

Whanganui District



# Creative Communities Scheme

# Application Form

**Funding for local arts projects**

**Ngā pūtea mō ngā toi te hautāinga**

**Closing Date**

**12pm, 5 September 2025**

**For projects that take  
place between**

**6 October 2025 to 6 October 2026**

**To submit your application please send it to the fund manager via**

**Email:** [Anique.Jayasinghe@whanganui.govt.nz](mailto:Anique.Jayasinghe@whanganui.govt.nz)

**OR**

**Post: Attn: Creative Community Advisor,  
Whanganui District Council, PO Box 637, Whanganui 4541**

# BEFORE YOU START

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## **Read the *Creative Communities Scheme Application Guide***

Before you prepare your application, please read the *Creative Communities Scheme Application Guide*. This guide tells you:

- whether you are eligible to apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible and ineligible
- what information you need to include in your application

## **Complete the *Creative Communities Scheme Application Form***

- Applications can only be submitted using this official *Creative Communities Scheme Application Form* or via the online form on Council's Creative Communities Scheme webpage.
- To complete this application form in Microsoft Word or as a PDF you need to type your answers to each question in the boxes provided. Please do not edit any text outside of these boxes.
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors.
- We recommend that you keep a copy of your completed application for your own reference.
- Contact the fund manager if you need advice on your application (Anique Jayasinghe, [Anique.Jayasinghe@whanganui.govt.nz](mailto:Anique.Jayasinghe@whanganui.govt.nz) or 06 349 3086).

## **Before submitting your application, complete this checklist:**

<input type="checkbox"/>	My project has an arts focus
<input type="checkbox"/>	My project takes place in the local authority district that I am applying to
<input type="checkbox"/>	I have answered all of the questions in this form
<input type="checkbox"/>	I have provided quotes and other financial details
<input type="checkbox"/>	I have provided other supporting documentation
<input type="checkbox"/>	I have read and signed the declaration
<input type="checkbox"/>	I have made a copy of this application for my records

# PART 1: APPLICANT DETAILS

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## Name and contact details

Are you applying as

An individual

☐

Or group

☐

Full name of applicant:

Contact person (if group app):

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

Bank account number:

If you are successful, your grant is deposited into this account.

A GST number is required if you are GST registered.

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## Ethnicity of applicants *(you may select multiple options)*

New Zealand European/Pākehā

☐

Detail:

Māori

☐

Detail:

Pacific Peoples

☐

Detail:

Asian

☐

Detail:

European

☐

Detail:

Middle Eastern/Latin  
American/African:

☐

Detail

Other Ethnicity

☐

Detail:

# PART 1: APPLICANT DETAILS

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If you are a first-time applicant to Whanganui Creative Communities Scheme, or have a new project, you may speak in support of your application. Would you like to?

Yes

☐

No

☐

If you mark yes, talk to the fund manager beforehand so you know whom you will be speaking to and for how long.

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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 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 (provide detail)				

## PART 2: PROJECT DETAILS

Project name:

Brief description of project (in 50 words or less)

### Project location, dates and numbers

Venue and suburb or town:

Start date:

Finish date:

Number of active participants:

Audience number:

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

Which of the scheme's 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

☐

Interarts

☐

Literature

☐

Music

☐

Ngā toi Māori

☐

Pacific arts

☐

Multi-artform (incl film)

☐

Theatre

☐

Visual arts

☐

Community arts

☐

Other

### Activity best describes your project? (select **ONE** and mark with an X)

☐

Creation only

☐

Presentation only (performance)

☐

Creation and presentation

☐

Presentation only (exhibition)

☐

Workshop/wānanga

Have you or your group applied for Creative Communities Scheme funding previously?

☐

Yes

Date:

☐

No

# PROJECT DETAILS

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## **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?**

### **2. The process/Te whakatutuki: How will the project be delivered?**

Please also include a timeline, H&S precautions or contingency plans.

# PROJECT DETAILS

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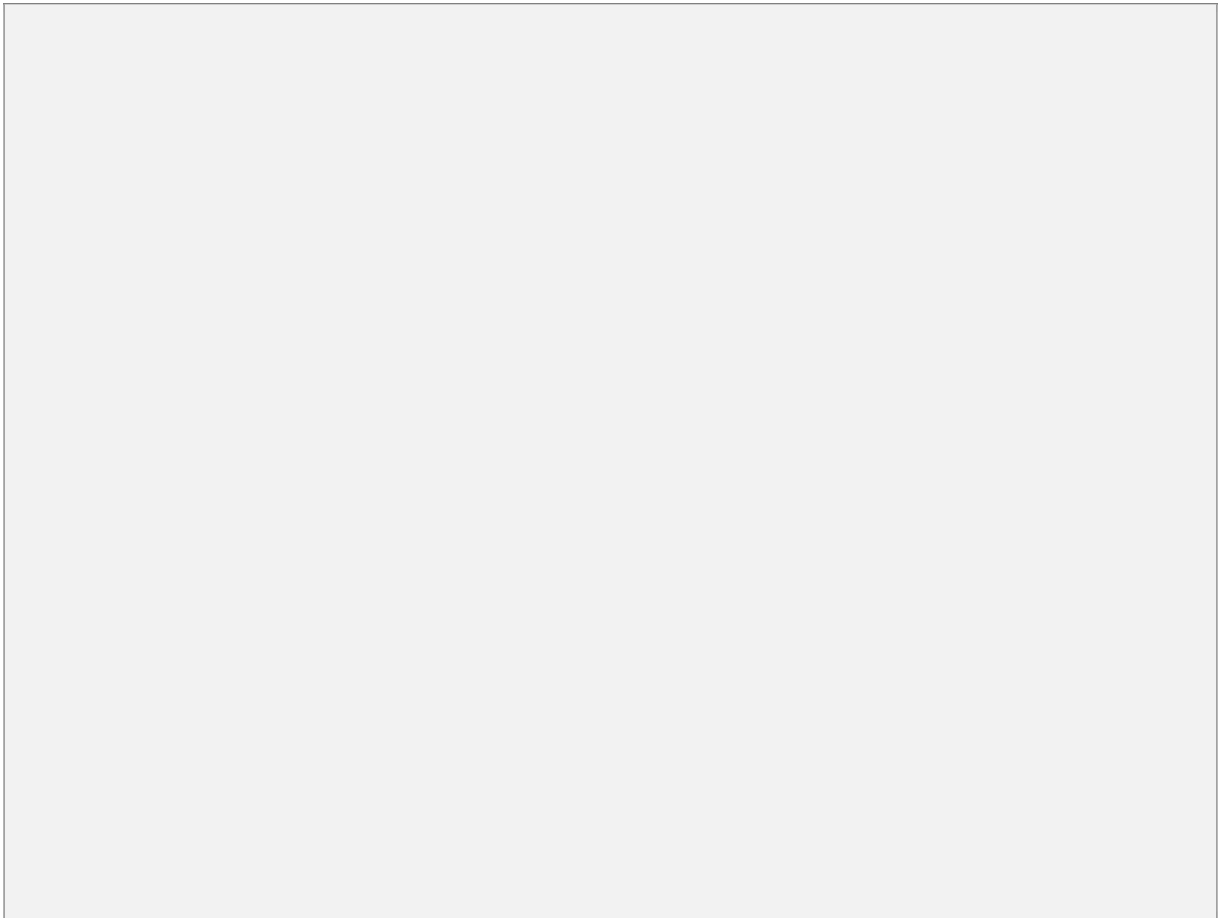
**3. The people/Ngā tāngata:** Tell us about the key people and/or groups involved.

**4. Does your project involve cultural artforms or practices from a specific community?** If yes, please state who in your project team will oversee this aspect to ensure cultural safety is maintained. Detail relevant experience and provide evidence of community support.

# PROJECT DETAILS

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



# PROJECT DETAILS (budget)

## 6. 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**

<b>Project costs</b>	Write down all the costs of your project and include the details, e.g.: materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>eg 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>eg \$300</i>
<b>Total Costs</b>		\$
<b>Project income</b>	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.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket to cover venue hire etc</i>	<b>Amount</b> <i>eg \$3,750</i>
<b>Total Income</b>		\$
<b>Costs minus income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	\$
<b>Amount you are requesting from the Creative Communities Scheme</b>		\$

# 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 programs).

Date applied	Who to	How much	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 3: DECLARATION

**You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.**

- ☐ I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- ☐ I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we 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 (this will be sent with the grant approval letter) within two months after the project is completed
- ☐ return any unspent funds
- ☐ keep receipts and a record of all expenditure for seven years
- ☐ participate in any funding audit of my organisation or project conducted by the local council
- ☐ contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- ☐ acknowledge CCS funding at event openings, presentations or performances
- ☐ use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Get in touch with your local administrator to receive these.
- ☐ I understand that the Whanganui District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☐ I/we consent to Whanganui District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- ☐ I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- ☐ I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993. **NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal guardian.**

Name:

(Print name of contact person/applicant)

Signed:

Date: