CCS_2425_2_Application form
Form Preview

Applicant Details

* indicates a required field

Full legal name of applicant / group *

○ Individual   ○ Organisation

Organisation Name

First Name   Last Name

Physical Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Phone Number *

Must be a New Zealand phone number.

Email *

Must be an email address.

Organisation Website

Must be a URL.

Bank Details

The bank account name MUST be the same as the applicant name. If you are successful, your grant will be deposited into this account. *

Account Name

Account Number

[ ] [ ] [ ] [ ]

Must be a valid New Zealand bank account format.

Proof of bank account *
Attach a file:

[   ]

Proof of bank account may be one of these options *

☐ Certified bank statement less than 6 month's old (certified means bank details stamped and signed by the bank teller)
☐ Bank deposit slip
☐ A letter from the bank, less than 6 months old, on the bank's letterhead confirming the bank account holder name and bank account number (must be certified)
☐ Image capture, less than 6 month's old, of an on-line bank statement or mobile bank app confirming the bank account holder name and bank account number.

Funding Request Contact

Applicant Project Contact *
First Name   Last Name

[   ]   [   ]

Applicant Project Contact Primary Address *
Address

[   ]

Applicant Project Contact Primary Phone Number *

[   ]

Must be a New Zealand phone number.

Applicant Project Contact Primary Email *

[   ]

Must be an email address.

Ethnicity of applicant/group

'Ethnicity is a measure of cultural affiliation. It is not a measure of race, ancestry, nationality, or citizenship. Ethnicity is self-perceived, and people can belong to more than one ethnic group'. NZ Stats

Ethnicity *

○ Asian   ○ European   ○ Māori   ○ Middle Eastern/Latin American/ African   ○ Pacific Peoples   ○ Other: [   ]

You can select more than one ethnicity

How did you hear about the Creative Communities Scheme?

☐ Council website ☐ Poster/flyer/brochure
☐ Council mail-out ☐ Social media
☐ Council staff member ☐ Radio
☐ Creative NZ website ☐ Word of mouth
☐ Local paper ☐ Other: _____

Project Details

* indicates a required field

Name of Project *

_____

Brief description of project *

_____

Word count:
Provide a short description (50 words recommended) of your project - what are you planning to do?

Location of your project (venue)

Please upload a quotation for venue hire or letter of confirmation for in-kind support or permission to use a part of open space.

Location of Project

_____

Attach a file:

_____

Start Date of your project *

_____

Must be a date after 1 May 2025

Completion Date of your project

_____

Must be a date and no later than 30/4/2026.

Number of active participants *

> [ ]

Must be a number.

Number of viewers / audience members *

> [ ]

Must be a number.
If creation only, leave blank

Project Art Form

- [ ] Craft/object art
- [ ] Dance
- [ ] Inter-arts
- [ ] Literature

- [ ] Music
- [ ] Ngā toi Māori
- [ ] Pacific arts

- [ ] Multi-artform (incl film)
- [ ] Theatre
- [ ] Visual arts

Project Art Activity

- [ ] Creation only
- [ ] Creation and presentation

- [ ] Presentation only (exhibition)
- [ ] Presentation only (performance or concert)

- [ ] Workshop/wānanga

1. The Idea / Te kaupapa

What do you want to do?

Describe the overall idea, what you want to achieve and why the funding is needed. See CCS Application Guide for details.

*

> [ ]

Word count:
Must be no more than 200 words.

2. The process / Te whakatutuki

How will the project happen?

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

*

> [ ]

Word count:
Must be no more than 200 words.

3. The people / Ngā tāngata

Tell us about the key people and/or the groups involved.

*

Word count:
Must be no more than 200 words.

Creative New Zealand criteria

Which of the Creative New Zealand 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.

Local priorities

Which of the local priorities does your project meet. Please choose ALL that apply. Please note you will be asked to explain how your project meets these criteria. You will not be ranked higher or lower if you choose more than one, the panel will be assessing how well you meet the criteria. Please see Toi Otautahi Strategy for Arts and Creativity for more information about these priorities:
https://ccc.govt.nz/assets/Documents/The-Council/Plans-Strategies-Policies-Bylaws/Strategies/Strategy-for-Arts-and-Creativity.pdf

☐   Ngā Toi Māori: We will cultivate opportunities to develop and present Ngā Toi Māori. We will prioritise projects that ensure Māori culture is visible and celebrated by the community.
☐   Audacious: We will be bold. We will take risks and foster a culture of innovation. We will prioritise projects that are experimental, non-commercial, and accommodate constructive failure leading to artistic development.
☐   Inclusive: We will support a diversity of artistic traditions, practitioners and art forms, and ensure opportunities to participate are accessible. We will prioritise projects that uplift artistic traditions and communities that have been traditionally underrepresented.
☐   Empowering: We will back local talent, value the old and the new, encourage and celebrate excellence. We will prioritise projects that are generated by Ōtautahi Christchurch and Te Pātaka-o- Rākaihautū Banks Peninsula-based artists and organisations.
☐   Collaborative: We will seek to work collaboratively, support one another, communicate clearly and challenge respectfully. We will prioritise projects that increase community participation and develop inter-community partnerships.

Access and participation

You selected "Access and participation" - describe how your project meets this criteria.

Describe how your project meets this criteria.

Word count:
Must be no more than 100 words.

Diversity

You selected "Diversity" - describe how your projects meets this criteria.

Describe how your project meets this criteria.

Word count:
Must be no more than 100 words.

Young People

You selected "Young People" - describe how your project meets this criteria.

Describe how your project meets the criteria Young People

Word count:
Must be no more than 100 words.

Ngā toi Māori

You selected "Ngā toi Māori" - describe how your project meets this priority.

Describe how your project meets Ngā toi Māori

Word count:
Must be no more than 100 words.

Audacious

You selected "Audacious" - describe how your project meets this priority.

Describe how your project is Audacious

Word count:
Must be no more than 100 words.

Inclusive

You selected "Inclusive" - describe how your project meets this priority.

Describe how your project is Inclusive

Word count:
Must be no more than 100 words.

Empowering

You selected "Empowering" - describe how your project meets this priority.

Describe how your project is Empowering

Word count:
Must be no more than 100 words.

Collaborative

You selected "Collaborative" - describe how your project meets this priority.

Describe how your project is Collaborative

Word count:
Must be no more than 100 words.

Budget

* indicates a required field

Are you GST Registered?

*
○ Yes - DO NOT include GST in your budget   ○ No - Include GST in your budget

Applicant GST number *

Must be a number.

Funding for Success

This fund is highly over-subscribed and can mean projects may receive partial funding.

We understand creative project budgets often have no contingencies and limited income streams, and that projects may not be able to go ahead with reduced funding.

Please let us know if and how this project might go ahead without full funding support from the Creative Communities fund?

Total Project costs

Please enter all costs of your project and include the details, e.g. materials, venue hire, promotion, equipment hire, artist fees and personnel costs. See the CCS Application Guide Creative Communities Scheme | Creative New Zealand for more detail on how to complete the budget.

Items that are not eligible for funding must be covered by Project Income. A list of what costs can and cannot be supported is in the CCS Application Guide.

Upload quotes or estimates for key project costs, larger or unusual items. Such costs might include venue and equipment hire, artist fees and other costs that are a key part of your project delivery.

Other funding for this project

Tell us about any other funding you have applied for or received for this project.   If funding is confirmed, include it in income as well. (Remember, you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes). If you have no other funding for this project, please leave this box blank.

Date applied	Who to?	How much?	Confirmed/Pending
Must be a date.		Must be a number.	○ Confirmed ○ Pending Remember to include confirmed funding under the project income below.
Must be a date.		Must be a number.	○ Confirmed ○ Pending Remember to include confirmed funding under the project income below.
Must be a date.		Must be a number.	○ Confirmed ○ Pending Remember to include confirmed funding under the project income below.

