



PUBLIC COPY

AGENDA

Meeting of the:
**Creative NZ Community Funding
Sub-committee**

**Commencing at 11:00am
on Monday 14 February 2022**

To be held Via ZOOM

Community, Environment and Services Committee

| | |
|---------------------------|---|
| Reports To: | The Council |
| Chairperson: | Margaret Montgomery |
| Membership: | The Mayor, all Councillors and Maori Representative |
| Meeting Frequency: | Bi Monthly |
| Quorum: | A majority of members (including vacancies) |

Purpose

The Community, Environment and Services Committee is responsible for:

1. Guiding and monitoring the provision of strategic community infrastructure and services to meet the current and future needs of the district and its communities.
2. Governance of recreational, event, and community facilities and amenities.
3. Facilitating community and stakeholder involvement and discussion on community infrastructure, community safety and community wellbeing matters.
4. Funding to benefit the social, cultural, arts and environmental wellbeing of communities in Buller District.
5. Advise Council on the best ways to improve Buller district's people quality of life environmentally, socially, culturally and economically by protecting and enhancing the local environment.

In addition to the common delegations on page 9, the Community, Environment and Services Committee is delegated the following Terms of Reference and powers:

Terms of Reference:

1. To provide direction on strategic priorities and resourcing for community infrastructure aligned to district development and oversight of strategic projects associated with those activities.
2. To develop policy, approve community-related strategies and plans, and monitor their implementation.
3. To receive and consider presentations and reports from stakeholders, government departments, organisations and interest groups on community development and wellbeing issues and opportunities.
4. To monitor Buller's social demographics and social climate to assess current and future impacts on the Council and Buller communities.
5. To determine the funding priorities for the Community Grants Allocation Committees, Long Term Plan and Annual Plan.

6. To determine the priority of Council projects suitable for contestable and philanthropic funding, excluding NZTA funding.
7. To coordinate and make decisions on proposals, applications for external funding, and the distribution of Council funding and funding provided to Council for the environment, public art, recreational and community facilities and amenity.
8. To monitor and oversee the delivery of Council's non-financial performance and non-financial key projects, against the Long Term Plan, excluding key performance indicator reporting which is the responsibility of the Finance Risk & Audit Committee.
9. To monitor Council sustainability principles and actions.
10. To monitor and oversee the Reserves and Halls Sub-Committee.
11. To monitor and oversee the Creative Communities Sub-Committee.

The Committee is delegated the following powers to act:

- Approval of Reserve Management Plans.
- Performing the Council's functions, powers and duties (excluding those matters reserved to the Council by law, by resolution of the Council or as otherwise delegated by Council) under the Burial and Cremation Act and the Reserves Act.
- Approval of purchase or disposal of land for parks and reserves required for designated works or other purposes within the Committee's area of responsibility which exceeds the Chief Executive's delegations and is in accordance with the Annual Plan or Long Term Plan.
- Approval of applications for Council projects suitable for contestable and philanthropic funding.

The Committee is delegated the following recommendatory powers:

- The Committee may make recommendations to Council.
- The Committee may make recommendations to other Committees.

Special Notes:

- The Chief Executive Officer, Group Manager Community, Environment & Services are required to attend all meetings but are not members and have no voting rights. Other Council officers may attend the committee meetings, as required.
- Written updates may be requested to be provided to Council meeting from the Chair and Group Manager Community, Environment & Services from time to time.

Oversight of Policies:

- *Dwellings on Unformed Legal Road*
- *Housing for the Elderly*
- *Building on Reserve Land*
- *National Representation – Financial Assistance*
- *ANZAC Day Observance*
- *Community Grants*
- *Smokefree Environments – Council Buildings and Public Spaces*
- *Use of Council Parks, Reserves and Buildings*
- *Verandas Over Public Places*
- *NZLGA Annual Conference and Zone Meetings*
- *Petitions/Referenda*



Creative NZ Community Funding Sub-committee PUBLIC COPY

VENUE: Downstairs Meeting Room, Brougham House

14 February 2022 11:00 AM - 01:00 PM

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CREATIVE NZ COMMUNITY FUNDING SUB-COMMITTEE

14 FEBRUARY 2022

AGENDA ITEM 1

Prepared by - Krissy Trigg
- Acting Group Manager Community Services

APOLOGIES

1. REPORT SUMMARY

That the Creative NZ Community Funding Sub-committee receive any apologies or requests for leave of absence from elected members.

2. DRAFT RECOMMENDATION

That there are no apologies to be received and no requests for leave of absence.

OR

That the Creative NZ Community Funding Sub-committee receive apologies from (insert subcommittee member's name) and accepts (insert name) request for leave of absence.

CREATIVE NZ COMMUNITY FUNDING SUB-COMMITTEE

14 FEBRUARY 2022

AGENDA ITEM 2

Prepared by Krissy Trigg
Acting Group Manager Community Services

MEMBERS INTEREST

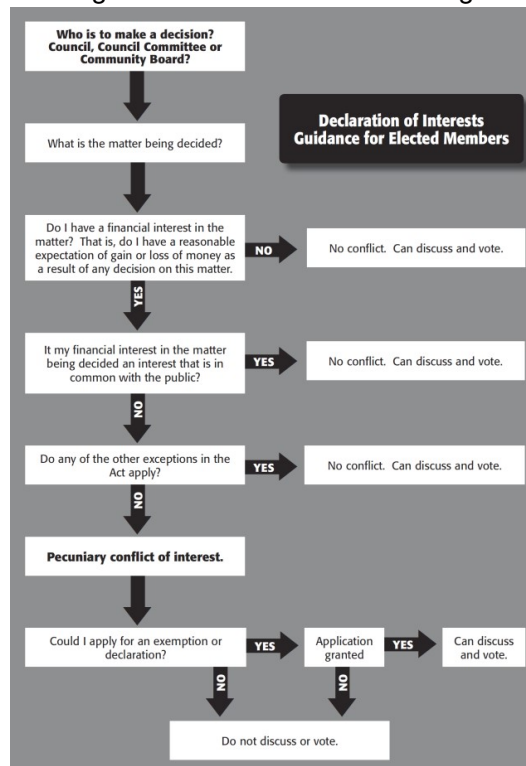
Members of the Creative NZ Community Funding Sub-committee are encouraged to consider the items on the agenda and disclose whether they believe they have a financial or non-financial interest in any of the items in terms of Council's Code of Conduct.

Councillors are encouraged to advise the Governance Assistant, of any changes required to their declared Members Interest Register.

The attached flowchart may assist members in making that determination.

DRAFT RECOMMENDATION:

That Members of the Creative NZ Community Funding Sub-committee disclose any financial or non-financial interest in any of the agenda items.



CREATIVE NZ COMMUNITY FUNDING SUB-COMMITTEE

14 FEBRUARY 2022

AGENDA ITEM 3

Prepared by Krissy Trigg
Acting Group Manager Community Services

CONFIRMATION OF MINUTES

1. DRAFT RECOMMENDATION

That the Creative NZ Community Funding Sub-committee receive and confirm minutes from the meeting of 15 November 2021.



MEETING OF THE CREATIVE NEW ZEALAND SUBCOMMITTEE COMMENCING AT 11:00AM ON 15 NOVEMBER 2021 AT THE CLOCKTOWER CHAMBERS, PALMERSTON STREET, WESTPORT.

PRESENT: Councillor R Nahr (Chair), Councillor P Rutherford, V de Friez, M McGill

Via ZOOM: D Sawyers, N Tauwhare

APOLOGIES: Mike Doncliff

IN ATTENDANCE: M Schwill (Community Services Officer), K McKee (Governance Assistant)

MEETING DECLARED OPEN AT: 11.00 am

1. APOLOGIES

RESOLVED That the Creative NZ Community Funding Sub-committee receive apologies from Mike Doncliff and accepts Mike's request for leave of absence.

M McGill/Cr P Rutherford
6/6

CARRIED UNANIMOUSLY

2. MEMBERS INTEREST (p8)

RESOLVED that Creative NZ Community Funding Sub-committee members disclose any financial or non-financial interest in any of the agenda items.

Moved
/

CARRIED UNANIMOUSLY

M McGill declared an interest in both Buller Community Arts Council applications. Will not be voting but available for questions.

V de Friez declare a connection with the Buller Reap application as an employee of a Buller Reap (although not connected through this funding application). Will not be voting.

Discussion regarding whether those committee members who are connected with an application should leave the room while voting and discussion take place as per the guidelines.

Discussion re that this is what used to occur at meetings but changed when council meetings became open.

V de Friez read out the guidelines from the rules of the meeting which states "in the cases as well as declaring a conflict of interest, the committee member must not assess the application and must leave the room while the committee is assessing it"

Cr R Nahr commented that we will have to follow these guidelines.

M McGill said the reason this changed was that council policy was considered to override this.

M Schwill will assist the committee to find this out.

M McGill asked to speak to one of the applications which was agreed by the committee.

Further discussion regarding, once a speaker presents to their application, do they have to leave the meeting, as this committee meeting is an open meeting

The committee decided that the speaker can stay.

3. **CONFIRMATION OF MINUTES (p9)**

RESOLVED that the Creative NZ Community Funding Sub-committee receive and confirm minutes from the meeting of 16 August 2021

Cr R Nahr/ V de Friez
6/6

CARRIED UNANIMOUSLY

4. **APPLICATIONS RECEIVED - Speakers**

a) **The Ballad of Deadman's Creek** **Speaker: Tracey McEwing**

Tracey spoke to the application, it is the start of bigger project, film for youth with a story. Tracey was advised that you could only apply for this funding once, if there is money available.

b) **West Coast Branch, Theatre New Zealand** **Speaker: Ray Curnow**

Ray wanted to say thank you to council from himself and the local West Coast theatre groups regarding the NBS facilities. Ray was available for any questions from the committee re his application. No questions from committee

c) Buller Community Arts Council – Distinctly Buller 2021/2022
Speaker: Mary McGill

Mary spoke briefly to her application citing the reasons for putting the application in was because the last two years have been very challenging for arts with so many bigger events that have been cancelled due to Covid-19, and looking to do smaller scale projects, eg, pop-ups. This would involve local people and have lead-ins of two weeks using past networks.

As the next presenter was not until 11.25 am, Mira went through the funding spreadsheet at 11.21am.

Meeting Adjourned at 11.23 am – Cr R Nahr left the meeting.

Meeting Resumed at 11.29 am – Cr R Nahr returned to meeting.

d) Everybody is a Treasure Trust
Speaker: Mandy Lynn (via Zoom)

Mandy spoke to her application and took questions from the committee regarding aspects of the programme i.e. was there a need identified and people wishing to do this programme.

Mandy replied that they have contacted schools and are waiting to hear back. If funding was successful Jason Blair, one of NZ's top landscape photographers from Westland, would be running the programme throughout the north of the South Island.

V de Friez queried how the programme would be run. How would the schools all come together in one place as distance is a hurdle and a cost on the West Coast?

Mandy responded that youth are invited from local schools to a space outside of school eg, a library. A large part is also run online, share images, and get to work with mentors for an entire year if they get into the programme. i.e. no travel costs. Primary schools can be involved and be part of community workshop.

M McGill queried re start date for this programme as term 4 is almost over.

Mandy responded – actual event would not be until term 2 if funding received.

No other questions.

Mandy left the meeting at 11. 38 am

- e) **Humorous Arts Trust**
Speaker: Jerome Chandrahasen (via Zoom)

Jerome spoke to his application re looking to bring a live comedy show to Westport as part of reaching out to new audiences in the regions. Two-hour show, 4-5 acts on a Friday or Saturday night. Jerome took questions from the committee.

4. APPLICATIONS RECEIVED (p15)

M McGill left the meeting

1. **Buller Community Arts Council - Distinctly Buller 2021/2022**

Committee agreed that there was not enough information to support the application and unsure of the precedent this would set of approving bulk funding.

RESOLVED that the Creative New Zealand Community Funding Sub-committee advise Buller Community Arts Council of its decision **to not approve** funding.

Cr R Nahr/D Sawyers
5/5

CARRIED UNANIMOUSLY
M McGill Abstained

2. **Buller Community Arts Council – Buller Community Arts Annual Exhibition 2022**

It was agreed to support the application and approve \$2,000.00 (full amount applied for \$3,150)

M McGill returned to the meeting and was advised of the outcome of the two Buller Community Arts Council applications.

RESOLVED that the Creative New Zealand Community Funding Sub-committee advise Buller Community Arts Council of its decision to grant \$2,000.00

Cr R Nahr/Cr P Rutherford
5/5

CARRIED UNANIMOUSLY
M McGill Abstained

V d Friez left the meeting

3. Buller REAP

Discussion re this application and decision made by committee to support this application.

RESOLVED that the Creative New Zealand Community Funding Sub-committee advise Buller REAP of its decision to grant \$1,000.00.

M McGill/D Sawyers
5/5

CARRIED UNANIMOUSLY
V de Frieze Abstained

V de Friez returning to the meeting

4. Buller West Coast Branch Theatre NZ

Discussion re application. The Committee agree to support the application, approving \$1,360. M McGill queried whether committee could fund accommodation. Agreed to fund venue, tutor fee and printing for \$1,240 (no travel costs or accommodation).

