

Agenda for a meeting of the Creative Communities Scheme Assessment Committee to be held in Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY, 1 OCTOBER 2020** commencing at **9.30am**.

**1. APOLOGIES AND LEAVE OF ABSENCE**

**2. CONFIRMATION OF STATUS OF AGENDA**

**3. DISCLOSURES OF INTEREST**

**4. CONFIRMATION OF MINUTES**

Minutes of a meeting held on Thursday, 18 June 2020. 5

**5. CREATIVE COMMUNITIES SCHEME ASSESSMENTS**

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| 5.3  | St Lazarus Art Studio – Raglan Old School Arts Centre – Creative journey<br>with Jess – An After-school Art class for local children to make Art to Exhibit<br>and Keep | 82  |
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## Creative Communities Scheme Assessment Committee

### TERMS OF REFERENCE AND DELEGATION

<b>Reports to:</b>	Creative New Zealand and the Council's Discretionary & Funding Committee
<b>Chairperson:</b>	Cr S Henderson
<b>Deputy Chairperson:</b>	Ms Amomai Pihama
<b>Membership:</b>	Two elected members (Councillors McGuire and Henderson) Two iwi representatives (Ms Miriama (Tilly) Turner; Ms Amomai Pihama) One Arts Council representative (Heather Cunningham) Four community representatives (Claire Du Bosky; Judi Muru; Mark Vincent; Annette Taylor)
<b>Meeting frequency:</b>	As and when required, at least twice yearly
<b>Quorum:</b>	A majority of members (including vacancies)

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#### **Purpose and Terms of Reference:**

1. To administer the Creative New Zealand Creative Communities Scheme in partnership with Creative New Zealand.
2. To consider applications and allocate funding in accordance with the Creative New Zealand Creative Communities Scheme Guidelines.
3. The Committee's Chairperson will provide an update report to the Council's Discretionary & Funding Committee after each Creative Communities Scheme Assessment Committee meeting.

#### **The Committee is delegated the following powers to act:**

- Approval of funding applications to the Creative New Zealand Creative Communities Scheme.
- Appoint community representatives to the Committee.

#### **Explanatory Note:**

- Appointments to the Committee are made as follows:
  - a. Immediately following each local authority triennial election, the Council will appoint two elected members. The Creative Communities Scheme Guidelines states that the limitation on the terms served by Committee members does not apply to Council's appointed elected members.
  - b. The iwi representatives shall continue on the Committee following the local authority triennial elections provided they serve no long than two consecutive terms. New iwi representatives are appointed by Waikato Tainui.
  - c. The Arts Council representative shall continue on the Committee following the local authority triennial elections. The Creative Communities Scheme Guidelines states that the limitation on the terms served by Committee members does not apply to the Art Council's appointed members. New Arts Council representatives are appointed by Raglan Community Arts Council.

- d. Community representatives shall continue on the Committee following the local authority triennial elections provided they serve no long than two consecutive terms. New community representatives are appointed by the Committee.
- External appointees to the committee will be entitled to remuneration for attendance at meetings in accordance with the terms agreed between the Council and Creative New Zealand.

## ***Open Meeting***

<b>To</b>	Creative Communities Scheme Assessment Committee
<b>From</b>	Gavin Ion Chief Executive
<b>Date</b>	22 September
<b>Prepared by</b>	Grace Brady Democracy Advisor
<b>Chief Executive Approved</b>	Y
<b>Reference #</b>	GOV1301
<b>Report Title</b>	Confirmation of Minutes

### **I. EXECUTIVE SUMMARY**

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To confirm the minutes of the Creative Communities Scheme Assessment Committee meeting held on Thursday 18 June 2020.

### **2. RECOMMENDATION**

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**THAT the public excluded minutes of the meeting of the Creative Communities Scheme Assessment Committee meeting held on Thursday 18 June 2020 be confirmed as a true and correct record of that meeting.**

### **3. ATTACHMENTS**

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CCS Minutes – 18 June 2020

**MINUTES** of a meeting of the Creative Communities Assessment Scheme Committee held in Committee Rooms 1 & 2, District Office, 15 Galileo Street, Ngaruawahia on **THURSDAY, 18 JUNE 2020** commencing at **10.01am.**

**Present:**

Cr S Henderson  
Cr R McGuire  
Ms H Cunningham  
Ms C du Bosky – *from 10.03am*  
Ms C Lang  
Ms J Muru  
Ms A Pihama  
Ms A Taylor  
Ms M (Tilly)Turner  
Mr M Vincent

**Attending:**

Ms Monique Heward (Twin Rivers Community Art Centre Items 6.1, 6.3 and 6.4)  
Ms Pianika Duncan (Twin Rivers Community Art Centre Item 6.2)  
Ms Jean Carbon and Ms Katy Armstrong (Raglan Art to Wear Item 6.6 via audio-visual)  
Ms Mary Marshall (Raranga Workshop - Whatu Korowai and Kete Item 6.7)  
Ms Jacqueline Anderson (Raglan - H2 Preschool to Youth Item 6.10 via audio-visual)  
Ms I-Jay Huirama (Ngaruawahia Squash Racquet Club - Item 6.8)  
Ms Lauren Hughes (Te Kauwhata Community House Item 6.11)  
Ms Evelyn Sheaf (Friendship House (HCCT) - Creative Huntly Item 6.12 via audio visual)  
Mr Aaron Mooar (Raglan Youth Band Wars Item 6.13 via audio visual)  
Ms Margherita Allan (Cutting Edge Textiles Item 6.14 via audio visual)

Mr G J Ion (Chief Executive)  
Ms L van den Bemd (Community Development Advisor)  
Ms G Brady (Democracy Advisor)  
Ms S van der Westhuizen (Team Administrator)  
Mr B Stringer (Democracy Manager)

The Chief Executive opened the meeting and summarised the process for the appointment of the Committee's Chairperson and Deputy Chairperson. He acknowledged the work undertaken by the previous chairperson, Cr McGuire.

### **APPOINTMENT OF CHAIRPERSON**

The Chief Executive called for nominations. Cr Henderson was nominated by Cr McGuire and seconded by Ms M Turner.

**Resolved: (Ms J Muru/Cr McGuire)**

**THAT nominations for the appointment of Chairperson be closed.**

**CARRIED**

**CCS2006/01**

**Resolved: (Cr McGuire/Ms M Turner)**

**THAT Cr Henderson be appointed as the Chairperson of the Creative Communities Assessment Scheme Committee.**

**CARRIED**

**CCS2006/02**

### **APPOINTMENT OF DEPUTY CHAIRPERSON**

The Chief Executive called for nominations. Ms A Pihama was nominated by Ms Muru and seconded by Ms M Turner.

**Resolved: (Ms H Cunningham/Cr McGuire)**

**THAT nominations for the appointment of Deputy Chairperson be closed.**

**CARRIED**

**CCS2006/03**

**Resolved: (Ms Muru/Ms M Turner)**

**AND THAT Ms Pihama be appointed Deputy Chairperson of the Creative Communities Assessment Scheme Committee.**

**CARRIED**

**CCS2006/04**

Ms Du Bosky joined the meeting at 10.03am during the above item and took part in voting.

The Chief Executive withdrew from the meeting following the appointment of the Chairperson and Deputy Chairperson.

Each Committee member introduced themselves to their fellow Committee members.

## **APOLOGIES AND LEAVE OF ABSENCE**

All members were present.

## **CONFIRMATION OF STATUS OF AGENDA**

**Resolved: (Ms Muru/Ms du Bosky)**

**THAT the agenda for a meeting of the Creative Communities Assessment Scheme Committee held on Thursday 18 June 2020 be confirmed and all items therein be considered in open meeting;**

**AND THAT all reports be received;**

**AND FURTHER THAT the Committee resolves that Item 6.5 *Application for Funding – Anne Ramsey - Ngaruawahia Community House Inc - Craft Classes* be withdrawn from the agenda**

**CARRIED**

**CCS2006/05**

## **DISCLOSURES OF INTEREST**

Ms du Bosky advised members of the Committee that she would declare a non-financial conflict of interest in item 6.11 (Te Kauwhata Community House - Toi Ako Te Kauwhata Community Arts Programme T2 and T3).

Ms Cunningham advised members of the Committee that she would declare a non-financial conflict of interest in item 6.10 (Raglan Community Arts Council 2020 - H2 Preschool to Youth).

## **CONFIRMATION OF MINUTES**

Tabled item: Updated Minutes – 11 June 2020

The Democracy Advisor advised the Committee that an updated set of minutes from the Committee's initial meeting on 11 June 2020 had been circulated, to reflect some minor procedural amendments.

**Resolved: (Cr McGuire/Ms Pihama)**

**THAT the minutes of a meeting of the Creative Communities Assessment Scheme Committee held on Thursday 11 June 2020 be confirmed as a true and correct record of that meeting.**

**CARRIED**

**CCS2006/06**



## **CREATIVE COMMUNITIES SCHEME ASSESSMENTS**

Each applicant was provided an opportunity to present to the Committee.

### Application for Funding – Jane Stevens - Twin Rivers Community Art Centre - Term Two Holiday Programme Animal Antics

Agenda Item 6.1

Ms Monique Heward gave a verbal presentation and answered questions of the Committee. The following points were discussed:

- Details were given on the project, including positive effects for participants and the community.
- The holiday programme was a success. Children had joined other projects run by the centre. The community reach to others was continually growing.

### Application for Funding – Jane Stevens - Twin Rivers - Te Whare Toi o Ngaruawahia Inc - Ngaruawahia Performing Arts School Stars are Born

Agenda Item 6.2

Ms Pianika Duncan gave a verbal presentation and answered questions of the Committee. The following points were discussed:

- The capacity of the event centre where the show was normally held and how long the children were in training before the show was presented.
- Ms Duncan presented a video slide of the previous arts school performance and gave details on the growth and engagement of the young participants, as well as the community.

### Application for Funding – Jane Stevens -Twin Rivers Community Art Centre - Term Three Holiday Programme 31 Sizzling Summer

Agenda Item 6.3

Ms Monique Heward gave a verbal presentation and answered questions of the Committee.

### Application for Funding – Jane Stevens - Twin Rivers Community Art Centre - Twin Rivers Tamariki Art Club

Agenda Item 6.4

Ms Monique Heward gave a verbal presentation and answered questions of the Committee.

Application for Funding – Anne Ramsey - Ngaruawahia Community House Inc - Craft Classes

Agenda Item 6.5

This application was withdrawn from the Agenda [ref CCS2006/05].

Application for Funding – Jean Carbon - Raglan Community Arts Council - Raglan Art to Wear

Agenda Item 6.6

Ms Jean Carbon and Ms Katy Armstrong gave a verbal presentation via audio-visual and answered questions of the Committee. The following points were discussed:

- There were several beneficial links with the community, schools, and local businesses and that significant growth could be seen for all participants.
- All applicants were accepted to the event, so as to be as inclusive as possible. The closing date was not fixed to allow for this.
- Due to popular request, three shows were intended for the next event. Creative Communities funding had traditionally been the main funder. The applicants would seek funding elsewhere, if necessary.
- The applicants confirmed that the photographer was local and that they intended to produce more video content for promotional purposes.

Application for Funding – Mary Marshall - Raranga Workshop - Whatu Korowai and Kete

Agenda Item 6.7

Ms Marshall gave a verbal presentation and answered questions of the Committee. The following points were discussed:

- Income from students was \$390. Students contributed what they could afford with an average of \$5 per session. Students continue from their first course to develop to different levels and extend their learning.
- A diverse range of course participants across age, ethnic and community backgrounds attended the classes. Courses were six weeks in duration with flexible start dates to encourage participation.

Application for Funding – Jacqueline Anderson & Rodger Gallagher - Raglan Community Arts Council 2020 - H2 Preschool to Youth

Agenda Item 6.10

Ms Jacqueline Anderson gave a verbal presentation via audio visual and answered questions of the Committee. The following points were discussed:

- Three workstreams of clay workshops for different age groups, including one whanau group, was presented.
- A new clay workspace had recently opened, following several years' of fundraising.
- Additional funding had been received from Raglan Supervalu's Community Cash Grant, through selling totem polls at local businesses in Raglan town and via the Lion's Club grant.
- Main costs were the kiln, tutor fees and venue hire.

Application for Funding – Jae Margaret Parker - Tuakau Youth Centre - Matariki Wearable Arts

Agenda Item 6.9

Apologies were given on behalf of the applicants who had other commitments at this time. The Community Development Advisor gave a verbal presentation on behalf of the Tuakau Youth Centre and answered questions of the Committee.

The following points were discussed:

- The Youth Centre was supported by their community.
- The Committee expressed concern about the applicant's approach to funding in the past. The Community Development Advisor noted that this was a new group that had sought help from Council and funders for the development of a clear project objective moving forward.
- The purpose of the low ticket cost was to encourage all community members to come to the event. Council staff had encouraged the applicant to increase the entry fee.

Application for Funding – I-Jay Huirama - Ngaruawahia Squash Racquet Club - Stage 2 of Mural Project with Mr G

Agenda Item 6.8

Ms Huirama gave a verbal presentation and answered questions of the Committee. The following points were discussed:

- Ms Huirama noted her interests as both a Council employee and as a committee and club member of the Ngaruawahia Squash Racquet in presenting the application on behalf of the club.
- Mr G is a well-known artist who worked in New Zealand and overseas. He had completed the original project of the first wall of the club building, which currently remained tag-free, reflecting its respect and value to the community. City Care had sponsored and graffiti-guarded this wall mural.
- This application was to request funding for the remaining three wall spaces, to be painted one at a time. This phase had a budget of \$25,000; \$7,000 of which had been secured from WEL Energy funding.

Application for Funding – Jo Mako & Lauren Hughes - Te Kauwhata Community House - Toi Ako Te Kauwhata – Community Arts Programme T2 and T3  
Agenda Item 6.11

Ms Lauren Hughes gave a verbal presentation and answered questions of the Committee. The following points were discussed:

- The group had sought funding to help sustain their programme over the next two terms.
- Four elements that brought the community together were contained in the programme.
- The programme encouraged people to use skills they already had while also encouraging master crafters to run courses for the public. Some of the courses were oversubscribed.
- The programme supplied the public with platforms to access materials and skills they would not normally be able to afford.

Application for Funding – Victoria Kemp - Friendship House (HCCT) - Creative Huntly  
Agenda Item 6.12

Ms Evelyn Sheaf gave a verbal presentation via audio visual and answered questions of the Committee. The following points were discussed:

- Funding was sought to encourage youth, particularly young teens, to participate in local and different art forms. Workshops and classes would be offered to enable participants to learn techniques, histories and skills.

Application for Funding – Aaron Mooar - Raglan Community Radio Inc - Raglan Youth Band Wars  
Agenda Item 6.13

Mr Aaron Mooar gave a verbal presentation via audio-visual and answered questions of the Committee. He shared a PowerPoint presentation demonstrating photographic footage of the previous Band Wars. The following points were discussed:

- Concern existed in the community for the U16 to U18 age group in Raglan and the lack of activities for them. The Youth Band Wars was tailored to this age group and their needs. Parent and teacher support for the event was very strong.
- Funding was requested for lighting, sound engineering, administration, advertising and security.
- Mooar detailed that in 2019 there had been a door charge to the adult bands but not for the junior groups. The main objective had been to incentivise all age groups and he believed that charging may deter youth from attending. The Committee suggested a gold coin donation at the door to cover some costs and to look at food and drink sales in addition to door sales.

Application for Funding – Margherita Allan - Cutting Edge Textiles - Not Your Mothers  
Polymer Clay - 2 Day Workshop

Agenda Item 6.14

Ms Margherita Allan gave a verbal presentation and answered questions of the Committee. The following points were discussed:

- Ms Allan sought to run a polymer clay workshop in September 2020. Funding was required to make the cost of the workshops and classes more affordable.
- The Committee sought information as to how workshops were promoted. Ms Allan stated that local participants were preferred first. 15-20% of participants were outside the area from locations such as Auckland, Wellington and New Plymouth, which brought revenue to the community.

The meeting adjourned at 12.11pm for the Committee to deliberate on the applications.

The meeting resumed at 12.38pm

## **REPORTS**

### Creative Communities Scheme Assessments - Update May 2020 Agenda Item 7.1

The Community Development Advisor confirmed that due to the withdrawal of application 6.5, the total amount of funds available by the Creative Communities Scheme Assessment Committee was amended to be \$36,401.96

**Resolved: (Ms Cunningham/Ms du Bosky)**

**THAT the Creative Communities Scheme Assessment Committee gave consideration to all applications and allocated funding as follows:**

<b>GROUP NAME (including Agenda Item No.)</b>	
6.1 Jane Stevens - Twin Rivers (Animal Antics)	<b>\$236.27</b>
6.2 Jane Stevens - Twin Rivers (Bernie Wood)	<b>\$2500.00</b>
6.3 Jane Stevens - Twin Rivers (Sizzling Summer)	<b>\$236.27</b>
6.4 Jane Stevens - Twin Rivers (Tamariki Art Club)	<b>\$943.24</b>
6.5 Anne Ramsey - Ngaruawahia Community House Inc - Craft Classes- <b>WITHDRAWN</b>	<b>\$0.00</b>
6.6 Jean Carbon - Raglan Community Arts Council - Raglan Art to Wear	<b>\$5000.00</b>
6.7 Mary Marshall - Raranga Workshop - Whatu Korowai and Kete	<b>\$1100.00</b>
6.8 I-Jay Huirama - Ngaruawahia Squash Racquet Club - Stage 2 of Mural Project with Mr G	<b>\$4000.00</b>
6.9 Jae Margaret Parker - Tuakau Youth Centre - Matariki Wearable Arts	<b>\$850.00</b>
6.10 Jacqueline Anderson & Rodger Gallagher - Raglan Community Arts Council 2020 - H2 Preschool to Youth	<b>\$1000.00</b>
6.11 Jo Mako & Lauren Hughes - Te Kauwhata Community House - Toi Ako Te Kauwhata – Community Arts Programme T2 and T3	<b>\$6500.00</b>
6.12 Victoria Kemp - Friendship House (HCCT) - Creative Huntly	<b>\$2821.35</b>
6.13 Aaron Mooar - Raglan Community Radio Inc - Raglan Youth Band Wars	<b>\$2000.00</b>
6.14 Margherita Allan - Cutting Edge Textiles - Not Your Mothers Polymer Clay - 2 Day Workshop	<b>\$500.00</b>
<b>Total</b>	<b>\$27,687.13</b>

**CARRIED**

**CCS2006/07**

There being no further business the meeting was declared closed at 2.15pm.

Minutes approved and confirmed this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

Cr Henderson  
**CHAIRPERSON**

# PART 1: APPLICANT DETAILS<sup>15</sup>

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Logan Nathan		
Contact person (for a	Logan Nathan		
Street address/PO Box:	32 Greenfield Drive		
Suburb:	Western Heights	Town/City:	Hamilton
Postcode:	3200	Country:	New Zealand
Email:	logan@waikatorocks.co.nz		
Telephone (day):			

All correspondence will be sent to the above email or postal address

Name on bank account:	Waikato Rocks Trust	GST number:	117/052/699
Bank account number:			

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input type="checkbox"/>	Detail:	
Māori:	<input type="checkbox"/>	Detail:	
Pacific Peoples:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input checked="" type="checkbox"/>	Detail:	Multicultural

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input checked="" type="checkbox"/> Other (please provide	Previous applicant	

# PART 2: PROJECT DETAILS<sup>16</sup>

Project name:

Brief description of project:

## Project location, timing and numbers

Venue and suburb or town:

Start date:

Finish date:

Number of *active* participants:

Number of viewers/audience members:

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

- Access and participation:** *Create opportunities for local communities to engage with, and participate in local arts activities*
- Diversity:** *Support the diverse artistic cultural traditions of local communities*
- Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

- Craft/object art       Dance       Inter-arts
- Literature       Music       Ngā toi Māori
- Pacific arts       Multi-artform (including film)       Theatre
- Visual arts

## Activity best describes your project? (select **ONE** and mark with an X)

- Creation only       Presentation only (performance or concert)
- Creation and presentation       Presentation only (exhibition)
- Workshop/wānanga



## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

Showcase and promote the original creativity of our young people in Waikato, and celebrate and educate the culture of different ethnic groups through dance to our community, in Waikato, NZ and beyond.

Four Youth music groups, two ethnic dance groups, and several youth dance groups for competition participate in this colourful family event. Top three dance groups crowned and win cash prizes of \$500, \$300 and \$200. The participants are committed but do not have enough opportunities to expose their talent.

The event filmed and the highlights and photos are shared on social media to reach thousands of people. Our creative youths popularised and our community culturally educated.

The stage, sound, and lights, and food stalls and amusements set up to entertain the people in Raglan, Waikato and beyond.

### 2. The process/Te whakatutuki: How will the project happen?

We start with creating an event page with a poster and video on Facebook and promoting. Event news shared on local radio stations and newspaper. On the day of the event, the stage, sound and lights crew start setting up and then the security mark the parking and place signboards. The vendors start setting up at noon, followed by sound-check.

At 4 pm, the first music group starts performing, followed by dance competition rounds. The event filmed, photographed, and highlights produced and promoted extensively on social media.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Logan Nathan, promoting Waikato youth music and dance since 2015, producer and the director of weekly NZ music episodes for the SKY television in 2016, produce and present Radio shows supporting Waikato, NZ original music since 2010. The organiser of two annual events Christmas at the Lake and Raglan Music and Dance Fest since 2016, and Tunes of Waikato, the youth music project since 2018.

Louise ten Hove: Principal, Dance Effects

Mrs Kerry Davis: Owner and Director, Drury Lane, Dance and Performance

Tulona Vincent: Manager at Imperious Dance Company

Linda Gee: Director, Chinese Ethnic Song and Dance

Shana Teng: Director, Middle Eastern Belly Dance

Tunes of Waikato project: Four music group winners, Waikato

Lana Kong: Director, Sambatron

Chanel Ruawai: Director, Raglan Junior Kapahaka

John Kemara: Chairperson, Raglan Maaori Wardens

Aaron: Manager, Raglan Community Radio

Phil Grey: Manager, free FM 89.0, Waikato

Stele Martin: Owner, Above Productions

And more.

## 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

The aim is to showcase and promote the creative youths in Waikato for free! Waikato has an abundance of musicians and dancers, but most of them go unknown. More people know about them more the opportunity to get a dream job. The free community event 'Raglan Music and Dance Fest' is a platform for all the young creators that are passionate and about creating their original music and dance.

In our first festival three years ago, we had just about 500 audiences and 15 participants. This event has grown to nearly 6000 audiences wanting to come, 60 participants and the highlights video views more than 8500!

From the above evidence, it is clear that the event is getting more and more popular every year. And with introducing the Group Dance competition, the number of people wanting to attend the festival and the video views will be enormous compared to the previous events. The creative youths of Waikato are made famous, and their dream job opportunities increased. We are giving hope to the music and dance community of Waikato.



## Raglan Music and Dance Festival 2018

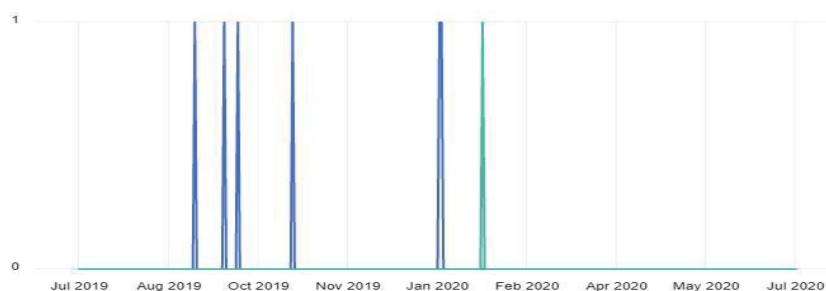


8.5K Views · About 2 years ago

### Raglan Music and Dance Festival

Reach Responses Tickets Audience

5.9K  
People Who Responded





# PROJECT DETAILS (budget)

<b>Project Income</b>	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>
Stalls	15 stalls @ \$30/stall	\$450
<b>Total Income</b>		<b>\$450</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$31791.98</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$5,000</b>

**NOTE: Just to inform you that Trust Waikato has confirmed they will give us \$15,000 for three activities see below. We will be using about \$5,000 for the Raglan Music and Dance Fest.**

# PROJECT DETAILS (budget)<sup>21</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed
18/5/2020	COGS-Tunes of Waikato and Raglan Festival	\$5,000	Confirmed
15 May 2020	Trust Waikato-Raglan Fest	\$10,000	Unconfirmed
29 June 2020	WEL Energy-youth music project and two events	\$20,000	Confirmed
1 June 2020	WDC Discretionary –Raglan Fest	\$9,500	Unconfirmed
8 Sept 2020	Lion Foundation	\$5,000	Unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
13 Sep 2018	Raglan Music and Dance Festival	\$3,500	Yes
10 Dec 2017	Raglan Music and Dance Festival	\$3,500	Yes
2016	Raglan Music and Dance Festival	\$3,500	Yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>2</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we agree to:**

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name Logan Nathan

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date: 4/08/2020

## Quotation for Event Cover

Logan Nathan  
 Waikato Rocks Trust  
 32 Greenfield Drive  
 Western Heights  
 Hamilton

**Customer No:** C113282  
**Quote No:** Q244165  
**Dated:** 06 July 2020

Fax:

Dear Logan,

Thank you for contacting us about your event. Below is a summary of the event booking(s) that are included in this quote. This quote is forwarded on the basis that the services will be provided in accordance with the specifications contained in this quote and subject to the terms and conditions attached. The following page(s) provide a detailed description of what resources have been requested for your event(s).

**IMPORTANT NOTE: Your event booking can only be confirmed once you have signed and returned this quotation to us (return this page only). We need to receive this confirmation back within 10 days of issuing this quote, otherwise we may not have sufficient time to organise resources for your event. Late notice bookings or last-minute changes may incur additional charges, and we may be unable to preconfirm our ability to attend in such cases. Please carefully check the dates, timings, venues, and resources listed and notify us as soon as possible if any details are incorrect.**

---

## Events Included in this Quotation (price excludes GST)

**E263814 : Raglan Music and Dance Festival \* - Saturday, 20 February 2021 - \$1,085.00 (excl. GST)**

Event details are on the following page(s).

---

### Quotation Acceptance Please sign and email back to us.

Quote No: Q244165

Contact person: Logan Nathan

As an authorised representative of Waikato Rocks Trust I confirm that the specifications contained in this quote are correct and acknowledge that I have read the Terms and Conditions of Service and agree that the services will be provided in accordance with the specifications contained in this quote and subject to the terms of the attached Terms and Conditions of Service. I agree that we will pay these charges upon delivery of the services outlined above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Leslie Hodgson  
 Waikato Events Co-ordinator  
 St. John Central Region . 65 Seddon Rd,  
 Private Bag 3215, Hamilton  
 Tel. 07 846 6883 Extn 7825  
 Leslie.Hodgson@stjohn.org.nz  
 Website: www.stjohn.org.nz

## QUOTE


**MAEGASTAR  
PRODUCTIONS**

30 Whittaker Place  
Grafton  
Auckland 1010  
Phone 0221714245  
Email: maegastar@  
gmail.com

**DATE**  
**29 JUNE 2020**

**QUOTE**  
**REQ2023**

**BILL TO**

Waikato Rocks Trust

32 Greenfield Drive Hamilton 3200  
07 8463902  
nzmusic@  
waikatorocks.co.nz

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Filming	6 hrs.		\$1500
Transport			
Hard drive			
Raglan Music and Dance Fest in Feb			

**SUBTOTAL** 1500.00

Remarks / Payment Instructions

**DISCOUNT** 0.00

All payments to:

**SUBTOTAL LESS  
DISCOUNT** 0.00

ASB 12-XXXXX-51

**TAX RATE** 15%

**TOTAL TAX** 0.00

Inc. GST **Balance Due** **\$ 1500.00**



## QUOTE


**MAEGASTAR  
PRODUCTIONS**

30 Whittaker Place  
Grafton  
Auckland 1010  
Phone 0221714245  
Email: maegastar@  
gmail.com

**DATE**  
**29 JUNE 2020**

**QUOTE**  
**REQ2022**

**BILL TO**

Waikato Rocks Trust

32 Greenfield Drive Hamilton 3200  
07 8463902  
nzmusic@  
waikatorocks.co.nz

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Printing 0.9 x 1.2m signage	6		550.00
Printing 1.2 x 2.4m signage	4		700.00
Raglan Music and Dance Fest in Feb			

**SUBTOTAL** 1250.00

Remarks / Payment Instructions

**DISCOUNT** 0.00

All payments to:

**SUBTOTAL LESS  
DISCOUNT** 0.00

ASB 12-XXXXXX-51

**TAX RATE** 15%

**TOTAL TAX** 0.00

Inc. GST **Balance Due** **\$ 1250.00**

\*We could do small quantities  
for the same unit price

## QUOTE


**MAEGASTAR  
PRODUCTIONS**

30 Whittaker Place  
Grafton  
Auckland 1010  
Phone 0221714245  
Email: maegastar@  
gmail.com

**DATE**  
**16 APRIL 2020**

**QUOTE**  
**REQ2020**

**BILL TO**

Waikato Rocks Trust

32 Greenfield Drive Hamilton 3200  
07 8463902  
nzmusic@  
waikatorocks.co.nz

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Digital Artwork– Event page and	1		250.00
promotions			0.00
Raglan Music and Dance Fest			0.00
			0.00

**SUBTOTAL** 250.00

Remarks / Payment Instructions

**DISCOUNT** 0.00

All payments to:

**SUBTOTAL LESS  
DISCOUNT** 0.00

ASB 12-XXXXX-51

**TAX RATE** 15%

**TOTAL TAX** 0.00

**Balance Due** **\$ 250.00**

## QUOTE


**MAEGASTAR  
PRODUCTIONS**

30 Whittaker Place  
Grafton  
Auckland 1010  
Phone 0221714245  
Email: maegastar@  
gmail.com

**DATE**  
**16 April 2020**

**QUOTE**  
**REQ2021**

**BILL TO**

Waikato Rocks Trust

32 Greenfield Drive Hamilton 3200  
07 8463902  
nzmusic@  
waikatorocks.co.nz

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Pre and Post video production			700.00
Editing 6 hour of footage			0.00
Selecting best clips			0.00
After Effects and Premiere Pro			0.00
Processing and Movie making			
Digital copy Mp4, full HD			

**SUBTOTAL** 700.00

Remarks / Payment Instructions

**DISCOUNT** 0.00

All payments to:

**SUBTOTAL LESS  
DISCOUNT** 0.00

ASB 12-XXXXX-51

**TAX RATE** 15%

**TOTAL TAX** 0.00

**Balance Due** **\$ 700.00**

**Waikato Rocks Trust**  
32 Greenfield Drive  
Western Heights  
Hamilton 3200

Above Productions  
PO Box 28114, Rototuna, Hamilton 3256  
info@above.co.nz  
0800 862 268  
www.above.co.nz

## Hire Quote: Music and Dance in Raglan 2021

<b>Quote Valid Till</b>	05/08/2020
<b>Quote</b>	Q-04745
<b>Your Reference</b>	
<b>Rental Period</b>	19/02/2021 06:00 to 21/02/2021 23:00

Item	Quantity	Days	List Price (ea)	Discount	Total
<b>Equipment</b>					
<b>Staging 10Mx8M</b>					
INCO12 - Inflatable Stage Cover 12x9x8	1	1	1400.00	30.00%	980.00
Honda EU70is Generator ( <i>accessory</i> )	1	1	100.00	30.00%	70.00
Prolyte Topline Stage Dex - 2M x 1M	40	1	45.00	30.00%	1260.00
Prolyte Stage Dex 6m Skirt - 900mm ( <i>accessory</i> )	2	1	15.00	30.00%	21.00
Stage Access Steps - 900mm ( <i>accessory</i> )	2	1	35.00	30.00%	49.00
FOH Pushup Cover 3Mx3M	1	1	80.00	30.00%	56.00
<b>Audio</b>					
JBL SRX828SP Powered Sub	4	1	90.00	30.00%	252.00
JBL SRX835P Powered Top	4	1	90.00	30.00%	252.00
Crown Monitor Amp Rack (x6 XTi4000)	1	1	200.00	30.00%	140.00
JBL SRX712M Monitor	6	1	60.00	30.00%	252.00
Yamaha CL5 Digital Mixer	1	1	450.00	30.00%	315.00
Yamaha RIO3224	1	1	140.00	30.00%	98.00
Sennheiser EW500 Series G3 Radio Kit	4	1	35.00	30.00%	98.00
Sennheiser EW500 Series G3 Radio Receiver ( <i>component</i> )	4	1	25.00	30.00%	70.00
Sennheiser EW500 Series G3 Handheld Radio ( <i>component</i> )	4	1	25.00	30.00%	70.00
Standard Mic Kit - Rock and Roll	1	1	145.00	30.00%	101.50
Shure Beta 52A Microphone ( <i>component</i> )	1	1	15.00	30.00%	10.50
Shure Beta 91A Microphone ( <i>component</i> )	1	1	15.00	30.00%	10.50
Shure Beta 56A Microphone ( <i>component</i> )	4	1	15.00	30.00%	42.00
Shure Beta 181C Microphone ( <i>component</i> )	2	1	15.00	30.00%	21.00
Shure Beta 58A Microphone ( <i>component</i> )	4	1	15.00	30.00%	42.00
Shure SM57 Microphone ( <i>component</i> )	3	1	15.00	30.00%	31.50
BSS AR-133 Active DI ( <i>component</i> )	7	1	15.00	30.00%	73.50
<b>Lighting</b>					
Trussing 2.5m 290mm Box	4	1	25.00	30.00%	70.00
Truss Base Plate ( <i>component</i> )	4	1	5.00	30.00%	14.00
ShowPro LED Fresnel HP W/W DMX Zoom	4	1	35.00	30.00%	98.00
ShowPro LED PAR Hex-7	16	1	27.00	30.00%	302.40
Chauvet Obey 6 DMX Controller	1	1	30.00	30.00%	21.00
180w LED Moving Head - Profile	2	1	100.00	30.00%	140.00
Moving Head - Aura LED Wash	2	1	50.00	30.00%	70.00
Moving Head - Bee Eye 19LED	2	1	75.00	30.00%	105.00

**Waikato Rocks Trust**  
32 Greenfield Drive  
Western Heights  
Hamilton 3200

Above Productions  
PO Box 28114, Rototuna, Hamilton 3256  
info@above.co.nz  
0800 862 268  
www.above.co.nz

## Hire Quote: Music and Dance in Raglan 2021

Item	Quantity	Days	List Price (ea)	Discount	Total
DMX Cable - Various Lengths	60	1	2.00	30.00%	84.00
Blinder 4 Way	4	1	20.00	30.00%	56.00
Chauvet LED 120ST Followspot	2	1	69.00	30.00%	96.60
Speaker Stands ( <i>component</i> )	2	1	5.00	30.00%	7.00
MA Lighting GrandMA onPC Command Wing w/ Computer	1	1	250.00	30.00%	175.00
Multipin Lighting Loom - 5ch - 30m	4	1	10.00	30.00%	28.00

### Power

Guard Dog 2ch 1m	22	1	5.00	30.00%	77.00
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**Total for Equipment: \$5,659.50**

### Backline

Yamaha Stage Custom Birch Drum Kit with 22",10",12",16" and 14" snare	1	1	350.00	10.00%	315.00
Ampeg PF500 Portaflex Bass Head	1	1	65.00	10.00%	58.50
Ampeg SVT410HLF 4x10" Bass Cab	1	1	40.00	10.00%	36.00

**Total for Backline: \$409.50**

### Crew & Transport

Labour 2 - Operator	2 x 16.0 Hours		66.00		2112.00
<i>Audio, Sys Tech/Monitor</i>					
Labour 2 - General	2 x 16.0 Hours		62.50		2000.00
<i>Staging Crew</i>					
Labour 1 - General	1 x 1.0 Day		525.00		525.00
<i>Driver</i>					
Truck Day Rate (inc insurance) 5 Ton	1 x 1.0 Day		152.00		152.00
Truck KM - 5 Ton Rate w/ Fuel ( <i>accessory</i> )	1 x 110.0 km		0.90		99.00
Toyota Hiace Van	1 x 1.0 Day		85.00		85.00
Van KM Rate with fuel	1 x 100.0 km		0.67		67.00
NES generator - 25KVA	1	1	280.00		280.00

**Total for Crew & Transport: \$5,320.00**

<b>Discount</b>	<b>\$2,471.00</b>
<b>Sub Total</b>	<b>\$11,389.00</b>
<b>GST</b>	<b>\$1,708.35</b>
<b>Total</b>	<b>\$13,097.35</b>

**Terms & Conditions** Bank account for Direct Credits: ANZ, xxxx All goods remain the property of Above Productions Ltd until paid in full. Any costs incurred in collection of overdue accounts are payable by the purchaser. Interest at the rate of 3% per month may be added to overdue accounts. All discounts will become void if payment is not made within 7 days. Standard terms and conditions apply.



