

**Creative
Communities
Scheme
Guidelines PDF**

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About Creative New Zealand and our partnership with local councils

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Creative New Zealand is New Zealand's national agency for developing the arts. We encourage, support and promote the arts in New Zealand for the benefit of all New Zealanders. Our programmes support participation in the arts, not just by professional artists, but by all New Zealanders.

The Creative Communities Scheme is one of the ways we fund a broad range of arts projects in local communities. The Arts Council of New Zealand Toi Aotearoa Act 2014 allows us to allocate funding to other organisations so that they can administer grants in support of arts projects - this includes local councils that have agreed to become community arts providers. We have a written agreement with your local council to administer CCS.

Some councils, in turn, contract a third party to distribute these funds to local arts projects.

How funding for the scheme works

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A breakdown of each council's CCS allocation

We will notify you of your annual allocation by 1 August of each year.

The total allocation received by each local council consists of:

- a base grant of \$15,000
- an allocation of \$0.60 per head of population in the relevant area (based on the most recent census information)
- a GST component.

The base amount and allocation per head is reviewed approximately every 3 years, and is agreed on by Creative New Zealand's council. Creative New Zealand will notify you in writing before any changes take place.

CCS payments to local councils:

Each local council receives two six-monthly payments, in August and February, to fund the Creative Communities Scheme in their area.

These payments will be credited to your council automatically - you don't have to apply or take any other specific steps to get them.

Creative New Zealand will notify you by email when each payment is made, and will send you a Buyer Created Tax Invoice (BCTI) for your council's records.

When funds must be spent

All funds you receive under the Creative Communities Scheme should be allocated to applicants in the financial year (1 July to 30 June) in which you received the funds.

No funding allocations should be made before you are advised of your annual allocation and receive the funds.

If you allocate too much or not enough in a financial year

You are expected to commit your CCS funds by the end of the financial year. However, we allow you to roll over up to 15% of unspent funds to the next financial year. All rolled-over funds must be allocated within the first funding round of the new financial year.

If the amount of unspent funds is more than 15% of your annual allocation, you will be required to return the remaining unspent funds (above the 15% of rolled-over funds) to Creative New Zealand. If this is the case, we will send you an invoice for these funds in July of the following financial year.

If you allocate more funds to CCS applicants than you've received from Creative New Zealand, you will need to cover this overspend. You can't use next year's allocation to cover it.

Administrative Costs

Creative New Zealand expects you to meet any costs you incur in administering the scheme. This includes (but is not limited to):

- staffing costs, photocopying and other administrative costs
- costs associated with convening the assessment committee, eg catering, reimbursement of travel costs and/or fees
- in-house promotion costs, eg placing CCS information on the council website or on council noticeboards

Funding to promote the scheme

You are responsible for promoting the scheme in your Community. Up to 10% of your annual CCS allocation can be used for promotion costs. This funding for promotion **cannot** be used to cover administration costs.

Dealing with GST

CCS payments to councils include GST

Payments to you under the Creative Communities Scheme include GST paid on top of the allocated amount.

Successful applicants who are GST-registered will receive GST in addition to the amount that they've been granted.

Any GST that is not passed on to GST-registered applicants should be dealt with according to your council's (or third party's) usual GST obligations.

GST in applicants' budget figures

If an applicant is GST-registered, they must provide a budget that is GST-exclusive.

If an applicant **isn't** GST-registered, their budget should include GST.

GST in third-party agreements

If the scheme operates under a third party that isn't GST-registered, the third party and the local council need to make arrangements so that successful applicants who are GST-registered can receive the GST component of their grant.

Managers should make sure that all agreements with third parties are consistent with and comply with the GST requirements explained above.

Managing the Administrative process

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Options for managing the administrative process

You have three options for managing the administration of the Creative Communities Scheme:

- **Doing it “in-house”** – You can administer the scheme itself.
- **Using a third party** – You can contract a community arts council or other suitably qualified organisation (called “third parties” in this guide) to administer the scheme.
- **Mixed approach** – You can administer part of the scheme itself and contract a third party to administer other parts of it.

The agreement signed by your local council with Creative New Zealand will say which option has been agreed to (it’s a good idea to keep a copy of that agreement with this Administrators Guide for quick reference).

Changing your administration option

You can decide to change the administration option that’s set out in the CCS agreement with Creative New Zealand. However, you’ll need to write to us about this first, stating the changes you want to make. The new option will then need to be agreed to in an amended version of your agreement.

Third Parties in CCS

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Third parties' accountability to local council

When a third party is sub-contracted to undertake all or part of the administration of the scheme, they're contractually accountable to the local council, not to Creative New Zealand.

Agreements with third parties

Local councils must enter into a formal written agreement with any third party they work with to deliver the Creative Communities Scheme. A copy of this agreement must be filed with Creative New Zealand.

Any agreement with a third party must be consistent with the terms and conditions of the agreement between Creative New Zealand and the council, eg on the duration of the agreement, or the make-up of the assessment committee.

What the agreement should cover:

- Third party's responsibilities:
 - A detailed description of the responsibilities the council is devolving to the third party under the agreement
- Amount of funding and number of funding rounds
 - the amount of annual funding available to the third party (including a clause that states that this amount may be varied)
 - how many funding rounds there will be
- Administration
 - methods for recording applications and funding activity
 - procedures for paying grants (including details for managing GST)
 - the level and type of administrative support the council will provide
- Assessors
 - the make-up of any third party assessment committee (this will need to meet CCS requirements)
- Promotional activities
 - how the third party will promote the scheme
- Accountability and reviews
 - accountability procedures for the third party
 - how the third party's role will be reviewed
- Duration and termination
 - the length of the agreement (we recommend that it not go beyond the length

- of the council's agreement with Creative New Zealand)
- events that will bring the agreement to an end (we recommend the agreement state that it can be suspended or terminated if the council's agreement with Creative New Zealand is suspended or terminated).

Reporting by third parties

When a third party is responsible for assessing applications but not for administering the scheme, Creative New Zealand recommends that they provide the council with relevant reporting information for you to then report on to Creative New Zealand.

However, if the council has completely devolved the management of the scheme to a third party, the third party may, according to its agreement with the council, be responsible for reporting directly to Creative New Zealand.

Administrative costs of third parties

Creative New Zealand expects local councils to meet any costs incurred in administering the scheme.

Councils should provide third parties with a reasonable level of support, which should reflect the extent of the third party's role and responsibilities.

Co-operating with other Councils

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Co-operation and joint support

Assessment committees may co-operate and jointly support projects that take place in adjacent local authority areas. This may be achieved through administrators liaising informally with other administrators and committees.

However, if your council would like to establish formal processes for co-operation and joint support, or would like to operate a joint assessment committee, this must be agreed in writing with Creative New Zealand.

Whether your process is formal or informal it is recommended that you consider and agree the following with the administrator (and relevant management) of the adjacent council. Once you have discussed this we recommend you share the outcome of these discussions with your assessment committees.

Key considerations for co-operation and joint support:

- The principles and considerations behind recommending that applicants submit applications to both committees, eg:
 - shared audiences
 - projects that sit across both boundaries
 - the funding/infrastructure available in each district for different types of projects
 - impacts for applicants
 - timing of closing dates
 - proportions of requests
 - implications of one committee funding and another not.
- Under what circumstances you will or won't recommend that applicants submit to both committees
- How you will convey this advice to applicants
- How you will ensure your advice is consistent
- How you will keep each other in the loop.

Eligibility requirements for CCS

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Before an application can be considered by an assessment committee, the CCS Manager must check that it meets all of the eligibility requirements.

The applicant

- if the applicant is an individual they must be a New Zealand citizen or permanent resident
- if the application is from a group or organisation, they must be based in New Zealand
- if the applicant is from a business the project must have a community based art focus - CCS *can* fund professional arts activity and arts businesses projects even if this is the 'core business' of that individual or business, but provide evidence that *no profit will be made*.
 - e.g. A dance school putting on an end of year production with their students. It would be appropriate for them to apply for costs associated with the production (administrative and artistic fees, promotion, venue hire, materials, production costs) however we would expect to see *all* the estimated income from the project (e.g. a portion of the student fees and/or ticket sales in this instance) included in the budget.

Please remember: CCS can *only* support costs that are associated with the delivery of a specific project.

- if the applicant has already received funding from CCS for another project, they must have completed a satisfactory Project Completion Report for the other project before they can make another application, unless the other project is still in progress.

The application form

- the application must be on the standard application form provided by Creative New Zealand for the scheme
- the declaration must be signed.

The proposed project or proposal

- must have an arts focus

- must have identified one of the three [funding criteria](#)
- must take place within the city or district where the application is made
- must not have begun before any CCS funding is approved
- must not already have been funded through Creative New Zealand's other funding programmes
- must be scheduled to be completed within 12 months after funding is approved.

The process the administrator should follow to check eligibility and deal with ineligible applications is explained in [Step 1 of the assessment process](#).

Funding criteria for CCS

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There are three funding criteria under the Creative Communities Scheme:

- **Access and participation**
- **Diversity**
- **Young people**

Committees are encouraged to apply the funding criteria according to the arts needs within their own local council's area.

The funding criteria are stated in the application form and all applicants are required to identify the one criterion that their project best relates to.

Many projects may relate to more than one, but Creative New Zealand asks that you identify and record the most relevant funding criterion for each project.

Access and participation

The project will create opportunities for local communities to engage with and participate in local arts activities, eg:

- performances by community choirs, hip-hop groups, theatre companies or poets
- workshops on printmaking, writing or dancing
- exhibitions by local craft groups promoting weaving, pottery or carving
- festivals featuring local artists
- creation of a film or public artwork by a community
- development of new tukutuku, whakairo or kōwhaiwhai for a local marae
- artist residencies involving local artists or communities
- seminars for the development of local artists.

Diversity

The project will support the diverse artistic cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity, eg:

- workshops, rehearsals, performances, festivals or exhibitions in Māori or Pasifika heritage or contemporary artforms
- workshops, rehearsals, performances, festivals or exhibitions by local migrant communities
- arts projects that bring together groups from a range of different communities

- workshops, rehearsals, performances, festivals or exhibitions by groups with experience of disability or mental illness.