RESOLVED that the Creative New Zealand Community Funding Sub-committee advise Buller West Coast Branch Theatre NZ of its decision to grant \$1,360.00

Cr R Nahr/V de Friez
6/6

CARRIED UNANIMOUSLY

5. Everybody is a Treasure Trust

Discussion re application. V de Friez discussed the merits of this project as a springboard for online learning for this region and our youth. Nice for upskilling and introducing them to 21st century learning. Likes it as a concept, it could be worked through for bigger benefits of youth.

Declined on grounds the schools had not been contacted yet and there was no identified local need.

RESOLVED that the Creative New Zealand Community Funding Sub-committee advise Everybody is a Treasure Trust of its decision **to not approve** funding.

Cr R Rutherford/M McGill
6/6
CARRIED UNANIMOUSLY

6. Humorous Arts Trust

Discussion re application, D Sawyers, Cr R Nahr, N Tauwhare and V de Friez would like to support this event as they considered this an event locals would like to attend. Remove transport and accommodation costs, Cr R Nahr queried whether this would be funding the supporting acts. M Schwill to find out answer.

NB: Cr R Rutherford and M McGill were against.

RESOLVED that the Creative New Zealand Community Funding Sub-committee advise Humorous Arts Trust of its decision to grant \$2,400.00.

Cr R Nahr/N Tauwhare
4/2
CARRIED
Against Cr R Rutherford/M McGill

7. Karamea Community Arts Council

Committee discussed merits of application and agreed to the funding of \$520.00

RESOLVED that the Creative New Zealand Community Funding Sub-committee advise Karamea Community Arts Council of its decision to grant \$520.00.

D Sawyers/Cr R Nahr
6/6
CARRIED UNANIMOUSLY

8. Kay Louise Williams

Discussion re application, asking for \$730.00.

Comment that this will be in a different venue as the Lyric Theatre won't be available.

RESOLVED that the Creative New Zealand Community Funding Sub-committee advise Kay Louise Williams of its decision to grant \$520.00.

Cr R Nahr/V de Friez
6/6
CARRIED UNANIMOUSLY

9. Ruth Lillian Vaega

Painting a mural on the Victoria Square toilet block. Discussion re advantages of murals around town.

Discussion re ownership of the toilet block. Confirmed council owned. Cr P Rutherford queried the maintenance programme and will these toilets be staying here, also is there money within toilets budget? Cr R Nahr suggested to apply to council for paints and materials as part of the reserves contract.

Committee agreed to support this application for \$2,000.00 and apply to council for paints and materials as above.

RESOLVED that the Creative New Zealand Community Funding Sub-committee advise Ruth Lillian Vaega of its decision to grant \$2,000.00.

Cr R Nahr/V de Friez
6/6
CARRIED UNANIMOUSLY

10. Tracey McEwing

Discussion re application, committee in agreement this is a good project to support.

RESOLVED that the Creative New Zealand Community Funding Sub-committee advise Tracey McEwing of its decision to grant \$2,000.00

D Sawyers/N Tauwhare
6/6
CARRIED UNANIMOUSLY

5. CORRESPONDENCE (p182)

Propose that correspondence 1 – 6 which are project completion reports be taken as read.

Propose that 7 & 8 re extra CCS Funding Application be taken as read.

RESOLVED that the Creative NZ Community Funding Sub-committee receive inwards correspondence for their information.

Moved
Cr R Nahr/V de Friez
CARRIED UNANIMOUSLY

6. ADVERTISING SPENDING REPORT

Propose that the sub-committee advertising spending report is taken as read.

RESOLVED that the Creative NZ Community Funding Sub-committee receives the advertising spending report for their information

Cr R Nahr/V d Friez
6/6
CARRIED UNANIMOUSLY

7. GENERAL BUSINESS (P230)

Query re Covid 19 vaccination status if performers are coming into town.
Discussion re this. The Committee decided that each venue and each group is responsible.

Joint committee comment - disappointing at how late the agenda came out and would like it at least one week before. Should a similar occurrence happen in the future consider delaying the meeting to give the committee time to fully prepare.

Mira spoke as to why the agenda was late as it was impossible to process due to staff workload and apologised on behalf of staff.

Cr P Rutherford suggested that if people are to present on behalf of their application, to do so at the beginning of the meeting for five minutes only (like public forum) to avoid holding up the meeting.

Cr P Rutherford – would like to ensure that M Schwill will check back about accommodation and travel costs.

Cr P Rutherford PR – re committee members having a conflict, can people stay in meeting, or have to leave the room. Could they sit behind the main table and take no part in discussion?

Cr R Nahr – Can M Schwill please check council rules and send out to the committee.

Committee Meetings for 2022 – decision to leave meetings for Mondays at 11.00am.

RESOLVED that the Creative NZ Community Funding Sub-committee agree to discuss any general business

Moved

/

CARRIED UNANIMOUSLY

-
- There being no further business the meeting concluded at 12.50 pm
 - **Next meeting:** To be advised.
-

Confirmed: **Date:**

CREATIVE NZ COMMUNITY FUNDING SUBCOMMITTEE

14 FEBRUARY 2022

AGENDA ITEM 4

Prepared by Mira Schwill
Communication and Community Services Officer

COUNCIL ACTION POINT LIST

1. REPORT SUMMARY

A summary of council resolutions requiring actions.

2. DRAFT RECOMMENDATION

That the Creative Communities NZ Subcommittee receive the Action Point list for information.

Council Action Points 2021

| Item | | Previous Action | Progress | Assigned | Completion Date |
|------|--|-----------------|----------|---|-----------------|
| 1 | 15 November 2021 Mira to find out council rules, when committee member declares interest in an application has to leave the room as per CCNZ guidelines or whether Council policy on open meetings overrides the guidelines. Could they sit behind the main table and take no part in discussion? | | | Communications & Community Services Officer | |
| 2 | 15 November 2021 Humous Arts Trust – Cr Nahr queried whether we should be funding the supporting acts. Mira to find out. | | | Communications & Community Services Officer | |
| 3 | 15 November 2021 Cr P Rutherford would like to ensure that M Schwill will check back about accommodation and travel costs | | | Communications & Community Services | |

CREATIVE NZ COMMUNITY FUNDING SUB-COMMITTEE

14 FEBRUARY 2022

AGENDA ITEM 5

Prepared by - Mira Schwill
- Communications & Community Services Officer

ADVERTISING

1. ADVERTISING SPENDING

7.5% of the annual CCS funding is reserved for the promotion of the grant as per the Creative Communities funding Scheme guidelines.

This is **\$1,581.75** for the 2021/22 financial year.

\$924 of the advertising funds were spent to promote three out of four funding rounds.

Media expenses to date were:

| | |
|-------------------------------------|-------------------------|
| Media expenses first round | \$ 0.00 |
| Media expenses second round | |
| Buller Bay | \$ 44.00 |
| News | \$ 299.00 |
| Chronicle | \$ 40.00 |
| Clarion | \$ 20.00 |
| Media expenses third round | |
| BullerBay | \$ 20.00 |
| News | \$ 300.00 |
| Chronicle | \$ 60.00 |
| Clarion | \$ 26.00 |
| CoastFM | \$ 115.00 |
| Spent to date | \$ 924.00 |
| Advertising budget | \$ 1,581.75 |
| Remaining advertising budget | <u>\$ 657.75</u> |

2. DRAFT RECOMMENDATION

That the Creative New Zealand Community Funding Sub-committee receives the advertising spending for their information.

CREATIVE COMMUNITIES SCHEME SUB-COMMITTEE

FOR THE MEETING OF 14 FEBRUARY 2022

HOW DID YOU HEAR ABOUT THE FUNDING 2021/2022?

| Name of Applicant | Council website | Council staff member | Creative NZ website | Local paper | Poster/flyer/brochure | Social media | Radio | Word of mouth | Other (please provide) |
|--------------------------------------|-----------------|----------------------|---------------------|-------------|-----------------------|--------------|----------|---------------|-----------------------------------|
| Inangahua Arts Council | | | | | | | | | Local councillor advised to apply |
| St John – Buller Area | 1 | | | | | | | | |
| Craft 'n' Chat - Granity | | | | | | | | 1 | |
| Buller Community Arts Council | | | | | | | | | |
| Buller Community Arts Council | | | | | | | | | |
| Buller REAP | | 1 | | | | | | | Cultural activator |
| Buller West Coast Branch Theatre NZ | | | | | | | | | Previous knowledge |
| Karamaea Community Arts Council | | | | | | | | 1 | |
| Key Louise Williams | | 1 | | | | | | | |
| Ruth Lilian Vaega | | | | | | | | 1 | |
| Tracy McEwing | | | | | | | | | Regular applicant |
| Everybody is a treasure trust | | | | | | | | | Search and GEM |
| Humorous Art Trust | | | 1 | | | | | | |
| Total second round | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 3 | 5 |
| Buller Arts Recreation Trust (BART) | | | | | | | | | Have applied previously |
| Buller Community Arts Council | | | | | | | | | On CCS Sub-Committee |
| Buller REAP | | | | | | | | 1 | |
| Charleston Waitakere Community Group | 1 | | | | | | | | |

CREATIVE NZ COMMUNITY FUNDING SUB-COMMITTEE

14 FEBRUARY 2022

AGENDA ITEM 6

Prepared by - Mira Schwill
- Communications & Community Services Officer

FUNDING APPLICATIONS

1. APPLICATIONS RECEIVED

Eight Creative New Zealand Grant applications have been received for total requested funds of **\$12,871.41**

All applications received have been included. The only parts of the applications not included in the report for the sub-committee are the title page, checklist, and declaration page of the application form.

Only the application without the title page, checklist, and declaration page are included in the public agenda.

2. FUNDING: THIRD ROUND 2021/22

This is the third funding round out of four for the 2021/2022 financial year.

| | | | | |
|---|--|--|--|-------------------------|
| Annual CCS funding allocation | | | | \$ 21,090.00 |
| Funds carried over from last year | | | | \$ 448.84 |
| Funds for promotion (7.5% of the annual CCS allocation) | | | | \$ 1,581.75 |
| Funds allocated first round | | | | \$ 1,546.50 |
| Funds allocated second round | | | | \$ 12,010.00 |
| Funds from Waimangaroa fire cadets | | | | \$ 79.74 |
| CCS extra funding allocation | | | | \$ 5,377.13 |
| Funds available for allocation third round | | | | \$ 11,857.46 |

3. DRAFT RECOMMENDATION

That the Creative New Zealand Community Funding Sub-committee advise of its decision.

CREATIVE COMMUNITIES SCHEME SUB-COMMITTEE

FOR THE MEETING OF 14 February 2022

| No | Name of Applicant | Project Detail | Funding criteria supported | Accountability Received | Funds Requested | Eligible |
|----|--------------------------------------|--|----------------------------|-------------------------|-------------------|----------|
| 1 | Buller Arts Recreation Trust (BART) | School Holiday Craft Program at the Library - Funding to purchase materials for a craft holiday program for school-aged children over the school holidays in April to give Buller children an opportunity to be creative. | Young People | YES | \$1,398.47 | YES |
| 2 | Buller Community Arts Council | Poetry Evening 2022 - Funding to organize a poetry evening and a seven-day poetry challenge for the local community where poets can share their work with keen audiences. | Access and participation | YES | \$595.00 | YES |
| 3 | Buller REAP | The Youth Shed - Funding to create a safe space for young people to hang out and explore their creativity through fun activities. | Young people | YES | \$770.00 | YES |
| 4 | Charleston Waitakere Community Group | The Charleston Goldfield's Winter School - Funding for a six-day workshop program in Charleston to provide all ages in the local community with opportunities to access, participate and come together for arts activities during the darkest months of the year. | Access and participation | N/A | \$550.00 | YES |
| 5 | Granity Players | The Ballad of the Deadmans Creek - Funding for the music and video recording for the youth short film "The Ballad of Deadmans Creek". | Young people | YES | \$3,125.00 | YES |
| 6 | Jeanette Goode | Meremae Potae weaving wananga - Funding to offer a workshop for experienced weavers of harekeke to upskill their weaving skills to a level of excellence and share knowledge. | Access and participation | N/A | \$500.00 | YES |

Tab 6: Application Report February 2022

| | | | | | | |
|---|-----------------------------------|---|--------------------------|------------|--------------|-----|
| 7 | Little Green Man Production | Matariki Glow Show 2022 - Funding to bring an exciting, re-mounted Matariki glow-in-the-dark giant scale puppet show to Westport to celebrate, engage and 'edu-tain' tamariki aged 0-12 years of age. | Access and participation | YES | \$2,533.00 | YES |
| 8 | Northern Buller Community Society | Opening evening for the Lyric Theatre – Funding for an opening event to celebrate, acknowledge, test, and soft launch the newly renovated Lyric Theatre with an evening of food, arts, and performance. | Access and participation | YES | \$3,400.00 | YES |
| | | | | Total | \$12,871.47 | |
| | | | | Available | \$11,857.46 | |
| | | | | Difference | -\$ 1,014.01 | |

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Buller Arts Recreation Trust (BART)

Contact person (for a

Robyn Nahr

Street address/PO Box:

Suburb:

Town/City:

Westport

Postcode:

Country:

New Zealand

Email:

robyn.nahr@westreef.co.nz

Telephone (day):

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

Name on bank account:

Buller Arts & Recreation Trust

GST number:

094712610

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

Have applied previously

PART 2: PROJECT DETAILS

Project name: School Holiday Craft Programme at the Library

Brief description of project:

A craft-programme for Buller school-aged children.

