

Before you begin

* indicates a required field

Are you ready to apply?

This fund is highly competitive, so make sure you put forward a winning application.

Successful applications present a clear proposal, a clear budget, have a reasonable request, and have strong supporting evidence.

You **must** provide these supporting documents with your application:

- latest financial performance report (groups only)
- proof of bank account which is in the same name as the applicant (if your group does not have a bank account, an individual will need to apply)
- quotes or other evidence for all expenses
- letters of support for the project (including from hapu, schools, collaborating organisations if these are mentioned in your application)
- any other supporting information that will help the assessors understand your project and how it delivers on the fund's objectives.

You will be prompted to upload these before you can finish your application.

If you are new to applying, you may want to meet with the funding adviser: [go to the WDC website to book](#).

Read the application guide and keep it open for reference while you complete your application: [CCS application guide](#)

If your project involves schools

The Creative Communities Scheme may support co-curricular or extra-curricular activity undertaken by a school to complement and enhance their teaching 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.

You will need to **provide a letter from the relevant 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.

Upload this under Letters of Support at the end of the application.

Creative New Zealand grants

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This fund is a Creative New Zealand fund. You cannot apply for or receive a second [Creative New Zealand](#) grant for the same project as what you are applying for here. Support from [Creative Northland](#) or other providers is fine.

Please confirm Creative NZ funding status: *

- I/we have not applied for or received another Creative New Zealand grant for this project

Privacy statement

As part of the community funding application process the Whangarei District Council collects information, including contact details, to assist in processing applications.

Information obtained as part of the grants and loans process may be used by Council to communicate with applicants about future community funding opportunities, and to inform the community about successful funding granted and promote funding schemes.

The Privacy Act 2020 gives you rights to request access to and correction of any personal information we hold about you. Likewise, if you wish to opt out of receiving grants communication from Council please let us know by emailing funding@wdc.govt.nz.

Information held by Council may also be subject to the Local Government Official Information and Meetings Act 1987 and may need to be released where a formal request is received under that Act.

For the SmartyGrants and SmartyFile privacy policy, refer to: [SmartyGrants | Policies](#)

I understand and accept the privacy statement *

- Yes

Your details

* indicates a required field

Applicant details

Individuals or groups/organisations can apply for Creative Communities Scheme funding. Individuals must be New Zealand citizens or permanent residents.

Applicant *

- Individual Organisation

Organisation Name

First Name

Last Name

Applicant's address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be New Zealand

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Applicant's phone number *

Include + and prefix (e.g. +094301234 or +027123456)

Applicant's email address *

Must be an email address.

Applicant's age *

- I am 18+
 I am under 18 years old

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

Project contact

Please provide the details of the person completing this form.

Applicant Project Contact *

First Name Last Name

Project contact's phone number

Must be a New Zealand phone number.

Project contact's email

Must be an email address.

Parent or guardian information

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

Name *

First Name Last Name

Address *

Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required. Country must be New Zealand

Phone number *

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Include + and prefix (e.g. +094301234 or +027123456)

Email *

Must be an email address.

Ethnicity of applicant

Creative New Zealand seeks this information to better understand the nature of organisations and individuals applying for funding and to ensure an equitable spread of grant funds.

Organisations: select the ethnicity that reflects the general makeup and kaupapa of your organisation.

You can select as many that apply.

Please select the ethnicity the named applicant (individual or group) identifies with. *

- | | |
|--|--|
| <input type="checkbox"/> NZ Pākehā | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> NZ Māori | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Pacific Peoples | <input type="checkbox"/> African |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> European | |

Please feel free to provide further information about you or your group's ethnicity.

Bank account details

If successful, this is the bank account into which funding will be deposited.

The account should be in the name of the applicant organisation or individual.

Bank account

Account Name

Account Number

Must be a valid New Zealand bank account format.

Format: 00-0000-1234567-00

Attach proof of bank account *

Attach a file:

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Must show account name and number. For example: bank deposit slip, letter from bank, bank statement, or screenshot from internet banking.

Financial statement

Groups or organisations **must** provide a copy of their latest financial performance report. This can be audited accounts, statements of financial position and performance, or treasurer's annual income, expenditure, and position report.

Latest financial statement upload *

Attach a file:

Reserves

If your group or organisation has cash in bank (beyond any agreed operating reserves) which is not being used for this project, please let us know if these are being held for any particular purpose.

Comment on reserves

Project overview

* indicates a required field

Title and criteria

Please provide basic details about your proposed project and the funding criteria that it is most closely aligned with it.

Project title *

Provide a name for your project, e.g. Winter workshop series 2025

Briefly describe your project *

Artform and activity type

To be eligible, your project must have an arts focus.

Which artform or cultural practice best describes your project? *

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Please refer to the 'definitions' section of the Application Guidelines to ensure your project aligns with the most appropriate artform.

Which activity most closely describes your project type? *

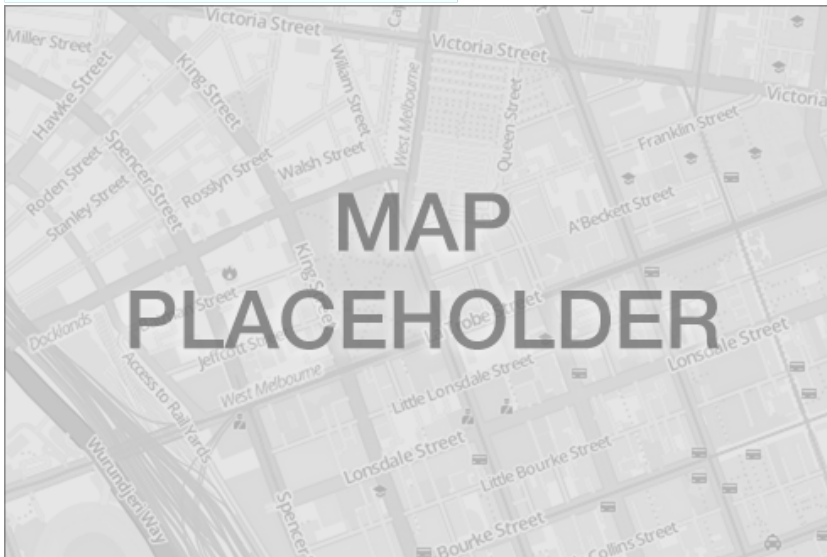
Only one activity can be selected, and should be the type most closely aligned with project purpose and delivery.

Project location

We can only fund projects happening within the Whangarei District boundaries.

Enter the address or location where your project will take place *

Address



You can position the pin on the map to make it more accurate.

Venue name

For example: Capitaine Bougainville Theatre

Project timing

To be eligible, your project must not start (or be financially committed to) before funding decisions are made, which is about 6 weeks after the fund closing date.

Approximate start and finish dates for your project:

Note that if you start advertising before decisions are made, your application may be declined.

Participants and audience

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Tell us how many people will be involved in your project. Successful applicants will need to provide the **actual** number of participants and audience members in the project completion report.

Number of active project participants *

Must be a number.

Active participants are the people involved in making and presenting an artwork or performance, or running and attending a workshop.

Number of anticipated viewers or audience members *

Must be a number.

Viewers or audience members are the people who come to see the finished work or a presentation (if relevant). Do not include casual passers-by.

Project proposal

* indicates a required field

Tell us in detail about your project. Our assessors expect to see strong, detailed applications with relevant supporting documents, such as letters of support, artist bios, and examples of your work.

Need help?

- [CCS Application Guidelines](#) gives more information on each question and examples from Creative New Zealand.

The idea (te kaupapa)

Please describe the overall project idea, what it will lead to, associated artistic goals and funding necessity.

Describe your project idea and why it is needed *

Describe what you hope to achieve in delivering the project (expected outcomes)

*

The process (te whakatutuki)

In this section, we're looking for a clear project plan to show that you have thought of what's involved in successfully delivering your project or event. It can include pre-planning, what will happen on the day, and any follow up activity.

How will the project happen? Explain the key stages of your project and how it will be carried out. *

The people (ngā tāngata)

Provide details about the key people or partners who will be involved in your project, including the ways they will contribute and their relevant skills.

NOTE: Our grant assessors expect to see letters of support or similar evidence of collaboration from those you are partnering with on this project, as well as relevant artist bios. You can attach these at the end of this application.

You can also list links to artist bios or CVs.

Outline the key people and organisations who will be involved in your project, including any relevant qualifications and experiences. *

The criteria (ngā paearu)

The Creative Communities Scheme has three funding criteria, outlined in the Application Guide.

Please select the funding criterion most connected to your proposed project: *

- Access and Participation
- Diversity
- Young People

Only one criterion can be selected and must be the type most closely aligned to the project's main focus.

Tell us how this project will deliver to the criterion you selected: *

The budget/ Ngā pūtea

* indicates a required field

How much are you applying for?

In the Whangarei District, most grants awarded are typically under \$5,000. Higher amounts make it difficult for our assessors to support within the limited budget available.

Amount requested *

\$

Round to the nearest dollar. This should be the same or less than the project funding gap noted above.

GST

Are you registered for GST? *

Yes

No

If you are not GST registered, all budget entries should be the GST inclusive amount.

GST number *

Must be a number.

As you are GST registered, all budget entries should be GST **exclusive**. If successful, we will pay the grant amount plus GST.

Budget instructions

To be successful, provide a clear and complete budget for your project.

A project budget is no different than a budget for your household expenses or to buy something like a car:

- what will it cost (expenses)
- how much can you put towards it (income), and
- how much extra do you need (funding gap).

Subtracting your project income from your project costs will give you the funding gap. This is how much you still need to be able to deliver the project. Our form calculators do this for you.

Look in the Application Guidelines for help on this question.

Income explained

Project income in grant funding means any current and expected contributions to the cost of delivering the project. This includes your own fundraising, other grant funding, any sales, donated time or goods (also known as in kind contributions).

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For applications with expected sales such as for tickets or books, you must include these based on 70% capacity. For exhibitions, it is assumed commission on sales will go towards the cost of the event and so this should be included under Income (or otherwise explained).

Detailed budgets

If your budget is detailed, simply enter your *total* expenses and *total* income below, and note that you will provide a budget. Then upload a budget as Supporting Information when prompted.

What it will cost (project expenses)

Please provide all costs of your project and include any details for clarification. Numbers are rounded to the nearest dollar.

Expense item (e.g. venue hire)	Amount (\$)
	\$
	\$
	\$

Upload your quotes

Provide quotes or other evidence of cost for each item in your project expenses. These can be uploaded as individual files or grouped. To help our assessors, please label these on your computer or phone before uploading (e.g. 'marketing quotes').

How it will be funded (project income)

Provide all the income and contributions for your project, from other grants, ticket sales, artwork sales, donations and other funds. Please state if other grants are confirmed, pending, or yet to be applied for.

Do not include the amount you are requesting from CCS for this grant.

Income item (e.g. ticket sales)	Amount (\$)
	\$
	\$
	\$

In kind contributions

Donated time, discounts, or in kind contributions can be included in the comments box below and/or in your budget to reflect the true cost of your project.

If you include a \$ value against these, make sure that they are appropriately offset so that your funding gap is accurate.

Examples

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- *A venue is being provided for free as a donation to a project. It is included at its usual rate under expenses to reflect the true cost (and opportunity cost to the venue owner). It is also included under income for the same amount to show the donation/income. They cancel each other out so in this case the financial impact is zero.*
 - *Expenses - venue \$300*
 - *Income - venue (in kind) \$300*
- *Volunteers will be used for several aspects of an event. This is difficult to quantify and there is no equivalent cost to offset it against, so it is stated under either Expenses or Income with no value attached.*
 - *Expenses and/or Income - 10+ volunteers to manage ticketing, ushering, refreshments, and clean up (\$0).*

Comments on in kind contributions

Budget totals

This section is calculated from your entries. Numbers are rounded to the nearest dollar.

Total income

\$

Total costs

\$

Project funding gap

Costs less income. This is the maximum amount you can request from CCS.

Upload supporting material

* indicates a required field

Good supporting material strengthens your application. It gives weight to your proposal, reduces risk, and helps give us confidence in supporting you and your project.

Our assessors expect to see the following provided, and therefore these are compulsory fields.

Supporting information

Letters of support and other evidence of collaboration *

Attach a file:

These documents should be from key people within your community who can speak about the benefits of the project, the skills of the people involved in the project, or confirm their participation. Straight-forward projects require just 1-2 letters, while complex ones with multiple collaborators will require more. A maximum of 5 files may be attached.

Artist bios and examples of previous work undertaken *

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Attach a file:

These documents should be bios or CVs of those listed under The People section, to show their credentials for the artform and or project. If you have URLs to provide, list these in a document and upload.

Quotes or other evidence of expenses *

Attach a file:

You must provide quotes or rationale for all expenses in your budget. One quote per expense is sufficient, and email trails are accepted.

Any other supporting material

Attach a file:

Include anything else you would like to include. Do not include proof of bank or financial report here.

Declarations

* indicates a required field

Declaration of interests

Please declare any financial or non-financial interests in this project, whether real, potential, or perceived.

Interests can include:

- **you, your family or a business you are associated with** stands to benefit financially or materially from a successful application (for example, if the application includes a request for wages that will be paid to you);
- **members of the Trust, their families or businesses** stand to benefit financially or materially from a successful application (for example, if a family member of one of the trustees is a contractor who will be engaged to do the work that the grant would pay for);
- **any CCS grants assessors, or staff of Council, or their businesses** are in any way involved with the project or the Trust (for example, if an assessor is on your board).

Please describe any known interests below: *

State if none.

Declaration / Whakaputanga

This section must be completed by an appropriately authorised person on behalf of the applicant organisation (this may be different to the contact person listed earlier in this application form).

You must declare that you agree with the following statements:

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- 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 successful you must agree to:

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

Please read and agree to the above statements. *

I/we understand and accept the CCS terms

General funding terms and conditions

If the application is successful, we agree to:

- acknowledge Whangarei District Council's support in all project-related publicity
- spend the funds on the purpose for which the application was made within the approved timeframe
- discuss with the Community Funding Coordinator if any issues arise that may impact the success of the project and meeting funding obligations
- return any unspent money to Whangarei District Council if the project is cancelled or completed under budget
- meet any additional terms and conditions that may be set by Whangarei District Council
- keep all invoices and receipts accounting for the full amount of the grant or loan for 12 months and provide these if requested
- return any monies granted should any breach of the above conditions occur.

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Please read and agree to the above statements *

I/we understand and accept these general funding terms and conditions

Authorisation

Declaration *

I declare that I have authority to make this application on behalf our organisation and that the information supplied here is true and correct.

Review and submit

Applicant feedback

Before you review your application and click the **SUBMIT** button please take a moment to provide some feedback.

Please indicate how you found the online application process.

Easy

Neutral

Difficult

Comments and suggestions