Young people

The project will enable and encourage young people (under 18) to engage with and actively participate in the arts, eg:

- a group of young people working with an artist to create a mural or street art
- a group of young people creating a film about an issue that's important to them
- publication of a collection of writings by young people
- music workshops for young people
- an exhibition of visual art work by young people.

Projects that can't be funded

Last Modified on 29/09/2023 4:25 pm NZDT

Types of projects that can't be funded under the Creative Communities Scheme include:

- Projects without an arts focus, eg: puzzles, upholstery, magic, model-making, commercial design, commercial fashion design, fitness-based dance (such as aerobics or gymnastics), and martial arts (such as tai chi or karate).
- Film festivals presenting films made outside the local area.
- Fundraising activities, eg: benefit concerts to raise funds to buy a capital item or to pay for another activity.
- Projects within the scope of other sectors or organisations, eg: arts projects in schools that are normally funded through curriculum or operating budgets, or projects that primarily deliver outcomes for other sectors (eg health or environment).
- Council projects - which are any projects developed and run by a council, a council's subsidiary, a council controlled organisation, or any bodies that are more than 50% owned by a council or group of councils.

CCS funding *is* available for new artworks as part of marae projects such as tukutuku, whakairo, whāriki and kōwhaiwhai – however, applications for funding for marae facilities or restoration projects should be made to the Lottery Marae Heritage and Facilities fund, which is administered by the Lottery Grants Board.

No guarantees against loss

Funding is not available under the Creative Communities Scheme to provide arts projects with guarantees against loss – that is, security against arts events not meeting budgeted ticket sales.

Costs that can be funded

Last Modified on 29/09/2023 4:29 pm NZDT

The types of costs that can be funded include:

- materials for arts activities or programmes
- venue or equipment hire
- personnel and administrative costs for short-term projects
- promotion and publicity of arts activities.
- reasonable requests to provide food for artists, participants, and audiences for community arts activities.

Costs that can't be funded

Last Modified on 13/02/2020 1:46 pm NZDT

The types of costs that can't be funded include:

- ongoing administration and service costs (such as salaries) *that aren't related to a specific project*
- travel for individuals or groups to attend events, presentations or shows outside the local area
- buying capital items or equipment, such as cameras, computers, instruments, costumes, lights or uniforms
- the costs of running fundraising activities
- entry fees for competitions, contests and exams
- prize money, awards and judges' fees for competitions
- payment of royalties
- the paying off of accumulated debt or debt servicing
- buying existing artworks for collections held by, for example, councils, museums, galleries, community groups or individuals.

Where any of the above costs are included in a CCS application, the applicant will need to be able to cover these costs from project income other than CCS funding, eg ticket sales or fundraising.

Creative Communities Scheme and Schools

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All state and integrated schools are obliged to deliver the National Curriculum and all are obliged to have trained and registered teachers that deliver that curriculum.

CCS cannot fund arts activity which is the responsibility of teachers (including itinerant staff) to deliver. This is arts activity already delivered by teachers as defined in a school's annual curriculum and teaching programme.

What schools activity can CCS support?

Additional activity undertaken by the school to complement and enhance their teaching programme may be eligible for support via CCS as long as it fits other CCS criteria. This activity is often referred to as co-curricular or extra-curricular activity.

This might include performances or workshops by visiting artists taking place inside or outside the school, school productions (as long as they are not a primary vehicle for delivery of the school's curriculum and teaching programme) or community- based arts and cultural activities.

How can you tell if the activity is part of the curriculum and teaching programme?

Applicants need to supply a letter from the school principal verifying that the activity or project is not part of the school's curriculum and teaching programme, has not been identified by teachers as an activity they would offer students themselves and is not primarily a vehicle for assessment. If an applicant has not supplied this letter an administrator can request this or an assessment committee could allocate funding but make it conditional upon receipt of this letter.

Examples for school projects:

- **Workshops by visiting artists taking place within the school:** Yes, as long as this is not part of the curriculum and teaching programme, clearly complements what teachers can offer, and the artists are not replacing the role of the teacher.
- **School productions:** Yes, in some instances, but not if the production is intended

to deliver an aspect/s of the school's curriculum and teaching programme and is primarily a vehicle for assessment.

- **Participation by students in a local performing arts competition:** Yes, as long as this is not part of the curriculum and teaching programme, clearly complements what teachers can offer and any additional tutors are not replacing the role of the teacher. Eligible costs might include transport to and from the event, materials for the making of costumes or tutor fees.

Other CCS funding criteria and exclusions also apply to school projects.

Other sources of Funding

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If your applicants or community members projects do not qualify for CCS funding, they may be interested in other sources of funding:

- Other grants offered by [CNZ](#).
- Funding opportunities from [other organisations](#).

Festival Fund Guidance

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Purpose

The CCS Festival Fund is a *one-off* funding boost from Government, to support *established* festivals that celebrate the life experiences, stories, cultures, and regional identities of New Zealanders, that continue to be impacted by the effects of COVID-19 in 2023.

These funds are intended to help the sector adapt and thrive as we move away from the effects of COVID-19.

It is expected that the funds will improve *access, equity, and arts participation* for all New Zealanders, and provide opportunities for the development of a *resilient* and *sustainable* arts sector.

Process

CCS Festival Funds will be distributed through standard Creative Communities Scheme funding rounds. Applicants can apply using the CCS application form, ensuring they include the word *festival* in the title or project description.

Eligibility

To apply, applicants must have delivered a festival *at least once in the previous five years* (this may include digital presentation). Applicants should include evidence of previous delivery in their application. You can request extra materials if they have not provided evidence in their initial application.

A festival (for the purpose of this fund) involves an *integrated programme of events* and activities featuring one or more artforms, from any cultural tradition, that takes place within a defined area or region over a designated period of time.

Note: All standard CCS guidelines and eligibility requirements also apply to this fund

Timeframe

CCS Festival Funds can support eligible festivals that are delivered within 12 months of the grant notification. As this is a one-off fund, festival grants will only be distributed in your CCS funding rounds between August 2023 and May 2024.

Eligible Costs

Festivals can apply for operational, commissioning, development, and presentation costs. There is no maximum amount a single festival can apply for, but applicants should talk to you about your average CCS grants amounts, and their specific plans for

this one-off fund.

Multiple applications

Festivals may only apply only once per funding round.

Assessor tips

A strong application should demonstrate how their festival:

- Celebrates the life experiences, stories, and cultures of New Zealanders
 - Improves access, equity arts participation
 - Provides opportunities for the development of a resilient and sustainable arts sector.
-

Reporting for Festival Fund

Last Modified on 06/10/2023 2:42 pm NZDT

Please note these changes to the GTT for 2023/24.

In the **Funding Criteria** column of the GTT, we have added a new code for CCS Festival Fund applications. In addition to AP (Arts Participation) DV (Diversity) and YP (Young People) we have added **FEST** (CCS Festival Fund).

All applications that are coded **FEST** in the first tab of the GTT will be tracked on the new **Festival Funding Only** section on the **Financial Tab** of the GTT. This will enable you to track your CCS Festival Funds separately for your standard CCS allocation during the 2023/24 financial year.

There is also a separate box on both Project Completion Tabs to record completion data from CCS Festival Fund projects.

Communities impacted by Cyclone Gabrielle

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To support your creative community's recovery from recent weather events, Creative New Zealand has decided to waive our standard eligibility requirements in **2023/24** for the following affected areas:

- Gisborne District Council
- Wairoa District Council
- Napier City Council
- Hastings District Council
- Central Hawkes Bay District Council

This means that ineligible costs such as **equipment and capital items may be allowed** to enable artists to purchase tools and equipment to restore their practice.

We know that the arts play a fundamental role in community recovery, supporting social cohesion and well-being. Therefore, it is vital to support artists in the Hawke's Bay and Te Tairāwhiti with their most pressing practical needs.

1. Prepare for your annual Creative Communities Scheme

Last Modified on 04/10/2023 4:29 pm NZDT

- Select funding round dates.
- Edit [CCS application form](#) to be current for your community funding rounds.
- Prepare promotional and website materials.
- Advertise for assessment committee members.

Number and dates of funding rounds each year

You must make sure that there are **at least two** and **not more than four** CCS funding rounds each year. This includes any funding rounds administered by third parties. As an exception, Creative New Zealand may allow councils in areas with very small CCS allocations to hold just a single round in each year. This needs to be agreed to in writing.

We recommend that the closing dates are spread evenly across the year.

No funding round should be later than 15 May to allow for all reports to be submitted to Creative New Zealand by 20 June. If you select a closing date between 1 May and 15 May you need to be confident that you will be able to submit your reports by 20 June.

You may wish to align your closing dates with neighbouring councils if there is a significant overlap of arts activity and audiences.

2. Establish the Assessment Committee

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- Call for [assessor nominations](#).
- Ensure the make-up of the assessment committee meets [CCS requirements](#):
 - Local councils may appoint up to two representatives to the assessment committee.
 - Each community arts council in the local area has the right to have a representative on the assessment committee.
 - Community representatives - ideally membership of the committee should reflect the make-up of the local community, eg young people, recent migrants, Asian residents, and local Māori and Pasifika peoples.
 - At least one member must be of Māori descent and have local knowledge of Māori arts activity.
- Provide the assessment committee with the [CCS Assessors Guide](#).
- Book or run assessment committee training workshops
- Consult your assessment committee regarding promotional plans for CCS in your community.

3. Promote CCS

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- Load updated application form and application guide onto your website.
- Promote CCS and advertise funding rounds on the council website and social media. (see below)
- Hold workshops, funding hui or drop-in sessions in the community.
- Display promotional materials in community areas and interact with community arts groups to spread awareness of CCS.

Funding to promote the scheme

You are responsible for promoting the scheme in your particular area. Up to 10% of your annual CCS allocation can be used for promotion costs. This funding for promotion **cannot** be used to cover administration costs.

Why promote CCS?

- Increase its impact in your community by increasing the number and diversity of your applicants
- Increase your chances of funding the best projects
- Ensure you are spending all of your allocation as required by Creative New Zealand

Developing a promotional plan

To develop a plan targeted to your own community it may help to start by addressing the following questions:

1. Who needs to hear about the scheme?

Brainstorm ideas, using your knowledge about your community. Look at past applications to help identify particular groups or communities who haven't been applying and may need to be targeted.