Budget - Income

Any confirmed funding from the question above must be shown in your income in this section.

This will include all income e.g. In-kind support, Box Office sales, donations, cash on hand, sales.

Income	Total Amount for Income Item
	Must be a number.

Budget - Expenditure

Expenditure example - Artist fees, Venue Hire, Production costs, Materials, Marketing

Expenditure Item	Total Amount for Item	How much do you require from CCS	Notes	Attach a quote
	Must be a number.	Must be a number.		

Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income less Expenditure

This number/amount is calculated.

Total Project Cost

This number/amount is calculated.
What is the total budgeted cost (dollars) of your project?

Percentage of project requested %

This number/amount is calculated.
%

Amount you are requesting from the Creative Communities Scheme (CCS)

Total Amount Requested *

Must be a whole number (no decimal place).
What is the total financial support you are requesting in this application?

Percentage of project cost requested %

This number/amount is calculated.

Upload Quotes and other budgetary supporting documents

Upload quotes - for services, goods and contracts; job descriptions - if applying for salary or wages; volunteer job description - a list of volunteers duties if you are applying for volunteer costs; and/or other documents to support each of your budget requests.
Attach a file:

Supporting documents / Information

* indicates a required field

You must attach the following supporting documents:

- Verified bank account number e.g. deposit slip, bank statement
- Project budget (Including items not included in CCS Request)
- Quotes for services, goods and contracts
- Recent bank statement
- Other supporting documents

If applicable to your project also attach:

- Certificate of Incorporation
- Job description -if applying for salary or wages
- A copy of your most recent financial statements. (*Not required for individuals)*. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If you do not attach the above supporting documents before submitting the committee can only assess your application based on what we receive.

IMPORTANT NOTES ABOUT ATTACHMENTS:

Only attach documents in these formats; Word, PDF, Excel, JPEG

No individual file can exceed 5MB and all the files together cannot exceed 38MB. Files will not upload if you exceed these size limits.

If you have problems uploading documents or your files exceed 38Mb total, you can email additional documents to communitygrants@ccc.govt.nz - please make sure you label them clearly with your funding request number and/or name.

Request Information Upload
Attach a file:

Successful applications

For individuals - If your application is successful, our Accounts Department require your full name (First, Middle and Surname) and your date of birth to confirm your identification. If you do not have a middle name, please enter N/A.

For Organisations - We just require the organisations contact person's name. We do not require their date of birth.

Payment cannot be set up in our accounting system without this information.

First name *

Middle name *

Surname *

Date of birth *

Must be a date.

Declaration

* indicates a required field

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

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

  - Complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project).
  - Complete the project within a year of the funding being approved.
  - Complete and return a project report form within one month after the project is completed
  - Return any unspent funds.
  - Keep receipts and a record of all expenditure for seven years.
  - Participate in any funding audit of my organisation or project conducted by the local council.
  - Contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme.
  - Acknowledge CCS funding at event openings, presentations or performances.
  - Use the CCS logo in publicity (e.g. posters, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. ([Logos | Creative New Zealand](#)).

  I understand that:
  - The Christchurch City Council is bound by the Local Government Official Information and Meetings Act 1987.
  - I/we consent to it recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
  - My/Our name and brief details about the project may be released to the media or appear in publicity material.
  - I/we have obtained the consent of all involved to provide these details and I/we have the right to have access to this information.
  - This consent is given in accordance with the Privacy Act 1993.

*
○ I/we declare that the details contained in this application are correct and that I/we have authority to commit to the above conditions.

Feedback

Please indicate how you found the application process:

○ Very Easy   ○ Easy   ○ Neutral   ○ Difficult   ○ Very Difficult

Did you find the application process useful in helping to clarify what you are hoping to achieve?

○ Yes   ○ No

How many minutes in total did it take you to complete this form?

Must be a number.
Must be a number. Estimate in minutes (i.e. 1 hour = 60)

Please provide us with your suggestions about any improvements and/or additions to this form that you think we need to consider: