

# Creative Community Scheme

## FUNDING FOR LOCAL ARTS

The Scheme's Purpose of the Creative Communities scheme is to increase participation in the arts at the local level, and to increase the range and diversity of arts available to communities.

## ELIGIBILITY CRITERIA

Applicants must meet all the eligibility criteria. The scheme's criteria for eligibility and ineligibility are contained in the application form and applicants are responsible for identifying their eligibility.

All projects eligible for funding must be arts and culture projects that:

- Increase participation in the local arts at a local level, or increase the range and diversity of the arts available to local communities.
- Take place within the city or district to which the application is made, and/or produce benefits that are largely experienced within that district or city.
- Benefit local communities
- Not have started before an application for funding is assessed.
- No have been already funded by Creative New Zealand for the same purpose.

If an applicant does not meet all of these criteria, the project is probably ineligible for funding. If there is any doubt about a project's eligibility, your local administrator can contact Creative New Zealand to discuss the application.

## FUNDING CRITERIA

The Scheme has three criteria for assessing applications and allocating funding. Projects should meet **one or more** of these criteria.

- **Increase participation in the arts**  
The aim here is to support opportunities for active and direct participation in the arts
- **Increase the range and diversity of the arts available to communities**  
The aim here is to support the presentation of new activities and arts experiences locally and by developing new audiences for the arts
- **Enhance and strengthen the local arts sector**  
The aim here is to support communities and arts groups to practice and promote the arts locally. This could include funding for training and skills development for arts participants; organizational development for arts organization, research, information and promotional projects.

## EXAMPLES OF ACTIVITIES ELIGIBLE FOR FUNDING

Activities that may be funded include:

- events of festivals
- personnel costs for one-off, short-term projects'

- costs associated with artist-in-residence schemes
- arts-related promotional activities
- materials for an arts event or activity
- seminars, workshops for local artists and arts groups
- equipment, provided it is related to an arts activity and will be owned by a legally constituted group. The committee can fund up to 50% of the cost of equipment.
- Dance that has an arts and culture focus (eg ballet, tap, jazz, contemporary dance, taiaha, highland dancing) should be referred to the Hillary Commission.
- School-based projects that are outside of the school's normal activities, provide opportunities for the community participation or provide beneficia for the wider community.

Assessment committees are encouraged to co-operate and jointly support projects that benefit more than one local authority district. This may be achieved by establishing a "regional" assessment committee or though informal liaison on a case-by-case basis between individual committees and/or administrators.

## **INELIGIBLE ACTIVITES**

Activities that are not eligible are identified in the application form. Applicants are responsible for identifying their eligibility. If an application appears ineligible, applicants should contact the Scheme's administrator to discuss their general eligibility before completing an application form.

The types of projects/activities that are ineligible for funding include:

- Facility development (i.e. the cost of buildings or items necessary to make a facility functional such as plumbing, floor coverings, furnishings, whiteware)
- The purchase of artworks for galleries
- Arts activities in education institutions normally funded through their curriculum and operating budgets
- Ongoing administration costs that are not related to a specific project
- Retrospective project costs (i.e. for projects already completed)
- Elimination of accumulated debt or debt servicing
- Catering costs
- Fundraising costs
- Local authority projects normally funded from the authority's own resources
- Salaries for ongoing administration and services

## **FUNDING ASSISTANCE**

Applicants are asked to identify in their application the cost of their project and the contribution they can make towards the project. The contribution of the Scheme is generally to provide the amount that will enable the project to take place: in other words, to bridge the gap between a project being an idea and a reality.

Assessment committees are able to award the amount and type of assistance that they agree is appropriate, irrespective of the amount and type of assistance sought. Types of assistance that may be offered include grants, guarantees against loss and loans.

## **GRANTS**

All assessment committees will make grants. Grants can be made as a general contribution to a project or they can be tagged to a specific aspect of a project. Generally, grants are paid put soon after decisions have been made.

