust
The Sculpture Park At Waitakaruru Arboretum
Cash Sale

Date: February 21, 2022

Quotation No: 50454

Dear Dorothy

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

Description: A4 Posters

Stock: 150gsm Art paper
Size: A4
Colours: Printed Colour one side

PrePress: Print ready file to be supplied, or artwork will be an additional cost.

Quantity	50
Printing	\$48.00
GST	\$7.20
Total	\$55.20

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

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

Account Representative:

Raewyn Holcroft
Account Manager

Entered By:

Raewyn Holcroft

Accepted

Quantity

Art In Nature Arboretum Trust
The Sculpture Park At Waitakaruru Arboretum
Cash Sale

Date: February 21, 2022

Quotation No: 50447

Dear Dorothy

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

Description: **The Sculpture Park Corflutes**

Size: 600 x 900mm
Substrate: 3mm Corflute
Ink: UV Ink 6 Colour
PrePress: Print ready file to be supplied.
If required, file preparation or artwork may incur an extra charge.

Quantity 10

Total \$213.00

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

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

Account Representative:

Raewyn Holcroft
Account Manager

Entered By:

Jason Gibbs

Accepted

Quantity

Budget 2022 - 2023

	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Total	Notes
Trading Income														
Donations - Wakeling Partnership	0	0	0	0	0	0	0	0	0	0	0	0	0	*1
Donations - Public	473	473	473	473	473	473	473	473	473	473	473	473	5676	*3
Grant and Sponsors	2567	2567	2567	2567	2567	2567	2567	2567	2567	2567	2567	2567	30804	*3
Covid Support	0	0	0	0	0	0	0	0	0	0	0	0	0	*1
Park Entry - General	10418	7060	2155	4034	1586	3037	6120	8028	10579	16644	5623	5314	80598	*6
Park Entry - New initiatives	1042	706	216	403	159	304	612	803	1058	1664	562	531	8060	*7
Miscellaneous	71.66	71.66	71.66	71.66	71.66	71.66	71.66	71.66	71.66	71.66	71.66	71.66	860	*2
Total Trading Income	14571	10877	5483	7549	4856	6452	9843	11943	14749	21421	9297	8957	125998	
 Gross Profit	 14571	 10877	 5483	 7549	 4856	 6452	 9843	 11943	 14749	 21421	 9297	 8957	 125998	
Operating Expenses														
Advertising	696	696	696	696	696	696	696	696	696	696	696	696	8352	*2
Vehicle Expenses	140	140	140	140	140	140	140	140	140	140	140	140	1680	*2
Admin/Office	867	867	867	867	867	867	867	867	867	867	867	867	10404	*2
Repairs and Maintenance	718	718	718	718	718	718	718	718	718	718	718	718	8616	*2
Rates	0	0	0	0	0	1381	728	0	0	0	1381	728	4218	*2
Subcontractors	695	695	695	695	695	695	695	695	695	695	695	695	8340	*2
Salaries - Park maintenance	10105	10105	10105	10105	10105	10105	10105	10105	10105	10105	10105	10105	121260	*4
Salaries - Administration	4593	4593	4593	4593	4593	4593	4593	4593	4593	4593	4593	4593	55116	*5
Total Operating Expenses	17814.025	17814.025	17814.03	17814.03	17814.025	19195.03	18542.025	17814.03	17814.03	17814.03	19195.03	18542.03	217986	
 Net Profit	 -3243	 -6937	 -12331	 -10265	 -12958	 -12743	 -8699	 -5871	 -3065	 3606	 -9898	 -9585	 -91988	

- Notes
- *1 The operation of the park is underwritten by the Wakeling Familily but for budgeting purposes no contribution has been assumed. Covid Support payments were received in the year ending March 22. None have been assumed for 2022/23.
 - *2 For the majority of expenses the budget assumes a 10% increase on 2021/22 and divides the total evenly between months.
 - *3 Donations from members of the public and grants from charitable and local body organisations have been treated in the same way. The Trust received \$30,000 in grants in 2021/22. We hope to receive at least this much in 2022/23 but this is, of course, uncertain.
 - *4 Based on 2 people at \$26.50 per hour for 40 hours per week and 1 person at \$26.50 per hour for 8 hours per week. This is one full time employee more than at present. The extra person is required to reduce our heavy reliance on volunteers. plus 1
 - *5 Based on 1 person at \$26.50 per hour for 40 hours per week. This is 20 hours per week more than at present. The extra time is required to improve our marketing effort and increase visitor numbers.
 - *6 General entry based on current year's values plus 25% because of increased marketing, return of overseas visitors, no lock downs.
 - *7 The trust hopes to improve profitability through the development of new income streams. E.g. business bookings, a game for familes and other groups, a weekend café. Income Estimate based on 10% of general entry fees.

Actual Profit and Loss for the year ended 31 March 2022 (Simplified Format)

	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Year to date
Trading Income													
Donations - Wakeling Partnership	0	5000	5000	0	15000	0	0	0	0	0	0	0	25000
Donations - Public	0	0	0	38	19	280	52	133	716	238	359	3325	5160
Grant and Sponsors	0	0	6000	0	0	10000	0	0	12000	0	0	0	28000
Covid Support	0	0	0	0	3918	2000	0	0	0	0	0	9643	15561
Park Entry	8334	5648	1724	3227	1269	2430	4896	6423	8464	13316	4498	4251	64479
Miscellaneous	479	0	0	0	2	0	0	0	0	152	12	137	782
Total Trading Income	8813	10648	12724	3265	20207	14710	4948	6556	21180	13705	4870	17357	138982
Gross Profit	8813	10648	12724	3265	20207	14710	4948	6556	21180	13705	4870	17357	138982
Operating Expenses													
Advertising	-3564	4066	738	597	0	200	-122	13	0	1530	264	3869	7593
Vehicle Expenses	0	429	93	93	165	361	54	77	99	0	155	0	1525
Admin/Office	1308	1230	465	90	1860	788	508	1046	446	776	727	220	9464
Repairs and Maintenance	0	482	626	921	1356	1194	649	86	648	763	1007	96	7828
Rates	0	0	0	0	0	1256	662	0	-603	617	0	0	1932
Subcontractors	0	3199	2320	0	150	188	300	150	488	450	0	338	7581
Salaries - Park maintenance	5610	4416	4416	4035	2944	3680	6624	4416	4416	5088	5088	7632	58365
Salaries - Administration							2645	1840	1840	2120	2120	3180	13745
Total Operating Expenses	3354	13821	8658	5736	6475	7666	11320	7629	7334	11344	9360	15335	108033
Net Profit	5459	-3173	4066	-2471	13732	7043	-6372	-1073	13845	2361	-4491	2022	30949

Projects Costs

I32

Without GST included

Item	Explanation --	Amount
Personnel for lead-up to the Event	Organisation of the event, drafting call for expression of Interest, organisation of adverting, liaising with potential sponsors, appointing curator	Voluntary time including Trust Board
Curator	discussions with artists, initial vetting of applications, selection, choosing locations of sculpture	\$15,000
Video production	Video production for use in social media advertising. It is intended to interview each artist on video if possible. (quote)	\$2,970.00
Facebook advertisting	Facebook boosting of event video and other stills	\$1,500.00
The Listener	<u>3x insertions</u> QP @ 20% discount - \$720+gst per each insertion (rate card is \$900+gst per insertion) total campaign (quote)	\$2,160.00
A5 Guides to exhibition	50 Reusable coloured guides	\$530
A4 Posters	50 A4 posters (quote)	\$55.20
Additional personnel to welcome visitors, answer questions, and enable sales	35 hours weekly/\$25 hr/16 weeks	\$14,000.00
Corflute signs	10 signs (quote)	\$213.00
Allowance for Transport of sculptures	Depending upon distance and circumstances of artist the Trust needs provision to help with transport	\$3,000.00
running the park next year will be approximately \$220,000; The exhibition is of 16 weeks duration	Whilst rental or lease of a space for an exhibition would normally be part of the costs, the Trust has decided to raise revenue to cover operating and maintenance costs through a number of other organisations separate from the Creative Communities fund.	\$0.00
Total Costs		\$39,428.20

Project Income	Explanation	Amount (excluding GST)
Commission from sculpture sales	The Trust charges only 35% to artists	\$3,500
Additional ticket sales	This year the park has become well-known but because of lock downs this has not translated into visits. We anticipate selling an additional 500 tickets at \$15 per adult because of advertising and increased profile of the park. However, last year the number of visitors was significantly affected by the pandemic . <u>The park had an income from entry fees of \$15000 during the same period 2020 (1000 visitors).</u>	\$6,520
Total Income		\$10,020.00

Shortfall for exhibition

29,408.20

3/30/2022

TO WHOM IT MAY CONCERN

My name is Susan St Lawrence and I have been a professional ceramist/sculptor for over ten years.

I am beyond excited that Dorothy and John Wakeling have decided to instigate another *Stories in the Landscape* exhibition this year. The experience and benefits for myself and my artistic friends who came together to create a collaborative piece 'Charmed' for the last exhibition are so special it's almost too hard to put into words.

The challenge in the restricted covid travel era of last year was how to bring my artistic friends together in the park when it was so difficult to cross borders? The charm bracelet idea was conceived. Each of us would make something that represented ourselves to be hung on the bracelet; in this way, whether it was virtually or physically, we were there, gathered together to tell our stories in the park.

The feedback from visitors viewing our work has been very touching; many expressing how touched they were by the thought-provoking items hanging on the bracelet. The site Dorothy and John chose for our work added to the atmosphere and magic of the work beyond anything we could have anticipated or wished for.

Some of the obvious benefits of exhibiting in the Park are:

- Having access to stimulating landscape in which to show our work is unique in the Waikato and fairly rare throughout New Zealand.
- Making work for an outside setting is challenging and always expands our creative and technical ability.
- The demographics of visitors the work is exposed to is far broader than that of a white space gallery.
- The exhibitions are always professionally run and expertly curated.
- The scope of artists participating in the exhibitions range from emerging to highly professional, so offer an element of equal access to participating in public space exhibitions.

Finally, we appreciate how the Waitakaruru Arboretum Sculpture Park is a priceless, rare artistic asset and we are already working on a collaborative piece to be submitted for the 2022 event.

Thank you for taking time to read this and consider our fervent hope that *Stories in the Landscape 2022* can reach its full potential.

Regards
 Susan St Lawrence
 Ceramist/sculptor
www.susanstlawrenceramics.com
 insta/fb: susanstlawrenceceramics
 Mbl: 021 730 882



StudioSinel

Ceramic Art & Design

Sylvia Sinel
1722 Kakaramea Rd
RD10
Hamilton 3290
sylvia.sinel@gmail.com
Ph 022 0466029

29th March 2022

Teena koe,

This letter is to support applications for funding by Art in Nature Arboretum Trust.

My name is Sylvia Sinel, a ceramic artist and sculptor based in Ngahinapouri. I have had the pleasure to know and work with Dorothy and John Wakeling, board trustees, over the past 8 years. I've experienced different exhibitions and activities they've organized in the park and I'm astonished how they over their lifetime have transformed the old quarry in Waitakaruru into an impressive sculpture park and arboretum. The park is a very special place to many national as well as international visitors. It has been a haven for many locals during the past two years of Covid, an inspiring and peaceful place to escape to and enjoy nature and the Arts

The Art in Nature Arboretum Trust board and team are professional to deal with and put a lot of time and energy into the exhibitions in the sculpture park. Previous exhibitions have showcased a variety of sculptural disciplines and installations to visitors from all New Zealand as well as abroad. The visitors experience first-hand the skills and creativity of some of New Zealand's leading as well as emerging sculptors and artists.

I understand The Art in Nature Arboretum Trust is seeking funding for the upcoming 2022 "Stories in the Landscape" exhibition and fully support their application, which if successful will benefit many of us New Zealand sculptors and Artists. I was a participant in the 2021 Stories in the Landscape exhibition and I'm looking forward to submitting my proposal for a possible selection in the upcoming show.

Ngaa mihi,

Sylvia Sinel
Mob: 022 0466029

Wednesday, March 30, 2022

To whom it may concern,

I am one of the artists who had a sculpture in this year's Exhibition at The Sculpture Park at Waitakaruru Arboretum.

My piece was called No Pear Pressure. This was my first time exhibiting a large piece in an outdoor park.

John and Dorothy Wakeling were very good at guiding me through the whole process. It has been a real learning curve for me and as a result it has given me lots of confidence to enter again this year.

I feel both John and Dorothy have done their utmost to promote the park and all of the artists sculpture's.

With Mitre 10 coming on board and advertising the exhibition on their flash box, along with the QR codes so each artist was filmed so the public can hear each piece's story.

Kind Regards
Catherine Vowles

THE SCULPTURE PARK
@ WAITAKARURU
ARBORETUM

THE ART
PLACE
TO BE

Stories in the Landscape 2022

The park offers a setting unique for every story the artist tells. There is an opportunity for the artist to harness the diversity of the site and to anticipate a setting suited to the story told in many locations along the main 2km art-in-nature trail.

This relation to the landscape could be from a geological, botanical, cultural, or historic perspective. There are numerous features of the park that can inspire ideas for artists to develop.

The sculpture park is a former quarry which:

- features exposed rock and cliffs
- provides many ponds enabling reflections
- borders the confiscation line of land taken from Tainui -- still highly visible in the landscape,
- is now an arboretum with thousands of trees, many mature enough for hanging installations
- has a firm roads enabling installation of large sculptural work

We want to encourage artists to develop their practice and research methods

1. by recognising the context of where their finished work can be placed in a landscape
2. by developing their stories to include the origin of the materials they use – the rock they carve from, the metal they weld together, or the clay they construct from
3. by relating the cultural history of their work

This way we hope to enrich the experience of the audience—as artists will be sharing their stories with diverse visitors to the park over the months of the exhibition.

So how can we convey interpretations to a diverse audience? We will create a video which can feature some artists talking about their work. In addition: we will use QR codes so visitors can see & listen to each artist talk about their work and use these QR codes in accompanying poster so the artists interpretation of their work can reach a wider audience.

Art-in-Nature Arboretum Trust

Tauwhare, Hamilton 3287

Ph. [REDACTED] 733

www.sculpturepark.co.nz

Charities Commission Number: CC58616



The Sculpture Park

at Waitakaruru Arboretum

Waikato's art-in-nature experience

Stories in the Landscape 2022

12th November 2022- 26th February 2023

This 25th exhibition, held within the Sculpture Park and Arboretum, is interwoven with the substantial current collection within the park.

This year the Art-in-Nature Arboretum Trust intends to select sculptures for its exhibition with its panel of former curators and judges who know the park well.

Call for Expressions of Interest: April – September 2022

Selection: 3rd October – 21st October 2022

Offers to artists: week of 22nd October 2022

Placement/installation: from 29th October 2022

Preparation of Catalogue: 6th November 2022

Opening evening: Friday, 11th November 2022

Art-in-Nature Arboretum Trust

████████████████████
 Tauwhare, Hamilton 3287
 Ph. ██████████ 733
www.sculpturepark.co.nz

Charities Commission Number: CC58616



[Click for video](#)

Tanya Ashken
Silver Kotuku
Aluminium sculpture with circular platform \$23,500



[Click for video](#)

Karin Barr
Eternal Fire
Cast Glass and metal bowl \$9,500
Sale benefits Women's Refuge



[Click for video](#)

Stuart Bridson
The Fountain of Many Stories
Fountain assemblage with solar powered pump \$1,500



[Click for video](#)

Nicolette Brodnax
Flow
Liberation of ceramic eels (raku & pit-fired) Installation \$1,300 (excl. large eel); Driftwood eels \$200; box set of 5 \$250



Lee Harrop
Lost
Sign of timber, aluminium composite, and vinyl (Edition 3) \$900



[Click for video](#)

Nathan Hull
The Last Haast

Stainless steel
eagle with base

\$3,800



[Click for video](#)

Gaye Jurisch
Still

Nylon cord

NFS



[Click for video](#)

Jo Richards
Free

Hinuera stone

\$1,800



[Click for video](#)

Jocelyn Pratt
Seasons of the Future

Kairuru marble
(Takaka NZ) with
basalt base

\$16,000



[Click for video](#)

Jocelyn Pratt
Silver Lining

Taranaki andesite,
silver car paint,
Hinuera stone
base

\$6,000



[Click for video](#)

Oriah Rapley Taranaki
Bird Goddess andesite, iron
plinth \$5,500



[Click for video](#)

Sylvia Sinel
**Papatuanuku-
The Earth
Mother** Terracotta
and schist \$1,250



[Click for video](#)

Family Making
Things Mixed
Media Spools \$50
each
**Connecting
Threads**



[Click for video](#)

Family Making
Things Cherry
wood Set of 7 bells
\$250
Seven Bells



[Click for video](#)

Susan St Lawrence
& cohort
**Gathering in the
Park
A Charmed Cohort
of Artists** Mixed Media
Installation /
collaboration
16 artists \$2,500



[Click for video](#)

Ralph Price
Wind Effect

Stainless steel
and
galvanised
steel

NFS



[Click for video](#)

Catherine Vowles
No Pear Pressure

Ceramic
pears

\$690 each

PART 1: APPLICANT DETAILS¹⁴²

Name and contact details

Are you applying as an individual or group?

Individual

☒

Group

☐

Full name of applicant:

Raglan Theatre Academy

Contact person (for group):

Ruth Hare Application name

Street address/PO Box:

Suburb:

Town/City:

Raglan

Postcode:

3297

Country:

New Zealand

Email:

@gmail.com

Telephone (day):

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

Name on bank account:

R Hare

GST number:

Bank account number:

-004

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

Detail:

Pacific Peoples:

Detail:

Asian:

Detail:

Middle Eastern/Latin American/African:

Detail:

Other:

Detail:

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

Yes:

☒

No:

☐

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☒

Word of mouth

☐

Other (please provide

PART 2: PROJECT DETAILS

Project name: Community Youth Production

Brief description of project:

A large group of youth, from 8-18 years of age, work together to mount a full-scale production for public performance

Project location, timing and numbers

Venue and suburb or town:

Raglan

Start date:

1/8/2022

Finish date:

30/11/2022

Number of active participants:

80

Number of viewers/audience members:

600

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

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

☐

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

☐

Diversity: Support the diverse artistic cultural traditions of local communities

☒

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

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

☐

Craft/object art

☐

Dance

☐

Inter-arts

☐

Literature

☐

Music

☐

Ngā toi Māori

☐

Pacific arts

☐

Multi-artform (including film)

☒

Theatre

☐

Visual arts

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

☐

Creation only

☐

Presentation only (performance or concert)

☒

Creation and presentation

☐

Presentation only (exhibition)

☐

Workshop/wānanga

PROJECT DETAILS

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

This project includes a range of youth in the community to perform for their community to showcase their creativity. Theatre not only provides skills in performance, it actually holds a range of transferable skills that can be used across the board in whatever future they go into. Drama explores who we are, where we are from and where we can go to. It develops empathy and courage, communication, self-confidence, problem solving, creativity, teamwork and concentration. Thus the tamariki gain life-long skills as they work together to mount a full-scale public performance.

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

Youth and members of the community will work together to rehearse and mount the production as a group.

The process:

Begin brainstorm of creation of performance: Aug-Oct

Rehearsals in Town hall and beginning of project: Nov

Show: end of November.

Funding is needed and much appreciated to get such an ambitious project off the ground.

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

Youth of Raglan from 8-18 years of age.

Ruth Hare - Director, choreographer and producer.

Madeline Alexander - costume designer and creator.

Community come and assist students in the set building, prop creating: Pete Van der Weerden, Amy Hanna, Angela Fisher, Simon Willison.

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

I am applying for the funding criteria for: young people. Raglan's youth from 8-18 years participate as a large group with help from myself and key community members. This enables youth who do not otherwise have the experience, to perform and take part in a full-scale production.

145

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i> <small>*List greatest to lowest costs*</small>	Amount <i>e.g. \$300</i>
Costume & prop	Child \$9 x 200 & adult \$14 x 400	\$ 3,480.00
Directing & sound	Direct, script, produce performanc	\$ 2,400.00
Lighting & sound	Lighting, sound system, mic's, operation	\$ 4,379.80
Set design & build	Labour, creation, materials	\$ 800.00
If any, plus remaining items	If any, plus all other remaining project costs, which total...	
Total Costs		\$ 11,059.80
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i> <small>*List greatest to lowest income*</small>	Amount <i>e.g. \$3,750</i>
Ticket sales		\$ 7,400.00
Total Income		\$ 7,400.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 3,659.80
ENTER amount you are requesting from Creative Communities Scheme		\$ 3,659.80

PROJECT DETAILS (budget)⁴⁶

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
01/01/20	Date not defined - Youth Performance Production	\$ 2,500.00	yes
01/01/19	Date not defined - Youth Theatrical Production	\$ 4,256.30	yes
01/01/17	Date not defined - Theatre Production	\$ 3,500.00	yes

Important Other financial information

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

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

Applications and queries can be emailed to funding@waidc.govt.nz

PART 3: DECLARATION¹⁴⁷

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

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

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

- ☒ Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ Return any unspent funds
- ☒ Keep receipts and a record of all expenditure for seven years
- ☒ Participate in any funding audit of my organisation or project conducted by the local council
- ☒ Contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ Acknowledge CCS funding at event openings, presentations, or performances
- ☒ Use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- ☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

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

Name

Ruth Hare

(Print name of contact person/applicant)

Signed:



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

(Applicant or arts organisation's contact person)

Date:

24/03/22

QUOTATION

DATE

1st August 2021

MADSTAR MONSTER

Madeline Alexander

Ph: 021 110 0557

Email:

Maddie@webconception.co.nz

TO

RAGLAN THEATRE ACADEMY

DUE ON RECEIPT

Fabric, Sewing thread, design and work for costume

@ \$40 per costume

77 costumes x \$40 =

\$3,080

Prop creation for materials and work.

\$400

Total

\$3,480

5th August 2021

Quotation

To:

Raglan Theatre Academy

From:

Ruth Hare

To Whom It May Concern:

Please find below the invoice for the following services;

Directing, producing and adapting Raglan Theatre Academy's community performance project, the adaptation of Harry Potter.