Project location, timing and numbers

| | | | |
|---------------------------------------|--|--------------|----------|
| Venue and suburb or town: | Sue Thomson Casey Memorial Library, Westport | | |
| Start date: | 26/04/22 | Finish date: | 29/04/22 |
| Number of <i>active</i> participants: | 120 | | |
| 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.)

- | | | |
|--|---|--|
| <input checked="" 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 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

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 want to engage with young people in our community and foster a lifelong desire for learning in and engaging with libraries. Libraries are about community, belonging and providing opportunities to participate without barriers.

We want to provide school-aged children in Westport with easy-to-access opportunities to explore, learn and enjoy through craft making and literacy, and to feel a sense of belonging in their community. We will be working with children (and sometimes their caregivers) who come to the library for drop-in creative craft sessions.

We would like to secure funds to provide the craft materials which will enable us to be inclusive of Tamariki from various socio-economic backgrounds. We held similar programmes in 2020 and 2021, funded by Creative Communities, with 160 children taking part over the school holidays. We want to keep this event going to give more Buller children creative opportunities. Our children's programming has been reduced in the past five months due to Covid-19. It would be amazing to be able to give our local Tamariki something positive and fun to look forward to.

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

We would like to host four craft days to run at the Sue Thomson Casey Memorial Library meeting room, for school-aged children, during the April school holidays. We want to provide enough craft materials for up to 40 children each day. If required, we will split the sessions into two slots each day to accommodate the numbers and ensure Covid-19 number restrictions are met.

If we cannot hold the event due to Covid-19 restrictions, we will instead create and provide Craft packs for 160 children. In the event of this, we would be able to share the resources with our Reefton branch, further extending the ability for Buller children to participate.

Children aged 12+ would need a vaccine pass to attend in person. We could provide take home packs for children who can't attend due to vaccination pass requirement. In the past, most of the children we engage with for these programmes are aged under 12.

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

1. Misato and Nicky, Buller District Libraries Community Engagement Librarians run the Children's activities in the Westport Library.
2. Nicky has a Bachelor Degree in Visual Communication and Design, and worked for many years as a Graphic Designer. She has a passion for Children learning through art and craft exploration.
3. Misato is a keen Musician, has a history of teaching children music, math and running book clubs. She is of Japanese and Singapore descent and is looking forward to bringing some of her multicultural knowledge to our craft sessions.
4. Volunteers to help us create the packs (if needed) and run the events. We have a team of keen student volunteers to help us with this project.
5. The Tamariki of Buller and their whānau – those looking for a place to be, something to do and somewhere to belong.

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

PROJECT DETAILS

The holiday Library arts and craft programme will be for children in the Buller district, held at the Sue Thomson Casey Memorial Library in Westport. The children who attend will be from various socioeconomic and cultural backgrounds.

Once children leave the pre-school environment, arts and crafts opportunities may be limited due to factors such as: materials are expensive and may not be provided in their home. Schools arts and crafts opportunities become more limited as children get older and may be lesser due to cost barriers.

The library gives the children a safe place to be during the holidays. It enables them to be actively part of the community. Hands-on skills gained through the process of creating and making, such as: following instructions, learning how to use equipment, creative thinking and learning to improvise are invaluable to a child's development, along with developing social skills, working in with others.

Library programmes encourage children and their whanau to keep attending the Library which promotes literacy and learning in a safe community space.

The ever-changing Covid-19 situation has meant we have had to adapt our programmes quickly. Passive programming is becoming more necessary. When we design a programme now, we make sure we are able to run it in other ways with a 'backup' plan.

If we did not use all of the craft supplies at these sessions, we will use them during the year, at either our weekly Tuesday Club, at other school holiday events or as craft packs for children to collect.

We don't want to charge the Tamariki a fee as we want it to remain inclusive for all. In the past we have asked for koha/donation. Sometimes this has been off-putting for families. During the holidays they often have family groups and perceived cost would be prohibitive.

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

 No ☐ Include GST in your budget

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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 programmes).

| Date applied | Who to | How much | Confirmed/ unconfirmed |
|--------------|--------|----------|---------------------------|
| | N/A | | |
| | | | |
| | | | |
| | | | |
| | | | |

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

| Date | Project title | Amount received | Project completion report submitted (yes/no) |
|------|---|-----------------|--|
| 2021 | Children's art and craft programme | 1176.07 | Yes |
| 2020 | School Holiday Craft Programme at the Library | 1,295.84 | Yes |
| | | | |
| | | | |
| | | | |

Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual ☐Group ☒

Full name of applicant:

Buller Community Arts Council - Poetry 2022

Contact person (for a

Mary McGill

Street address/PO Box:

60 Queen St

Suburb:

Town/City:

Westport

Postcode:

Country:

New Zealand

Email:

marymcgill@xtra.co.nz

Telephone (day):

03 789 7158

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

Name on bank account:

Buller Community Arts Council

GST number:

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:

multi cultural

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

on CCS committee

PART 2: PROJECT DETAILS

Project name: Poetry Evening 2022

Brief description of project:

Local poets read their own work to a keen audience
+ This year 7 day poetry challenge

Project location, timing and numbers

Venue and suburb or town:

ART HOTEL - Westport

Start date:

15 July - advertise
poets & challenge

Finish date: 29 July 2022

Number of active participants:

10 → 20 poets
+ 7 day challenge

Number of viewers/audience members:

30 - 40 audience (dependant on
Covid restrictions)

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

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 a venue & co-ordinate an evening of local poetry
-display 7 day poetry challenge

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

we will advertise to connect with poets we do not already know
about - we will contact regulars - 2 poems each

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

BCAC committee + Mary McGill chairperson - Carolyn Dolden
sec/treas. - regular helpers - poets - audience

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

it creates an opportunity where local poets feel
comfortable sharing their work with an interested
audience.

Sharing poetry - particularly when presented by the poets
can offer insight into other people's worlds - make you
feel happy or sad - increase awareness of the feelings
of others - strengthen understanding of who we are
and where we come from

Our annual poetry evening involves some new participants
every year and types of poems are ever changing.

We always get lots of positive feedback!

There are no obvious barriers to participation or
access.

Poets must be adult - There is no cost to participants
we begin with a free "meet & nibble & greet"

The organizers and audience are positive & encouraging.

The last minute venue change last year was very
successful and we will use that venue again - poets
found it less intimidating than the Theatre.

The 7 day challenge was also successful & we will
repeat that this year. That project lead on to
a separate poetry publishing project.

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, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs. | |
| Item eg hall hire | Detail eg 3 days' hire at \$100 per day | Amount eg \$300 |
| Hire Art Hotel (setup & event) | 6 hrs x \$25 per hr | \$150 |
| Ads Wpt News | Poetry Eve & Poetry challenge | \$360 |
| Food for meet & greet (based on last years costs) | | \$ 85 |
| wine & non-alcoholic drinks - donated | | - |
| posters & printing - donated by Westreef | | - |
| | | |
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| | | |
| Total Costs | | \$595 |
| 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 eg ticket sales | Detail eg 250 tickets at \$15 per ticket | Amount eg \$3,750 |
| | | |
| | | |
| | N/A | |
| | | |
| | | |
| Total Income | | \$ |
| Costs less income | This is the maximum amount you can request from CCS | \$ |
| Amount you are requesting from the Creative Communities Scheme | | \$595 |

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 programmes).

| Date applied | Who to | How much | Confirmed/ unconfirmed |
|--------------|--------|----------|---------------------------|
| | | | |
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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) |
|------|---|------------------------|--|
| 2021 | Annual Art Exhibition | \$1,600 | yes |
| 2021 | Children's Art Exhibition | postponed due to COVID | |
| 2021 | Annual Poetry Evening | \$520 | Yes |
| 2020 | Distinctly Buller Festival including poetry eve | \$1,200 | Yes |
| 2020 | Annual Art Exhib - Clocktower | \$800 | Yes |

Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group?

Individual

☐

Group

☒

Full name of applicant:

Buller REAP

Contact person (for a

Hannah Te Whata-Johnson

Street address/PO Box:

111 Palmerston St

Suburb:

Town/City:

Westport

Postcode:

7825

Country:

New Zealand

Email:

hannah@bullerreap.co.nz

Telephone (day):

02040064416

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

Name on bank account:

Buller REAP Inc.

GST number:

31-710-917

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:

Ngāpuhi Kaimahi and some rangatahi

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: 'The Youth Shed'

Brief description of project:

A safe space for young people to hang out and explore their creativity through fund activities

Project location, timing and numbers

Venue and suburb or town:

Buller REAP Hall, 13 Henley St Westport

Start date:

Feb 16

Finish date: April 13

Number of *active* participants:

8

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

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 rangatahi with a safe space for them to hang out, create and connect

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

Weekly drop in sessions at Buller REAP Hall – planned and facilitated by two of our kaimahi (Hannah & Kimberly). These sessions will occur on a Wednesday between 3.15-5.45pm and are open for all young people. On occasion we hope to have excursions in nature to create a holistic element to our arts

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

We liaise with other organisations such as Te Hā o Kawatiri, Buller High School (particularly Alternative Education), primary schools and we are always open to connect with further organisations, programmes and new stakeholders

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

This space is specifically for young people to engage with the arts and experiential learning

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, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs. | |
| Item eg hall hire | Detail eg 3 days' hire at \$100 per day | Amount eg \$300 |
| Venue | Weekly sessions from 3.15-5.45 | \$0 |
| Creative supplies | Food based creative supplies | \$500 |
| Staffing | 3 hrs x 2 staff x 9 sessions | \$1620 |
| Kai | Healthy snacks | \$270 |
| | | |
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| | | |
| Total Costs | | \$2390 |
| 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 eg ticket sales | Detail eg 250 tickets at \$15 per ticket | Amount eg \$3,750 |
| REAP contracts | Staff funds from other projects | \$1620 |
| | | |
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| | | |
| Total Income | | \$1620 |
| Costs less income | <i>This is the maximum amount you can request from CCS</i> | \$770 |
| Amount you are requesting from the Creative Communities Scheme | | \$770 |

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 programmes).

| Date applied | Who to | How much | Confirmed/ unconfirmed |
|--------------|--------|----------|---------------------------|
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Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

| Date | Project title | Amount received | Project completion report submitted (yes/no) |
|---------------|-----------------|-----------------|--|
| May 2021 | Art space | 1000 | yes |
| November 2021 | Youth Art Space | 1000 | yes |
| | | | |
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| | | | |

Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group? Individual ☐ Group ☒

| | | | |
|-------------------------|---|------------|-------------|
| Full name of applicant: | Charleston Waitakere Community Group Inc. | | |
| Contact person (for a | Jeanette Goode | | |
| Street address/PO Box: | PO Box 404 | | |
| Suburb: | | Town/City: | Westport |
| Postcode: | 7866 | Country: | New Zealand |
| Email: | goodejeanette72@gmail.com | | |
| Telephone (day): | 03 7896028 | | |

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

| | |
|-----------------------|---|
| Name on bank account: | Charleston Waitakere Community Group Inc, |
| 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: | <input checked="" type="checkbox"/> | Detail: | |
| Māori: | <input checked="" type="checkbox"/> | Detail: | |
| Pacific Peoples: | <input checked="" type="checkbox"/> | Detail: | |
| Asian: | <input checked="" type="checkbox"/> | Detail: | |
| Middle Eastern/Latin American/African: | <input checked="" type="checkbox"/> | Detail: | |
| Other: | <input checked="" type="checkbox"/> | Detail: | All ethnicities |

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 checked="" 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 type="checkbox"/> Other (please provide | | |

PART 2: PROJECT DETAILS

Project name: The Charleston Goldfield's Winter School

Brief description of project:

The Charleston Winter school will present a range of opportunities for all ages in our community to access and come together to participate in arts activities within a geographical region.

Project location, timing and numbers

Venue and suburb or town:

Charleston

Start date:

mid July 2022

Finish date:

July 2022

Number of *active* participants:

apx 40-60

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

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?

Create learning opportunities in a local setting. Reduce social isolation and have some creative fun in the darkest month of the year.

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

We will canvas for volunteer tutors who have skills they are willing to share, engage the community and find out what they would like to learn and create a time table of classes available to all ages and stages.

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

The Charleston Waitakere Community Group exists as a voice for the community, social cohesion and a vibrant strong community is one of our goals. Creativity is a way to connect people and bring some joy in the darkest month of the 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 workshops will be scheduled over six days at different times to accommodate a range of needs. Some workshops can be schedule after school or work hours if there is a demand.