(Please ensure you follow the GST requirements outlined in this section)

## **GUARANTEES AGAINST LOSS**

A guarantee against loss provides a guarantee of reimbursements or indemnity up to a specified amount to cover any loss or a deficit incurred for an approved project. A guarantee against loss must be applied for in advance of a project taking place. It can be awarded instead of, or in addition to, a grant for a specific project. Creative New Zealand encourages assessment committees to develop a policy regarding their use of guarantees against loss.

It is suggested that the following process be used when guarantees against loss are awarded.

1. The applicant is advised of any conditions attached to its use and that it can be claimed in part or whole at the completion of the project.
2. To claim it, the applicant must provide a copy of the final accounts for the project, which shows how funds have been spent and clearly identifies any loss or deficit.
3. community arts councils or other organization(s), should they be operating under agreement with their local authority to provide small grants, may provide guarantees against loss up to the expenditure ceiling outlined in the agreement, using the same methods outlined in points 1 and 2.

## **LOANS**

An assessments committee may commit up to 10% of its annual allocation for the purpose of establishing a loans pool.

Where a local assessment committee chooses to operate a loans pool the following conditions must apply:

- The maximum loan period is for three years.
- All repayments and interest must be paid to the Scheme's loan pool and then re-allocated.
- In making a decision to advance a loan, the assessment committee must take into account the applicant's level of equity and ability to repay the principle and interest.

Interest rates are to be fixed by the assessment committee and publicised in advance. Creative New Zealand recommends that interest rates are set at zero in the first year and set in subsequent years at approximately 3% under the prevailing market rate.

## **ROLE OF THE ASSESSEMENT COMMITTEE**

The work of an assessment committee and its members may include some or all of the following:

- Assessing applications
- Allocating funding
- Receiving reports and discussing completed projects
- Agreeing on the contents of the letters of advise to applicants
- Attending events funded by the Scheme
- Discussing and making recommendations for the scheme's local promotion
- Attending meetings organized by Creative New Zealand
- Identifying local priorities for funding
- Monitoring the role of any third-party involvement
- Developing policy for the recruitment of community representatives
- Clarifying the roles and responsibilities of assessment committee members
- Reviewing the general operation of the scheme

From place to place, the exact combination of responsibilities for any assessment committee will differ. It is useful for each assessment committee to clarify its role in relation to these broad areas. In some places, members of the assessment committee will have a hands-on role in relation to some responsibilities, while in other places their role will be advisory. All members, especially any new members, should know what is expected of them. Members should have access to a written statement on the agreed role of the assessment committee. Such a statement will usually accompany this handbook.

## **THE ASSESSMENT PROCESS**

The process of assessment can be divided into the following stages:

### **Determining Eligibility**

This is the responsibility of the applicant, who does this by completing the application form. In some cases, the administrator may have a role in assessing eligibility.

### **Relating eligible applications to the funding criteria:**

Each eligible application must be assessed in relation to one of the three funding criteria. We suggest that you cluster applications according to the funding criteria they are applying under.

### **Prioritising eligible applications:**

Once applications have been proved eligible and relevant to the scheme's funding criteria, they need to be assessed to determine their priority for funding. At this stage, the assessment committee may also want to apply any of its own funding priorities.

Most assessment committees receive more funding applications than they are able to support. Essentially, the work of these committees is to priorities eligible applications in relation to the funding available.

## **FUNDING ROUNDS**

Two funding rounds will be advertised each year, the first round will be advertised in August and the second round being advertised in March. The assessment committee will meet the following month and the applicants will be advised whether or not they have been successful after that date.

## **ASSESSMENT COMMITTEE**

Advertising for applications is carried out twice a year, March and August and the assessment committee meets the following month to decide on the successful applicants.

## **PAYMENTS**

Payments to the successful applicant will be paid into their bank account on the 20<sup>th</sup> of the month following the meeting of the assessment committee.

## **ACCOUNTABILITY FORM**

Accountability forms must be returned by the successful applicant by the date advised by the Local Authority, failing to do so will result in the application being ineligible for the next funding round.

## **FORMS ARE AVAILABLE FROM**

Grey District Council  
Grey District Library  
Runanga Service Centre

## **CONTACTS FOR FURTHER INFORMATION**

Alan O'Connell or Sarah Van Looy on 769 8600