Total hours: 80 hours

80 hours x \$30 per hour =

Total: \$2400

Warm regards,

Ruth Hare

Teacher & Director

[Redacted Signature]

QUOTE

RAGLAN THEATRE ACADEMY

Date
26 Aug 2021

Quote Number
QU-0092

Reference
2021

GST Number
097-357-765

Event Technique Limited
PO Box 15343
Dinsdale 3243
Hamilton

Description	Quantity	Unit Price	Amount NZD
LIGHTING			
LED PAR64 HIGH POWER CAN-18 X 3W	14.00	13.04	182.61
ANTARI Z1200 SMOKE MACHINE	1.00	26.09	26.09
LSC MANTRA LITE	1.00	34.78	34.78
120ST FOLLOW SPOT LED	1.00	69.57	69.57
FESTOON LIGHT STRING 7M LONG WITH 10	1.00	8.70	8.70
DIMMER	1.00	8.70	8.70
SOUND			
QSC 12" PASSIVE SPEAKER AND AMPLIFIER	2.00	43.48	86.96
SOUNDCRAFT DIGITAL CONSOLE SI EXPRESSION 1. 16/8 CHANNEL	1.00	73.91	73.91
SENHIESER BODYPACK - HEADSET & RECIEVER	14.00	39.13	547.83
MINI SHOT GUN MICROPHONES	3.00	17.39	52.17
VIDEO			
PANASONIC 5500 LUMEN PROJECTOR WITH VGA AND HDMI INPUTS. 1024X768	1.00	173.91	173.91
COMMS			
COMMUNICATIONS HEADSET AND BELTPACK, WIRED. JANDS EZI COMS	4.00	26.09	104.35
SUBSEQUESNT DAYS	2.00	434.78	869.57
DISCOUNT	1.00	(260.87)	(260.87)
LABOUR AND TRANSPORT			
TRANSPORT THURSDAY DELIVERY TO RAGLAN	66.00	0.61	40.17
LABOUR SNR TECH THURSDAY SETUP	4.00	52.17	208.70

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

2nd August 2021

Set Design & Construction Quotation

ToRaglan Theatre
Academy**For:**

Production 2021

Quantity	Description	Unit Price	Total
	Materials – wood, paint		\$200
20	Time @ \$30 per hour Painting, creating		\$600
Total Due			\$800

Due upon receipt

Thank you for your business!

Simon Willison Design

Ph: 021 238 5911

Email: Simoon.bw@gmail.com

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

WHAINGAROA ENVIRONMENT CENTRE SOCIETY

Contact person (for group):

KATIE LOWES

Street address/PO Box:

[REDACTED]

Suburb:

RAGLAN

Town/City:

HAMILTON

Postcode:

3265

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

WHAINGAROA
ENVIRONMENT CENTRE

GST number:

080672403

Bank account number:

[REDACTED]

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

☐

Detail:

Pacific Peoples:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

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

Yes:

☒

No:

☐

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

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

☐

Council website

☐

Creative NZ website

☒

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide

PART 2: PROJECT DETAILS

Project name: WEC TOOL LIBRARY HOLIDAY CLUB

Brief description of project:

WORKSHOP FOR PARENTS AND CHILDREN USING TOOL LIBRARY TOOLS IN SCHOOL HOLIDAY TO MAKE ENVIRO-CRAFT

Project location, timing and numbers

Venue and suburb or town:

WHAINGAROA COMMUNITY GARDENS

Start date:

03/10/22

Finish date:

04/10/22

Number of active participants:

20-45 (20 adults
:AL:)

Number of viewers/audience members:

0-10 and documented

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

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

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

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

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

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

☒ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☐ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☐ Creation and presentation

☐ Presentation only (exhibition)

☒ Workshop/wānanga

PROJECT DETAILS

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

Mothers, daughters, fathers, sons, whaanau gather to see the tools available at the already established Tool Library. The workshop will enable families to construct bird boxes / seed planters, small woodwork projects to inspire spring-time environmental activity during school holiday period. Connect family, connect community, educate, skill-share, create. Workshop held Papahua Camp.

Furthermore highlighting access to battery powered tools which tend to be light-weight and easier for wahine to handle. Promote gender diversity in wood-craft and tool use.

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

Woodwork project will be advertised at Raglan Area School, display near the town library (outreach to homeschoolers) and Raglan social media networks.

Participants will book into the session which will be run by two WEC representatives (one male, one female). 20 parents participate, will allow for tamariki and siblings to be present to make the sessions accessible to families.

The session is 'Day One' and 'Day Two' allowing completion of one-to-two projects. 10am - 2pm on 3rd and 4th October 2022. Morning tea provided.

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

WEC (staff), RAS, KURA, home schoolers, Local Press. Materials resourced by WEC's tool library and in partnership with Xtreme Zero Waste (un-treated timber).

Possibility for co-funding and extensions

1. WEL to provide more battery powered tools for workshop/tool library
2. Local woodworkers: Ministry of Wood, Motide, Raglan Carpentry
3. Raglan Chronicle / Raglan FM to document

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

This project seeks to educate young people (target to ages 5+) and their parents, to experience a collective art/craft experience. New skills, accessing local tool library and using the tools to create seasonal project with environmental impetus.

Sustainability Development Goals: Gender diversity, climate action, life on land sustainable communities.

156

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Staff	@33/hr for 2 staff 16hrs total	\$ 528.00
materials	timber \$212.20 and nails \$89.98 (Mitre 10)	\$ 302.18
Tools	hand drill \$139.00 and router \$190.00 (Mitre 10)	\$ 329.00
	Xtreme have offered compost	
	Papahua campground have offered venue	
Total Costs		\$ 1,159.18
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Ticket Sales		\$ 200.00
Total Income		\$ 200.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 959.18
ENTER amount you are requesting from Creative Communities Scheme		\$ 959.18

PROJECT DETAILS (budget)⁵⁷

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed
31/07/2021	Papahua Campground (Venue in kind)	\$ 200.00	confirmed
31/07/2021	Compost from Xtreme	\$ 60.00	confirmed
03/03/2022	Staff labour in kind 8hours total - organisational time outside workshop hours (@\$33/hr)	\$ 264.00	confirmed

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

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

Important Other financial information

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

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

Applications and queries can be emailed to funding@waidc.govt.nz

PART 3: DECLARATION¹⁵⁸

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

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

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

- ☒ Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ Return any unspent funds
- ☒ Keep receipts and a record of all expenditure for seven years
- ☒ Participate in any funding audit of my organisation or project conducted by the local council
- ☒ Contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ Acknowledge CCS funding at event openings, presentations, or performances
- ☒ Use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- ☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

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

Name

KATIE LOWES

(Print name of contact person/applicant)

Signed:



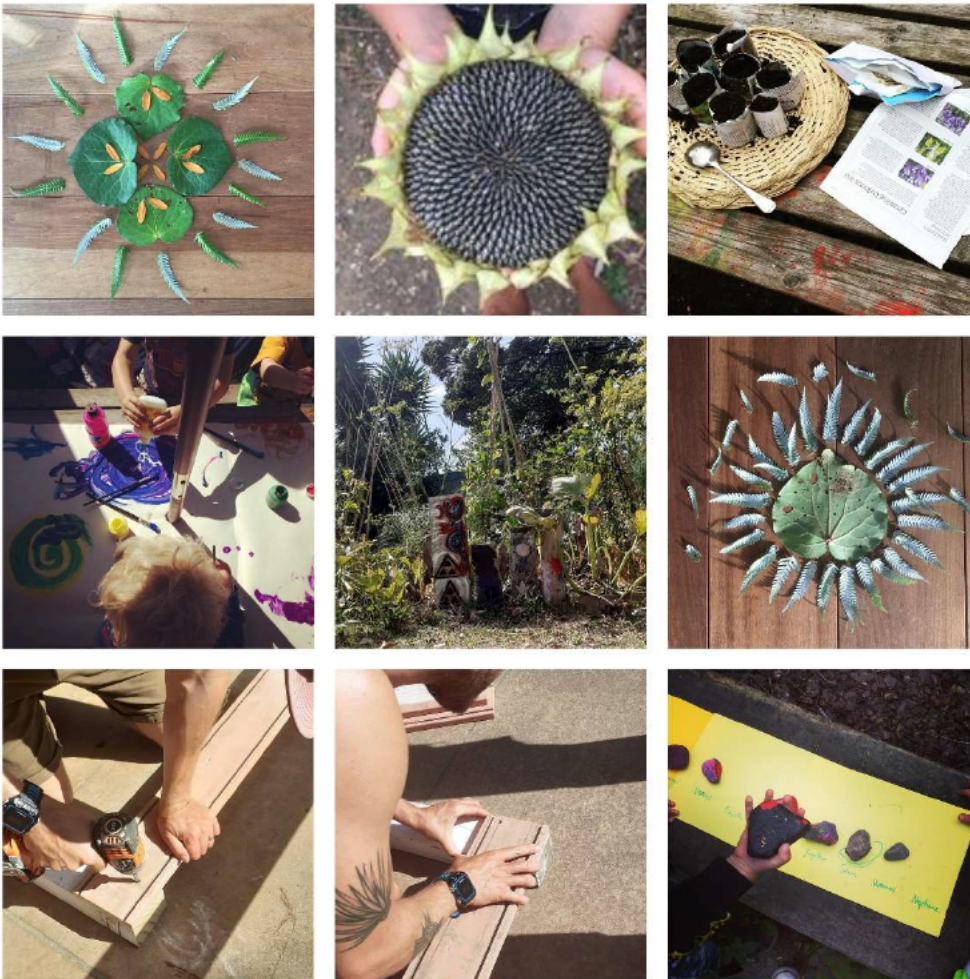
Please accept this ticked box as part of my Declaration, along with my emailed application, as I'm not in a position where resources are readily available to print and scan.

(Applicant or arts organisation's contact person)

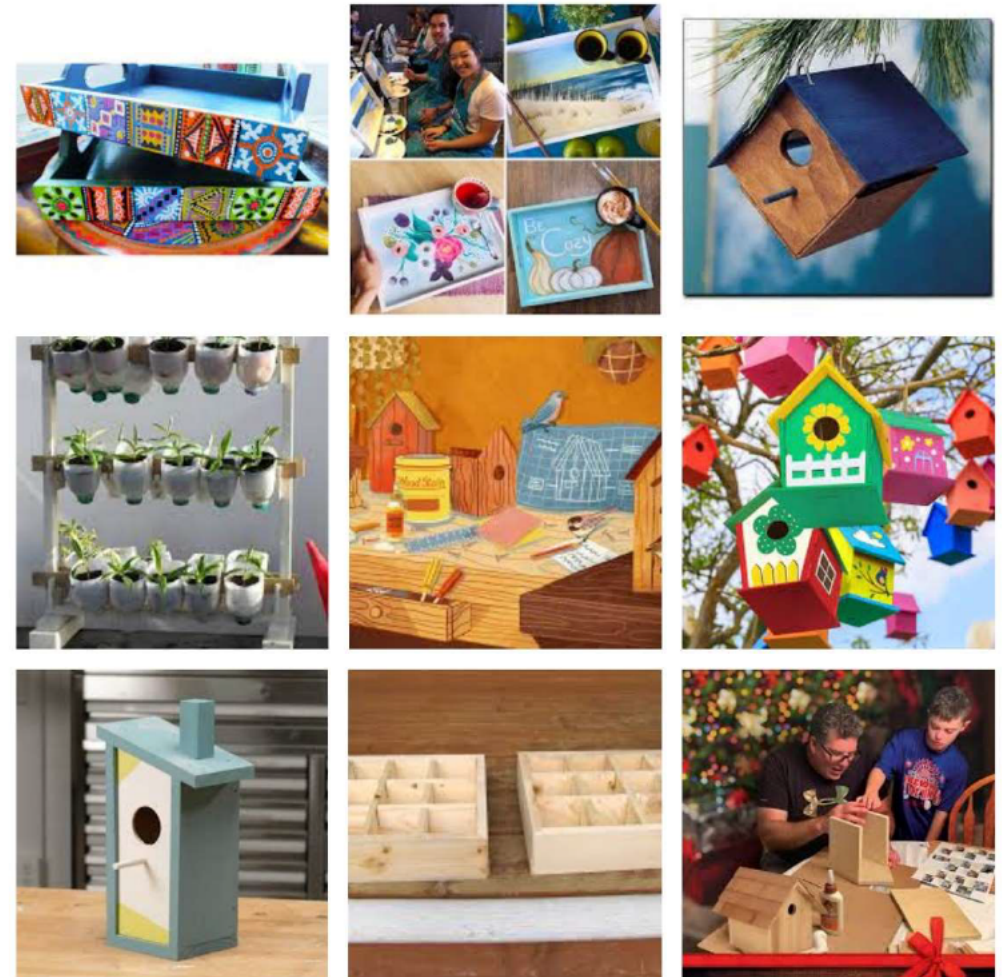
Date:

13/03/22

Selection of images from previous clubs around similar themes
 Wood on acrylic, environment, seeds, art outdoors, recycling wood as art



Vision board for funding proposal
 Spring wood crafts including bird house/feeder and seed trays



PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Toi Ako Artspace at Te Kauwhata Community House

Contact person (for group):

Lauren Hughes

Street address/PO Box:

Suburb:

Town/City:

Te Kauwhata

Postcode:

3710

Country:

New Zealand

Email:

@gmail.com

Telephone (day):

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

Name on bank account:

Te Kauwhata Community House

GST number:

65845008

Bank account number:

00

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

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

New Zealand European/Pākehā:

☒

Detail:

Manager is Pakeha

Māori:

☒

Detail:

Maaori tutors involved

Pacific Peoples:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail

Other:

☒

Detail:

We represent our community

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

Yes:

☒

No:

☐

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☒

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☒

Word of mouth

☒

Other (please provide

PART 2: PROJECT DETAILS¹⁶¹

Project name: Matariki Community Carving Festival

Brief description of project:

9 workshops in Te Kauwhata and Meremere creating opportunity to carve bone, pounamu, stone, lino and soap.

Project location, timing and numbers

Venue and suburb or town:

Toi Ako Artspace, Meremere Hall and main streets

Start date:

18 June

Finish date:

18 July

Number of *active* participants:

226

Number of viewers/audience members:

100

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

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

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

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

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

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

☒ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☒ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☒ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☐ Creation and presentation

☐ Presentation only (exhibition)

☒ Workshop/wānanga

PROJECT DETAILS

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

We would like to celebrate Matariki in Te Kauwhata and Meremere with a series of carving workshops each designed to engage different people from within our communities. Please see supporting document for full details.

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

1 x Bone carving workshop in TK
 1 x Pounamu workshop for in TK
 1 x Stone carving workshop in TK
 1 x Stone carving workshop in Meremere
 1 x Lino cut workshop in TK
 1 x Lino cut workshop in Meremere
 2 x Soap carving community pop ups in TK
 1 x Soap carving community pop up in Meremere
 Online celebration of participation and local carvers

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

Bone and Pounamu Workshops will be taught by Aotearoa Bone and Stone Carving (ABSC). This Tamaki based team are experienced Toi Maaori tutors. Stone carving workshops will be taught by Kendra Hanley. Based in Awhitu, Kendra is a sculptor with established relationship to Toi Ako. Lino Cut and Print school holiday workshops will be taught by Toi Ako staff and local artists. Soap carving community pop ups will be taught by Toi Ako staff and local artists. See supporting information for more details.

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

The project is all about participation and we are ensuring access by positioning most of the workshops as koha based. Soap carving will be on the main streets and Saturday morning in the rugby club car park. This programme includes Toi Maaori and European carving techniques and tutors. It will highlight and celebrate stories of Matariki, the Maaori new year. The lino cuts and soap carving is specifically aimed at kids and whanau. We will encourage rangitahi into the adult workshops.

PROJECT DETAILS (budget)¹⁶³

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item eg hall hire	Detail e.g. 3 days' hire at \$100 per day	Amount e.g. \$300
Personnel	See attached budget	\$3915
Materials and venue	See attached budget	\$4,867.34
Total Costs		\$ 8,782.34
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income e.g. ticket sales	Detail e.g. 250 tickets at \$15 per ticket	Amount e.g. \$3,750
MCH Grant	Please see supporting document	\$ 3,915.00
Fees & Koha	Please see supporting document	\$ 840.00
Total Income		\$ 4,755.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 4,027.34
ENTER amount you are requesting from Creative Communities Scheme		\$ 4,000.00

PROJECT DETAILS (budget)¹⁶⁴

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed
	Ministry of Culture and Heritage - see supporting document		Confirmed

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
11/06/2021	Term 3 & 4 Programme 2021	\$ 5,000.00	Yes
01/11/2020	Term 1 & 2 Programme 2021	\$ 5,000.00	Yes
01/07/2020	Term 2 - 4 Programme 2020	\$ 6,500.00	Yes
14/10/2019	Term 1 & 2 Programme 2020	\$ 6,500.00	Yes
02/10/2018	Pilot Programme 2019	\$ 5,500.00	Yes

Important Other financial information

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

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

Applications and queries can be emailed to funding@waidc.govt.nz

PART 3: DECLARATION⁶⁵

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

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- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ Return any unspent funds
- ☒ Keep receipts and a record of all expenditure for seven years
- ☒ Participate in any funding audit of my organisation or project conducted by the local council
- ☒ Contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ Acknowledge CCS funding at event openings, presentations, or performances
- ☒ Use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- ☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

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

Name

Lauren Hughes

(Print name of contact person/applicant)

Signed



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

(Applicant or arts organisation's contact person)

Date:

11/03/22



DRAFT QUOTE

Lauren Hughs toi Ako art space Te Kauwhata

Date

8 Feb 2022

Quote Number

QU-0033

GST Number

126-209-975

Aotearoa Bone and Stone
Carving

37 Chatsworth Crescent
Pakuranga Heights
Auckland 2010
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Bone carving workshop Max of 12 Participants	1.00	1,350.00	1,350.00
Subtotal			1,350.00
TOTAL GST 15%			202.50
TOTAL NZD			1,552.50



DRAFT QUOTE

Lauren Hughs toi Ako art space Te Kauwhata

Date

8 Feb 2022

Quote Number

QU-0034

GST Number

126-209-975

Aotearoa Bone and Stone
Carving

37 Chatsworth Crescent
Pakuranga Heights
Auckland 2010
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Pounamu Taonga max 10 participants	1.00	1,800.00	1,800.00
Subtotal			1,800.00
TOTAL GST 15%			270.00
TOTAL NZD			2,070.00



**Toi Ako
Te Kauwhata**

We are a community arts initiative driven by Te Kauwhata Community House to bring people together through creativity.

We operate the Toi Ako Arts Space and deliver programmes and events for all ages and abilities.

Application to Creative Communities March 2022

Introduction

Toi Ako Artspace is a creative space governed by Te Kauwhata Community House. We celebrated our 3rd birthday this month and have achieved a lot in a little time.

2019 Pilot workshops in Te Kauwhata and Meremere

2020 Opened the Artspace at 3 Waerenga Rd

2021 Secured Creative Spaces Funding from the Ministry of Culture and Heritage

2022 Launched our website www.toiako.org, Youth Programmes and Art Therapy options

Creative Communities Waikato funded our pilot programme and has been a stalwart supporter ever since. We did not apply in the last round because we were lucky enough to secure Creative Spaces Funding from the Ministry of Culture and Heritage and needed time to integrate these changes. Since October 2021 this funding has enabled us to increase the hours of Manager from 10-26 hours a week, to employ a Youth Lead 20 hour a week role and to contract additional artist/tutors up to 10 hours a week. This stable infrastructure has been a godsend for us. It means we have been able to catch up on overdue engagement work such as a website, brand and relationship development. It has also given us the human resource over the next three years to:

- open our doors for longer hours
- take programmes to our wider districts
- launch programmes specifically for youth 13-24yrs
- develop art therapy offerings for individuals with specific needs
- be flexible and responsive to community need

It is important to note though, that this funding is very specifically for personnel. It is a covid response fund to employ artists. It does not cover the cost of rent, utilities, art materials, equipment and promotion etc. These are all very real costs and we continue to rely on other funding partners, attendance fees, donations and sponsorship to balance our books. We hope

Creative Communities will continue to invest in our mahi for the people of Te Kauwhata and Districts.

Traditionally we have sought a grant towards the overall delivery of our whole programme which includes:

- Regular clubs and classes – Free and low cost options including Creative Kids, Drama, Knit & Natter, Ukelele. We are also on the cusp of launching a Community Choir as soon as we are back in Orange Traffic light.
- Guest Workshops – designed to provide new opportunities in different media
- Youth Programmes – Friday night creative drop in and feature events
- Art in the Districts – Termly workshops in Meremere, Naike and other districts
- Art in the Community – Art experiences on the streets and in homes
- Art Therapy – Weekly open studio plus individual and small group sessions

We will no longer apply to this fund for general operating costs, but rather for targeted programmes which we believe strongly align to the fund's priorities.

In this round we are seeking \$4,395+GST specifically towards the materials associated with our Matariki Community Carving Programme.

Matariki Community Carving Festival

From 18 June to 18 July 2022, we would like to offer a suite of carving experiences for all ages and abilities. Our community festival will include nine workshop experiences in Te Kauwhata and Meremere. We will use these forums to share and celebrate stories of Matariki.

Bone and Pounamu Workshops with Aotearoa Bone and Stone Carving (ABSC)

- 1 x 1 day Bone Carving Workshop at Toi Ako Artspace, Te Kauwhata
- 1 x 1 day Pounamu Workshop at Toi Ako Artspace, Te Kauwhata

Tamaki based Aotearoa Bone and Stone Carving (ABSC) will visit Te Kauwhata to deliver these two workshops. While we have a number of talented local carvers we have not been able to locate someone locally who can provide all the necessary equipment to scale up to a whole class. ABSC regularly delivers workshops for 10-12 participants and will provide all equipment and materials. Four spots in each workshop will be prioritised for rangitahi identified through the College, marae and Toi Ako youth programmes.

Stone Carving

- 1 x 1 day workshop at Toi Ako Artspace, Te Kauwhata
- 1 x 1 day workshop in Meremere

Following our successful summer workshops with Kendra Hanley, it is clear that there are others in the community who would like to learn this skill but who cannot afford market rates. We will offer 1 day, taster workshops in both Te Kauwhata and Meremere on a koha basis.