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

 No ☒ Include GST in your budget

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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 programmes).

| Date applied | Who to | How much | Confirmed/ unconfirmed |
|--------------|--|----------|---------------------------|
| 27/1/22 | Charleston Waitakere Community Group funds | \$300 | 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) |
|------|---------------|-----------------|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group? Individual ☐ Group ☒

Full name of applicant:

Contact person (for a

Street address/PO Box:

Suburb: Town/City:

Postcode: Country:

Email:

Telephone (day):

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

Name on bank account: GST number:

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: | <input checked="" type="checkbox"/> | Detail: | <input type="text" value="10"/> |
| Māori: | <input checked="" type="checkbox"/> | Detail: | <input type="text" value="3"/> |
| Pacific Peoples: | <input checked="" type="checkbox"/> | Detail: | <input type="text" value="3"/> |
| Asian: | <input checked="" type="checkbox"/> | Detail: | <input type="text" value="1"/> |
| Middle Eastern/Latin American/African: | <input type="checkbox"/> | Detail: | <input type="text"/> |
| Other: | <input type="checkbox"/> | Detail: | <input type="text"/> |

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 checked="" type="checkbox"/> Local paper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Council staff member | <input type="checkbox"/> Poster/flyer/brochure | <input checked="" type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Other (please provide) | <input type="text"/> | |

PART 2: PROJECT DETAILS

Project name:

Brief description of project:

Project location, timing and numbers

Venue and suburb or town:

Start date:

Finish date:

Number of *active* participants:

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

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?

Record musicians and vocalists for the soundtrack. Film some of the actors scenes.

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

Music recording at Nomad studios with musicians and cast 6 - 15 April. Filming on location indoor/outdoor throughout the April School Holidays 15 - 30 April.

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

Westport Stagecraft (youth) with Reefton & Karamea youth (20 participants). Local musicians, musical director and vocal coach (12 persons), Director, sound technician & camera operator + volunteers.

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

Our young people will benefit from working with and learning from local artists, musicians and technicians and creatives.

They will gain by engaging in positive self expression through performing arts.

They will enhance their sense of self worth by exploring their confidence and abilities.

They will be part of a tangible and memorable group project.

They can find a little inspiration during trying times.

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, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs. | |
| Item eg hall hire | Detail eg 3 days' hire at \$100 per day | Amount eg \$300 |
| recording of music | 8 hrs @ \$100 + gst p/h | 920.00 |
| mastering of music | 3 hrs @ \$250 + gst p/h | 862.50 |
| camera filming | 25 hrs x \$150 + gst p/h | 4,312.50 |
| | | |
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| | | |
| Total Costs | | \$ 6,095.00 |
| 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 eg ticket sales | Detail eg 250 tickets at \$15 per ticket | Amount eg \$3,750 |
| participant fees | 20 youth @ \$50 each | 1,000.00 |
| cultural activation fund | towards music recording | 1,000.00 |
| lotteries | towards camera hire and sound | 750.00 |
| remaining from bdcc | unspent funds from audition fund BDCCS | 220.00 |
| | | |
| | | |
| Total Income | | \$ 2970.00 |
| Costs less income | <i>This is the maximum amount you can request from CCS</i> | \$ 3,125.00 |
| Amount you are requesting from the Creative Communities Scheme | | \$ 3,125.00 |

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 programmes).

| Date applied | Who to | How much | Confirmed/ unconfirmed |
|--------------------------|--|----------|---------------------------|
| cultural activation fund | (amount allocated towards recording) | 1,000.00 | confirmed |
| lotteries communities | (amount requested for camera and sound hire) | 750.00 | unconfirmed |
| | | | |
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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) |
|------------|---|-----------------|--|
| Dec 2019 | Gravity on the Rocks (mockumentary film) | 2,000 | yes |
| March 2020 | Bryan Aitkin Theatre Workshop | 1,000 | yes |
| April 2021 | Shakespeare Workshop | 1,350 | yes |
| Nov 2021 | Ballad of Deadmans Creek Script and Auditions | 2,000 | *yes |

* Please note we have asked for \$220 from script and audition to be repurposed towards music and video recording - it was included as income in the budget.

Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group? Individual ☒ Group ☐

| | | | |
|-------------------------|---------------------------|------------|-------------|
| Full name of applicant: | Jeanette Goode | | |
| Contact person (for a | Jeanette Goode | | |
| Street address/PO Box: | PO Box 404 | | |
| Suburb: | | Town/City: | Westport |
| Postcode: | 7866 | Country: | New Zealand |
| Email: | goodejeanette72@gmail.com | | |
| Telephone (day): | 03 7896028 | | |

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

| | | | |
|-----------------------|---|-------------|------------|
| Name on bank account: | Jeanette R Goode | GST number: | 44-151-545 |
| Bank account number: | <div style="background-color: black; width: 100px; height: 1.2em;"></div> | | |

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: | <input checked="" type="checkbox"/> | Detail: | |
| Middle Eastern/Latin American/African: | <input checked="" type="checkbox"/> | Detail: | |
| Other: | <input checked="" type="checkbox"/> | Detail: | All people |

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 checked="" 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 type="checkbox"/> Other (please provide | | |

PART 2: PROJECT DETAILS

Project name: Meremae Potae weaving wananga

Brief description of project:

This workshop provides a rare opportunity for experienced weavers of harekeke to upskill to a level of excellence.

Project location, timing and numbers

Venue and suburb or town:

Chalreston

Start date:

25,26,27 March 2022

Finish date:

27 March

Number of *active* participants:

6

Number of viewers/audience members:

0

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

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

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

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

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

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

☒ Craft/object art

☐ Dance

☐ Inter-arts

☐ 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

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 a level of excellence in skill sharing for experienced weavers of harekeke (flax)

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

The tutor will travel from Wanganui to the Coast and engage with local flax weavers to increase knowledge and refine skills.

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

Mere Keating is a professional weaver of potae (hats) she came to the West Coast in 2018 and ran a workshop. There have been many requests to bring her back to continue the learning.

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

The weavers who attend these workshop take their newly developed skills back to their communities. People of all ages gain from this level of expertise. It also creates economic opportunities for weavers.

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

| | | | |
|---|--|------------------------------------|----------------|
| Project costs | Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs. | | |
| Item <i>eg hall hire</i> | Detail <i>eg 3 days' hire at \$100 per day</i> | Amount <i>eg \$300</i> | |
| Venue hire | 3 days | 150 | |
| consumables | | 40 | |
| tutor fee | | 600 | |
| contribution to travel costs | | 800 | |
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| Total Costs | | \$ 1590 | |
| 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>eg ticket sales</i> | Detail <i>eg 250 tickets at \$15 per ticket</i> | Amount <i>eg \$3,750</i> | |
| Course fee | \$50 a day X3 apx 6 people | \$400 | |
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| Total Income | | \$ 400 | |
| Costs less income | <i>This is the maximum amount you can request from CCS</i> | | \$ 1290 |
| Amount you are requesting from the Creative Communities Scheme | | | \$ 500 |

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 programmes).

| Date applied | Who to | How much | Confirmed/ unconfirmed |
|--------------|-------------------------|----------|---------------------------|
| 1 Feb 2022 | Cultural activator fund | 690 | unconfirmed |
| | | | |
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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) |
|------|---------------|-----------------|--|
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Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

PART 1: APPLICANT DETAILS

Name and contact details

Are you applying as an individual or group? Individual ☐ Group ☒

Full name of applicant: Little Green Man Productions

Contact person (for a Sarah Burren

Street address/PO Box: 57 Centreway Road

Suburb: Orewa Town/City: Auckland

Postcode: 0931 Country: New Zealand

Email: sarah@glowshow.co.nz

Telephone (day): 021772106

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

Name on bank account: LGM Productions GST number: 108-443-278

Bank account number: XXXXXXXXXX

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: | Italian/English/Irish collaborators |
| Māori: | <input checked="" type="checkbox"/> | Detail: | NZ Māori and Cook islands collaborators |
| Pacific Peoples: | <input checked="" type="checkbox"/> | Detail: | Samoan/Tongan Niuean collaborators |
| Asian: | <input checked="" type="checkbox"/> | Detail: | Chinese born and descent collaborators |
| Middle Eastern/Latin American/African: | <input checked="" type="checkbox"/> | Detail: | South African Tour |
| Other: | <input checked="" type="checkbox"/> | 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)

| | | |
|---|--|--|
| <input checked="" 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 type="checkbox"/> Other (please provide | | |

PART 2: PROJECT DETAILS

Project name: MATARIKI GLOW SHOW 2022

Brief description of project:

Exciting, re-mounted Matariki glow-in-the-dark giant scale puppet show to celebrate, engage and 'edu-tain' tamariki aged 0-12 years of age. Promoting and fusing Te Reo Māori, and diverse Pacific and Pākehā characters in music, story and puppetry design!

Project location, timing and numbers

Venue and suburb or town:

NBS Theatre, Westport

Start date:

June 28 2022

Finish date:

June 28 2022

Number of *active* participants:

18

Number of viewers/audience members:

Up to 746

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

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 love to bring our remounted and revamped MATARIKI GLOW SHOW 2022 - giant scale glow-in-the-dark puppet show to the children, educators and whanau of BULLER and districts during Term 2 of 2022 as part of our nationwide tour. This is to celebrate and support the first ever nationwide Matariki holiday in June and the 6 weeks surrounding 2022 Matariki dates.

Over 50 giant scale puppets with upbeat music, underpinned by storytelling (of Matariki Stars) based on the knowledge of Dr Rangi Matamua – promoting Te Reo, will provided an excellent platform for artistic excellence across the board, and great community engagement as part of those unique celebrations.

Over 60,000 children and educators have seen the glow shows since 2017.

We want to attract a much wider audience across New Zealand in 2022 and supply educational resource from our website encouraging the creation of glow-in-the-dark star puppets that children can create and participate in, as part of the show.

We are applying for funds specifically in your area to aide all production costs with BULLER CCS supporting costs towards BULLER leg of tour. NBS Theatre, WESTPORT provides excellent venue that schools/kōhanga come directly to, within a 45 minute radius of their locations with CCS funding reach. We will stage x 1 (30 min) shows per day at 10am for 0-6 year olds and x 1 (50 min) show per day at 11.30am for 6-12 year olds.

PROJECT DETAILS

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

Little Green Man Productions (1998) will be the production company that will deliver the project collaborating with qualified experienced people with proven ability and track record. We will be working closely with seasoned theatre practitioners who were on board past years and available for 2022.

We are fully compliant with all COVID-19 regulations and all mandates with cast and crew vaccination requirements for all processes and venue compliances.

If NZ is still in red zone in May we will conduct rehearsals in zoom as we have in 2020 and 2021 and push dates out to July/August. We have shown adaptability and resilience with Covid-19 changes and are able to stage up to 3 shows per day – one being 30 mins (for 0-5yo) and the other 2 shows (for 6-12yo) being 50 mins if capacity numbers are limited.

TIMELINE OUTLINE FOR DELIVERY

Sept 2021 – January 2022

- >Contact all venues and make tour plan - discuss options with Venue Managers
- >Discuss project with key personnel/ garner support for project
- >Get Suppliers Quotes
- >Create budget from costs for 2021 tour
- >Create timeline schedule

February-April 2022

- > Send PDF to all venues and schools
- > Start FB campaign to market into communities
- > Secure/contract cast and crew/Send out PR

May 2022

- > Hold read through and start production roll out

July 2022

- > Complete all funding reporting
- > Review complete tour and access project moving forward

PROJECT DETAILS

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

Key people involved have been on board since the projects inception and have been engaged in the show since 2017 with additional new support, each year, as the popularity for the show grows and specialist advice is required. GLOW SHOW whanau continues to grow and we are providing excellent training ground and length of employment to many. Seasoned professionals with emergent artists provides an excellent supportive platform for creative sector growth whilst travelling NZ as an emergent artist, enabling first-hand experience and diversity, our country has to offer - paramount to artistic and personal development.

Sarah Burren - 38 years producing /designing theatre/live events/ shows in NZ and overseas - Sarah created the show, then collaborated with this awesome group of people:

Midge Perez – Script and Music Director

Rocky Lavea - Director

Dez Brown – Musical arranger, Bradley Busby Musical arranger

Ani Nuku - established singer/ performer

Lilo Asiata - established singer/performer

Mita Tupaea – established singer

Vai Tupaea – established singer

Leighton Rangi - Choreographer

Kody Kauri – Technical Director

Joshua Downs is an emergent artist and works alongside us with marketing.

ADVISORS

Midge Perez and Haare Williams – Cultural advisors/ Amorangi,

PRODUCTION, TOUR and FINANCIAL MANAGEMENT

Carol Harding and Calvin Hudson working with us across all tour logistics and tour management.

SAS accountants with robust financial systems in place for costings and budgets.

ATTRACTING NEW TALENT

Bella Robertson and Jared Tito will be involved in audition process and will attract up - 4 new cast members for 2022 season as well as training an Assistant Stage Manager

PROJECT DETAILS

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

TARGET MARKET

Our target market are ECEs for the 10am show (30 mins of puppetry, then actors are on stage for 10 mins and bring out puppetry) AND primary and beginning of intermediate school children aged 5-12years – along with teachers and caregivers for the 11.30am show that's 50 minutes and then a Q and A for 10 minutes.