In thinking about who you need to reach and how to reach them, consider these specific questions:

- Who is driving arts activities locally?
- What's new on the local arts scene?
- How can we encourage applications from a wide range of groups in our community?
- How will we reach young people?

2. Are there any groups in our target audience that are hard to reach?

Some groups are particularly hard to get to. For them, word-of-mouth is best, but in many cases you'll need to find a connection with the group to help you access it. Cultural associations, meeting places, schools and social media may be useful starting points. Build on the relationships you already have, eg other council staff, community development agencies or youth workers will be able to provide insights to save you time.

A hard copy brochure about the scheme is available in both English and te reo Māori. PDF versions in English, te reo and other languages can be downloaded from the CCS Administrators Hub.

3. Where do our groups and communities find information?

Consider the following options for connecting with your community:

- **Community specific media** - many communities have their own radio stations (eg iwi radio stations), newspapers and social media channels. Make sure you identify and use these avenues for reaching all of your community.
- **Social media** - Does your council have a Facebook page? If so, start “liking” and commenting on community groups’ Facebook pages, particularly if they have an arts focus. Post new developments on the council’s page, such as calls for CCS applications, announcements of grants, and interesting activities by previous recipients of CCS grants. Colourful images are a good way to attract attention to your post. But keep your posts short and snappy. You can also pay to boost your posts on Facebook – this is a cost-effective way of targeting specific pages, interest groups and friends of your Facebook audience.
- **Sharing** - Send information to arts and community organisations and local funding databases, so they can include it in their direct mailers, e-newsletters, websites and social media postings.
- **Networking** - Ask people you already know to connect you with the right groups.
- **Noticeboards and community venues** - Ask libraries, community centres and marae to distribute your CCS Brochures and put up posters publicising the scheme.
- **Community newspapers** - Get to know a reporter at your local community paper who has an interest in arts or social issues. While a media release is a good way to sell your news, inviting a local reporter to cover an event or talk to an artist with a new project can be even better. If you decide to advertise in a local paper, ask them whether they will include some editorial space in the paper as well.
- **Events** - Participating in existing community events can create good opportunities for promoting the scheme, but you can also explore options like holding showcase events for the community, or public talks or seminars. The opening of a new

venue, for example, may be an excellent opportunity for these kinds of activities. Creative New Zealand asks that successful applicants acknowledge the assistance of the scheme verbally at event openings, performances and so on.

4. What are our messages?

Announcing lists of successful applicants is a good way of promoting the scheme. This can be done through the local media or the council's website.

5. Is there a story to be told?

Audiences will often engage with a story that illustrates the benefits of the scheme, and so a newspaper article will attract more attention than an advertisement. Look for success stories from previous recipients, and consider inviting them to share their stories at seminars and events or through social media.

6. What resources or opportunities already exist in our community?

Your website and Facebook page, council newsletters, community meetings, events and launches all provide opportunities for promoting the scheme. Arts activities are often visually engaging, so include funding recipients in community events as performers and speakers.

4. Receive Applications

Last Modified on 04/10/2023 4:30 pm NZDT

- Check applications for key eligibility requirements
- Contact applicants if further information is required to support their application.
- Hold hui or drop-in sessions for potential applicants to ask questions.
- Send [letter acknowledging receipt of CCS application](#) to applicants.
- Access support from Creative New Zealand staff if required.

5. Manage the assessment process

Last Modified on 04/10/2023 4:30 pm NZDT

- Prepare applications for the assessment committee.
- Provide assessors with [CCS Assessor Marking Spreadsheet](#)
- Run the assessment meeting.
- Record and manage [conflicts of interest](#) if they arise.

6. Advise successful and unsuccessful applicants

Last Modified on 04/10/2023 4:30 pm NZDT

- Send [letters to unsuccessful applicants](#) advising them of their funding outcome
- Send [letters to successful applicants](#) advising them of their funding outcome.
- Make payments as soon as possible and send [CCS Project Completion Report Form](#) to successful applicants.

7. Reporting to Creative NZ

Last Modified on 05/10/2023 10:19 am NZDT

- Ensure you have received project completion reports from applicants.
- Report on funding round at completion of each round using the Grants Tracking Tool (GTT)
- Complete your Annual Evaluation Report for submission at end of financial year.

Grants Tracking Tool (GTT)

All CCS administrators are required to complete a report known as the Grants Tracking Tool (GTT) and submit this to Creative New Zealand at ccsadmin@creativenz.govt.nz

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- In the **Funding Criteria** column of the GTT, we have added a new code for CCS Festival Fund applications. In addition to AP (Arts Participation) DV (Diversity) and YP (Young People) we have added **FEST** (CCS Festival Fund).
- All applications that are coded **FEST** in the first tab of the GTT will be tracked on the new **Festival Funding Only** section on the **Financial Tab** of the GTT. This will enable you to track your CCS Festival Funds separately for your standard CCS allocation during the 2023/24 financial year.
- There is also a separate box on both Project Completion Tabs to record completion data from CCS Festival Fund projects.

You can submit your GTT after each of your funding rounds or at any time, but you must submit a GTT for every six-month period by **31 December** and **30 June**. You must submit your final GTT for the current financial year **by 30 June** in order to receive the first instalment of your annual allocation for the next financial year.

The GTT captures key information about each application and allows you to update us on which projects have been successfully completed. It also helps you to track the funds available to you for distribution.

We will send you a GTT at the start of each financial year. You should use the same GTT for the whole financial year and update it after each funding round. That means, instead of having two (or three or four) GTT for the year, you will only have one.

Please note: *There are four tabs on the GTT. You need to complete the information on*

all tabs before you submit the GTT to Creative New Zealand.

Tab 1: Funding Rounds

1. You can add the information for your recent funding round below the information for your previous round/s.
2. Enter the funding round closing date.
3. Enter the details of all applications for funding received for this current round. This includes ineligible and declined applications.
4. There is a separate column for each ethnicity listed on your application form. Enter 'Y' (Yes) in each relevant column under 'Applicant Ethnicity' to match the applicant ethnicity on the application form.
5. If an application has been declined, the amount allocated must be zero.
6. You must enter a value for the 'estimated number of participants' and 'estimated number of audience', even if this value is zero.

Tab 2 (a): Project Completion Reporting - actuals for the period January to June

1. You need to complete all five fields (if there is no value for any of these items enter zero in the appropriate box):

Number of Completed Projects:	Enter the number of project completion reports submitted between January and June.
Number of Cancelled Projects:	Enter the number of cancelled projects between January and June.
Total No. Participants (Actual):	Enter the number of actual participants from the project completion reports included above.
Total No. Audience (Actual):	Enter the actual audience numbers from the project completion reports included above.
Number of Projects Currently in Progress:	Enter the number of ALL projects in progress, including those just funded in the recent funding round.

Tab 2 (b): Project Completion Reporting - actuals for the period July to December

1. You need to complete all five fields (if there is no value for any of these items enter zero in the appropriate box):

Number of Completed Projects:	Enter the number of project completion reports submitted between July and December.
Number of Cancelled Projects:	Enter the number of cancelled projects between July and December.
Total No. Participants (Actual):	Enter the number of actual participants from the project completion reports included above.
Total No. Audience (Actual):	Enter the actual audience numbers from the project completion reports included above.
Number of Projects Currently in Progress:	Enter the number of ALL projects in progress, including those just funded in the recent funding round.

Tab 3: Financial Summary

1. You need to complete all the fields. If there is no value for any of these items enter zero in the appropriate box.
2. The total figures will calculate automatically. Check these figures against your own records to ensure they are accurate.
3. The funds available for the next round will automatically display. Following your final funding round for the year, if this amount is over 15% of your annual allocation, you may need to return some funds to Creative New Zealand. We will advise you of this once we have processed your final report.

Final step

1. Once your GTT is complete please email it to **ccsadmin@creativenz.govt.nz**

All councils are subject to the Public Records Act 2005. CCS records should be kept according to your council's Retention and Disposal Schedule. You will need to discuss this with your council's information manager.

The records that will need to be considered will include:

- Applications and related correspondence
- Project Completion Reports
- Minutes of assessment meetings
- Financial records.

Overview of CCS Process

Last Modified on 29/09/2023 2:34 pm NZDT

The following table gives you an overview of the CCS administrator role and responsibilities.

Establish the assessment committee		
Understand the role of the assessment committee	Ensure the make-up of the assessment committee meets CCS requirements	Call for nominations

V

Promote CCS		
Select the funding round dates	Promote CCS and advertise funding rounds	Load the CCS Application Form and Application Guide onto your website

V

Advise applicants and receive applications		
Understand key eligibility requirements and funding criteria	Receive applications	Access support from Creative New Zealand staff

V

Manage the assessment process		
Use the assessment scale	Run the assessment meeting	Record and manage conflicts of interest

V

Advise successful and unsuccessful applicants		
Send out letters	Make payments to successful applicants	Receive project completion reports

V

Report to Creative New Zealand	
Report on funding round	Complete your Annual Evaluation Report

Options for managing the assessment process

Last Modified on 21/06/2018 12:43 pm NZST

You have three options for managing the administration of the Creative Communities Scheme:

- **Doing it “in-house”** – You can administer the scheme itself.
- **Using a third party** – You can contract a community arts council or other suitably qualified organisation (called “third parties” in this guide) to administer the scheme.
- **Mixed approach** – You can administer part of the scheme itself and contract a third party to administer other parts of it.

The agreement signed by your local council with Creative New Zealand will say which option has been agreed to (it’s a good idea to keep a copy of that agreement with this Administrators Guide for quick reference).

Changing your administration option

You can decide to change the administration option that’s set out in the CCS agreement with Creative New Zealand. However, you’ll need to write to us about this first, stating the changes you want to make. The new option will then need to be agreed to in an amended version of your agreement.

Advising applicants and receiving applications

Last Modified on 21/06/2018 12:44 pm NZST

The Application Form

You must post the [CCS Application Guide and CCS Application Form](#) on your website, and send it out to any applicants who ask for it.

