

# Creative Communities Scheme (CCS) Application Guide

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## How to fill out the application form

This guide will help you complete the *Creative Communities Scheme (CCS) Application Form*. All parts of the application form need to be completed.

Our CCS brochure *Funding for Local Arts* tells you what we can and cannot fund. If you have not read this brochure read What CSS can fund on page 10 of this guide before you complete the form.

If you have more questions please contact your local CCS administrator.

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### 1 Applicant details

#### **Full name of applicant:**

This is the name of the group, the organisation or person applying for funding. They will be responsible for the funding if the application is successful.

#### **Contact person:**

If you are applying as a group enter the name and contacts details of the person who is responsible for this application.

#### **Address, phone and email:**

Your local CCS administrator may need to contact you about your application and will let you know in writing if you have been successful or not.

#### **Ethnicity:**

Put an X in the box that best fits your group or you as a person. For example: if you are Samoan, mark the Pacific Island box with an X and then enter Samoan.

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## 2 Project details

Insert your project name and a brief description of the project. Select the funding criteria that is the project's main focus. See page 10 of this guide.

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## 3 The idea/He aha te kaupapa

### Describe your project including:

- > what you want to achieve
- > who you will be working with
- > why the funding is needed.

### Here is an example of a good project description:

The Otarere Hall Restoration Group want to work with local youth and local, professional, Māori and Pākehā artists to make art works which tell the stories of the Otarere community. The art works will be made by young people with advice from the professional artists.

The Otarere community is isolated. People meet at the school, Te Aroha marae and the pub. The Otarere Hall has been unused for many years but will re-open in December.

Otarere's population is getting smaller each year with families leaving the area. There is little out-of-school activity. This project will give the young people something to do and build their connection with the town and community hall.

The art works will combine traditional European and Māori arts including embroidery, tukutuku, oil painting, whakairo and kōwhaiwhai – symbolising the bi-cultural history of the area. The finished works will be hung in the hall once the restoration is completed in December.

Funding is needed to cover one quarter of the professional artist fees and some materials.

This example describes the overall idea, what the result of the project will be, some of the artistic goals and why the funds are needed.

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## 4 The benefit/He aha ngā hua

Now you need to explain how this project will benefit your community.

**Here is an example using the Otarere Hall project:**

Young people will:

- > get to work with and learn from local artists
- > learn to express themselves through their art
- > have something constructive to do during the school holidays
- > learn the stories of the local community and their families and be able to pass these stories to other people. This will strengthen their understanding of who they are and where they come from.

The artists will have an opportunity to share their knowledge and to become known in the community. The project will also bring the community together for the opening of the hall.

If your project has happened before you may need to show how the project is growing and developing. For example:

- > Will the activity involve more people this time?
- > How will it encourage new people to take part?
- > What new things are happening?
- > Are there any new partners or groups involved in the project?

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## 5 The process/Pehea te whakatutuki

**Where will your project take place?**

Name the venue and include the cost for hiring. If you have not confirmed a venue say where you hope your project will take place and a back-up if that venue is not available.

## When will your project take place?

Keep in mind the dates your council has set for when projects must start and be completed. These are on the front of the application form. If part of your project has already started, be clear about what you are seeking funding for. For example, your project may be a rehearsal and performance, the rehearsals may have already started but you are seeking support for the cost of the performance. You cannot be supported for activity which has already started.

## How will the project happen?

Explain the key stages of your project and how it will be carried out.

## Here is an example using the Otarere Hall project:

**Where:** Otarere Hall, Otarere

**When:** July – December

**How:** The art work will be made from July to November and the final work installed in the hall in December. All workshops and making will take place at the hall in the dining area, which is free-of-charge.

### **Timeline:**

- > July school holidays – the young people (supported by the local youth worker and artists) will have a two week workshop at the hall to research the stories of Otarere. This will include interviews, on-line research and sharing stories from their own families. From this they will choose who will work on each art work and what the art work will be about.
- > August/September – the young people will meet weekly with the artists to learn the different traditional art techniques.
- > October school holidays – the young people will work with the artists (and youth worker) to design and make the art work.
- > November – the artists and young people will complete the art works in the evenings and weekends as needed.
- > December – the works will be installed and followed by an opening.

## 6 The people/Ko wai ngā tāngata

### Who are the key people involved in your project?

Include who will be helping you to make the project happen and who your audience or participants will be.

For the project leaders – briefly describe what their role will be and their relevant experience. You can include a brief biography or attach a small CV to the application.

### Here is an example using the Otarere Hall project:

There will be at least 20 young people aged 12 to 18 who will be involved in the project. Ten young people have already committed to the project but we expect more to be involved as people hear about it. The project will be open to all high school age young people but they need to make a commitment to the whole project.

Four artists have been selected from the local community. They have experience of teaching and leading community projects. Please see the attached artist biographies and letters of support/commitment from these artists.

The young people will be supported by the local youth worker and parents. The youth worker will coordinate the project with support from the Otarere Hall Restoration Project (please see attached youth worker biography).

### A couple of things to consider:

- > Have you made it clear in your application that the people involved have the skills and time to make the project happen?
- > If you are doing a project with another organisation or group is it clear in your application who is responsible for what?

### Estimated number of active participants:

Write down the number you expect to participate in the project activity. For example, if you were running three workshops and expect 15 people to come to each workshop the number is 45.

### Estimated number of attendees:

For example, a play by a local theatre group at a theatre with 100 seats might get an audience of 80.

If your funding application is successful you will need to give the actual number of participants and audience members in your project completion report.

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## 7 The budget: He pūtea

See page 12 for what costs you can and cannot apply for.

### Project costs:

Enter **all** the costs for your project. Provide detail so the assessors can understand how you have calculated your costs.

### For example:

Artist fees: 60 hours @ \$40/hour x 4 artists = \$9,600

Materials: 2 x 10mm plywood sheets @ \$50 each = \$100

Venue hire: 3 days preparation time @ \$100/day and 6 days performance @ \$200/day = \$1,500

You should attach detailed quotes for important items. This will help the assessors understand your budget.

If you have costs that can't be covered by CCS (for example, catering) you should still include these costs in your budget. However you will need to have enough income from sources other than CCS to cover these costs.

### Project income:

Enter all the income for your project. Be realistic about what income you can get.

If you include the value of a discount as part of your income you will need to show the full cost (before the discount) of the item in your project costs.

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## 8 Artform, activity and cultural traditions

### Definitions of artforms

#### Combined arts:

Includes activities and events that combine or feature two or more art forms. Examples are a project that combines music and visual arts or a festival that features performances and workshops in a range of different art forms.

#### Craft/Object art:

Includes traditional and contemporary practices, for example ceramics, glass, jewellery, pottery, lace-making, embroidery, rāanga, taniko, tapa making, textiles, tivaevae, typography, weaving, woodwork and metalwork.

**Dance:**

Includes forms of dance that clearly have an arts and cultural focus rather than aerobics or fitness. Examples include ballet, tap, jazz, tango, traditional highland dancing, hiphop, classical Indian dance, Pacific dance and Khmer dance.

**Film:**

Includes animation, dance film, documentary film, experimental film, feature film, short film, and moving-image art projects.

**Literature:**

Includes activities that relate to the creation, presentation and/or appreciation of all literary genres, for example, poetry readings, poetry slams, local storytelling, writers' and readers' events, creative writing workshops.

**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, such as whaikōrero, haka, karanga and whakapapa recitation, waiata mōteatea, pao and kōrero paki
- > heritage material artforms, such as toi whakairo (carving), tukutuku (wall decoration), kōwhaiwhai (painted rafters), ngā mahi a te whare pora (weaving, textiles, basketry)
- > contemporary Māori arts activities that draw on traditional heritage artforms, fusing them with other elements and media to create innovative expressions of Māori cultural identity. Examples include theatre and contemporary dance productions, creative writing, songwriting, and photography.

**Music:**

Includes making music and performing music in all genres, such as traditional folk music, popular and rock music, instrumental, vocal, choral and orchestral music, and brass and pipe band music.

**Pacific arts:**

Arts activities that identify with the unique cultural perspectives of New Zealand's Pasifika communities, such as Samoan, Cook Island, Fijian, Tongan, Niuean, Tokelauan and Tuvaluan. 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, such as storytelling, chanting and oral history
- > heritage material artforms, such as woodcarving, weaving, tivaevae and tapa-making
- > contemporary Pacific arts activities that draw on traditional heritage artforms, fusing them with other elements and media to create innovative expressions of Pasifika cultural identities. Examples include theatre and contemporary dance productions, music, creative writing, songwriting and photography.

**Theatre:**

Includes pantomime, physical theatre, staged productions, clowning, traditional theatre, circus, puppetry, mask and other theatre forms.

**Visual arts:**

Can include drawing, painting, installation, kōwhaiwhai, photography, printmaking, sculpture, tā moko and typography.

## Definitions of activity types

**Creation only:**

For projects which focus on making an artwork but not performing or exhibiting in public. For example, a community weaving group, focusing on weaving, dyeing, textile weaving and up-cycling. Funding wanted for materials and venue costs.

**Creation and presentation:**

For projects which include both the creating and performing or exhibiting to the public. For example local youth crafting and painting life-size figures of the World Cup Teams to exhibit at the gateway of their town.

**Presentation only – for public exhibitions or performances:**

For example exhibition of work by a local water colour group or presenting a touring theatre work.

**Workshop:**

Any form of training. For example a wānanga in rāranga or a programme of contemporary dance workshops.



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## 9 Supporting material

It is useful to attach support material. It should be brief and may include:

- > examples of previous work undertaken by the individual or group, such as images, text or links to websites
- > letters of support and invitations – these should be from key people within your community who can speak about the benefits of the project or the skills of the people involved in the project, or confirm that an invitation has been issued.

Make sure you send **copies only** as they may not be returned.

Keep a copy of your original application. If you do receive a grant, your original application will be useful for filling out your completion report.

### Other sources of funding:

If your project has regional or national impacts and/or is at the leading edge of a particular art form you may wish to consider applying to one of Creative New Zealand's other funding programmes. See [www.creativenz.govt.nz/en/getting-funded](http://www.creativenz.govt.nz/en/getting-funded) for more information.

The Creative New Zealand website has a list of other funding options including crowd funding [www.creativenz.govt.nz/en/getting-funded/other-sources-of-funding](http://www.creativenz.govt.nz/en/getting-funded/other-sources-of-funding)

Fundview is an online search engine where you can find funding opportunities and resources for communities. Contact your local library or council to see if they provide access to this service. [www.fis.org.nz/products/fund-view/](http://www.fis.org.nz/products/fund-view/)

The Ministry of Culture and Heritage also has a search engine for possible funders [www.mch.govt.nz/funding-nz-culture/search-funding](http://www.mch.govt.nz/funding-nz-culture/search-funding) for other possible funders.

# What CCS can fund

## Can I get funding for my project?

To get funding through CCS your arts project **must do at least one of the following:**

**Participation: Create opportunities for local communities to engage with, and participate in local arts activities. For example:**

- > performances by community choirs, hip-hop groups, theatre companies or poets
- > workshops on printmaking, writing, dancing and other creative forms
- > exhibitions by local craft groups promoting weaving, pottery and carving
- > festivals featuring local artists
- > creation of a community film or a 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 local artist development.

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

- > workshops, rehearsals, performances, festivals or exhibitions in Māori or Pasifika heritage or contemporary art forms
- > workshops, rehearsals, performances, festivals or exhibitions by local migrant communities
- > arts projects bringing 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: Enable young people (under 18 years) to engage with, and participate in the arts. For example:

- > 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 is important to them
- > printing a collection of writing by young people
- > music workshops for young people
- > an exhibition of visual art work by young people.

## Your project must also:

- > take place within the city or district where the application is made
- > be completed within 12 months of funding being approved
- > benefit local communities
- > not have started or finished before CCS funding is approved
- > not have already been funded through Creative New Zealand's other arts funding programmes.

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## What types of projects can't get CCS funding?

- > Fundraising activities.
- > Developing galleries, marae, theatres or other venues or facilities (however new artworks as part of marae projects eg tukutuku, whakairo, whāriki and kōwhaiwhai are eligible. Marae facilities or restoration projects should be referred to the Lottery's Marae Heritage and Facilities Fund).
- > Local council projects.
- > Projects which are mainly focused around other areas e.g. health, education or the environment and that only have a very small arts component.
- > Arts projects in schools or other education institutions that are the core business of that institution or that are normally funded through curriculum or operating budgets.

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## Who can apply?

- > You must be an individual or group. Individuals must be New Zealand citizens or permanent residents.
- > If you have already received funding from CCS for a project, you must complete a report on that project before make another application, unless the project is still in progress.
- > If this project has already received funding from one of Creative New Zealand's other funding programmes you will not be able to also receive CCS funding for the same project.

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## What costs can I get support for?

- > Materials for arts activities or programmes.
- > Venue or equipment hire.
- > Personnel and administrative costs for short-term projects.
- > Promotion and publicity of arts activities.

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## What costs cannot be supported?

- > Ongoing administration or personnel costs that are *not* related to the specific project.
- > Costs for projects already started or completed.
- > Travel costs to attend performances or exhibitions in other areas.
- > Any food or refreshment costs.
- > Buying equipment, such as computers, cameras, musical instruments, costumes, lights or uniforms.
- > Entry fees for competitions, contests and exams.
- > Prize money, awards and judges' fees for competitions.
- > Royalties.
- > Buying artworks for collections.
- > Debt or interest on debt.

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## How much can I apply for?

There is no limit to how much you can apply for, but most CCS grants tend to be under \$2,000. Look at previously funded projects on your council website (or speak to your local CCS administrator) to get an idea of what sort of projects have been supported in the past and the average amount granted.

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## How often can I apply and how are decisions made?

Each area will run up to four funding rounds per year. Your application will go to an assessment committee of people from your area. They are appointed for their knowledge and experience of the arts and local communities.

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## Glossary

### **Arts:**

All forms of creative and interpretative expression (from the Arts Council of New Zealand Toi Aotearoa Act 2014).

### **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.

### **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.