Lino Cuts

- 1 day workshop in Te Kauwhata
- 1 day workshop in Meremere

In our koha based whanau friendly school holiday programme we will develop small lino cuts and make prints. Additional prints may be taken for a small community exhibition at the end.

Soap on the street

- 2 pop ups on the streets of TK
- 1 pop up on Meremere

We will host pop up street stands where anyone can have a go at carving an object in soap. Each pop up will be 3 hours long. Anyone is welcome to carve a soap sculpture to take home. We will find the most visible spots possible such as mainstreet and Saturday morning in the rugby club carpark. Should Te Kauwhata Primary School hold their community Matariki night we will also offer them an opportunity to have a carving pop up at their event. They are unable to confirm plans at this time.

Online showcase

Throughout the period of the festival will share photos and stories from all our workshops with the wider community online. We will also take the opportunity to celebrate the mahi of some of our awesome local carvers.

Participation and Access

Toi Ako Artspace already has strong community relationships and will promote these activities via:

- Our website – www.toiako.org
- Our social media – FB & Insta
- Our email database
- Community social media in Ohinewai, Te Kauwhata, Waerenga, Meremere, Mercer
- Local school newsletters for the North Waikato Kahui Ako
- Village Sign boards
- The Chatta newspaper
- Via community influencers and organisations – marae, churches etc
- Street poster campaign

We will also ensure our work is visible by sharing images and stories back to the community via community social media and The Chatta.

Our workshops are priced at koha and subsidised rates. We don't want price to be a barrier for anyone.

We have a range of workshop options to appeal to all ages.

Our participation goals are:

- Soap carving – 150 people
- Stone carving – 24 people
- Lino carving – 28 people
- Bone carving – 12 people
- Pounamu carving – 12 people
- **Total active participation - 226**

It is difficult to calculate audience numbers. We have written a nominal 100 but we know there will be many, many who stop to watch the soap carving on the street or who follow our activity online.

Diversity

While this is New Zealand's first year celebrating Matariki as a public holiday. We have always celebrated Māori New Year at Toi Ako. In 2019 we held print and poi making workshops. In 2020 we held whanau clay play workshops. We are well versed in the stories and tikanga around this event and enjoy exploring them through art.

At Toi Ako we also seek out opportunities to celebrate Toi Māori in our community and have previously collaborated with local Māori artists to offer raranga, tāniko and kōwhaiwhai workshops.

We are excited to collaborate with Aotearoa Bone and Stone Carving this year to enable our community to learn about bone and pounamu carving, two important indigenous artforms that we have not previously offered at the artspace.

Youth

Rangitahi are a major focus for Toi Ako in 2022. We have just employed a Rangitahi Programme lead and she will be starting regular youth nights following our Youth Hui on March 18. Over summer we also engaged 31 local youth to complete a 10m mural designed and supervised by local artist Claire du Bosky.

Our Matariki Community Carving Festival has workshops for kids and youth, as well as opportunities for people to participate as a whanau.

Budget

MATARIKI CARVING FESTIVAL

Expenditure

Personel

Project Manager	30	20	600	
Tutor 1 Lino	40	8	320	2 workshops in TK
Tutor 2 Lino	25	8	200	
Tutor 1 Soap	30	9	270	2 sessions in TK, 1 session in Meremere
Tutor 2 Soap	25	9	225	
Tutor 1 Stone	40	16	640	1 session in TK, 1 session in Meremere
Tutor 2 Stone	25	16	400	
ABSC Fee - Bone	1350	40%	540	See attached quote, 1 session in TK
ABSC Fee - Pounamu	1800	40%	720	See attached quote, 1 session in TK

Materials

Soap	300	1	300	\$5.50 for 6 at The Warehouse currently
Lino	45	5.5	247.5	Current price on Creative Classrooms
Lino cutter sets	15	15.49	232.35	Current price on The Market
Block Printing Inks	8	16	128	\$15.55 each at Gordon Harris currently. Need range of colours.
Brayers	5	15	75	Current price on The Market. Need to increase current stock.
Wet strength paper	1	34.49	34.49	Current price for 100 sheets at Office Max
Stone	30	40	1200	Quoted by Kendra Hanley
ABSC Fee - Bone	1350	60%	810	See attached quote
ABSC Fee - Pounamu	1800	60%	1080	See attached quote
Printing and consumables	300	1	300	Templates, instructions, signage
Promotional costs	300	1	300	Posters, ads

Venue expenses

Meremere Hall Hire	80	2	160	2 day hire
Toi Ako Artspace	0	4	0	Our home
Total Expenditure			8782.34	



Income





MCH grant covers personnel	3395	1	3915
Bone Workshop Fee	30	8	240
Pounamu Workshop Fee	50	8	400
Koha	200	1	200
Total Income			4755

-

Request from CCS **4027.34**

Personnel

	<p>Lauren Hughes – Toi Ako Manager</p> <p>Lauren Hughes is a resident of Te Kauwhata with a background in professional performing arts and event management. Lauren has previously taught dancing through the British Theatre Dance Association, been the Creative Programmes Manager at Auckland Live (then THE EDGE), Producer of the PANNZ Performing Arts Market, Arts Alive Funding advisor for Auckland Council, funding assessor and facilitator for Creative New Zealand, General Manager for Red Leap Theatre and is currently on the Board of Creative Waikato.</p> <p>Lauren completed her Pg Dip Art Therapy at Whitecliffe in 2020 and is now working towards her Masters in Art Therapy (Clinical). She is passionate about the connection between creativity and wellbeing.</p>
	<p>Kris Bryant – Programme Lead, Rangitahi</p> <p>Kris arrived in TK from Tauranga less than a year ago but is rapidly making herself at home here. When she's not with Toi Ako she can be spotted driving a truck for Carleys and helping Pip with the Post Delivery. Kris brings to the team an unbridled enthusiasm for people and talent for making things happen. She has a wealth of experience in music management, broadcasting and events. As the Director of New Zealous Music she manages bookings and touring for several NZ bands including TJ and Huri and Katchafire.</p> <p>Kris is excited to take on the youth portfolio for Toi Ako and looks forward to meeting you.</p>

	<p>Aotearoa Bone and Stone Carving https://www.facebook.com/absca.nz https://absca.nz/</p> <p>This Tamaki based organisation has been working for over 5 years to become Auckland's first indigenous Kaupapa led bone and stone carving academy. They work with many schools, organisations, correctional facilities, marae and tourism ventures fostering connections, professional development, cultural competency and creative practice.</p>
	<p>Kendra Hanley (Stone Sculpture) https://www.kendrahanley.co.nz/</p> <p>Kendra is based in Awhitu but now a friend to our artspace. She majored in painting at Hungry Creek Art School before falling in love with stone carving. She is a self taught carver who teaches, exhibits and carves for commission. This March she is one of 12 sculptors who participates in the annual Raumatī Toi Symposium at Bastion Point. Kendra has already delivered two successful 2 day stone workshops for us.</p>
	<p>Rich Rio (Multi-media)</p> <p>Resident of Te Kauwhata, Rich is an artist who works across many media including paint, print, carving and tattoo. He is inspired by pop culture (comics, movies, games etc), and influenced by street artists (Banksy, Shepard, Fairey etc). His work also draws on the natural world - animals, birds etc and his Māori and Cook Island culture. Rich was an important part of our Chalk Your Walk event in 2021 and we are collaborating on our Youth Spray, Stencil & Skate Youth Workshops in April. We look forward to his involvement in our soap and lino workshops in June. See Rich's work at @crackedcoconutart</p>
	<p>Dave Sanford (design, architecture, multi-media)</p> <p>TK Resident is a local architect and designer. He is an ideas man who is passionate about contributing to his community. He was a feature artist at Chalk Your Walk TK and Meremere and will support our Lino and Soap workshops.</p>

Check us out at www.toiako.org

Or find us on FB – Toi Ako Te Kauwhata

PART 1: APPLICANT DETAILS¹⁷⁴

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Friendship House (Huntly) Community Charitable Trust

Contact person (for group):

Evelyn Shead

Street address/PO Box:

[REDACTED]

Suburb:

[REDACTED]

Town/City:

Huntly

Postcode:

3700

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

Friendship House

GST number:

1082598434

Bank account number:

[REDACTED]

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

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

New Zealand European/Pākehā:

☒

Detail:

[REDACTED]

Māori:

☒

Detail:

[REDACTED]

Pacific Peoples:

☒

Detail:

[REDACTED]

Asian:

☒

Detail:

[REDACTED]

Middle Eastern/Latin American/African:

☒

Detail:

[REDACTED]

Other:

☒

Detail:

all in our community

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

Yes:

☒

No:

☐

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☒

Other (please provide)

Previous Applicant

PART 2: PROJECT DETAILS

Project name: Creative Huntly Phase 2

Brief description of project:

A series of evening and weekend classes to broaden our arts reach in Huntly and the surrounding areas.

Project location, timing and numbers

Venue and suburb or town:

Huntly

Start date:

June 2022

Finish date:

Dec 2022

Number of active participants:

190

Number of viewers/audience members:

100

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

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

☒

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

☐

Diversity: Support the diverse artistic cultural traditions of local communities

☐

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

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

☐

Craft/object art

☐

Dance

☐

Inter-arts

☐

Literature

☐

Music

☐

Ngā toi Māori

☐

Pacific arts

☒

Multi-artform (including film)

☐

Theatre

☐

Visual arts

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

☐

Creation only

☐

Presentation only (performance or concert)

☒

Creation and presentation

☐

Presentation only (exhibition)

☐

Workshop/wānanga

PROJECT DETAILS

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

Creative Huntly has received numerous feedback from the community about the need for more evening and weekend classes for those who are unable to attend daytime classes. These classes will vary over the 25 week period. This will enable us to provide data to the large funders that not only is this project needed in our community but it is needed as an ongoing funded role. We are also continuing to run our Huntly West Kids Art Club and require funding to help with tutor and resource costs. This is a staple of our community arts. Lastly we are looking to fund a 6 week clay workshop.

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

From June 2022 we will run an evening or weekend class/series of classes for a period of 25 weeks. These classes will vary from week to week. Some of these workshops will result in works that can be shared with the public in the form of film or exhibition at various points over the 25 weeks.

Kids art class will run at Huntly West Hub weekly during terms 3 and 4 2022 supervised by our arts coordinator Evelyn or the Huntly West HUB coordinator Joy.

The clay workshops will be run over a period of 6 weeks taught by David from Ukuhamba pottery. These classes will finish off with a Raku glaze firing

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

Sasha is going to be running our evening and weekend classes. Please see her attached creative portfolio.

Evelyn Shead is our arts coordinator and has taught and facilitated a range of classes over the years.

David has worked for the Hamilton potters society for a number of years and runs his own Ukuhamba pottery classes out in various communities in the Waikato.

We also have a range of tutors lined up with their specific art or craft to bring into the kids club.

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

We will be providing accessible community art classes/workshops, exhibitions and place making for everyone and anyone in our community with a special focus on drawing in youth with the film classes.

PROJECT DETAILS (budget)¹⁷⁷

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i> <small>*List greatest to lowest costs*</small>	Amount <i>e.g. \$300</i>
After Hours Tutor	\$30 per hour for a total of 75 hours	\$ 2,250.00
Clay	Quote attached	\$ 1,391.40
Kids art Club Tutor	\$30 per hour for 40 hours over 2 terms	\$ 1,200.00
After hours resources	Misc Consumables for a variety of arts eg: inks, litho pencils, L	\$ 800.00
Art club resources	Misc consumables for kids art activities eg: paper paint glue etc	\$ 400.00
If any, plus remaining items	If any, plus all other remaining project costs, which total...	
Total Costs		\$ 6,041.40
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i> <small>*List greatest to lowest income*</small>	Amount <i>e.g. \$3,750</i>
Clay	Clay Tickets 10 @ \$80 each	\$ 800.00
After hours workshops	150 @ \$5 each	\$ 750.00
Art club fees	30 @ \$15 each	\$ 450.00
Total Income		\$ 2,000.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$ 4,041.40
ENTER amount you are requesting from Creative Communities Scheme		\$ 4,041.40

PROJECT DETAILS (budget)¹⁷⁸

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
01/10/2019	Creative Huntly	\$ 3,437.95	y
01/06/2020	Creative Huntly	\$ 2,821.35	y
01/12/2020	Creative Huntly	\$ 2,859.00	y
01/06/2021	Creative Huntly	\$ 2,500.00	y
01/11/2021	Creative Huntly - Phase 2	\$ 2,550.00	N

Important Other financial information

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

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

Applications and queries can be emailed to funding@waidc.govt.nz

PART 3: DECLARATION¹⁷⁹

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

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

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

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

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

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

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

☒ Return any unspent funds

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

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

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

☒ Acknowledge CCS funding at event openings, presentations, or performances

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

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

☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.

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

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

Name

Evelyn Sheard

(Print name of contact person/applicant)

Signed

[Redacted Signature]

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

(Applicant or arts organisation's contact person)

Date:

20/3/2022



Pottery with an Engineer

Quote

David Kenny trading as

Ukhamba.NZ

20 Elmwood Crescent

Pukete, Hamilton

0226511495

Ukhamba.NZ@gmail.com

To

Evelyn Shead

Huntly Friendship House

Huntly 3700

[REDACTED]@gmail.com

QUOTE NO QUKH0040

DATE 1 February 2022

CUSTOMER ID Huntly House

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

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

Students will get to put 2 pieces in a Raku firing on site.

Classes are \$138/person with between 8 to 14 people. Written agreement required for less than 8 students.

Children to be accompanied by a guardian.

SALESPERSON	JOB	PAYMENT TERMS	START
David Kenny	Pottery class	40% at the start Balance at the end	TBA

QUANTITY	No.	DESCRIPTION	UNIT PRICE	LINE TOTAL
2 hrs	6	Class teaching	\$ 42 00	\$ 504 00
1 hrs	6	travel time to Site	\$ 24 00	\$ 144 00
52 Km	6	travel Km to Site	\$ 0 55	\$ 171 60
16 Km	6	travel to WSP Km	\$ 0 55	\$ 52 80
0 25 hrs	5	travel to WSP time	\$ 24 00	\$ 30 00
				\$ -
1	1	Raku kiln hire & setup	\$ 150 00	\$ 150 00
4	2	Gas for Raku kiln	\$ 6 00	\$ 48 00
30 Km	2	Raku transport	\$ 0 55	\$ 33 00
				\$ -
468 Km	Travel			
TUITION				\$ 1,133 40

QUANTITY	No.	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	0 4 Kg	Glazes raw material (dry)	\$ 16 00	\$ 6 40
1	2 Kg	Clay Whitestone	\$ 3 20	\$ 6 40
1	1 Kg	Clay buff Stoneware	\$ 3 00	\$ 3 00
1	5	firing	\$ 2 00	\$ 10 00
MATERIALS				\$ 25 80

Example	Students	Materials	Tuition	Total
	10	\$ 258.00	\$ 1,133.40	\$ 1,391.40

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

THANK YOU FOR YOUR BUSINESS!

KIA ORA...HELLO THERE

- A little about me -

My Name is Sasha and I'm a passionate creative living in Huntly, Waikato. I've lived in Huntly my whole life with a 5 year stint in Auckland where I studied and worked in many creative roles.

My education was strongly focused on TV and Film but my passion lies in all creative avenues such as painting, design, photography, prop making and sculpting, just to list a few and I'm always pushing to learn new creative skills and to surround myself with creativity.

Through my education I was lucky enough to gain some amazing experiences within the TV / Film and Theatre industry. I currently do freelance design work for clients and small businesses in the Huntly Community as well as selling paintings.

Along with my creative career I have worked five years in a payroll/administration role which has given me strong administration skills. With all these different experiences I've had I've been searching for a role where I can utilize all my skills, give back to the community and grow a career within the creative industry.

I believe with my passion for all things creative and my administration background I would make a great addition to any team.



Sasha McGaughran
CREATIVE PORTFOLIO

sasha.mcg@gmail.com

0273601302



DESIGN

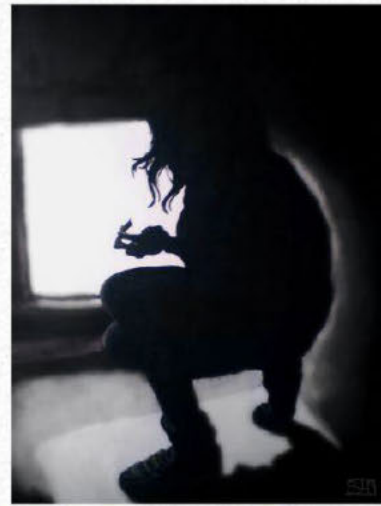
I've been producing design work for a range of clients for years. Which has taught me how to meet client briefs and time management. I have experience working in Photoshop, Illustrator and other programs and have completed a range of designs such as: Wedding Invitations / School year books / Invitations / Brochures / Business cards and Logo Design.





I've been painting my whole life and it's a deep passion for me.
I mainly work in Acrylic paint but have experience in all other
mediums such as oil, gouache and fluid paint

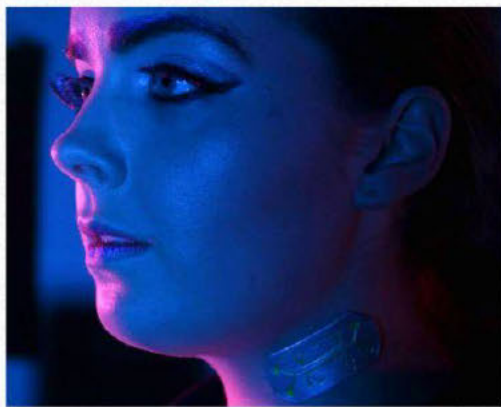
I'm currently selling my paintings and taking commissions
from clients.





I have a diploma in make up and special effects for film and TV and found a huge passion in the special effects and prosthetic area in make up.

Through my training I learned a number of skills which include, Beauty make up, Hair, Stage make up, Special Effect make up and prosthetics.



185 PHOTOGRAPHY

Photography is a new passion of mine with a large interest in Astro-Photography. I've been lucky enough to capture some special moments from celebrations, special events, weddings, pregnancy shoots and some amazing locations.

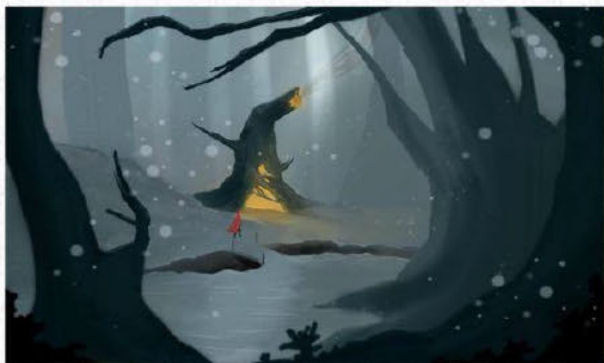




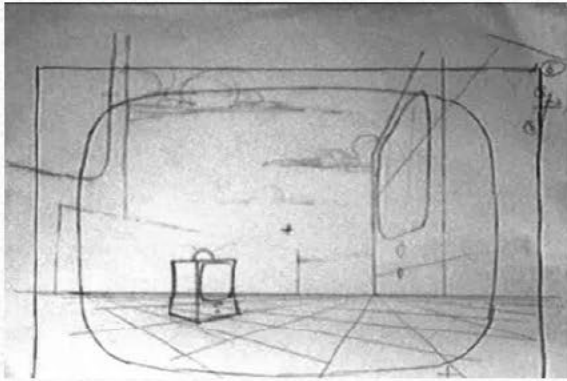
ANIMATION

I also have a Diploma in 2D animation and character design. Animation and drawing characters is my first love and something I've been practicing since childhood.

During my training I covered the entire process of creating a full animated feature from start to finish. I was also lucky enough to be mentoured by Disney animator John Ewing who worked on One Hundred and One Dalmatians through to The Jungle Book and more.



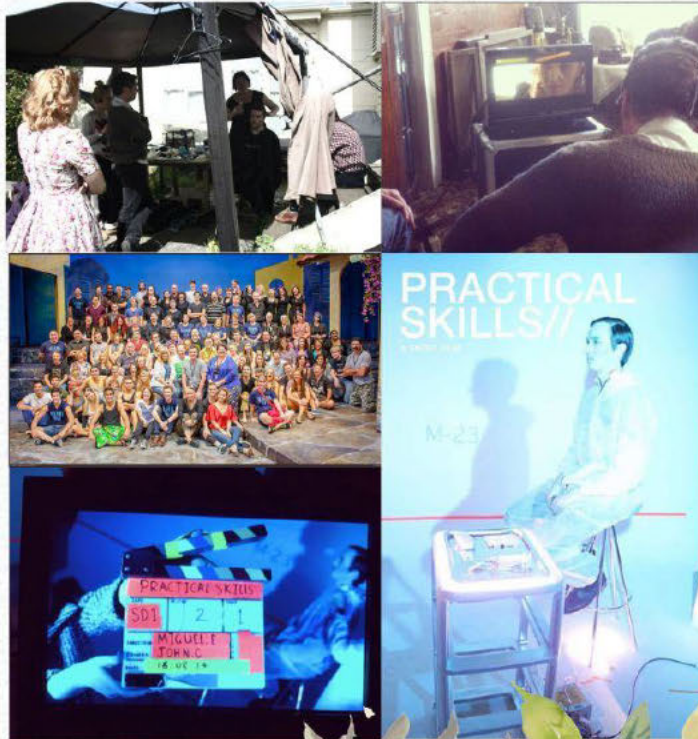
ANIMATION SHOW REEL



STORYBOARD ANIMATIC



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HERE ARE SOME IMAGES OF WORK EXPERIENCES I'VE HAD.

Mamma Mia, Civic Theatre

- Hair and make-up
- Costume dresser

Practical skills, Short Film

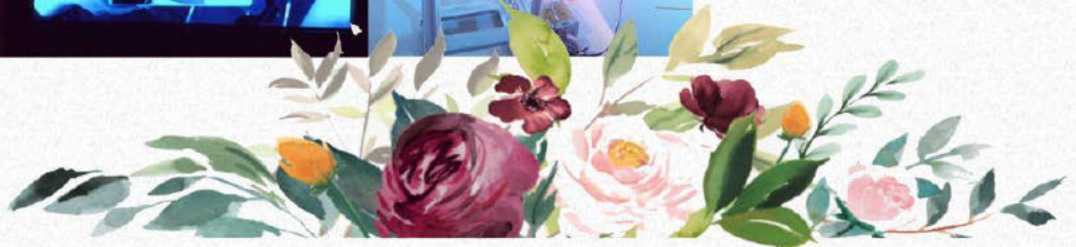
- Lead Make-up artist
- Lead hair stylist

Family, Short Film

- Lead Make-up artist
- Lead hair stylist

Stage 5, Short Film

- Lead Make-up artist



cut above academy

This Is To Certify That

Sasha McGaughran

is hereby awarded the

**DIPLOMA IN PRODUCTION
DESIGN & SCULPTING
LEVEL 5**

Given under this Seal of the Cut Above Academy
this 17th day of July 2014



R. McNabney

RACHELLE MCNABNEY
CAMPUS DIRECTOR

QUALIFICATIONS

This is to certify that

Sasha Louise McGaughran

has achieved the required standard for the Award of

FREELANCE ANIMATION SCHOOL LTD

DIPLOMA IN APPLIED ANIMATION

Level 6

Barry Pearce

Barry Pearce
Director



Peter J. Roselt

Peter J. Roselt
General Manager

The course is approved by the New Zealand Qualifications Authority under section 258 of the Education Act 1989



REFERENCES

NICHOLA SPENCER

DESIGN CLIENT

We have had the privilege of using Sasha's design services in the past for our company logo. She sat down with us and listened to our ideas and went away to create a really well thought out and interesting design that related to the concept of our business, along with easy to read font. She was easy to work with and listened to our needs really well. Overall we were really pleased with her design work and workmanship.

Sasha has also used her design skills to create my children's customised birthday party invitations. She listened to what I wanted and used her skills to come up with exactly what I was after and better. Her talent for detail in design, colours and layout is what makes her work look very professional.

JAMES NOLA

CREATIVE CO-WORKERS

jamesnola69@gmail.com

I have witnessed tremendous growth in Sasha over the many projects and years we have worked together. Her ingenuity and focus as well as her talent for picking up skills quickly, will allow her to excel in any project. I can confidently say that Sasha would make a positive and beneficial addition to any team and she has my highest recommendation. If you have any questions please do not hesitate to contact me.

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MATTHEW STEVENS

CHARACTER REFERENCE

vanityx@windowslave.com

Sasha and I met 15 years ago. During this time she's been one of the most consistently creative, artistic and genuine people that I've ever met.

Sasha's work always takes on this quality of whimsy and wonder with a refined touch- it's something that I've always been in awe of and aspired to work towards. Throughout our many years of friendship, she's experimented with many different areas of the creative world, from animation to special fx makeup to photography. She shows us all that we shouldn't be confined to what we consider ourselves to be, and that stepping out of our comfort zone and into the unknown can be the best thing we've ever done for ourselves. I often turn to Sasha for mentorship and advice for my own artistic journey, she's always been a fantastic (and patient) teacher, taking a very hands on and demonstrative approach. She truly understands all aspects of the creative process and is always willing to help anyone who needs it.

ALEX & NICOLE WARD

PHOTOGRAPHY CLIENTS

We had our maternity shoot with Sasha and couldn't be happier with the pictures she captured. Sasha took the time to speak with us about what we wanted to achieve. She planned each location with that in mind and made sure we were comfortable during our time. As a result we have a beautiful portfolio of images we will treasure and I look forward to working with Sasha again.

PART 1: APPLICANT¹⁹⁰ DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Te Whare Toi o Ngaaruawaahia-Twin Rivers Community Art

Contact person (for group):

Laura Millward

Street address/PO Box:

18 Herschel Street

Suburb:

Ngaruawahia

Town/City:

Waikato

Postcode:

3720

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

Te Whare Toi O Ngaruawahia

GST number:

090 768 603

Bank account number:

[REDACTED]

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

☒

Detail:

Pacific Peoples:

☒

Detail:

Asian:

☒

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

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

Yes:

☒

No:

☐

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide

Current recipient

PART 2: PROJECT DETAILS¹⁹¹

Project name: Project Piripi

Brief description of project:

We would like to run an after school art class for 12 Tamariki aged between 9yrs and 13yrs. Under the direction of an experienced tutor. Tamariki would attend 1.5 hour classes over 7 weeks during term two, they will learn skills through story telling music and art.

Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaruawahia

Start date:

24.5.22

Finish date:

5.7.22

Number of *active* participants:

12

Number of viewers/audience members:

N/A

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

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

☐

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

☐

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

☒

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

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

☒

Craft/object art

☐

Dance

☐

Inter-arts

☐

Literature

☐

Music

☐

Ngā toi Māori

☐

Pacific arts

☐

Multi-artform (including film)

☐

Theatre

☐

Visual arts

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

☐

Creation only

☐

Presentation only (performance or concert)

☒

Creation and presentation

☐

Presentation only (exhibition)

☐

Workshop/wānanga

Project details

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

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

Te Whare Toi o Ngaaruawaahia currently offers two children's art programs, we would like to offer a third. This would be comprised of seven 1.5 hourlong classes during term two. We believe providing extra-curricular opportunities that are accessible to our community and outer lying areas is integral, especially under current Covid conditions.

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

Tamariki would learn under the direction of Artist, author and musician, Valentine Venimore. Following a plan of seven weekly lessons, Tamariki would enjoy the art of storytelling, learn an accompanying song/music and create a piece of art work relating to the stories that are rich in New Zealand Maori culture and traditions. Art works that are created would contribute to our Community Art Exhibition.

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

12 Tamariki would be involved in this program. They would range between the ages of 9 and 13. Children will come from Ngaruaaruawaahia and outer lying communities, they will be under the direction of a local artist Valentine Venimore. Valentine is a trained teacher, and received his diploma in visual arts from Canberra while working in Australia as musician (guitar and vocal). He has taught music and art to all ages throughout New Zealand. Valentine is also a successful exhibiting artist.

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

The project will be targeted at young people between the ages of 9 and 13. The young people will get to work with and learn from an experienced local artist, musician and author. They will learn to express themselves through art, music and story. They will have something constructive to do after school. They will hear stories rich in Maori/New Zealand Culture, they will feel connection and belonging. They will experience a range of art practises. This will give them the opportunity to ignite or confirm an interest area for them to further explore. Making the course affordable ensures accessibility to all.

PROJECT DETAILS (budget)⁹³

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Tutor costs	14 hours @ \$30.00	420.00
Materials	Paper, Brushes, paint, Pastels, Crayons, Cartridge Paper	435.00
Total Costs		855.00
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Class fees	12@ 30.00(gst inc)	313.00
Total Income		313.00
Costs less income	<i>This is the maximum amount you can request from CCS</i>	542.00
Amount you are requesting from the Creative Communities Scheme		\$542.00

PROJECT DETAILS (budget)⁹⁴

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed
	Nil – We apply to other funders for other classes		

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
29.4.21	Art Attack Snack & Yak Term 3 2021- postponed covid	350.00	no
29.4.21	Macramé for beginners	250.00	Yes
October 2020	Art Attack	718.99	yes
October 2020	Tamariki Art Club	483.11	Yes
19.10.19	Mosaic	659.68	Yes

Important Other financial information

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

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

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

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

PART 3: DECLARATION¹⁹⁵

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

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

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

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

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

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

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

☒ Return any unspent funds

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

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

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

☒ Acknowledge CCS funding at event openings, presentations, or performances

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

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

☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.

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

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

Name: Laura Millward

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date: 23/02/2022

Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc
Financial Statements
For the Year Ended 31st March 2021

Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc

Directory

As at 31st March 2021

Executive Committee

Chairperson

June Rowland

Secretary

Darin Blackman

Treasurer

Wendy Katipo

Committee

Irene Brady

Kerry Randall

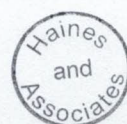
Bankers

First Credit Union



Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc
Trading Accounts
For the 12 Months Ended 31 March 2021

	2021	2020
	\$	\$
REVENUE		
Sales & Commissions	1,919	17
Covid 19 Wage Subsidy	15,430	
MSD Participation Incl Grant	18,500	
COGS	8,000	1,000
Facility Hire	452	-
Fund Raising	1,409	2,370
Membership Fees	339	209
Classes	5,190	6,046
BY Payment	3,500	5,000
Norah Howell Trust	2,000	-
Lotteries	28,750	16,865
Lion Foundation	15,000	15,000
North Waikato Arts Collective	2,000	
Creative Communities	5,787	18,022
Creative Waikato	1,000	
Tamariki Art Club Fees	1,278	
Donations	1,137	3,378
Trust Waikato	20,000	20,000
Fraser Adult Community Education	-	2,680
Matariki	-	5,133
WDC Funding	5,000	8,500
WEL Energy	45,000	30,000
Other Income	2,000	
Interest	97	231
Add Grants Received Last Year for This Year	3,015	-
Less Grants Received for Next Year	(17,500)	(3,015)
Total Revenue	169,303	131,436



Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc
Statement of Financial Performance
For the 12 Months Ended 31 March 2021

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



Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc
Statement of Financial Position
As at 31 March 2021

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



Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc
Detailed Equity Accounts
As at 31 March 2021

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



Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc

Depreciation Schedule

For the Year Ended 31st March 2021

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



Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc

Notes to the Financial Statements

For the 12 Months Ended 31st March 2021

1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc. Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc is an incorporated club engaged in the business of providing Artistic opportunities for people in the community. Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc is a charitable organisation.

Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc qualifies for differential reporting exemptions based on the following criteria;

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

Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc has adopted all available differential reporting exemptions.

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

Specific Accounting Policies.

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

(a) Property, Plant & Equipment

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

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

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

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

(b) Goods and Services Tax

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

(c) Revenue

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

(d) Receivables

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



Te Whare Toi O Ngaruawahia - Twin Rivers Community Art Centre Inc

Notes to the Financial Statements

For the 12 Months Ended 31st March 2021

2 AUDIT

These financial statements have been audited.

3 CONTINGENT LIABILITIES

At balance date there are no known contingent liabilities (Last Year: \$0). Te Whare Toi O Ngaruawahia - Twin Rivers community Art Centre Inc has not granted any securities in respect of liabilities payable by any other party whatsoever.

4 RELATED PARTIES

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

5 SUBSEQUENT EVENTS

As at balance date there were no known subsequent events.



AUDITORS REPORT

FOR TE WHARE TOI O NGARUAWAHIA - TWIN RIVERS ART CENTRE INC FOR THE YEAR ENDED 31 MARCH 2021

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

Auditor's responsibilities

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

Basis of Opinion

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

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

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

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

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

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



Graham Haines ACCM, DipMgtSt



PART 1: APPLICANT DETAILS²⁰⁶

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Te Whare Toi o Ngaaruawaahia-Twin Rivers Community Art

Contact person (for group):

Laura Millward

Street address/PO Box:

18 Herschel Street

Suburb:

Ngaruawahia

Town/City:

Waikato

Postcode:

3720

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

Te Whare Toi O Ngaruawahia

GST number:

090 768 603

Bank account number:

[REDACTED]

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

☒

Detail:

Pacific Peoples:

☒

Detail:

Asian:

☒

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

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

Yes:

☒

No:

☐

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide

Current recipient

PART 2: PROJECT DETAILS

Project name: Whanau Date Night Term 3 2022

Brief description of project:

We would like to run two Whanau date Nights in Term 3. Whanau Dates are an evening where adults and Tamariki come together and work on a planned Art and Craft Activity focusing on Matariki.

Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaruawahia

Start date:

2.5.2022

Finish date:

8.7.22

Number of *active* participants:

24

Number of viewers/audience members:

N/A

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

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

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

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

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

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

☒ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☐ Visual arts

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

☐ Creation only

☐ Presentation only (performance or concert)

☒ Creation and presentation

☐ Presentation only (exhibition)

☐ Workshop/wānanga

Project details

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

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

Te Whare Toi o Ngaaruawaahia is a Whanau friendly and Inclusive centre., We have had success bringing adults and Tamariki of all ages together providing these activities under the direction of our centre tutor. Parents/Adults act as the main support to their Tamariki. We would like to offer the following Matariki themed classes.

Candle making:

Matariki is a time to remember loved ones who have passed. A time for Whanau togetherness. Whanau would enjoy an evening creating an heirloom candle to add into their matariki celebrations.

Whanau would also enjoy an evening learning about the significance of the kite/Manu Aute in relation to Matariki. Participants would then use a range of natural resources to construct a Manu Aute to take back to their homes.

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

Whanau Date Nights are for members in our community 6yrs +. It is a unique initiative that is not offered anywhere else in our community. Whanau Date night's target, and are open to all members of the community. The selected activities suit whanau of all ages and abilities. Our centre tutor will ensure a positive Whanau Friendly environment.

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

Whanau Date Nights would provide an opportunity for 24 Whanau in our Community to enjoy an evening of art/craft with a Matariki based theme. Date nights are open to all aged 6 yrs and older. Whanau would be under the direction of our experienced centre tutors.

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

Whanau will... >Engage in fun, age appropriate, art/craft activities
>Parents are encouraged to help and guide their Tamariki under the direction of tutor. This fosters and supports positive learning and teaching techniques for Whanau
> Whanau will get to know other Whanau in our Community
>Whanau will experience pride and joy having worked on and completed projects.
>Whanau would gain a greater understanding and connection to Matariki.
> Whanau Date Nights are advertised through social media platforms that reach our community and outer lying areas.
>Keeping costs low means classes are accessible to whanau, especially for those who want more than one Tamariki to attend.

PROJECT DETAILS (budget)²⁰⁹

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Tutor Fees	9 hrs @ 30.00 per hour	\$270
Materials	Beeswax, crystal Chips, Paua, candle dye, Jute Rope, Hot Glue, Bamboo Stakes	\$382.60
Total Costs		652.60
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Class fees	24 @5.00 (10.00 per pair) gst inc	104.35
Total Income		104.35
Costs less income	<i>This is the maximum amount you can request from CCS</i>	548.25
Amount you are requesting from the Creative Communities Scheme		\$548.25

PROJECT DETAILS (budget)²¹⁰

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed
	Nil – We apply to other funders for other classes		

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
29.4.21	Art Attack Snack & Yak Term 3 2021- postponed covid	350.00	No
29.4.21	Macrame for Beginners	250.00	Yes
1.10.20	Art Attack	718.99	Yes
1.10.20	Tamariki Art Club	483.11	Yes
19.10.19	Mosaic	659.68	Yes

Important Other financial information

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

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

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

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

PART 3: DECLARATION²¹¹

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

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

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

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

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

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

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

☒ Return any unspent funds

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

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

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

☒ Acknowledge CCS funding at event openings, presentations, or performances

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

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

☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.

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

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

Name Laura Millward

(Print name of contact person/applicant)

Signed:

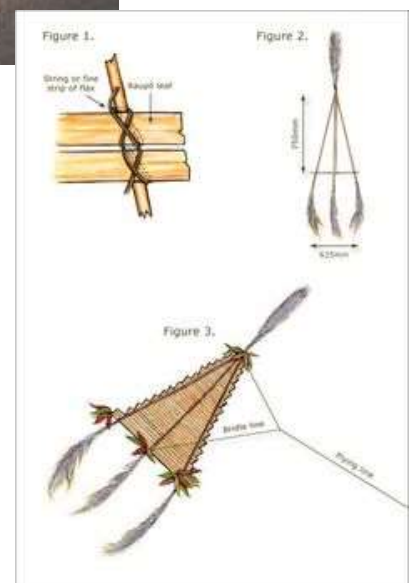


(Applicant or arts organisation's contact person)

Date: 23/02/2022

PART 3: DECLARATION²¹²

Whanau Date Night



PART 1: APPLICANT DETAILS²¹³

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Te Whare Toi o Ngaaruawaahia-Twin Rivers Community Art

Contact person (for group):

Laura Millward

Street address/PO Box:

18 Herschel Street

Suburb:

Ngaruawahia

Town/City:

Waikato

Postcode:

3720

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

Te Whare Toi O Ngaruawahia

GST number:

090 768 603

Bank account number:

[REDACTED]

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

☒

Detail:

Pacific Peoples:

☒

Detail:

Asian:

☒

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

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

Yes:

☒

No:

☐

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide

Current recipient

PART 2: PROJECT DETAILS

Project name: School Holiday workshops Term 2 and 3

Brief description of project:

We would like to offer 8 School Holiday workshops across two terms, to a possible 96 Tamariki aged between 6 - 13. Ngaaruawaahia offer little by way of these type of programs. In the past they have been well received and we would like to further develop them.

Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaruawahia

Start date:

14.7.22

Finish date:

6.10.22

Number of *active* participants:

96

Number of viewers/audience members:

N/A

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

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

☐

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

☐

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

☒

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

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

☒

Craft/object art

☐

Dance

☐

Inter-arts

☐

Literature

☐

Music

☐

Ngā toi Māori

☐

Pacific arts

☐

Multi-artform (including film)

☐

Theatre

☐

Visual arts

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

☐

Creation only

☐

Presentation only (performance or concert)

☒

Creation and presentation

☐

Presentation only (exhibition)

☐

Workshop/wānanga

Project details

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

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

Tamariki aged between 6-13 will enjoy a range of workshops where they will create small make and take Art/Craft projects. Tamariki will learn from experienced art and craft tutors and will learn alongside each other. Art works will contribute to our Art centre exhibition.

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

Tamariki will be able to register to participate in the following... > Collagraph print making >Diy Garden Tic Tac Toe >Shrinky Dink creations >Pine Cone pets >Hair Heru >Fabric Houses >Nail Art >Terracotta pot Garden creations

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

The proposed workshops will cater to a possible 96 Tamariki in our community and outer lying areas. Each work shop will be run by, or assisted by our program's coordinator and tutor Monique Heward, Monique has years of experience working with Tamariki of all ages. Monique is an experienced artist and has run a number of classes at Te Whare Toi o Ngaaruawaahia, we will also be bringing on three other experienced tutors and volunteers to work alongside Monique and the Tamariki.

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

This project will be targeted at Tamariki Aged between 6 - 13 years of age. Advertising through our own social media and other community notice board pages allows for a wide reach of community members. Keeping costs low for whanau increases the accessibility to our program. These Art and Craft activities will cater to both boys and girls. Tamariki will develop skills in planning, expressing ideas, print making techniques, re - purposing materials and using recycled materials. Tamariki will have the opportunity to incorporate patterns, ideas and designs relating to their own culture. Tamariki will work alongside peers making new connections in their community. Tamariki will have something productive to do in the school holidays. We are the only art-based Holiday program servicing our immediate area. These have proven to be valuable and in demand in our community.

PROJECT DETAILS (budget)²¹⁶

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Tutor Fees	x32 hours \$30 per hour	960.00
Materials	wood, Nails, Yarn, Terracotta pots, Paint, paua shells, wood burner, sharpies, Foam Stickers, Beads, jewellery parts, shrink plastic, felt, hot glue	788.90
Total Costs		1748.90
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Class Fees	96 @ 10.00 (gst inc)	834.78
Total Income		834.78
Costs less income	<i>This is the maximum amount you can request from CCS</i>	914.12
Amount you are requesting from the Creative Communities Scheme		\$914.12

PROJECT DETAILS (budget)²¹⁷

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed
	NIL – We apply to other funders for other classes		

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
29.4.21	Art Attack Snack & Yak Term 3 2021- postponed covid	350.00	No
29.4.21	Macrame for Beginners	250.00	Yes
1.10.20	Art Attack	718.99	Yes
1.10.20	Tamariki Art Club	483.11	Yes
19.10.19	Mosaic	659.68	Yes

Important Other financial information

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

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

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

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

PART 3: DECLARATION²¹⁸

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

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

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

☒ Return any unspent funds

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

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

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

☒ Acknowledge CCS funding at event openings, presentations, or performances

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

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

☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.

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

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

Name: Laura Millward

(Print name of contact person/applicant)

Signed:

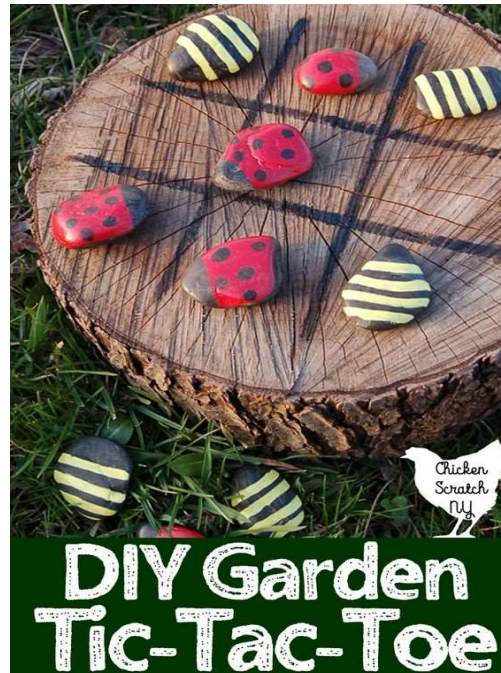


(Applicant or arts organisation's contact person)

Date: 23/02/2022

PART 3: DECLARATION²¹⁹

Collagraph print making



PART 3: DECLARATION²²⁰



PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Te Whare Toi o Ngaaruawaahia-Twin Rivers Community Art

Contact person (for group):

Laura Millward

Street address/PO Box:

18 Herschel Street

Suburb:

Ngaruawahia

Town/City:

Waikato

Postcode:

3720

Country:

New Zealand

Email:

[REDACTED]

Telephone (day):

[REDACTED]

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

Name on bank account:

Te Whare Toi O Ngaruawahia

GST number:

090 768 603

Bank account number:

[REDACTED]

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

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

New Zealand European/Pākehā:

X

Detail:

Māori:

X

Detail:

Pacific Peoples:

X

Detail:

Asian:

X

Detail:

Middle Eastern/Latin American/African:

Detail:

Other:

Detail:

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

Yes:

X

No:

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

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

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide

Current recipient

PART 2: PROJECT DETAILS

Project name: Tamariki Art Club Term 3

Brief description of project:

We would like to continue to offer weekly After School Art Classes to Tamariki Aged 6 – 12yrs

Project location, timing and numbers

Venue and suburb or town:

18 Herschel Street Ngaruawahia

Start date:

2.8.2022

Finish date:

30.10.2022

Number of *active* participants:

22

Number of viewers/audience members:

N/A

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

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

☐

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

☐

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

☒

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

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

☒

Craft/object art

☐

Dance

☐

Inter-arts

☐

Literature

☐

Music

☐

Ngā toi Māori

☐

Pacific arts

☐

Multi-artform (including film)

☐

Theatre

☐

Visual arts

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

☐

Creation only

☐

Presentation only (performance or concert)

☒

Creation and presentation

☐

Presentation only (exhibition)

☐

Workshop/wānanga

Project details

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

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

We would like to continue to offer after school art Classes to Tamariki aged between 6 – 12years. Each week Tamariki work on exciting projects. This Term Tamariki will do a number of small activities that develop their skills in the following areas

> Pastel work > Painting > Sculpture > Hand Sewing > Design

>Tamariki will also contribute to a large collaborative art work

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

Tamariki will attend weekly classes at our fun inspiring art centre. They will spend time each week enjoying a wide range of art and craft activities. The purpose of these classes is for Tamariki to find joy in creation. The exposure to the wide range of techniques on offer will develop their skills in a number of areas. They will discover what areas of art they enjoy and will lead to attendance at future classes that interest them. Art work created by Tamariki will be displayed in our Centre Art Exhibition.

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

Tamariki aged 6 – 12yrs who attend Tamariki art club will work with our experienced tutor Monique Heward. Monique has several years of experience working with Tamariki from infants to teens both in employment and voluntary capacity. Monique has been steadily building relationships with the many Tamariki that have participated in our art centre programs. Monique has a wide range of art/craft based skills and has a passion for helping Tamariki to develop in all areas of the Arts.

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

Tamariki Art club will allow 24 Tamariki from our community and outer lying areas to participate in weekly art classes that cater to all abilities. Classes are advertised through social media platforms which ensures a wide reach.

Tamariki art club

>Is Fun and encourages participation in the Arts

>Tamariki will leave with wonderful Art/Crafts to share with their families

>Tamariki will meet and build relationships with other Tamariki in the Community

>Tamariki will develop skills in a wide range of Art/Craft

>Tamariki will gain a sense of pride sharing their creation at our community art centre.

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Tutor Fees	X36 hours \$30 per hour	\$1,080
Materials	Embroidery rings, Hoops, Yarn, Paint, Burlap, Cartridge paper, Black Cartridge, Soft Pastels, Hot Glue, Masking Tape, Art diaries	727.33
Total Costs		1807.33
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Course Fees	22 @ \$50 per person (gst inc)	956.52
Total Income		956.52
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$850.81
Amount you are requesting from the Creative Communities Scheme		\$850.81

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed
	Nil - N/A We apply to other funders for other classes		

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
29.4.21	Art Attack Snack & Yak Term 3 2021- postponed covid	350.00	No
29.4.21	Macrame for Beginners	250.00	Yes
1.10.20	Art Attack	718.99	Yes
1.10.20	Tamariki Art Club	483.11	Yes
19.10.19	Mosaic	659.68	Yes

Important Other financial information

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

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

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

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

PART 3: DECLARATION²²⁶

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

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

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

- ☒ Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ Return any unspent funds
- ☒ Keep receipts and a record of all expenditure for seven years
- ☒ Participate in any funding audit of my organisation or project conducted by the local council
- ☒ Contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ Acknowledge CCS funding at event openings, presentations, or performances
- ☒ Use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- ☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

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

Name Laura Millward

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date: 23/02/2022

PART 3: DECLARATION²²⁷

Tamariki Art Club 6-8yrs



Teach Kids to Sew
Using Burlap & Yarn



PART 3: DECLARATION²²⁸



PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Raglan Community Arts Council

Contact person (for group):

Jacqueline Anderson, Manager Raglan Old School Arts Centre

Street address/PO Box:

[REDACTED]

Suburb:

Raglan

Town/City:

Postcode:

3225

Country:

New Zealand

Email:

[REDACTED]@raglanartscentre.co.nz

Telephone (day):

[REDACTED]

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

Name on bank account:

Raglan Community Arts Council

GST number:

55 079 161

Bank account number:

[REDACTED] 00

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

☒

Detail:

Pacific Peoples:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☒

Detail:

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

Yes:

☒

No:

☐

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

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

☒

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide)

PART 2: PROJECT DETAILS

Project name: Raglan Film Festival

Brief description of project:

We are organising a Raglan Film Festival for the Raglan Whāingaroa community in September 2022.

Project location, timing and numbers

Venue and suburb or town:	Raglan Old School Arts Centre, 5 Stewart St		
Start date:	March 2022	Finish date:	October 2022
Number of active participants:	80-100		
Number of viewers/audience members:	500++		

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

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

- ☒ **Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities
- ☐ **Diversity:** Support the diverse artistic cultural traditions of local communities
- ☐ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

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

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

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

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

Project details

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

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

2022 will be the 12th year the Raglan Film Festival has run. With a couple of hiccoughs due to Covid, the festival has grown steadily, both in number of entries and in film audience participation.

There are three main parts of the Film Festival:

1. Calling for movie makers, collaborating with local Whaingaroa schools, providing support and mentoring students
2. Screenings of the nominee entries over a couple of weeks
3. The Red Carpet Awards night

The festival encourages local Whāingaroa community members, including youth, to express their stories by making a film which is submitted as an entry. This supports creative individuals and groups to share their work with the community and be acknowledged for their efforts. A lot of great knowledge about local history and environmental issues are shared, as well comedy, drama, music and horror. Raglan Area School curriculum for the year is on social issues which the HoD is encouraging students to participate by expressing what is important to them and how they can express the storytelling via a film making platform.

All filmmakers and their crews attend a red carpet ceremony at the Town Hall - RAFFA (Raglan Arts Film Festival Awards), complete with dinner, catered by a local foodie start-up, and stunning original awards, created by a local metal artist.

Family, friends, sponsors, VIPs and members of the community attend the awards ceremony, which is becoming an annual social highlight for many in the community.

We require funding support to assist with our marketing of the event to schools and within the community. We also require funding support for the hire and use of all sound and lighting equipment to host the event at the Raglan Town Hall.

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

The RAFFA nomination screenings occur over two weeks (10 screenings) at the Raglan Old School Arts Centre. The opening night will be Thursday 15th September with a welcome and karakia. Entry is by koha to ensure all filmmakers can attend with their whānau, friends, support and full film crew.

Entries must have an association to Whāingaroa or filming is to have taken place in Whāingaroa.

Core project start and finish dates: March to November 2022

Details of how the project will happen:

- March: Volunteer committee meets. Roles and responsibilities assigned. Project plan with timelines developed. Website updated.
- March- July: RAFFA nomination entries open. Communication to all schools in the Waikato that have a connection to Raglan. Sponsorship and advertising sought. Mentoring and support provided by film festival team in both the process and development of film entries. Stories in the local newspaper and via social media to promote entry to the competition. Film nominations received by 2nd July, final movies submitted by 24 July.
- July – September: PR campaign begins to promote event: advertising, radio, social media, FB pages x 2, Instagram, OSAC website and movie web online ticket bookings. Upload of RAFFA entries to various websites
- August: judging of all RAFFA entries by an experienced film panel.
- 15th September: opening of the Film Festival. • 15-23 September: film screenings at the Raglan Old School Art Centre held during the week. We invite filmmakers along for Q & A sessions after the screenings of their films.
- 24th September: Red Carpet Awards Night Saturday evening at the Raglan Town Hall.
- October – November: Accounting reconciliation and reporting.

We developed a "Covid Plan B" which was enacted last year when lockdowns caused us to cancel the Red Carpet Evening. Nominees entries received were shown, judged and prizewinners were awarded and celebrated online. The volunteer film festival directed/produced a film to showcase the winners and sponsors. We will activate this Plan B as our option this year if Covid challenges us again.

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

Key people are the entrants who are local filmmakers, production crew, actors and editors who enter from children through to adults. Categories for this year are Tamariki (12yrs and under) - Rangatahi (13 to 15yrs) - Open Amateur (over 15yrs) Open Professional (over 15yrs)

The core team of volunteers who organise the festival are experienced volunteers who continue to be involved with the project. Each year the film festival team also welcomes additional members who provide additional knowledge to the team building onto the existing level of skills previously gained and providing new and fresh ideas. The volunteer team are crucial to ensuring the success of the event and have the skills to adapt and be flexible in this current Covid climate.

Local community businesses sponsor the awards and come along to the Red Carpet Night night to present the awards, however, due to Covid we are aware that local businesses are struggling financially. We are therefore unsure to what level of financial support can be provided for this year. We remain hopeful again as we continue to hold regular business major sponsors who are proud to support this event each year.

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

The Raglan Film Festival encourages all local Raglan Whāingaroa filmmakers to be part of the festival program. We say that "all you need is a phone" to make a video, so that people understand their participation is what we want, rather than high levels of technical expertise. Our application sections are for young and emerging talent with categories for Tamariki (under 12yrs), Rangatahi (13 – 15yrs) as well as open all ages category over 15.

This year we have added a fourth category, Open Professional, so that entries made by professional filmmakers are not competing against amateur films. As the festival has become more widely known we have had some professional filmmakers enter, however this event is primarily to encourage local youth and emerging filmmakers so we want to keep it fair.

We open the film submissions early to assist teachers to incorporate filmmaking into their curriculum planning during Terms 1 and 2. We also provide a technical script for teachers and liaise directly with schools and department head teachers to ensure the film making process is also supported within the school environment.

Each year a number of our entries come from the Raglan Filmmaking Club. The film club meet fortnightly and numbers continue to grow. The club is a mentoring and support group open to all ages where film experts are available to provide technical, lighting, editing and sound knowledge to aspiring film makers of all ages. This group is supported by the Film Festival committee and the Old School.

Members of the local Raglan community attend the screenings as well as visitors from other parts of the Waikato.

234

5. The budget/Ngā pūtea

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

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

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Venue hire	OSAC + Raglan Town Hall	654
Alcohol license	Special license for RAFFA evening @ Town Hall	65
Function & support crew	Feeding kai to volunteers 20 pax working 12-14 hour day (judging panel + town hall set up/pack down crew) @ \$20 pp	500
PR/Marketing/ Brochure	Raglan Chronicle, Raglan Signs, Poster + Film festival brochure graphic design with Cooper communications	1160
Event Management	Admin hours @ 125 + event manager hours @ 50 total 175 hours (over 6 month period planning/implementing)	4525
Sound & lighting	Living Productions town hall sound and lighting	3260
Website and database	Website content management and technical LGL database management 12 hours \$25	300
Catering	140 guests seated 3 course meal	3560
Ticket VIP	10 pax VIP complimentary guests @ A\$40	400
Sculptures	Awards x 11 @ \$25	275
MC Koha	Master of ceremonies for the RAFFA evening	200
Prizes	Tamariki, Rangatahi and open categories	3000
Incidentals	Toner printing costs	340
Advertising	Raglan Signs \$400 + Raglan Chronicle news \$307	707
Total costs		18,946.00
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Ticket sales	130 pax (60 Adults @ \$40 + 70 Child @ \$20)	3800
Business advertising	Local business advertising	1633
Bar sales	Red carpet evening refreshment sales	500

PROJECT DETAILS ²³⁵(budget)

Donations	Community support, koha entries	3000
Seed funding	Seed funding available	2100
Raglan Lions	Community sponsorship	1000
Raglan Community Board Grant	Grant application required in support of a local based event	1500
Total Income		13,533.00
Costs less income	<i>This is the maximum amount request from CCS</i>	\$5,413.00
Amount you are requesting from the Creative Communities Scheme		\$5,413.00

PROJECT DETAILS (budget)²³⁶

Other financial information

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

Date applied	Who to	How much	Confirmed/ unconfirmed

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

Date	Project title	Amount received	Project completion report submitted (yes/no)
31/10/19	2020 H1 Preschool to Youth kids classes	\$3157	Yes
18/07/20	2020 H2 Preschool to Youth	\$1,000	Yes
18/07/20	2020 Art to Wear – deferred Covid 2021	\$5,000	TBC
29/04/21	2021 Raglan Arts Weekend – deferred to April 2022 Covid	\$2,000	Project not completed
29/04/21	2021 Raglan Film Festival	\$3,260	Yes
15/10/21	2021 T1/T2 after school multimedia workshop series	\$1,500	Yes
29/04/21	2021 T3/T4 after school multimedia workshop series	\$1,200	Yes

Important Other financial information

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

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

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

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

PART 3: DECLARATION²³⁷

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

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

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

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

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

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

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

☒ Return any unspent funds

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

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

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

☒ Acknowledge CCS funding at event openings, presentations, or performances

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

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

☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.

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

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

Name

(Print name of contact person/applicant)

Signed 

(Applicant or arts organisation's contact person)

Date:



QUOTE

Raglan Film Festival Team

Date

17 Feb 2022

Expiry

17 Mar 2022

Quote Number

QU-0017

Reference

Max King - Room hire and equipment

GST Number

55-079-161

Raglan Community Arts
Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Hire of Eva's Room for RAFFA screenings @ Reduced Community Rate	10.00	30.00	300.00
Hire of Whare Tunu Kai kitchen for RAFFA Red Carpet Evening	1.00	30.00	30.00
Hire of Projection equipment for RAFFA screenings	10.00	25.00	250.00
INCLUDES GST 15%			75.65
TOTAL NZD			580.00

Raglan Town Hall Management Committee

7 Bow Raglan
Ph 07 8258929

QUOTE

Date 17/02/2022

To

Raglan Film Festival 2020
Raglan Community Arts Council


RAGLAN 3225

Description of Goods and Services	Cost
Hire of Raglan Town Hall & Supper Room for Raglan Film Festival 2022 weekend 23-25 September 2022.	\$150.00
Bond – refunded at the end of the event if Hall is left as found.	\$100.00
Due Date: 1 August 2022 For Direct Debit please pay Raglan Town Hall Management Committee Westpac, Frankton 03-1563-0015470-00	
Total Amount Due	\$250.00

Quote No. **5557****QUOTE****Customer**Name Raglan Film Festival 2022

Address _____

City _____

Phone _____

Date 15/02/2022

Qty	Description	Unit Price	TOTAL
2	Alto Fold back speakers	\$ 50.00	\$ 100.00
2	JBL Front of house speakers	\$ 60.00	\$ 120.00
1	5000 Lumen Data Projector	\$ 300.00	\$ 300.00
1	Sennhieser Radio Mic	\$ 50.00	\$ 50.00
1	Sound Mixer Behringer	\$ 40.00	\$ 40.00
14	Led par cans	\$ 30.00	\$ 420.00
8	Led Battery lamps	\$ 35.00	\$ 280.00
1	HDMI extender	\$ 20.00	\$ 20.00
2	Behringer Subs	\$ 60.00	\$ 120.00
5	Black Drapes and stands	\$ 25.00	\$ 125.00
20	Electrical cables	\$ 5.00	\$ 100.00
10	XLR cables	\$ 5.00	\$ 50.00
1	3 Metre Projection screen	\$ 100.00	\$ 100.00
2	Laptops	\$ 30.00	\$ 60.00
1	Lighting Desk	\$ 30.00	\$ 30.00
1	Mirror Ball	\$ 20.00	\$ 20.00
3	Tech Crew	\$ 180.00	\$ 540.00
SubTotal			\$ 2,475.00
TOTAL			\$ 2,475.00

Comments _____

We are a registered company but are not registered for GST as yet so there is no GST content in this quote.

Contact Ray at Living Productions on info@livingproductions.co.nz Ph 021 384 729

Thanks for giving us the opportunity to quote on this project.

Quote No. **5556****QUOTE****Customer**Name Raglan Film Festival 2022

Address _____

City _____

Phone _____

Date 15/02/2022

Qty	Description	Unit Price	TOTAL
5	Format and prepare Films for screening at Festival	\$ 55.00	\$ 275.00
3	Record event	\$ 60.00	\$ 180.00
6	Produce video for future promotions	\$ 55.00	\$ 330.00
		SubTotal	\$ 785.00
		TOTAL	\$ 785.00

Comments _____

We are a registered company but are not registered for GST as yet so there is no GST content in this quote.

Contact Ray at Living Productions on info@livingproductions.co.nz Ph 021 384 729

Thanks for giving us the opportunity to quote on this project.



Cooper Communications

GST number - 119-276-403

3 Langley Place

Raglan, Waikato 3225

New Zealand

0211329355

BILL TO
Raglan Community Arts Council

[Redacted]
Raglan, Waikato 3225
New Zealand

[Redacted]
[Redacted]@raglanartscentre.co.nz

Estimate Number: 7
Estimate Date: February 14, 2022
Expires On: August 3, 2022

Grand Total (NZD): \$1,334.00

Items	Quantity	Price	Amount
PR 3 x media releases and other relevant film festival material	12	\$80.00	\$960.00
Design Pamphlet design	4	\$50.00	\$200.00
Subtotal:			\$1,160.00
gst 15%:			\$174.00
Total:			\$1,334.00
Grand Total (NZD):			\$1,334.00

Fw: Quote Raglan Film Festival catering



Max King

Wed 16/02/2022 15:30

To: [REDACTED]

Hi Sascha,

Thanks for sorting this - just to confirm: you can keep the price the same for the same number of people as below, if the Chicken Chow Mein is removed from the menu. If it is left in the quote will need to be \$200 more - so \$3560.00. Correct?

Kind regards,

Max King

Accounts Administration Officer

Raglan Old School Arts Centre

[REDACTED]

www.raglanartscentre.co.nz

Open weekdays 10am-2pm

FB: #raglanoldschool

Please consider the environment before printing this email

From: Sascha Phillips [REDACTED]

Sent: Friday, 2 July 2021 9:52 AM

To: Jacqueline Anderson [REDACTED]

Subject: Re: Quote Raglan Film Festival catering

Hi Jacqueline

Heres a menu idea trying to suit both kids and adults. I thought we could go Asian as you said you had theme dinners in the past.

Chinese Fried Rice GF DF

Vegan Chop Suey GF DF

Pork Belly in Hoisen Sauce DF

Chicken Chow Mein DF

Vegetarian Chow Mein DF

Asian Slaw GF DF

Thai Prawn Noodle Salad GF DF

Vegetarian Thai Noodle Salad GF F

Selection of Cakes and Slices

I can do this menu for \$3,360. For 140 people. Let me know if you can work with this cost or I could drop some items to make it cheaper for you.

Thanks hear from you soon



Chris Meek Sculptures
Raglan
15th February 2022

Raglan Old School Arts Centre
[REDACTED]

QUOTE ONLY

2022 Raglan Film Festival trophies
Description: 11 RAFFA trophies @ \$25 each
TOTAL: \$275.00

Shop 8, 28 Subway Road, Pukekohe 2120
PO Box 933, Pukekohe 2340
Tel 09 238 2146 Fax 09 238 2147
www.computerfood.co.nz

Date: 02/15/2022

Est. Ship Date: 03/15/2022

Customer Number: RAG005

Bill To:

Raglan Community Arts Council
6 Cambrae Road
Raglan
Raglan
3225
Attn: Rodger Gallagher.
[REDACTED]

Ship To:

Raglan Community Arts Council
Attn: Rodger Gallagher
6 Cambrae Road
Raglan
Raglan 3225
Attn: Rodger Gallagher.
[REDACTED]

Item Code	Description	Quantity	Price	Total
BRTN349Y	TN349Y Brother Super High Yield Toner Yellow Toner	1	169.95	169.95
BRTN349M	TN349M Brother Super High Yield Toner Magenta Toner	1	169.95	169.95

ATTN: MAX

**This quote is subject to
change. Freight charges
may apply.**

Discount	\$0.00
Freight	\$0.00
Tax	\$50.99
Total	\$390.89



Raglan Ink Ltd Registered Company 1767156

P O Box 234

Raglan

PH 07 8257076

Date: 17.02.22

Client: Raglan Community Arts Council

We thank you for your enquiry and the opportunity to quote the following.

We trust it meets your requirements.

Quotation for: **Newspaper Advertising**

Discription BW advertising What's ON

Ad Specs

Ad Size: 15x1 (15 cm high x 1col wide) 2 inserts 3 inserts 4 inserts

Ink black and white

File Type PDF file

Quantities **\$ per Insert** **per Insert** **per Insert** **\$ per Insert**

Production Cost	\$	76.80	\$ 153.60	\$ 230.40	\$ 307.20
GST		11.52	23.04	34.56	46.08
Total Price	\$	88.32	\$ 176.64	\$ 264.96	\$ 353.28

This quote is valid until 17.03.22 and is usually based on 'print ready' material being supplied by client.

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

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

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

Kind regards,

Raglan Ink Team



Raglan Sign Company

Estimate

GST number: 94-161-557
 4 He en P ace
 Rag an, 3225 07 8258609

To Rag an Commu ty Arts Counc
 Market Date Patches Rag an,

Estimate Number 00088
 Estimate Date 18/02/2022

Item	Description	Unit Price	Quantity	Subtotal
F m Fest va : Banner	Remove o d s gnwr t ng and g ue res due, set up f e, supp y and app y new s gnwr t ng to banner (doub e s ded)	NZ\$120.00	1	NZ\$120.00
F m Fest va : Water Tower S gn	Supp y and app y d g ta y pr nted graph cs to corf ute and nsta on s te (and remove when fest va has f n shed)	NZ\$220.00	1	NZ\$220.00
F m Fest va : Promot ona S gns	Supp y patches for corf ute s gns w th d g ta y pr nted graph cs w th new dates and app y to corf ute s gns 350mm x 420mm x1 250mm x 150mm x 4	NZ\$60.00	1	NZ\$60.00
Item Total				NZ\$400.00
GST (15%)				NZ\$60.00
Total				NZ\$460.00

Thank you for choos ng to use Rag an S gn Company.
 We apprec ate your bus ness and support of oca trade.

Payment can be made by d rect cred t to:
 03-1563-0057195-000

Please ncude the nvo ce number n the reference f e d.
 Thank you.