You will have to adapt the CCS Application Form, eg inserting your logo, contact details, closing dates – before you post it on your website. Please read the instructions on how to do this. All applicants **must** use the standard CCS application form.

Giving advice and information to prospective applicants

A key part of the CCS administrator's role is providing applicants and prospective applicants with information and advice.

If you can't find the answer to a question in either the CCS Application Guide or this Administrators Guide, please check in the [FAQs](#) on the CCS Administrators Hub.

Support under other Creative New Zealand funding programmes

If the scale or significance of a proposed arts project goes beyond the local level, the project may be a better fit for one of Creative New Zealand's other funding programmes.

Information about the other funding opportunities we provide is available on our website: www.creativenz.govt.nz

Record-keeping by local councils

Last Modified on 21/06/2018 12:31 pm NZST

All councils are subject to the Public Records Act 2005. CCS records should be kept according to your council's Retention and Disposal Schedule. You will need to discuss this with your council's information manager.

The records that will need to be considered will include:

- applications and related correspondence
- Project Completion Reports
- minutes of assessment meetings
- financial records.

Third parties administering the scheme should lodge all documents with their local council.

Reporting to Creative New Zealand

Last Modified on 23/08/2022 4:18 pm NZST

Telling Creative New Zealand how you've spent CCS funds is an important part of the management of the scheme. As a Crown entity, Creative New Zealand is audited annually and CCS is included in that audit. From time to time, individual councils may be contacted as part of our audit.

It is your responsibility to ensure that all relevant information is up-to-date and is provided to Creative New Zealand.

Grants Tracking Tool (GTT)

All CCS administrators are required to complete a report known as the Grants Tracking Tool (GTT) and submit this to Creative New Zealand at ccsadmin@creativenz.govt.nz

You can submit your GTT after each of your funding rounds or at any time, but you must submit a GTT for every six-month period by **31 December** and **30 June**. You must submit your final GTT for the current financial year **by 30 June** in order to receive the first instalment of your annual allocation for the next financial year.

The GTT captures key information about each application and allows you to update us on which projects have been successfully completed. It also helps you to track the funds available to you for distribution.

We will send you a GTT at the start of each financial year. You should use the same GTT for the whole financial year and update it after each funding round. That means, instead of having two (or three or four) GTT for the year, you will only have one.

Please note: *There are four tabs on the GTT. You need to complete the information on all tabs before you submit the GTT to Creative New Zealand.*

Tab 1: Funding Rounds

1. You can add the information for your recent funding round below the information for your previous round/s.
2. Enter the funding round closing date.
3. Enter the details of all applications for funding received for this current round. This includes ineligible and declined applications.
4. There is a separate column for each ethnicity listed on your application form. Enter 'Y' (Yes) in each relevant column under 'Applicant Ethnicity' to match the applicant ethnicity on the application form.

5. If an application has been declined, the amount allocated must be zero.
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Total No. Audience (Actual):	Enter the actual audience numbers from the project completion reports included above.
Number of Projects Currently in Progress:	Enter the number of ALL projects in progress, including those just funded in the recent funding round.

Tab 2 (b): Project Completion Reporting - actuals for the period July to December

1. You need to complete all five fields (if there is no value for any of these items enter zero in the appropriate box):

Number of Completed Projects:	Enter the number of project completion reports submitted between July and December.
Number of Cancelled Projects:	Enter the number of cancelled projects between July and December.
Total No. Participants (Actual):	Enter the number of actual participants from the project completion reports included above.
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Tab 3: Financial Summary

1. You need to complete all the fields. If there is no value for any of these items enter zero in the appropriate box.
2. The total figures will calculate automatically. Check these figures against your own records to ensure they are accurate.
3. The funds available for the next round will automatically display. Following your final funding round for the year, if this amount is over 15% of your annual allocation, you may need to return some funds to Creative New Zealand. We will advise you of this once we have processed your final report.

Final step

1. Once your GTT is complete please email it to **ccsadmin@creativenz.govt.nz**

Reporting by third parties

When a third party is responsible for assessing applications but not for administering the scheme, Creative New Zealand recommends that they provide the council with relevant reporting information for you to then report on to Creative New Zealand.

However, if the council has completely devolved the management of the scheme to a third party, the third party may, according to its agreement with the council, be responsible for reporting directly to Creative New Zealand.

Annual Evaluation Survey

You need to complete an Annual Evaluation Survey at the end of each financial year. This includes additional evaluative information to help us develop and improve the Creative Communities Scheme.

Creative New Zealand will send you a link when it is time to complete this report.

Assessment committees: the role and function

Last Modified on 04/10/2023 10:42 am NZDT

Assessment committees assess applications and allocate funding, in line with any specific local priorities that have been set aside by your council.

The assessors (the members of the assessment committee) should collectively have a broad knowledge of the arts activity in your local area.

Other functions of committee members include:

- discussing and making recommendations for promoting the scheme locally
- receiving reports on funded projects and discussing completed projects
- attending performances, exhibitions and other events funded by the Creative Communities Scheme
- attending meetings organised by Creative New Zealand
- contributing to the Annual Evaluation Report to Creative New Zealand
- electing new community representatives to the committee after a public nomination process

Membership and make-up of assessment committees

Council committee, sub-committee or community committee?

The CCS assessment committee can be established as a committee of council, a sub-committee or a community committee. When considering which type of committee will best suit the circumstances of your council we recommend that you consult with your chief executive.

Decisions made by the CCS committee do not need to be approved or confirmed by your council.

Whatever form the committee takes, it must meet the following guidelines for membership and decision-making:

Size of the committee

There is no specific requirement for the number of members an assessment committee must have. However, Creative New Zealand strongly recommends there be at least seven, and not more than 11 members. A committee of nine members works well;

having an odd number also assists with voting.

Who sits on the committee

Each assessment committee consists of –

Representation from local councils and community arts councils

- Local councils may appoint up to two representatives to the assessment committee. These may be elected councillors or community board members with an arts and culture focus or knowledge. Elected councillors and local board members must not make up more than half of an assessment committee.
- Each community arts council in the local area has the right to have a representative on the assessment committee. Community arts councils are organisations that have been formally gazetted under the Arts Council of New Zealand Toi Aotearoa Act 2014 or previous versions of this Act.

Community representatives

Community representatives on the assessment committee must be familiar with the range and diversity of local arts activities.

At least one member must be of Māori descent and have local knowledge of Māori arts activity. It is recommended that CCS administrators consult with local iwi regarding Māori appointments.

Ideally membership of the committee should also reflect the make-up of the local community, eg young people, recent migrants, Asian residents, and local Māori and Pasifika peoples.

Youth councils, ethnic councils or other community groups do not have an automatic right to be represented on the committee, but they may nominate community representatives for election.

Community representatives can't include elected council members or community board members.

Community representatives must be elected in a public and open way by the existing assessment committee after a public nomination process. Options for doing this include –

- calling for written nominations through newspapers, community noticeboards, direct mail-outs and websites with representatives being elected by the committee from these nominees
- convening a public meeting where nominations are received from the floor with community representatives then being elected by the committee.

If there's a limited response to a call for nominations or a public election process or the committee lacks specific knowledge, the committee (via the CCS administrator) may approach individuals directly and invite them to become members.

Term of membership

Community representatives may serve for a specified term of up to three years and can serve a maximum of two consecutive terms.

This term limitation does not apply to council or community arts council representatives however we do recommend rotation of council and community arts council representatives to keep the committee fresh.

It's a good idea to have a combination of new and experienced members. To keep this balance we recommend that committee members be replaced over time. Having past members mentor new members can be a great way to support new or younger members as they join the committee.

Chairperson

Each year the assessment committee should elect a chairperson.

A person may serve a maximum of three consecutive years as chair.

The assessment process

Last Modified on 05/10/2023 10:59 am NZDT

When an application has been received and acknowledged by the local CCS Manager, the application passes through the following 6 stages:

Step 1: Checking applications for eligibility

Responsible for this step: CCS Manager

When an application has been received, the CCS Manager checks that the application meets the [eligibility requirements](#) under the scheme.

If an application is ineligible, it should not be sent to the assessment committee for assessing. However, a list of ineligible applications should be sent to the committee so that the committee can note them.

If there is any doubt about whether the application meets the eligibility requirements, discuss this with a Creative New Zealand staff member or send the application to the assessment committee to be assessed.

Coding ineligible applications on the Grants Tracking Tool

If an application is ineligible under the scheme, you should note the reason for this on the Grants Tracking Tool, using the code “**D1**” for “**Ineligible project**”.

Step 2: Distributing applications to assessors

Responsible for this step: CCS Manager

Each application should be assessed by all the assessors. However, if this isn't possible because there is a large number of applications, each application must be marked by **at least three** members of the committee who have relevant experience and knowledge of the particular artform.

The applications should be sent out with either a printed or electronic version of the [CCS Assessor Marking Spreadsheet](#) for assessors to complete.

Step 3: Applying the Assessment Scale

Responsible for this step: CCS Assessors

Assessors must individually mark applications using the [Assessment Scale](#). This ensures that the assessment process is consistent and objective. Giving each

application a mark against the same scale and same set of questions allows applications to be ranked in priority before the assessment committee meets, and provides a starting point for discussion.

Assessors should complete the Assessment Sheet and return this to the CCS Manager.

Step 4: Creating a ranked list

Responsible for this step: CCS Manager

Once all the assessors have returned their Assessment Sheets to the CCS Manager, the Manager will average the marks (total marks for each application divided by the number of assessors who provided marks for that application) and produce a ranked list for the assessors to discuss at the meeting.

The ranked list should include, for each application:

- the name of the applicant
- the name of the project
- the amount requested
- the criterion that the applicant has selected.

Step 5: Prioritising applications and allocating funding

Responsible for this step: CCS Assessors

The assessment committee meets to decide which applications should have priority for funding. The committee focuses its discussion on:

- what level of support there is among committee members for those applications that scored highly on the Assessment Scale (a total mark between 16 and 20)
- which “middle ground” applications (a mark between 11 and 15) should be given priority
- strategic funding decisions and local funding priorities that may see applications given priority even though they haven’t scored as highly as others.

It’s appropriate to support a project if the application is eligible and meets the funding criteria and the assessment committee believes the project should have a high priority.

