

Horowhenua Creative Communitites - Application Form - Round 1 - 2026-2027

Form Preview

Applicant Details

* indicates a required field

Name and contact details

Applicant *

☐ Individual ☐ Organisation

Organisation Name

First Name

Last Name

Telephone (day): *

Type of Organisation (if applicable)

Certificate of Incorporation Number (if applicable)

Affiliation to a regional, national or iwi (if applicable)

Primary Phone Number

Email

Must be an email address.

Ethnicity of applicant/group *

- ☐ New Zealand European/Pakeha
- ☐ Maori
- ☐ Pacific Peoples
- ☐ Asian
- ☐ Middle Eastern/Latin American/African
- ☐ Other:

How did you hear about the Creative Communities Scheme *

- ☐ Council website
- ☐ Local paper
- ☐ Radio
- ☐ Council mail-out
- ☐ Poster/flyer/brochure
- ☐ Word of mouth

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☐ Council staff member

☐ Social media

☐ Other:

☐ Creative NZ website

Project Details

* indicates a required field

Project

Project Name: *

Brief description of project: *

Provide a short description (100 words recommended) of your project - what are you out to do?

Project location, timing and numbers

Venue and suburb or town *

Start date: *

Must be a date.

Finish date: *

Must be a date.

Number of active participants: *

Must be a number.

Number of viewers/audience members: *

Must be a number.

Funding criteria

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 *

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- ☐ 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: *

- | | | |
|--|--|-------------------------------------|
| ☐ 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? *

- | | |
|---|--|
| ☐ Creation only | ☐ Presentation only (performance or concert) |
| ☐ Creation and presentation | ☐ Presentation only (exhibition) |
| ☐ Workshop/wānanga | |

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.

The idea/Te kaupapa: What do you want to do? *

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

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

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

Project Budget

* indicates a required field

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See the Creative Communities Scheme 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

GST Number

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 3days' hire at \$1 00 per day** **Amount eg \$300**

		Must be a dollar amount.
		\$
		\$
		\$
		\$
		\$

Total costs

Total Expenditure Amount

\$

This number/amount is calculated.

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 \$1 5 per ticket** **Amount eg \$3,750**

		Must be a dollar amount.
		\$
		\$
		\$
		\$
		\$

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Total Income

Total Income Amount

\$

This number/amount is calculated.

Budget Summary

The average Creative Communities Scheme grant is \$2,300, with past grants ranging from \$400 to \$10,000.

Costs less income (this is the maximum amount you can request from the Creative Communities Scheme) *

\$

This number/amount is calculated.

Amount you are requesting from the Creative Communities Scheme *

\$

Must be a dollar amount.

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?
Must be a date.		Must be a dollar amount.	
		\$	
		\$	
		\$	
		\$	

Past CCS or Council grants

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

Date applied	Project Title	Amount received	Project completion report submitted
Must be a date.		Must be a dollar amount.	
		\$	
		\$	
		\$	

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		\$	
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Supporting Information

* indicates a required field

Account Details

Attach a bank deposit slip or certified bank statement *

Attach a file:

Quotes

Please attach detailed quotes for important items, if applicable

Attach a file:

A copy of the latest financial statements (such as balance sheet and profit/loss statement)

If applicable. Applicants who are applying as individuals do not need to supply this information

Attach a file:

Free text

Checklist

Before submitting your application, complete this checklist *

- ☐ My project has an arts focus
- ☐ My project takes place in the Horowhenua District
- ☐ I have provided quotes and other financial details as needed

Declaration

* indicates a required field

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Privacy

The information supplied in this application form will be held and used by the staff of Horowhenua District Council. The information will not be disclosed by Horowhenua District Council unless legally required under the Local Government Information and Meetings Act 1987 or for one of the purposes in connection with its collection. The information supplied will be used for:

- Assessing and processing this application and for administration purposes
- Updating existing Horowhenua District Council Funding records
- Providing information on your group and project for inclusion on the committee meeting agenda
- Enabling us to tell you about related services provided by Horowhenua District Council
- Providing Horowhenua District Council with statistical information to assist policy development.
- Reporting back to Creative NZ

You have the right to request access to, and correction of, information collected and held by Horowhenua District Council. Any requests for access should be addressed to your local community funding advisor.

You must read and agree to the following before submitting your application. Please select each box to show that you have read the information and agree to each section.

You must agree to the below statement: *

- ☐ 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 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 (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- ☐ I/we consent to Horowhenua 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.

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☐ 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.

By entering your name in the space below you are electronically signing this form.

Name: *

Date: *

Must be a date.