

Instructions

BEFORE YOU BEGIN

Welcome to the Rangitikei District Council's online grant application service, powered by SmartyGrants.

You may begin anywhere in this application form. Please ensure you save as you go.

For queries about the guidelines, deadlines, or questions in the form, please contact us on 06-327 0099 during business hours or email info@rangitikei.govt.nz and quote your application number.

Click here to view the guidelines: [community/grants-funding/creative-communities](#)

If you need more help using this form, download the [Help Guide for Applicants](#) or check out [Applicant Frequently Asked Questions \(FAQ's\)](#)

NAVIGATING (MOVING THROUGH) THE APPLICATION FORM

On the right hand side of every screen, there is a box which links directly to every page of the application. Click the link to jump directly to page you want.

You can also click 'next page' or 'previous page' on the top or bottom of each page to move forward or backward through the application.

SAVING YOUR DRAFT APPLICATION

If you wish to leave a partially completed application, press 'save' and log out. When you log back in and click on the 'My Applications' link at the top of the screen, you will find a list of any applications you have started or submitted. You can reopen your draft application and start where you left off.

You can also download any application, whether draft or completed, as a PDF. Click on the 'Download' button at the bottom of the application navigation panel.

SUBMITTING YOUR APPLICATION

You will find a 'Review' button at the bottom of the Navigation Panel. You need to review your application before you can submit it.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel. You will not be able to submit your application until all the compulsory questions are completed.

Once you have submitted your application, no further editing or uploading of support materials is possible.

When you submit your application, you will receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register.

If you do not receive a confirmation of submission email then your submission has NOT been received.

ATTACHMENTS AND SUPPORT DOCUMENTS

You may need to upload/submit attachments to support your application. This is very simple, but requires you to have the documents saved on your computer, or on a zip drive, or similar. You need to allow enough time for each file to upload before trying to attach

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another file. Files can be up to 25MB each; however, we do recommend trying to keep files to a maximum of 5MB – the larger the file, the longer the upload time. If you are not able to upload a document, please contact us for support (see contact details above).

COMPLETING AN APPLICATION IN A GROUP/TEAM

A number of people can work on an application using the same log in details as long as only one person is working at a time. Ensure you save as you go.

SPELL CHECK

Most internet browsers (including Firefox v2.0 and above; Safari; and Google Chrome) have spell checking facilities built in – you can switch this function on or off by adjusting your browser settings.

Applicant Details

* indicates a required field

Organisation name *

Organisation Name

Are you applying as an individual or a group? *

- ☐ Individual
☐ Group

Contact Name: *

for a group

Primary address *

Address

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Address Line 1, State/Province, and Postcode are required. Country must be New Zealand

Postal address *

Address

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

Primary phone number *

Mobile phone number

Primary email *

Must be an email address.

Organisation website

Must be a URL.

Organisation NZ Charity Registration Number (CRN)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration

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Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.
If applicable

Organisation NZBN

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information

NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Must be formatted correctly.
If applicable

Bank account *

Account Name

Account Number

Must be a valid New Zealand bank account format.

Please attach a copy of your bank deposit slip here *

Attach a file:

Are you GST registered? *

☐ Yes

☐ No

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GST Number *

numbers only

Ethnicity of applicant/group

You can select multiple options

- | | |
|--|--|
| <input type="checkbox"/> New Zealand European/Pākehā | <input type="checkbox"/> Middle Eastern/Latin |
| <input type="checkbox"/> Māori | <input type="checkbox"/> European |
| <input type="checkbox"/> Pacific Peoples | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Asian | |

How did you hear about the Creative Communities Scheme?

Please select one option:

- | | |
|---|---|
| <input type="radio"/> Council website | <input type="radio"/> Local paper |
| <input type="radio"/> Creative NZ website | <input type="radio"/> Poster/flyer/brochure |
| <input type="radio"/> Social media | <input type="radio"/> Council staff member |
| <input type="radio"/> Word of mouth | <input type="radio"/> Other: <input type="text"/> |

Project Details

* indicates a required field

Project name *

Brief description of project *

Word count:

Must be no more than 500 words.

Provide a short description (500 words recommended) of your project - what are you out to do?

Venue and suburb/town *

Start date *

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a date

End date *

Must be a date.

Number of active participants *

Must be a number.

Number of viewers/audience members *

Must be a number.

Is this a new or existing project? *

- ☐ New ☐ Existing

Please tick 1 box that best catagorises your project? *

- ☐ Community Service and Support
☐ Recreation and Leisure
☐ Heritage and Environment

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 projects main focus.

Select one option: *

- ☐ 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 option *

- | | | |
|------------------------------------|-------------------------------------|--|
| <input type="radio"/> Craft/object | <input type="radio"/> Literature | <input type="radio"/> Pacific arts |
| <input type="radio"/> Dance | <input type="radio"/> Music | <input type="radio"/> Multi-artform (including film) |
| <input type="radio"/> Inter-arts | <input type="radio"/> Ngā toi Māori | <input type="radio"/> Theatre |

What activity best describes your project?

Select one option *

- | | |
|---|--|
| <input type="radio"/> Creation only | <input type="radio"/> Presentation only (Exhibition) |
| <input type="radio"/> Presentation only | <input type="radio"/> Workshop/wānanga |

☐ Creation and presentation (performance or concert)

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 *

The criteria/Ngā paearu

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

The Budget/Ngā pūtea

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* indicates a required field

Total amount requested from Council *

\$

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Budget

The assessment Committee will refer to your budget when evaluating your need for funding. It is important that the budget is clear, as any confusion may limit the amount of funding that the Committee will consider approving.

1. Please make a note next to any income source that is **tentative** and yet to be confirmed.
2. If listing **grants** or **funds** as income items, please specify the organisation that this money is coming from. For example: *Grants (from the Creative Communities Scheme)*.

Income	\$	Expenditure	\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
		can add hint in here	

Budget Totals

Total Income Amount

\$

This number/amount is calculated.

Total Expenditure Amount

\$

This number/amount is calculated.

Income - Expenditure

\$

This number/amount is calculated.

Quotes

Please provide quotes for all of the expenditure listed above.

*

Attach a file:

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.

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If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

Upload your financial statements here: *

Attach a file:

Declaration

* indicates a required field

You must read and agree to the following:

Please select 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 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 posters, flyers, newsletters) for the project and follow the guidelines for use of the logo
- ☐ I understand that the Rangitikei District Council is bound by the Local Government Official Information and Meetings Act 1987
- ☐ I/we consent to Rangitikei 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 access this information. This consent is given in accordance with the Privacy Act 1993

Contact name: *

Contact phone number: *