The audience is understood and at the centre of planning. We have a prelim poster going into schools (March) and have all venues set up with all details of booking etc. Marketing wise we are anticipating umbrella marketing with local regions as well as having our own FB page - this will embrace those who are not currently engaged in arts and cultural activities.

Schools will be sent mailchimp information, invited to book with plenty of notice. We are targeting schools, kōhanga who are within a 40-45 minute travel radius of each theatre location and have picked venues on tour plan that have a large demo graph in the genre we are marketing to. Marketing/publicity and ticketing will be clear about show times and age appropriateness.

ACCESSIBLE TO COMMUNITIES IN LOCATION WE ARE APPLYING TO

We will be promoted under the umbrella of each locations council and or EF marketing where possible. The show is created for cultural inclusiveness and we are keeping the ticket prices very competitive. All venues are in fully up to H and S standards and compliant. All venues have easy access for disabled persons and car parking and buses. We are also wanting to gift a percentage of tickets and have discussed this with schools in Westport.

HOW DOES THIS BENEFIT COMMUNITIES

We'll engage schools from year 1-6 and will conduct a Q and A after each show - inspiring budding performing art students and entertaining them with glow in the dark! There were many questions on the HOW and WHY the puppets worked- we inspired UV understanding in its art form and in our story telling. This year we will be encouraging schools and ECEs to create glow-in-the-dark stars and bring them along to participate in the show as we'll be providing an online link showing a "how to create star puppets" along with the artworks of each of the Matariki Star characters attached to this application.

| | | | |
|-------------------------|-----|-------------------------------------|-----------------------------------|
| 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 |

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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 programmes).

| Date applied | Who to | How much | Confirmed/ unconfirmed |
|----------------|---|----------|---------------------------|
| Dec 2021 | Lower Hutt Events Centre venue sponsorship | 3000 | Confirmed |
| September 2021 | Auckland Council | 10000 | Confirmed |
| September 2021 | Performing Arts Trust transferred from 2021 | 7000 | 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) |
|------------|--|-----------------|--|
| 08/04/2019 | Matariki Glow Show - Buller | 3500 | Yes |
| 08/04/2019 | Matariki Glow Show - Hamilton | 2335 | Yes |
| 08/04/2019 | Matariki Glow Show - Napier | 2610 | Yes |
| 08/04/2019 | Matariki Glow Show - Nelson | 1350 | Yes |
| 08/04/2019 | Matariki Glow Show - Whanganui | 690 | Yes |
| 08/04/2019 | Matariki Glow Show - Auckland Central | 4000 | Yes |
| 08/04/2019 | Matariki Glow Show - Auckland West | 3000 | Yes |
| 08/04/2019 | Matariki Glow Show - Auckland North | 5500 | Yes |
| 08/04/2019 | Matariki Glow Show - Wellington | 4169 | Yes |
| 08/04/2019 | Matariki Glow Show - Tauranga | 824 | Yes |
| 16/02/2020 | Te Moana Glow Show - Auckland Central | 6500 | Yes |
| 02/02/2020 | Te Moana Glow Show - Gisborne | 2000 | Yes |
| 22/01/2020 | Te Moana Glow Show - Hamilton | 2200 | Yes |
| 02/02/2020 | Te Moana Glow Show - Napier | 2600 | Yes |
| 02/02/2020 | Te Moana Glow Show - Nelson | 1200 | Yes |
| 06/09/2019 | Te Moana Glow Show - Marlborough | 1000 | Yes |
| 06/09/2019 | Te Moana Glow Show - Lower Hutt Event Centre | 2750 | Yes |
| 06/09/2019 | Te Moana Glow Show Far North - Kerikeri | 1250 | Yes |
| 25/04/2020 | Te Moana Glow Show - Far North Kaitia | 3023 | Yes |

PROJECT DETAILS (budget)

| | | | |
|------------|--|------|-----|
| 27/04/2020 | Te Moana Glow Show - Dunedin | 3000 | Yes |
| 10/06/2020 | Te Moana Glow Show - Whangarei | 2500 | Yes |
| 02/02/2020 | Te Moana Glow Show - Waitaki | 2000 | Yes |
| 06/10/2019 | Te Moana Glow Show - Masterton | 3200 | Yes |
| 03/01/2020 | Te Moana Glow Show - CHCH | 3000 | Yes |
| 06/10/2019 | Te Moana Glow Show - Greymouth | 2135 | Yes |
| 01/03/2020 | Te Moana Glow Show – Palmerston North | 2500 | Yes |
| 06/09/2019 | Te Moana Glow Show - Invercargill | 2000 | Yes |
| 06/09/2019 | Te Moana Glow Show – Southland DC | 1500 | Yes |
| 16/02/2020 | Te Moana Glow Show – Auckland West | 7800 | Yes |
| 16/02/2020 | Te Moana Glow Show – Auckland North | 3908 | Yes |
| 10/01/2020 | Te Moana Glow Show - Wellington | 2476 | Yes |
| 06/09/2019 | Te Moana Glow Show - Whanganui | 2500 | Yes |
| 06/09/2019 | Te Moana Glow Show - Tauranga | 1500 | Yes |
| 10/07/2020 | Te Moana Glow Show – Kapiti Coast | 1012 | Yes |
| 25/04/2020 | Te Moana Glow Show - Whakatane | 1500 | Yes |
| 23/01/2021 | Wonderland Glow Show - Whangarei | 3500 | Yes |
| 02/02/2021 | Wonderland Glow Show – Far North – Kaitia and Kerikeri | 4900 | Yes |
| 26/01/2021 | Wonderland Glow Show - Queenstown | 2500 | Yes |
| 29/01/2021 | Wonderland Glow Show – New Plymouth DC | 2300 | Yes |
| 20/01/2021 | Wonderland Glow Show - Taupo | 4000 | Yes |
| 03/02/2021 | Wonderland Glow Show - Napier | 2260 | Yes |
| 02/02/2021 | Wonderland Glow Show - Gisborne | 4000 | Yes |
| 01/02/2021 | Wonderland Glow Show - Wellington | 6687 | Yes |
| 02/02/2021 | Wonderland Glow Show - Marlborough | 2000 | Yes |
| 11/03/2021 | Wonderland Glow Show - Whanganui | 3408 | Yes |
| 26/01/2021 | Wonderland Glow Show - CHCH | 3000 | Yes |
| 04/02/2021 | Wonderland Glow Show - Hamilton | 4000 | Yes |
| 23/02/2021 | Wonderland Glow Show -Waitaki | 2000 | Yes |
| 13/02/2021 | Wonderland Glow Show- Southland DC | 3391 | Yes |
| 13/02/2021 | Wonderland Glow Show -Invercargill | 2500 | Yes |
| 05/02/2021 | Wonderland Glow Show –Auckland South | 5928 | Yes |
| 05/02/2021 | Wonderland Glow Show – Auckland Central | 7757 | Yes |

PROJECT DETAILS (budget)

| | | | |
|------------|---------------------------------------|------|-----|
| 05/02/2021 | Wonderland Glow Show – Auckland North | 8155 | Yes |
| 11/03/2021 | Wonderland Glow Show - Ashburton | 1800 | Yes |
| 11/03/2021 | Wonderland Glow Show - Dunedin | 4359 | Yes |
| 11/03/2021 | Wonderland Glow Show - Greymouth | 1739 | Yes |
| 11/03/2021 | Wonderland Glow Show - Carterton | 3000 | Yes |
| 14/04/2021 | Wonderland Glow Show – South Waikato | 9157 | Yes |
| 14/04/2021 | Wonderland Glow Show - Whakatane | 1500 | Yes |

Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

APPLICANT DETAILS

Name and contact details

| | | | | | | | | | | | | | | |
|--|---|--------------------------|--------------|-------------------------------------|----------------------------|--|--|--|--|--------------------|--|--|--|--|
| Are you applying as an individual or group? | Individual | <input type="checkbox"/> | Group | <input checked="" type="checkbox"/> | | | | | | | | | | |
| Full name of applicant: | Northern Buller Communities Society Inc – The Lyric Theatre | | | | | | | | | | | | | |
| Contact person (for a group): | Patricia August | | | | | | | | | | | | | |
| Street address/PO Box: | 30a Main Road | | | | | | | | | | | | | |
| Suburb: | Ngakawau | Town/City: | Via Westport | | | | | | | | | | | |
| Postcode: | 7822 | Country: | New Zealand | | | | | | | | | | | |
| Email(s): | <tr> <td colspan="5">tricia.august.pa@gmail.com</td> </tr> <tr> <td colspan="5">nbcrc@actrix.co.nz</td> </tr> | | | | tricia.august.pa@gmail.com | | | | | nbcrc@actrix.co.nz | | | | |
| tricia.august.pa@gmail.com | | | | | | | | | | | | | | |
| nbcrc@actrix.co.nz | | | | | | | | | | | | | | |
| Telephone (day): | 021 210 1222 / 03 7828 276 | | | | | | | | | | | | | |
| All correspondence will be sent to the above email or postal address | | | | | | | | | | | | | | |
| Name on bank account: | NBCS Inc - Lyric | | GST number: | N/A | | | | | | | | | | |
| Bank account number: | <div style="background-color: black; width: 100px; height: 1.2em;"></div> | | | | | | | | | | | | | |
| 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: | Mainly |
| Māori: | <input checked="" type="checkbox"/> | Detail: | Also |
| Pacific Island: | <input checked="" type="checkbox"/> | Detail: | Also |
| Asian: | <input checked="" type="checkbox"/> | Detail: | Also |
| Middle Eastern/Latin American/African: | <input checked="" type="checkbox"/> | Detail: | Included |
| Other: | <input checked="" type="checkbox"/> | Detail: | Included |

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 checked="" type="checkbox"/> Creative NZ website | <input type="checkbox"/> Social media |
| <input type="checkbox"/> Council mail-out | <input checked="" type="checkbox"/> Local paper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Council staff member | <input checked="" type="checkbox"/> Poster/flyer/brochure | <input checked="" type="checkbox"/> Word of mouth |
| <input checked="" type="checkbox"/> Other (please provide detail) | Most of above methods with x, first discovered by word of mouth | |

PROJECT DETAILS PART 2

Project name: The Lyric Theatre Re-opening Rehearsal

Brief description of project:

A celebration and acknowledgment of community and contractor's hard work, and other contributors to the success of the theatre.

Project location, timing and numbers

Venue and suburb or town:

The Lyric Theatre, Granity.

Start date:

9th April 2022

Finish date:

9th April 2022

Number of active participants:

no more than 100 inside The Lyric Theatre

Number of viewers/audience members:

no more than 100 inside The Lyric Theatre.

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

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 want to celebrate the efforts made to be able to present this stage of The Lyric Theatre re-build, and to invite our local and wider communities to participate in ensuring the theatre is fit for purpose for future events. This will be done in accordance with the existing covid restrictions of that time.

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

This event will be organised by The Lyric Theatre sub-committee, supported by NBCS Inc.
There will be invitations extended to all who have contributed work or goods or help in any way
The theatre will be opened to extend welcome to our local communities.
Some light refreshments will be provided.
There will be musical and high school kapa haka performers.
Covid/traffic light theatre/event restrictions will be applied.

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

Possible performers will be from Karamea, a local Granity musical group, and the High School kapa haka group.

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

The Lyric Theatre will be opened and welcoming to our communities, volunteers, contributors, and workers.
There will be performances of music, including kapa haka and youth.
Access to and experience of this performance venue as fit for purpose will be enabled.

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, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs. | |
| Item eg hall hire | Detail eg 3 days' hire at \$100 per day | Amount eg \$300 |
| Advertising/Printing | Printing, stationery, posters, media and public H&S notices | \$600 |
| Lighting | On The Coast Lighting, for the stage. | \$800 |
| Sound | PA system Hire x 2 for crew coms and two stages | \$800 |
| Artists/Performers | Travel Costs (Fuel Vouchers) plus Koha. | \$500 |
| Volunteers/Incidentals | House-keeping, rubbish disposal, administration & personnel costs | \$500 |
| Heating/Fuel | Fuel/Gas for heating, kerosene for fire performances | \$100 |
| Table Hire | Trestle tables x 10 | \$100 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total Costs | | \$3,400 |
| 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 eg ticket sales | Detail eg 250 tickets at \$15 per ticket | Amount eg \$3,750 |
| N/A | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | This is the maximum amount you can request from CCS | |
| Amount you are requesting from the Creative Communities Scheme | | \$3,400 |

Other financial information

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

PROJECT DETAILS

| Date applied | Who to | How much | Confirmed/ unconfirmed |
|---|--------------------------|-----------------|--|
| N/A | N/A | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Tell us about other grants you have received through the Creative Communities Scheme in the past three years. | | | |
| Date | Project title | Amount received | Project completion report submitted (yes/no) |
| 2021 | The Granity Night market | \$1600 | Yes |
| | | | |
| | | | |
| | | | |
| | | | |

Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

CREATIVE NZ COMMUNITY FUNDING SUB-COMMITTEE

14 FEBRUARY 2022

AGENDA ITEM 7

Prepared by Mira Schwill
Communications & Community Services Officer

CORRESPONDENCE

1. INWARDS CORRESPONDENCE

Correspondence received as follows:

| # | Correspondence received |
|---|---|
| 1 | Granity Players Project Completion Report |
| 2 | CCS Assessors Guide 2019 - 2020 Rebecca Kunin |
| 3 | Roll over of funds for Theatre NZ workshop Ray Curnow |
| 4 | Victoria Square Mural Progress Report Barry Walker |
| 5 | Question regarding eligibility Rebecca Kunin |
| 6 | Creative Communities Scheme administration update Rebecca Kunin |
| 7 | Extra CCS funding allocation Creative Communities NZ |
| 8 | Creative Communities Scheme administrator update Stephen Wainwright |

2. DRAFT RECOMMENDATION

That the Creative NZ Community Funding Sub-committee receive inwards correspondence for their information.

Notification of Payment

Buller District Council
PO Box 21
Westport 7866



For the application 'Buller Council - CCS Delta Top-up 2021/22' (App-026457), with primary applicant: Buller District Council

This is to advise you that \$6,183.70 was deposited in the following bank account 03-0897-0084770-000 on 9/12/2021.

Regards
Creative New Zealand

BUYER-CREATED TAX INVOICE - IRD APPROVED



Level 2,
2-12 Allen Street,
Te Aro,
Tel. (04) 473 0880, Fax (04) 471 2865
Email info@creativenz.govt.nz
Creative New Zealand GST No: 117-013-02

TAX INVOICE

Invoice Date: 9/12/2021
Your Name: Buller District Council
Your Address: PO Box 21
Westport 7866
Your GST Number: 517-510-94
Payment Date: 9/12/2021

Payment Details

Creative Communities Scheme Delta Top-up

| | Amount |
|------------------------------|------------|
| | \$5,377.13 |
| GST Exclusive Amount: | \$5,377.13 |
| GST: | \$806.57 |
| GST Inclusive Amount: | \$6,183.70 |

This invoice is tax inclusive. Please retain for your records

With our compliments.

Level 2
2-12 Allen Street, Te Aro
Wellington 6011, New Zealand
PO Box 3806, Wellington 6140



7 December 2021

Sharon Mason
Buller District Council
sharon.mason@bdc.govt.nz

Tēnā koe Sharon Mason,

Re: Additional funding to Creative Communities Scheme – Delta ‘top-up’

Creative New Zealand has welcomed the announcement from Government of an additional \$5 million to support the arts sector through the Delta outbreak. You can view full details of the support package here [Government’s Delta support package for the arts](#).

We are happy to confirm that **\$1 million** has been allocated to the Creative Communities Scheme (CCS), to be distributed as a Delta ‘top-up’ to 67 territorial authorities on a per capita basis. This is the second CCS ‘top-up’ in 2021. The first ‘top-up’ was distributed in January as part of Government’s first Arts and Culture COVID Recovery Programme.

For the Delta ‘top-up’ the following applies:

- Buller District Council will receive an additional \$5,377.13.
- This payment will be processed in December.
- This funding is in addition to your existing Creative Communities Scheme annual allocation. The second instalment remains scheduled for payment in February 2022.
- The terms and conditions set out in the Funding Agreement between Creative New Zealand and Buller District Council apply to these additional funds.
- If your council contracts a third party to deliver the scheme on your behalf, Creative New Zealand recommends you ensure your Agreement with the third party is updated accordingly.
- Please note that no further action is required from you to receive this additional Delta ‘top- up’ payment.

While we know that increases to CCS funding provides a welcome boost for community arts overall, we also know that it can create pressure on local CCS administrators to distribute the extra funds. We have developed a few initiatives that we hope will alleviate some of that pressure.

To reflect these following changes a Deed of Variation to your current Creative Communities Scheme 2019-2022 Agreement is added to this letter.

T +64 4 473 0880

E info@creativenz.govt.nz

W www.creativenz.govt.nz

Supported by New Zealand Lottery Grants Board and the Ministry for Culture and Heritage

Full roll-over of funds for 2021/22

Creative New Zealand has again approved the carry forward of all unspent funds in June 2022. This will be recognised in the new CCS Agreements for July 2022 - June 2025.

One-off increase to 20% for CCS marketing


CNZ has also approved a one-off increase in the proportion of CCS funds that can be spent on marketing. Until 30 June 2022, up to 20% may be spent promoting the programme. We hope this will aid the distribution of funds, especially to underserved communities in your area.

Thank you for your continued delivery of the Creative Communities Scheme. Over the past two years we've seen first-hand the value of arts, and their ability to bring communities together to inspire and connect.

We look forward to working with you as we deliver this additional funding to provide further support and opportunities for your communities.

Should you have any further queries regarding this funding, please get in touch with us at ccsadmin@creativenz.govt.nz

Ngā mihi,



Stephen Wainwright
Chief Executive, Creative New Zealand

cc. Cath Cardiff, Senior Manager Arts Development Services, Creative New Zealand
Debs McSmith, Manager Investment Services, Creative New Zealand
Rebecca Kunin, Senior Adviser, Creative Communities Scheme
Mira Schwill, Buller District Council

**Deed of Variation to Creative Communities Scheme Agreement 2019-2022
between Arts Council of New Zealand Toi Aotearoa and Buller District Council
dated 10 June 2019.**

As per Schedule 3, Section 10 of the Agreement, and the letter '**Re: Additional funding to Creative Communities Scheme – Delta 'top-up'**' dated 6 December 2021, this Deed of Variation sets out amendments to the Agreement effective immediately, and until the Agreement ends of 30 June 2022.

Schedule 1 is amended as follows:

- Clause 5.1, is deleted and replaced with:
Up to 20% of the Buller District Council's annual allocation of Funding may be used to promote and market the Scheme.

Schedule 2 is amended as follows:

- Clause 7.5(d) is deleted and replaced with:
Up to 20% of the 2021-2022 annual allocation of Funding may be used to promote the Scheme in that year.
- Clause 7.6 is deleted and replaced with:
The Territorial Authority will use its best efforts to expend all its allocation within the financial year (July to June). If the Territorial Authority is unable to do so, clause 7.7 shall be applied.
- Clause 7.7 is deleted and replaced with:
The Territorial Authority may carry over unspent funds from the 2021-2022 financial year into the 2022-2023 financial year. It is expected these carried over funds will be expended in the first funding round of the following financial year.

If you would like to query any of these amendments, please respond in email to ccsadmin@creativenz.govt.nz.

Ngā mihi,



Stephen Wainwright
Chief Executive, Creative New Zealand

cc. Cath Cardiff, Senior Manager Arts Development Services, Creative New Zealand
Debs McSmith, Manager Investment Services, Creative New Zealand
Rebecca Kunin, Senior Adviser, Creative Communities Scheme
Mira Schwill, Buller District Council



Creative Communities Scheme

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

Assessors Guide

2019 - 2022

Updated July 2020

**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

The guide includes:

- an introduction to CCS and how the scheme works
- information about assessment committees
- information about the assessment process

As a CCS assessor, you'll need to familiarise yourself with the contents of this guide. You should use it as an ongoing reference.

Your CCS administrator will also provide you with a CCS Application Form and CCS Application Guide. These are the documents that applicants use to make an application.

This is an updated version of the Assessors Guide. It replaces all previous versions.

You can also access the contents of the Assessors Guide on the Creative Communities Online Hub at <http://ccs.creativenz.govt.nz/help>

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1. Introduction to the Creative Communities Scheme

The purpose of the 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 arts¹ 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.

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.

Funds and funding rounds

Each city or district council receives an annual allocation of funds from Creative New Zealand. The total allocation received by each local council consists of:

- > a base grant of \$15,000
- > an allocation of \$0.60 per head of population in the relevant area
- > a GST component.

Each council or third party organisation² holds **at least two and a maximum of four** funding rounds each year. In some districts, where the amount to be allocated is very small, Creative New Zealand allows for just one funding round to be run per year.

Assessment committees

Each council or third party organisation forms an assessment committee to allocate the CCS funding. The assessment committee is made up of councillors and community representatives who are familiar with the broad range of local arts activity. You can read more about the make-up of the assessment committee on page 2 of this guide.

¹ See Glossary for definition of arts

² Some councils choose to run CCS through a third party organisation such as the local arts council. For more information on this speak to your local CCS administrator

2. Assessment committees

Role of assessment committees

Assessment committees are at the heart of the success of the Creative Communities Scheme. Their main role is assessing applications and allocating funding, in line with any specific local priorities that have been set 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.

Decisions made by this 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 that 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. 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.

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.

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.

If council staff wish to stand as community representatives they must be there independently of their role in council.

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.

However, 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.

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

Term of membership

Community representatives may be appointed or elected 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.

Chairperson

Each year the assessment committee should elect a chairperson.

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

Management of committee meetings

To be able to make the best funding decisions, committee members must be free to discuss all aspects of an application. For this reason we recommend that assessment committees consider applications in accordance with the public excluded provisions of the Local Government Official Information and Meetings Act 1987 or, if they are a community committee, in private.

Individual councils are responsible for ensuring that meetings of the assessment committees operate in accordance with the relevant council standing orders, including the taking of minutes.

Dealing with conflicts of interest

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

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 else 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
- 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 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, or
- 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.

Creative New Zealand support available to assessors

Meetings and workshops

Creative New Zealand organises regular regional meetings and training workshops for CCS administrators and assessors. These are intended to help administrators and assessors develop the knowledge and skills they need to deliver the scheme locally. The meetings are also a valuable opportunity to exchange information with colleagues in neighbouring local council areas.

Advice

Creative New Zealand staff are available to answer any questions you may have about assessing applications or about administering and delivering the scheme generally. These questions should be directed through your local CCS administrator.

3. Eligibility requirements and funding criteria

To be successful, applications for funding under the Creative Communities Scheme must:

- meet a number of eligibility requirements before the application can be considered by the CCS assessors (the local CCS administrator will check that the application meets these requirements before passing it on to the assessors)
- show that the proposed project meets one or more of the scheme's three funding criteria (access and participation; diversity; young people). When deciding whether to fund the proposal, you will look carefully at whether and to what extent the proposal meets the selected criterion.

Eligibility requirements for CCS

Before an application can be considered by an assessment committee, the CCS administrator will check that it meets all of the following eligibility requirements:

- The applicant
 - if the applicant is an individual they must be a New Zealand citizen or permanent resident; if the application is from a group or organisation, they must be based in New Zealand
 - if the applicant 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
 - must have an arts³ focus
 - must have identified one of the three funding criteria (see below)
 - must take place within the city or district where the application is made
 - must not have begun before any CCS funding is approved⁴
 - must not already have been funded through Creative New Zealand's other funding programmes
 - must be scheduled to be completed within 12 months after funding is approved.

Funding criteria for CCS

Once the administrator has determined that an application is eligible he or she will forward it to the assessment committee to be assessed against the following criteria:

- Access and participation
- Diversity
- Young people.

One of the greatest strengths of CCS is that 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.

³ See Glossary for definition of arts

⁴ Note that some aspects of a project may have already started but an applicant can request support for activity which has not already taken place, eg a community musical: rehearsals may have already started but the group may request support for the presentation costs, eg venue hire that have not already been incurred

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
- > creation of new tukutuku, whakairo or kōwhaiwhai for a local marae
- > 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
- > artist residencies involving local artists or communities
- > seminars for the development of local artists.

Diversity

The project will support the diverse arts and 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.

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.

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 or other educational institutions that are the core business of that

institution or are normally funded through curriculum or operating budgets (see section below: Creative Communities Scheme and schools)

- projects that mainly deliver outcomes for other sectors, eg health, heritage or the environment

- > **Council projects** - which are any projects developed and run by a council or its subsidiary. The latter includes council controlled organisations (CCOs), libraries, art galleries, museums, performing arts venues, economic development agencies and/or bodies that are 50% or more controlled by a council or group of councils.

This criteria does not prevent a local arts group from applying for a project that will use facilities owned and/or operated by a council or its subsidiary. However, an application can only be for the direct project costs of the applicant such as:

- materials for arts activities or programmes
- venue and equipment hire (including council owned or council controlled venues)
- personnel and administrative costs for short-term projects
- promotion and publicity of arts activities.

This criteria does not prevent a council or council subsidiary from applying to Creative New Zealand for funding via our other funding programmes or initiatives.

A body, eg trust or foundation which has been established to deliver outcomes for a council or its subsidiary is not eligible to apply.

- > **Facilities, eg:**

- projects to develop galleries, marae, theatres and other venues - including the costs of fixed items, whiteware, floor coverings, furnishings, gallery and theatre lights, stage curtains or building restoration

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.

Specific costs that can't be funded

- > ongoing administration and service costs (such as salaries) that aren't related to a specific project⁵
- > 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
- > 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

Every school has its own curriculum and teaching programme aligned to the National Curriculum. All state and integrated schools are obliged to deliver the National Curriculum and all are obliged to have trained

⁵ Note that CCS can support a proportion of a groups' core costs and/or overheads that relates specifically to the project

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?

In addition to the activities identified in the curriculum and teaching programme, a school may undertake *additional* activity to complement and enhance its teaching programme. This activity is often referred to as co-curricula or extra-curricular activity. This activity may be eligible for support via CCS as long as it fits other CCS criteria. 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.

Test 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.