Grants can be made as general contributions to a project or they can be tagged to a specific aspect of the project.

If an application has stated that the applicant is also asking for funding from other

sources, the committee will need to consider how likely it is that the applicant will get that other funding and therefore whether the project will be viable.

Declined applications

If the committee decides to decline an application they will need to identify the reason for the decline. These are:

- D1: ineligible application
- D2: does not meet funding criteria
- D3: low priority for funding
- D4: incomplete application

Step 6: Notifying the applicants

Responsible for this step: CCS Manager

Notifying unsuccessful applicants

All unsuccessful applicants should be notified in writing that their application hasn't been granted. A sample letter for unsuccessful applicants can be found [here](#).

If an application is underdeveloped, the assessment committee may decide to indicate to the applicant that they can submit a reworked proposal in a future funding round.

Notifying successful applicants

All successful applicants must be notified in writing that their application has been granted.

A Sample letter for successful applicants is provided [here](#).

The letter restates the conditions of funding under the Creative Communities Scheme and reminds the applicant that, by making the application, they've agreed to these conditions.

You will also need to send the successful applicant a [Project Completion Report form](#).

Projects must be completed within 12 months after funding is approved, and the Project Completion Report is due back within **two months** after the project is completed.

Funding agreements

When applicants complete their application form they sign a declaration stating that if

they're successful, they will:

- complete the project as described in their application, or seek written approval from the CCS Administrator for any significant changes to a project
- complete the project within a year of the funding being approved
- complete and return a Project Completion Report form within two months of the project being completed
- return any funds that they haven't spent
- keep a record of and receipts for all project expenditure
- participate, if required, in any funding audit of their organisation or project carried out by the local council
- contact the CCS administrator to notify them 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 for their project, such as posters, flyers and e-newsletters, and follow the guidelines for using the logo. The logo and guidelines can be downloaded from: www.creativenz.govt.nz/about-creative-new-zealand/logos

This declaration is the funding agreement, and the applicant is reminded of this in the letter advising that they have been successful. However, your council may prefer to establish an additional funding agreement with successful applicants, in order to be consistent with your other funding processes. If you do so, the terms of the grant need to be consistent with the requirements set out above.

Assessment Scale

Last Modified on 05/10/2023 10:36 am NZDT

On the basis of the information provided in each application the members of the assessment committee give a mark from 1 to 4 for each of the five assessment areas set out below.

The individual marks for each assessment area will provide a total score out of 20. These are then averaged and a ranked list is created listing the applications with the highest scores at the top.

The five assessment areas:

Area 1: The idea / Te kaupapa

What is it the applicant wants to do?

Give a mark based on your assessment of how strong and well-developed the idea behind the proposed project is.

4	The idea / kaupapa is extremely strong and well-developed
3	The idea / kaupapa is generally strong and has merit
2	The idea / kaupapa is under-developed
1	The idea / kaupapa is not developed

Area 2: The process / Te whakatutuki

How will the applicant carry out the project, and where and when?

Give a mark based on your assessment of the process (creative and/or practical), planning and timeline put forward for the project in the application.

4	The process, planning and timeline are extremely well-conceived and convincing
3	The process, planning and timeline are mostly well-conceived and credible
2	Some aspects of the process, planning or timeline are well-conceived
1	The process, planning and timeline are poorly conceived and not convincing, and/or key elements of the process, planning and timeline are incomplete

Area 3: The people / Ngā tāngata

Who is involved?

Give a mark based on your assessment of the relevant experience of the individual or group and their ability to deliver the project.

4	The ability and experience of the individual or group involved in the delivery of the project is exceptional
3	The ability and experience of the individual or group involved in the delivery of the project is strong
2	The ability and experience of the individual or group involved in the delivery of the project is below average or unproven
1	The ability and experience of the individual or group involved in the delivery of the project is unknown or not credible

Area 4: The criteria / Ngā paearu

How will the project deliver to the selected criterion?

Give a mark based on how well the proposed project will deliver to the selected criterion.

4	The project has potential to deliver exceptional results under the selected criterion
3	The project has the potential to deliver strong results under the selected criterion
2	The project has the potential to deliver limited results under the selected criterion
1	The project has the potential to deliver minimal or no results under the selected criterion

Area 5: The budget / Ngā pūtea

How much will the project cost?

Give a mark based on your assessment of how strong the proposed project's financial information is and how reliable its budget is.

4	The financial information, including the budget, is realistic, complete and accurate
3	The financial information, including the budget, is mostly complete, realistic and accurate
2	The financial information, including the budget, is incomplete and only partly realistic and accurate
1	The financial information, including the budget, is unrealistic and/or incomplete and/or inaccurate

Dealing with conflicts of interest

Last Modified on 05/10/2023 10:41 am NZDT

Conflicts of interest must be [declared](#) and handled appropriately to maintain the assessment committee's integrity and to guarantee that its decision-making is transparent and impartial.

Three types of conflict of interest can arise - direct, indirect, and perceived.

These are explained below, along with the procedures that **must** be followed when these conflicts arise. All members of the committee are responsible for making sure these procedures are followed.

Direct conflicts of interest

A direct conflict of interest can occur if a committee member applies for funding under the Creative Communities Scheme, or is part of a group that applies and stands to benefit financially or materially from a successful application. In this situation the committee member concerned:

- must declare the conflict of interest as soon as he or she becomes aware of it
- must not assess the application
- must not take part in the decision-making process for that application, and
- must leave the room while the committee is assessing the application.

Alternatively, the committee member or the applicant group can withdraw the application.

A direct conflict of interest can also arise when an assessment committee is operated by a third party such as a community arts council, and the third party applies for funding through the Creative Communities Scheme. Third parties **must not** be involved in any part of assessment or decision-making process for their applications.

Indirect conflicts of interest

An indirect conflict of interest can occur when someone other than the committee member applies but the committee member would benefit financially or otherwise if the application were granted. In these situations the committee member:

- must declare the conflict of interest as soon as he or she becomes aware of it
- must not assess the application
- must not take part in the decision-making process for that application, and
- must leave the room while the committee is assessing the application.

Alternatively, the applicant can withdraw the application.

Perceived conflicts of interest

There is potential for a perceived conflict of interest when a CCS application is made by a family member, friend or associate of a committee member, or by an organisation associated with the committee member. Exactly how this should be dealt with will depend on the particular situation and particular relationship, as explained below.

Immediate family, and governance or commercial relationships

Committee members must declare a conflict of interest if:

- an application is from an immediate family member, or
- the committee member is involved in the governance of an organisation that has applied, or
- the committee member has a commercial relationship with the applicant.

In these cases, as well as declaring the conflict, the committee member must not assess the application and must leave the room while the committee is assessing it.

An “immediate” family member means a parent, spouse, civil union partner, de facto partner, brother or sister, or child (this includes acknowledged “foster” or “whāngai” siblings or children).

Other relationships

Perceived conflicts of interest may also arise when there is an application from:

- friends
- relatives that aren’t immediate family, or
- people and organisations with whom the committee member is associated.

In these cases the committee member must declare the conflict, but should use their discretion in deciding whether they should participate in the assessment and decision-making process.

Recording conflicts of interest

All conflicts of interest must be noted at the start of the assessment committee meeting that will be considering the relevant application.

The conflict, and the member’s absence during the relevant discussions, must be recorded in the minutes of the meeting.

Downloads

Last Modified on 05/10/2023 1:59 pm NZDT

To send to applicants:

- > > [CCS Application Form Template](#) Please ensure the application form template is adapted for your community and all sections in yellow have been edited before uploading the form on your website or sending to applicants.
- > > [CCS Application Guide](#) Upload the Application guide to your website.
- > > [Letter acknowledging receipt of CCS application](#)
- > > [Letter to successful applicants](#)
- > > [Letter to unsuccessful applicants](#)
- > > [CCS Project Completion Report Form](#) add your contact details to the bottom before sending to Applicants.

To send to Assessors:

- > > [CCS Assessor Marking Spreadsheet.xls](#)
- >> [Confidentiality and Conflicts of Interest declaration](#)
- > > [CCS Assessor Nomination Form](#)
- > > [CCS Assessors Guide 2019-22](#)

For Managers:

- > > [CCS Funding Workshop powerpoint](#) presentation can be used by CCS Managers when holding workshops for potential applicants.
- > > [CCS Assessors Induction powerpoint 2020](#) can be used by CCS Managers when holding workshops for new assessors who have joined the CCS Assessment Committee.
- > > [Call for CCS Assessors - Poster](#) can be used by CCS Managers to advertise they are looking for people to join the CCS Assessment Committee.
- > > [CCS Manager Guide 2019-22](#)

Visit [CCS logos](#) to download logos (generic and council specific) for use on CCS

promotional material.

CCS Application Form and Application Guide

Last Modified on 03/10/2023 2:28 pm NZDT

CCS Application Form

[CCS Application Form Template](#) 

Please ensure the application form template is adapted for your community and all sections in yellow have been edited before uploading the form on your website or sending to applicants.

CCS Application Guide

The CCS Application Guide will help applicants;

- apply for CCS funding
- complete the CCS Application Form

> > [Application Guide 2020_21 FINAL1.pdf](#)

CCS Application Form - Managers Instructions

> > [CCS Managers Guide 2019-22.pdf](#)

CCS Application Form

Last Modified on 07/08/2020 1:46 pm NZST

Here is the CCS Application Form.

Please read the **CCS Application Form - Administrators Instructions** on how to adapt the form and do this prior to sending out to applicants.

[CCS Application Form_Jul 2020_FINAL.dot](#) 

CCS Application Form

Last Modified on 13/08/2020 2:12 pm NZST

Here is the CCS Application Form.

Please read the **CCS Application Form - Administrators Instructions** on how to adapt the form and do this prior to sending out to applicants.

[CCS Application Form_Jul 2020_FINAL.dot](#) 

CCS Application Guide

Last Modified on 13/08/2020 2:14 pm NZST

CCS Administrators should distribute the **CCS Application Guide** to applicants along with a copy of the **CCS Application Form**.

