

CCS assessment committees

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

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

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

fundors 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

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

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

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

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.