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

Support under other Creative New Zealand funding programmes

If the scale or significance of a proposed arts project goes beyond the local level, the project may be a better fit for one of Creative New Zealand's other funding programmes.

Information about the other funding opportunities we provide is available on our website:

www.creativenz.govt.nz

4. The assessment process

Key guidelines for assessors

To maintain the integrity of the assessment process, all assessment committees must follow these three key guidelines:

1. Apply the Scheme's funding criteria i.e. all projects must meet one of the funding criteria.
2. Use the Assessors Guide and Assessment Scale to govern decisions.
3. Follow the procedures for dealing with conflicts of interest.

Stages of 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:

1. Checking eligibility requirements (Administrator) – the CCS administrator checks that the application is eligible to be considered by the assessment committee.
2. Distributing applications to assessors (Administrator) – the CCS administrator distributes all the eligible applications to the individual assessors.
3. Applying the Assessment Scale (Individual assessors) – the assessors mark each application against the Assessment Scale, using the Application Marking Sheet to record a mark out of 20. They then return these marks to the administrator.
4. Creating a ranked list (Administrator) – the CCS administrator collates the assessors' marks and creates a ranked list of all applications, from the highest marked to the lowest.

5. Prioritising applications and allocating funding (Assessment committee) – the assessment committee meets to discuss the applications and decide which should have priority for funding.
6. Notifying the applicants (Administrator) – the CCS administrator notifies each applicant in writing of the assessment committee's decision about their application.

Funding criteria

Funding criteria and examples are given on pages 6 -7 of this guide

Applying the Assessment Scale

Number of assessors per application

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.

Assessors must 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.

Your administrator will provide you with:

- all the applications you are to assess
- an Assessment Marking Sheet to insert your marks into.

Assessors must complete the Assessment Marking Sheet and return this in time for the administrator to compile a ranked list for the assessment committee meeting.

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. |
|---|--|
-
- | | |
|---|---|
| 3 | The idea / kaupapa is generally strong and has merit. |
|---|---|
-
- | | |
|---|--|
| 2 | The idea / kaupapa is under-developed. |
|---|--|
-
- | | |
|---|-------------------------------------|
| 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. |
|---|---|
-
- | | |
|---|--|
| 3 | The process, planning and timeline are mostly well-conceived and credible. |
|---|--|
-
- | | |
|---|---|
| 2 | Some aspects of the process, planning or timeline are well-conceived. |
|---|---|
-
- | | |
|---|---|
| 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. |
|---|---|
-
- | | |
|---|--|
| 3 | The ability and experience of the individual or group involved in the delivery of the project is strong. |
|---|--|
-
- | | |
|---|---|
| 2 | The ability and experience of the individual or group involved in the delivery of the project is below average or unproven. |
|---|---|
-
- | | |
|---|---|
| 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. |
| 3 | The project has the potential to deliver strong results under the selected criterion. |
| 2 | The project has the potential to deliver limited results under the selected criterion. |
| 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. |

Prioritising applications and allocating funding

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.

Taking a strategic approach to funding decisions

Usually there's pressure on CCS funds and it's not possible to fund all of the creative projects taking place in our communities. Assessment committees will need to take a strategic approach to funding and make decisions that represent the best use of the funds available. It's preferable that the best applications are given adequate support to ensure that they have a good chance of success, rather than spreading funding too thinly over a larger number of applications.

Funding decisions should also be made from a district or city-wide perspective. Rather than considering individual projects in isolation, it's important that assessors are aware of the arts environment in the city or district as a whole and that they aim to fund projects in a way that develops and enhances the arts throughout the local area.

Declined applications

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

- The application is ineligible
- The application is incomplete
- The project is a low priority for funding

Specific factors for the committee to consider

When deciding whether a proposed project should be a priority for funding, the committee should consider and discuss the following questions:

- Is there evidence of demand from the community?
- Will the project provide increased, sustained or long-term benefits for the community?
- Will the project contribute to supporting the local arts priorities identified by the local council?
- Is there potential for the project to develop?
- Has the project received CCS support previously and, if so, has the project developed in any significant way?
- Given that priority should be given to strong projects that are likely to be successful, is the proposed level of funding support adequate to ensure that the project will succeed?
- What does the arts environment look like in the local area, and where is support needed? How will the project contribute to the development of the arts within the district or city?

Deciding the appropriate level of funding for an application

Assessment committees should award the amount and type of assistance that they agree is appropriate, regardless of the amount the applicant has asked for. If the committee decides to grant less than the amount asked for, it must be confident this won't risk making the project unviable.

Local councils or assessment committees must not set an upper limit on how much funding applicants can ask for. However, it's good practice to manage applicants' expectations, and applicants can be given information about the range of funding amounts that have been granted in the past.

Councils and assessment committees also must not specify the level of an applicant's minimum contribution to a project (whether personal or through other funding sources) as a requirement for eligibility under the scheme.

Projects benefiting more than one council area

Projects that benefit more than one council area can be supported. Individual CCS administrators should liaise with the administrator in an adjacent local council where appropriate.

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.

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 administrators (and relevant management) of the adjacent council discuss and agree the following:

- 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 administrators will or won't recommend that applicants submit to both committees
- How administrators will convey this advice to applicants
- How administrators will ensure your advice is consistent
- How administrators will keep each other in the loop.

5. Promoting the scheme locally

As well as assessing applications, reading reports and attending CCS-funded events, members of the assessment committee have a very important contribution to make in promoting the scheme effectively.

Developing a promotion plan

Promoting the scheme well is key to the success of CCS.

Planning is the first step, and it's good practice for assessment committees to set aside time to develop a promotion plan. The plan should be a work-in-progress that's discussed and reviewed regularly. We suggest that you do this at the end of each assessment meeting.

To develop a plan targeted to your own community it may help to start by addressing the following questions. We encourage all assessment committees and administrators to regularly review how the scheme is being promoted. At least once a year the committee should devote some time to consider ways to improve the scheme's promotion.

Questions that the assessment committee might consider are:

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.

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 get access to it. Cultural associations, meeting places, schools and social media may be useful starting points.

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?

How can you support your CCS administrator to promote the scheme?

There are a number of ways you can support your CCS administrator to connect with your community, eg:

- > **Brochures** - Your administrator has CCS brochures and posters. Take some of these with you and pass them on to other artists, arts organisations or community groups. These are also available in pdf format and in a variety of languages
- > **Social media** - Does your council have a Facebook page? Do you or your organisation have a Facebook page? If so, start "liking" and commenting on the council's CCS postings or postings by groups that have been supported
- > **CCS funded events** - Attending CCS funded events and other community events can create good opportunities for promoting the scheme. If you are able to attend these events you might take some copies of the brochures with you in case there are opportunities to share this information.

Note that up to 7.5% of the council's annual CCS allocation can be used for promotion costs. This funding for promotion **cannot** be used to cover administration costs. Some councils have successfully run local promotional events, often based around the opening of an exhibition or a new venue, where they have showcased projects that have been supported through CCS.

Appendix 1. Glossary (explanation of words and phrases)

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.

From: [Creative New Zealand](#)
To: [Mira Schwill](#)
Subject: Creative Communities Scheme administrator update: Spring 2021
Date: Friday, 19 November 2021 9:59:56 am



Creative Communities Scheme administrator update: Spring 2021

Kia ora! Tālofa lava! Mālō e lelei! Fakalofa lahi atu! Kia Orana! Fakatalofa atu! Bula! Malo ni! Ni hao! Namaste! Annyeong haseyo! As-salamu alaykum!

I want to begin by recognising the continuing mahi you are doing during the Delta outbreak. I know that many of you are actively working on vaccine rollouts in your community, ngā mihi nui ki koutou. We know that councils and arts organisations across the motu are busy drafting plans for operating in the new COVID-19 Protection Framework. I am keen to hear

7.4: Creative Communities NZ Administrator Update

about your experiences at our upcoming ZOOM hui (details below).

In Tāmaki we are welcoming the warmth of spring and hoping for a summer where we can experience the arts together with our communities.

I look forward to seeing you on Zoom. Please do not hesitate to contact me on

ccsadmin@creativenz.govt.nz

Whiria te tangata, whiria ngā toi, whiria ngā hapori

Weave the people, weave the arts, weave the community

Ngā mihi maioha | warm regards,

Rebecca Kunin (Senior Advisor, Creative Communities Scheme)

\$1 million CCS Delta ‘top-up’

Last month, Creative New Zealand welcomed the announcement from Government of an additional \$5 million to support the arts sector through the Delta outbreak. You can view full details of the support package here [Government’s Delta support package for the arts](#)

We are happy to confirm that **\$1 million** has been allocated to the Creative Communities Scheme, to be distributed as a Delta ‘top-up’ to 67 territorial authorities on a per capita basis by December 2021. Your council will receive a similar amount to the first ‘top-up’ that was distributed in January 2021.

While we know that increases to CCS funding provides a welcome boost for community arts, we also know that it can create pressure on CCS administrators to distribute the extra funds. We have developed a few initiatives that we hope will alleviate some of that pressure.

Opportunity to opt out of extra funding:

We are aware that some councils are currently holding larger than normal amounts of roll-over funds due to the previous ‘top-up,’ and full roll-over for the past two years. For this reason, we will give all councils until **1 December** to notify us by email if you wish to opt out of receiving the Delta ‘top-up.’ After 1 December, we will calculate the ‘top-up’ on a per capita basis and distribute the funds. If we don’t hear from you, we will process your council’s Delta ‘top-up’ payment.

Full roll-over of funds for 2021/22

In acknowledgement of the continuing impacts of COVID 19 and the dual ‘top-ups’ to baseline funding, Creative New Zealand has again approved the carry forward of all unspent funds in June 2022. New CCS Agreements will be drafted for 2022/23 - 2025/26. The new agreements will recognise all roll-over funds.

One-off increase to 20% for CCS marketing

CNZ has also approved a one-off increase in the percentage of CCS funds you can spend on marketing from 10% to **20%** for 2021/22. We hope this increase in marketing spend will aid the distribution of funds, especially to underserved communities in your area.

CCS ZOOM hui – Delta ‘top-up’ and working with COVID-19

We are hosting a ZOOM hui on **Monday, 29 November at 1pm.**

In the first half of the hui, I will share a short presentation on the Delta ‘top-up’ and answer any questions.

In the second half of the hui, I am keen to hear your experiences of managing the CCS during the Delta outbreak and your plans for working in the COVID-19 Protection Framework.

Please join us

When: Monday 29 November, 1pm – 2pm

Zoom Link: <https://us02web.zoom.us/j/89454820442>

Meeting ID: 894 5482 0442

Updated Guidance on CCS and COVID-19

We have updated our guidance for CCS funded projects to make it more relevant to the Delta context.

CNZ is aware of the difficult circumstances facing creatives across the country and is working to be as flexible as possible with cancelled projects due to COVID-19.

The new guidance is as follows:

| | |
|---|--|
| We funded a project in a previous funding round that can't go ahead due to Covid-19. | |
| Do they have to return the money? | |
| Old guidance | New guidance |
| | If a project has been cancelled due to the Delta outbreak and the current COVID-19 alert levels, and all CCS funds have been expended on non-refundable costs, CNZ does not require funds to be returned. If the applicant has spent some of their CCS grant, the following applies: <ul style="list-style-type: none">• Applicants should seek refunds for any costs they have already incurred. |

If the project is cancelled (as opposed to postponed), they will have to pay back any funds that they have not yet spent.

If they have already spent some funds, i.e., a venue hire deposit, and they can receive a refund on that deposit, they should pay that back also. This is as per existing CCS guidelines.

Applicants can use their grant to honour personnel costs or contracts with freelancers and artists who would have been involved with delivering the project.

- Remaining funds should be returned to the council.

If the applicant has spent **none** of their CCS grant, the following applies:

- Applicants can use their grant to honour personnel costs or contracts with freelancers and artists who would have been involved with delivering the project.
- Remaining funds should be returned to the council.

All applicants need to provide details of how they have spent their funds in their project completion report.

Further guidance around COVID-19 and [cancelled CCS projects can be viewed here](#).

Grants Tracking Tool (GTT) reports - due December 31

It is that time of year again! Your first **GTT report** for 2021/22 is due on: **Wednesday 31 December**

GTT Reporting:

The GTT captures key information about each CCS application, allows you to report on completed projects, and tracks your funds available for distribution. You can report consecutive funding rounds for the same financial year in one GTT spreadsheet. For guidance on how to complete the GTT, visit the [CCS Online Portal](#). Please contact me directly at ccsadmin@creativenz.govt.nz if you have specific questions about your reporting process.

Don't forget...

Kai (food) is now eligible for CCS!

Assessment committees can now support reasonable requests for funding to provide food for artists, participants, and audiences for community arts activities. We made this change in the last financial year to recognise the importance of food as a display of manaakitanga (the

7.4: Creative Communities NZ Administrator Update

expression of aroha, hospitality, generosity and mutual respect) during community arts projects.

No upper limit to CCS funding

The average CCS grant last year was \$2,500, however, there is no official upper limit for CCS funding. We encourage CCS Assessment Committees to 'fund for success' and support larger projects if they deliver to the fund priorities and create positive outcomes for your communities.