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Raglan Community Arts Council

Contact person (for group):

Jacqueline Anderson, Manager Raglan Old School Arts Centre

Street address/PO Box:

[REDACTED]

Suburb:

Raglan

Town/City:

Postcode:

3225

Country:

New Zealand

Email:

[REDACTED]@raglanartscentre.co.nz

Telephone (day):

[REDACTED]

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

Name on bank account:

Raglan Community Arts Council

GST number:

55 079 161

Bank account number:

[REDACTED]

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

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

New Zealand European/Pākehā:

☒

Detail:

Māori:

☒

Detail:

Pacific Peoples:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

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

Yes:

☒

No:

☐

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

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

☒

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide)

PART 2: PROJECT DETAILS

Project name: Live and Local Community Program

Brief description of project:

A series of performance events supporting local artists

Project location, timing and numbers

Venue and suburb or town:

Raglan Old School Arts Centre, 5 Stewart St

Start date:

April 2022

Finish date:

December 2022

Number of *active* participants:

50

Number of viewers/audience members:

500

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

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

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

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

☐ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

Artform or cultural arts practice: (select **ONE** and mark with an X.)

☐ Craft/object art

☐ Dance

☐ Inter-arts

☐ Literature

☐ Music

☐ Ngā toi Māori

☐ Pacific arts

☐ Multi-artform (including film)

☐ Theatre

☒ Visual arts

Activity best describes your project? (select **ONE** and mark with an X)

☐ Creation only

☒ Presentation only (performance or concert)

☐ Creation and presentation

☐ Presentation only (exhibition)

☐ Workshop/wānanga

Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

1. The idea/Te kaupapa: What do you want to do?

Live & Local is a series of events for local performers; singer-songwriters, musicians, poets, comedians, actors, folk and world music. Most performers are at professional or semi-professional level, but also open to young and up-and-coming performers and community groups such as choirs and ukulele groups and cultural groups.

2. The process/Te whakatutuki: How will the project happen?

Held throughout 2021 with MSD Covid resilience funding, Live and Local continued with six scheduled events throughout the year despite many Covid challenges and setbacks. Raglan Community Arts Council has engaged the services of Penni Bousfield. Penni's background is in the performing arts. As well as performing, directing and teaching, Penni has also worked in radio, entertainment reporting and reviewing, tour planning, small festival production, live-sound mixing and theatre front of house. Penni has a strong background in the performing arts both locally and on the NZ performing arts circuit. The 2021 Live and Local program of events were held on the 3rd Sunday of every month with all sessions 'sold out' to capacity. We wish to continue to build on the success of this event. The local performers are booked and managed by Penni. Each performance takes place in the newly established Whare Tapere creative performing art space. This amazing and wonderful new creative space was built over a period of 8 years with major fundraising initiatives in place, grant and significant local community volunteer input led by Rodger Gallagher, Chair of the Raglan Community Arts Council. Each Live and Local session is strongly supported with a team of volunteers who manage the café/bar and sound and lighting whilst Penni oversees and manages the performers on the night, as well as MC'ing each artist. Each artist has a 30-minute time slot with three artists performing each session and an interval is included.

3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Live and Local has proved itself to be a useful and popular community arts event and showcase for Raglan performers. The initial idea was to give artists some income after losing gigs in lockdowns. It is an opportunity for people to showcase new and original material, for audience crossover between acts, and for acts to meet (with potential to collaborate in future). It's also a great opportunity for new/young performers, or musicians (and others such as poets) whose material may lie outside of commercial/mainstream and the usual venues and do not often get the chance to perform. As a regular event it is also filling a social function with a safe, vaccine-pass event that caters for all ages. We also have support from sound and lighting technicians who sponsor this event by providing equipment. Additional community business support is provided by Mark Frost, Raglan Bayley's Real Estate who provides bar/cafe refreshments, local newspaper advertising fees and assists with printing costs. Mark also helps with additional volunteering support each evening by setting up and packing down.

4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

We are increasing access through opportunities to perform and networking opportunities for performers and also by increasing access for audiences to local performers and writers. Local performance groups range in age from 15 to octogenarian age group. Each evening is unique with a variety of three acts held in an intimate concert setting (not in a noisy bar or restaurant); the focus on the art rather than background entertainment. It is a monthly event and is becoming a social fixture for many in the Raglan Whāingaroa community.

PROJECT DETAILS (budget)²⁵²

5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes ☒ Do NOT include GST in your budget

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item e.g. hall hire	Detail e.g. 3 days' hire at \$100 per day	Amount e.g. \$300
Artist fees	\$120.00 per act x 3 acts per show = \$360 x 9	3240
Contractor event booking fees	Schedule, book, liaison artist performers (3 performers per event) 10 hrs per month x 9 = 90 X \$25 p/hr	2250
Contractor marketing fees	Chronicle advertising, PR, FB/Insta social media updates 5 hrs per month x 9 @ \$25	1125
MC	MC + artist management on the night 3hrs x 9 @ \$25	675
Sound & light equip hire	Sound/lighting equip hire @ community rate \$150 x 9	1350
Sound/lighting technician	Sound/lighting set up/pack down /transport @ community rate \$150 x 9	1350
Venue hire	Whare Tapere room @ community hire rate \$30 x 9	234.78
Contingency	Contingency equipment hire/additional unforeseen items	400
Total Costs		\$10624.78
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income e.g. ticket sales	Detail e.g. 250 tickets at \$15 per ticket	Amount e.g. \$3,750
Koha entry	Visitors koha average \$10 pp x 30 ppl as per Covid regulations \$300 per show x9	2700
Sound and lighting	Raglan Sound and Lighting sponsorship FoC equipment	1350
Sound/lighting technician	Sound/lighting set up/pack down /transport @ community rate \$150 x 6 FoC (3 paid)	900
Marketing business sponsorship	Printing costs posters sponsored @ \$40 x9	360
Advertising business sponsorship	Raglan Chronicle news 9x What's on listing @ \$76.80	691.20
Total Income		\$6001.20
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$4,623.58
Amount you are requesting from the Creative Communities Scheme		\$4,623.58

PROJECT DETAILS (budget)²⁵³

Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programs).

Date applied	Who to	How much	Confirmed/unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
31/10/19	2020 H1 Preschool to Youth kids classes	\$3157	Yes
18/07/20	2020 H2 Preschool to Youth	\$1,000	Yes
18/07/20	2020 Art to Wear – deferred Covid 2021	\$5,000	TBC
29/04/21	2021 Raglan Arts Weekend – deferred Covid 2021	\$2,000	Project not completed
29/04/21	2021 Raglan Film Festival	\$3,260	Yes
15/10/21	2021 T1/T2 after school multimedia workshop series	\$1,500	Yes
29/04/21	2021 T3/T4 after school multimedia workshop series	\$1,200	Yes

Important Other financial information

Groups or organisations must provide the relevant audited accounts or income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy

Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

PART 3: DECLARATION²⁵⁴

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.


If this application is successful, I/we agree to:

- ☒ Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ Return any unspent funds
- ☒ Keep receipts and a record of all expenditure for seven years
- ☒ Participate in any funding audit of my organisation or project conducted by the local council
- ☒ Contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ Acknowledge CCS funding at event openings, presentations, or performances
- ☒ Use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- ☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

(Print name of contact person/applicant)

Signed: 

(Applicant or arts organisation's contact person)

Date:

QUOTE

Music Coordinator

Date: 8 March 2022

Expiry: 8 June 2022

Quote number: 001

Not GST registered

From:
Penni Bousfield
PO Box 1
Raglan 3265

To:
Raglan Old School Arts Centre

Description	Quantity	Unit Price	Amount NZD
Artist booking fees/scheduling/co-ordinating 3 performers per event @ 10hrs per month @ \$25 X 9 sessions	90	25	2250.00
Publicity: PR, FB/Instagram social media updates 5 hours X 9 @ \$25	45	25	1125.00
MC and stage management for 3 artists (including band performances) 3 hours x 9 @ \$25	27	25	675.00
		TOTAL NZD	\$4,050.00



QUOTE

Live and Local

Date

10 Mar 2022

Expiry

10 Jun 2022

Quote Number

QU-0023

Reference

Venue hire

GST Number

55-079-161

Raglan Community Arts

Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Whare Tapere room @ Community Hire Rate	9.00	30.00	270.00
	INCLUDES GST 15%		35.22
	TOTAL NZD		270.00



Raglan Light and Sound Quote

08/03/2022

To: Old School Arts Center

Doing Lights and Sound for Live and Local performances at the Old School Arts Center Mixing setting up packing down	_____	\$100.00
Transport costs	_____	\$ 50.00



LIVE & LOCAL JAN

SUN 16th 7PM RAGLAN OLD SCHOOL ARTS CENTRE

*Rata Gordon
Sophie-May & Sasha
Odhran Devlin*

BAYLEYS

Sponsored by Mark Frost, Bayleys Real Estate

Entry – donation

Vaccine passes are required for entry to this event



LIVE & LOCAL FEB

SUN 20th 7PM RAGLAN OLD SCHOOL ARTS CENTRE

*This month featuring:
Valentine Keen Andy Duggan The Swabs*

BAYLEYS

Sponsored by Mark Frost, Bayleys Real Estate

Entry – donation

Vaccine passes are required for entry to this event

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Raglan Community Arts Council

Contact person (for group):

Jacqueline Anderson, Manager Raglan Old School Arts Centre

Street address/PO Box:

[REDACTED]

Suburb:

Raglan

Town/City:

[REDACTED]

Postcode:

3225

Country:

New Zealand

Email:

[REDACTED]@raglanartscentre.co.nz

Telephone (day):

[REDACTED] 312

All correspondence will be sent to the above email or postal address

Name on bank account:

Raglan Community Arts Council

GST number:

55 079 161

Bank account number:

[REDACTED] 00

If you are successful, your grant will be deposited into this account

Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:

☒

Detail:

[REDACTED]

Māori:

☒

Detail:

[REDACTED]

Pacific Peoples:

☒

Detail:

[REDACTED]

Asian:

☐

Detail:

[REDACTED]

Middle Eastern/Latin American/African:

☐

Detail:

[REDACTED]

Other:

☒

Detail:

Scottish/Irish

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:

☒

No:

☐

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long.

How did you hear about the Creative Communities Scheme? (select **ONE** and mark with an X)

☒

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide)

[REDACTED]

PART 2: PROJECT DETAILS

Project name: Matariki 2022

Brief description of project:

A series of community events celebrating Matariki and midwinter Solstice

Project location, timing and numbers

Venue and suburb or town:

Raglan Old School Arts Centre, 5 Stewart St

Start date:

April 2022

June 2022

Number of active participants:

40

Number of viewers/audience members:

700

Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

☐

Access and participation: Create opportunities for local communities to engage with, and participate in local arts activities

☒

Diversity: Support the diverse artistic cultural traditions of local communities

☐

Young people: Enable young people (under 18 years of age) to engage with, and participate in the arts

Artform or cultural arts practice: (select **ONE** and mark with an X.)

☐

Craft/object art

☐

Dance

☐

Inter-arts

☐

Literature

☐

Music

☐

Ngā toi Māori

☐

Pacific arts

☐

Multi-artform (including film)

☐

Theatre

☒

Visual arts

Activity best describes your project? (select **ONE** and mark with an X)

☐

Creation only

☐

Presentation only (performance or concert)

☒

Creation and presentation

☐

Presentation only (exhibition)

☐

Workshop/wānanga

Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

1. The idea/Te kaupapa: What do you want to do?

A series of community events held at the Raglan Old School Arts Centre to celebrate Matariki and midwinter Solstice. Our events will be part of nine days of Matariki celebrations in Raglan/Whaingaroa, themed around the individual stars of the Matariki constellation and including Maori and tauiwi events and input. For the first time, Matariki is marked with a public holiday Friday 24 June. This year, Matariki rises in late May and is observed from 21 to 29 June. The full program of Matariki events are as follows; Matariki market, lantern making workshop/s, two kai bowl workshops, solstice music event, astronomy talk, hangi

2. The process/Te whakatutuki: How will the project happen?

Consultation/planning and performers confirmed late March-early April
Marketing strategy developed early April
Marketing/PR campaign begins May until end of June
Program of events is run throughout 21-29 June
Final reporting/consultation/review early July

3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

We have local performers with a mix of Maori performers and Celtic traditions. In Raglan there is a strong local Irish folk band and a duo that specialise in Scottish folk that will be part of the program of events. Raglan Community Arts Council has engaged the services of Penni Bousfield. Penni's background is in the performing arts. As well as performing, directing and teaching, Penni has also worked in radio, entertainment reporting and reviewing, tour planning, small festival production, live-sound mixing and theatre front of house. Penni has a strong background in the performing arts both locally and on the NZ performing arts circuit. Consultation with Raglan Naturally Hapori Co-ordinator has begun. Raglan Naturally are seeking guidance and sharing information from Dr Rangi Mātāmua. Rangiānehu 'Rangi' Mātāmua is a New Zealand indigenous studies and Māori cultural astronomy academic and was a full professor at the University of Waikato. We will also be consulting with local Maori for input into the program on this phase of the project alongside our local Scottish and Irish community. Our neighbour, Raglan Kindergarten also have a pre-dug hangi pit which they use for fundraising initiatives who will also be included within our series of events. Our art workshops will also include the Raglan Community Clay Shed who will develop a clay shed workshop specific to Matariki with bowls for serving of kai. The other planned art activity workshop will be lantern making which will be available to all age groups. We are also organising an additional Raglan Creative Matariki Market for Sunday 26th June to celebrate the festive weekend. Planned Matariki events are as follows; solstice music event, market, workshops x2 (lantern creations/clay bowls) and an astronomy talk

4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

Our series of Matariki events will be affordable to appeal to all families of all ages in the Whaingaroa community. With the full program of Matariki events including the series of art workshops and other art activities during the week of Matariki we believe this variety of events will appeal to all age groups who will want to be a part of Matariki celebrating the Maori New Year. We are also working alongside Raglan Naturally who are the co-ordinators within the community to ensure there are no clashes of events led by other community organisations and that if there is that all planned events aim to complement each other. Under the current Covid government guidelines all indoor events proceed by entry with vaccine pass only. Outdoor events e.g. the Matariki market can operate without a vaccine pass which at this time of the grant application is a current NZ Government mandate.

PROJECT DETAILS (budget)²⁶³

5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes ☒ Do NOT include GST in your budget
 No ☐ Include GST in your budget

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item eg hall hire	Detail e.g. 3 days' hire at \$100 per day	Amount e.g. \$300
Human statues/stilt walkers	Performers @ community rate \$90x3 + \$30 transport	300
Musicians/Bands	Music/band x3 @ \$300 each (Maori/Waiata/Scottish/Irish)	900
Marae/kaumatua koha	Marae donation for speakers or other act \$500.00	500
Workshop lantern making	Decorations Lantern-making or other arts activity run during week – tutor/materials costs x2 workshops @ \$100 per workshop	200
Workshop clay x2	Clay shed bowls/stars, tutor/materials/glazes/firing costs for two workshops 10x pax per workshop	818.58
Sound/lighting	Sound & LX equipment and operation	200
Event management	Contractor 12 weeks (Apr/May/Jun) planning/booking artists/implementing on average 2 hours p/w (24hrs) + additional 20 hours leading up to Matariki week total 44 hours @ \$25	1,100
Marketing PR	Poster design x3, PR, web, social media (FB/Insta) 2 hrs p.w x 12 weeks total 24 hours @ \$25	600
Incidentals costs	Associated contingency costs	150
Venue hire part hire	Whare Tapare (3), Eva's Room (2), Clay Shed (2), St Lazarus kitchen (2) @ community rate \$30 x 9 less gst \$28.08	234.78
Venue hire full hire	All OSAC full building hire @ community rate Matariki market \$600 less gst	521.74
Advertising	Raglan Chronicle 6x Whats on listings @ \$76.80	460.80
Total Costs		\$5,985.90

PROJECT DETAILS ²⁶⁴(budget)

Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Koha door fee	Koha entry music event during the 9 day period 50pax @ \$10	500
Workshop koha clay	2 workshop fees includes bowl/glazes per student 10 x 2 20 students @ \$40	800
Workshop koha lantern	2 workshop fees for lantern making 10 x 2 = 20 students @ \$5	100
Other koha misc.	Additional community koha donations/ kai/ refreshments	450
Grant RCB	Additional grant Raglan Community Board	1,000
Total Income		\$2,850
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$3,135.90
Amount you are requesting from the Creative Communities Scheme		\$3135.90

PROJECT DETAILS (budget)²⁶⁵

Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programs).

Date applied	Who to	How much	Confirmed/ unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
31/10/19	2020 H1 Preschool to Youth kids classes	\$3157	Yes
18/07/20	2020 H2 Preschool to Youth	\$1,000	Yes
18/07/20	2020 Art to Wear – deferred Covid 2021	\$5,000	Yes
29/04/21	2021 Raglan Arts Weekend – deferred Covid 2021	\$2,000	Project not completed
29/04/21	2021 Raglan Film Festival	\$3,260	Yes
15/10/21	2021 T1/T2 after school multimedia workshop series	\$1,500	Yes
29/04/21	2021 T3/T4 after school multimedia workshop series	\$1,200	Yes

Important Other financial information

Groups or organisations must provide the relevant audited accounts or income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy

Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

PART 3: DECLARATION²⁶⁶

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- ☒ Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ Return any unspent funds
- ☒ Keep receipts and a record of all expenditure for seven years
- ☒ Participate in any funding audit of my organisation or project conducted by the local council
- ☒ Contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ Acknowledge CCS funding at event openings, presentations, or performances
- ☒ Use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- ☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name

(Print name of contact person/applicant)

Sign 

(Applicant or arts organisation's contact person)

Date:

QUOTE

Raglan arts centre

Date
11 Mar 2022

Free Lunch Limited
PO Box 380
Hamilton

Expiry

Account Number

Quote Number
QU-0061

Reference
Matariki 2022

GST Number
75040547

Description	Quantity	Unit Price	GST	Amount NZD
3 x roving/static performers for 1 hr @ \$90 each per hr	3.00	90.00	15%	270.00
Travel.	1.00	30.00	No GST	30.00
			Subtotal	300.00
			Total No GST	0.00
			Total GST 15%	40.50
			TOTAL NZD	340.50

Terms

Raglan Community Clay Shed
Supplier of Clay and Art Materials to the Raglan Community
5 Stewart St
Raglan 3225
Clay Shed Coordinator Susanne Giessen-Prinz - 0274290480

Matariki Bowls Workshops 2022

Quote for Materials Valid till 08.06.2022

Based on 10 participants per workshop, 2 workshops = 20 participants total

Item	Quantity	Unit cost exc GST	Total ex GST
Noodle bowls	20	\$8.32	\$166.40
Firing costs	2	\$59.13	\$118.26
Food-safe paintable glazes	2	\$86.96	\$173.92
Total exc. GST			\$458.58
GST			\$64.09
Total inc. GST			\$491.37

Date...14/02/2021

Tutor	Justine Davies		
Address:	12 Main Road Raglan		
TO:	Raglan Community Arts Council		
Address:	5 Stewart St, Raglan		
Description of goods or services	Qty	Rate	Amount
Matariki Bowl Workshops			
Evening workshop 6-8pm			
Preparation – planning, set-up space, prepare materials, clear up	2 hrs	\$30	\$60
Teaching time 2 hours	2 hrs	\$30	\$60
Kiln firing glaze load, manage firing, unload	2 hrs	\$30	\$60
Weekend workshop 10am-12pm			
Preparation – planning, set-up space, prepare materials, clear up	2 hrs	\$30	\$60
Teaching time 2 hours	2 hrs	\$30	\$60
Kiln firing glaze load, manage firing, unload	2 hrs	\$30	\$60
Total		\$360	

QUOTE

Music Coordinator

Date: 10 March 2022

Expiry: 10 June 2022

Quote number: 002

Not GST registered

From:
Penni Bousfield
PO Box 1
Raglan 3265

To:
Raglan Old School Arts Centre

Description	Quantity	Unit Price	Amount NZD
Event Management: Contractor 12 weeks (Apr/May/Jun) planning/booking artists/implementing on average 2 hours p/w (24hrs) + additional 20 hours leading up to Matariki week, total 44 hours @\$25	44	25	1,100.00
Marketing PR: Poster design x3, PR, web, social media (FB/Insta) 2 hours p/w X12 weeks, total 24 hours @\$25	24	25	600.00
		TOTAL NZD	\$1,700.00



QUOTE

RAGLAN COMMUNITY ARTS COUNCIL / OLD SCHOOL ARTS

Date
10 Mar 2022

Expiry
26 Mar 2022

Quote Number
QU-0019

Reference
Room Hire, Matariki 2022

GST Number
55-079-161

Raglan Community Arts
Council Inc.
5 Stewart Street
Raglan 3225
Waikato
NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Venue hire, Whare Tapere X3, Eva's Room X2, Clay Shed X2, St Lazarus Kitchen X2. Community Rate	9.00	30.00	270.00
INCLUDES GST 15%			35.22
TOTAL NZD			270.00



QUOTE

RCAC

Date

24 Feb 2022

Expiry

26 Mar 2022

Quote Number

QU-0020

Reference

Room hire - Matariki 2022

GST Number

55-079-161

Raglan Community Arts
Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

Description	Quantity	Unit Price	Amount NZD
Venue Hire, full Old School building, 26/06/22. Community Rate	1.00	600.00	600.00
	INCLUDES GST 15%		78.26
	TOTAL NZD		600.00



Raglan Ink Ltd Registered Company 1767156

P O Box 234

Raglan

PH 07 8257076

Date: 17.02.22

Client: Raglan Community Arts Council

We thank you for your enquiry and the opportunity to quote the following.

We trust it meets your requirements.

Quotation for: **Newspaper Advertising**

Discription BW advertising What's ON

Ad Specs

Ad Size: 15x1 (15 cm high x 1col wide) 2 inserts 3 inserts 4 inserts

Ink black and white

File Type PDF file

Quantities **\$ per Insert** **per Insert** **per Insert** **\$ per Insert**

Production Cost	\$	76.80	\$ 153.60	\$ 230.40	\$ 307.20
GST		11.52	23.04	34.56	46.08
Total Price	\$	88.32	\$ 176.64	\$ 264.96	\$ 353.28

This quote is valid until 17.03.22 and is usually based on '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

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 2021

This workbook contains a number of formulae and other features designed to make it's completion as easy as possible. To avoid inadvertent overwriting of this functionality, the workbooks have been password protected. The password is noted below, so that entities that wish to modify the workbook can do so. However, it is recommended that extreme care be taken if any modification is undertaken.

PASSWORD : xrb (Note password is case-sensitive)

Raglan Community Arts Council

Performance Report

For the year ended
31 March 2021

Contents

	Page
Non-Financial Information:	
Entity Information	1
Statement of Service Performance	4
Financial Information:	
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 2021

Legal Name of Entity:*	Raglan Community Arts Council
Other Name of Entity (if any):	Raglan Old School Arts Centre
Type of Entity and Legal Basis (if any):*	Community Arts Council operating under the Arts Council of NZ Act
Registration Number:	CC24379

Entity's Purpose or Mission:

Our aim is to nurture and encourage development of the arts in Whaingaroa. Operating the Raglan Old School Arts Centre, Providing a financial umbrella for arts projects, Fund raising for operations & projects, Supporting & prompting arts activities & events, Encouraging & promoting resident artists.

Entity Structure: *

RCAC has a management committee with a Chairperson, Deputy Chairperson, Secretary and Treasurer. The committee meets monthly. All payments are approved by two members of the committee who have been authorised by a committee meeting.

Raglan Community Arts Council

Entity Information

"Who are we?", "Why do we exist?"

For the year ended
31 March 2021

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 2021

Additional Information:*

Contact details

Physical Address:	5 Stewart St, Raglan 3225
Postal Address:	5 Stewart St, Raglan 3225
Phone/Fax:	07 825 0023
Email:	info@raglanartscentre.co.nz
Website:	https://raglanschoolartscentre.co.nz
	https://www.facebook.com/raglanoldschoolartscentre/
	

Raglan Community Arts Council
Statement of Service Performance
"What did we do?", When did we do it?"
For the year ended
31 March 2021

Description of the Entity's Outcomes*:

RCAC aims to achieve a high level of community involvement and participation in the wider arts and culture at the Old School Arts Centre.

	Actual*	Budget	Actual*
Description and Quantification (to the extent practicable) of the Entity's Outputs: *	This Year	This Year	Last Year
6 exhibitions - number of weeks running	15		34
Monthly Movies			
77 movie sessions - people attending	870		1400
Film Festival - Cancelled due to Covid-19			
0 Sessions	0		250
Red Carpet Awards evening	0		121
Raglan Art to Wear 2018 - Scheduled for 2020 but cancelled due to Covid-19			
Active participants	0		0
Audience	0		0
12 concerts, music or drama events, book launches - people attending	250		500
Raglan Arts Weekend - Arts Weekend took place in October 2020 Average visitors / per studio	483/37		2270
Raglan Arts Weekend - Preview exhibition	1558		1650
Brochures printed	5000		
Raglan Creative Market - held monthly, bi-monthly in summer months, some Markets cancelled during lockdown			
People attending over the year	7,000		10,000
Pre-school to Youth Clay Art workshops			
2 sessions per term - people attending	80		130
Numbers include a School Holiday programme with a Matariki theme.			

Additional Output Measures:

What's On newsletter published each month with 250 print and 989 electronic copies.

Additional Information:

Clayshed members' nights and ClayShedPlus sessions are held throughout the year along with other groups such as children's drama, children's art based holiday programmes, Raglan Art Group and Karioi Quilting. The Arts Centre is used by a large number of community groups throughout the year, including parenting sessions, Te Reo lessons and Poutama Rite of Passage. Numbers for many activities were reduced due to the impact of the Covid-19 pandemic.

Raglan Community Arts Council
Statement of Financial Performance
"How was it funded?" and "What did it cost?"
For the year ended
31 March 2021

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Revenue				
Rents received and income from equipment hire		26017		39626
Classes, participation fees, stallholders fees, ticket sales		43106		52353
Subscriptions		4058		1774
Items sold on behalf of Artists		32626		27536
Interest		161		388
Sponsorship and advertising		5550		13053
Grants, donations and subsidies		145964		224067
Other revenue		59287		75073
Total Revenue*		316,769	-	433,870
Expenses				
Workshops and Events		23215		52699
Volunteer and employee related costs*		85878		104469
Overheads and consumables		24398		32076
Payments to Artists for items sold		32626		27536
Repairs and maintenance		8700		20369
Other expenses		23202		35735
Depreciation expense		3687		3909
Historical adjustment				334
Total Expenses*		201,706	-	277,127
Surplus/(Deficit) for the Year*		115,063	-	156,743

Raglan Community Arts Council

Statement of Financial Position

"What the entity owns?" and "What the entity owes?"

As at
31 March 2021

	Note	Actual* This Year \$	Budget This Year \$	Actual* Last Year \$
Assets				
Current Assets				
Bank accounts and cash*		82,380		26,747
GST Accrued		-		739
Accounts receivable		7,102		2,190
Total Current Assets		89,482	-	29,676
Non-Current Assets				
Property, plant and equipment*		692,235		625,240
Notice Saver account				
Total Non-Current Assets		692,235	-	625,240
Total Assets*		781,717	-	654,916
Liabilities				
Current Liabilities				
Refundable key deposits		38		908
Creditors and accrued expenses*		3,734		8,295
GST owing		1,853		-
Unused donations and grants with conditions*		27,664		10,359
Income received in advance		5,704		7,693
Total Current Liabilities		38,993	-	27,255
Non-Current Liabilities				
Loans*				
Other non-current liabilities		-		-
Total Non-Current liabilities		-	-	-
Total Liabilities*		38,993	-	27,255
Total Assets less Total Liabilities (Net Assets)*		742,724	-	627,661
Accumulated Funds				
Capital contributed by owners or members*		213,271		213,271
Accumulated surpluses or (deficits)*		529,453		414,390
Reserves*		-		-
Total Accumulated Funds*		742,724	-	627,661

Raglan Community Arts Council

Statement of Cash Flows

"How the entity has received and used cash"

For the year ended
31 March 2021

	Actual*	Budget	Actual*
	This Year	This Year	Last Year
	\$	\$	\$
Cash Flows from Operating Activities*			
Cash was received from:			
Donations, fundraising and other similar receipts*	140,965		259,839
Fees, subscriptions and other receipts from members*	4,020		1,774
Receipts from providing goods or services*	172,896		169,913
Interest, dividends and other investment receipts*	160		388
Net GST	1,522		5,553
Cash was applied to:			
Payments to suppliers and employees*	128,988		363,589
Donations or grants paid*	43		5,257
Payments to acquire property plant and equipment	66,995		215,219
Net Cash Flows from Operating Activities*	123,537	-	(146,598)
Cash flows from Investing and Financing Activities*			
Cash was received from:			
Receipts from the sale of property, plant and equipment*			
Receipts from the sale of investments*			
Proceeds from loans borrowed from other parties*			
Capital contributed from owners or members*			
Cash was applied to:			
Payments to acquire property, plant and equipment*			
Payments to purchase investments*	-		-
Repayments of loans borrowed from other parties*			
Capital repaid to owners or members*			
Net Cash Flows from Investing and Financing Activities*	-	-	-
Net Increase / (Decrease) in Cash*	123,537	-	(146,598)
Opening Cash*	102,199		248,797
Closing Cash*	225,736		102,199
This is represented by:			
Bank Accounts and Cash*	82,380	-	26,747

Raglan Community Arts Council

Statement of Accounting Policies

"How did we do our accounting?"

For the year ended

31 March 2021

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 2021

Note 1 : Analysis of Revenue

Revenue Item	Analysis	This Year	Last Year
Rents received and income from equipment hire	Old School	17712	25,444
	St Lazarus Kitchen	7178	12,519
	Movie equipment hire	1127	1,663
	Total	26,017	39,626
Revenue Item	Analysis	This Year	Last Year
Classes and course fees, participation fees, ticket sales and entry fees, Market stallholders fees	Classes and course fees	11571	13,017
	Participation fees	6865	738
	Ticket sales and entry fees	9542	20,385
	Market Stallholders fees	15128	18,213
	Total	43,106	52,353
Revenue Item	Analysis	This Year	Last Year
Fees, subscriptions and other revenue from members	Subscriptions received	4,058	1,774
	Total	4,058	1,774
Revenue Item	Analysis	This Year	Last Year
Items sold on behalf of customers	RCAC events	19371	14,899
	Non RCAC events	13255	12,637
	Total	32,626	27,536
Revenue Item	Analysis	This Year	Last Year
Interest, dividends and other investment revenue	Interest	161	388
	Total	161	388
Revenue Item	Analysis	This Year	Last Year
Sponsorship and Advertising		5550	13,053
	Total	5,550	13,053
Revenue Item	Analysis	This Year	Last Year
Grants, donations and subsidies		145964	224,067
	Total	145,964	224,067
Revenue Item	Analysis	This Year	Last Year
Other revenue	Sundry income	19838	20,989
	Koha and donations received	28371	44,748
	Refreshment sales	4201	6,483
	Commission on Artists' sales	5497	2,358
	Handling fee on Agents' sales	1,380	495
	Total	59,287	75,073

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2021

Note 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	9470	112842
	Bluesky Community Trust	2000	4261
	Creative Communities NZ - Waikato	7500	0
	Waikato District Council - Creative Space Alarm System	4063	13297
	Waikato District Council - Wellbeing Trust	9000	20000
	Waikato District Council - Discretionary Fund	3000	0
	Chartwell Charitable Trust	0	4200
	Raglan Town Hall Committee	829	8082
	COGS	12000	14000
	Trust Waikato	15000	15000
	Creative Waikato	1000	0
	Southern Trust	7500	20000
	Raglan Lions Club	4000	6515
	WEL Energy Trust	10000	10000
	Ministry of Social Development - Wages subsidy	56258	0
	MSD - Community Capability & Resilience Fund	4818	0
	SuperValue Raglan	200	600
	St Lazarus Trust	11826	0
	Raglan Community Board	3500	0
	Anonymous donor		889
	NZ Lottery Grants Board	10404	0
	National Services Te Paerangi	1260	0
	Norah Howell Trust	0	2500
	Meridian Energy		2,240

Raglan Community Arts Council
Notes to the Performance Report
For the year ended
31 March 2021

Note 2 : Analysis of Expenses

Expense Item	Analysis	This Year \$	Last Year \$
Workshop and events	Workshops and Events	23,215	51,222
	Total	23,215	51,222

Expense Item	Analysis	This Year \$	Last Year \$
Volunteer and employee related costs	Wages and salaries	81400	98,729
	Kiwi Saver - employer contribution	2029	1,339
	ACC Premiums	614	419
	Social events, gifts	915	548
	Staff training and expenses	920	3,434
	Total	85,878	104,469

Expense Item	Analysis	This Year \$	Last Year \$
Overheads and consumables	Venue hire	7106	11,057
	Power	3371	4,180
	Rent and rates	1095	1,735
	Telephone and internet	2179	1,791
	Printing and stationery	3145	7,323
	Freight and postage	588	256
	Bank fees	554	419
	Charities Services fee, Legal and Licence expenses	929	594
	Accounting and audit fees	500	1,720
	Insurance	4931	2,464
	Total	24,398	31,539

Expense Item	Analysis	This Year \$	Last Year \$
Payment to Artists for items sold	Customers reimbursed for items sold RCAC events	19371	14,899
	Customers reimbursed for items sold Non RCAC events	13255	12,637
	Total	32,626	27,536

Expense Item	Analysis	This Year \$	Last Year \$
Repairs and maintenance	Equipment Repairs and Maintenance	2092	1,359
	Buildings Repairs and Maintenance	3013	13,979
	Grounds Repairs and Maintenance	1642	1,972
	Cleaning Buildings - Labour and Supplies	1042	1,927
	Replacements	911	1,132
	Total	8,700	20,369

Expense Item	Analysis	This Year \$	Last Year \$
Other expenses	Advertising and Marketing	7547	10,185
	Refreshment purchases	1935	3,479
	Xero Cloud Accounting Services	1282	1,154
	General expenses	6384	3,680
	Koha/Donations paid	44	5,257
	Subscriptions paid	68	25
	Kitchen expenses	4351	6,058
	Equipment lease and hire	1591	1,968
	Event Prizes - Film Festival and Art2Wear (biennial)	0	3,750
	Grants and Scholarships paid	0	0
	Total	23,202	35,556

Expense Item	Analysis	This Year \$	Last Year \$
Depreciation expenses	Depreciation expense	3687	3,909
	Total	3,687	3,909

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2021

Note 3 : Analysis of Assets and Liabilities

Asset Item	Analysis	This Year	Last Year
Bank accounts and cash	Business on call account	\$ 23421	\$ 2,830
	Notice Saver account	58359	23,317
	Petty Cash	600	600
	Accounts receivable	7103	3,367
	Total	89,483	30,114

Asset Item	Analysis	This Year	Last Year
Debtors and prepayments		\$ -	\$ -
	Total	-	-

Asset Item	Analysis	This Year	Last Year
Inventory		\$ -	\$ -
	Total	-	-

Asset Item	Analysis	This Year	Last Year
Other current assets		\$ -	\$ -
	Total	-	-

Asset Item	Analysis	This Year	Last Year
Investments		\$ -	\$ -
	Total	-	-

Asset Item	Analysis	This Year	Last Year
Other non-current assets	Term Deposit	\$ -	\$ -
	Total	-	-

Liability Item	Analysis	This Year	Last Year
Creditors and accrued expenses	Refundable key deposits	\$ 38	\$ 908
	Income received in advance	5704	7,693
	Accounts payable	3734	3,517
	GST	1,853	
	Total	11,329	12,118

Liability Item	Analysis	This Year	Last Year
Employee costs payable		\$ -	\$ -
	Total	-	-

Liability Item	Analysis	This Year	Last Year
Unspent donations and grants with		\$ 27664	\$ 10,359
	Total	27,664	10,359

Liability Item	Analysis	This Year	Last Year
Other current liabilities		\$ -	\$ -
	Total	-	-

Liability Item	Analysis	This Year	Last Year
Loans		\$ -	\$ -
	Total	-	-

Liability Item	Analysis	This Year	Last Year
Other non-current liabilities		\$ -	\$ -
	Total	-	-

Raglan Community Arts Council

Notes to the Performance Report

For the year ended
31 March 2021

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*	612,286	55,856			668,142		
Motor Vehicles*	-				-		
Furniture and fixtures*	362			107	255		
Kitchen Equipment	3,964			577	3,387		
Computers (including software)*	2,010			892	1,118		
Arts Equipment	6,618	14,826		2,111	19,333		
Heritage assets	-				-		
Total	625,240	70,682	-	3,687	692,235		

Last Year					
Asset Class*	Opening Carrying Amount*	Purchases	Sales/Disposals	Current Year Depreciation and Impairment*	Closing Carrying Amount*
Land*				-	-
Buildings*	394,339	217,947			612,286
Motor Vehicles*	-				-
Furniture and fixtures*	469			107	362
Kitchen Equipment	4,234	308		578	3,964
Computers (including software)*	1,942	873		805	2,010
Arts Equipment	9,037			2,419	6,618
Heritage assets	-				-
Total	410,021	219,128	-	3,909	625,240

Significant Donated Assets Recorded - Source and Date of Valuation*

Significant Donated Assets - Not Recorded*

This Year				
Description*	Capital Contributed by Owners or Members*	Accumulated Surpluses or Deficits*	Reserves*	Total*
Opening Balance	213,271	414,390	-	627,661
Capital contributed by owners or members*				-
Capital returned to owners or members*				-
Surplus/(Deficit)*		115,063		115,063
Distributions paid to owners or members*		-		-
Transfer to Reserves*				
Transfer from Reserves*				
Closing Balance	213,271	529,453	-	742,724

Breakdown of Reserves		Actual*	Actual*
		This Year	Last Year
Name*	Nature and Purpose*	\$	\$
Total		-	-

Raglan Community Arts Council**Notes to the Performance Report**

For the year ended
31 March 2021

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 2021, 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 2021 and its financial performance for the year ended on that date.

Richard Thomson
20 August 2021



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PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Raglan Community Arts Council

Contact person (for group):

Shona Butchart, Raglan Old School Arts Centre Administrator

Street address/PO Box:

██████████ St

Suburb:

Raglan

Town/City:

Postcode:

3225

Country:

New Zealand

Email:

██████████@raglanartscentre.co.nz

Telephone (day):

██████████

All correspondence will be sent to the above email or postal address

Name on bank account:

Raglan Community Arts
Council

GST number:

55 079 161

Bank account number:

██████████00

If you are successful, your grant will be deposited into this account

Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:

☒

Detail:

Māori:

☒

Detail:

Pacific Peoples:

☐

Detail:

Asian:

☐

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:

☒

No:

☐

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long.

How did you hear about the Creative Communities Scheme? (select **ONE** and mark with an X)

☒

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☐

Word of mouth

☐

Other (please provide

PART 2: PROJECT DETAILS

Project name: After school young artist workshops Term 3/Term 4 2022

Brief description of project:

Four after school programmes combining storytelling, printing, colour theory, drawing/painting and sculpture for children age 5-12

Project location, timing and numbers

Venue and suburb or town:	Raglan Old School Arts Centre, 5 Stewart St		
Start date:	1 August 2022	Finish date:	15 December 2022
Number of active participants:	40+		
Number of viewers/audience members:	80+		

Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

- ☐ **Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities
- ☐ **Diversity:** Support the diverse artistic cultural traditions of local communities
- ☒ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

Artform or cultural arts practice: (select **ONE** and mark with an X.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Craft/object art | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Music | <input type="checkbox"/> Ngā toi Māori |
| <input type="checkbox"/> Pacific arts | <input type="checkbox"/> Multi-artform (including film) | <input type="checkbox"/> Theatre |
| <input checked="" type="checkbox"/> Visual arts | | |

Activity best describes your project? (select **ONE** and mark with an X)

- | | |
|---|---|
| <input type="checkbox"/> Creation only | <input type="checkbox"/> Presentation only (performance or concert) |
| <input checked="" type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (exhibition) |
| <input type="checkbox"/> Workshop/wānanga | |

Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

1. The idea/Te kaupapa: What do you want to do?

Provide after school art classes for Tamariki and Rangatahi. Support and encourage young artists in Whaingaroa to develop their creativity using various art mediums via collage, sculpture, print and painting techniques.

2. The process/Te whakatutuki: How will the project happen?

Two art work streams after school with Term 3 and Term 4 as outlined below:

Term 3 Theme: Bee Friendly 3.30pm – 5pm Mondays 1 August – 19 September 2022 and Thursdays 3 August – 21 September 2022.

This theme is an adaptation of our Term 4 2021 theme “Life in the Garden”. Due to lockdown, we were unable to run classes in Term 4 2021. This theme was very popular and we received requests from families who had booked in to run a similar theme in 2022.

Over 8 weeks students will learn about bees and the role they play in food sustainability, how to care for them and attract them and connect this learning to their creativity,

Local beekeeper Jacqueline Anderson will visit the class in week two to talk about her passion for bees, the benefit bees bring to our food security and how we care for bees – a multi-sensorial experience that will include investigating the smells, sounds and tastes of a bee-keeper’s work. We will especially look to learn from Jacqueline about how bees react to colours and environmental factors. We will take a trip outside to find material for our observational drawing of plants and flowers, and consider how bee-friendly our close environment is.

The Old School has two raised beds which will be available for students (one per class) to plant with bee-friendly flowers. This is an opportunity to play with colour theory and design – we will use seedlings in order to increase the chance that plants will flower during the term but also plant seeds in pots that can be observed over the course of the workshop then taken home for a continuing connection with the kaupapa.

The class will then work with clay to create a bee watering-station for their home garden using attractive colours and design inspired by their observation of plants and flowers and informed by their knowledge of bees – no matter where you live, a bee-watering station will be appreciated!

Students will learn how to evenly roll out the clay to the thickness they desire using a rolling pin and 2 wooden guide sticks. They will learn how to use a mould to create a basic shape, how to use pinch work to create decorative elements and how to score and slip to apply these decorative elements to the basic form. Their creations will be decorated with slip and after bisque firing clear glazes will be applied before final glaze firing takes place, creating a long-lasting and useful piece.

Our final celebration and exhibition of our creations will include the Raglan Old School Arts Community as well as families and friends – our young artists will take their watering-stations and potted plants home but our beautiful blooming bee-friendly garden will be a gift to all.

Term 4 Theme: Setting the Christmas Scene 3.30pm – 5pm Mondays 17 October – 12 December 2022. Thursdays 19 October – 14 December 2022.

Throughout this term we will focus on Christmas as a culturally important festival for many families, regardless of their religious beliefs. Students will share their personal experiences and family traditions through diverse cultures and learn about other experiences and traditions.

As well as learning about other traditions, we will consider Christmas celebrations through time and how our culture, experiences and values have changed. This includes what decorations and gift traditions have been used, and the need to ensure our celebrations are sustainable as well as joyful.

As part of this consideration we will explore creating our own cards, gift tags and wrapping paper using paint and printing techniques with upcycled materials for a waste-free and personally meaningful celebration.

Young artists will plan, sketch and create a miniature clay scene representing what Christmas means to them – not just the prevailing symbols of snowmen, santa etc.

As making clay figures is technically demanding we will consider how their chosen items/beings can be stylised and what elements of shape and colour are retained to keep them recognisable. Younger students may prefer to create a tile – in this way all levels of skill can be catered for. Tools both clay-specific and repurposed will be introduced as a way of adding detail and texture.

We will also make hanging decorations on the same personalised theme as their miniature scene which can be displayed inside or outside the home. In creating the hanging decorations we will focus on adding texture to their work as well as shape and colour.

At the end of term we will stage an exhibition and celebration for family, friends and community.

3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Each term will involve 20 students per term with 40 young artists participating over the two terms. 'Bee Friendly' will have a community guest speaker with extensive knowledge of bee-keeping. Art tutors and additional helping hands to ensure child/adult ratio compliance is maintained. An exhibition will take place in week 8 end of term, which will involve whānau, tutors and friends. We have an anonymous community donor who sponsors two placements (four in total) over the two terms. Selection of our four placements involves the local school community social workers who put us in contact with the caregivers of young artists who wish to participate in our art workshops to enable registration to take place.

- 4. 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 and community advisors, which include mentoring and sharing knowledge of art, nature and cultural aspects. The workshops provide an all-inclusive, accessible and safe creative environment for children to create art based on relevant art themes celebrating diversity and te taiao.

298

5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered?	Yes	<input checked="" type="checkbox"/>	Do NOT include GST in your budget
	No	<input type="checkbox"/>	Include GST in your budget

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Tutor fees	Athene Jensen and Pauline McAllister - art tutors @ \$25/hour 24 hours per workshop, 2 workshops per term, 4 workshops total = 96 hours	\$2,400.00
Adult assistance	Helping hand tutor koha 32 x \$20	\$640.00
Venue hire	Raglan Old School community hire rate 32 bookings at community rate	\$834.80
Materials	Glazes, clay, power, paint, paper, pencils	\$1126.02
LGL database and website	Developing online form, creating website content 20 hours @ \$25	\$500
Registrations	Processing registrations & payments, communication with caregivers and school 20 hours @ \$25	\$500
Programme planning	Tutor meetings, program planning and content 5 hours @ \$25 (2 terms)	\$125.00
Marketing	Social media, FB, mail chimp, graphic design poster, newspaper advertising 5 hours @ \$25 (2 terms)	\$125.00
Food	Healthy after-school snack to support learning - \$5 per week	\$80
Total Costs		\$6330.82
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Participant contribution	Student fees 5 students per class = 20 students total @ \$82.61 each	1652.20
Participant contribution	Student fees 4 students per class = 16 students total @ sibling rate \$73.91 each	1182.56
Sponsored places	Targeted donation to support fees-free attendance for 1 student per class = 4 students total	380.00
Art sale	Sales of art work by contributing students – 2 totem poles @ \$304.35	608.70
Volunteer support – expert	Local beekeeper advice and talk given to young artists – 2 hours	\$0
Volunteer support – kiln	RCAC member time – 2 hours	\$0
Volunteer support –	RCAC member time – 2 hours per tutor, 4 hours total	\$0

PROJECT DETAILS (budget)²⁹⁹

mentoring new tutors		
Seasonal fruit	Koha from RCAC members and young artist whaanau of homegrown feijoas, oranges etc when available	\$0
Total Income		\$3823.46
Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$2507.36
Amount you are requesting from the Creative Communities Scheme		\$2507

PROJECT DETAILS (budget)³⁰⁰

Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programs).

Date applied	Who to	How much	Confirmed/ unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
18/07/20	2020 H2 Preschool to Youth	\$1,000	Yes
18/07/20	2020 Art to Wear	\$5,000	Yes
29/04/21	2021 Raglan Arts Weekend - deferred to Easter 2022 - Covid	\$2,000	No - project not yet completed
29/04/21	2021 Raglan Film Festival	\$3,260	Yes
15/10/21	2021 T1/T2 after school multi media workshop series	\$1,500	Yes
29/04/21	2021 T3/T4 after school multi media workshop series (T4 cancelled due to Covid)	\$1,200	Yes

Important Other financial information

Groups or organisations must provide the relevant audited accounts or income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy

Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

PART 3: DECLARATION³⁰¹

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- ☒ Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ Return any unspent funds
- ☒ Keep receipts and a record of all expenditure for seven years
- ☒ Participate in any funding audit of my organisation or project conducted by the local council
- ☒ Contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ Acknowledge CCS funding at event openings, presentations, or performances
- ☒ Use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- ☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name Shona Butchart, Raglan Old School Arts Centre Administrator

(Print name of contact person/applicant)

Sign

(Applicant or arts organisation's contact person)

Date: 28/02/22

Quote

Date...14/02/2021

Tutor	Athene Jensen		
Address:	111 Greenslade Road Raglan		
TO:	Raglan Community Arts Council		
Address:	5 Stewart St, Raglan		
Description of goods or services	Qty	Rate	Amount
After-school Arts classes term 3			
Wednesday class			
Class Time: 8 classes 3pm till 5pm inc 30 mins prep	20hrs	\$25	\$500
Kiln firing bisque/glaze load/unload	2 hrs	\$25	\$50
Planning	2 hrs	\$25	\$50
After-school arts classes term 4			
Wednesday class			
Class Time: 8 classes 3pm till 5pm inc 30 mins prep	20hrs	\$25	\$500
Kiln firing bisque/glaze load/unload	2 hrs	\$25	\$50
Planning	2 hrs	\$25	\$50
Total			\$1200.00

HELPING HAND Assistant:**16 classes @ \$20 = \$320**

Quote

Date...14/02/2021

Tutor	Pauline McAllister		
Address:	46 Whaanga Road Raglan		
TO:	Raglan Community Arts Council		
Address:	5 Stewart St, Raglan		
Description of goods or services	Qty	Rate	Amount
After-school Arts classes term 3			
Monday class			
Class Time: 8 classes 3pm till 5pm inc 30 mins prep	20hrs	\$25	\$500
Kiln firing bisque/glaze load/unload	2 hrs	\$25	\$50
Planning	2 hrs	\$25	\$50
After-school arts classes term 4			
Monday class			
Class Time: 8 classes 3pm till 5pm inc 30 mins prep	20hrs	\$25	\$500
Kiln firing bisque/glaze load/unload	2 hrs	\$25	\$50
Planning	2 hrs	\$25	\$50
Total			\$1200.00

HELPING HAND Assistant:**16 classes @ \$20 = \$320**



QUOTE

After School Art Classes

Date
28 Feb 2022

Expiry
30 May 2022

Quote Number
QU-0021

Reference
Shona - room hire

GST Number
55-079-161

Raglan Community Arts
Council Inc.
5 Stewart Street
Raglan 3225
Waikato
NEW ZEALAND

After School Arts Classes

Room hire Term 3 & Term 4 2022

Description	Quantity	Unit Price	Amount NZD
Room Hire Term 3 2022 - Mondays 3pm - 6pm 1/08, 8/08, 15/08, 22/08, 29/08, 5/09, 12/09, 19/09	8.00	30.00	240.00
Room Hire Term 3 2022 - Wednesdays 3pm - 6pm 3/08, 10/08, 17/08, 24/08, 31/08, 7/09, 14/09, 21/09	8.00	30.00	240.00
Room Hire Term 4 2022 - Mondays 3pm - 6pm 17/10, 31/10, 7/11, 14/11, 21/11, 28/11, 5/12, 12/12	8.00	30.00	240.00
Room Hire Term 4 2022 - Wednesdays 3pm - 6pm 19/10, 26/10, 2/11, 9/11, 16/11, 23/11, 30/11, 7/12	8.00	30.00	240.00
INCLUDES GST 15%			125.20
TOTAL NZD			960.00

Raglan Community Clay Shed
Supplier of Clay and Art Materials to the Raglan Community
5 Stewart St
Raglan 3225
Clay Shed Coordinator Susanne Giessen-Prinz - 0274290480

Multimedia Tamariki Afterschool Workshop Term Three and Term Four 2022

Quote for Materials Valid till 14.08.2022

Based on 10 children per class, 2 classes per term

Item	Quantity	Unit cost exc GST	Total
Bags of Clay	6	\$26.09	\$156.54
Firing costs	3	\$104.35	\$313.05
Special child-safe paintable glazes	6	\$86.96	\$521.76
Total exc. GST			\$991.35
GST			\$148.70
Total inc. GST			\$1140.05

Your Order Details

\$134.67
Plus GST - \$20.20
Total - \$154.87

 Being Entered

Order Details

Order Date: 24/02/2022
Warehouse Code: BOAH (Auckland
DC Highbrook)

Delivery Address

Fas Student Acrylic Paint 1L Cobalt Blue
Code: 2507234

✓ In Stock

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	EACH	\$14.60	\$14.60	\$0.00

Fas Student Acrylic Paint 1L Warm Yellow
Code: 2507323

✓ In Stock

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	EACH	\$14.60	\$14.60	\$0.00

Fas Student Acrylic Paint 1L Cool Red
Code: 2507226

✓ In Stock

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	EACH	\$14.60	\$14.60	\$0.00

Fas Student Acrylic Paint 1L Deep Green
Code: 2507269

✓ In Stock

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	EACH	\$14.60	\$14.60	\$0.00

Fas Student Acrylic Paint 1L Black
Code: 2507293

✓ In Stock

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	EACH	\$6.90	\$6.90	\$0.00

307

Fas Student Acrylic Paint 1L White

Code: 2507307

✓ **In Stock**

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	EACH	\$14.60	\$14.60	\$0.00

OfficeMax Plastic Assorted Colours Pencil Sharpener 2 Holes

Code: 1137891

✓ **In Stock**

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
2	EACH	\$1.56	\$3.12	\$0.00

OfficeMax Coloured Pencils, Pack of 12

Code: 1950592

✓ **In Stock**

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
5	PACK	\$5.03	\$25.15	\$0.00

OfficeMax HB Lead Pencils, Pack of 20

Code: 2641666

✓ **In Stock**

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	PACK	\$18.86	\$18.86	\$0.00

Das Woodpigeon Artist Pad A4 110gsm 60 Leaves

Code: 2423324

✓ **In Stock**

Order Qty	Unit Description	Item Price	Line Price	Shipped Amount
1	EACH	\$7.64	\$7.64	\$0.00

Subtotal (ex GST)	\$134.67
Plus GST	\$20.20
Total (inc GST)	\$154.87



QUOTE

After School Art Classes

Date

8 Mar 2022

Expiry

8 Jun 2022

Quote Number

QU-0022

GST Number

55-079-161

Raglan Community Arts
Council Inc.

5 Stewart Street

Raglan 3225

Waikato

NEW ZEALAND

Work to be undertaken by old school Arts Centre employee @ \$25 per hour

Description	Quantity	Unit Price	Amount NZD
Registration database/online form programming, website work	20.00	25.00	500.00
Processing registrations and communications	20.00	25.00	500.00
TOTAL NZD			1,000.00

PART 1: APPLICANT DETAILS³⁰⁹

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Raglan Community Arts Council

Contact person (for group):

Rodger Gallagher

Street address/PO Box:

5 Stewart St

Suburb:

Raglan

Town/City:

Postcode:

3225

Country:

New Zealand

Email:

██████████@e.co.nz

Telephone (day):

██████████ 43

All correspondence will be sent to the above email or postal address

Name on bank account:

Raglan Community Arts
Council

GST number:

55 079 161

Bank account number:

38 9018 0232468 00

If you are successful, your grant will be deposited into this account

Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:

☒

Detail:

Māori:

☒

Detail:

Pacific Peoples:

☒

Detail:

Asian:

☒

Detail:

Middle Eastern/Latin American/African:

☐

Detail:

Other:

☐

Detail:

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:

☒

No:

☐

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long.

How did you hear about the Creative Communities Scheme? (select **ONE** and mark with an X)

☐

Council website

☐

Creative NZ website

☐

Social media

☐

Council mail-out

☐

Local paper

☐

Radio

☐

Council staff member

☐

Poster/flyer/brochure

☒

Word of mouth

☐

Other (please provide

PART 2: PROJECT DETAILS

Project name: Creative Raglan Strategic Planning Workshop

Brief description of project:

To hold a community workshop and develop the Creative Raglan Strategic Plan for the next 5 years.

Project location, timing and numbers

Venue and suburb or town: Raglan Old School Arts Centre, 5 Stewart St

Start date: 1 May 2022 Finish date: 30 August 2022

Number of *active* participants: 50+

Number of viewers/audience members: 624 / 344

Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

☒ **Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities

☐ **Diversity:** Support the diverse artistic cultural traditions of local communities

☐ **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

Artform or cultural arts practice: (select **ONE** and mark with an X.)

<input type="checkbox"/> Craft/object art	<input type="checkbox"/> Dance	<input type="checkbox"/> Inter-arts
<input type="checkbox"/> Literature	<input type="checkbox"/> Music	<input type="checkbox"/> Ngā toi Māori
<input type="checkbox"/> Pacific arts	<input checked="" type="checkbox"/> Multi-artform (including film)	<input type="checkbox"/> Theatre
<input type="checkbox"/> Visual arts		

Activity best describes your project? (select **ONE** and mark with an X)

<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	

Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

1. The idea/Te kaupapa: What do you want to do?

Hold a community workshop to engage with the Whāingaroa community to gather ideas and information to develop the Creative Raglan Strategic Plan for the next 5 years.

2. The process/Te whakatutuki: How will the project happen?

The committee of Raglan Community Arts Council will develop updated themes for the Creative Raglan Strategic Plan.

The committee will then meet with the facilitator to plan the community engagement session. Then the community workshop will be held, led by the facilitator and committee members to gather ideas and information.

The committee will then consolidate those ideas into the new Creative Raglan Strategic Plan. When completed it will be approved by the committee and then used as the road map for Raglan Community Arts Council to follow and implement.

3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Raglan Community Arts Council has 344 members and 624 friends in a community of 6773 residents (Raglan, Around Raglan and Te Akau statistical areas). It represents practicing artists from many art forms: theatre, comedy, film, visual arts, crafts, clay arts, dance, textile arts and a vibrant creative market. Members range from 5 to 95 in age.

Similar creative community sessions were held in 2008 and 2013. The experience is that about 50 people attend.

Our facilitator is Dr Helen Ritchie. She is a respected Whāingaroa resident who is an acknowledged national expert on facilitation for community groups. Helen worked with us on developing both the 2008 and 2013 plans.

4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

By involving its members, friends and the Whāingaroa community it will deliver access to all allowing participation in preparing the plan which when as it is implemented will increase access and participation.

The 2008 and 2013 plans have guided the Raglan Old School Arts Centre and the management committee of Raglan Community Arts Council in building capacity and capability so that access and participation is increased.

The attached 2013 Creative Raglan Strategic Plan with 'green ticks' shows that all projects developed from community input in 2013 have been completed.

The new 2022 plan will have the same benefits of once again increasing and improving capacity, capability access, and participation so the broader community benefits.

PROJECT DETAILS (budget)

5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered?	Yes	<input checked="" type="checkbox"/>	Do NOT include GST in your budget
	No	<input type="checkbox"/>	Include GST in your budget

Project costs	Write down all the costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item <i>eg hall hire</i>	Detail <i>e.g. 3 days' hire at \$100 per day</i>	Amount <i>e.g. \$300</i>
Facilitator Fee	As per quote – briefing, liaison, design, prep., facilitate session	675.00
Venue hire	Raglan Old School one day at community hire rate \$60 less GST	52.17
Materials	Paper, markers, etc	50.00
Administration	Administrator – 5 hours at \$25	125.00
Programme planning	Volunteer time 30 hrs at \$25	750.00
Marketing	Social media, FB, mail chimp, graphic design poster, newspaper advertising 2 hours @ \$25	50.00
Total Costs		1702.17
Project Income	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
RCAC contribution	Volunteer time	750.00
RCAC contribution	Venue hire	52.17
RCAC contribution	Marketing and admin.	225.00
Total Income		1027.17
Costs less income	<i>This is the maximum amount you can request from CCS</i>	675.00
Amount you are requesting from the Creative Communities Scheme		\$675.00

PROJECT DETAILS (budget)³¹³

Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programs).

Date applied	Who to	How much	Confirmed/ unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
18/07/20	2020 Art to Wear	\$5,000	Yes
12/6/21	2021 Raglan Film Festival	\$3,260	Yes
15/10/21	2021 T1/T2 after school multi media workshop series	\$1,500	Yes
12/6/21	2021 Raglan Arts Weekend	\$2,000	No - Project deferred to Easter 2022 due to Covid
29/04/21	2021 T3/T4 after school multi media workshop series	\$1,200	Due to Covid - project partly completed
12/11/21	2022 T1/T2 after school multi media workshop series	\$2160	No

Important Other financial information

Groups or organisations must provide the relevant audited accounts or income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you need include your reserves statement or policy

Please send application to: funding@waidc.govt.nz

If you have any further questions, please contact funding@waidc.govt.nz
0800 492 452 - Lianne van den Bemd

PART 3: DECLARATION^{3|4}

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- ☒ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☒ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- ☒ Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- ☒ Complete the project within a year of the funding being approved
- ☒ Complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- ☒ Return any unspent funds
- ☒ Keep receipts and a record of all expenditure for seven years
- ☒ Participate in any funding audit of my organisation or project conducted by the local council
- ☒ Contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☒ Acknowledge CCS funding at event openings, presentations, or performances
- ☒ Use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☒ I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☒ I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- ☒ I/we understand that my/our name and details/photos about the project may be released to the media or appear in publicity material.
- ☒ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal

Name: Rodger Gallagher, Chairperson, Raglan Community Arts Council Inc.

(Print name of contact person/applicant)

Signed:



arts organisation's contact person)

Date: 16/02/22



Participatory Techniques Ltd

PO Box 29001
Wellington 6443
New Zealand
Ph +64 4 4791730
Ph +64 7 8257470
Fax +64 4 4791734
www.participatorytechniques.co.nz

QUOTE for Raglan Community Arts Council

Planning workshop for community (intended for July 2022)

We are pleased to present this quote for your consideration, to facilitate your session:

Briefing/ liaison time - 2 hrs

Design/ prep time - 2 hrs

Session facilitation (including set-up and pack-down) – 5 hrs

TOTAL TIME 9hrs at \$75 = \$675 + GST

No travel cost as this is a local event.

Assumes RCAC will supply venue, materials/ stationery and refreshments, and will do write-up of notes following the session.

Thank you


Helen Ritchie

Helen Ritchie

Dr Helen Ritchie

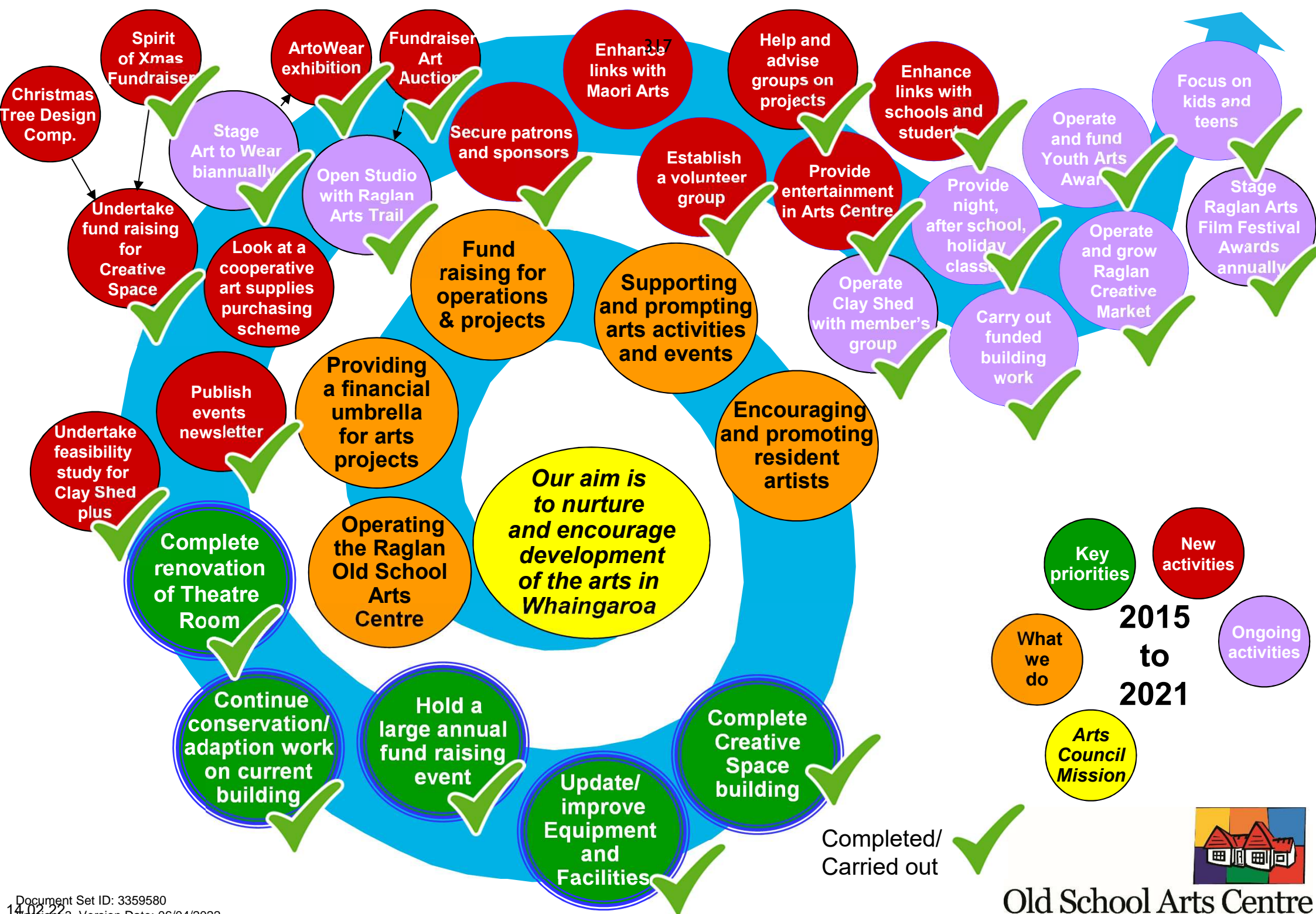


PO Box 104 Raglan
Tel 64 7 8257470
Mob 021 0761221
Email helen@facilitate.co.nz

Helen Ritchie is an experienced facilitator and researcher with a background in community and environmental projects. She has led several action research projects about engaging rural communities in environmental management and conservation.

She has been involved in the design and delivery of facilitation training for community members, local and central government staff, and the Enviroschools programme. Her own facilitation and research practice is focused on environment, agriculture and development issues. It includes helping groups and agencies with strategic planning, community involvement and adult learning.

Helen is an authorised trainer for the Technology of Participation Facilitative Leadership Program through the Institute of Cultural Affairs (Australia).



Reserves Policy:

Most money held is tagged. It is either held for a specific purpose (Creative Communities Scheme, COGS, Aotearoa Gaming Trust and WEL Energy Trust) or held on an umbrella basis for groups such as Clay Shed, Art to Wear, Raglan Film Festival, Raglan Arts Weekend, or the Youth Arts Fund. At this time, we also have some residual covid support funding which will be used soon.

We are holding a donation for installing a lift in the Creative Space building. The operational funding grant from COGS Waikato will be used in the coming months. Some money is held for operational purposes/ current liabilities such as annual leave provision, income/expenditure fluctuations and for PAYE/ GST.

15th February 2022