7. Reporting to Creative NZ

- 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

> *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.

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 ethnicty 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.