How to Write a Good Application

Applicants Copy

Funding Criteria

Before you start your application make sure that you have read the guide to applicants.

Your project must meet one of the following criteria:

- ❖ Broad Community Involvement
- ❖ Diversity
- ❖ Young People

Check your Eligibility

Before you begin your application check you must meet **all** of the following requirements:

- Application must be from a group or individual
- You must be a New Zealand citizen or permanent resident
- If the applicant has previously received funding under the Creative Communities Scheme a satisfactory project report must be provided before any further applications can be considered

Eligible Projects

Must

- have an arts / creative cultural focus
- meet one of the funding criteria
- benefit local communities
- take place in (or benefit local communities in) the city or district
- not have already started before funding approved
- be completed within 12 months after funding has been approved
- not have already been funded by Creative New Zealand

Projects that could be supported

- Arts focused exhibitions, concerts, workshops
- Personnel costs and materials
- Artist development
- Arts promotion
- Community participation and engagement
- Support for arts of ethnic communities
- Projects focusing on young people
- Projects linked to other sectors

Projects that can't be funded

- Activities without an arts focus
- Projects within the scope of other sectors or organisations
- Facilities and capital items
- Competitions and prizes
- International events
- Some specific costs

Applicants Details
Filling out your application

Name:
Your name or the name of the organisation applying for funding

Address Details:
Your address or the address of the organisation applying to CCS

Ethnic Affiliation:
This is the ethnic affiliation of the applicant or group.
This is **NOT** the ethnic affiliation of the project.

Your Project

What is it that you want to do?

Write a short description about your project. Make sure that your project fits into the CCS criteria:

❖ What is it that you want to do?

❖ When and where will your project happen?

❖ Who is involved?

When and Where will the Project happen?

Write a short description about

❖ When and where will your project happen?

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Who is Involved

❖ Who is involved in your project?

❖ Does your project involve community participation – **how?**

❖ Does your project target a particular diverse group of people – **who?**

❖ Is your project a youth focused project?

How much are you requesting for your Project

❖ Enter the amount you are requesting to fund your project. You will need to provide a detailed budget (section 8 on the application form)

Which of the Funding Criteria are you applying under?

- Tick one of the following boxes;

❖ Broad Community Involvement

❖ Diversity

❖ Young People

Which of the following is your projects main art form?

AF –   Arts Festival
CR –   Craft/Object Art
DA - Dance
LT –   Literature
MU –   Music
NM - New Media
TH –   Theatre
VA –   Visual Arts

Which of the following best describes your project?

- COAW – Creation of Artwork
- CRPN – Creation and presentation of art work
- EXBN – Exhibition/Presentation
- PERF – Performance
- WORK - Workshop

What is the Cultural Tradition of your project?

- M – Māori
- PI – Pacific Island
- E – European
- A – Asian
- MELAA – Middle Eastern
- MC – Multi-cultural
- O – Other (please specify)

Money and Resources

GST

If you are **not** registered for GST you must provide budget figures that are GST **inclusive**

If you are GST registered you must provide budget figures that are GST **exclusive**

If you are GST registered you must provide your GST number

Successful applicants who are GST registered must submit a separate GST invoice

Budget
(Expenditure - A)

Enter all your project costs into the budget template.
Make your budget realistic and accurate.
These costs may include;

- ❖   Venue hire
- ❖   Promotion
- ❖   Equipment hire
- ❖   Personnel costs

Include copies of written quotes for **larger** amounts.

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Budget
(Income - B)

Enter all your project costs into the budget template

These may include;

- ❖ Ticket sales
- ❖ Other Grants
- ❖ Donations
- ❖ Your own contribution
- ❖ Existing funds

Other income associated with your project

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Budget
(Amount of Funding Requested)

How to work out the amount of funding you are requesting from CCS

The total cost of the project (A - expenditure) minus the total funds available for the project (B – income) will usually equal the amount you are requesting from the Creative Communities Scheme.

Example:

A – total cost of project (expenditure) $..................

B – less total funds available (income) $..................

C – Difference between A and B $..................

D – amount requested $..................

Financial Background

Enter any other funding you have either applied for or received for **this** project.

Enter the following information into the template on the application form:

- ❖ Date you applied for other funding
- ❖ Source of other funding
- ❖ Type of funding (grant or loan and what it will be used for)
- ❖ The amount requested
- ❖ Has the other funding been confirmed?
    - If yes state how much?
    - If you are still waiting for a response, when will you know the result?

Financial Background

Enter any other grants you have **previously** received through the Creative Communities Scheme in the last **three** years.

- ❖ Date funding was received
- ❖ The title of the project
- ❖ Have you completed a project report for this project? yes or no?
- ❖ The amount of funding received

Accountability

If you are either a group or organisation you must provide a copy of your latest financial statement. This can be a copy of your audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

Individuals and groups must provide bank account details (or bank deposit slip) for the payment of the grant.

Finally

Read and understand the declaration before signing.

Make a final check and ensure you have completed all the sections in the application form.

Get your application in on time, late applications will not be accepted.

Contact your local CCS administrator if you have any questions about your application or this process