

# Overview of CCS Process

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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	Receive applications	Access support from Creative New Zealand staff

criteria		
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**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