creative nz

ARTS COUNCIL OF NEW ZEALAND TOI AOTEAROA

Masterton District Creative Communities Scheme

Application Form

Funding for local arts projects

Ngā pūtea mō ngā toi te haukāinga

CLOSING DATE: ***20 November 2026, 4.30pm***

FOR PROJECTS THAT TAKE PLACE BETWEEN:

4 December 2026 - 3 December 2027

TO SUBMIT YOUR CREATIVE COMMUNITIES SCHEME APPLICATION PLEASE COMPLETE AND RETURN THIS FORM BY ONE OF THESE METHODS:

Post: ***Masterton District Creative Communities Scheme,***
PO Box 444, Masterton 5840

Email: mdc@mstn.govt.nz
Deliver: 27 Lincoln Road, Masterton

BEFORE YOU START

Read the *Creative Communities Scheme Application Guide*

Before you prepare your application, you should read the *Creative Communities Scheme Application Guide*.

This guide tells you:

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

Complete the *Creative Communities Scheme Application Form*

- Applications can only be submitted using this document
- To complete this application form type your answers to each question in the boxes provided and tick as appropriate.

Example: Type your answer here

- **IMPORTANT – DO NOT edit any text outside of these boxes**
- **If you are unable to type into the boxes provided, please print a copy and complete by hand**
- 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.
- You can contact one of the Assessment Committee members, see contact details on the Masterton District Council website https://www.mstn.govt.nz/community/community-grants/masterton-district-creative-communities-scheme

Before submitting your application, complete this checklist: *(tick the box)*

- ☐ My project has an arts or creative cultural focus
- ☐ My project **takes place in the Masterton district**
- ☐ I have answered all of the questions in this form
- ☐ I have attached quotes [**THIS IS IMPORTANT]**
- ☐ I have attached a financial statement or financial information if an organisation
- ☐ I have provided relevant supporting documentation
- ☐ I have read and signed the declaration
- ☐ I have made a copy of this application for my records
- ☐ I have returned a Project Completion Report for any previous projects I was funded for

PROJECT DETAILS

Name and contact details

Are you applying as an individual or group? Individual ☐ ☐ Organisation

Full name of applicant:

Contact person if organisation:

Position in organisation:

Street address/PO Box:

Suburb: Town/City:

Postcode: Country: New Zealand

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 *(tick the box, you can select multiple options)*

New Zealand European/Pākehā: ☐ Detail:

Māori: ☐ Detail:

Pacific Island: ☐ Detail:

Asian: ☐ Detail:

Middle Eastern/Latin American/African: ☐ Detail

Other: ☐ Detail:

Would you like to speak in support of your application to the Assessment Committee?

Yes: ☐ No: ☐

This meeting will be held on **3 December 2026, from 5.45pm onwards**. You will be advised of a specific time and the venue when your application is acknowledged and processed. It is five minutes to speak with five minutes for any questions from the committee.

How did you hear about the Creative Communities Scheme? *(Tick **ONE**)*

☐ Council website ☐ Creative NZ website ☐ Social media

☐ Council correspondence ☐ Local paper ☐ Radio

☐ Council staff member ☐ Applied before ☐ Word of mouth

☐ Other (please provide detail)

PROJECT DETAILS

Project name:

Brief description of project:

Project location, timing, and numbers

Venue:

Start date: Finish date:

Number of active participants:

Number of viewers/audience members:

Funding criteria: *(Tick **ONE**)*

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: *(Tick **ONE**)*

- ☐ Craft/object art
- ☐ Dance
- ☐ Inter-arts
- ☐ Literature
- ☐ Music
- ☐ Ngā toi Māori
- ☐ Pacific arts
- ☐ Multi-artform (including film)
- ☐ Theatre
- ☐ Visual arts

Which activity best describes your project? *(Tick **ONE**)*

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

PROJECT DETAILS

Project details

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

PROJECT DETAILS

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

PROJECT DETAILS

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

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.

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

Are you GST registered? No ☐ Include GST in your budget

Project costs	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. Attach quotes.	
Item *e.g. venue hire*	**Detail** *e.g. 3 days' hire at $100 per day*	**Amount** *e.g. $300*
	Total Costs	
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 *e.g. ticket sales*	**Detail** *e.g. 250 tickets at $15 per ticket*	**Amount** *e.g. $3,750*
	Total Income	
Total Costs less Income	***This is the maximum amount you can request from CCS***	
Amount you are requesting from the Creative Communities Scheme		

PROJECT DETAILS

Financial information

Tell us about any other funding you have applied for or received for this project (remember you cannot receive funds for your project from both CCS and Creative New Zealand's other funding programmes).			
Date applied	Who to	How much	Confirmed/ unconfirmed

Tell us about other grants you have received through the Masterton District 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.

Ensure you have attached **quotes as necessary to substantiate your project costs.**

PART 3: DECLARATION

You must read and sign the following. Please tick 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. Logo and guidelines can be downloaded from the Creative New Zealand website:http://www.creativenz.govt.nz/about-creative-new-zealand/logos
- ☐ I understand that the Masterton District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☐ I/we consent to Masterton 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 2020

Name: _____

Signed: _____ Date: _____

Type in your name to accept if you are completing this electronically

NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal guardian