Kōrero mai!

I welcome your feedback on the content of this update. Please let me know if there are issues and questions you would like addressed in this newsletter. You can find past [CCS updates](#) on the [CCS Online Hub](#)



Main Image: Mata o Ali'i Trust, Le Ta Va'a canoe project, supported by CCS Porirua.

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Wellington, Wellington 6140
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7.5: Creative Communities NZ Re: Question Re: Eligibility

From: [Rebecca Kunin](#)
To: [Mira Schwill](#)
Subject: RE: Question
Date: Wednesday, 2 February 2022 2:24:28 pm
Attachments: [image002.png](#)

Kia ora Mira,

Thank you for your email.

CCS applications can be made for different stages of a project. As this is clearly a new stage of the project, it is eligible for CCS funding, as long as they have submitted the Project Completion Forms from the first grant.

I hope that helps. I am happy to talk on the phone if you require further advice.

Ngā mihi maioha | warm regards,

Nāku noa, nā Rebecca

Rebecca Kunin (she/her)

Creative Communities Scheme Senior Adviser | Whakamahere Matua, Kaupapa Auaha Hapori

Mob: 027 621 7183

E: rebecca.kunin@creativenz.govt.nz | **W:** creativenz.govt.nz

Southern Cross Building Level 1 | 61 High Street, Auckland CBD, Auckland 1010

PO Box 3806, Wellington 6140

From: Mira Schwill <Mira.Schwill@bdc.govt.nz>
Sent: Wednesday, 2 February 2022 2:14 PM
To: Rebecca Kunin <rebecca.kunin@creativenz.govt.nz>
Subject: Question

Hi Rebecca

I have an applicant that applied and was successful at the November 2021 round of the Creative Communities for funding for their project. The project is a video production that involves a creative script writing process, auding, filming and finally this will culminate in the publishing of a short film.

She applied for the auding and script writing process in November and was successful. She now applied for the same project for funding the recording phase of the project.

My question is can the same project from the same organisation be funded twice in the same financial year through the CNZ funding scheme ?

-

Thanks for your help.

Regards

sector

[FAQs /traffic-lights-and-the-arts-sector](#)

CNZ has also developed guidance around the current support available for the arts community

[FAQs support-for-arts-community](#)

Outdoor community activity

I have received specific advice around outdoor community events from Manatū Taonga Ministry for Culture & Heritage.

The advice is:

For an outdoor community activity with uncontrolled entry, if the organiser is unable to ensure compliance with the attendee limits the activity may not be able to take place. Random spot checks of vaccine passes are not sufficient to shift an activity from uncontrolled to controlled entry, however the use of security or other personnel and/or barriers to create points of entry to the specific activity where a vaccine pass requirement can be enforced will enable the activity to operate under the controlled entry guidelines for 'outdoor community gatherings'.

General Guidance on the COVID-19 Protection Framework:

General guidance: [COVID-19 Protection Framework — business.govt.nz](#)

Events specific guidance: [Events — business.govt.nz](#)

Entertainment, recreation and exercise (including theatres and cinemas): [Entertainment, recreation, and exercise business.govt.nz](#)

Public facilities: [Public facilities — business.govt.nz](#)

Ministry of Education guidance:

Framework advice for schools and kura: <https://www.education.govt.nz/covid-19/advice-for-schoolskura/covid-19-protection-framework-advice-for-schools-and-kura/orange/>

Flowchart for events and activities at Orange: <https://assets.education.govt.nz/public/Documents/COVID19-files/Schools/Flow-chart-events-and-activities-at-orange.pdf>

Manatū Taonga Ministry for Culture & Heritage update on:

[Arts and Culture Event Support Scheme](#)

Wishing you all very best for the holidays.

Ngā mihi nui,

Nāku noa, nā Rebecca

Rebecca Kunin (she/her)

Creative Communities Scheme Senior Adviser | Whakamahere Matua, Kaupapa Auaha Hapori

Mob: 027 621 7183

E: rebecca.kunin@creativenz.govt.nz | **W:** creativenz.govt.nz

Southern Cross Building Level 1 | 61 High Street, Auckland CBD, Auckland 1010

PO Box 3806, Wellington 6140



PROJECT COMPLETION REPORT

This Project Completion Report form must be submitted within two months after your project has been completed. Please note that if you don't complete and return a satisfactory report you or your group will not be eligible for future Creative Communities Scheme funding.

| | | | |
|--|--|--------------|--------------|
| Name of applicant: | Gravity Players | | |
| Project name: | Audition & Scriptwriting for "Ballad of Deadmans Creek" (Film) | | |
| Start date: | Nov 16 2021 | Finish date: | January 2022 |
| Number of people who <i>actively</i> participated in your project? | 17 | | |
| Number of people who came to see a performance or showing of your project? | n/a | | |

1. Give a brief description of the highlights of your project:

What worked well? What didn't work? What might you do differently next time? Are there any future plans for this project? If you require more space please attach additional pages.

What worked well.

Parents and children from Karamea and Reefton were glad for the opportunity to be included. We have already developed some strong new inter community bonds and enthusiasm for the project is high. It was great to be able to offer inclusion to these communities and bring people together for something positive for the children through this time.

It was also nice to find a few fresh westport youth keen to participate.

I think the timing worked well - holding these auditions before school years end and bringing everyone together at the end of January.

There is potential here for more support from the schools, but as it happened the schools (and us), were feeling challenged by changes to the covid framework. It is difficult to know what may have worked better due to the changing times. I do believe the children seemed relieved to be able to have some creative fun at the time.

2. How did your project deliver to the criteria that you selected: Participation and access, diversity or young people? If you require more information about these criteria please refer to the CCS Application Guide.

We enabled 17 youth to participate in the audition. I am pleased to say all 17 (and more), will join the project for it's completion.

3. Financial report: Please give details of how the money was spent.

| Project costs | | | |
|--|--|--------------------------------|---|
| Write down all of your project costs. Include all items from the budget in your application. | | | |
| Item <i>eg. Venue hire</i> | Budgeted cost (from application) <i>eg \$600</i> | Actual cost <i>eg \$400</i> | Reason for difference in amounts (if any) <i>eg Project moved to cheaper venue</i> |
| scriptwriting | 400 | 400 | |
| admin + p/c | 220 | 200 | p/c donated |
| venue karamea | 80 | | no charge |
| venue westport | 40 | 40 | |
| venue reefton | 100 | 100 | |
| camera hire | 120 | 120 | |
| camera operator | 300 | 300 | |
| front of house | 240 | 120 | only needed for 6 hours |
| Travel | 200 | 200 | |
| director fee | 300 | 300 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total costs | \$ 2,000 | \$ 1,780 | |

7.6: Gravity Players Completion Report

| Project Income | | | |
|--|--|--------------------------|--|
| Write down all of your project income. Include all items from your application budget. Include your Creative Communities Scheme grant. | | | |
| Item eg Ticket sales | Budgeted income (from application) eg \$1600 | Actual cost eg \$1700 | Reason for difference in amounts (if any) eg Extra tickets sold |
| Creative Communities Scheme Grant | \$ 2,000 | \$ 1,780 | please see above. |
| | | | |
| | | | |
| We request permission for the excess \$220 to be repurposed towards music and video as in Feb 2022 Application. | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Income | 2,000 | | |
| Costs less income | 220 | | |

You may be required to provide receipts for this

You may be required to provide receipts for this project. Please keep your receipts in a safe place for seven years.

4. Other material. Please attach copies of any of the following :

- A summary of participant or audience survey results
- Newspaper articles or reviews
- Responses from other people involved in the project
- Responses to the project from other funding bodies or partners/supporters
- Photos of the project and/or artwork

Do we have permission to use these photos to promote the Creative Communities Scheme? Yes ☒ No ☐

I am still trying to locate the Westport News article from December and will email it to Mira.

Please return your Project Summary to Miranda.Hill@nzta.govt.nz

Please return your Project Completion Report to:

***Mira Schwill, Community Services Officer
Buller District Council
P O Box 21, Westport 7866***



COMMUNITY-LED REVITALISATION FUND PROJECT PROGRESS REPORT

You are required to provide written progress updates every third month to Council. For submission dates refer to Information for successful applicants. Failure to do so may result in further funding being withheld. Failure to progress the project as stated in the application may result in further funding being withheld.

| | |
|------------------------------|--|
| Date | |
| Name of your community group | Mural painting partnership with Ruth Vaega and Lynda Walker. |
| Name of your project | Victoria Park Toilet Block Mural |
| Phone number | Ruth 0211252169 or Lynda 0212027479 |
| Email address | ruth@prgraphix.co.nz or walkerbc@xtra.co.nz |

What have you done since your last progress report or commencing the project?

| Past activities | Complete (%) | Issues/highlights |
|---|--------------|---|
| Planning meetings 2x Dec 2021 2x January 2022 | 100% | BDC Funding for labour but not for paint/products. Need to seek funding/sponsorship with Resene. |
| Student drawings collated Dec 2021 | 100% | Students asked to submit design ideas appropriate to the site, drawing from local culture, activities, nature, landscapes and history . The two project leaders decide on which student submissions to include in the mural. |
| 18.01.2022 | 100% | Confirmation of sponsorship from Resene is to support our project with the following product free of charge: 24L of Resene premium paint tinted to the Resene colour/s of your choice – this can include cans of paint and also smaller testpots If required, up to 14L of Resene premium primer to prepare the surface ready for painting To access this paint please take a copy of this email into the Resene Nelson ColorShop by 31 May 2022. Resene staff – please process as a stock adjustment promotional use, reference Carters Beach Reserve mural and type in the Resene colour/s supplied. |
| 31.01.22 25.01.22 | 100% | Paint collected from Resene in Nelson on 31.01.22 Stencil equipment collected from Chch |

Budget overview for past activities

7.7: Mural Revitalisation Project Progress Report 2022

| Item | Budget | On track? (Yes/No) | Comments |
|----------------|--------|-----------------------|---|
| | | No | Project not on track for various reasons outlined below. |
| Paint | \$500 | No | Had to wait until 6 weeks after the BDC application to get confirmation of sponsorship from Resene. It was unexpected that BDC would not cover paint. |
| Covid | | | Ongoing delays during lock downs |
| Flooding | | | Ongoing delays linked to weather events |
| Other Muralist | | | Delay as it transpired that these toilets were also being considered as an option for Mr G, visiting muralist. |

What are you planning to do until your next progress report?

| Planned activities | Issues/highlights | Expected completion date |
|--|---|---|
| Securing storage for paint and tools on site | Liaison with West Reef or BDC staff who are busy with Civil Defence issues. | unknown |
| Site meeting to assess condition of building | | 08.02.22 |
| Start mural | Weather Lynda and Ruth being caught up in Covid response | New completion date. End of April 2022 |
| | | |
| | | |

Budget overview for planned activities

| Item | Budget | On track? (Yes/No) | Comments |
|------------------------|--------|-----------------------|---|
| Paint | \$500 | Yes | Sponsored by Resene |
| Labour x2 | \$2000 | Yes | Not yet accessed as mural not yet complete. |
| Equipment for stencils | | | BDC |
| storage | | | To be paid privately |
| | | | |
| | | | |

7.7: Mural Revitalisation Project Progress Report 2022

| | |
|---|--------------------------------------|
| Name: Report completed by Lynda walker | Signature <i>Lynda Walker</i> |
| Main contact: Ruth or Lynda | |

Send your completed report to:
Buller District Council,
PO Box 21, Westport 7866
or email to grants@bdc.govt.nz

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7.8: Ray Curnow Re: Theatre Application

From: [Mira Schwill](#)
To: [Ray Curnow](#)
Subject: RE: Theatre NZ CCS application
Date: Wednesday, 2 February 2022 9:40:00 am
Attachments: [image005.png](#)

Hi Ray

I totally understand this and I don't see any issue with the CNZ funding being held by your organization to host the workshop in April.

Regards

Mira Schwill | Communications & Community Services Officer
DDI 03 788 9683 | Mobile 027 403 6609 | Email mira.schwill@bdc.govt.nz

Buller District Council | Phone 0800 807 239 | www.bullerdc.govt.nz
PO Box 21 | Westport 7866

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a better service
Answer four short questions so we can get it right
Click [HERE](#) for the survey***

From: Ray Curnow <raycurnow11@gmail.com>
Sent: Tuesday, 1 February 2022 2:10 pm
To: Mira Schwill <Mira.Schwill@bdc.govt.nz>
Subject: Theatre NZ CCS application

Kia ora Mira

The Theatre NZ workshop scheduled for this coming weekend has been postponed due to the impending weather event. It will now most likely be held over Easter weekend.

Please confirm that our CCS funding will carry over.

Nga mihi

CREATIVE NZ COMMUNITY FUNDING SUB-COMMITTEE

14 FEBRUARY 2022

AGENDA ITEM 8

Prepared by Krissy Trigg
Acting Group Manager Community Services

GENERAL BUSINESS

1. REPORT SUMMARY

Creative NZ Community Funding Sub-committee receive and discuss general business items.

2. DRAFT RECOMMENDATION

That the Creative NZ Community Funding Sub-committee agree to discuss any general business