The CCS Application Guide will help applicants;

- apply for CCS funding
- complete the CCS Application Form

> > [Application Guide 2020_21 FINAL.pdf](#)

CCS Application Form - Administrators Instructions

Last Modified on 13/08/2020 2:19 pm NZST

Before you post the CCS application form on your website, or print it out for people to use, there are a couple of things you need to do. The **CCS Application Form - Administrators Instructions** document gives you some simple instructions on how to make these changes.

The three steps outlined are:

1. Adapt the CCS Application Form (i.e. insert information such as your logo and contact details)
2. Save the CCS Application Form both as a WORD document and as a PDF
3. Post both documents, along with the CCS Application Guide, on your website

Please read the whole document.

> > [CCS Administrator Guide 2019-22 updated July 2020.pdf](#)

CCS Brochures

Last Modified on 09/10/2023 10:04 am NZDT

CCS brochures are available for download in eleven languages.

- > > [CCS Brochure - Chinese Traditional - 2014.pdf](#)
- > > [CCS Brochure - English - 2014.pdf](#)
- > > [CCS Brochure - Fijian - 2014.pdf](#)
- > > [CCS Brochure - Hindi - 2014.pdf](#)
- > > [CCS Brochure - Korean - 2014.pdf](#)
- > > [CCS Brochure - Maori 2014.pdf](#)
- > > [CCS Brochure - Niuean - 2014.pdf](#)
- > > [CCS Brochure - Samoan - 2014.pdf](#)
- > > [CCS Brochure - Tokelauan - 2014.pdf](#)
- > > [CCS Brochure - Tongan - 2014.pdf](#)
- > > [CCS Brochure - Tuvaluan - 2014.pdf](#)

Hard copies of the English and Te Reo versions are available on request from Creative New Zealand CCS staff

ccsadmin@creativenz.govt.nz or (09) 373 3066

CCS Brochures and Translations

Last Modified on 02/10/2023 11:08 am NZDT

- > > [CCS Brochure - Chinese Traditional - 2014.pdf](#)
- > > [CCS Brochure - English - 2014.pdf](#)
- > > [CCS Brochure - Fijian - 2014.pdf](#)
- > > [CCS Brochure - Hindi - 2014.pdf](#)
- > > [CCS Brochure - Korean - 2014.pdf](#)
- > > [CCS Brochure - Maori 2014.pdf](#)
- > > [CCS Brochure - Niuean - 2014.pdf](#)
- > > [CCS Brochure - Samoan - 2014.pdf](#)
- > > [CCS Brochure - Tokelauan - 2014.pdf](#)
- > > [CCS Brochure - Tongan - 2014.pdf](#)
- > > [CCS Brochure - Tuvaluan - 2014.pdf](#)

Quarterly email newsletters

Last Modified on 29/09/2023 4:40 pm NZDT

[Read all the past quarterly CCS newsletter on Mailchimp](#)

These newsletters are full of all the latest updates important for the administration of your Scheme. Please share these with your assessors.

You can sign up to receive the emails on this page also (but you should already get them).

Community Arts Toolkit

Last Modified on 12/10/2023 2:03 pm NZDT

Community arts are created by, with, and *for* a community. The community is actively involved in creating, or learning how to create the art.

Visit or share the Creative NZ [Community Arts Toolkit](#) with your applicants for a best practice guide to community arts projects in Aotearoa New Zealand.

CCS assessment committees

Last Modified on 03/10/2023 10:30 am NZDT

How do we build a committee that reflects the make-up of our community?

Your committee needs to be familiar with the range and diversity of local arts activities. As well as bringing their knowledge to the assessment process, a diverse assessment committee can help promote the scheme, and provide support, to diverse applicants.

Note: providing support to an applicant does not automatically create a conflict of interest for an assessment committee member. Please refer to the [rules regarding conflicts of interest](#) if you are not sure about this.

Sometimes it can seem difficult to find people to join your assessment committee. [The process for appointing new members](#) is outlined in your CCS Administrators Guide. Here are a few extra things you can do as well as making a public call for nominations.

- Identify where the knowledge gaps are in your committee. Consider art form knowledge as well as knowledge of different communities – location, ethnicity, age, etc
- Draft a ‘call for nominations’.
 - Include wording from [‘Call for CCS Assessors - Poster’](#).
 - Include an image from a previous successful local CCS project.
 - Based on the gaps you have identified, include details about the skills you are specifically looking for.
- Distribute this call for nominations by
 - Emailing to all previous CCS recipients asking them to pass on
 - Asking local arts organisations to email out through their networks
 - Posting this on your Facebook page, website and through other social media that your council uses
- Speak to people who might be able to help find members to address the knowledge gap – ask them if they are interested, can recommend people and/or pass information on. This might include your local youth council, arts teachers, local marae, multi-cultural committees/groups.

There are also a few things you might need to consider to make your meetings more accessible

- Meeting times: it can be very difficult for some people to make daytime or evening meetings. Consider being flexible about meeting times so that it suits the majority of your committee.
- Mentoring new members: there can often be a reluctance to ‘retire’ members who

have sat on committees for more than two terms. They often have huge community knowledge and a good understanding of what arts projects have been funded previously. Sometimes getting them to mentor new members for one or two meetings can help ease the process as well as providing some continuity of information.

- Meeting processes: Young (most?) people can find traditional meeting processes fairly tedious and alienating. Consider the tone of your meetings. Can they be informal while still following the necessary steps and capturing the necessary minutes. Perhaps at the start of the meeting you could do a round of what exciting arts projects people have seen since the last meeting, or what they think is exciting about what is happening in their area of knowledge.
- Young people: Do you have young people on your committee? How can you include them? Do you have a youth council that you could approach or could you contact the local high schools? Remember young people sometimes travel best in pairs and may not be able to commit to more than one or two meetings - encourage your committee to work with this.

Travel costs and fees for assessors

Some councils, particularly those that cover a wide geographic region, choose to reimburse travel costs for their assessors. Some also pay a stipend to their assessors either to cover the committee day or a fixed amount per application assessed. We are often asked what other councils do and if this is a necessary cost.

The written agreement between Creative New Zealand and your council is that the council will cover administrative costs for the delivery of the scheme. This includes the costs of convening the assessment committee.

Creative New Zealand does not stipulate specific administrative costs that the council must cover to run the scheme but in many instances, particularly with councils that have a wide geographic area, councils choose to reimburse travel costs as a way of ensuring that they have a committee with good understanding of the diverse local arts taking place across the district.

So, under the contract you are not obliged to reimburse travel or to pay fees/stipends, however we would certainly encourage this if it is the best way to ensure participation by a committee with appropriate knowledge.

Eligible projects and applicants

Last Modified on 03/10/2023 10:30 am NZDT

What is a project?

The term 'project' refers to a self-contained activity that is time-bound with an identifiable start and finish date. This might be short-term (e.g. a one-off weekend workshop) or long-term (e.g. a programme of exhibitions over an 8 month period). The programme or project, however, must be completed within 12 months of being funded and deliver to one of the three funding criteria – access and participation, diversity or young people

Are repeat projects eligible?

You are likely to have applications that come to you for the same project year after year. Sometimes these are very strong projects and produce great arts outcomes. But sometimes they lack a little in growth or innovation and there can be a sense of expectation from the applicants and a sense of obligation by the assessment committee to fund these as a result of this expectation.

Whether or not these projects are seen as a priority for support is at your assessment committee's discretion. The committee needs to look at the criteria relevant to the application i.e. access and participation, diversity or young people, and compare the application with other projects under the same criteria. Is it a strong project? Are they able to source funds from elsewhere? Is the project developing or growing?

Sometimes an assessment committee chooses to send a clear message to applicants about the types of projects they will prioritise. It can be useful for assessment committees to discuss this issue before a funding round opens so that the priority areas can be conveyed to applicants before they draft their next application. This helps the decision making process remain transparent.

For example: In Rangitikei the assessment committee met to discuss the types of projects they wanted to prioritise in their area. After looking at what they felt made a particularly strong CCS project they decided they wanted to encourage applications for projects which:

- demonstrated growth
- demonstrated quality and excellence
- promoted partnership and inclusion

They identified these priorities clearly on the front of the application form under Local Funding Priorities. By doing this they have given repeat applicants a clear steer about how they will prioritise applications. These priority areas still fit within the broader CCS

criteria and the scheme's intentions. The committee has also clearly identified for themselves what they will prioritise which can make for a more strategic conversation at the meeting when looking at repeat projects versus new projects.

Can groups from outside our area apply for support?

You may receive applications from groups that are offering workshops or performances nationally, eg Connected Media, Toro Pikopiko Puppets. Applicants do not have to be based in your district or city however groups/organisations do have to be New Zealand-based and individuals do have to be New Zealand citizens or permanent residents.

These visiting groups can sometimes offer your community important skills or new experiences that might not otherwise be available, however they can also sometimes be well written applications that may not be well matched to your community.

Here are some questions that your assessment committee may like to consider:

1. **Previous results in your district:** Has this group received funding previously and what were the results? Were these stronger or weaker than anticipated? If the results of previous projects were weaker than anticipated has the group explained how they will improve the project? It can be useful to have the project completion report from previous projects available for your assessment committee to refer to.
2. **Previous results in other districts:** If the project is new to your district have they been funded via CCS previously in another district (they should have noted this on their application form). Have they included evidence of the success of the project from other districts? You could consider ringing the local CCS administrator from that district for some feedback.
3. **Community connection:** Have any local partnerships/arrangements (eg with other groups, schools or venues) been confirmed? If not, does your committee consider that there may be any issues with this?
4. **Good project or just a good application?** Groups who are very familiar with putting together funding applications are sometimes at an advantage over first time or occasional applicants. Your committee will need to look closely at the project and allocate the funding on the project's outcomes or merits - not just on the basis of whether the application is well written or not.
5. **Expertise:** Does this group bring in expertise or high quality work that does not otherwise exist in your area? How widely will this expertise or work be experienced by the community?
6. **Engaging young people:** If the group is working with young people have they been clear about how they will reach these young people and is there appropriate support in place?

As the administrator you may need to request additional information to support your

committee in their decision making.

Remember, if key information is missing, a committee can choose to fund the project but make the release of the funds dependent upon the applicant supplying additional information for approval eg confirmation with schools.

What constitutes a 'council project'

Council projects are not eligible for funding from CCS. This is because CCS is a devolved funding programme delivered in partnership with each local authority. It would be a conflict of interest for a local authority to fund its own project via CCS.

The following is an updated definition of 'council projects' to provide greater clarity.

Local council projects are not eligible for support via the Creative Communities Scheme. A local council project is any project which is developed and run by a council or a subsidiary of a local council. These subsidiaries include council controlled organisations (CCOs), libraries, art galleries, museums, performing arts venues, economic development agencies and/or bodies that are 50% or more controlled by a council or group of councils.

This criteria does not prevent a local arts group from applying for a CCS grant for a project that will use facilities owned and/or operated by a territorial authority (or its subsidiary), however any such application may only be for direct project costs of the applicant.

These include:

- *materials for arts activities or programmes*
- *venue and equipment hire (including council owned or council controlled venues)*
- *personnel and administrative costs for short-term projects*
- *promotion and publicity of arts activities.*

This criteria does not prevent a council or council subsidiary from applying to Creative New Zealand for funding via our other funding programmes or initiatives.

Can the Creative Communities Scheme support projects that take place in council-run museums and art galleries?

The scheme cannot support council projects, so if museum or gallery is run by the council or is a council subsidiary (see above) the project is part of the core programme of the council facility then it is unlikely to be eligible. However, if an independent artist or group is running a project at a council-run facility, and making an application for support, then this may be eligible provided other eligibility requirements are met.

Can the Creative Communities Scheme support museum projects?

Yes, if the project is primarily focused on an arts activity and the museum is not run by the council or a subsidiary of the council (see above). Examples include a visual arts exhibition, an exhibition of arts objects or a holiday programme of creative writing and local story-telling. Displays focused on local history with only a limited arts component, e.g. historical photographs, are not eligible. Note that CCS cannot fund work that is intended to become part of the museum or art gallery's collection.

Can CCS fund projects that are 'core business'?

CCS cannot support projects that are considered '*core business*' of the following organisations:

- schools
- other government funded educational institutions
- organisations who have their core business funded by central or local government

The reason why CCS can't fund the core business of these organisations is that either

- they are all *already* funded by central government (so this would be considered 'double dipping')
- they are a *council project* (see above re Council Projects)

CCS *can* fund professional arts activity and arts businesses *even if this is the 'core business' of that individual or business*. An example might be a dance school putting on an end of year production with their students. It would be appropriate for them to apply for costs associated with the production (administrative and artistic fees, promotion, venue hire, materials, production costs) however we would expect to see *all* the estimated income from the project (e.g. a portion of the student fees and/or ticket sales in this instance) included in the budget.

Note that we want artists to be able to earn income from their arts practice wherever possible.

Please remember: CCS can *only* support costs that are associated with the delivery of a specific project. This might include the portion of administration costs that relates directly to that project, during the period of the project.

What types of literature projects can be funded?

CCS can fund

- Fiction (e.g. novels, novellas, short stories, poetry, children's fiction, young adult fiction, graphic novels, illustrated picture books, and speculative fiction such as fantasy fiction, science fiction, detective fiction, and historical fiction.
- Non-fiction autobiography, biography, essays, social commentary, literary criticism, reviews, analytical prose, non-fiction written for children, young adult non-fiction, and writing about the physical and natural sciences
- Researching, writing, publishing and distribution of books by individuals and groups
- Workshops and professional development that take place in your district

CCS cannot fund

- newsletters or free hand-outs
- scripts for television or radio
- educational materials (for example, school textbooks)
- instruction manuals, guide books, phrase books, do-it-yourself and how-to books (including travel guides, gardening books, and recipe books), bibliographies, dictionaries, encyclopedias and professional reference works, hymn books and publisher catalogues.

What about local histories?

Local history projects are eligible but may not deliver strongly to any of the three [CCS funding criteria](#). However there is funding available for historical research and oral histories via the Ministry for Culture and Heritage. More detail can be found [here](#).

Are design projects able to be supported via the Creative Communities Scheme?

The scheme can support 2D design projects focused on typography, poster design, graphic design and publication design (these fit within our visual arts category) and 3D design projects such as furniture and object-based design projects (these fit within the craft/object art category). Artists can apply for funding to develop and/or make new work and for the public presentation of the work, but not for the commercial

manufacture or production of a work.

What film projects can be funded?

Film festivals are not eligible for support however projects which involve artists or groups creating films are eligible. Film includes animation, dance film, documentary film, experimental film, feature film, short film, and moving-image art projects and sits under the 'multi-disciplinary' artform category. You can read more detail about artform categories in the Administrators (and Assessors) Guide [glossary](#).

Eligible Costs

Last Modified on 03/10/2023 10:30 am NZDT

Are travel costs/accommodation eligible?

CCS cannot fund travel or accommodation costs for activity taking place *outside* your area.

Travel and accommodation costs for projects taking place *within* your area are eligible. Examples might include:

- Travel and/or accommodation costs to bring in a visiting artist to teach or present work
- Travel costs to take a group of young people from one part of your district to attend an arts event in another part of your district

Is Food eligible?

Reasonable requests to provide food for artists, participants, and audiences for community arts activities is eligible.

Are maintenance costs for arts equipment eligible?

CCS cannot support the buying or maintaining of capital items. This includes repairs on venues, servicing photographic equipment, etc. An exception to this might be the tuning of a piano where the tuning of the piano relates specifically to the project that support is being sought for. Applicants who want support for buying or maintaining capital items will need to go to other funders. A database of potential funders can be found in Fundview (which can be accessed free of charge via your local library). Applicants can also search for funders that support arts and cultural projects via the [Ministry for Culture and Heritage website](#).

What should we do when there are ineligible costs in the budget?

We want applicants to show the full cost of their project, however some of these costs, such as the purchasing or repairing of capital items might be ineligible. As long as there is other income in the budget that can cover the costs of these items this is not a problem. You can tag the CCS funding to the eligible costs and make sure this is noted in the letter to the successful applicant.

Are projects allowed to make a profit?

Budgeting to make a profit: Applicants should not be expecting CCS to support them to make a profit. However, sometimes a project does make a profit.

We expect CCS applicants to present an accurate budget, backed up by quotes or past

history, which shows what is required *for the project to break even*. CCS can then fund the anticipated shortfall. CCS funding of *more* than the anticipated shortfall should only be given if the committee believes that the costs and/or income have been inaccurately estimated.

Sometimes applicants inflate costs or minimise projected income sources, such as ticket sales, to reduce the risk and increase the chances of making a profit. It is appropriate for them to be wisely conservative in their estimations of other income. It is up to the administrator and assessment committee to pool their knowledge to identify how accurate a budget is.

Remember that CCS cannot support fundraising i.e. an applicant cannot request support for projects that are donating funds to another cause. In effect this would result in CCS funds being allocated to that cause. However, it is appropriate for charities or other groups to independently fundraise at events that are supported by CCS.

Unexpected profit: If, as a result of unexpected ticket sales or donations, for example, a group does make a profit, they do not have to return funds to CCS. We would expect that the extra money is either used as part of that project, to cover ineligible costs or for another similar project/activity.

Money in the bank

It is not uncommon to receive an application from a group that has enough money in the bank to potentially cover the costs of the project. However, these funds are sometimes tagged to other projects (e.g. development of venues or purchasing of equipment) or reserves held to make sure that the group or organisation remains viable or can close down or transition in a steady way if something unforeseen happens (staff illness, earthquake, etc).

If an organisation does have significant reserves we would expect them to clearly articulate what these are being held for and why they can't use these for this project. An administrator may need to request this as additional information once the application has been received.

Changes to CCS Funded Projects

Last Modified on 03/10/2023 10:30 am NZDT

Can successful applicants change their projects?

It is not uncommon for projects to change after they have been funded. This can be for a variety of reasons such as having to resize the project to match available funding or shifting the dates due to key personnel or venue availability. If the change is substantial successful applicants need to apply in writing (email is fine) for approval. A substantial change might include:

- Different personnel delivering the project (where the personnel delivery was considered a key factor in the strength of the project)
- Changes in the scale of the project due to anticipated funding (CCS or other) not being able to be secured
- Funds being applied to a completely different project

The administrator should discuss any requested changes with the chair. If the administrator and chair are unsure they should take it to the wider committee.

However, if the proposed changes are significant and you feel that, had they known this information from the outset, the committee may have made a different decision, we recommend that you take the decision back to the committee.

If the request is for a completely different project it is recommended (if timeframes allow) that the funds be returned and a new application submitted.

What happens if a project can't be completed within 12 months?

If a project is delayed and unable to be completed within 12 months of funding being allocated, then the administrator (sometimes with input from the committee/chair) needs to decide whether an extension can be granted or if the funds need to be returned and re-applied for. In most instances it is the former, but if one or more of the following applies to the project, then we would expect you to request the funds be returned and a new application submitted when the project is ready to progress:

- it has been delayed several times
- there are questions around whether it will eventually go ahead
- the project has changed substantially
- the delay is well beyond the 12 month time-frame

If an extension is granted, the administrator would need to let the committee know this.

Project Completion Information

Last Modified on 03/10/2023 10:31 am NZDT

What do I do if an applicant doesn't return their project completion report?

We suggest the following:

1. Send out a letter/email requesting the report within a specified timeframe, and explaining that a condition of receiving the funding was that they would complete the report. (It may also be useful to remind them that unless they submit a report all future applications will be ineligible).
2. Explain that if the project hasn't been completed, they will need to negotiate an extension or return the funds.
3. Consider making a phone call in the first instance and then follow up with a letter/email if you still haven't received the report form.
4. Ask your committee if anyone knows the applicant personally. If appropriate they may be able to remind the applicant that they need to submit the report.

All projects **MUST** remain on the 'In progress' tab of the Grants Tracking Tool until they have submitted a satisfactory report. This is how we keep track of those who haven't submitted reports.

What if a project completion report isn't satisfactory?

A project completion report is considered 'satisfactory' if all sections have been completed in enough detail for the Council to be satisfied that the project has been carried out as agreed – keeping in mind that there is often a bit of allowable variation in projects e.g. some things cost more or less, some components may have been replaced by others. If the report lacks enough detail for you to feel confident that it has been carried out as agreed, we suggest you go back to the applicant for more information.

We don't want people to be writing PhDs and we don't want you to have to spend ages combing through reports. These funds are small but are public money none-the-less and therefore it is important that we can report back with confidence.

What audience and participant numbers should be captured?

On the application and project completion report forms we ask applicants to note participant and viewers/audiences numbers.

Participants are people who have been actively involved in the creation or presentation of the art or attending a workshop. So it is about hands on participation.

Audiences or viewers are the people who have attended a presentation or showing of

the project.

It can sometimes be difficult to estimate numbers of active participants or audiences/viewers. Sometimes applicants also inflate these as they feel this will help to secure funding. As much as possible we want our capture of these numbers to be accurate so that we can demonstrate the reach of CCS.

Public art is a tricky area as the numbers of people who pass by a public art work can be huge. Therefore we ask people to only note down the number of people who have specifically attended a showing of the work e.g. the launch.

We ask administrators to keep an eye on reported numbers and to go back to applicants if they feel the figures are inflated and/or include casual viewers.

Do we need applicants to send in their receipts?

Successful applicants are obliged to keep a clear record of how they have used their funding. This includes keeping receipts. We have amended the [‘CCS letter – successful application’](#) so that this is clear to them.

Viewing receipts from projects is one way to confirm that a project has been carried out as agreed. You may also feel that this level of accountability is important in your community, that it is a way to help groups to understand best practice. However, checking receipts can be very time consuming. It is therefore up to each administrator (and your management) to decide whether applicants need to send you receipts with their project completion reports. If you do you will need to amend the letter to successful applicants.

Unspent funds

CCS funding recipients must carry out projects as outlined in the funding application. Any significant changes to the project must be agreed in writing by the Council before the project takes place. If a project has taken place without significant changes there is no requirement for funding recipients to return funds. Any unspent funds can be applied to future projects or other costs that may have been incurred as part of the funded project.

Where a project has varied significantly and the funding recipient has not sought prior approval and there are significant levels of unexpended funds, a refund may be required. The following should be considered

1. have the funds been used to cover other eligible project costs (no refund required)
2. does the group intend to apply these funds towards a future project (no refund required however any application for additional support for that project would need

to incorporate these unspent funds)

These guidelines are aimed at simplifying the project acquittal processes for both funding recipients and administrators and at making sure that groups/artists who manage their budgets more effectively (as a result of securing more in-kind support or increased sales for example) are not being disadvantaged.

This places the emphasis on the assessment of the application. If a group is consistently showing a profit for like projects, or is consistently not requiring the full amount of funding allocated it is expected that this would be considered at the point of assessment. This emphasises the importance of information from project completion reports being made available to assessors.

Funding recipients are still able to return unspent funds but note that this is not a requirement unless the project has varied significantly.

Please refer to the FAQ on the CCS Administrators Hub re [‘Are projects allowed to make a profit’](#)

CCS Promotions

Last Modified on 05/10/2023 3:33 pm NZDT

Can we use some of the funds for in-house promotion costs?

You can use **up to 10%** of your CCS allocation for promotion costs.

These costs can include newspaper advertising, on-line listings, producing posters and other external costs.

However, you cannot use these funds to cover council staff time or basic administrative costs – these are the responsibility of the council as per the contract between the council and Creative New Zealand.

In some instances it might be cheaper for the council to undertake design in-house e.g. design for newspaper layouts. In this instance it is acceptable for that cost to be deducted from the 10%.

We recommend that you set aside some time to discuss promotion of the scheme with your assessment committee.

Other Funding

Last Modified on 03/10/2023 10:31 am NZDT

Can people receive funding from both CCS and the council funding e.g. community boards or events/community grants?

Yes. Funding from the Creative Communities Scheme and from Community Boards comes from two different places i.e. taxes/lotteries (CCS) and rates (community boards and other council funding programmes) so, there should be no issue with projects receiving funds from both sources provided all other eligibility requirements are met for those funds. Certainly, for larger projects such as community events or large-scale productions, we would expect to see income from both sources. This also applies to funding from other funding pools e.g. community trusts.

Can a project receive CCS funding if that project is already receiving funds from a Creative New Zealand funding scheme?

No, a project cannot receive CCS funding if that project has already been supported via one of Creative New Zealand's other funding programmes.

When should I steer people to Creative New Zealand's other funding programmes?

If a project has regional or national significance and the applicant has a track record of success they may be eligible for support via one of our other [funding programmes](#). These programmes are highly competitive so before someone makes an application we recommend that they have a look at the funding guides under our various programmes and speak with the relevant Creative New Zealand artform adviser. You can find a contact list [here](#). If you are unsure about whether to steer someone towards these programmes please get in touch.

Glossary - Arts activities

Last Modified on 25/05/2018 11:17 am NZST

Craft/Object art: includes traditional and contemporary applied arts practices of all the peoples of Aotearoa/ New Zealand, including Māori and Pasifika peoples and the diverse cultures of people living in Aotearoa/ New Zealand today. Genres include, but are not limited to, ceramics, furniture, glass, jewellery, object making, studio-based design, raranga, tāniko, tapa making, textiles, tivaevae, typography, weaving and woodwork.

For projects involving a design component, artists can apply for funding to develop and/or make new work and for the public presentation of the work, but not for the commercial manufacture or production of a work.

Dance: includes forms of dance that clearly have an arts and cultural focus (as opposed to aerobics, fitness or martial arts) eg kapa haka, tango, traditional Highland dancing, hip-hop, classical Indian dance, Pacific dance, ballet, tap and jazz.

Inter-arts: Inter-arts projects integrate artforms of any cultural tradition, combining them to create a new and distinct work. The result of this integration is a hybrid or fusion of artforms outside of Creative New Zealand's existing artform categories.

Literature: includes both fiction and non-fiction

- 'Fiction' includes, but isn't limited to, novels, novellas, short stories, poetry, children's fiction, young adult fiction, graphic novels, illustrated picture books, and speculative fiction such as fantasy fiction, science fiction, detective fiction, and historical fiction.
- 'Non-fiction' includes, but isn't limited to, autobiography, biography, essays, social commentary, literary criticism, reviews, analytical prose, non-fiction written for children, young adult non-fiction, and writing about the physical and natural sciences.

Literary activities may include poetry readings,, local storytelling, writers' and readers' events, and creative writing workshops. Creative New Zealand does NOT consider the following to be literature: instruction manuals, guide books, phrase books, and do-it-yourself and how-to books (including travel guides, gardening books, and recipe books); bibliographies, dictionaries, encyclopedias and professional reference works; newsletters; hymn books; and publisher catalogues.

Māori arts: arts activities that can be regarded as strong expressions of Māori identity. They include the following types of arts practice, which can also form the focus of workshops, wānanga and festivals:

- heritage te reo-based artforms, eg whaikōrero, haka, karanga and whakapapa

recitation, waiata mōteatea, pao and kōrero paki

- heritage material artforms, eg toi whakairo (carving), tukutuku (wall decoration), kōwhaiwhai (painted rafters), and ngā mahi a te whare pora (weaving, textiles and basketry)
- customary performance arts such taonga puoro, karetao (puppetry), ngā tākaro (string games)
- contemporary Māori arts activities that draw on traditional heritage artforms, fusing them with other elements to create innovative expressions of Māori cultural identity, eg theatre and contemporary dance productions, creative writing, songwriting, and photography.

Multi-artform (including film): projects that combine or feature two or more artforms, eg a youth project that combines music and visual arts, or a festival that features dance, music and theatre.

Film: includes animation, dance film, documentary film, experimental film, feature film, short film, and moving-image art projects.

Film festivals presenting work created outside your local area are *not* eligible for support via CCS.

Music: includes all music genres, eg classical and contemporary music; popular and rock music; rap and hip-hop; orchestral and choral music; brass bands; opera; jazz; 'world' music; and traditional and contemporary Māori and Pacific Island music.

Pacific arts: arts activities that identify with the unique cultural perspectives of individual Pacific nations (such as Samoa, the Cook Islands, Fiji, Tonga, Niue, Tokelau and Tuvalu) as represented by New Zealand's Pasifika communities. Pacific arts activities can include the following types of arts practice, which can also form the focus of workshops, fono and festivals:

- heritage language-based artforms that relate to specific cultural traditions, eg storytelling, chanting and oral history
- heritage material artforms, eg woodcarving, weaving, tivaevae and tapa-making
- traditional dance, theatre and music performance eg Samoan siva (dance) and Cook Island drumming.
- contemporary Pacific arts activities that draw on traditional heritage artforms, fusing them with other elements to create innovative expressions of Pasifika cultural identities, eg theatre and contemporary dance productions, music, creative writing, songwriting and photography.

Theatre: includes all theatre genres, eg comedy, drama, physical theatre, street theatre, musical theatre, pantomime, circus, clowning, puppetry, mask, and theatre by,

with and for children.

Visual arts: includes customary and contemporary practices of all the peoples of Aotearoa/New Zealand, including Māori and Pasifika peoples and the diverse cultures of people living in Aotearoa/New Zealand today, eg drawing, painting, installation, kōwhaiwhai, photography, printmaking, sculpture, tā moko, and typography.

Glossary - General terms

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Arts: all forms of creative and interpretative expression (from the Arts Council of New Zealand Toi Aotearoa Act 2014, section 4).

Artform: one of various forms of arts practice.

Community: a community may be based around a place, a cultural tradition, or commonly held interests or experiences.

Ethnicity: an ethnic group is made up of people who have some or all of the following characteristics:

- a common proper name
- one or more elements of common culture, which may include religion, customs or language
- a unique community of interests, feelings and actions
- a shared sense of common origins or ancestry
- a common geographic origin.

Genre: a category of artistic, musical or literary composition characterised by a particular style, form or content; a kind or type of work.

Heritage arts: artistic expressions and forms reflecting a particular cultural tradition or traditions that continue to be celebrated and practised by New Zealand artists and practitioners, and that are appreciated and supported by New Zealand communities.

Masterclasses: classes, workshops, seminars or other training offered by experienced and respected artists and practitioners (see also Wānanga).

Project: A self-contained activity that is time bound with an identifiable start and end date.

Territorial authority: a district or city council.

Wānanga: a Māori term for a forum or workshop.