Logan Nathan &lt;waikatorocks@gmail.com&gt;

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**RE: Dec 15th**

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**Nenya Chapman** <nenya@xtremezerowaste.org.nz>  
To: Logan Nathan <logan@waikatorocks.co.nz>  
Cc: Sarah Lancaster <Ladyx@xtremezerowaste.org.nz>

Wed, Aug 5, 2020 at 3:41 PM

Ok sweet,

To be honest the compost ones were never used correctly, and most of the vendors do not have compostable packaging.

It would be awesome to see some Waste minimisation practices go into this event. And how cool would it be if Christmas in the Park was a Zero Waste event!!

Our wonderful Sarah (cc'd) into this email is keen to work with you around this?

### A set of eight is required

New prices for bins are:

\$15.00 per wheelie bin for recycling

\$20.00 per wheelie bin for landfill

\$7.00 per bin cover hire

\$10.00 per recycling station flag hire

Many thanks

Nenya

[Quoted text hidden]



# Quotation

**GK PRODUCTIONS LIMITED**

23, Lagoon Way, West Harbour, Auckland 0618, New Zealand  
 Phone: 09 4161165; Mobile: 021 944 647  
 Email: nikg@gmail.com; Website: www.gkproductions.co.nz

**IRD Number: 125-276-830**

Quotation No : WRR2022  
 Date : 3.07.2020  
 Customer ID : Wrocks

TO:  
 WAIKATO ROCKS TRUST  
 32, Greenfield Drive, Western Heights  
 Hamilton, New Zealand

Quantity	Description	Unit Price	Line Total
1	RAGLAN MUSIC & DANCE FESTIVAL 2021		
100	Trailer Driver	\$34.80	\$3,480
	5 hours per day for 20 days, 100 hours		

Subtotal	\$	3,480.00
GST @ 15.00%	\$	522.00
<b>TOTAL</b>	<b>\$</b>	<b>4,002.00</b>

Quotation prepared by: Nikolas GK  
 Please note: This quotation is valid only for 3 months



# Quotation

**GK PRODUCTIONS LIMITED**

23, Lagoon Way, West Harbour, Auckland 0618, New Zealand  
Phone: 09 4161165; Mobile: 021 944 647  
Email: nikg@gmail.com; Website: www.gkproductions.co.nz

**IRD Number: 125-276-830**

Quotation No : WRR2021  
Date : 3.07.2020  
Customer ID : Wrocks

TO:  
WAIKATO ROCKS TRUST  
32, Greenfield Drive, Western Heights  
Hamilton, New Zealand

Quantity	Description	Unit Price	Line Total
1	RAGLAN MUSIC & DANCE FESTIVAL 2021		
	After Event Cleanup		<b>\$750</b>

Subtotal	\$	750.00
GST @ 15.00%	\$	112.50
<b>TOTAL</b>	<b>\$</b>	<b>862.50</b>

Quotation prepared by: Nikolas GK

Please note: This quotation is valid only for 3 months



## Summary of Charges

This summary shows the total costs, discounts and charitable rebates that apply to your event(s).

Total Cost of Resources:	\$1,055.00
Administration Fee:	\$30.00
<hr/>	
Total Cost (excluding GST) for your event(s):	\$1,085.00
GST:	\$162.75
<hr/>	
Amount to pay (including GST) for your event(s):	<b><u>\$1,247.75</u></b>

This quotation is valid for 30 days from the day of issue and must be confirmed at least 20 working days prior to the event, otherwise we may not be able to organise cover for your event. Extra charges may apply if your event runs over time, or if additional resources are used on the day. Please note that St John shall not be liable for failure to perform or delay in performing the services as outlined in this quote if the cause of such failure or delay is outside or beyond the reasonable control of St John.

This quote uses a GST figure of 15%.

Thank you for supporting St John.

## Event Details

### E263814 : Raglan Music and Dance Festival \* - Saturday, 20 February 2021

Te Kopua Domain, Marine Parade, , Raglan : 04.00p.m. - 09.00p.m.

1	*Emergency Medical Technician	from 03.30p.m. - 09.00p.m.
1	*Ambulance & Equipment (Hourly)	from 03.30p.m. - 09.00p.m.
1	*First Responder	from 03.30p.m. - 09.00p.m.

Resource Cost:	\$1,055.00
Administration Fee:	<u>\$30.00</u>
<b>Event Total (excluding GST):</b>	<b><u>\$1,085.00</u></b>



SATURDAY, DECEMBER 2, 2017 AT 3 PM – 9 PM

# Raglan Music and Dance Festival 2017

Raglan

Insights

About

Discussion

Edit



## Details

- 4.5K people responded
- Saturday, December 2, 2017 at 3 PM – 9 PM
- Raglan
- Public · Hosted by **Waikato Rocks**

Free Music and Dance Festival in beautiful Raglan. This event is to promote the original song writers and dancers in our wider Waikato. Five Live bands and, Five Dance groups of di... [See More](#)



2

SATURDAY, FEBRUARY 2, 2019 AT 5 PM – 8 PM

# Raglan Music and Dance Festival

Raglan Kopua Domain

Insights

About

Discussion

Edit



## Details

5.9K people responded

Saturday, February 2, 2019 at 5 PM – 8 PM

Raglan Kopua Domain

Public · Hosted by **Waikato Rocks**

A Free, Family Friendly, Non-Alcoholic Summer Festival. Celebrating the Original Music and Dance of our young people. 4 Music groups and 4 Dance groups, Food stalls, Free Face-pai... [See More](#)

Party Kid Friendly Food festival Music festival

Dance performance

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# Terms and Conditions of Service

## SERVICES TO BE PROVIDED

Services and Term: Subject to the terms of this agreement, St John hereby agrees to provide to the Customer the services ("Services") specified in the attached quotation ("Quotation") for the duration of the event specified in the Quotation ("Event").

Customer to Determine Attendance Levels: The Customer has sole responsibility for determining the level of attendance required for the Event.

## STANDARD OF SERVICES

The pre-hospital emergency care services will be provided by the St John personnel in accordance with the authority to practice each person has been granted, to the extent those personnel believe appropriate in the given circumstances. St John members wear a qualification patch on their uniforms to indicate what level of authority to practice they have been granted. St John members provide clinical care in accordance with St John patient care procedures and these specify the scope of practice for each level as shown below:

### First Responder

- Core emergency care skills including patient assessment, management of wounds and burns, management of fractures and soft tissue injuries and management of unconsciousness and respiratory distress
- Automated external defibrillation
- Oxygen administration
- Manual airway manipulation (including nasopharyngeal airway, oropharyngeal airway and use of suction)
- Ventilation via a bag and facemask
- Arterial tourniquet (for example a CAT) application
- Administration of adrenalin via an auto-injector for anaphylaxis
- Administration of a patient's prescribed medicines
- Traction splint application
- Vital signs and ECG acquisition
- Aspirin for cardiac chest pain
- Oral paracetamol
- Oral ibuprofen
- Oral glucose

### Emergency Medical Technician (Basic Life Support)

- All of the above plus
- Glucagon IM
- GTN SL
- Nebulised Ipratropium
- Laryngeal mask airway
- Laryngoscopy (airway obstruction)
- Loratadine PO
- Methoxyflurane inhaled
- Ondansetron PO
- Prednisone PO
- Positive End Expiratory Pressure (PEEP) ventilation
- Nebulised Salbutamol
- Tramadol PO
- Urinary catheter troubleshooting
- Nasopharyngeal airway

### Paramedic (Intermediate Life Support)

- All of the above plus
- Adrenaline IV (Cardiac arrest only)
- Amiodarone IV (Cardiac arrest only)
- Amoxicillin/clavulanic acid IM or IV
- Clopidogrel PO
- Enoxaparen SC
- Fentanyl IN and IV

- Gentamicin IV
- Glucose IV
- Heparin IV
- IV cannulation
- 1% lignocaine SC
- Manual defibrillation
- Metoprolol IV
- Midazolam IM (seizures or agitated delirium only)
- Midazolam IV (seizures only)
- Morphine IM and IV
- Naloxone IM and IV
- Olanzapine PO
- Ondansetron IM and IV
- Oxytocin IM
- 0.9% sodium chloride IV
- Synchronised cardioversion
- Tenecteplase IV
- Valproate IV

#### Intensive Care Paramedic (Advanced Life Support)

- All of the above plus
- Adenosine IV
- Adrenaline (all routes)
- Amiodarone IV
- Atropine IV
- Calcium chloride IV
- Chest decompression (needle)
- Cricothyroidotomy
- Endotracheal intubation
- Finger thoracostomy
- IO access
- Ketamine (all routes)
- 1% lignocaine (all routes)
- Adenosine (cardiac)
- Magnesium IV
- Midazolam IV
- Pacing
- Rocuronium IV
- 8.4% sodium bicarbonate IV
- Suxamethonium IV (RSI endorsed personnel only)

## **PAYMENT FOR SERVICES**

**Rate:** The Customer shall make payment to St John for the Services without set-off or deduction at the rate specified in the Quotation. St John will issue an invoice to the Customer following the Event. The Customer is to make payment by or on the 20th of the month following receipt of the invoice.

**Charitable Rebate:** St John may, in its absolute discretion apply a charitable rebate in favour of the Event. In the event that St John grants a charitable rebate in favour of the Event, the Customer is still bound to pay for that proportion of the Services to which a rebate has not been granted (if any) in accordance with this agreement.

## **RESPONSIBILITIES OF ST JOHN AND THE CUSTOMER**

**St John:** If St John should for any reason be unable to provide the Services to the levels of attendance and/or standards of service described in the Quotation and this agreement then St John shall advise the Customer at the earliest opportunity but in any event within 7 days of becoming aware of non compliance. St John will provide:

- a) an explanation of the cause or causes of the failure to meet the required service level or levels;
- b) a statement of the steps that it has taken to rectify the non compliance.

**Compliance with Statutes:** St John agrees to comply with all statutes and regulations applicable to the Services.

**Customer:** The Customer shall provide St John with at least five days prior written notice of changes to any of the specifications contained in the Quotation, including the level of attendance at the Event. On receipt of such notice, St John shall render a new quotation to the Customer in substitution for the quotation originally rendered to the Customer with respect to the Event in which case, all references to Quotation in this agreement shall be a reference to the new quotation. Notwithstanding any new quotation rendered by St John, the terms of this agreement continue to apply unless otherwise agreed in writing by the parties.

## **INDEPENDENT CONTRACTOR**

St John is in all respects an independent contractor and not an employee, partner or subsidiary of the Customer. St John agrees that at no stage either during or subsequent to the to this agreement will St John and/or its employees (if any) claim that it or they were an employee of the Customer.

## **LIABILITY**

**Liability:** The liability of St John whether in contract, tort or otherwise for any loss, damage, expense or injury incurred or suffered by the Customer or a third party arising directly or indirectly as a result of any act or omission including any provision of the Services or any other breach of St John's obligations under the Quotation or this agreement shall not in any event exceed an amount equivalent to the amount payable to St John under this agreement and the Quotation.

**Service Levels:** The Customer agrees that St John has no liability to the Customer, whether in contract, tort or otherwise for any loss, damage, expense or injury, directly or indirectly, arising out of or in connection with the attendance levels specified by the Customer in the Quotation.

**Contracts (Privity) Act:** Clause 7.3 is intended to confer a benefit on each of the persons described therein and to create an obligation enforceable at the suit of such party.

## **PRIVACY ACT**

The Customer acknowledges that St John may collect information in the course of providing the Services that is protected by the Privacy Act 1993. In the event that the Customer requests such information, St John shall at its sole discretion determine whether the release of all or any of such information is appropriate and the Customer shall not dispute such determination.

## **INFORMATION ABOUT PRODUCTS AND SERVICES**

By entering this agreement, the Customer authorises St John to send information about St John products and services. In accordance with the Unsolicited Electronic Messages Act 2007, the Customer can opt out from receiving such information at any time by emailing the word 'unsubscribe' along with the Customer's contact details to [events@stjohn.org.nz](mailto:events@stjohn.org.nz) or by selecting the unsubscribe link attached to the electronic message that has been sent by St John.

**CONFIDENTIALITY**

All information acquired by a party pertaining to the business of the other party shall be held in strict confidence by the said party during the term of this agreement and this obligation shall continue without limit in point of time.

**FORCE MAJEURE**

St John shall not be liable for failure to perform or delay in performing the Services under the Quotation and this agreement if the cause of such failure or delay is outside or beyond the reasonable control of St John. Such causes shall include, without limitation, fire, wind, flood, civil disturbance, earthquake, riot, industrial action, emergency and catastrophe.

**DISPUTE RESOLUTION**

If a dispute arises between St John and the Customer then the parties shall use their best endeavours to resolve the dispute by negotiation in good faith between themselves. If the dispute is not resolved, then the parties will refer the dispute to mediation in the next 14 days by inviting the chairperson of the NZ Chapter of LEADR to appoint a mediator. All discussions in the mediation will be without prejudice. The parties will pay their own costs in the mediation and will share equally the mediator's costs. If the dispute is still not resolved within a further 14 days after the appointment of a mediator, then the parties will refer the dispute to arbitration by a sole arbitrator in accordance with the Arbitration Act 1996.

**ENTIRE AGREEMENT**

This agreement constitutes the sole understanding of the parties with respect to the subject matter and supersedes all previous agreements and communications, whether verbal or written, between the parties with respect to the subject matter.

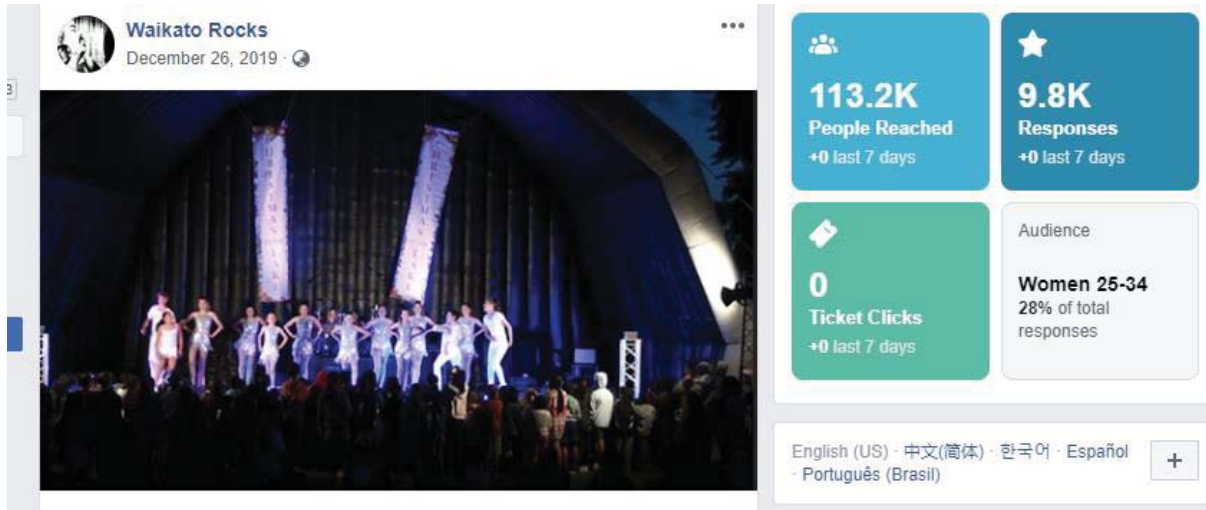


## 2019 Celebrations

### Christmas at the Lake

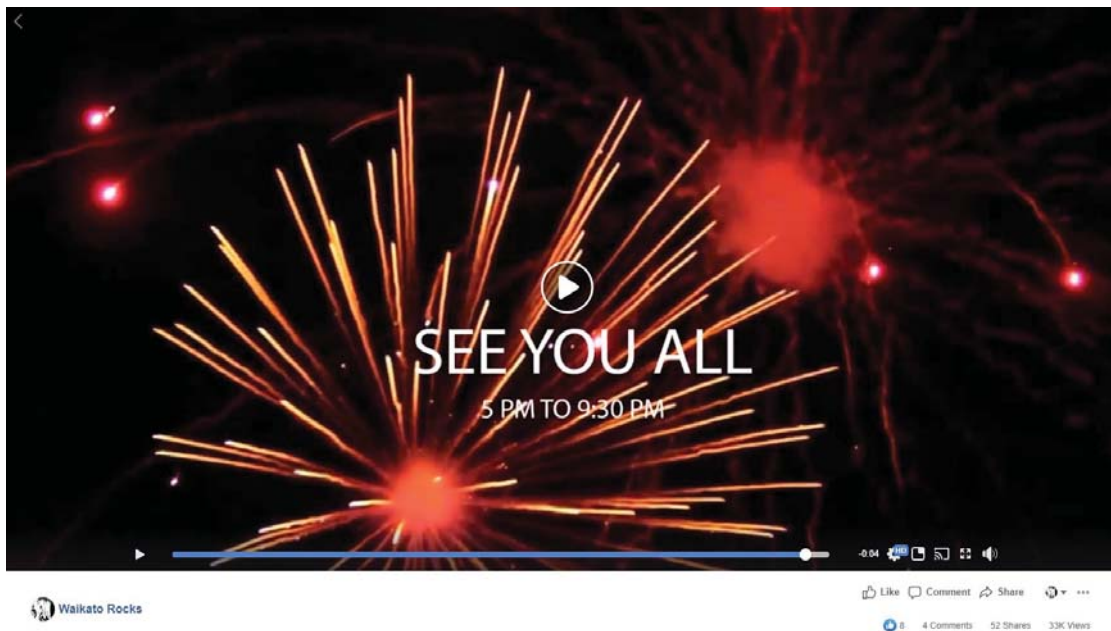
2019 Christmas at the Lake in Hamilton brought more than 10,000 people from our community together in harmony. We celebrated the excellent music and dance talent of our young people and the multicultural beauty of the Waikato community.

The event page reached more than **113,000 people** online. Nearly **10,000 people online** have shown interest in this event.



<b>113.2K</b> People Reached +0 last 7 days	<b>9.8K</b> Responses +0 last 7 days
<b>0</b> Ticket Clicks +0 last 7 days	Audience <b>Women 25-34</b> 28% of total responses

More than **33,000 people** watched our event video on Facebook!



SEE YOU ALL  
5 PM TO 9:30 PM

Waikato Rocks

4 Comments 52 Shares 33K Views

Support from local news agency

## Christmas at the Lake concert to be held at Hamilton's Innes Common on Saturday

15:41, Dec 20 2019



MARK TAYLOR STUFF NZ

Last year's Christmas at the Lake concert in Hamilton drew a big crowd.

A free community concert will be held at Hamilton's Innes Common on Saturday from 5:30pm to 10pm.

Christmas at the Lake is organised each year by the Waikato Rocks group, which also organises the annual Raglan Music and Dance Festival.

It will include performances by two bands and eight dance groups, including cultural dance groups, a variety of food stalls, rides and slides for the youngsters, and a fireworks display.

Stuff































### Tunes of Waikato project

More than 2000 likes

Page    Inbox **21**    Manage Jobs    Notifications **90+**    Insights    Publishing Tools    More ▾    Edit Page Info    Settings    Help ▾

Liked ▾    Following ▾    Share    ...

**Send Message**

**Videos** ▾

Albert Street @ Xmas at the Lake 2019  
Albert Street @ Xmas at the Lake  
2019

9 likes    1 comment

Community    See All

Tony Mathew Lee and 18 other friends like this or have checked in

**Invite Friends**

2,031 people like this

1,353 people follow this

**About**    See All

**Send Message**

<https://www.tunesof...>    **Promote Website**

Youth Organization · Arts & Entertainment · Community

Hours  
**Always Open**

Suggest Edits

One Place for All Waikato M...  
**ALL FOR FREE**  
9 likes    4 comments

DO NOT MISS IT!  
10-24 YRS MUZOS!  
**SOLO DUO OR BAND**  
9 likes    3 comments

More than 22 youth music groups competed for four winners.

**FOUR  
BANDS  
CAN WIN**



**18 AUG  
10AM-8PM  
@ METEOR  
HAMILTON**

# YOUTH MUSIC CHALLENGE



Age Limit: 12 to 24 yrs only  
Participants must be from any of the following districts: Waikato, Hamilton City, Waipa, Otorohanga, Waitomo, Taupo, Rotorua, South Waikato, Matamata-Piako, Hauraki and Thames-Coromandel.

**Register now @ [tunesofwaikato.co.nz](http://tunesofwaikato.co.nz)  
Registration closes on 10th of Aug  
enquiry: [info@tunesofwaikato.co.nz](mailto:info@tunesofwaikato.co.nz)**

Prizes:  
4 Song Ep for all Four Bands  
Mentoring by Music Celebs  
20 Gigs in Waikato Schools etc  
World-wide music distribution

Four winners

Albert Street





**Betend Rocket**



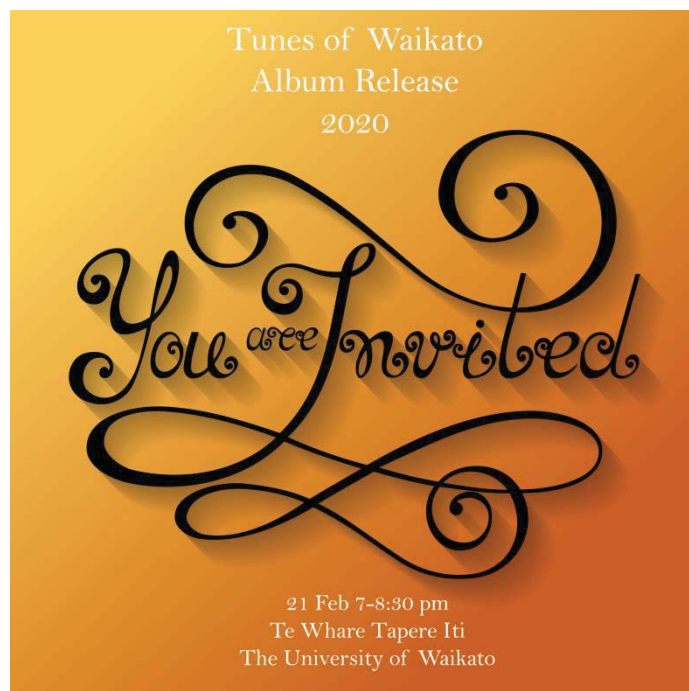
**Silver Surfer**



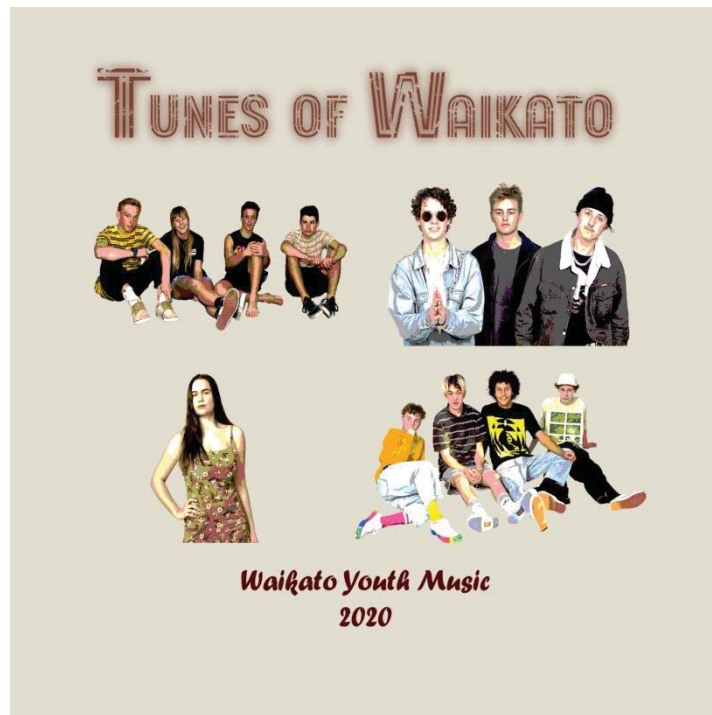
Bree Rose



Music Album release event



Music Album



### Hamilton Mayor and Supporters with youth musicians







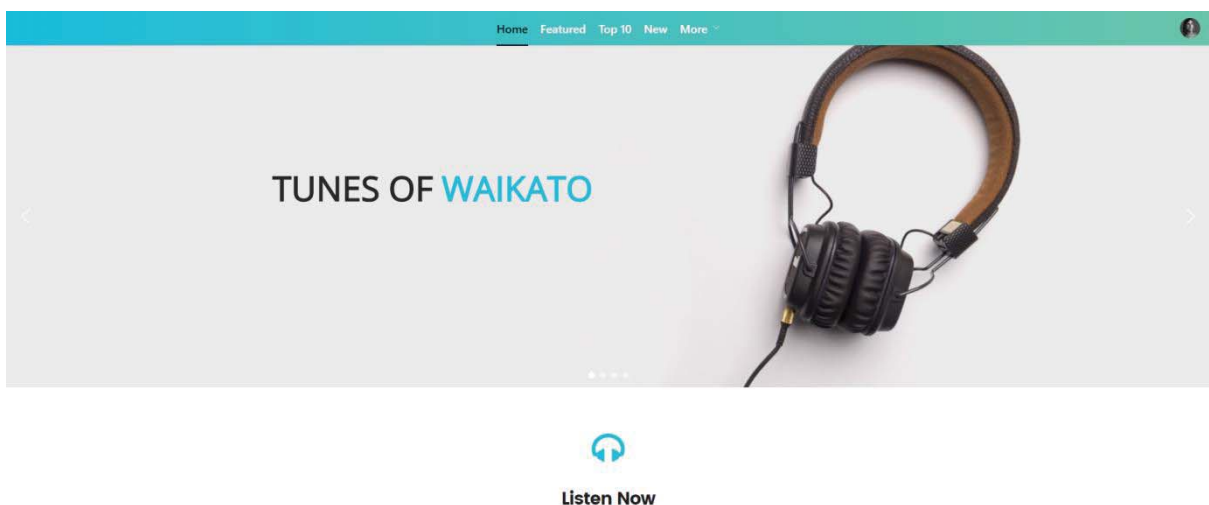
### Popularity:

Within a few weeks after the release of Tunes of Waikato 2020 music album, the number of times these songs played online collectively is more than 11,000.

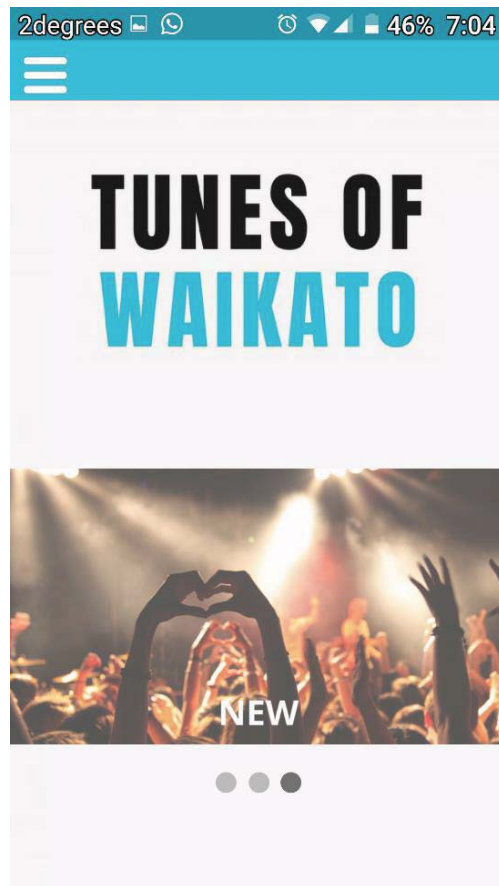
The number of fans and followers for the four winning bands has increased by more than 800.

The plan of 20 gigs in schools, tertiary education centres and events are yet to begin! All the above facts clearly show that the Tunes of Waikato project is a great success.

### Website



## Mobile App



Unfortunately, due to COVID-19 pandemic we were unable to proceed with Raglan Music and Dance Fest. However, we are waiting for things to settle and it will happen in February 2021.

Thanks to all our funders, participants, friends, and supporters for believing in us.

Yours sincerely

Bhuvana Sukumar

Chairperson

Waikato Rocks Trust

# PART 1: APPLICANT DETAILS<sup>61</sup>

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Whaingaroa Youth Movement		
Contact person (for a	Patti Mitchley (Producer/Director)		
Street address/PO Box:	596B Wainui Road		
Suburb:	Town/City:	Raglan	
Postcode:	3265	Country:	New Zealand
Email:	pattimitchley@me.com		
Telephone (day):			

All correspondence will be sent to the above email or postal address

Name on bank account:	Molasses of Raglan Ltd	GST	77-091-033
Bank account number:			

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

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

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input checked="" type="checkbox"/> Other (please provide	We are a previous applicant	



# PART 2: PROJECT DETAILS

**Project name:** The Upside Down - A children's community dance theatre project, by Whaingaroa Youth

## Brief description of project:

Our project this year is to create and produce a youth dance performance event 'The Upside Down'. This newly devised work will be based on themes surrounding our world in crisis. Is *The Upside Down* a result of how we consume and our lack of care and compassion for our planet and people? We have been weaving the fabric of our technological/capitalist world since the industrial revolution and it has begun to unravel. But we can be thankful for what unravels the world. It can show us where we went wrong. In 2020 we have found ourselves in an unfamiliar place. We are stuck in *The Upside Down* and we need to find a way out; not back to what we were, but to a world where we live with more empathy and connectedness. If we each take one thread and come back to the centre we can create a more beautiful world. Sharing our dance work through performance creates an opportunity to give voice to our ideas and perspectives and brings them back to our community. Funding is needed for equipment hire, technicians, set design and construction and venue hire.

## Project location, timing and numbers

Venue and suburb or town:	Raglan		
Start date:	Fri 4 Dec	Finish	Sun 6 Dec
Number of <i>active</i> participants:	70+		
Number of viewers/audience	250+		

### Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

- Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities
- Diversity:** Support the diverse artistic cultural traditions of local communities
- Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

### Artform or cultural arts practice: (select **ONE** and mark with an X.)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Craft/object art | <input checked="" type="checkbox"/> Dance         | <input type="checkbox"/> Inter-arts    |
| <input type="checkbox"/> Literature       | <input type="checkbox"/> Music                    | <input type="checkbox"/> Ngā toi Māori |
| <input type="checkbox"/> Pacific arts     | <input type="checkbox"/> Multi-artform (including | <input type="checkbox"/> Theatre       |
| <input type="checkbox"/> Visual arts      |   |  |

### Activity best describes your project? (select **ONE** and mark with an X)

- |   |  |
|---|--|
| <input type="checkbox"/> Creation only                        | <input type="checkbox"/> Presentation only (performance or |
| <input checked="" type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (exhibition)    |
| <input type="checkbox"/> Workshop/wānanga                     |  |

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

Devise, create and perform a live dance event for our community. Themes are workshopped by the dancers through discussion and movement ideas and our choreographies come to life. This gives voice to our ideas and a platform to share them. Patti helps us to craft the dances for performance and produces the theatre event.

### 2. The process/Te whakatutuki: How will the project happen?

Feb-Aug: Venue booked (Raglan Town Hall), create budgets, timelines, secure funding, book technicians and designers, begin design process with graphic artist and set designer, develop sound score.

Aug/Sept/Oct: reassess and confirm budgets, set construction, costume design, promotion planning, design promotional print and social media material. Begin robust creative process with dancers, movement development and choreography, research.

Nov: Refine movement ideas and choreography, rehearse. Write press releases, print posters & flyers, begin social media promotion, create production schedules, draft program, and arrange documentation photo & video, coordinate volunteers and production team. Direct marketing, posters/flyers, invites.

Dec: Execute production, post production follow up - pay invoices, thanks, reflections and funding acquittals.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

The production will be directed and produced by Patti Mitchley with Whaingaroa Youth Movement (est. 2003). Whaingaroa Youth Movement is a group 68+ local youth dancers aged from 6-17years, who live in Raglan and the wider Whaingaroa catchment area, Te Akau, Te Mata, Te Uku and Waitetuna.

Patti is an experienced event coordinator and producer. She has worked in community arts for 18 years. Patti contracted to The University of Waikato for ten years at as an arts and cultural events coordinator with the University's Cultural Committee. Patti has also been a key organiser for the Raglan Art to Wear Event for ten years, and a Trustee (treasurer) for the Waikato Contemporary Dance Projects Trust who have produced contemporary dance theatre, workshop and educational opportunities and performance events for the Hamilton Gardens Arts Festivals for over twelve years.

We engage local arts professionals, assistant choreographer Indya Gibbs, set designer Si Willison, and graphic artist Molly McCabe, plus an experienced production/technical team from the wider Waikato ACLX, Dion Rutherford (Waikato University) and Stephen Paul (Q Theatre).

We also bring back graduated dancers to assist with stage management and support the dancers in their performances.

Volunteers are a key part of our team, parents and family members who assist with pack in/pack out, make-up and hair, dressing, front of house and costuming. This brings us together in a common project supporting our tamariki and building memories for the future.

## 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

Whaingaroa Youth Movement (est. 2003) “We are about being together; to dance, create and explore ideas collectively. Our performance work is about who we are, where we live and how we see the world”.

We are a group of 68 local youth aged between 6-17 years who have been dancing and developing choreographic and performance skills in on-going weekly sessions. We focus on creative dance which teaches us how to choreograph. We work in group tasks to create dances to share and communicate our ideas. This helps to build creativity, confidence, interpersonal skills, decision making, critical thinking, perseverance, focus, collaboration as well as general wellbeing and fitness.

Patti has worked with many of these dancers for over ten years. She has built strong relationships with the dancers and developed experience that allows us to work deeper with social commentary and devise theatre that is fundamentally about how we see the world. Patti has robust processes and 18 years of experience to guide us to execute a successful production, covering the creative and the event coordination. As dancers we create, develop and choreograph the work with guidance, then rehearse to a performance level and perform to whanau, friends and wider community. Concepts and ideas come from the children, Patti collaborates then crafts and refines the movement material to present the dances in a fully realised theatre production.

The ongoing commitment to use professional and highly experienced theatre technicians and set designers presents the work to a very high standard and gives our young people a professional theatre experience. As our facilities are limited in Raglan we need to bring all of the theatre equipment to our Town Hall. This gives us an opportunity to experience a ‘real’ theatre production at home in Raglan.

The volunteer help from parents, whanau and friends for backstage (make up, hair & support) and pre and post show (set up and pack out) brings us all together. We value how this in turn develops community and their time and energy brings support and encouragement for our young performing artists.

# PROJECT DETAILS (budget)<sup>68</sup>

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes  Do NOT include GST in your budget

No  Include GST in your budget

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>eg 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>eg \$300</i>
Tech Equipment Hire	Lights, AV - quote attached, ACLX	1,880.50
Theatre Technicians	x3 days, set up, pack out dress rehearsal and 3 shows	2,050.00
Stage Management	x3 days, dress rehearsal and 3 shows	600.00
Set	Includes, Design & Construction by Si Willison and materials	1,100.00
Venue Hire	Raglan Town Hall x3 days @\$100	300.00
Design & Marketing	Graphic design, print work, programs, AV design	800.00
Documentation	Video and Photography	1,200.00
Costumes, Makeup, Hair	x68 performers	1,828.27
Misc	Sound edits, fixings, tape, hospitality & gifts of thanks	540.00
Project Management	Est. 100 hours @\$30	3,000.00
<b>Total Costs</b>		<b>\$13,298.77</b>
<b>Project Income</b>	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>
Seed funds	Contribution from dancers for costumes & consumables (make-up)	1,478.27
Door Sales	Est. x 180 @ \$10 (adult) + x 70 @ \$5 (child)	1,869.57
Discounts & Donations	Discounts arranged, hire & services donated (In Kind)	6,565.25
	<b>*more details in attached excel spreadsheet including CCFS tagged items noted.</b>	
<b>Total Income</b>		<b>\$9,913.09</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$3,385.68</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$3,385.68</b>

# PROJECT DETAILS (budget)<sup>69</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/ unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
19/7/2018	Sign of the Times	\$3,000.00	yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
 Community Development Advisor  
 Private Bag 544  
 Ngaruawahia  
 3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
 0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION <sup>70</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we agree to:**

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

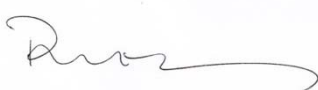
I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal guardian.**

Name:

(Print name of contact person/applicant)

Signed: 

(Applicant or arts organisation's contact person)

Date:

Whaingaroa Youth Movement  
 Childrens Community Dance Performance Project

The Upside Down

December 2020

<b>Project Budget</b>			Excluding GST	Discounts/ Donated	CC tagged items		
<b>Estimated Costs</b>							
Lighting and AV Equipment hire		ACLX	\$ 1,880.50	\$ 465.25	\$ 1,415.25	*quote attached	
Lighting design, operation, set up and strike x3 days		Dion Rutherford	\$ 1,100.00	\$ 500.00	\$ 600.00	*quote attached	
Sound and AV Operator Production technician x3 days		Stephen Paul	\$ 950.00	\$ 450.00	\$ 500.00	*quote attached	
Sound Equipment PA	Borrowed	FOC	\$ -	\$ 300.00			
Stage manager x2 for 3 days			\$ 600.00	\$ 300.00			
Set design and construction		Simon Willisson	\$ 800.00	\$ 400.00	\$ 400.00	*quote attached	
Set/props/ misc materials			\$ 300.00	\$ -			
Venue hire x3 days Raglan Town Hall @\$100 per day			\$ 300.00	\$ 300.00	\$ 300.00		
Graphic Design	print/social media/AV design	Molly McCabe	\$ 500.00	\$ 250.00			
Print marketing and programmes			\$ 300.00	\$ -			
Costumes & Make up	(x68@ \$25)		\$ 1,478.27	\$ -			
Stylist, Hair and Make-up design		plus volunteers	\$ 350.00	\$ -			
Documentation Video		Aaron Mooar	\$ 600.00	\$ 300.00			
Documentation Photography		Molly McCabe	\$ 600.00	\$ 300.00			
Sound score edit and mix			\$ 200.00	\$ -			
Misc: fuel,fixings, hospitality, gifts for volunteers			\$ 340.00	\$ -			
Project Management, admin (100hrs)			\$ 3,000.00	\$ 3,000.00			
<b>Total</b>			<b>\$ 13,298.77</b>	<b>\$ 6,565.25</b>	<b>\$ 3,215.25</b>		
<b>Estimated Income</b>							
Seeding funds contribution towards costumes, makeup (from dancers x68 @\$25)			\$1,478.27				
Estimated door sales (180 pax @ \$10 + 70 pax @ \$5)			\$1,869.57				
Discounts arranged, hire & services donated (In Kind)			<u>\$6,565.25</u>				
<b>Total</b>			<b>\$9,913.09</b>				
<b>Shortfall (amount applied for)</b>			<b>\$3,385.68</b>				



## Whaingaroa Youth Movement

*Grant application to – Waikato District, Creative Communities New Zealand*

### The Upside Down

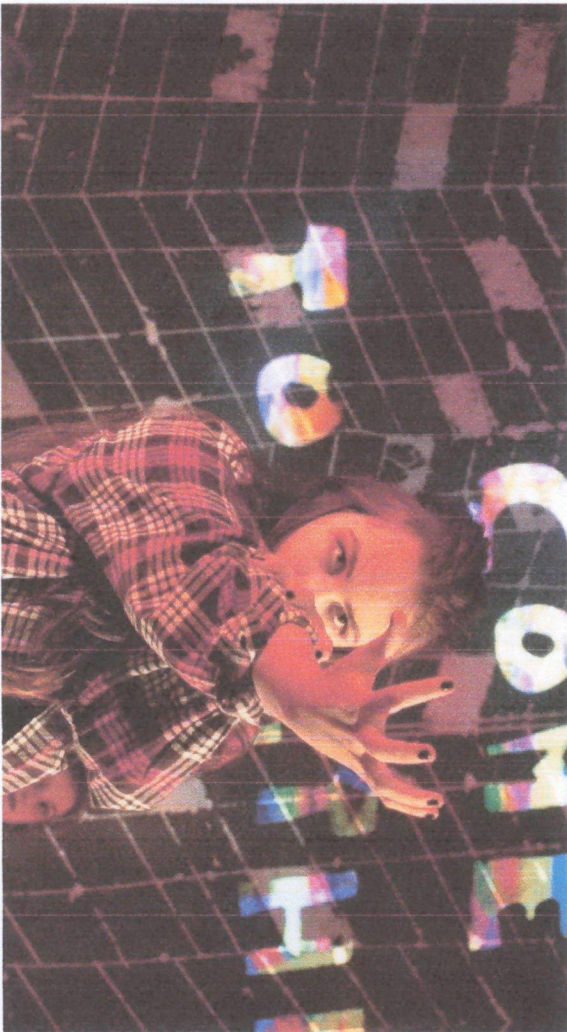
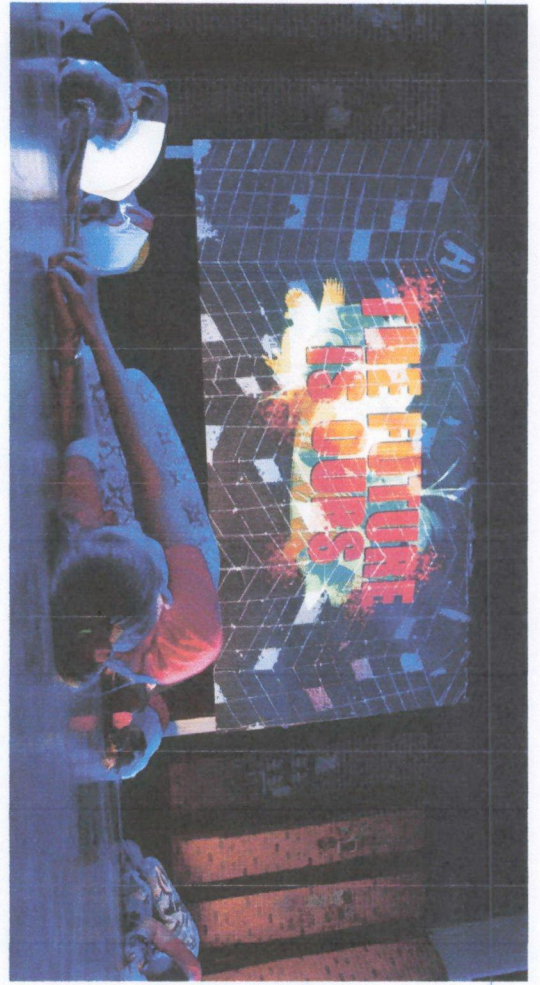
Children's Community Dance Theatre Performance Project 2020

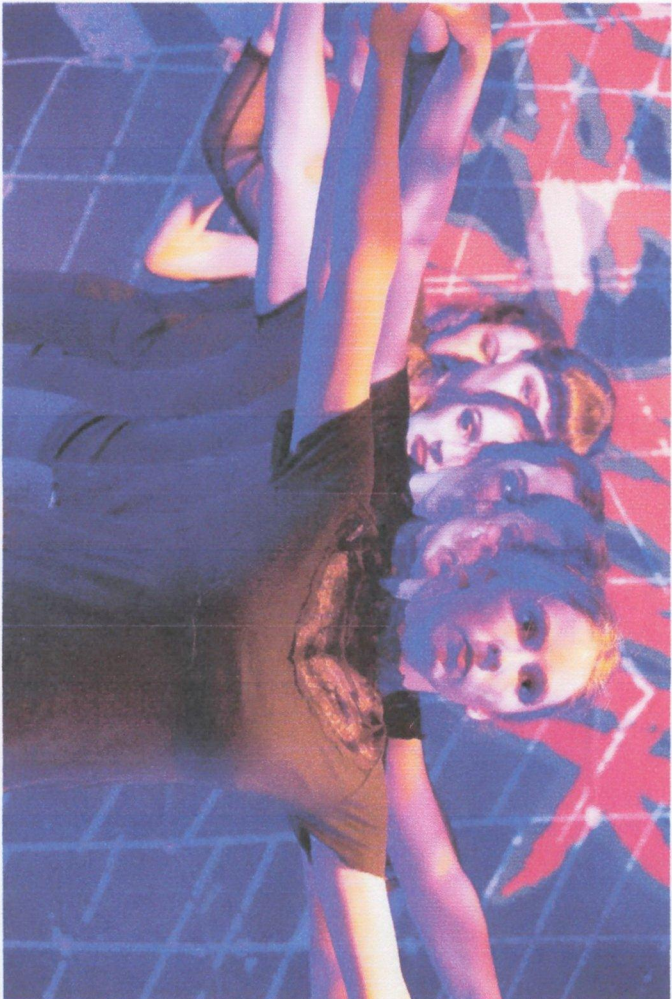
#### **Whaingaroa Youth Movement (est. 2003)**

We are about being together; to dance, create and explore ideas collectively. We strive to connect and relate personally to movement, placing value on process and creative self-expression. Our performance work is about who we are, where we live and how we see the world.

*Image: Sign of the Times 2018*







Waikato district council

ACLX Limited  
79 Killarney Road  
Frankton  
Hamilton 3204  
07 847 6150  
aclx.co.nz

## Quotation: The Upside Down

<b>Quote Date</b>	11/08/2020	<b>Delivery Address</b>
<b>Quote Valid Until</b>	31/12/2020	Raglan Town Hall
<b>Our Reference</b>	5195	7 Bow St,
<b>Your Reference</b>	The Upside Down	Raglan 3225
<b>GST Number</b>	122 309 657	
<b>Rental Period</b>	04/12/2020 07:00 to 06/12/2020 23:00	

Item	Type	Qty	Price		Discounted Price	Total
<b>Lighting</b>						
Dimmer 12 ch dmx	Rental	1	\$40.00	20%	\$32.00	\$32.00
SPX Profile Spot	Rental	8	\$17.50	20%	\$14.00	\$112.00
SPX 25-50 lens tube ( <i>accessory</i> )	Rental	8	\$0.00	20%	\$0.00	\$0.00
Pacific profile <i>2 on floor stands</i>	Rental	4	\$17.50	20%	\$14.00	\$56.00
Pacific 45-75 deg lens tube ( <i>component</i> )	Rental	4	\$2.50	20%	\$2.00	\$8.00
LED Parcan RGBUVW 150w	Rental	2	\$20.00	20%	\$16.00	\$32.00
LED FusionPAR Q XII	Rental	14	\$25.00	20%	\$20.00	\$280.00
mbl-led <i>on floor stand</i>	Rental	1	\$20.00	20%	\$16.00	\$16.00
Rama pc 1.2k	Rental	1	\$17.50	20%	\$14.00	\$14.00
3 to 5 pin xlr	Rental	2	\$1.00	100%	\$0.00	\$0.00
5 to 3 pin xlr	Rental	2	\$1.00	100%	\$0.00	\$0.00
Martin M-2PC Console	Rental	1	\$150.00	20%	\$120.00	\$120.00
All In One Computer for M-PC or ON-PC <i>(accessory)</i>	Rental	1	\$0.00			\$0.00

Waikato district council

ACLX Limited  
79 Killarney Road  
Frankton  
Hamilton 3204  
07 847 6150  
aclx.co.nz

## Quotation: The Upside Down

Item	Type	Qty	Price	Discounted Price	Total
<b>Total for Lighting:</b>					<b>\$670.00</b>

### Data cable

Dmx 10m	Rental	2	\$2.50	100%	\$0.00	\$0.00
Dmx 15m	Rental	2	\$2.50	100%	\$0.00	\$0.00
Dmx 3m	Rental	6	\$2.50	100%	\$0.00	\$0.00
Dmx 5m	Rental	8	\$2.50	100%	\$0.00	\$0.00
Dmx 1m	Rental	8	\$2.50			\$20.00
Dmx 2m	Rental	12	\$2.50			\$30.00
<b>Total for Data cable:</b>					<b>\$50.00</b>	

### Power

Power cable 10m	Rental	10	\$2.50	100%	\$0.00	\$0.00
Power cable 15m	Rental	6	\$2.50	100%	\$0.00	\$0.00
Power cable 20m	Rental	2	\$2.50	100%	\$0.00	\$0.00
Power cable 2M	Rental	4	\$2.50	100%	\$0.00	\$0.00
Power cable 3M	Rental	10	\$2.50	100%	\$0.00	\$0.00
Power cable 5m	Rental	8	\$2.50	100%	\$0.00	\$0.00
32A Cable 25m 25m	Rental	1	\$25.00	15%	\$21.25	\$21.25
Power cable 15m	Rental	10	\$2.50	100%	\$0.00	\$0.00
Power cable 5m	Rental	8	\$2.50	100%	\$0.00	\$0.00
Power cable 15m	Rental	6	\$2.50	100%	\$0.00	\$0.00

Waikato district council

ACLX Limited  
79 Killarney Road  
Frankton  
Hamilton 3204  
07 847 6150  
aclx.co.nz

## Quotation: The Upside Down

Item	Type	Qty	Price		Discounted Price	Total
Power cable 20m	Rental	2	\$2.50	100%	\$0.00	\$0.00
Power cable 30m	Rental	1	\$2.50	100%	\$0.00	\$0.00
<b>Total for Power:</b>						<b>\$21.25</b>

## Rigging

Tri Truss 2m 290V	Rental	4	\$20.00	20%	\$16.00	\$64.00
Tri Truss base plate & pins	Rental	4	\$10.00	20%	\$8.00	\$32.00
<b>Total for Rigging:</b>						<b>\$96.00</b>

## Vision

Projector Epson 5500 WUXGA	Rental	1	\$180.00	20%	\$144.00	\$144.00
HDMI Cable 1m ( <i>accessory</i> )	Rental	1	\$3.00			\$3.00
Projector bracket	Rental	1	\$10.00	20%	\$8.00	\$8.00
40m SDI Cable	Rental	1	\$2.50	20%	\$2.00	\$2.00
SDIconverter hdmi-sdi	Rental	1	\$25.00	20%	\$20.00	\$20.00
MacBook Pro Laptop <i>Qlab</i>	Rental	1	\$50.00	20%	\$40.00	\$40.00
HDMI Cable 1m	Rental	1	\$2.00			\$2.00
HDMI Cable 2m	Rental	1	\$2.00			\$2.00
HDMI Cable 3m	Rental	1	\$2.00			\$2.00
UpDownCross HD	Rental	1	\$35.00			\$35.00
<b>Total for Vision:</b>						<b>\$258.00</b>

## Crew

Waikato district council

ACLX Limited  
79 Killarney Road  
Frankton  
Hamilton 3204  
07 847 6150  
aclx.co.nz

## Quotation: The Upside Down

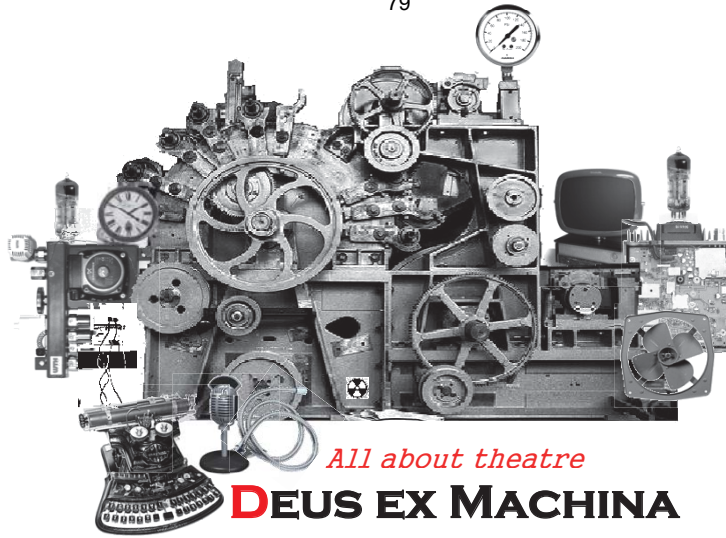
Item	Type	Qty	Price	Discounted Price	Total
Workshop <i>prep</i>	Service	1 Crew x 4 Hours	\$60.00		\$240.00
Delivery within 50km	Service	1 Crew x 1	\$40.00		\$40.00
Pickup within 50km <i>Van</i>	Service	1 Crew x 1	\$40.00		\$40.00
<b>Total for Crew:</b>					<b>\$320.00</b>

<b>Including a discount of</b>	<b>\$465.25</b>	<b>Charge total</b>	<b>\$1,415.25</b>
<b>Rental charges</b>	<b>\$1,095.25</b>	<b>GST total</b>	<b>\$212.39</b>
<b>Sale charges</b>	<b>\$0.00</b>	<b>Charge and GST total</b>	<b>\$1,627.64</b>
<b>Service charges</b>	<b>\$320.00</b>		

## Terms and Conditions

ACLX's standard terms and conditions apply <https://www.aclx.co.nz/terms-and-conditions.html>

Invoices not paid by the due date will automatically have any discounts removed, and will incur penalty 2.5% interest per month



## QUOTE

To: Whaingaroa Youth Movement  
 26 August 2020  
 The Upside Down  
 Raglan Town Hall, December 4-6, 2020

Set Design and Construction

Pack in, painting of set and general construction of set.

Set design and labour: \$800.00  
 Discounted 50%

Total \$400.00

Si Willisson  
 1 Park Drive  
 Raglan  
 Mobile: XXXXX

<b>QUOTE</b>				
Dion Rutherford			<b>Date</b>	<b>27/Aug/2020</b>
17 Paul Cres			<b>Invoice #</b>	
Hamilton			<b>Order Number</b>	
IRD# 83 959 864				
NOT GST REGISTERED			<b>Invoice to</b>	
			Whaingaroa Youth Movement	
			PO Box 94, Raglan	
<b>Date</b>	<b>Description</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
4 December 2020	Lighting Design Fee	1	\$500.00	\$500.00
5 December 2020	Labor Technician	22	\$25.00	\$550.00
6 December 2020	Travel	1	\$50.00	\$50.00
			DISCOUNT	-\$500.00
			<b>TOTAL inc GST</b>	<b>\$600.00</b>
Quote valid until 31 December 2020				
Standard terms and conditions apply				
<b>Direct Credit</b>				
Dion Rutherford				
Kiwibank: 38-XXXXX-00				



# Quote for Technical Services

Stephen Paul  
 29b New Bond St, Kingsland, Auckland 1021  
 Ph: 022 0900 645  
 05/08/2020

For:  
 Whaingaroa Youth Movement  
 The Upside Down  
 Raglan Town Hall  
 December 2020

Date		Hours (estimated)	Total
December 4-6	Pack in, Show, Pack out @ \$30.00/hour	3 days @ \$300	\$900.00
	Travel		\$50.00
	At discounted rate for community project as arranged		-\$450.00
		<b>Total</b>	<b>\$500.00</b>

# PART 1: APPLICANT<sup>89</sup> DETAILS

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Jessica Nicolson		
Contact person (for a	Jess		
Street address/PO Box:	1b Te Hutewai rd		
Suburb:	Raglan West	Town/City:	Raglan
Postcode:	3225	Country:	New Zealand
Email:	Jessnicolson@yahoo.co.nz		
Telephone (day):			

All correspondence will be sent to the above email or postal address

Name on bank account:	Jessica Nicolson	GST number:	0
Bank account number:			

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input type="checkbox"/>	Detail:	
Pacific Peoples:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input type="checkbox"/>	Detail:	

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide	Old school Arts Centre- Shona	

# PART 2: PROJECT DETAILS <sup>83</sup>

**Project name:** Creative Journey with Jess

Brief description of project:

An after school Art class for local children to make Art to Exhibit and Keep

## Project location, timing and numbers

Venue and suburb or town:

Old school Arts Centre

Start date:

21 October

Finish date:

9 December

Number of *active* participants:

8

Number of viewers/audience members:

500 +

**Funding criteria:** (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

- Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities
- Diversity:** Support the diverse artistic cultural traditions of local communities
- Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

**Artform or cultural arts practice:** (select **ONE** and mark with an X.)

- Craft/object art       Dance       Inter-arts
- Literature       Music       Ngā toi Māori
- Pacific arts       Multi-artform (including film)       Theatre
- Visual arts

**Activity best describes your project?** (select **ONE** and mark with an X)

- Creation only       Presentation only (performance or concert)
- Creation and presentation       Presentation only (exhibition)
- Workshop/wānanga

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

Hi I want to offer an Art class for some young local children. I want to provide a space, inspiration and encouragement for their abilities. We will draw and paint Mount Karioi and learn of its legend. Children will go on a creative journey learning techniques of drawing, painting, printing and other applicable Art communication techniques. The children will develop their esteem as artists and we can have an exhibition at the end. The parents and whanau can come and see and buy the art. Let's see where it leads—a town mural?

### 2. The process/Te whakatutuki: How will the project happen?

Wednesday afternoons 3.30-4.30 in the St Lazarus Art Studio at the Old school Arts centre in Raglan. 8 afternoons this term from 21<sup>st</sup> OCT- 9 DEC. Classes can carry on next year too. Children can sketch Mount Karioi, then paint it. I will teach different techniques. They can write 'Ko Karioi toku maunga' and choose sunset or day colours for the background. They can also make paintings of a chosen native tree and bird with the te reo painted too. Children will increase their self- esteem from making successful art. Then they can paint a self-portrait or someone from their family.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Matt Jenkins has opened a new Gallery- Raglan copy, print and Gallery so many people can see the art. This art is not about throwing away the paper but presenting the finished work in a beautiful way. The families will love to have beautiful meaningful art for their walls.

### 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

6-9 year olds for the first class. This can develop as the project grows. Developing the Mana of the community. Sharing all the input I have received over the years and the knowledge that children can make epic art with the right guidance.

# PROJECT DETAILS (budget)<sup>85</sup>

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes  Do NOT include GST in your budget  
 No  Include GST in your budget

<b>Project costs</b>		
Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.		
<b>Item</b> eg hall hire	<b>Detail</b> eg 3 days' hire at \$100 per day	<b>Amount</b> eg \$300
Art room hire	8 x 27.50	220
Paint	Acrylic, watercolour	100
Paper and boards	Nice paper and Canvas's	120
Labour/ teaching time and planning	16x 25	400
<b>Total Costs</b>		<b>\$840</b>
<b>Project Income</b>		
Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.		
<b>Income</b> eg ticket sales	<b>Detail</b> eg 250 tickets at \$15 per ticket	<b>Amount</b> eg \$3,750
Class cost	8 children x 8 \$ x 8 sessions	512
<b>Total Income</b>		<b>\$512</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$328</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$400</b>

# PROJECT DETAILS (budget)<sup>86</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/ unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>87</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we agree to:**

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name

(Print name of contact person/applicant)

Signed:

(Applicant or arts organisation's contact person)

Date:



# QUOTE

Jessica Nicolson

**Date**  
14 Sep 2020

**Expiry**  
14 Oct 2020

**Quote Number**  
QU-0008

**Reference**  
Shona - room hire

**GST Number**  
55-079-161

Raglan Community Arts  
Council  
5 Stewart Street  
Raglan 3225  
Waikato  
NEW ZEALAND

## Art with Jess

Room Hire Term 4 2020

Description	Quantity	Unit Price	Discount	Amount NZD
Hire of Arts Studio Term 4 2020 - Wednesdays 21/10, 28/10, 4/11, 11/11, 18/11, 25/11, 2/12, 9/12	8.00	30.00	10.00%	216.00
			INCLUDES GST 15%	28.17
			<b>TOTAL NZD</b>	<b>216.00</b>



**Lets Paint** With Jess

# After~School Art Class

@The OLD SCHOOL ARTS CENTRE  
5 Stewart St, Raglan

Starting Wednesday 21<sup>st</sup> October 2020  
- Wed 9<sup>th</sup> December 2020 ~3:30-4.30pm

Over eight weeks we will  
explore through mixed media~  
Acrylic, Watercolour Painting  
+ 2-D Drawing techniques.  
All levels  
welcome

Youth  
7-10 yrs

Full term~  
8 weeks

**\$80**

For all inquires  
Contact Jess at:  
[jessnicolson@yahoo.co.nz](mailto:jessnicolson@yahoo.co.nz)  
Txt/call 0221548876

Here is the poster. Already I have been asked to run an 11-13 year old class from 4-5 pM.

It would be epic to have some funding to help this as I'm only charging less than babysitting. \$10 seems an inspirational Rate for locals here.

## After school Art class expenses

\$11.17 - After school snack - 4 square

\$269 - Boards, paints + brushes -  
- warehouse stationary

\$115 - Canvas + pencils - Gordon Harris

\$80 - Exhibition space hire

\$216 - Hire of St Lazarus Art room  
at Old school arts centre

\$400 - Wages to myself 25 per hr for teaching  
20 for planning  
= \$45 x 9

---

1100 expenses

- 512 \$8 a week for 8 children

= 588 to cover



\*\*\*\* RAGLAN FOUR SQUARE \*\*\*\*  
 \*\*\* 3 Bankart Street, Raglan \*\*\*  
 \*\*\*\* Satnam's Supermarket Ltd \*\*\*\*  
 PH: (07) 825-0467

PAMS ORGANIC APPLES GRANNY SMITH 1KG	\$4.99
SUNBURST ORANGE NECTAR 2L	\$3.79
PAMS BISCUITS CHOCOLATE MINT SLICE 200G	\$2.39
<b>3 BALANCE DUE</b>	<b>\$11.17</b>

\*\*\*\*\*  
 \* SAVE TRANSACTION \*  
 \* TERMINAL: 001 \*  
 \* TRANS-NO: 0740 \*  
 \* AMOUNT \$11.17 \*  
 \*\*\*\*\*



7777700107409

CASHIER NAME: James  
 15/09/2020 13:04:24 06262 001 0740 0002  
 \*\*\*\*\* TAX INVOICE \*\*\*\*\*  
 \*\*\*\* GST No. 119-876-915 \*\*\*\*  
 All items GST inclusive

← **Room Hire - Prices**



Lara Toxward

accounts@ragl...yhouse.org.nz 

[Show less](#)

To [jessnicolson@yahoo.co.nz](mailto:jessnicolson@yahoo.co.nz)

Date Today, 1:56 PM

Hi Jess

Thanks for enquiry about hiring our basement meeting room (max. seating 35 people).

Please find the prices below:

\$20 per hour

\$70 per half day\* - plus a \$10 service charge





warehouse  
stationery

● work ● study ● create ● connect

**Warehouse Stationery**

Hamilton, Cnr Ward & Angelsea Std  
, Hamilton

Phone: (07)838-1814

Till: 31413

**QUOTE ONLY**

DK: 88177 SP:Cherie 14-Sep-20 4:39pm

**Jessica Nicolson**

Product	Unit	Qty	Total
9401063059188 Uniti Platinum	\$19.99	1	\$19.99
9311960053298 Jasart Round Ca	\$14.99	8	\$119.92
757063918727 Princeton Brush	\$24.99	1	\$24.99
780804861068 Reeves Mixed Me	\$29.99	1	\$29.99
9418308003035 FAS Gesso Prime	\$42.95	1	\$42.95
9401056970667 Uniti Platinum	\$3.99	8	\$31.92

**Quote Total \$269.76**



000BFF854A5BF7C59AC0

This quote is not a sales receipt and is  
not acceptable as proof of purchase.  
The prices stated are valid for 7 days  
and the products are subject to  
availability at the time of your return.

CUSTOMER

# Gordon Harris

THE ART & GRAPHIC STORE

Gordon Harris Ltd  
 Shop 12  
 386 Angelesea St Hamilton 3204  
 Phone: 07 834 3952 Fax: 07 834 3958  
 Email: hamilton@gordonharris.co.nz  
 Website: http://www.gordonharris.co.nz

Gordon Harris Hamilton

**Invoice To:**

Nicolson Jessica  
 1B Te hutewai street

Jessica

rgalan

QUOTE  
 GST# 14125183

Date	Order No	Customer No	Invoice No		
14/09/2020		0050020000649	0050020148062		
Code	Description	Unit	Qty	Unit price	Total
GHECLW0810	EXPRESSION CANVAS LW 08X10 IN	EACH	8	\$7.99	\$63.92
SR1006B	STAEDTLER MARS LUMOGRAPH PENCIL 6B	EACH	8	\$3.20	\$25.60
SR100B	STAEDTLER MARS LUMOGRAPH PENCIL B	EACH	8	\$3.20	\$25.60
				<b>Quote Total</b>	<b>\$115.12</b>

Prices include GST of \$15.02

QUOTE VALID 30 DAYS

PLEASE CONFIRM GOODS AVAILABILITY  
 PRIOR TO PAYMENT AND COLLECTION

Goods Taken By: (Print Name)	Signature	Courier Docket No
---------------------------------	-----------	-------------------

TERMS ARE STRICTLY NETT 20TH OF FOLLOWING MONTH.  
 GOODS DELIVERED REMAIN THE PROPERTY OF GORDON HARRIS LTD UNTIL THEY ARE PAID FOR IN FULL.  
 CLAIMS FOR FAULTY GOODS OR DISCREPANCIES ONLY ACKNOWLEDGED WITHIN 7 DAYS OF RECEIPT OF GOODS.  
 BANK ACCOUNT FOR PAYMENT BNZ 02-0192-0017842-000

# PART 1: APPLICANT DETAILS

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:

IA Maori Music Limited

Contact person (for a group):

Bianca Angel

Street address/PO Box:

71 Bailey Street

Suburb:

Town/City:

Huntly

Postcode:

3700

Country:

New Zealand

Email:

[iamaorimusic@gmail.com](mailto:iamaorimusic@gmail.com)

Telephone (day):

All correspondence will be sent to the above email or postal address

Name on bank account:

IA Maori Music Limited

GST number: N/A

Bank account number:

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:

Detail:

Māori:

Detail:

Pacific Peoples:

Detail:

Asian:

Detail:

Middle Eastern/Latin American/  
African:

Detail:

Other:

Detail:

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:

No

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

Council website

Creative NZ website

Social media

Council mail-out

Local paper

Radio

Council staff member

Poster/flyer/brochure

Word of mouth

Other (please provide detail)

# PART 2: PROJECT DETAILS

**Project name:** Ororuarangi - Live Music Art Film

Brief description of project:

IA create indigenous soul music. IA has been discovering new frontiers with traditional Maori instruments by using taonga pūoro as the driving force in its creative process. IA wish to secure funding to film a live recording of their song Ororuarangi in the Pukemokemoke Bush Reserve located in the heart of the Waikato district.

## Project location, timing and numbers

Venue and suburb or town:

Pukemokemoke Bush Reserve - Hamilton

Start date:

14 Nov

Finish date:

14 Nov

Number of *active* participants:

8

Number of viewers/audience members:

50-80

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** *Create opportunities for local communities to engage with, and participate in local arts activities*

**Diversity:** *Support the diverse artistic cultural traditions of local communities*

**Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

Craft/object art

Dance

Inter-arts

Literature

Music

Ngā toi Māori

Pacific arts

Multi-artform (including film)

Theatre

Visual arts

## Activity best describes your project? (select **ONE** and mark with an X)

Creation only

Presentation only (performance or concert)

Creation and presentation

Presentation only (exhibition)

Workshop/wānanga



## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

IA are a Waikato based Māori music group who have composed a song titled Ororuarangi in which taonga pūoro are the main instruments. The waiata features and is inspired by the pūtōrino, a traditional flute, whose shape resembles the case moth, which embodies Hineraukatauri the atua (goddess) of music.

The lyrics are sung in both Māori and English, with the intention of being able to showcase Te Reo Maori and taonga pūoro to a wide audience.

IA will film a live performance of this song in the Pukemokemoke Bush Reserve. The forest is the chosen location to film this performance as it creates a link to Hineraukatauri and the case moths home.

IA are **applying for funding to film and edit this live performance**. This live music film will provide a valuable digital media asset that will be highly shareable on social networks to give the song extensive reach, helping to promote traditional Māori instruments and Te Reo Māori.

Music students from Huntly College will also be invited to the filming as a form of project base work experience.

### 2. The process/Te whakatutuki: How will the project happen?

#### Filming

**Where:** Pukemokemoke Bush Reserve - Waikato

**When:** November 14

**How:** IA will set up their musical equipment at an agreed location in the reserve. IA will perform the song and the live audio will be captured by an audio interface. IA will hire experienced film producer Moehau Hodges-Tai (Maori TV) to create this live performance film. Moehau will direct the project and will enlist a camera crew to film the live performance.

Two music students from Huntly College will also be invited to the filming as a form of project base work experience.

#### Editing:

**Where:** Hamilton New Zealand

**When:** November 15-22

**How:** Experienced film producer Moehau Hodges-Tai will edit the live performance film and create the final product ready for online release.

#### Release:

**Where:** Digital online release via social media

**When:** Jan 20 2021

**How:** The live music film will be released digitally via key social media channels such as Facebook and Youtube. The film will also be sent to key media outlets for further promotion.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

### The Band

IA are a three piece Waikato based Māori music group who create indigenous soul music. Their compositions blend old with new and feature the voices found with traditional Māori instruments/taonga pūoro. The pūoro voices are blended with modern instruments, ancient poetic writing styles and modern soulful melodies. All three composers are Māori musicians living in the Waikato with a passion for traditional instruments, music and Te Reo Māori. IA have recently composed the track Weherua, which features the voices of Taonga pūoro. This is their first single to be released on 29 October 2020.

**1. Reti Hedley:** An established musician who was raised with the gift of Te Reo Māori and is a fluent first language speaker. Reti was mentored by his late mother Rangiiira Hedley. Rangiiira was a renowned taonga pūoro artist and lecturer at The University of Waikato. She passed on her cultural and practical knowledge of Taonga pūoro to Reti. It was Reti who inherited his mothers vast collection of traditional instruments.

Reti is an experienced and established musician and composer. He is most recognised as a key member of New Zealand band 'Knights of the Dub Table'. During his time with this band, Reti has composed one full album and four extended play records. Reti has also collaborated with other high profile musicians such as Tiki Tanne, Derek Brown of dDub and Brian Ruawai of Cornerstone Roots. He has a deep understanding of music theory and graduated with a degree in commercial music.

**2. Moetu Smith:** An experienced musician on his journey to discover his cultural roots and his passion for creating music. Moetu is a seasoned performer and is well known within the Waikato music scene. He has sound knowledge of music theory and has studied commercial music.

**3. Turoa Pohatu:** Kia ora ko Turoa Pohatu ahau. He uri nō Ngāti Porou me Waikato. Ko au te kaitaramu o te roopu IA. Āhua tekau tau e taramu ana, me te pao i roto i ngā pēne rerekē, mai ngā waiata ā ētahi atu kaiwaiata, waiata tūturu, me ngā mahi puoro i roto i ngā whakaaturanga 'showcase' o Te Wharekura o Rākaumanga.

### Film Crew

This project will be directed by Waikato based film producer Moehau Hodges-Tai. Moehau Hodges-Tai. Moehau is an experienced television producer who currently works for Maori TV.

### Student Interns

Reti Hedley is a teacher at Huntly College and will invite two of his top senior music students for a day of learning and practical work experience.

### Audience

This music art film will be shared digitally to a wide online audience.

- 4. The criteria/ Ngā paearu:** Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

This project promotes diversity and culture within the Waikato by showcasing traditional Māori instruments and Te Reo Maori in a digitally savvy way.

**The key outcomes for this project are to:**

1. Promote traditional Māori Instruments and share the sounds of taonga pūoro with new audiences.

Traditional instruments are used to create modern music which is accessible to a wide audience including rangatahi, Māori and Non-Māori. This live music film will create a media sweat which has great share-ability on social networks to further promote the waiata and the kaupapa.

2. Promote Te Reo Māori in an innovative way.

The waiata is sung in both English and Maori with modern soul melodies to appeal to a wider audience. The live filming and digital release of the waiata taps into online trends and will further promote the song and Te Reo to a far-reaching audience.

3. Provide a learning experience for high school students

This live music performance and filming session is a great opportunity for promising music students to gain practical knowledge and experience. Reti Hedley will invite two promising, senior students to provide them with a day of work experience, similar to an internship.



## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/ unconfirmed
	N/A		

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
	N/A		

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here

[www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>102</sup>

**You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.**

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we agree to:**

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal guardian.**

Name

(Print name of contact person/applicant)

# PART 3: DECLARATION<sup>103</sup>

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Signed:



(Applicant or arts organisation's contact person)

Date:

3 September 2020



18 August 2020

Tena koe te kaipanui,

**RE: IA Music – Taonga puoro projects**

It is with pleasure I provide this letter of support for the IA Music Application.

IA Music are a Waikato based Maori music group featuring musicians Reti Hedley and Moetū Smith. They are embarking on an exciting journey that has them fusing taonga puoro and Māori musical traditions into other music.

Creative Waikato recognises the important role Māori cultural arts has in our community. The cultural impact Māori arts and music have for Māori sits strongly at the core of being Māori, and is inseparable. We recognise its special uniqueness that lives on through activation, participation and sharing; helping ensure knowledge lives on through generations.

It is for these reasons we support opportunities that grow, engage and encourage Māori arts to thrive. And when this mission is in the hands of experienced musicians like Reti and Moetū, there is great excitement for the art that they will create and share. We support current and new ventures that carve opportunities for interaction and engagement in Māori arts for both Maori and wider communities.

I have known both Reti and Moetū and their various musical projects for a number of years now. They are passionate musicians who create quality music in whichever genre they choose to work. I know that they will be able to create new work that is engaging and that supports their core kaupapa behind this project. It is my pleasure to support the application from IA Music for their taonga puoro projects. The creation of compositions that feature taonga puoro as a musical voice, alongside the decision to create waiata that utilise both Te Reo Māori and English is an interesting approach to encouraging broader engagement with this work.

Please feel free to contact me if you have any other questions about this application.

Ngā mihi nui,

A handwritten signature in black ink, appearing to read "J Mayall", written in a cursive style.

Dr Jeremy Mayall  
CEO  
Creative Waikato

email: [jeremy@creativewaikato.co.nz](mailto:jeremy@creativewaikato.co.nz)





# The David Johnstone Pukemokemoke Bush Trust

952 Valentine Rd. Tauhei Morrinsville

To the Funding Committee  
For Creative Communities Scheme  
Waikato District Council

I write in Support of IA MUSIC MAORI who I understand have applied for funding for their project named **Ororuarangi - Live Music Art Film** ‘

I met Reti and Bianca, who I believe are the principals of the group, at the Pukemokemoke Bush Reserve, where they were looking to use an area for their video production. I was impressed by their genuine desire to promote ancient Maori musical instruments and motifs by way of recording videos in natural settings. We looked for and agreed a suitable site for their video.

I then took the request to our Board of Trustees who unanimously agreed to allow and support them to use the reserve as a site for their production. I was impressed by their sincerity and desire to promote their music in a traditional way and we in the Trust will support their use of the reserve and wish them well.

Warwick Silvester

Chair Pukemokemoke Bush trust

# Digital Indigenous.com Ltd

P O Box 13081  
Hamilton 3251

Phone: 07 8584940  
Mobile: 021 897 514  
Email: tania@digitalindigenous.co.nz

## Ororuarangi Music Art Film

## Quotation

For Ia Music Limited  
Attention: Bianca Angel

Date 11-Sep-2020  
Quote No QU00004  
Quote By oehau Hodges-Tai  
Quote For

Description	Quantity	Units	Sell Price	Price
Film Director (half day)	0.5		900.00	450.00
Camera Man (half day)	0.5		900.00	450.00
Editing (One day)	1		550.00	550.00
Lighting Hire	1		200.00	200.00
Generator Hire	1		220.00	220.00
<b>Total Before GST</b>				<b>1,870.00</b>
<b>GST</b>				<b>280.50</b>
<b>TOTAL</b>				<b>\$2,150.50</b>

# PART 1: APPLICANT<sup>107</sup> DETAILS

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Te Whare Toi O Ngaruawahia – Twin Rivers Community Art		
Contact person (for a	Bernardette Wood		
Street address/PO Box:	18 Herschel Street Ngaruawahia		
Suburb:	<input type="text"/>	Town/City:	Ngaruawahia
Postcode:	3720	Country:	New Zealand
Email:	admin@ngaart.org.nz		
Telephone (day):	<input type="text"/>		

All correspondence will be sent to the above email or postal address

Name on bank account:	Te Whare Toi O	GST number:	090 768 603
Bank account number:	<input type="text"/>		

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	<input type="text"/>
Māori:	<input checked="" type="checkbox"/>	Detail:	<input type="text"/>
Pacific Peoples:	<input type="checkbox"/>	Detail:	<input type="text"/>
Asian:	<input type="checkbox"/>	Detail:	<input type="text"/>
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	<input type="text"/>
Other:	<input type="checkbox"/>	Detail:	<input type="text"/>

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide	<input type="text" value="Current recipient of funding"/>	

# PART 2: PROJECT DETAILS

Project name: Art Attack

Brief description of project:

One evening per month where whanau can come together to participate in an art/craft activity

## Project location, timing and numbers

Venue and suburb or town:

Twin River Art Centre Ngaruawahia

Start date:

19 February 2021

Finish date:

April 9 2021

Number of *active* participants:

36

Number of viewers/audience members:

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities

**Diversity:** Support the diverse artistic cultural traditions of local communities

**Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

Craft/object art

Dance

Inter-arts

Literature

Music

Ngā toi Māori

Pacific arts

Multi-artform (including film)

Theatre

Visual arts

## Activity best describes your project? (select **ONE** and mark with an X)

Creation only

Presentation only (performance or concert)

Creation and presentation

Presentation only (exhibition)

Workshop/wānanga

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

Due to receiving some funding from the Ministry of Social Development earlier this year to support Covid Relief and recovery in the community we have been able to run a series of Wednesday night art and craft classes called 'Art Attack, snack and yack,' at no cost to the participants. This has been an opportunity for up to 12 members of the community (per class) to come together and participate in a chosen art activity. They are also free to bring snacks to enjoy and share while they complete projects. This has been an amazing opportunity for members of the community to build and foster relationships, while learning new art skills, many have shared that they need this type of activity on a regular basis to provide some relief from the stress and strains of the current day to day environment we are living in. We would like to provide the following activities during term one of 2021 at a minimal charge to those wanting to participate. Many in our community have been impacted by the financial implications of Covid 19 and we feel that they should not be penalised for their inability to pay course fees.

Vintage harvesting half aprons. X2 classes

Our centre has sewing machines and we would like to put them to use, this class will allow members to learn sewing skills, they will create something they can then use at home.

Mini reclaimed houses

We will source scraps of wood and use miniature houses to teach distressing and other painting techniques.

Funky Jewellery

We asked on our face book page and community notice board what art activities would interest them, and there was a lot of interest in funky jewellery. Participants will come and learn how to make earrings, these will be made from both new and used materials. They will also leave with a basic macramé skill.

We believe that not only do these activities cater to the here and now, but they equip members with skills to go on and create and produce at home.

### 2. The process/Te whakatutuki: How will the project happen?

Centre tutors will teach at our centre, the classes will cater for up to 12 people per class, a possible 36 people, these will be a make and take style class, members will be free to bring a plate of food to share.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

We would love these classes to be affordable, to cater to our community especially considering the financial effects of Covid 19. Classes cater to all ethnicities and each activity can have each person's cultural twist on it. All genders can gain from the skills learned in these activities, and we would love to have some teens and young adults participate, we feel these activities might be of particular interest to them.

### 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

Our classes and centre are both warm, friendly, welcoming and inclusive of all. These will be advertised on our face book page and community notice board page, both having a large reach. If a class gets full we create a waiting list, members of the community are asked to let us know in advance if they are not able to attend so that others get an opportunity to come.

# PROJECT DETAILS <sup>110</sup> (budget)

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes  Do NOT include GST in your budget

No  Include GST in your budget

<b>Project costs</b>		Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>eg 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>eg \$300</i>	
Tutoring Fees	16x Hours at \$25 per Hour	400.00	
Fabric	X14 mtrs \$9.95	121.13	
Paint	X6 \$18.98	99.03	
Sand Paper	X2 \$9.45	16.43	
Liquid Nails	X2 \$7.39	12.85	
Faux Suede	X1 \$21.27	18.50	
Faux Suede	X7 \$2.30	14.00	
Earring hooks and pieces	X1 \$55.67	48.41	
Charms	X6 \$3.03	15.81	
Pendant Charms	X4 \$3.00	10.43	
Beads	X10 \$2.00	17.39	
Macrame Cord 2ml	X6 \$ 5.40	28.17	
Ear wire hooks	X6 \$1.66	8.66	
Wooden charms	X4 \$4.85	16.87	
Admin & Procurement	X 4 hrs @ 25.00	100.00	
Venue Hire	X 4 @ 30.00	104.35	
<b>Total Costs</b>		<b>\$1032.03</b>	
<b>Project Income</b>		Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>	
Possible 36 People	\$10 per Person per class	313.04	
<b>Total Income</b>		<b>\$313.04</b>	
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	<b>\$1032.03</b>	
<b>Amount you are requesting from the Creative Communities Scheme</b>			<b>\$718.99</b>

# PROJECT DETAILS (budget)<sup>111</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed
	N/A		

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
18.6.20	Sizzling Summer – Program Pending	236.27	No
18.6.20	Community Performance Workshop & Show – Dec 2020	2500.00	No
10.9.19	Mosaic Workshop	659.68	Yes
10.9.19	Community Pottery Classes	1101.50	Yes
28.3.19	Xmas Craft Dolls	283.95	Yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>113</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- complete the project within a year of the funding being approved
- complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- return any unspent funds
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by the local council
- contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
  
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:



# PART 3: DECLARATION <sup>113</sup>

Examples of Projects to be done:

Harvest half Apron



Reclaimed Wood Houses



Funky Earrings



**Twin Rivers Art Centre Incorporated**  
**Financial Statements**  
**For the Year Ended 31st March 2020**

## Twin Rivers Art Centre Incorporated

Directory

As at 31st March 2020

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Executive Committee	Chairperson	Jenni Vernon
	Secretary	Bernadette Wood
	Treasurer	June Rowland
	Committee	Irene Brady
		Virgina Knowles
		Peggy Wikio Molleman
	Kerry Randall	

Bankers                      Kiwibank/ First Credit Union



## Twin Rivers Art Centre Incorporated

### Trading Accounts

For the 12 Months Ended 31 March 2020

	2020	2019
	\$	\$
<b>REVENUE</b>		
Sales	17	583
Creative Communities	18,022	4,000
COGS	1,000	5,000
Refunds	-	927
Fund Raising	2,370	1,491
Membership Fees	209	247
Classes	6,046	4,229
DV Bryant	5,000	2,500
Norah Howell Trust	-	1,000
Loteries	16,865	25,000
Lion Foundation	15,000	-
Donations	3,378	3,428
Trust Waikato	20,000	20,000
Fraser Adult Community Education	2,680	4,760
Matariki	5,133	3,935
WDC Funding	8,500	5,000
WEL Energy	30,000	17,500
Interest	231	-
Add Grants Received Last Year for This Year	0	8,320
Less Grants Received for Next Year	(3,015)	0
<b>Total Revenue</b>	<b>131,436</b>	<b>107,920</b>



## Twin Rivers Art Centre Incorporated

### Statement of Financial Performance

For the 12 Months Ended 31 March 2020

	2020	2019
	\$	\$
<b>LESS EXPENSES</b>		
Accident Compensation Levy	99	194
Audit Fees	400	475
Administration Fees	11,500	3,891
Advertising	-	74
Art Sales	-	974
Bank Charges	15	75
Capital Purchases under \$500	-	217
Class Materials / Tutor Fees	11,810	14,969
Computer Expenses	752	149
Conference Costs	160	-
Consumables	-	74
Events	261	283
General Expenses	351	1,406
Insurance	2,100	2,085
Interest Expense	70	
Lawns & Grounds	1,545	513
Marketing	-	2,700
Matariki Expenses	4,610	-
Matariki School Project	2,826	-
Moving & Set Up Costs	-	1,575
Power	2,044	588
Printing, Stamps & Stationery	657	253
Rents	11,867	14,286
Repairs & Maintenance	98	98
Staff Expenses	174	-
Telephone, Tolls & Internet	1,238	2,099
Volunteer Expenses	438	830
Wages & Salaries	55,177	53,067
<b>Total Expenses</b>	<b>108,192</b>	<b>100,875</b>
<b>Net (Deficit)/Surplus Before Depreciation</b>	<b>23,244</b>	<b>7,045</b>
<b>LESS DEPRECIATION</b>		
Depreciation as per Schedule	381	293
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$22,863</b>	<b>\$6,752</b>



# Twin Rivers Art Centre Incorporated

## Statement of Financial Position

As at 31 March 2020

	2020	2019
	\$	\$
<b>CURRENT ASSETS</b>		
First Credit 00	24,420	-
First Credit 02	5,345	-
First Credit 03	3,776	-
First Credit 04	2,479	-
First Credit 05	303	-
Kiwibank 01	-	5,474
Kiwibank 03	-	90
Kiwibank 04	-	2,106
GST Refund Due	-	74
<b>Total Current Assets</b>	<b>36,323</b>	<b>7,744</b>
<b>NON-CURRENT ASSETS</b>		
Property, Plant & Equipment	3,675	2,580
<b>Total Assets</b>	<b>39,998</b>	<b>10,324</b>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	1,692	815
GST	2,919	-
Grants in Advance	3,015	-
<b>Total Current Liabilities</b>	<b>7,626</b>	<b>815</b>
<b>Total Liabilities</b>	<b>7,626</b>	<b>815</b>
<b>NET ASSETS</b>	<b>\$32,372</b>	<b>\$9,509</b>
<b>Represented by:</b>		
<b>Accumulated Funds</b>	32,372	9,509
<b>TOTAL EQUITY</b>	<b>\$32,372</b>	<b>\$9,509</b>



## Twin Rivers Art Centre Incorporated

### Detailed Equity Accounts

As at 31 March 2020

	2020	2019
	\$	\$
<b>Centre Equity</b>		
Opening Balance	9,509	2,757
Add Net Profit (Loss)	22,863	6,752
Closing Balance	32,372	9,509
<b>Total Equity Accounts</b>	<b>\$32,372</b>	<b>\$9,509</b>



## Twin Rivers Art Centre Incorporated

Depreciation Schedule

For the Year Ended 31st March 2020

Asset	Cost Price	Book Value 1/04/2019	Additions	----- Depreciation-----			Accum Depn 31/03/2020	Book Value 31/03/2020	
				Month	Rate	\$			
Leadlight	1,291	380		12	10	Yr SL 38	949	342	
8x Plinths	200	37		12	10	Yr SL 4	167	33	
6x Sewing Machines	1,800	526		12	13	Yr SL 40	1,314	486	
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Furniture			498	2	15	Yr SL 6	6	492	
Computer Upgrades			978	7	5	Yr SL 114	114	864	
	<u>9,978</u>	<u>2,580</u>	<u>1,476</u>				<u>381</u>	<u>7,779</u>	<u>3,675</u>





## Twin Rivers Art Centre Incorporated

Notes to the Financial Statements

For the 12 Months Ended 31st March 2020

### 1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Twin Rivers Art Centre Incorporated. Twin Rivers Art Centre Incorporated is an incorporated club engaged in the business of providing Artistic opportunities for people in the community. Twin Rivers Art Centre Incorporated is a charitable organisation.

Twin Rivers Art Centre Incorporated qualifies for differential reporting exemptions based on the following criteria;

- It is not publicly accountable and
- It is not large as defined by the New Zealand Institute of Chartered Accountants.

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The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used with the exception of certain items for which specific accounting policies have been identified.

#### Specific Accounting Policies.

In the preparation of these financial statements, the specific accounting policies are as follows:

#### (a) Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment:

Plant & Equipment      0-60% DV, CP or SL

All property, plant & equipment are stated at cost less depreciation.

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007

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#### © Revenue

Sales of goods are recognised when they have been delivered and accepted by the customer. Interest income is recognised using the effective interest method.

#### (d) Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.



**Twin Rivers Art Centre Incorporated**

Notes to the Financial Statements

For the 12 Months Ended 31st March 2020

---

**2 AUDIT**

These financial statements have been audited.

**3 CONTINGENT LIABILITIES**

At balance date there are no known contingent liabilities (Last Year: \$0). Twin Rivers Art Centre Incorporated has not granted any securities in respect of liabilities payable by any other party whatsoever.

**4 RELATED PARTIES**

There were no related party transactions during the year under review.

**5 SUBSEQUENT EVENTS**

As at balance date there were no known subsequent events.



## AUDITORS REPORT

### FOR TWIN RIVERS ART CENTRE INCORPORATED FOR THE YEAR ENDED 31 MARCH 2020

I have audited the attached financial statements for Twin Rivers Art Centre Incorporated. The financial statements provide information about the past financial performance of the Organisation and its financial position as at 31 March 2020. This information is stated in accordance with the accounting policies set out with these statements.

#### Auditor's responsibilities

It is my responsibility to express an independent opinion for the financial statements presented by the Organisation and report my opinion.

#### Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- The significant estimates and judgement made by the Organisation in the preparation of the financial statements; and
- Whether the accounting policies are appropriate to the circumstances, consistently applied and adequately disclosed.

I conducted an audit in accordance with generally accepted auditing standards in New Zealand, except that my work was limited as explained below. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary. I obtained sufficient evidence to give a reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as Auditor, I have no relationship with or interest in the Organisation.

In my opinion, the financial statements fairly reflect the results of the activities and the financial position of the Organisation as at 31 March 2020.

My audit report was completed on 8 September 2020 and my unqualified opinion is expressed as at that date.



**Graham Haines** ACCM, DipMgtSt

# PART 1: APPLICANT<sup>124</sup> DETAILS

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Te Whare Toi o Ngaruawahia-Twin Rivers Community Art		
Contact person (for a	Bernardette Wood		
Street address/PO Box:	18 Herschel Street Ngaruawahia		
Suburb:	Town/City:	Ngaruawahia	
Postcode:	3720	Country:	New Zealand
Email:	Admin@ngaart.org.nz		
Telephone (day):			

All correspondence will be sent to the above email or postal address

Name on bank account:	Te Whare Toi O	GST number:	090 768 603
Bank account number:			

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input checked="" type="checkbox"/>	Detail:	
Pacific Peoples:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input type="checkbox"/>	Detail:	

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide	Current Recipient of CCNZ funding	

# PART 2: PROJECT DETAILS <sup>125</sup>

**Project name:**

Brief description of project:

## Project location, timing and numbers

Venue and suburb or town:

Start date:  Finish date:

Number of *active* participants:

Number of viewers/audience members:

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** *Create opportunities for local communities to engage with, and participate in local arts activities*

**Diversity:** *Support the diverse artistic cultural traditions of local communities*

**Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

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

## Activity best describes your project? (select **ONE** and mark with an X)

<input checked="" type="checkbox"/> Creation only	<input type="checkbox"/> Presentation only (performance or concert)
<input type="checkbox"/> Creation and presentation	<input type="checkbox"/> Presentation only (exhibition)
<input checked="" type="checkbox"/> Workshop/wānanga	

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

Our centre recently has become a part of an area art collective. Through this we have been able to establish relationships, and gather ideas on what works well for other centres. We have up until now held our holiday program over two full days. We would like to try and reach out to, and have more children be able to participate in our art and craft type activities. We would love to run four mini workshops with up to 15 children in each workshop aimed at 7-13 year olds. These workshops would take place over three days in the school holidays. We have also acquired some donated craft goods that were given with our communities Tamariki in mind. These materials donated by a community member will help greatly with the following chosen activities.

#### Activity 1

Mosaic Rocks, children from our current classes have expressed a desire to do mosaics. We would love to have them make one for themselves and one to brighten our centre's outside garden area.

#### Activity 2

Book art, we would ask the community to donate books. Children would then be able to create a personal piece of art. We would ensure a range of books for all genders and cultures.

#### Activity 3

Plushies, children would learn basic hand sewing skills and create a plushie for themselves and a heart plushie for someone else. Our centre has Identified and worked with some elderly who have been more isolated due to Covid 19, we would love to continue to build and foster our relationships with them and we would deliver the extra ones made to them.

#### Activity 4,

Dream Catchers, children have expressed a desire to make their own dream catchers due to seeing a large one we have hanging in our centre. This project would allow us to make good use of some of the donated materials we have received.

### 2. The process/Te whakatutuki: How will the project happen?

With your help, centre tutors and volunteers, we would run these workshops over three days in the first week of the school holidays in Term 1.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

We would love to see more children given the opportunity to come and create at our centre. We are hoping that by having small workshops, it may be more affordable and do-able to attend one workshop rather than the full two days we have previously offered. We are hoping that it might encourage new people to give art a try. Each of the 4 workshops will cater to up to 15 children, a potential 60 children overall.

### 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

Our programmes will be shared through our social media page and our Ngaruawahia community noticeboard, we would also send the information to schools for inclusion in their school newsletters. Activities cover a range of interests and skills, and encompass all genders and cultures. We always encourage different aspects of Toi Maori and incorporate natural and recycled resources into our work.



# PROJECT DETAILS (budget)<sup>128</sup>

<b>Project Income</b>	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>
\$300	\$5.00 per child , per class	260.00
<b>Total Income</b>		<b>\$260.00</b>
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	<b>\$673.44</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$673.44</b>



# PROJECT DETAILS (budget)<sup>129</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
18.6.20	Sizzling Summer – Program Pending	236.27	No
18.6.20	Community Performance Workshop & Show – Dec 2020	2500.00	No
10.9.19	Mosaic Workshop	659.68	Yes
10.9.19	Community Pottery Classes	1101.50	Yes
28.3.19	Xmas Craft Dolls	283.95	Yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION <sup>130</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we agree to:**

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

# PART 3: DECLARATION <sup>131</sup>

Examples of Activities to be carried out:

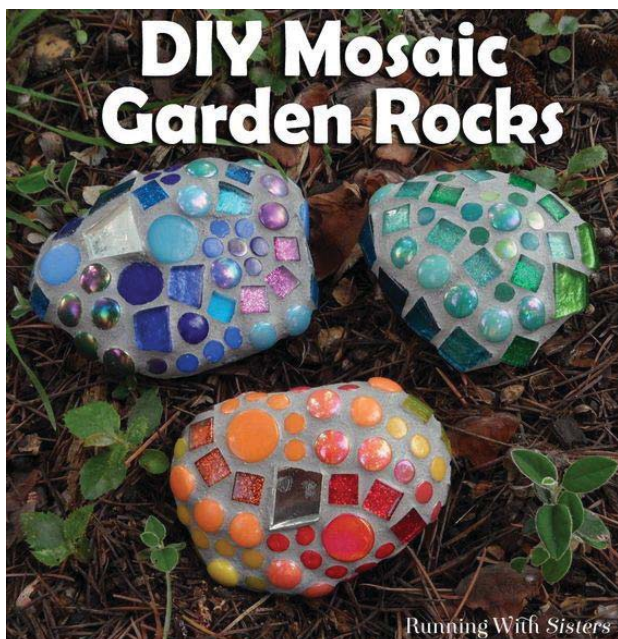
DIY Plushies



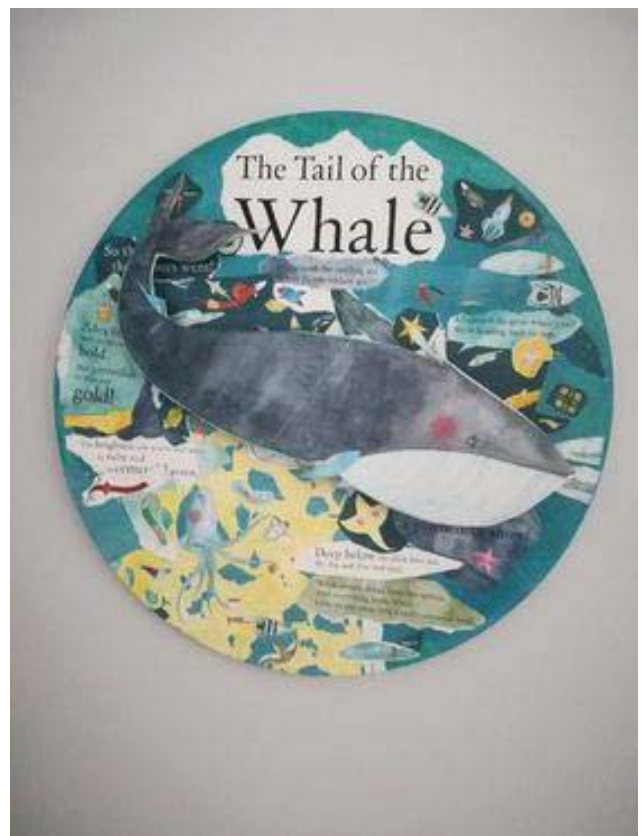
Dream Catchers



Mosaic Rocks



Picture Book Art



**Twin Rivers Art Centre Incorporated**  
**Financial Statements**  
**For the Year Ended 31st March 2020**

## Twin Rivers Art Centre Incorporated

Directory

As at 31st March 2020

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Executive Committee	Chairperson	Jenni Vernon
	Secretary	Bernadette Wood
	Treasurer	June Rowland
	Committee	Irene Brady
		Virgina Knowles
		Peggy Wikio Molleman
		Kerry Randall

Bankers	Kiwibank/ First Credit Union
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## Twin Rivers Art Centre Incorporated

### Trading Accounts

For the 12 Months Ended 31 March 2020

	2020	2019
	\$	\$
<b>REVENUE</b>		
Sales	17	583
Creative Communities	18,022	4,000
COGS	1,000	5,000
Refunds	-	927
Fund Raising	2,370	1,491
Membership Fees	209	247
Classes	6,046	4,229
DV Bryant	5,000	2,500
Norah Howell Trust	-	1,000
Loteries	16,865	25,000
Lion Foundation	15,000	-
Donations	3,378	3,428
Trust Waikato	20,000	20,000
Fraser Adult Community Education	2,680	4,760
Matariki	5,133	3,935
WDC Funding	8,500	5,000
WEL Energy	30,000	17,500
Interest	231	-
Add Grants Received Last Year for This Year	0	8,320
Less Grants Received for Next Year	(3,015)	0
<b>Total Revenue</b>	<b>131,436</b>	<b>107,920</b>



## Twin Rivers Art Centre Incorporated

### Statement of Financial Performance

For the 12 Months Ended 31 March 2020

	2020	2019
	\$	\$
<b>LESS EXPENSES</b>		
Accident Compensation Levy	99	194
Audit Fees	400	475
Administration Fees	11,500	3,891
Advertising	-	74
Art Sales	-	974
Bank Charges	15	75
Capital Purchases under \$500	-	217
Class Materials / Tutor Fees	11,810	14,969
Computer Expenses	752	149
Conference Costs	160	-
Consumables	-	74
Events	261	283
General Expenses	351	1,406
Insurance	2,100	2,085
Interest Expense	70	
Lawns & Grounds	1,545	513
Marketing	-	2,700
Matariki Expenses	4,610	-
Matariki School Project	2,826	-
Moving & Set Up Costs	-	1,575
Power	2,044	588
Printing, Stamps & Stationery	657	253
Rents	11,867	14,286
Repairs & Maintenance	98	98
Staff Expenses	174	-
Telephone, Tolls & Internet	1,238	2,099
Volunteer Expenses	438	830
Wages & Salaries	55,177	53,067
<b>Total Expenses</b>	<b>108,192</b>	<b>100,875</b>
<b>Net (Deficit)/Surplus Before Depreciation</b>	<b>23,244</b>	<b>7,045</b>
<b>LESS DEPRECIATION</b>		
Depreciation as per Schedule	381	293
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$22,863</b>	<b>\$6,752</b>



# Twin Rivers Art Centre Incorporated

## Statement of Financial Position

As at 31 March 2020

	2020	2019
	\$	\$
<b>CURRENT ASSETS</b>		
First Credit 00	24,420	-
First Credit 02	5,345	-
First Credit 03	3,776	-
First Credit 04	2,479	-
First Credit 05	303	-
Kiwibank 01	-	5,474
Kiwibank 03	-	90
Kiwibank 04	-	2,106
GST Refund Due	-	74
<b>Total Current Assets</b>	<b>36,323</b>	<b>7,744</b>
<b>NON-CURRENT ASSETS</b>		
Property, Plant & Equipment	3,675	2,580
<b>Total Assets</b>	<b>39,998</b>	<b>10,324</b>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	1,692	815
GST	2,919	-
Grants in Advance	3,015	-
<b>Total Current Liabilities</b>	<b>7,626</b>	<b>815</b>
<b>Total Liabilities</b>	<b>7,626</b>	<b>815</b>
<b>NET ASSETS</b>	<b>\$32,372</b>	<b>\$9,509</b>
<b>Represented by:</b>		
<b>Accumulated Funds</b>	32,372	9,509
<b>TOTAL EQUITY</b>	<b>\$32,372</b>	<b>\$9,509</b>





## Twin Rivers Art Centre Incorporated

### Detailed Equity Accounts

As at 31 March 2020

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<b>Centre Equity</b>		
Opening Balance	9,509	2,757
Add Net Profit (Loss)	22,863	6,752
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<b>Total Equity Accounts</b>	<b>\$32,372</b>	<b>\$9,509</b>



## Twin Rivers Art Centre Incorporated

### Depreciation Schedule

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	<u>9,978</u>	<u>2,580</u>	<u>1,476</u>			<u>381</u>	<u>7,779</u>	<u>3,675</u>

## Twin Rivers Art Centre Incorporated

Notes to the Financial Statements

For the 12 Months Ended 31st March 2020

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### 1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Twin Rivers Art Centre Incorporated. Twin Rivers Art Centre Incorporated is an incorporated club engaged in the business of providing Artistic opportunities for people in the community. Twin Rivers Art Centre Incorporated is a charitable organisation.

Twin Rivers Art Centre Incorporated qualifies for differential reporting exemptions based on the following criteria;

- It is not publicly accountable and
- It is not large as defined by the New Zealand Institute of Chartered Accountants.

Twin Rivers Art Centre Incorporated has adopted all available differential reporting exemptions.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used with the exception of certain items for which specific accounting policies have been identified.

#### Specific Accounting Policies.

In the preparation of these financial statements, the specific accounting policies are as follows:

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The entity has the following classes of Property, Plant & Equipment:

Plant & Equipment      0-60% DV, CP or SL

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Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007

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Sales of goods are recognised when they have been delivered and accepted by the customer. Interest income is recognised using the effective interest method.

#### (d) Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.



**Twin Rivers Art Centre Incorporated**

Notes to the Financial Statements

For the 12 Months Ended 31st March 2020

---

**2 AUDIT**

These financial statements have been audited.

**3 CONTINGENT LIABILITIES**

At balance date there are no known contingent liabilities (Last Year: \$0). Twin Rivers Art Centre Incorporated has not granted any securities in respect of liabilities payable by any other party whatsoever.

**4 RELATED PARTIES**

There were no related party transactions during the year under review.

**5 SUBSEQUENT EVENTS**

As at balance date there were no known subsequent events.



## AUDITORS REPORT

### FOR TWIN RIVERS ART CENTRE INCORPORATED FOR THE YEAR ENDED 31 MARCH 2020

I have audited the attached financial statements for Twin Rivers Art Centre Incorporated. The financial statements provide information about the past financial performance of the Organisation and its financial position as at 31 March 2020. This information is stated in accordance with the accounting policies set out with these statements.

#### Auditor's responsibilities

It is my responsibility to express an independent opinion for the financial statements presented by the Organisation and report my opinion.

#### Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- The significant estimates and judgement made by the Organisation in the preparation of the financial statements; and
- Whether the accounting policies are appropriate to the circumstances, consistently applied and adequately disclosed.

I conducted an audit in accordance with generally accepted auditing standards in New Zealand, except that my work was limited as explained below. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary. I obtained sufficient evidence to give a reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as Auditor, I have no relationship with or interest in the Organisation.

In my opinion, the financial statements fairly reflect the results of the activities and the financial position of the Organisation as at 31 March 2020.

My audit report was completed on 8 September 2020 and my unqualified opinion is expressed as at that date.



**Graham Haines** ACCM, DipMgtSt

# PART 1: APPLICANT<sup>142</sup> DETAILS

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Te Whare Toi O Ngaruawahia-Twin rivers Community Art		
Contact person (for a	Bernardette Wood		
Street address/PO Box:	18 Herschel Street Ngaruawahia		
Suburb:	Town/City:	Ngaruawahia	
Postcode:	3720	Country:	New Zealand
Email:	admin@ngaart.org.nz		
Telephone (day):			

All correspondence will be sent to the above email or postal address

Name on bank account:	Te Whare Toi O	GST number:	090 768 603
Bank account number:			

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input checked="" type="checkbox"/>	Detail:	
Pacific Peoples:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input type="checkbox"/>	Detail:	

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide	Current recipient of funding	

# PART 2: PROJECT DETAILS <sup>143</sup>

**Project name:** Whanau Date Nights

Brief description of project:

One evening per month where whanau can come together to participate in an art/craft activity

## Project location, timing and numbers

Venue and suburb or town:

Twin Rivers Art Centre Ngaruawahia

Start date:

19 February 2021

Finish date:

April 9 2021

Number of *active* participants:

36

Number of viewers/audience members:

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** *Create opportunities for local communities to engage with, and participate in local arts activities*

**Diversity:** *Support the diverse artistic cultural traditions of local communities*

**Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

Craft/object art

Dance

Inter-arts

Literature

Music

Ngā toi Māori

Pacific arts

Multi-artform (including film)

Theatre

Visual arts

## Activity best describes your project? (select **ONE** and mark with an X)

Creation only

Presentation only (performance or concert)

Creation and presentation

Presentation only (exhibition)

Workshop/wānanga

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

Due to having received some funding from the Ministry of Social Development for Covid Recovery Participation in the community we have been able to hold Whanau Date nights at our art Centre at no cost to participants. This is an opportunity for an adult and child/children to come and spend the evening together creating a piece of art/craft. Due to the popularity of these courses we would like to continue these at a minimal cost to participants. Covid 19 has had a very real impact on our community financially and mentally. We would like to hold one class per month during Term 1. This would cater to a class of 12.

Date Night 1.

Nature/Harry Potter Wands, Whanau would create their own nature wand, we would use hot glue, natural resources and bits and bobs to achieve this.

Date Night 2.

Nerf Stations, with card board boxes and recycled goods we would create targets and objects that children could use whilst playing with their nerf guns. Tutor would bring some nerf equipment for them to test their stations on.

Date Night 3.

Easter Themed craft, terracotta bunny butts, children would learn how to make a craft basic (pom poms) they would also be able to decorate their pot.

### 2. The process/Te whakatutuki: How will the project happen?

These classes would be held on one Friday night per term, there would be one tutor. Parents are expected to help and support their own children, These sessions have a starting time and people are welcome to leave when they need to or once they have completed their work. Classes are held at our centre.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

We believe these nights are inclusive of all, in our advertising we advertise it as 'Whanau', mums, dads, aunties, uncles, grandparents or caregivers, and child/children. The age range is from 6y up. We would love to keep these classes affordable so it is accessible to all in our community.

### 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

Over the last term we have found these date nights to be successful, we have been getting Dads coming along. Our number of boys participating has also increased, this particular type of activity has also seen grandparents become involved. We would love to continue to provide this to allow more whanau to spend time together and building strong relationships within their family unit. Art and craft has proved to be a beautiful waka for that.



# PROJECT DETAILS (budget)<sup>145</sup>

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes  Do NOT include GST in your budget

No  Include GST in your budget

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>eg 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>eg \$300</i>
Tutoring Fees	9 hours tutoring x\$25 per hour	225.00
Wooden Beads	X3 \$3.00	7.83
Feathers	X3 \$1.50	3.91
Coloured Cord	X2 \$3.00	2.61
Glue Sticks	X4 \$2.00	6.96
gems	X10 \$2.00	17.39
Tempera paint	X7 \$5.40	32.87
Washi Tape	X2 \$5.00	8.70
Stickers	X7 \$2.00	12.17
Glue Stick	X3 \$2.00	5.22
Duct Tape	X5 \$2.00	8.69
Mini Terracotta pots	X6 \$3.00	15.65
Pom poms	X1 \$1.50	1.30
Felt	X6 \$1.50	7.83
Yarn	X3 \$6.00	15.65
Glue sticks	X2 \$2.00	3.48
Stickers	X6 \$2.00	10.43
Admin & Procurement	X3 @ 25.00	75.00
Venue Hire	X3 @ 30.00	78.26
<b>Total Costs</b>		<b>\$531.12</b>
<b>Project Income</b>	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>
Class fee	\$10 per Pair per night.	156.52
<b>Total Income</b>		<b>\$156.52</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$531.12</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$374.60</b>

# PROJECT DETAILS (budget)<sup>146</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed
	N/A		

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
18.6.20	Sizzling Summer – Program Pending	236.27	No
18.6.20	Community Performance Workshop & Show – Dec 2020	2500.00	No
10.9.19	Mosaic Workshop	659.68	Yes
10.9.19	Community Pottery Classes	1101.50	Yes
28.3.19	Xmas Craft Dolls	283.95	Yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION <sup>147</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we agree to:**

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name: Bernardette Wood

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date: 10.9.20

# PART 3: DECLARATION <sup>148</sup>

Examples of class creations: Nature/Wizard wands



Nerf Target Stations



Bunny Butt Pots



**Twin Rivers Art Centre Incorporated**  
**Financial Statements**  
**For the Year Ended 31st March 2020**

## Twin Rivers Art Centre Incorporated

Directory

As at 31st March 2020

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Executive Committee	Chairperson	Jenni Vernon
	Secretary	Bernadette Wood
	Treasurer	June Rowland
	Committee	Irene Brady
		Virgina Knowles
		Peggy Wikio Molleman
		Kerry Randall

Bankers	Kiwibank/ First Credit Union
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## Twin Rivers Art Centre Incorporated

### Trading Accounts

For the 12 Months Ended 31 March 2020

	2020	2019
	\$	\$
<b>REVENUE</b>		
Sales	17	583
Creative Communities	18,022	4,000
COGS	1,000	5,000
Refunds	-	927
Fund Raising	2,370	1,491
Membership Fees	209	247
Classes	6,046	4,229
DV Bryant	5,000	2,500
Norah Howell Trust	-	1,000
Loteries	16,865	25,000
Lion Foundation	15,000	-
Donations	3,378	3,428
Trust Waikato	20,000	20,000
Fraser Adult Community Education	2,680	4,760
Matariki	5,133	3,935
WDC Funding	8,500	5,000
WEL Energy	30,000	17,500
Interest	231	-
Add Grants Received Last Year for This Year	0	8,320
Less Grants Received for Next Year	(3,015)	0
<b>Total Revenue</b>	<b>131,436</b>	<b>107,920</b>



## Twin Rivers Art Centre Incorporated

### Statement of Financial Performance

For the 12 Months Ended 31 March 2020

	2020	2019
	\$	\$
<b>LESS EXPENSES</b>		
Accident Compensation Levy	99	194
Audit Fees	400	475
Administration Fees	11,500	3,891
Advertising	-	74
Art Sales	-	974
Bank Charges	15	75
Capital Purchases under \$500	-	217
Class Materials / Tutor Fees	11,810	14,969
Computer Expenses	752	149
Conference Costs	160	-
Consumables	-	74
Events	261	283
General Expenses	351	1,406
Insurance	2,100	2,085
Interest Expense	70	
Lawns & Grounds	1,545	513
Marketing	-	2,700
Matariki Expenses	4,610	-
Matariki School Project	2,826	-
Moving & Set Up Costs	-	1,575
Power	2,044	588
Printing, Stamps & Stationery	657	253
Rents	11,867	14,286
Repairs & Maintenance	98	98
Staff Expenses	174	-
Telephone, Tolls & Internet	1,238	2,099
Volunteer Expenses	438	830
Wages & Salaries	55,177	53,067
<b>Total Expenses</b>	<b>108,192</b>	<b>100,875</b>
<b>Net (Deficit)/Surplus Before Depreciation</b>	<b>23,244</b>	<b>7,045</b>
<b>LESS DEPRECIATION</b>		
Depreciation as per Schedule	381	293
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$22,863</b>	<b>\$6,752</b>





# Twin Rivers Art Centre Incorporated

## Statement of Financial Position

As at 31 March 2020

	2020	2019
	\$	\$
<b>CURRENT ASSETS</b>		
First Credit 00	24,420	-
First Credit 02	5,345	-
First Credit 03	3,776	-
First Credit 04	2,479	-
First Credit 05	303	-
Kiwibank 01	-	5,474
Kiwibank 03	-	90
Kiwibank 04	-	2,106
GST Refund Due	-	74
<b>Total Current Assets</b>	<b>36,323</b>	<b>7,744</b>
<b>NON-CURRENT ASSETS</b>		
Property, Plant & Equipment	3,675	2,580
<b>Total Assets</b>	<b>39,998</b>	<b>10,324</b>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	1,692	815
GST	2,919	-
Grants in Advance	3,015	-
<b>Total Current Liabilities</b>	<b>7,626</b>	<b>815</b>
<b>Total Liabilities</b>	<b>7,626</b>	<b>815</b>
<b>NET ASSETS</b>	<b>\$32,372</b>	<b>\$9,509</b>
<b>Represented by:</b>		
<b>Accumulated Funds</b>	32,372	9,509
<b>TOTAL EQUITY</b>	<b>\$32,372</b>	<b>\$9,509</b>



## Twin Rivers Art Centre Incorporated

### Detailed Equity Accounts

As at 31 March 2020

	2020	2019
	\$	\$
<b>Centre Equity</b>		
Opening Balance	9,509	2,757
Add Net Profit (Loss)	22,863	6,752
Closing Balance	32,372	9,509
<b>Total Equity Accounts</b>	<b>\$32,372</b>	<b>\$9,509</b>



## Twin Rivers Art Centre Incorporated

Depreciation Schedule

For the Year Ended 31st March 2020

Asset	Cost Price	Book Value 1/04/2019	Additions	----- Depreciation-----			Accum Depn 31/03/2020	Book Value 31/03/2020
				Month	Rate	\$		
Leadlight	1,291	380		12	10	Yr SL 38	949	342
8x Plinths	200	37		12	10	Yr SL 4	167	33
6x Sewing Machines	1,800	526		12	13	Yr SL 40	1,314	486
Overlocker	200	58		12	13	Yr SL 4	146	54
2 Blue Tables	200	37		12	10	Yr SL 4	167	33
Kiln	3,500	288		12	6	Yr SL 48	3,260	240
Sewing Machine	300	117		12	13	Yr SL 9	192	108
10x Moulds	300	55		12	10	Yr SL 5	251	49
Flags	514	241		12	10	Yr SL 24	297	217
Gazebos & Bags	1,083	533		12	10	Yr SL 53	603	480
Roll Sign	590	308		12	10	Yr SL 31	313	277
Furniture			498	2	15	Yr SL 6	6	492
Computer Upgrades			978	7	5	Yr SL 114	114	864
	<u>9,978</u>	<u>2,580</u>	<u>1,476</u>				<u>7,779</u>	<u>3,675</u>

## Twin Rivers Art Centre Incorporated

Notes to the Financial Statements

For the 12 Months Ended 31st March 2020

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### 1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Twin Rivers Art Centre Incorporated. Twin Rivers Art Centre Incorporated is an incorporated club engaged in the business of providing Artistic opportunities for people in the community. Twin Rivers Art Centre Incorporated is a charitable organisation.

Twin Rivers Art Centre Incorporated qualifies for differential reporting exemptions based on the following criteria;

- It is not publicly accountable and
- It is not large as defined by the New Zealand Institute of Chartered Accountants.

Twin Rivers Art Centre Incorporated has adopted all available differential reporting exemptions.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used with the exception of certain items for which specific accounting policies have been identified.

#### Specific Accounting Policies.

In the preparation of these financial statements, the specific accounting policies are as follows:

#### (a) Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment:

Plant & Equipment      0-60% DV, CP or SL

All property, plant & equipment are stated at cost less depreciation.

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007

#### (b) Goods and Services Tax

The financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST.

#### © Revenue

Sales of goods are recognised when they have been delivered and accepted by the customer. Interest income is recognised using the effective interest method.

#### (d) Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.



**Twin Rivers Art Centre Incorporated**

Notes to the Financial Statements

For the 12 Months Ended 31st March 2020

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**2 AUDIT**

These financial statements have been audited.

**3 CONTINGENT LIABILITIES**

At balance date there are no known contingent liabilities (Last Year: \$0). Twin Rivers Art Centre Incorporated has not granted any securities in respect of liabilities payable by any other party whatsoever.

**4 RELATED PARTIES**

There were no related party transactions during the year under review.

**5 SUBSEQUENT EVENTS**

As at balance date there were no known subsequent events.



## AUDITORS REPORT

### FOR TWIN RIVERS ART CENTRE INCORPORATED FOR THE YEAR ENDED 31 MARCH 2020

I have audited the attached financial statements for Twin Rivers Art Centre Incorporated. The financial statements provide information about the past financial performance of the Organisation and its financial position as at 31 March 2020. This information is stated in accordance with the accounting policies set out with these statements.

#### Auditor's responsibilities

It is my responsibility to express an independent opinion for the financial statements presented by the Organisation and report my opinion.

#### Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- The significant estimates and judgement made by the Organisation in the preparation of the financial statements; and
- Whether the accounting policies are appropriate to the circumstances, consistently applied and adequately disclosed.

I conducted an audit in accordance with generally accepted auditing standards in New Zealand, except that my work was limited as explained below. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary. I obtained sufficient evidence to give a reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as Auditor, I have no relationship with or interest in the Organisation.

In my opinion, the financial statements fairly reflect the results of the activities and the financial position of the Organisation as at 31 March 2020.

My audit report was completed on 8 September 2020 and my unqualified opinion is expressed as at that date.



**Graham Haines** ACCM, DipMgtSt

# PART 1: APPLICANT DETAILS<sup>150</sup>

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Te Whare Toi O Ngaruawahia-Twin Rivers Community Art		
Contact person (for a	Bernardette Wood		
Street address/PO Box:	18 Herschel Street		
Suburb:	<input type="text"/>	Town/City:	Ngaruawahia
Postcode:	3720	Country:	New Zealand
Email:	Admin@ngaart.org.nz		
Telephone (day):	<input type="text"/>		

All correspondence will be sent to the above email or postal address

Name on bank account:	Te Whare Toi O Ngaruawahia – Twin Rivers Community Art Centre	GST number:	090 768 603
Bank account number:	<input type="text"/>		

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	<input type="text"/>
Māori:	<input checked="" type="checkbox"/>	Detail:	<input type="text"/>
Pacific Peoples:	<input type="checkbox"/>	Detail:	<input type="text"/>
Asian:	<input type="checkbox"/>	Detail:	<input type="text"/>
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	<input type="text"/>
Other:	<input type="checkbox"/>	Detail:	<input type="text"/>

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide	<input type="text" value="Current recipient of CCNZ Funding"/>	

# PART 2: PROJECT DETAILS

**Project name:** Tamariki Art Club Term 4 / Term 1 2021

Brief description of project:

Weekly one and a half hour art workshops for children across Term four of 2020 and Term one of 2021

## Project location, timing and numbers

Venue and suburb or town:

Twin Rivers Art Centre Ngaruawahia

Start date:

October 14 2020

Finish date:

April 14 2021

Number of *active* participants:

15

Number of viewers/audience members:

n/a

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** *Create opportunities for local communities to engage with, and participate in local arts activities*

**Diversity:** *Support the diverse artistic cultural traditions of local communities*

**Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

Craft/object art

Dance

Inter-arts

Literature

Music

Ngā toi Māori

Pacific arts

Multi-artform (including film)

Theatre

Visual arts

## Activity best describes your project? (select **ONE** and mark with an X)

Creation only

Presentation only (performance or concert)

Creation and presentation

Presentation only (exhibition)

Workshop/wānanga



## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

We would love to continue to offer a weekly one and a half hour after school class for up to 15 tamariki in our community over term 4 of this year and term one of next year.

### 2. The process/Te whakatutuki: How will the project happen?

Under the direction of a centre tutor and volunteers, up to 15 children will participate in a wide variety of art activities weekly. These classes will allow children to explore many materials, tools and aspects of art and craft including, drawing, painting, shading, and sculpture. Toi Maori will be woven throughout the activities. These classes have been well received and create an opportunity for Tamariki to cultivate relationships with other children in the community and find a sense of belonging at our community art centre.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

The Tamariki art club will cater for up to 15 children aged 7-13yrs of age, activities will cater to both boys and girls and will be re advertised each term so new and current attendees have an equal opportunity to enrol.

### 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

We always strive to keep our costs as low as possible so that the opportunity to participate is available to all. Families can also make payments that suit. This too makes it more accessible, we not only advertise through our face book page, but also our local community noticeboard page.

# PROJECT DETAILS (budget)<sup>162</sup>

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes  Do NOT include GST in your budget  
 No  Include GST in your budget

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> <i>eg hall hire</i>	<b>Detail</b> <i>eg 3 days' hire at \$100 per day</i>	<b>Amount</b> <i>eg \$300</i>
Tutoring fees	\$25 per hour x20hrs	\$500
A4 Watercolour Artist Pad	\$3 x3	7.82
Tissue Paper	\$1.80 x7	10.85
Round Canvas	\$5 x17	73.91
Indian Ink 250ml	\$14.94 x2	26.07
Paint 500ml	\$18.95 x8	131.83
Masking Tape	\$ 5.99 x3	15.62
Cotton Fabric	\$ 8.99 x 6mtrs	46.90
Soft Pastels	\$39.20 x1	34.08
Hot Glue	12 pkt, x5, \$3.00	13.04
Canvas Panels	\$2.10 x 30	52.17
Jovi Air Drying clay	1kg \$11, x7	66.96
Crayola markers 32	X1 \$29.99	26.08
Sharpies x24	X1 \$30	26.08
Liquid Correction pens	X5, \$2.00	8.70
Venue Hire	X2 @ 30.00	52.18
Admin & Procurement	8 hours @ 25.00	200.00
<b>Total Costs</b>		<b>\$1,265.71</b>
<b>Project Income</b>	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
<b>Income</b> <i>eg ticket sales</i>	<b>Detail</b> <i>eg 250 tickets at \$15 per ticket</i>	<b>Amount</b> <i>eg \$3,750</i>
15 students	\$30 per student, x2 Terms	782.60
<b>Total Income</b>		<b>\$782.60</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$483.11</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$483.11</b>

# PROJECT DETAILS (budget)<sup>163</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed
	N/A		

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
18.6.20	Sizzling Summer – Program Pending	236.27	No
18.6.20	Community Performance Workshop & Show – Dec 2020	2500.00	No
10.9.19	Mosaic Workshop	659.68	Yes
10.9.19	Community Pottery Classes	1101.50	Yes
28.3.19	Xmas Craft Dolls	283.95	Yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION <sup>164</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we agree to:**

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

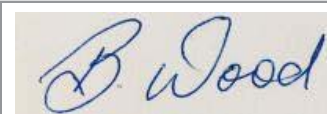
I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name: Bernardette Wood

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

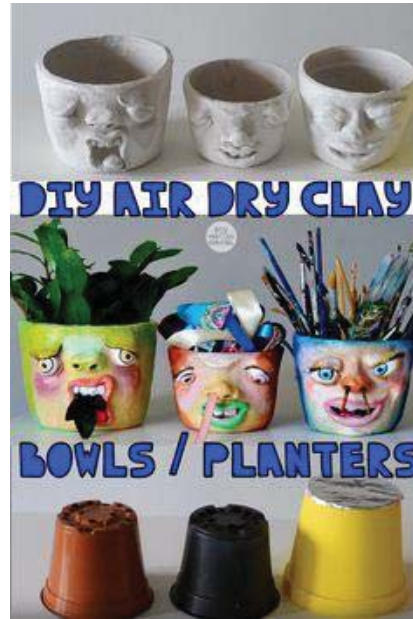
Date: 8.9.20

# PART 3: DECLARATION <sup>165</sup>

Hot Glue and Painting



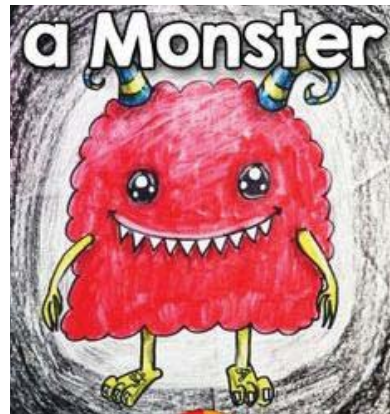
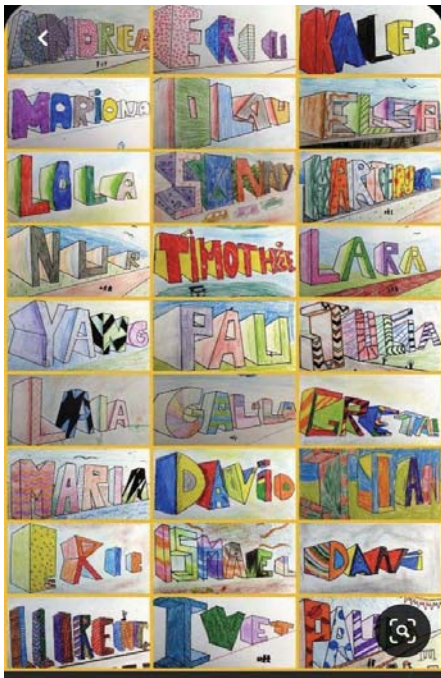
Air Dry Clay Bowls



Value art

Texture Art

Name/Lettering



Artist Impression



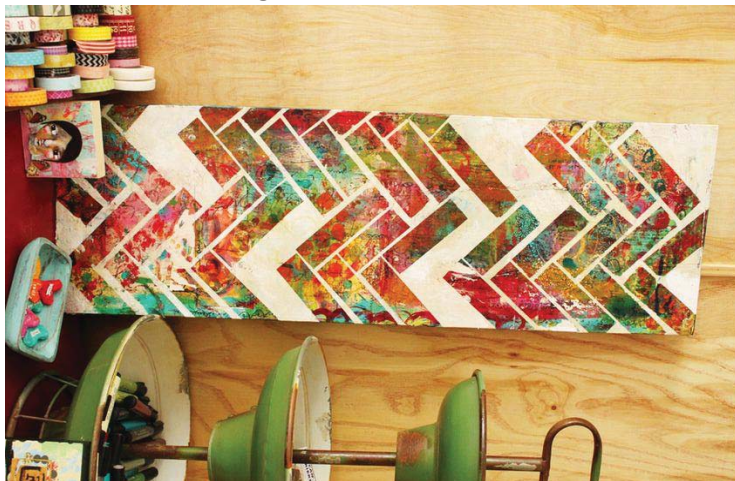
# PART 3: DECLARATION

166

Tissue Art



Collage and Pattern Art



Egg carton creations



Water Colour galaxies



Water Colour wheel Art



Animal Faces



Bees Wax Wraps



**Twin Rivers Art Centre Incorporated**  
**Financial Statements**  
**For the Year Ended 31st March 2020**

## Twin Rivers Art Centre Incorporated

Directory

As at 31st March 2020

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Executive Committee	Chairperson	Jenni Vernon
	Secretary	Bernadette Wood
	Treasurer	June Rowland
	Committee	Irene Brady
		Virgina Knowles
		Peggy Wikio Molleman
		Kerry Randall

Bankers	Kiwibank/ First Credit Union
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## Twin Rivers Art Centre Incorporated

### Trading Accounts

For the 12 Months Ended 31 March 2020

	2020	2019
	\$	\$
<b>REVENUE</b>		
Sales	17	583
Creative Communities	18,022	4,000
COGS	1,000	5,000
Refunds	-	927
Fund Raising	2,370	1,491
Membership Fees	209	247
Classes	6,046	4,229
DV Bryant	5,000	2,500
Norah Howell Trust	-	1,000
Loteries	16,865	25,000
Lion Foundation	15,000	-
Donations	3,378	3,428
Trust Waikato	20,000	20,000
Fraser Adult Community Education	2,680	4,760
Matariki	5,133	3,935
WDC Funding	8,500	5,000
WEL Energy	30,000	17,500
Interest	231	-
Add Grants Received Last Year for This Year	0	8,320
Less Grants Received for Next Year	(3,015)	0
<b>Total Revenue</b>	<b>131,436</b>	<b>107,920</b>



## Twin Rivers Art Centre Incorporated

### Statement of Financial Performance

For the 12 Months Ended 31 March 2020

	2020	2019
	\$	\$
<b>LESS EXPENSES</b>		
Accident Compensation Levy	99	194
Audit Fees	400	475
Administration Fees	11,500	3,891
Advertising	-	74
Art Sales	-	974
Bank Charges	15	75
Capital Purchases under \$500	-	217
Class Materials / Tutor Fees	11,810	14,969
Computer Expenses	752	149
Conference Costs	160	-
Consumables	-	74
Events	261	283
General Expenses	351	1,406
Insurance	2,100	2,085
Interest Expense	70	
Lawns & Grounds	1,545	513
Marketing	-	2,700
Matariki Expenses	4,610	-
Matariki School Project	2,826	-
Moving & Set Up Costs	-	1,575
Power	2,044	588
Printing, Stamps & Stationery	657	253
Rents	11,867	14,286
Repairs & Maintenance	98	98
Staff Expenses	174	-
Telephone, Tolls & Internet	1,238	2,099
Volunteer Expenses	438	830
Wages & Salaries	55,177	53,067
<b>Total Expenses</b>	<b>108,192</b>	<b>100,875</b>
<b>Net (Deficit)/Surplus Before Depreciation</b>	<b>23,244</b>	<b>7,045</b>
<b>LESS DEPRECIATION</b>		
Depreciation as per Schedule	381	293
<b>NET SURPLUS/(DEFICIT)</b>	<b>\$22,863</b>	<b>\$6,752</b>



# Twin Rivers Art Centre Incorporated

## Statement of Financial Position

As at 31 March 2020

	2020	2019
	\$	\$
<b>CURRENT ASSETS</b>		
First Credit 00	24,420	-
First Credit 02	5,345	-
First Credit 03	3,776	-
First Credit 04	2,479	-
First Credit 05	303	-
Kiwibank 01	-	5,474
Kiwibank 03	-	90
Kiwibank 04	-	2,106
GST Refund Due	-	74
<b>Total Current Assets</b>	<u>36,323</u>	<u>7,744</u>
<b>NON-CURRENT ASSETS</b>		
Property, Plant & Equipment	3,675	2,580
<b>Total Assets</b>	<u>39,998</u>	<u>10,324</u>
<b>CURRENT LIABILITIES</b>		
Accounts Payable	1,692	815
GST	2,919	-
Grants in Advance	3,015	-
<b>Total Current Liabilities</b>	<u>7,626</u>	<u>815</u>
<b>Total Liabilities</b>	<u>7,626</u>	<u>815</u>
<b>NET ASSETS</b>	<u><u>\$32,372</u></u>	<u><u>\$9,509</u></u>
<b>Represented by:</b>		
<b>Accumulated Funds</b>	32,372	9,509
<b>TOTAL EQUITY</b>	<u><u>\$32,372</u></u>	<u><u>\$9,509</u></u>



## Twin Rivers Art Centre Incorporated

### Detailed Equity Accounts

As at 31 March 2020

	2020	2019
	\$	\$
<b>Centre Equity</b>		
Opening Balance	9,509	2,757
Add Net Profit (Loss)	22,863	6,752
Closing Balance	32,372	9,509
<b>Total Equity Accounts</b>	<b>\$32,372</b>	<b>\$9,509</b>



## Twin Rivers Art Centre Incorporated

Depreciation Schedule

For the Year Ended 31st March 2020

Asset	Cost Price	Book Value 1/04/2019	Additions	----- Depreciation-----			Accum Depn 31/03/2020	Book Value 31/03/2020
				Month	Rate	\$		
Leadlight	1,291	380		12	10	Yr SL 38	949	342
8x Plinths	200	37		12	10	Yr SL 4	167	33
6x Sewing Machines	1,800	526		12	13	Yr SL 40	1,314	486
Overlocker	200	58		12	13	Yr SL 4	146	54
2 Blue Tables	200	37		12	10	Yr SL 4	167	33
Kiln	3,500	288		12	6	Yr SL 48	3,260	240
Sewing Machine	300	117		12	13	Yr SL 9	192	108
10x Moulds	300	55		12	10	Yr SL 5	251	49
Flags	514	241		12	10	Yr SL 24	297	217
Gazebos & Bags	1,083	533		12	10	Yr SL 53	603	480
Roll Sign	590	308		12	10	Yr SL 31	313	277
Furniture			498	2	15	Yr SL 6	6	492
Computer Upgrades			978	7	5	Yr SL 114	114	864
	<u>9,978</u>	<u>2,580</u>	<u>1,476</u>			<u>381</u>	<u>7,779</u>	<u>3,675</u>



## Twin Rivers Art Centre Incorporated

Notes to the Financial Statements

For the 12 Months Ended 31st March 2020

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### 1 STATEMENT OF ACCOUNTING POLICIES

These financial statements are for Twin Rivers Art Centre Incorporated. Twin Rivers Art Centre Incorporated is an incorporated club engaged in the business of providing Artistic opportunities for people in the community. Twin Rivers Art Centre Incorporated is a charitable organisation.

Twin Rivers Art Centre Incorporated qualifies for differential reporting exemptions based on the following criteria;

- It is not publicly accountable and
- It is not large as defined by the New Zealand Institute of Chartered Accountants.

Twin Rivers Art Centre Incorporated has adopted all available differential reporting exemptions.

The accounting principles recognised as appropriate for the measurement and reporting of earnings and financial position on a historical cost basis have been used with the exception of certain items for which specific accounting policies have been identified.

#### Specific Accounting Policies.

In the preparation of these financial statements, the specific accounting policies are as follows:

#### (a) Property, Plant & Equipment

The entity has the following classes of Property, Plant & Equipment:

Plant & Equipment      0-60% DV, CP or SL

All property, plant & equipment are stated at cost less depreciation.

Depreciation has been calculated in accordance with rates permitted under the Income Tax Act 2007

#### (b) Goods and Services Tax

The financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are shown inclusive of GST.

#### © Revenue

Sales of goods are recognised when they have been delivered and accepted by the customer. Interest income is recognised using the effective interest method.

#### (d) Receivables

Receivables are stated at their estimated realisable value. Bad debts are written off in the year in which they are identified.



**Twin Rivers Art Centre Incorporated**

Notes to the Financial Statements

For the 12 Months Ended 31st March 2020

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**2 AUDIT**

These financial statements have been audited.

**3 CONTINGENT LIABILITIES**

At balance date there are no known contingent liabilities (Last Year: \$0). Twin Rivers Art Centre Incorporated has not granted any securities in respect of liabilities payable by any other party whatsoever.

**4 RELATED PARTIES**

There were no related party transactions during the year under review.

**5 SUBSEQUENT EVENTS**

As at balance date there were no known subsequent events.



## AUDITORS REPORT

### FOR TWIN RIVERS ART CENTRE INCORPORATED FOR THE YEAR ENDED 31 MARCH 2020

I have audited the attached financial statements for Twin Rivers Art Centre Incorporated. The financial statements provide information about the past financial performance of the Organisation and its financial position as at 31 March 2020. This information is stated in accordance with the accounting policies set out with these statements.

#### Auditor's responsibilities

It is my responsibility to express an independent opinion for the financial statements presented by the Organisation and report my opinion.

#### Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes assessing:

- The significant estimates and judgement made by the Organisation in the preparation of the financial statements; and
- Whether the accounting policies are appropriate to the circumstances, consistently applied and adequately disclosed.

I conducted an audit in accordance with generally accepted auditing standards in New Zealand, except that my work was limited as explained below. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary. I obtained sufficient evidence to give a reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as Auditor, I have no relationship with or interest in the Organisation.

In my opinion, the financial statements fairly reflect the results of the activities and the financial position of the Organisation as at 31 March 2020.

My audit report was completed on 8 September 2020 and my unqualified opinion is expressed as at that date.



**Graham Haines** ACCM, DipMgtSt



# PART 1: APPLICANT<sup>177</sup> DETAILS

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Raglan Community Arts Council		
Contact person (for a	Jacqueline Anderson, Manager Raglan Old School Arts Centre		
Street address/PO Box:	5 Stewart St		
Suburb:	Raglan	Town/City:	Waikato
Postcode:	3225	Country:	New Zealand
Email:	accounts@raglanartscentre.co.nz		
Telephone (day):			

All correspondence will be sent to the above email or postal address

Name on bank account:	Raglan Community Arts Council	GST number:	55-079-161
Bank account number:			

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input checked="" type="checkbox"/>	Detail:	
Pacific Peoples:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input checked="" type="checkbox"/>	Detail:	

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input checked="" type="checkbox"/> Other (please provide	Volunteer notification.	

# PART 2: PROJECT DETAILS <sup>178</sup>

**Project name:** After school multi-media art classes Term 1/Term 2 (2021)

Brief description of project:

Six after school programs combining story-telling, writing, drawing/painting and sculpture for Whaingaroa children age 6-16.

## Project location, timing and numbers

Venue and suburb or town: Raglan Old School Arts Centre, 5 Stewart St

Start date: February 2021 Finish date: June 2021

Number of *active* participants: 70

Number of viewers/audience members: 140+

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities

**Diversity:** Support the diverse artistic cultural traditions of local communities

**Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

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

## Activity best describes your project? (select **ONE** and mark with an X)

- |   |   |
|---|---|
| <input type="checkbox"/> Creation only                        | <input type="checkbox"/> Presentation only (performance or concert) |
| <input checked="" type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (exhibition)             |
| <input type="checkbox"/> Workshop/wānanga                     |   |

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

The Old School Arts Centre mission is to support and encourage arts in the community for all ages. We wish to provide after school activities for children and youth age 6-16 combining storytelling, painting and sculpture. The workshops will combine traditional European and Maori arts. The workshop programs will run for Term 1 and Term 2 with an eight-week duration for each term. Our capacity for each program is 30 children. During each term, we will be running 3 workshops during the week to enable a range of days for families to choose from. Term 1: students will work towards creating a ceramic story tile to express a favourite day and time in their life. Term 2: students will be working towards building a hanging mobile influenced by the Matariki star constellation, harvesting and the ocean. On the eighth week, (end of each term) art created will be exhibited to whanau and friends with a celebration of both kai and Waiata. We wish to secure funding to cover professional artist fees, venue hire and administration costs.

### 2. The process/Te whakatutuki: How will the project happen?

Term 1: February–April Week 1-2: storytelling with established childrens author Sarah Johnson. The aim is to forge connections and increase willingness for children to express and communicate thoughts and feelings. Students will plan and create a storyboard and learn how to put their thoughts in order in a variety of ways. A picture storyboard or collage is a fantastic way to tell a story through images. One picture can speak a thousand words. Week 3-4 drawing and defining the image and how they will work together, choosing colours to complement each other. Week 4-7 sculpture using clay techniques to create a ceramic story tile.

Term 2: May-July Week 1-2: story telling with established te reo tutor Ngaronoa Renata. This will also include foraging on the beach to collect additional art resources so that students can experiment with patterns by combining shells, driftwood and pumice. Week 3-4: drawing using card stencils to enable students to express themselves whilst learning the basics of balance and colour. Week 4-7: sculpting using clay and glazes, At the end of both terms (week 8) an exhibition will take place with the artists, tutors, whanau and friends where a recollection and celebration of what has been learnt combined with games, waita and dance will take place.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Each term will involve 30 students with 60 students over the two terms participating. Story telling will take place with two professional artists. A professional artist will teach Painting and sculpture techniques. Helping hands adults will also be part of the program to ensure child/adult ratio compliance is maintained including for H&S precautions. The exhibition that takes place in Week 8 end of term will involve whanau, tutors and friends.

### 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

The program is targeted at young people between the ages of 6-16. Students will work alongside local and professional multi media artists. Visual arts education provides opportunities for all students to perceive, respond to, create and communicate through images, allowing students to experience and apply throughout their lives the power, ideas, and emotions expressed in visual images. Story telling will help to strengthen connections with both whanau and friends. There are currently no other after school art activities based within the Whaingaroa community.



# PROJECT DETAILS (budget)<sup>181</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
20 July 2020	Art to Wear 2021	\$5,000	No
20 July 2020	Kids clay classes 2020 Term 3/4	\$1,000	No
20 March 2019	Kids clay classes 2019 Term 3/4	\$2,000	Yes
10 Sep 2019	Kids clay classes 2020 Term 1/2	\$3,157	Yes
28 March 2019	Film Festival 2019	\$3,000	Yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION <sup>182</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we agree to:**

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

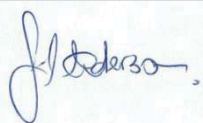
I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

# PART 1: APPLICANT DETAILS

	<input type="checkbox"/>	Group	<input type="checkbox"/>	Y
Full name of applicant:	Friendship House (Huntly) Community Charitable Trust			
Contact person (for a	Evelyn Shead & David Whyte			
Street address/PO Box:	55 William Street			
Suburb:		Town/City:	Huntly	
Postcode:	3700	Country:	New Zealand	
Email:	arts.huntly@gmail.com			
Telephone (day):				

All correspondence will be sent to the above email or postal address

Name on bank account:	Friendship House Huntly	GST number:	108259434
Bank account number:			

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

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

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/>	Council website	<input type="checkbox"/>	Creative NZ website	<input type="checkbox"/>	Social media
<input type="checkbox"/>	Council mail-out	<input type="checkbox"/>	Local paper	<input type="checkbox"/>	Radio
<input type="checkbox"/>	Council staff member	<input type="checkbox"/>	Poster/flyer/brochure	<input type="checkbox"/>	Word of mouth
<input checked="" type="checkbox"/>	Other (please provide	Connected with Creative NZ local office			

## PART 2: PROJECT DETAILS

**Project name:** Mana Murals for Huntly

Brief description of project:

Huntly has many walls / buildings / structures that get tagged. However when mural / street art is put up on these locations tagging stops. And more importantly the feel of the location changes from a bad vibe to a positive uplifting, feel good atmosphere.

This project will engage a range of local Huntly artists to create an estimated 6 murals at suitable locations throughout the township. Thus positivity impacting the whole community.

### Project location, timing and numbers

Venue and suburb or town:	Huntly township		
Start date:		Finish date:	March 2021
Number of <i>active</i> participants:	6 artists + helpers		
Number of viewers/audience members:	Thousands		

### Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

- Access and participation:** *Create opportunities for local communities to engage with, and participate in local arts activities*
- Diversity:** *Support the diverse artistic cultural traditions of local communities*
- Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

### Artform or cultural arts practice: (select **ONE** and mark with an X.)

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

### Activity best describes your project? (select **ONE** and mark with an X)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Creation only  | <input type="checkbox"/> Presentation only (performance or concert) |
| <input type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (exhibition)             |
| <input type="checkbox"/> Workshop/wānanga          |   |



## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

Huntly has as an image problem, being consistently voted one of NZ's most shittest towns in public polls. This is a self fulfilling cycle of folks not feeling great about the town, and thus not loving on it, and thus not creating an environment to be proud of, thus feeding into the loop.

However Huntly has a huge amount going for it. Many scenic lakes, some swimable which is extremely rare in the Waikato. It has the might Waikato awa, useful shops and services as well as being a fantastic commuting distance to Hamilton and Auckland is just over the bombay's.

This project can both improve the self image of the town, and address the tagging issue that concerns many residents.

Where art, in both forms of street art / graffiti or the more traditional murals, have been created on walls and structures, it has resulted in this wall receiving minimal or no tagging. It has also resulted in pride developing in the community. As local artists are celebrated by their peer group and whanau, it develops a sense of doing good, and feeling good.

So hence we are aiming to develop art on six smaller areas throughout the urban area. This may be spread into six different areas, or if a large wall / space is decided upon, then multiple artworks at this location, as well as lesser number elsewhere.

We are confident that this arts project will add value both in the short and long term to the community. The short term benefits will include the obvious such as development of skills within the community, and positivity that comes from creating art. More importantly we believe that the townfolk, doing things that improve the town, is really important. It is about demonstrating that locals have the power and ability to make a positive change in the town, and the town has people and culture to celebrate and be proud of. Thus helping change the attitude and culture of a town, and restore hope that things can change and improve for the better.

The funding is required to fund the material / consumables for the project, and supply a small koha to the artists. The price of high quality paint that will last a long time in the harsh outdoor environment is a significant cost, one that is essential to the project. Although we will be drawing on the community to sponsor / donate things such as scaffolding (if required) and other items, the paint costs are a major barrier to undertaking this project. So hence this funding application

Lastly it will be obvious to those reading this application that we are in the scoping / planning phase and this application reflects this.

### 2. The process/Te whakatutuki: How will the project happen?

The general aim will be to undertake all the mural painting in a focused effort over a weekend in February 2021. Since fine, stable weather is required. Also having a set timeframe like this, enables focused work, higher media profile and a deadline for completion!

The following milestones would need to be achieved:

**Choosing of locations** with artist and with owner of location. Obviously the owner of the wall needs to give written sign off on both the permission to use the wall, and also on the proposed design concept.

**Hazard analysis.** The locations chosen will likely have some hazards, these hazards will be minimized through donated time and material. For example if scaffolding is required this will be donated through local builders and business folk. If traffic management is required this will be donated through the council or the local traffic management companies. This will be worked out before the Christmas break / shut downs of companies.

**Sourcing of paint and supplies.** Resene will be approached for sponsorship / support. Resene corporately supports murals, and our local resene color shop owner has been very supportive in the past providing color matched paint at cost for tagging removal.

**Final coating.** The murals will be covered with an anti-graffiti coating once completed. This will be donated from either resene or the local council contractors.

**Media work.** Once the murals are complete / work is in progress the artists and team involved will promote the excellent outcomes via the local free paper, facebook group(s) so that locals can feel good about the good mahi that has occurred in their community.

So in timeline form:

**Nov:** Project start, call for artists and visiting potential artists / artist organisations. Lock in paint weekend

**Dec:** Choose physical locations, obtain written permission from owners  
Christmas break (late Dec, to mid Jan)

**Late Jan:** Undertake hazard analysis, approach organisation who can sponsor / donate to minimize hazards. Sourced paint and supplies from local suppliers. Find helpers for artists to support on paint weekend.

**Early Feb:** Contact media / plan media engagement. Preclean surfaces if required. Help artists with scheduling of workflow

**Late Feb:** Run painting weekend. Apply sealant / top coat.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

It is really important to get local buy in, to deliver both outcomes. Hence local artists will be used. Currently we are in discussion with Lee (Letari Tepana) as he is the point of contact for street art. He has street credibility with the local taggers, has successfully done large street art / graffiti projects in the past. His connections into the taggers, will enabling them to help in the creation and implication of the street art. Thus developing the skills of the taggers, and also massively reducing the probability that the street art will be tagged.

We are also keen to connect and develop the relationship with the local whanaga. This whanaga has an arts stream, so therefore it is highly likely they have local artists, or developing artists that can add value to the project, and also have positive outcomes in terms of upskilling and extending the whanaga students.

We have reached out to the local college in the past about art projects, and not gained any traction. However we will once again reach out, and also to the local Rakaumanga to see if their arts stream are interested in being on board. .

Obviously Arts Huntly will be heavily involved. Evelyn Shead is the co-ordinator for Arts Huntly and has excellent connections into the local community through the many activities that Arts Huntly is involved with Thus Evelien will have relationships, or know of, other artists in the community that can engage with this project.

We have already connected with the Huntly Community Board and they have agreed to support the project. They currently have allocated \$1000 to this, and have mentioned that they view attempts to prevent graffiti occurring in Huntly have their support. We will also approach the WDC regarding the place making budget, and also other funders such as WEL Energy Trust.

### 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

It was a difficult decision as to if this arts project was youth or diversity. Since many of the artists would be young / youthful and these young folks many of them would not have the chance to do a large artwork of this size and scope without this project.

However we choose diversity, because we are aiming to have a range of diverse artists, and thus a range of diverse art created. In an ideal world we would have six artists, but in reality it is more likely that 3 – 5 artists. Since a high self confidence required to undertake a work like this, so although we almost guaranteed to have six artists, we may not be able to attract all six to the project. The artists will be given a blank canvas, to create what they want. Obviously a few guidelines will be used, for example no gang symbols or offensive pictures. But we will encourage their ideas, and given we will have a diverse range of artists, what they celebrate and create will be highly diverse.

The diverse groups of artists will be

**Street art / graffiti art.** This is an under appreciated art form as it can be perceived as low brow, or as done by criminals. Thus to celebrate this art form is a very positive undertaking, and this also helps develop the street art community in Huntly. There isn't any places that street artists can legally or easily practice their craft, and develop into better artists in Huntly. So this would enable them to upskill and celebrate their skill set.

**Maori.** Being a whanaga, we would assume that mural art developed would have a strong Maori focus. Although Huntly has a number of murals, non have a distinct Maori focus, neither in subject or in implementation. So this gives a Maori voice to the public art, which is really important in Huntly since it has a high percentage of those who identify with the Maori culture.

If we are successful at engaging the local kura, then it would be expected that these students would have a strong Maori focus. This is because the rakaumanga obviously has a Maori focus, the local college has a very high percentage of Maori, and values Maori culture. So again this would show through in the art development.

**Western style art.** It is highly likely that there will be some artists, who will engage that have a western training / western outlook with their art. Thus this style of mural, whether it be abstract, patterns or a specific object(s), it will be a more western approach. This is important since some locations in Huntly which have ideal mural spots, the residents of that street / next to the wall, have made it quite clear that they would like a more western approach to any mural. Thus their wishes can also be respected.

We are also aware that two murals in the Indian henna style were created in Huntly next to the railway line. These are quite magnificent, but we have yet to track down who designed and created them. It would be fantastic to have this artist create further murals in the town. Thus celebrating the local Indians who although a minority the town, own a number of business, and are involved in serving the community. Thus adding to the diversity of art around the town.

# PROJECT DETAILS (budget)<sup>188</sup>

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered?    Yes        Do NOT include GST in your budget  
    No        Include GST in your budget

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item eg hall hire</b>	<b>Detail eg 3 days' hire at \$100 per day</b>	<b>Amount eg \$300</b>
Cleaning surfaces	Donated materials, ie water blaster or mechanical cleaning.	
Mural paint	\$1250 per sprayed mural (50 square meter, \$25 / can)	3 750
	\$900 per painted mural (25 square meter, \$40 / liter, 10 color palette)	2 700
Consumables	Ruff surface brush, set of high quality paint brushes, roller kit and spare rollers, \$80 per painted mural	240
Top coat	Donated	
Hazard management	Donated. High vis gear and where applicable traffic management and scaffolding.	
Koha to artists	Koha of \$300 per day, for two days (total \$600). Six artists in total	3 600
Cost estimates	Very aware that this is the first time we are doing this work, and underestimation of costs is common in first time projects. Thus 10% has been added in for additional unexpected costs.	700
<b>Total Costs</b>		<b>\$10 990</b>
<b>Project Income</b>	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
<b>Income eg ticket sales</b>	<b>Detail eg 250 tickets at \$15 per ticket</b>	<b>Amount eg \$3,750</b>
	No projected project income	0
<b>Total Income</b>		<b>\$0</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$10 990</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$ 9 990</b>

# PROJECT DETAILS (budget)<sup>189</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed
	Huntly Community Board – anti graffiti project	\$1 000	Confirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
Aug 2018	Creative Huntly	4000	yes
Oct 2018	Creative Huntly	5319.55	yes
May 2019	Creative Huntly	4570.5	yes
Oct 2019	Creative Huntly	3437.95	yes
June 2020	Creative Huntly	2821.35	yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>190</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- complete the project within a year of the funding being approved
- complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- return any unspent funds
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by the local council
- contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
  
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name

Victoria Kemp, Friendship House manager

(Print name of contact person/applicant)

Signed:

(Applicant or arts organisation's contact person)

Date:

11 / 9 / 2020

**Friendship House (Huntly) Community Charitable Trust**

**Performance Reports  
For the Year Ended 31st December 2019**

**Friendship House (Huntly) Community Charitable Trust**  
**Performance Reports**  
**For the Year Ended 31st December 2019**

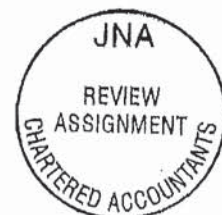
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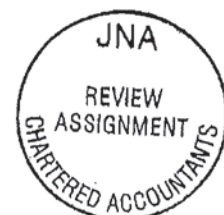
**Friendship House (Huntly) Community Charitable Trust**  
**Entity Information**  
**For the Year Ended 31st December 2019**

Legal Name of Entity:	Friendship House (Huntly) Community Charitable Trust
Type of Entity and Legal Basis (if any):	Charitable Trust registered under the Charities Act 2005
Registration Number:	CC47572
Entity's Purpose or Mission:	<p>The purpose of the Trust is to provide community resource centres to help our community thrive, using the following objectives:</p> <p>3.1 Provide a range of services and opportunities that meet the needs of the community.</p> <p>3.2 Identify, facilitate and provide opportunity for access to information, resources, activities, health, social interaction, employment, education, housing and welfare for all members of our community.</p> <p>3.3 Work together in partnership with individuals, groups, local and central government to achieve the objectives of the Trust and encourage collaboration between existing services, community resources and facilities.</p> <p>3.4 Clearly and effectively communicate the activities of Friendship House to the Huntly and surrounding community.</p> <p>3.5 Promote and support other local activities and services that are working to encourage positive change in our community.</p> <p>3.3 Other support and assistance consistent with this charitable purpose.</p>
Entity Structure:	<p>Trust Structure: The Board will comprise of no less than four (4) Trustees and no more than ten (10) Trustees. We currently have eight (8) trustees that constitute our governance board, including three executive officer positions: chairperson, treasurer and secretary. Operational Structure: Our operations are managed by three paid employees. We employ a manager, coordinator and art coordinator. Volunteer's support us with our various activities throughout the year.</p>
Main Sources of the Entity's Cash and Resources:	Friendship House (Huntly) Community Charitable Trust's main funding sources are government grants, community grants and donations/Koha.
Main Methods Used by the Entity to Raise Funds:	Fundraising activities include donations or Koha for workshops.
Entity's Reliance on Volunteers and Donated Goods or Services:	Volunteers donate time and sometimes resources to run workshops and our regular Morning Tea. The Trust receives food donations for our Huntly Community Pantry and food rescue.



**Friendship House (Huntly) Community Charitable Trust**  
**Entity Information (continued)**  
**For the Year Ended 31st December 2019**

Physical Address:	55 William Street Huntly 3700
Postal Address:	55 William Street Huntly 3700
Phone:	07 8287559
Email:	friendship.huntly@gmail.com
	<a href="https://www.facebook.com/Friendship-House-Huntly-Community-Charitable-Trust-313414105436218/">https://www.facebook.com/Friendship-House-Huntly-Community-Charitable-Trust-313414105436218/</a>
Website:	<a href="https://friendship-house.webnode.com/">https://friendship-house.webnode.com/</a>
Accountants:	Accounting Concepts, 68 Main Street, Huntly, 3700
Reviewer:	Jefferies Nock & Associates Chartered Accountants 187 Peachgrove Road 5 Cross Road Hamilton



**Friendship House (Huntly) Community Charitable Trust**  
**Statement of Service Performance**  
**For the Year Ended 31st December 2019**

Description of the Entity's Outcomes	The people in our community to flourish and grow. Friendship House and Huntly West Hub to provide the best community support provision, providing accessible opportunities for people to learn grow, play and make positive changes in their lives. Reducing isolation, a connected community, people learning new skills and using them in their daily lives, volunteers feeling valued and people feeling supported.
--------------------------------------	--

Description and Quantification (to the extent practicable) of the Entity's Outputs:	2019
Playgroup	511
Wool Gathering	346
Networking Morning Tea	107
Free Morning Tea	1158
Kids Art Club	950
Huntly Art Club	248
Mosaic Club	245
Children Art & Craft Classes	1498
Adult Art & Craft Classes:	271
Other children's activities and workshops	65
Other events and exhibitions (Art in the Park, Photography, Christmas in the Park)	783
Cooking classes, cost saving workshops, Christmas is on its way	215
Other agencies and organisations	1751
Drop in, information, other	1248
Counsellors and clients	387
Steady as you go – exercise class	405
Other group meetings (Friendship Circle, Grandparents raising Grandchildren, , NWT, FH Trust, Bellyful, Harty Sistaz, )	322
Huntly Kids Kitchen, Sunday dinner and Holiday breakfast club.	328
Food rescue (recipients)	2340
Plunket, PEPE and coffee groups	634
Huntly Community Pantry	617
Bellyful meals delivered	436
Phone calls	1801



# Friendship House (Huntly) Community Charitable Trust

## STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

### STATEMENT OF ACCOUNTING POLICES

#### Reporting Entity

The reporting entity is Friendship House (Huntly) Community Charitable Trust, set up under the provisions of the Charitable Trusts Act 1957. It is registered with the Charities Commission 2005.

#### Statement of Compliance and Basis of Preparation

Friendship House has elected to apply PBE SBE-A (NFP) Public Entity Simple Format Reporting – Accrual (Not For Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the financial statements are reported using the accrual basis of accounting. The financial statements are prepared under the assumption that the entity will continue to operate in the foreseeable future.

The measurement system adopted is that of historical cost.

### SPECIFIC ACCOUNTING POLICIES

The following specific accounting policies which materially affect the measurement of profit and financial position have been applied.

#### 1 Grants Funding Income

Grants Funding is recognised when received. Grants, which have not been expensed in the current year are carried forward to the next year and are shown in the Statement of Financial Performance and also in the Statement of Financial Position as a liability.

#### 2 Fixed Assets

Fixed assets are stated at cost less depreciation. A fixed assets and depreciation schedule forms part of these accounts in which the depreciation rates and basis of calculation is indicated. The rates used depreciate the assets over the term of their estimated useful lives.

#### 3 Income Tax

The Trust undertakes activities on behalf of its local community and is registered under the Charities Commission 2005, and therefore is exempt from Income Tax.

#### 4 Accounts Receivables

Accounts owing to the Trust are stated at their estimated realisable value.

#### 5 GST

All items in the financial statements are stated exclusive of GST, with the exception of accounts receivable and account payable which stated as GST inclusive.

### CHANGES IN ACCOUNTING POLICES

There have been no changes in accounting policies and they were applied consistently during the year.



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**Friendship House (Huntly) Community Charitable Trust**

**STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS  
 FOR THE YEAR ENDED 31 DECEMBER 2019**

**NOTES TO THE ACCOUNTS**

**Related Parties**

There are no related party transactions.

**Trustee Fees**

The Trust has paid no trustee fees.

**Contingencies**

The Trust has no identified material contingencies at balance date.

**Commitments**

The Trust has a commitment to utilising some grant income received during the year (or prior year/s) for specific expenditure items – any unexpended income is shown in the Statement of Financial Position as Unexpended Grants and is carried forward to the following year as detailed in the Statement of Financial Performance.

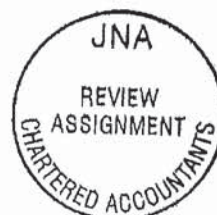
**Significant Events after Balance Date**

The Trust has no significant events after balance date.

**Going Concern**

The Trust is a community based organisation with charitable purposes. It relies on grant funding from community organisations from year to year to continue to operate along with voluntary contributions from its members and the community. The Trust remains a going concern on the basis.

	<i>Note</i>	<b>2019</b>	<b>2018</b>
		\$	\$
<b>REVENUE</b>			
Interest		433	553
Grant – WEL Energy		36,500	24,000
Grant – Trust Waikato		13,000	11,000
Grant – Lion Foundation		2,630	-
Grant – NZ Lotteries		52,000	43,000
Grant – Pub Charity		2,630	-
Grant – COGS		10,000	6,000
Grant – Tindall		1,250	-
Grant – WDC		10,688	9,003
Grant – Len Reynolds Trust		7,000	4,000
Grant – DV Brant Trust		-	2,600
Grant – Ultrafast Broadband		1,499	-
Grant – Wallace Foundation Grant		733	-
SeniorNet Donations		5	105
Donations		8,893	10,666
Rent - Plunket		9,280	9,280
Rent - Room Hire		5,159	1,214
<b>Total Income</b>		161,700	121,421
<b>Less Expenses</b>			
Accident Compensation Levy		666	238
Accountancy Fees		738	641
Advertising		141	225
Audit Fees		1,000	900
Bank Charges		-	15
Buildings		567	545
Cleaning & Laundry		617	447



# Friendship House (Huntly) Community Charitable Trust

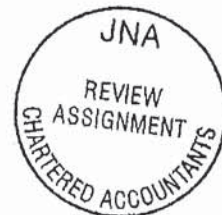
## STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Community Development Sessions	12,431	20,094
Community Pantry	2,721	5,439
General Expenses	-	820
Insurance	341	696
IRD Penalties	-	112
Light Power & Heating	1,145	1,152
Office Expenses	1,064	1,323
Printing, Stamps & Stationery	774	1,062
Rents	10,435	10,435
Staff Hospitality Allowance	1,234	917
Staff Training & Welfare	1,804	129
Subscriptions	606	688
Telephone, Tolls & Internet	3,300	3,035
Travel - National	2,018	1,136
Volunteer Appreciation	2,977	3,513
Wages & Salaries	107,250	76,386
<b>Total Expenses</b>	<u>151,830</u>	<u>129,948</u>
Net Surplus/(Deficit) Before Depreciation	<u>9,870</u>	<u>(8,527)</u>
<b>Less Depreciation</b>		
Depreciation as per Schedule	<u>1,189</u>	<u>1,711</u>
<b>Surplus/(Deficit) Before Beneficiary Distributions</b>	<u>8,681</u>	<u>(10,238)</u>
<b>NET SURPLUS/(DEFICIT)</b>	<u>\$8,681</u>	<u>(\$10,238)</u>



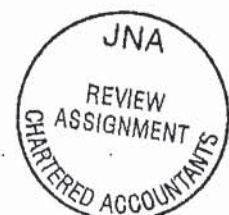
**Friendship House (Huntly) Community Charitable Trust**  
**Statement of Financial Performance**  
**For the Year Ended 31st December 2019**

	<i>Note</i>	<b>2019</b> \$	<b>2018</b> \$
<b>REVENUE</b>			
Interest		433	553
Grants		137930	99603
Sundry Income		-	-
Donations		8898	10771
Revenue from providing goods and services		14439	10494
<b>Total Income</b>		161,700	121,421
<b>Less Expenses</b>			
Operating Expenses		28506	24516
Volunteer and employee related costs		110893	79899
Community Workshop Expenses		12431	25533
Community Event Expenses		-	-
<b>Total Expenses</b>		151,830	129,948
Net Surplus/(Deficit) Before Depreciation		9,870	(8,527)
<b>Less Depreciation</b>			
Depreciation as per Schedule		1,189	1,711
<b>Surplus/(Deficit) Before Beneficiary Distributions</b>		8,681	(10,238)
<b>NET SURPLUS/(DEFICIT)</b>		\$8,681	(\$10,238)



**Friendship House (Huntly) Community Charitable Trust**  
**STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

Community Development Sessions	12,431	20,094
Community Pantry	2,721	5,439
General Expenses	-	820
Insurance	341	696
IRD Penalties	-	112
Light Power & Heating	1,145	1,152
Office Expenses	1,064	1,323
Printing, Stamps & Stationery	774	1,062
Rents	10,435	10,435
Staff Hospitality Allowance	1,234	917
Staff Training & Welfare	1,804	129
Subscriptions	606	688
Telephone, Tolls & Internet	3,300	3,035
Travel - National	2,018	1,136
Volunteer Appreciation	2,977	3,513
Wages & Salaries	107,250	76,386
<b>Total Expenses</b>	<u>151,830</u>	<u>129,948</u>
Net Surplus/(Deficit) Before Depreciation	<u>9,870</u>	<u>(8,527)</u>
<b>Less Depreciation</b>		
Depreciation as per Schedule	1,189	1,711
<b>Surplus/(Deficit) Before Beneficiary Distributions</b>	<u>8,681</u>	<u>(10,238)</u>
<b>NET SURPLUS/(DEFICIT)</b>	<u>\$8,681</u>	<u>(\$10,238)</u>





**Friendship House (Huntly) Community Charitable Trust**  
**Statement of Financial Position**  
**As at 31st December 2019**

	<i>Note</i>	<b>2019</b>	<b>2018</b>
		\$	\$
<b>CURRENT ASSETS</b>			
BNZ SeniorNet Account 01		3,731	4,001
BNZ 00		64,045	62,234
BNZ Playgroup		619	571
BNZ - Memorial Hall		4,493	50
BNZ - Groceries		302	232
GST Refund Due		962	811
Accounts Receivable		3,191	659
<b>Total Current Assets</b>		<u>77,343</u>	<u>68,558</u>
<b>NON-CURRENT ASSETS</b>			
Fixed Assets as per Schedule		10,749	6,678
<b>Investments</b>			
Term Deposit		15,990	15,613
<b>TOTAL ASSETS</b>		<u>104,083</u>	<u>90,849</u>
<b>CURRENT LIABILITIES</b>			
Accounts Payable		(2,683)	4,349
Grant Received in Advance		72,338	65,600
Funds Held for War Memorial Hall Committee		4,847	-
<b>Total Current Liabilities</b>		<u>74,502</u>	<u>69,950</u>
<b>TOTAL LIABILITIES</b>		<u>74,502</u>	<u>69,950</u>
<b>NET ASSETS</b>		<u>\$29,580</u>	<u>\$20,899</u>
<b>ACCUMULATED FUNDS</b>			
Funds Settled		31,126	31,126
Retained Earnings		(1,546)	(10,227)
<b>TOTAL ACCUMULATED FUNDS</b>		<u>\$29,580</u>	<u>\$20,899</u>

Represented by;

**ACCUMULATED FUNDS**

Funds Settled

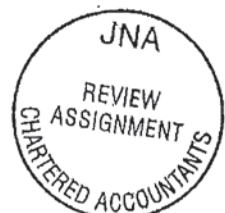
Retained Earnings

**TOTAL ACCUMULATED FUNDS**

The accompanying notes form part of this Performance Report and should be read in conjunction with the reports contained herein.

For and on behalf of the Trustees:

.....  
 Chairperson  
 .....



# Friendship House (Huntly) Community Charitable Trust

## Depreciation Schedule

### For the Year Ended 31st December 2019

Asset	Private Use	Cost Price	Book Value 01/01/2019	Additions Disposals	Gain/Loss on Disposal	Capital Profit	Mth	Rate	Depreciation \$	Accum Deprec 31/12/2019	Book Value 31/12/2019	
<b>PLANT &amp; EQUIPMENT</b>												
Heat Pump		5,304	2,923					12	10.0% DV	292	2,673	2,631
Dishwasher		1,477	534					12	20.0% DV	107	1,050	427
Carpet Cleaner		748	275					12	25.0% DV	69	542	206
Eucalyptus Toddler Playset		3,151	2,563					12	13.0% DV	333	921	2,230
Shapes Walker		368	81					12	67.0% DV	54	341	27
Dump Truck		803	176					12	67.0% DV	118	745	58
Balance Wobbler in Frame		575	126					12	67.0% DV	84	533	42
Heat Pumps				5,260				3	10.0% DV	132	132	5,128
<b>Sub-Total</b>		<b>12,426</b>	<b>6,678</b>	<b>5,260</b>					<b>1,189</b>	<b>6,937</b>	<b>10,749</b>	
<b>TOTAL</b>		<b>12,426</b>	<b>6,678</b>	<b>5,260</b>					<b>1,189</b>	<b>6,937</b>	<b>10,749</b>	



**Friendship House (Huntly) Community Charitable Trust**  
**Statement of Cash Flows**  
**For the Year Ended 31st December 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>OPERATING ACTIVITIES</b>		
<b>Cash was provided from:</b>		
Receipts from Customers	190,158	163,009
	<u>190,158</u>	<u>163,009</u>
<b>Cash was applied to:</b>		
Payments to suppliers and employees	172,355	132,587
Other Operating Activities	6,065	7,288
	<u>178,420</u>	<u>139,876</u>
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<u>11,739</u>	<u>23,133</u>
<b>INVESTING ACTIVITIES</b>		
<b>Cash was applied to:</b>		
Purchase of fixed assets	5,260	-
	<u>5,260</u>	<u>-</u>
<b>Net Cash Inflow (Outflow) from Investing Activities</b>	<u>-</u>	<u>-</u>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	<u>6,479</u>	<u>23,133</u>
Cash and cash equivalents as at 1 January 2019	82,701	59,568
<b>Cash and Cash Equivalents as at 31 December 2019</b>	<u>89,180</u>	<u>82,701</u>



## INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

### To the Trustees of Friendship House (Huntly) Community Charitable Trust

We have reviewed the accompanying performance report of Friendship House (Huntly) Community Charitable Trust which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2019, the statement of financial position as at 31 December 2019, and the statement of accounting policies and other explanatory information.

### Trustees Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- b) the preparation and fair presentation of the performance report which comprises:
  - the entity information;
  - the statement of service performance; and
  - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), and
- c) for such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

### Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400 (Revised), Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity, and the review of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit). Those standards also require that we comply with ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400(Revised) and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. We will perform procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report.

Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Friendship House (Huntly) Community Charitable Trust.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are not suitable; or that
- b) the performance report does not fairly, in all material aspects:
  - the financial position of Friendship House (Huntly) Community Charitable Trust as at 31 December 2019, and of its financial performance and cash flows for the year then ended; and
  - the entity information and its service performance for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).



**Jefferies Nock & Associates**

**3 July 2020**

**Hamilton**

# PART 1: APPLICANT DETAILS

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Malcolm Forbes		
Contact person (for a	Malcolm Forbes		
Street address/PO Box:	149a Riverlea Road		
Suburb:	Riverlea	Town/City:	Hamilton
Postcode:	3216	Country:	New Zealand
Email:	exitpersuedbyabear@gmail.com		
Telephone (day):			

All correspondence will be sent to the above email or postal address

Name on bank account:	P. G. Bousfield	GST number:	
Bank account number:			

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input type="checkbox"/>	Detail:	
Pacific Peoples:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input type="checkbox"/>	Detail:	

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input checked="" type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide		

# PART 2: PROJECT DETAILS<sup>207</sup>

**Project name:**

Brief description of project:

## Project location, timing and numbers

Venue and suburb or town:

Start date:  Finish

Number of *active* participants:

Number of viewers/audience members:

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** *Create opportunities for local communities to engage with, and participate in local arts activities*

**Diversity:** *Support the diverse artistic cultural traditions of local communities*

**Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

Craft/object art       Dance       Inter-arts  
 Literature       Music       Ngā toi Māori  
 Pacific arts       Multi-artform (including film)       Theatre  
 Visual arts

## Activity best describes your project? (select **ONE** and mark with an X)

Creation only       Presentation only (performance or concert)  
 Creation and presentation       Presentation only (exhibition)  
 Workshop/wānanga

# PROJECT DETAILS <sup>208</sup>

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

**The idea/Te kaupapa:** What do you want to do?

Stage a free outdoor performance of Shakespeare's comedy - 'Two Gentlemen of Verona' - in Raglan.

Stage a free flowing, fast paced, elegant and absorbing production that will be understandable and accessible to all.

**1. The process/Te whakatutuki:** How will the project happen?

Auditions : Late September 2020

Rehearsals : October through February

Performances : February 2021

The play will also perform at the Hamilton Gardens Summer Arts Festival - after the Raglan performance.



# PROJECT DETAILS <sup>209</sup>

## 2. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Penni Bousfield - Director : Master's degree in directing from Toi Whakaari : NZ Drama School Former head of the UCOL Theatre School and Performing Arts Certification programme. Supervised the NZ Young Shakespeare Company on their study and performance trip to Shakespeare's Globe in London and Stratford Upon Avon. Previously directed Auckland University Summer Shakespeare, Manawatu Summer Shakespeare and Slip of the Tongue

Alec Forbes - Producer and Technical Manager : Slip of the Tongue founder member ( 1989 ). Director of various summer Shakespeare's ( The Tempest / As You Like It / A Midsummer Night's Dream / Love's Labour's Lost / Much Ado About Nothing / Twelfth Night / Comedy of Errors & Two Gentlemen of Verona ( 2004 ) ). Technical Manager - Hamilton Fringe Festival ( 1992 - 2020 )

Maria Eaton - Costume Designer : Slip of the Tongue founder member ( 1989 ). Costumier for many many theatre productions - Slip of the Tongue / Cunning Plan / Black Box / Hamilton Operatic

# PROJECT DETAILS <sup>210</sup>

- 3. The criteria/ Ngā paearu:** Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

The outdoor summer Shakespeare ( under the informal collective name of 'Slip of the Tongue' ) has always been free - which enables anybody and everybody to attend, particularly families.

While Shakespeare's language will remain as written, every effort will be made - through movement and action and gesture - to 'simplify and illuminate' the text to allow all to follow and enjoy the story.

The Director – Penni Bousfield – is Raglan based, and the intent is that a number of the cast and crew will also be Raglan based.



# PROJECT DETAILS (budget)

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed
28/8/2020	Hamilton Creative Communities – for both production costs and the performance season in Hamilton – as part of the Hamilton Gardens Summer Arts Festival	1,950	unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor

Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>213</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name

(Print name of contact person/applicant)

Signed:



(Applicant or arts organisation's contact person)

Date:

# PART 1: APPLICANT DETAILS

## Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Ruth Hare		
Contact person (for a group):	Ruth Hare		
Street address/PO Box:	PO Box 179		
Suburb:		Town/City:	Raglan
Postcode:	3297	Country:	New Zealand
Email:	raglantheatreacademy@gmail.com		
Telephone (day):			

All correspondence will be sent to the above email or postal address

Name on bank account:	R Hare	GST number:	
Bank account number:			

If you are successful your grant will be deposited into this account

## Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input type="checkbox"/>	Detail:	
Pacific Peoples:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input type="checkbox"/>	Detail:	

## Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

## How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input checked="" type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide)		

# PART 2: PROJECT DETAILS<sup>215</sup>

**Project name:** Youth Performance Production

Brief description of project:

A large group of youth from 8-18 years of age, work together to mount a full-scale production for public performance.

## Project location, timing and numbers

Venue and suburb or town:

Raglan

Start date:

1<sup>st</sup> Nov 2020

Finish date:

30<sup>th</sup> Nov 2020

Number of *active* participants:

80

Number of viewers/audience members:

600

**Funding criteria:** (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities

**Diversity:** Support the diverse artistic cultural traditions of local communities

**Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

**Artform or cultural arts practice:** (select **ONE** and mark with an X.)

Craft/object art

Dance

Inter-arts

Literature

Music

Ngā toi Māori

Pacific arts

Multi-artform (including film)

Theatre

Visual arts

**Activity best describes your project?** (select **ONE** and mark with an X)

Creation only

Presentation only (performance or concert)

Creation and presentation

Presentation only (exhibition)

Workshop/wānanga

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

I want to create a performance that includes a range of youth to experience the dedication and passion of performance art. They will gain life-long skills and techniques from mounting a full-scale production for an audience.

After such a difficult year, it's a time to bring people together to enjoy each other and the community. The students together work to put the production on. Our supportive community come in their droves to experience a one-off theatrical experience in its home town, from its home grown youth.

### 2. The process/Te whakatutuki: How will the project happen?

Youth and members of the community will work together to rehearse and mount the production as a group.

The process:

Begin brainstorm of creation of performance: July-Oct

Rehearsals in Town hall and beginning of project: Nov

Show: end of November.

Funding is needed and much appreciated to get such an ambitious project off the ground.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Youth of Raglan from 8-18 years of age.

Ruth hare – director, choreographer and producer

Madeline Alexander – costume designer and creator.

Community come and assist students in the set building, prop creating: Pete Van der Weerden, Amy Hanna, Angela Fisher, Simon Willison.

### 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

I am applying for the funding criteria for: young people. Raglan's youth from 8-18 years participate as a large group with help from myself and key community members. This enables youth who do not otherwise have the experience, to perform and take part in a full-scale production.





# PROJECT DETAILS (budget)<sup>218</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
2019	Youth Theatrical Production	\$4256.30	Yes
2017	Theatre Production	\$3500.00	Yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>219</sup>

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

**If this application is successful, I/we agree to:**

complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

complete the project within a year of the funding being approved

complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

return any unspent funds

keep receipts and a record of all expenditure for seven years

participate in any funding audit of my organisation or project conducted by the local council

contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

acknowledge CCS funding at event openings, presentations or performances

use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>

I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987

I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name Ruth Hare

(Print name of contact person/applicant)

Signed: Ruth Hare

(Applicant or arts organisation's contact person)

Date: 11/9/2020

# QUOTE

RAGLAN THEATRE ACADEMY

**Date**

21 Jul 2020

Event Technique Limited

PO Box 15343

**Quote Number**

QU-0009

Dinsdale 3243

Hamilton

**Reference**

THE HOBBIT

**GST Number**

097-357-765

## The Hobbit 2020 Fri 27th, Sat 28th and Sun 29th of November, with Pack in on Thursday 26th November

### LIGHTING AND SOUND SERVICES

Description	Quantity	Unit Price	Amount NZD
PARTS: SOUND AND LIGHTING EQUIPMENT HIRE AS PREVIOUS	1.00	2,000.00	2,000.00
LABOUR SNR TECH	24.00	60.00	1,440.00
TRANSPORT	200.00	1.00	200.00
		Subtotal	3,640.00
		TOTAL GST 15%	546.00
		<b>TOTAL NZD</b>	<b>4,186.00</b>

### Terms

All goods remain the property of Event Technique until paid in full. Late payment voids any discounts applied. Collection costs of overdue accounts will be charged to the account holder. Interest at the rate of 3% per month may be added to overdue accounts. Event Techniques terms and conditions of trade apply.

## PART 1: APPLICANT DETAILS

### Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Whanau & Whenua Trust	
Contact person (for a group):	Melysa Tapiata	
Street address/PO Box:	PO Box 107	
Suburb:	Town/City:	Meremere
Postcode:	Country:	New Zealand
Email:	mekarmel@hotmail.com	
Telephone (day):		

All correspondence will be sent to the above email or postal address

Name on bank account:	M. Tapiata	GST number:	
Bank account number:	This to be confirmed at a later date		

If you are successful your grant will be deposited into this account

### Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input type="checkbox"/>	Detail:	
Māori:	<input checked="" type="checkbox"/>	Detail:	
Pacific Peoples:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input type="checkbox"/>	Detail:	

### Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

### How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/>	Council website	<input type="checkbox"/>	Creative NZ website	<input checked="" type="checkbox"/>	Social media
<input type="checkbox"/>	Council mail-out	<input type="checkbox"/>	Local paper	<input type="checkbox"/>	Radio
<input checked="" type="checkbox"/>	Council staff member	<input type="checkbox"/>	Poster/flyer/brochure	<input type="checkbox"/>	Word of mouth
<input type="checkbox"/>	Other (please provide detail)				

## PART 2: PROJECT DETAILS

Project name:

Brief description of project:

Venue and suburb or town:

Start date:

Finish date:

Number of active participants:

Number of viewers/audience members:

**Funding criteria:** (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities

**Diversity:** Support the diverse artistic cultural traditions of local communities

**Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

**Artform or cultural arts practice:** (select **ONE** and mark with an X.)

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

**Activity best describes your project?** (select **ONE** and mark with an X)

<input checked="" type="checkbox"/> Creation only	<input type="checkbox"/> Presentation only (performance or concert)
<input type="checkbox"/> Creation and presentation	<input type="checkbox"/> Presentation only (exhibition)
<input checked="" type="checkbox"/> Workshop/wānanga	
<input type="checkbox"/>	

## PART 3: DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- complete the project within a year of the funding being approved
- complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- return any unspent funds
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by the local council
- contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name:   
(Print name of contact person/applicant)

Signed:   
(Applicant or arts organisation's contact person)

Date:

## 1. The idea/te kaupapa:

**Creative Meremere** is a community initiative to create and provide a space and opportunity for the people of Meremere to engage and connect in creative activities and art experiences.

Funding is needed to pay for a Project Manager position for 6 months with the aim of building and developing an arts and creative service in Meremere. The Project Manager of this initiative will be Melysa Tapiata, she has a background in teaching all ages from babies in kohanga, to being a Career advisor for high school kids as well as teaching adults Te Reo Maori. She has a degree in Maori Visual Arts and a Postgraduate degree in Professor Creative Practice, and has worked with youth and adult groups to create street art and murals whilst living in Hawkes Bay. Melysa has project managed and created marketing material for many art exhibitions. In this position it will be Melysa's responsibility to facilitate art growth in Meremere and build community capacity. She will develop and advertise program material and resources, manage administration and registrations, facilitate workshops as well as network with other artist/people who are interested in running workshops in Meremere. She will source materials and funding to grow the arts as well as keep transparent financial records. She will coordinate and manage the entire project.

Meremere is a geographically isolated community, there are currently no other arts or creative organisation/provider in the town. There are also no other after school activities available in the town and the only weekend activity is the Kokiri Skate Club that Melysa and her husband Antonio Maaka have been voluntarily running the club since March 2020. The club currently consists of 15 consistent participants ranging from ages 5-16 who get together once a week, three times a month.

The population of Meremere is just under 500 however it is growing fast and has a wide variety of ages and cultures/ethnicity. There are lots of youth in Meremere that have left school early and have nothing to do, there are also a few whanau who have parents at home with young children due to the puna at Meremere being at full capacity as well as the community growing rapidly. This project will provide the people of Meremere something creative to do in a safe whanau environment, this project also has the capacity to be bilingual as Melysa the project manager is fluent in Te Reo Maori.

Target groups for this project have been identified and will increase in number and diversity as the capacity of the community grows.



Current identified groups listed below,

- Pēpi mā- aimed at targeting parents with young children, 0-6years old, parent and child activity. Delivered during school hours and during the school term. 2 hour sessions.
- Kura kids- aimed at school aged children 5-12 years old. Delivered after school once a week during school term. 2 hour sessions. Max 10 children. Registration will be on a monthly basis and asking for a Koha for participation.
- Rangatahi- aimed at youth aged 13-21. Delivered once a fortnight, sometimes the weekend. 2 hour sessions

## **2. The process/ te whakatutuki:**

There will be a series of workshops and creative experiences on offer over the course of 6 months from November 2020 to April 2021 at the Meremere Community Hall.

### Pēpi mā workshops

Delivered by Melysa to a parent/guardian with a pepi or a pepi on the way.

Max 12 participants. Koha for participation.

- Create busy boards that whanau can take home - December 2020
- Create DIY musical instruments that whanau can take home- February 2021

### Kura Kids Creations

Delivered by Melysa to the school kids some low cost crafts that encourage creativity with a christmas twist, we will work on creating gift packages that the kids can give to whanau/kaumatua or a charity of their choice. Max 10 children. Koha for participation.

List of activities is as follow for Nov-Dec 2020

- Create pop up cards
- Create chocolate moulds and special packaging
- Create island lollie necklaces with cellophane
- Weave harakeke flowers
- Rock painting- christmas theme
- Cardboard painted photo frames

In Term 1 of 2021 we will work together on creative crafts/activities that encourage creativity and enhance well being.

List of activities is as follows for Feb-March

- Create stress balls 1x for the child to take home 1x to donate to the school
- Create, decorate and learn how to use a gratitude journal to take home
- Rock painting-nature theme
- DIY musical instruments- spin drums, rainsticks to take home
- Create poi and tītītorea
- Learn to make simple healthy recipes to take home and donate to the community pataka kai eg sushi, muesli slices, no bake peanut butter oat balls

### Rangatahi sessions

Nov 2020- x2 workshops delivered by Melysa and Antonio (Youth coordinator), to conceptualise ideas for an entrance mural in the skate park as well some murals on the skatepark itself. These workshops will include a discussion about the history of Meremere, where Meremere got its name from and the significance that name has to the people and this place. We will discuss design concepts, how to use colour to create impact and how to create kowhaiwhai patterns. We will then spend time brainstorming ideas, create conceptual drawings and then decide on final design.

Dec 2020- Complete Mural with rangatahi- estimated 20 hours to complete. Estimated to be 15-20 rangatahi involved. This will be a free workshop for the participants.

February- March 2021- x4 workshops to design a label or logo for their youth group learn about composition, colour and different printing techniques. Decide on the final design method and youth will print designs on shirts/singlets for them to keep. Koha required for this workshop.

### **3. People/Nga tangata**

Lianne Van der Bemd- Waikato District Council, Meremere Community Development Committee, Whanau & Whenua Trust, North Waikato Arts Collective, Susan Ferguson- Meremere Librarian, Joe Wilson- Council Youth Engagement Officer

The participants of this project are targeted at all people of Meremere, due to its low socioeconomic status this project will have some free activities but some workshops will ask a koha from participants to contribute for certain materials/resources.

Melysa Tapiata will facilitate the workshops proposed in this project, alongside volunteers in the community when needed- Cecilia Heta (Meremere Holiday program coordinator), Antonio Maaka (Youth coordinator and Head teacher of Kokiri Skate club) Lili Vaine (Secretary of Whanau and Whenua Trust)

As stated earlier in the application Melysa has an education and arts background, She is a full time artist: entrepreneur that has exhibited artwork nationally and internationally. She is also a mum to two young children and strives to be a good role model for her family and community, she is passionate about art and helping to make a difference in the community and world by spreading inspiration and creativity where ever she goes. Melysa has a variety of skills to offer the community, a copy of her C.v is attached to this application.

Melysa is also the manager of Kokiri skate club alongside her Husband Antonio who is the head teacher of the club.

Melysa has also delivered 2 workshops under the Toi Ako Te Kauwhata Programme, one was a Kowhaiwhai workshop the other was a Poi making workshop, I have attached in the supporting material Lauren's report of the Kowhaiwhai workshop. Melysa has also volunteered at the holiday program and created art activities for the kids to do, photos of this are attached in the supporting material also.

#### **4. The Criteria/ Nga paearu**

##### Access and participation

This project will allow the people of Meremere to have access to engage in creative activities and art experiences. Activities will target specific audiences eg parents with young children, school kids and the youth. This is projected to grow as the project gains reputation in the community.

##### Some benefits for the participants

- participants will learn to express themselves through art
- participants will have the opportunity to create and gift some creations to those less fortunate
- children and youth will have something constructive and recreational to do after school and some weekends
- exposure to creative experiences result in enhanced well being
- The rangatahi as well as the whole community will learn the history of the name of Meremere through the mural and it will help them connect to the land as well as have pride in themselves and their town.

There are no other art activities happening in Meremere, there is a youth group that meets weekly but they are struggling to keep the youths attention and running out of

things to do. This project will provide an opportunity for the youth to do and broaden their experience in the creative arts sector. This will also provide an opportunity for collaboration to develop some youth leaders.

Toi Ako Te Kauwhata is the nearest art organization to Meremere, this is not convenient or easily accessible to whanau in Meremere which limits participation. This project will fulfill the gap of arts currently in Meremere, it will bring vibrancy and positive experiences for the people and town.

### Budget

The budget information is attached to this application.

### Support material

Support letters and material have been added to this application as well as Melysa's CV. This is the link to her art facebook page which has photos of some of her work

<https://www.facebook.com/DivineArtistry/>

# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered?    Yes     Do NOT include GST in your budget  
    No     Include GST in your budget

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item eg hall hire</b>	<b>Detail eg 3 days' hire at \$100 per day</b>	<b>Amount eg \$300</b>
Project manager Position	8hrs a week x 26 weeks at \$35 per hour	\$7,280
<b>Total Costs</b>		\$7280
<b>Project Income</b>	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
<b>Income eg ticket sales</b>	<b>Detail eg 250 tickets at \$15 per ticket</b>	<b>Amount eg \$3,750</b>
<b>Total Income</b>		\$
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	\$7280
<b>Amount you are requesting from the Creative Communities Scheme</b>		\$



# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes  Do NOT include GST in your budget  
 No  Include GST in your budget

<b>Project costs</b>		Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.
Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300
Rangatahi workshops	Tutor fees x2 8hours x \$30	\$480
Printing	Admin and Venue	\$250
	Materials	\$350
x4 2 hour sessions	Voluntary Places	\$200
<b>Total Costs</b>		\$1280
<b>Project Income</b>		Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.
Income eg ticket sales	Detail eg 250 tickets at \$15 per ticket	Amount eg \$3,750
Participation fee	Koha based	\$350
Other funding	Meremere Community Development	\$500
<b>Total Income</b>		\$850
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	\$430
<b>Amount you are requesting from the Creative Communities Scheme</b>		\$

# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes  Do NOT include GST in your budget  
 No  Include GST in your budget

<b>Project costs</b>		
Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.		
Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300
Rangatahi Workshops	Tutor fee x 2 26 hours x \$30/hr	\$1560
Mural	Admin and Venue	\$150
2 days	Materials	\$300
2 hour session each day	Voluntary Places	\$100
20 hours to complete mural		
<b>Total Costs</b>		\$2110
<b>Project Income</b>		
Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.		
Income eg ticket sales	Detail eg 250 tickets at \$15 per ticket	Amount eg \$3,750
Other funding	Meremere Development Committee	\$500
<b>Total Income</b>		\$500
<b>Costs less income</b>	<i>This is the maximum amount you can request from CCS</i>	\$1610
<b>Amount you are requesting from the Creative Communities Scheme</b>		\$



# PROJECT DETAILS (budget)

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes  Do NOT include GST in your budget  
 No  Include GST in your budget

<b>Project costs</b>		Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
Item eg hall hire	Detail eg 3 days' hire at \$100 per day	Amount eg \$300	
Kura Kids Creations 2020	Tutor fee 28 hours x \$30 pr hr	\$840	
	Venue & Admin	\$400	
	Materials	\$300	
	Voluntary Places	\$200	
2021 Term 1			
x 8 2hr sessions			
<b>Total Costs</b>			\$1740
<b>Project Income</b>		Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
Income eg ticket sales	Detail eg 250 tickets at \$15 per ticket	Amount eg \$3,750	
Participation fee	Koha based	\$200	
Other funding	Meremere Development Committee	\$250	
<b>Total Income</b>			\$450
<b>Costs less income</b>	<b>This is the maximum amount you can request from CCS</b>		\$ <del>1290</del> 1290
<b>Amount you are requesting from the Creative Communities Scheme</b>			\$10,980

All the other budgets have been added to this total.

# PROJECT DETAILS (budget)<sup>234</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/ unconfirmed
In progress	Meremere Community Development	\$1550	unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waic.govt.nz](mailto:funding@waic.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here

[www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waic.govt.nz](mailto:funding@waic.govt.nz)

0800 492 452 - Lianne van den Bemd

## Kowhaiwhai Painting 2019

Meremere local Melysa Tapiata taught this workshop. Our goal was to create kowhaiwhai inspired panels that Melysa can incorporate into an installation somewhere in Meremere. The workshop was held in the school holidays and widely promoted through the school, social media, community committee and youth group. A small but enthusiastic group of 12 attended.

### Next step

- Continue conversations with Melysa and the Community Committee towards completing and installing the work
- Supporting Melysa pursue other mural projects in the community. She is discussing the water tower and bus stop with the committee.
- We have offered to run another creative workshop of some time for the Meremere School Holiday Programme.



What did you enjoy about this workshop?

*Thanks Melysa and Lauren my grand girls had a blessing day getting into the artwork and having fun was such a beautiful artful day there were some fabulous designs being done today big thumbs up too everyone – Cece*

*Had an AWESOME day at Meremere today with Melysa Tapiata and co ordinator Lauren Hughes. Creating fabulous kowhaiwhai panels for their Community.....Thanks for the invitation.....Meremere is going to look really colourful. thanks to all of the mums and children who attended and tautoko/supported the day. – Charlotte*



## Splash'n Dash 2019 – Free Creative Expression for Kids

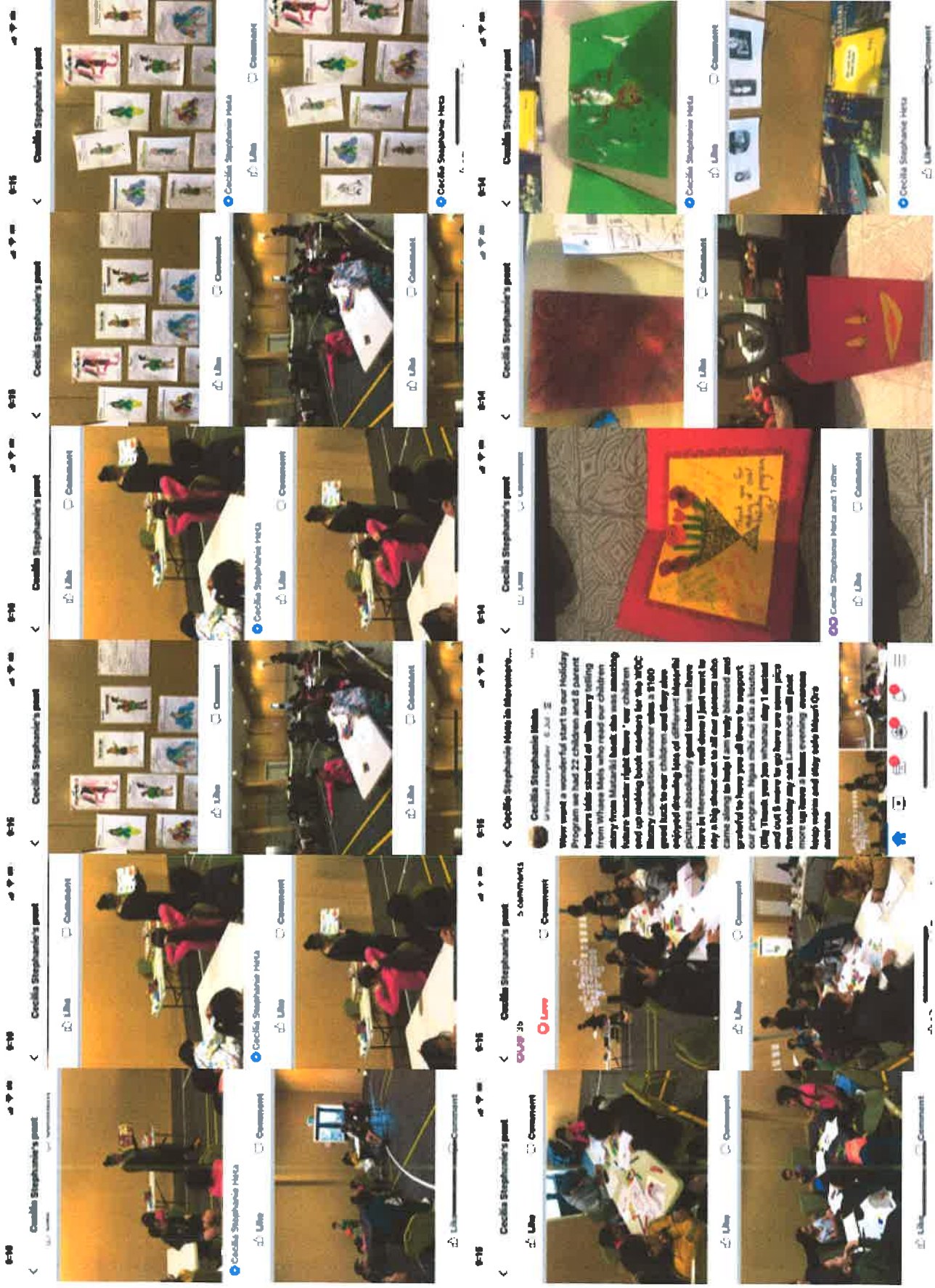
We officially launched Toi Ako at our annual free Children's Day event. We ran three free tents where anyone could try fabric painting, rock painting and flax weaving. We also used the opportunity to talk with the community and gather contact details. Over 600 people attended Splash'n Dash and based on the materials used we estimate 100-120 people, mostly children, came and created with us.

Thanks to our volunteer tutors assisting on the day - Wendy Katipo, Melysa Tapiata and Sandra Pace

Next steps –

- Continue to offer opportunities for people to encounter opportunities for creative expression in the community. Partner other local events throughout the year.
- Work with the TK Photography Club to capture our great community events. Work towards an exhibition.







2 attachments



image3.png  
215K

image4.png  
232K



Friday 11 September 2020

Manurewa Marae  
81 Finlayson Avenue  
Clendon Park  
Auckland, 2103

To whom it may concern,

This is a letter of support for Melysa Tapiata.

I have worked alongside Melysa to facilitate workshops with Rangatahi whilst we worked together at Hukarere Maori Girls College.

We ran workshops on print making, painting and self-improvement strategies. We have also facilitated many successful art exhibitions that resulted in the sale of all the artworks, this is a tribute to Melysa's work ethic, value and skill.

She is a joy to work with and can relate well with children and youth, I would highly recommend her work and programs, she is an asset to any community.

Feel free to contact me on (021) 0781-007 if you have any questions.

Nga mihi,

A handwritten signature in black ink, appearing to read 'Jessica Mackey'. The signature is fluid and cursive, with a prominent initial 'J' and a trailing flourish.

Jessica Mackey

Are you applying as an individual or group?	Individual	<input type="checkbox"/>	Group	<input checked="" type="checkbox"/>
Full name of applicant:	Every Body is a Treasure Trust			
Contact person (for a group):	Mandi Lynn			
Street address/PO Box:	191 Plateau Road			
Suburb:	Te Marua	Town/City:	UH	
Postcode:	5018	Country:	New Zealand	
Email:	hello@clickhappy.org			
Telephone (day):				

All correspondence will be sent to the above email or postal address

Name on bank account:	Every Body is a Treasure Trust	GST number:	123-933-699
Bank account number:			

If you are successful your grant will be deposited into this

account

**Ethnicity of applicant/group** (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input type="checkbox"/>	Detail:	
Māori:	<input type="checkbox"/>	Detail:	
Pacific Island:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input checked="" type="checkbox"/>	Detail:	all

**Would you like to speak in support of your application at the CCS assessment committee meeting?**

Yes:  No:  If Possible via Zoom.

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

**How did you hear about the Creative Communities Scheme?** (select ONE and mark with an X)

<input checked="" type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide detail)	bumped into LeeAnne from Expressions	



# PROJECT DETAILS

**Project name:**

The Mojolution - Body Confessions Webseries - and Photo Exhibition Creation

Brief description of project:

Award winning Body Compassion Photography Exhibition, Webseries and Artist Talk. Waikato women are invited to join the Luscious Order of Golden Shield Maidens by posing topless covered in golden clay for Mandi Lynn’s Every Body is a Treasure Award Winning Exhibition. The exhibition is a counterpoint to the 400-600 photoshopped images. We are expanding the exhibition featuring women from Waikato, recording a Web series, and delivering an artists talk. This workshop won the Health and Wellbeing category in the Wellington Regional Community Service Awards, became a TEDx talk and has been made into a documentary backed by the NZ Film Commission....we want to bring this act of activism to the Waikato.

**Project location, timing and numbers**

Venue and suburb or town:	TBD - after consultation with Creative Waikato		
Start date:	Set up Friday 12 Feb 2021	Finish date:	Wednesday 17 Feb 2021 for local production. But will be at least one month in post production before release.
Number of <i>active</i> participants:	98		
Number of viewers/audience members:	This will be published on Vimeo for a worldwide audience and we are currently seeking a NZ distribution partner. But our own email list is over 10,000 who will receive a link to the episodes.		

**Funding criteria:** (select *ONE* and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project’s main focus.

- Access and participation:** *Create opportunities for local communities to engage with, and participate in local arts activities*
- Diversity:** *Support the diverse artistic cultural traditions of local communities*
- Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

**Artform or cultural arts practice:** (select *ONE* and mark with an X.)

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

**Activity best describes your project?** (select *ONE* and mark with an X)

<input type="checkbox"/>	Creation only	<input type="checkbox"/>	Presentation only (performance or concert)
<input type="checkbox"/>	Creation and presentation	<input type="checkbox"/>	Presentation only (exhibition)
<input checked="" type="checkbox"/>	Workshop/wānanga		

**Cultural tradition of your project** (mark with an X, you can select multiple options)

European:	<input type="checkbox"/>	Detail:	
Māori:	<input type="checkbox"/>	Detail:	
Pacific Island:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input checked="" type="checkbox"/>	Detail:	Celebrating the gift of the body has ancient roots going back to carvings found in many cultures from around the world, paintings, and now photographs.

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

Auntie Mandi?  
Am I Fat?  
This question was asked by my 5 year old niece during the Christmas Holidays of 2016. It has forever changed my life and sent me on an artistic adventure to try and figure out what we can do collectively to shift body shame in our youth in one generation.

- Each day our daughters see an estimated 400-600 photoshopped images.
- Body shame is present in 80% of 18 year old women.
- Our youth spend 7-9 hours a day staring into a device receiving curated messages that they are “not enough” without this thing, being held by a photoshopped or completely digital creation that rarely matches their personal reality.
- Social media is credited with a rising number of girls aged 10-14 experiencing suicidal ideation and self harm.
- Depression and Anxiety and self harm are unfortunately a common experience among our young women.

The Every Body is a Treasure is an act of HeArtivism. An artistic attempt to increase the levels of

self compassion among the people who experience either posing for or witnessing the exhibition or web series. Researcher Kristen Neff explains that Compassion is made up of 3 key components

- kindness
- common humanity
- mindfulness

Compassion is also one of the most strongly researched counter weights against self harm or suicidal ideation.

The Mojolution Workshops and Webseries is exploring these three elements by actively putting women in a situation where they are challenged to assess the levels of kindness they have offered their own body. And by joining the common humanity of the other women who have joined the “Luscious Order of Golden Shield Maidens” by covering themselves in golden clay as an act of love for the next generation of women. The act of covering with the clay is an act of body mindfulness in and of itself.

Our end game is to create a counterpoint to the daily consumption of photoshopped images. So we are travelling the country in our golden caravan studio looking for women keen to be involved.

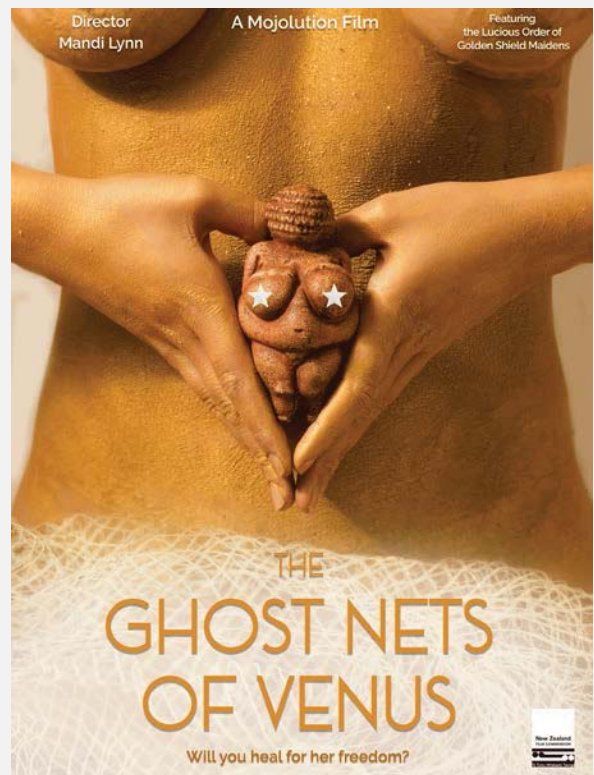
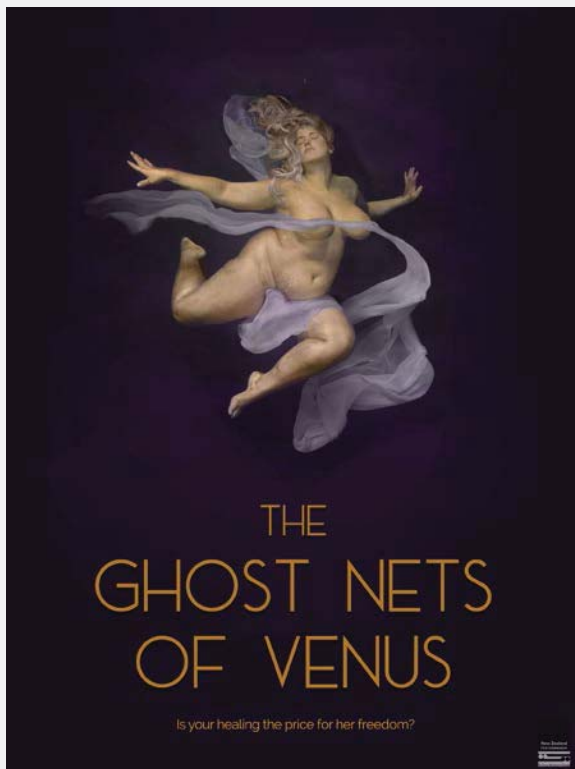
The Body Confession’s webseries episodes we are creating alongside the exhibition are touching, vulnerable, intimate stories of women and their body shame secrets and their dreams for change in their relationship with their own body. This aids in developing common humanity far beyond the immediate reach of the project within the Waikato as it will be produced and aired Internationally

on Vimeo with no restrictions for viewing by region (but with a mature audiences rating - which gives parents an opportunity to watch with their daughters if they choose) The Women of Waikato series will feature 5 anonymous tales of local women brave enough to step in front of Mandi's camera and share their stories. The content collected will become an audio visual component that travels with the photographic exhibition once completed and will be turned into a Vimeo webseries. Some of the stories will also feature in the book that is being written about the series. And components may be used in the Mojolution Podcast in development stages at the moment.

The photographs and the stories are collected in our HeArtist HQ, our Golden Caravan mobile studio, which can travel through the region bringing our production and private photographic studio to communities. Increasing our reach and decreasing barriers to participation.

Mandi Lynn, a TEDx speaker and past winner of New Zealand's Creative Photographer of the Year, will hold an artists lecture, writing workshop, and Q+A about the project before setting up camp and collecting local images of volunteer models. The lecture will be held in a space where the exhibition is hung showing what has happened to date. Women will be able to sign up to be one of the models later in the week at the talk.

This workshop series has been made into a film backed by the NZ Film Commission and is currently in Post Production slated for a NZFC backed International film festival run in 2021. The webseries allows us to make the concept of the film available to Kiwi audiences prior to the release of the film. And will help build a more expansive grass roots audience for the film when it is released in NZ. Currently our mailing list is sitting at just over 10,000 people.



**2. The process/Te whakatutuki:** How will the project happen?**Friday Afternoon 2 pm- Every Body is a Treasure Pop Up Exhibition Opens.****Friday Evening**

6pm Artists Lecture about the making of the Every Body is a Treasure Exhibition. Followed by a Q+A. For ages 8+ with Parental guidance.

This will happen surrounded by the Exhibition to date.

7pm -The lecture also features a workshop component Mandi shares an artistic tool she uses to help herself and women connect in a compassionate way with their bodies if they feel too “in their head” Or if the inner critic is getting the best of them.

Local community women support groups will be invited to have a free table at the event.

**During the following week:**

Bookings will be available for half hour slots during the following week for photographs and interviews in the HeArtivists HQ. From 3pm - 8pm. We have 30 slots but our aim is for 25 interviews due to lost nerve and illness. For those who identify as women 18 years or older.



This was our caravan version one. We are now finishing renovations on a larger model with a recording studio inside.

## **Consent and anonymity**

Women will be able to choose one of three levels of filming and will commit to these levels via signed written consent in a model release

### **Fully anonymous**

- Camera is just on torso without her face.
- Voice is altered.
- Photo of model is taken of face just for consent records but never posted anywhere. Name not listed in credits.



## **Partial anonymity**

- Face is framed from a camera to the side telling story but separated from body
- Body is framed square to the front
- Voice is unaltered
- These two frames will not be used in the same piece together.
  - The voice recording and the face recording of her story might be cut for a future webseries or art piece but will not be linked to her front on nudity shot.
- Name not listed in the credits

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## **Complete consent**

- Wide shot will be taken of the woman as she is writing the words.
- Face shot, and over the shoulder shot.
- Her voice will be unaltered.
- Name listed in the credits.

They will be briefed on these options before they come on the day and will be asked to decide prior to arrival.

After filming they will be given links to local and national mental health support numbers.

They will be told that they have two weeks from filming to change their mind about their level of consent and can travel from full consent, to anonymous, to all the way to “please do not use my content in anyway” After that point the content will be digested into our production files and will not be able to be altered. The women will not be able to travel from anonymous to complete consent however as we would need to reshoot to achieve these levels.

Photography is for those who identify as female who are 18 or older.

The women will be informed that Tattoos will possibly remove the anonymity of the close crop shot that sits from neck to belly in this series and that the clay will not 100% hide them for the photographs in the Exhibition..

## **In the Studio:**

Each woman is asked to come with a shirt that she doesn't mind getting dirty or a dressing gown that is washable.

She will come into the studio and may bring a support person with her if she wishes.

She will be given a choice to simply "go for the gold" or to shed some shame first.

**Going for the Gold** is just simply covering yourself in golden clay from the waist to the neck and being photographed. The clay is a healing clay used for therapy sessions and is mixed with golden mica to give the beautiful sheen.

The **shedding of shame** follows the following process.

She will be asked to write down three words that have been used against her body either by herself or by others. She will disrobe from the waist up and will be given an eyeliner pencil to write the words on her chest where she chooses. She is invited to tell me her story about the words and what they mean to her and why. She is then given a wet wipe to wipe away her words and she is asked to pick 3 words of compassion towards her body. These are then written in gold on her and she is asked why she chose those words. After this she "bakes the words in" by covering herself in golden clay provided and the photograph is taken for the exhibition.

Before she leaves she is given a sheet of paper with the community mental wellbeing support networks in case the experience has triggered any past trauma that was not ameliorated by the witnessing. She is also given a link to a dropbox where her image will be provided for her.

There are no washing up facilities in the caravan so the women will need to go home with the clay still in place to wash off.

5 Stories will be chosen from the shared stories to reflect the diversity of the stories told and they will be produced and published weekly on Vimeo for 5 weeks as part of the Waikato Women's segment. Some of the other stories may feature in the book. All images will eventually feature in the Exhibition and the Book. Portions of the content could be potentially used in the Mojolution TV Series currently in development.

## **Deliverables:**

- Waikato women will be given the opportunity to pose for the Every Body is a Treasure Exhibition - up to 30 women.
- Artist Talk among a one evening pop up Every Body is a Treasure Exhibition.
- 5 episodes of the Body Confessions Webseries.

## **Funding shortfall questions answered-**

If we are unable to receive full funding the above is our order of priority for deliverables. Our priority is to find full funding to allow for full production through multiple funding streams.

We have also coupled this project to occur with other projects both in your region and in Hamilton and Waipa so if we are successful with any of the others this will decrease the



transport costs across the grouping. .

## COVID Plan

- Covid tracing barcode and sign in sheets will be available as well as hand sanitizer.
- Talk will be limited to 98 people in the audience.
- Project can only go ahead at level two or below.
- If higher levels come during planned shooting we will reschedule for when the levels drop.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

#### **Mandi Lynn - Artist/Director**

-Past winner of New Zealand's Creative Photographer of the Year.

-Founder of [Every Body is a Treasure Trust](#)

-Director of "The Ghost Nets of Venus" the first / only so far documentary funded through the Fresh Shorts Grant from the New Zealand Film Commission.

Mandi's TEDx talk can be seen by following this link:

<https://www.youtube.com/watch?v=TGIibuDsQBg>

#### **Production Team:**

##### [Carrie Thiel Producer](#)

- Performance Director who specializes in violence and intimacy-

- Has supported directors on 4 Oscar winning and 2 Oscar nominated films.

- MFA Theatre

##### [Alex McShane](#)

-MFA Film Producer - will be acting as onset producer and Data Wrangler.

##### [Chris Winter](#) - Sound Design Composer

Chris also has worked in sound design on several Oscar winning films. And is the lead composer for Ghost Nets of Venus. He came on to the project as a father of two daughters and when he saw our rough cut "when I wiped back my tears I knew I had to be involved with this project."

##### [Conan Stott - Editor](#)

-Warner Brothers Lead Editor

-Editor of *Ghost Nets of Venus* and *Daniel*

Link to our roughcut of the Ghost Nets of Venus. This will give you the sense of our storytelling capabilities (content warning partial nudity and discussions of violence). Please do not share this link outside of the grant assessment team.

Ghost Nets of Venus - (Private Rough cut link) <https://vimeo.com/430943369>

PW - GNOV02

#### **Community Links**

We will be liaising, art groups, photography groups and women's wellbeing groups to share with their members. Our intent is to connect with a value aligned group to build a collaborative relationship for the project. We will have free tables where people can share what they are doing as an organization for

women's wellbeing in the region during the talk and at the exhibition and we will also take the opportunity during our stay in the region to interview the leaders of these organizations for our Mojolution podcast we have in development at the moment.

However we will only begin this rewarding relationship building development work in the regions we receive an invitation through Creative Communities Funding.

We welcome Creative Waikato's local knowledge of whom we would be best to connect with in the region.

**4. The criteria/ Ngā paearu:** Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

**Access and Participation -**

Our project is open to all who identify as women. We actively have planned for and supported inclusivity in our production no matter a person's size, shape, ability, number of boobs, ethnic origin, or gender at birth.

The caravan will be taken to up to three areas in the region in order to facilitate access and participation. The caravan door is not wheelchair friendly so if there is a disabled woman in a wheelchair who wishes to participate it is possible to bring the studio to the woman's home and set up around her. All we need to do is set up our white background and bring in the lights, sound gear and camera. The caravan is set up to have these parts easily dismantled and reestablished in other locations.

We have made the talk and the photoshoot free so that there are no economic barriers to participation. In the past we have found that it is a diverse group that attend and many have told us that if there were a charge they would have not been able to cover it. These stories are often ones of deprivation and heavy levels of historical trauma...these are the stories that have been hidden for a long time and by exposing them to light they have the opportunity to heal. Therefore we seek funding to keep our workshops free.

Many of our past attendees have reported to us that attendance marked a dramatic turning point in their life. "I define my life as having two halves, before Bull's and after Bulls. Everything has changed." Tracy one of the women featured in Ghost Nets of Venus who attended the Finding Venus workshop in Bulls (the predecessor to the Mojolution Series)

By creating the webseries we open up the project to the world not just the direct participants.



# PROJECT DETAILS

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/ unconfirmed
	We will apply for extra support from WelTrust and Norah Howell Trust to cover the difference in the region but have not yet applied. And will make up any difference ourselves where possible.		

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
Feb 2020	Click Happy Manukau	3500	no
2018	Finding Venus - Rangitikei	\$2,660	yes
2018	Finding Venus (Every Body is a Treasure) - Upper Hutt	\$2,784	yes
2018	Finding Venus - Waipa	\$2,753	yes
2018	Finding Venus - S. Taranaki	3785	yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

# PART 3: DECLARATION<sup>253</sup>


You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- complete the project within a year of the funding being approved
- complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- return any unspent funds
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by the local council
- contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993

Name	<input type="text" value="Mandi Lynn"/>	<input type="text"/>
	(Print name of contact person/applicant)	(Print name of parent/guardian for applicants under 16 years of age)
Signed:		<input type="text"/>
	(Applicant or arts organisation's contact person)	(Parent/guardians signature for applicants under 16 years of age)
Date:	<input type="text" value="4Sep2020"/>	<input type="text"/>
		Date:

**Links to supporting materials for Click Happy Live and Mojolution**

My original email was kicked back because it was too large so I am just sending through the applications as attachments but for the supporting material I am going to give you links to a folder that is holding them. Please refer to the links below for further information

[Here is a link to the supporting material for Click Happy Live](#)  
[Here is a link to the supporting material for the Mojolution.](#)

Thanks again for the opportunity to tailor it for Waikato.

Cheers  
Mandi Lynn

# PART 1: APPLICANT DETAILS

## Name and contact details

Are you applying as an individual or group?	Individual	<input type="checkbox"/>	Group	<input checked="" type="checkbox"/>
Full name of applicant:	Every Body is a Treasure Trust			
Contact person (for a group):	Mandi Lynn			
Street address/PO Box:	191 Plateau Road			
Suburb:	Te Marua	Town/City:	UH	
Postcode:	5018	Country:	New Zealand	
Email:	hello@clickhappy.org			
Telephone (day):				

All correspondence will be sent to the above email or postal address

Name on bank account:	Every Body is a Treasure Trust	GST number:	123-933-699
Bank account number:			

If you are successful your grant will be deposited into this

account

**Ethnicity of applicant/group** (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input type="checkbox"/>	Detail:	
Māori:	<input type="checkbox"/>	Detail:	
Pacific Island:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input checked="" type="checkbox"/>	Detail:	all

**Would you like to speak in support of your application at the CCS assessment committee meeting?**

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

**How did you hear about the Creative Communities Scheme?** (select **ONE** and mark with an X)

<input type="checkbox"/>	Council website	<input type="checkbox"/>	Creative NZ website	<input type="checkbox"/>	Social media
<input type="checkbox"/>	Council mail-out	<input type="checkbox"/>	Local paper	<input type="checkbox"/>	Radio
<input type="checkbox"/>	Council staff member	<input type="checkbox"/>	Poster/flyer/brochure	<input type="checkbox"/>	Word of mouth
<input type="checkbox"/>	Other (please provide detail)	bumped into LeeAnne from Expressions			

# PROJECT DETAILS

**Project name:** Click Happy Live Waikato

Brief description of project:

## Young Photographers Festival

It begins with a parent-youth photography masterclass taught by a past winner of NZ Creative Photographer of the Year. In class they learn the advanced settings on their cellphone camera or manual settings on their DSLR. They are sent on a scavenger hunt for 5 images and then the following day get to see their images hung in a pop up exhibition. Several scholarships for advanced mentorship are available for the students who produce the most inventive and engaging work. And we will be creating a Waikato episode for our Click Happy Live webseries currently (in development).

Currently our youth spend on average 7-9 hours a day in front of a device consuming content.

Our goal is to help youth to shift from being passive consumers to passionate content creators. We are in the business of creating HeArtivists - Heart + Art + Activism.

## Project location, timing and numbers

Venue and suburb or town:	TBD - after consultation with Creative Waikato		
Start date:	Set up Friday 12 Feb 2021	Finish date:	Sunday 14 Feb 2021
Number of <i>active</i> participants:	99		
Number of viewers/audience members:	200		

### Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities

**Diversity:** Support the diverse artistic cultural traditions of local communities

**Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

### Artform or cultural arts practice: (select **ONE** and mark with an X.)

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



# PROJECT DETAILS

**Activity best describes your project?** (select **ONE** and mark with an X)

<input type="checkbox"/>	Creation only	<input type="checkbox"/>	Presentation only (performance or concert)
<input type="checkbox"/>	Creation and presentation	<input type="checkbox"/>	Presentation only (exhibition)
<input checked="" type="checkbox"/>	Workshop/wānanga		

**Cultural tradition of your project** (mark with an X, you can select multiple options)

European:	<input checked="" type="checkbox"/>	Detail:	First photo was taken in France
Māori:	<input type="checkbox"/>	Detail:	
Pacific Island:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input checked="" type="checkbox"/>	Detail:	photography is a world wide phenomenon now with styles unique to regions and individuals.

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

## Create a Young Photographers Festival.

Click Happy Live is where youth learn to photograph in manual settings and go on a creatively challenging photography scavenger hunt with their whanau. It is an opportunity to learn new skills while at the same time learn more about each other through philosophical visual challenges. While at the same time the youth are developing their visual storytelling skills.

A four hour hands on youth friendly manual settings photography workshop is taught by a past winner of New Zealand's Creative Photographer of the Year who is also a TEDx speaker.

Can be taken with a DSLR or a cellphone, and is suitable for youth aged 8-16 with a guardian present. And 17-20 without supervision.



Their images will be featured in a pop up exhibition the following day and they will be in the running to win one of 5 scholarships to attend a 10 week advanced photography masterclass.

After the 10 week deep dive master class the students will be challenged to connect with a local charity and use their new skills to tell the visual story of the local good work that is being done. The workshop is a photographic journey into our award winning HeArtist framework which uses art to support wellbeing.

The challenges help the child to learn about themselves

- What they stand for as young artists (their values)
- Their ability to see overlooked beauty (touches on aspects relating to bullying and agency)
- Unique Perspective - Learning about the value of their unique vision they bring to the world.
- Understanding time - freezing it or stretching it out - visually - exploring their ability to choose time.
- Aspirations of Change - How do they wish to impact the world with their lives.

The open ended philosophical visual challenges will trigger family discussions and a deeper understanding of each other and what we value and aspire to.



## 2. The process/Te whakatutuki: How will the project happen?

### Saturday

#### *The Camera Swap Meet 9-10*

Locals with spare camera or parts are welcome to come early and bring their wares to sell or swap, or donate to local kids who are creative but economically disadvantaged and would benefit from a leg up of having a camera. Local camera club enthusiasts and members of the local NZIPP will be invited to help groups of children to navigate their cameras in smaller groups during the workshop. This also gives the opportunity for students to see what is available locally for continued mentorship and support.

#### *The Workshop:*

Saturday 10-2 Kids get the hang of photography pretty darn quick. Sometimes quicker than us overthinking adults. There are really just a couple of tricky bits that keep us from exploring photography and that is usually understanding manual settings. But I have most of my students pick it up in one afternoon, opening them up to a lifetime of creativity. So we start there.

- Kid-friendly play focused learning of Aperture, ShutterSpeed, and ISO are used to help understand the most important aspects of the exposure triad.
- Understanding framing, negative space, and awareness of background elements and the graphic nature of composition.
- Local photography clubs will have a few moments to explain what they do and how to join if the students are keen.

#### *The Photo Safari Challenges (2-5)*

Parents and their youth will hop in their transport or go on a walkabout photo safari to create images that answer the five following challenges.

1. My Values - One of the keys to helping to motivate someone is to understand what they most value in the world. This activity will help parent and child get to know each other a bit better as well. Decks of value cards are used to determine your top two values and then you are challenged to create an image that represents your top two values.
2. BendingTime - Capturing something using a motion blur technique or a freezing motion technique.
3. Overlooked Beauty - This is one that can bring a smile to someones dial. And challenge them to connect with people. The task is to find a stranger, to observe them and to see something that they find beautiful about them. They then have to explain the assignment and that they found that this person was beautiful in this way and would it be possible to photograph them for their assignment. The challenge is not to find someone who is obviously beautiful by media standards but to find someones potentially overlooked beauty. They will have to use model consents and learn about consent and copyright rules and photography ethics.
4. My Unique perspective - Showcase something from an angle you rarely see it, or seen through or reflected off a surface.
5. Aspirations - Create a photograph that represents something you would like to use your energy to change in the world.

They will have 3 hours to get as many of the 5 images as they can. Mandi will remain at the venue to answer any questions and help with any technical challenges. The images must be uploaded to the online portal before 6pm.

Here are the rules. Parents can't touch the youth's camera. But parents are encouraged to practice their own photography skills using their phone or spare camera to photograph their child while they are answering the challenges. The best image taken of a youth by an adult will win a prize and the decision of the winner will be the children themselves (they just can't vote for their own photo).

## Sunday -

### ***The Exhibition, Curation Experience, and Prize giving***

-An online digital exhibition will be created of all of the images submitted to the project on our Instagram page. Including the parents behind the scenes images - This will trickle through over time.

-A physical exhibition will be created from images submitted by 6pm on Saturday. There will be at least one image per child participating and these will be curated by our HeArtist intern mentored by Mandi Lynn. We bring a fine art printer with us as we have a custom made free standing photography exhibition frame that travels with us. The frame is put up on the friday so all we need to do is hang each image on the clips as it is printed. (it is a late night but it gets done. ) Family and friends are invited to come and see the exhibition.

-The exhibition will be open from 2-6 pm on Sunday.

- 2:30 - Youth Curation Experience using the behind the scenes photographs taken by the parents.

-Prize giving will happen at 3pm. The images will be given to the local camera club for

# PROJECT DETAILS

the students to collect at their next meeting. Click Happy Youth Interns will review the images and curate their top 4 portfolios. These photographers will win a two term scholarship to attend the Click Happy Plus Deep dive master class series with Mandi Lynn worth \$400.00 each. Their final Click Happy Plus project is to use their new photography skills to create content for a local non-profit.

Mandi Lynn will have a wild card scholarship to give away to the student who displays a great attitude and a love for learning the art of photography during the workshop.

## 4-5:30 - Tiny Creative Habits Workshop

- Tiny Creativity Habits - setting up tiny habits that change the trajectory of your creative life. This is based on work by Stanford behaviour scientist B.J. Fogg He has managed to gamify behaviour change and uses neuroscience to turn habit formation on its head (think about it...you don't need 21 days to get kids hooked on video games - dopamine does that for them.) Tiny Habits teaches youth and their parents how to design their own habits that are self reinforcing. This is relevant to creativity because the more you intentionally and with focus practice your craft the better the artist you become. This part of the workshop teaches these methods. (Mandi is a certified Tiny Habits coach)

## ***Deliverables:***

- Photography Swap Meet Opportunity
- Photography Master Class by Mandi Lynn past winner of NZ Creative Photographer of the Year, Master Photographer with multiple distinctions.
- Tiny Habits for Creatives Course.
- Opportunity to connect with the local camera clubs to weave community connections with arts groups and local youth.
- Photography Scavenger Hunt
- Online Exhibition
- Physical Exhibition of Work
- Youth Curation Experience
- One episode of the Click Happy Live web series (currently in production) featuring the young Waikato artists. It will be a summary of the events of the day and will highlight the winning young artists and their work.
- 5 Scholarships to Click Happy Plus delivered

## **Funding shortfall questions answered-**

We will be applying for funding from other sources but if we are unsuccessful this is our plan:

Our first funding priority is the Saturday Workshop itself and the scholarship distribution. Our second priority is the Sunday exhibition and free Tiny Habits for Creatives workshop. Our third priority is the Waikato episode of the Click Happy Live webseries featuring the local young artists.

We will apply funding received in this order and squeeze where we can.

We are applying to run these workshops in Waipa and Hamilton as well. So if we are successful for either of those grants we will be able to share our transport costs between the regions.

## **3. The people/Ngā tāngata:** Tell us about the key people and/or the groups involved.

**Mandi Lynn**

# PROJECT DETAILS

-Past winner of New Zealand's Creative Photographer of the Year.  
 -TEDx speaker  
 -Founder of Every Body is a Treasure Trust  
 -Director of "The Ghost Nets of Venus" the first / only so far documentary funded through the Fresh Shorts Grant from the New Zealand Film Commission.  
 Mandi co developed Click Happy with Youth there are currently 13 regions throughout the country funding her to bring the program to their communities.  
 She was a prior Naval Nurse Corp Officer and likes to blend photography, mindfulness, and wellness together.  
 Mandi's TEDx talk can be seen by following this link:  
<https://www.youtube.com/watch?v=TGIibuDsQBg>

## **Craig Thompson -**

Online content guru - Craig keeps the online portion of the course working and also is a master printer for the exhibition.

## **Click Happy Youth Interns / Curators -**

Youth who have graduated from Click Happy Plus and are now serving the Click Happy Community and continuing their training under Mandi.

**Conan Stott** - Editor for the HeArtist Webseries. Conan worked for Warner Brothers as a lead editor and is the editor of "The Ghost Nets of Venus". He is currently running a freelance filmmaking business for small businesses and NGO's. Conan is also an editing mentor for the Click Happy Interns.

Link to our roughcut of the Ghost Nets of Venus. This will give you the sense of what a workshop hosted by Mandi in a town hall is like as well as our storytelling capabilities (content warning partial nudity and discussions of violence). Please do not share this link outside of the grant assessment team.

Ghost Nets of Venus - (Private Rough cut link) <https://vimeo.com/430943369> PW - GNOV02

Also please note that this was for the Finding Venus workshop series which was R18 in the evening segment. But during the day there was a parent child workshop which can be seen in the footage. This will be closer to what we are doing together...but just with cameras involved.

**Jess Charlton or Conan Stott** - Cinematographer depending on availability

We have support from **Women in Film and Television NZ** as well as **the New Zealand Institute of Professional Photographers**.

## **4. The criteria/ Ngā paearu:** Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

Well it is all about young people. Young people co-developed the program. They act as the curators for the exhibition. And they also get to decide who wins in the adult --photo section. They are encouraged to teach each other and in Click Happy Plus they form a creative youth gang that learns a skill and then uses it to make their community a richer place for it. Our trust is a youth-based organization that started with the question from Mandi's niece. "Auntie Mandi? Am I fat?" She was 5 years old. It broke Mandi's heart and sent her on an artistic adventure that would lead to the formation of Every Body is a Treasure Trust and the making of a body compassion film. The goal of our work is to develop self compassion, creative resilience, and emotional fluency in youth so that the

## 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered?    Yes        Do NOT include GST in your budget

   No        Include GST in your budget

<b>Project costs</b>	Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.	
<b>Item</b> eg hall hire	<b>Detail</b> eg 3 days' hire at \$100 per day	<b>Amount</b> eg \$300
Pre Production + Marketing + PR + Community Liason time.	25.00/ hr x 40 hours	1000
Hall Hire 3 days hire at \$100.00 per day	Venue TBD	300
Facilitation of the Event	\$45.00 per hour for 4 hour initial set up, 12 hours x 2 for workshop days.	1260
Intern Kohas	100 per 2 day support per intern - BTS photography, set up, break down.	400
Marketing	Poster Printing for Promotion + Postage	500
	Regional Facebook Ads	150
Consumable Art Supplies for Workshop	Paper Butt Roll	20
	Printing of Workshop Handouts	397
	Stationary for activities	315
Exhibition Printing	= 8x10 images \$4*250 images	1000
Transport	Wellington to Waikato 1100km round trip at IRD rates for crew and supplies	760
Cinematographer	Filming on the day	600
Editor	Editing Webseries Episode	800
<b>Total Costs</b>		<b>7502</b>
<b>Project Income</b>	Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.	
<b>Income</b> eg ticket sales	<b>Detail</b> eg 250 tickets at \$15 per ticket	<b>Amount</b> eg \$3,750
		0
<b>Total Income</b>		<b>\$0</b>
<b>Costs less income</b>	<b><i>This is the maximum amount you can request from CCS</i></b>	<b>\$8252</b>
<b>Amount you are requesting from the Creative Communities Scheme</b>		<b>\$4000</b>

### Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

# PROJECT DETAILS

Date applied	Who to	How much	Confirmed/ unconfirmed
	We will apply for extra support from WelTrust and Norah Howell Trust to cover the difference in the region but have not yet applied.		

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
Feb 2020	Click Happy Manukau	3500	no
2018	Finding Venus - Rangitikei	\$2,660	yes
2018	Finding Venus (Every Body is a Treasure) - Upper Hutt	\$2,784	yes
2018	Finding Venus - Waipa	\$2,753	yes
2018	Finding Venus - S. Taranaki	3785	yes

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
 Community Development Advisor  
 Private Bag 544  
 Ngaruawahia  
 3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
 0800 492 452 - Lianne van den Bemd



# PART 3: DECLARATION<sup>265</sup>


You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- complete the project within a year of the funding being approved
- complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- return any unspent funds
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by the local council
- contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website:  
<http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993

Name	Mandi Lynn	
	(Print name of contact person/applicant)	(Print name of parent/guardian for applicants under 16 years of age)
Signed:		Signed:
	(Applicant or arts organisation's contact person)	(Parent/guardians signature for applicants under 16 years of age)
Date:	4Sep2020	Date:

**Links to supporting materials for Click Happy Live and Mojolution**

My original email was kicked back because it was too large so I am just sending through the applications as attachments but for the supporting material I am going to give you links to a folder that is holding them. Please refer to the links below for further information

[Here is a link to the supporting material for Click Happy Live](#)  
[Here is a link to the supporting material for the Mojolution.](#)

Thanks again for the opportunity to tailor it for Waikato.

Cheers  
Mandi Lynn

## PART 1: APPLICANT DETAILS

### Name and contact details

Are you applying as an individual or group? Individual  Group

Full name of applicant:	Te Kauwhata Community House		
Contact person (for a	Lauren Hughes & Nicky Patterson		
Street address/PO Box:	3 Waerenga Rd		
Suburb:		Town/City:	Te Kauwhata
Postcode:	3781	Country:	New Zealand
Email:	artstekauwhata@gmail.com / tk.disc@xtra.co.nz		
Telephone (day):			

All correspondence will be sent to the above email or postal address

Name on bank account:	Te Kauwhata Community	GST number:	65 845 008
Bank account number:			

If you are successful your grant will be deposited into this account

### Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:	<input checked="" type="checkbox"/>	Detail:	
Māori:	<input type="checkbox"/>	Detail:	
Pacific Peoples:	<input type="checkbox"/>	Detail:	
Asian:	<input type="checkbox"/>	Detail:	
Middle Eastern/Latin American/African:	<input type="checkbox"/>	Detail:	
Other:	<input checked="" type="checkbox"/>	Detail:	Programmes and events open to all

### Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:  No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

### How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

<input type="checkbox"/> Council website	<input type="checkbox"/> Creative NZ website	<input type="checkbox"/> Social media
<input type="checkbox"/> Council mail-out	<input type="checkbox"/> Local paper	<input type="checkbox"/> Radio
<input checked="" type="checkbox"/> Council staff member	<input type="checkbox"/> Poster/flyer/brochure	<input type="checkbox"/> Word of mouth
<input type="checkbox"/> Other (please provide		

# PART 2: PROJECT DETAILS

**Project name:** Toi Ako Te Kauwhata Programme T1 & 2 2021

Brief description of project:

Toi Ako Te Kauwhata is a community arts initiative, driven by Te Kauwhata Community House, to bring people together through creativity. We run the Toi Ako Artspace and deliver workshops, programmes and events for people of all ages and abilities. In this application we are seeking a \$6,500 investment in six months of activity, to be delivered from 24 January 2021 to 24 July 2021.

## Project location, timing and numbers

Venue and suburb or town:

Toi Ako Art Space and Te Kauwhata events

Start date:

24/1/2021

Finish date: 24/7/2021

Number of *active* participants:

300

Number of viewers/audience members:

150

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities

**Diversity:** Support the diverse artistic cultural traditions of local communities

**Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

Craft/object art

Dance

Inter-arts

Literature

Music

Ngā toi Māori

Pacific arts

Multi-artform (including film)

Theatre

Visual arts

## Activity best describes your project? (select **ONE** and mark with an X)

Creation only

Presentation only (performance or concert)

Creation and presentation

Presentation only (exhibition)

Workshop/wānanga

## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

Toi Ako Te Kauwhata is a community arts programme governed by Te Kauwhata Community House. Our aim is to bring people together through creativity for positive social, health and cultural outcomes. We run Toi Ako Artspace as a physical hub for creativity. From there we host regular creative classes and guest facilitated workshops. We also facilitate arts projects in the community and free creative opportunities at community events.

### 2. The process/Te whakatutuki: How will the project happen?

Each term we will deliver:

- Art in the community – a free all ages creative participation opportunity at a local event
- Creative Kids – 10 after school classes for children 7-14yrs
- A creative School Holiday Workshop – for children 5-14years
- 2 x Guest workshops – for adults or families to try a new artform and to learn from an expert. These may take place in the evenings or weekends.
- Artspace clubs – weekly Knit and Natter for fibre artists, and other groups as requested
- Tales of Te Kauwhata – a new initiative developing writing and performance skills in Te Kauwhata, celebrating our own stories as a community
- Plus general advocacy, leadership and support for arts and creativity in Te Kauwhata and Districts

More details around the proposed programmes are provided in a supporting document.

Programme Manager Lauren Hughes will co-ordinate the programme on behalf of the community house.

Specialist tutors will be engaged as required for specific projects.

Toi Ako has an active Facebook Page and email database. We also advertise widely through The Chatter newspaper, school newsletters, community networks and the village signboard as appropriate. We work collaboratively with schools and community groups wherever possible.

Toi Ako is also a driving force in the North Waikato Arts Collective. This new collective of community arts organisations in the North Waikato is currently completing a Strategic Planning process and will be developing three new initiatives to deliver locally through the collective next year.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Lauren Hughes is the programme manager. In the supporting information we have provided Lauren's bio as well as information on a range of other tutors and creative collaborators that we work with. We are always seeking to build relationships with other creatives in our area and facilitate teaching opportunities for them.

**4. The criteria/ Ngā paearu:** Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

Participation – All our programmes are about hands on creative participation. We keep our fees as affordable as possible and always include at least one free activity each term. We try to offer a variety of programming that will cater for different interests and needs. As a result we have had participants from pre-school through to seniors, all genders, various ethnic backgrounds, experienced artists and first timers. We aim to be responsive to our community and we value Toi Maori as well as other cultural, traditional and customary arts practices. We deliver strongly to young people through our Creative Kids and School Holiday programmes. Young people are also involved in many of our Art in the Community and Guest Workshop events. In term 1 our Art in the Community event will be part of Te Kauwhata's Children's Day celebration.



# PROJECT DETAILS <sup>272</sup> (budget)

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Costs less income	<i>This is the maximum amount you can request from CCS</i>	\$6500
Amount you are requesting from the Creative Communities Scheme		\$6500



# PROJECT DETAILS (budget) <sup>273</sup>

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/unconfirmed
1/1/2020	St Margaret's Church	2600	Confirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
02/10/2018	Toi Ako Pilot 2019	5500	Yes
14/10/2019	Toi Ako Term 4 2019 & Term 1 2020	6500	Yes
7/2020	Toi Ako – pilot T1-3 2019	6500	No

## Other financial information

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0800 492 452 - Lianne van den Bemd

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- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name	Lauren Hughes <i>STEPHEN NELSON</i>
	(Print name of contact person/applicant)
Signed:	<i>[Signature]</i>
	(Applicant or arts organisation's contact person)
Date:	10 September 2020

**Toi Ako Budget for 26 weeks, T 1 & 2 2021**

<b>Income</b>		\$
T1 Participant Fees - Creative Kids	\$5 per class x 10 classes	43.47826
T2 Participant Fees - Creative Kids	\$5 per class x 10 classes	43.47826
Participant Fees - Workshop 1, Term 1	\$70 pp	60.86957
Participant Fees - Workshop 2, Term 1	\$30 pp	26.08696
Participant Fees - Workshop 1, Term 2	\$70 pp	60.86957
Participant Fees - Workshop 2, Term 2	\$40 pp	34.78261
School Holiday Programme - end T1	\$20 pp	17.3913
School Holiday Programme - end T1	\$20 pp	17.3913
Tales of Te Kauwhata	Tickets	13.04348
Tales of Te Kauwhata	Contra support	500
St Margarets Lease Sponsorship	\$100 pw x 13 weeks	100
Creative Communities		6500
Other income - fundraising/koha/grant		4000
TKCH Contribution		1000
<b>Expenses</b>		
Programme Manager	9 hours pw x 26 weeks @ \$25ph	26
Venue Lease	\$200 pw x 26 weeks	200
Power		50
Creative Kids consumables per term		350
Splash n Dash expenses		100
Tutor fee - Workshop 1, Term 1		34.78261
Workshop Expenses		100
Tutor fee - Workshop 2, Term 1		34.78261
Workshop Expenses		100
Tutor fee - Workshop 1, Term 2		34.78261
Workshop Expenses		100
Tutor fee - Workshop 2, Term 2		34.78261
Workshop Expenses		100
Tutor fee - School Holiday 1		34.78261
Workshop Expenses		100
Tutor fee - School Holiday 2		34.78261
Workshop Expenses		100
Matariki expenses		100
Tales of Te Kauwhata - Director / Artistic Collaborators		2500
Tales of Te Kauwhata - Production costs	Costume, prop, research	300
Tales of Te Kauwhata - Venue and technical		500

Number	Total excl GST
10	434.7826087
10	434.7826087
10	608.6956522
10	260.8695652
10	608.6956522
10	347.826087
10	173.9130435
10	173.9130435
100	1304.347826
1	500
26	2600
1	6500
1	4000
1	1000
	<b>17469.56522</b>
225	5850
26	5200
6	300
2	700
1	100
12	417.3913043
1	100
6	208.6956522
1	100
8	278.2608696
1	100
6	208.6956522
1	100
4	139.1304348
1	100
4	139.1304348
1	100
1	100
1	2500
1	300
1	500
	<b>17541.30435</b>

10969.57



**Toi Ako  
Te Kauwhata**

**We are a community arts initiative driven by Te Kauwhata Community House to bring people together through creativity.**

**We operate the Toi Ako Arts Space and deliver programmes and events for all ages and abilities.**

## **Application to Creative Communities September 2020**

### **Background**

We launched a pilot programme in 2019 to gauge the interest of our community in creative classes and events. On the success of this we opened the Toi Ako Art Space in February 2020 as a physical home for our programme and hub for creativity in our district. To date we have delivered 21 different programmes over 133 event days to thousands of participants of all ages. This year's programme has been somewhat disrupted by Covid-19 but we have pressed on and found creative ways to stay connected to our community. We did not launch our performing arts programme as we had hoped to, adjusting our plans for Covid restrictions but we are on track to deliver all our revised plans and have also taken a leadership role in the recent establishment of the North Waikato Arts Collective. We have enclosed a brief history of our programme to date and you can follow our activities at <https://www.facebook.com/Toi-Ako-Te-Kauwhata-159343544999530/>

Toi Ako's programme is governed by the Te Kauwhata Community House Board and delivered by Programme Manager Lauren Hughes, with support from other staff as needed. Lauren's role is to develop and advertise programmes, manage registrations, liaise with guest tutors, facilitate inhouse workshops, source materials and generally manage all other aspects of the programme.

Lauren also works as an advocate and enabler in the community. This kind of work sits outside this application but is made possible through Lauren's role. Some of these current initiatives include:

- working with local families to try and attract a dance studio to Te Kauwhata. In the first 48 hours our community survey identified over 100 aspiring dancers interested in learning Ballet, Jazz and/or Hip Hop.
- working with local families interested in starting a Tongan dance class
- assisting the Community House establish community Te Reo lessons
- sourcing a venue for Creative Waikato's Rangitahi drama project in TK this term.

### **Application**

In this application we are seeking a \$6,500 investment in six months of activity, to be delivered from 24 January 2021 to 24 July 2021. We will continue our programme structure offering targeted workshops and events with access points for different ages and backgrounds. We also hope to introduce literary and performing arts opportunities alongside our visual and craft arts experiences. This will culminate in a devised theatre work "Tales of Te Kauwhata".

### **Programme**

We plan to deliver the following activity:

	Term 1 2021	Term 2 2021
<b>Art in the Community</b>	Free creative stations at Te Kauwhata's annual Children's Day event Splash'n Dash	Matariki in the village – in development with North Waikato Arts Collective
<b>TK Live (a performance event)</b>	Tales of Te Kauwhata (development) – a gathering of community stories	Tales of Te Kauwhata – a community theatre work (with three possible collaborators detailed below)
<b>Children's Programme</b>	10 week Creative Kids programme	10 week Creative Kids programme
<b>School Holiday Workshops</b>	Summer school holiday workshop	Autumn school holiday workshop
<b>Guest facilitated workshops (min of 2 will be delivered each term)</b>	<p>We are in discussion with a number of tutors and will confirm workshops subject to public interest. Something new this time might be:</p> <ul style="list-style-type: none"> <li>• Whanau Pen and Ink (with Robine Otimi Lawrence)</li> <li>• Upholstery Sundays (with Jenna le Bouffant)</li> </ul>	<p>We are in discussion with a number of tutors and will confirm workshops subject to public interest. Something new this time might be:</p> <ul style="list-style-type: none"> <li>• Felt workshop (with Caroline Burton)</li> <li>• Other tbc</li> </ul>
<b>Club activity</b>	Knit & Natter held Wednesdays 10am to 12noon Venue availability for local creative groups.	Knit & Natter held Wednesdays 10am to 12noon Venue availability for local creative groups
<b>Toi Ako Art Space</b>	Space maintained for programme delivery *Research - trial initiatives for target groups OR co-operation with other North Waikato providers	Space maintained for programme delivery *Research - trial initiatives for target groups OR co-operation with other North Waikato providers



Photo from our Matariki School Holiday Print and Poi Workshop 2020

## Creative Kids

In our after school Creative Kids class we have a focus on process rather than product and provide opportunities for the children to engage with a wide range of media. Creative Kids is facilitated by our Programme Manager Lauren Hughes, who at times will also draw on guests from the community with specific expertise. The programme is currently full with a waiting list.

## School Holiday Workshops

We will offer one low cost holiday workshop at the end of Term 1 and 2. These run from 10am to 2pm and are aimed at 5-14 yr olds. These workshops have proved a popular new addition to our programme this year. Our Print and Poi workshop was full after Term 2 and we have already filled and scheduled a second Spring Workshop in the October school holidays.



*Photo from one of our Splash'n Dash stations 2020*

## Art in the Community

Once a term we aim to deliver a free creative workshop within another well established community event. This is designed to encourage people who might not otherwise attend one of our events to give it a go.

### Splash and Dash Creative Stations

Splash'n Dash is a free family event held at the Te Kauwhata Domain in celebration of National Children's Day. While the event has a strong water focus and includes inflatables, water slides and games we provide creative stations on the field where people can come and engage with their creative sides. In our first year we offered flax weaving, stone and fabric painting. Last year we offered CD mandalas, yarn crafts and a community weaving installation. Our 2021 stations will continue this model of all ages, hands on self expression.

### Matariki in the village

We are yet to confirm the specifics of our Matariki event for 2021 but it will build on the work we started with the North Waikato Arts Collective in 2020 and may include Matariki ambassadors engaging with people on the street as well as a free workshop programme.



Image – Local band Stu’s Groove performing as part of Best Fest 2020

## Performance Programme: Tales of Te Kauwhata

Te Kauwhata once had an amateur dramatic society but that is long gone. We believe there are wonderful stories and hidden talents in our town and we want to re-build people’s confidence in performing through the development of a devised theatre work that tells our own stories. Lauren Hughes is an experienced theatre producer and will lead this project. It will involve a staged process:

### Step 1: Gathering story

We will do this in several ways:

- Through collaboration with Settler’s Museum
- Through a call to the community to write their stories
- Through social media to gather diverse experiences and observations in response to prompts
- Through conversations with community groups
- Through a Potluck and Storytelling night

### Step 2: Shaping story

We will collaborate with a director and drama teacher to start developing content inspired by our stories. This will take place through drama workshops and script development sessions. We have had early conversation with local actor/teacher/directors Henry Tuipea and Max Palamo about collaborating on a theatre production in Te Kauwhata. Both are interested but have busy and changing schedules. We will keep up the korero with them but if needed we will work with Emma Bishop, an accomplished director who has agreed to travel down to us from South Auckland.

Where appropriate, we hope to include some storytelling in Te Reo as well as English and will work with our Te Reo instructor Wahineata Smith to script this.

### Step 3: Production values

While we have a meagre production budget the opportunity to develop sets, props, costumes, sound and lighting provide different ways people can contribute creatively with this project. We will assess what is needed as the work is developed and as people come forward with skills and ideas.

### Set 4: Performance

We have no formal theatre spaces in Te Kauwhata so it will be performed in a school or church hall and may take more of a rehearsed story telling form than a polished theatre work. We will film this event and ensure that excerpts, along with photographs and writing from the production and our source materials are exhibited in the community after the work.



We will deliver a minimum of two workshops per term facilitated by guest artists. We will confirm exactly which classes are offered depending on community interest, tutor availability and budget. If there is not sufficient interest to run an advertised class we will cancel/postpone it and schedule a different option.

The new artforms we hope to introduce next year are:



Pen & Ink  
Robine Otimi-Lawrence



Felting  
Caroline Burton



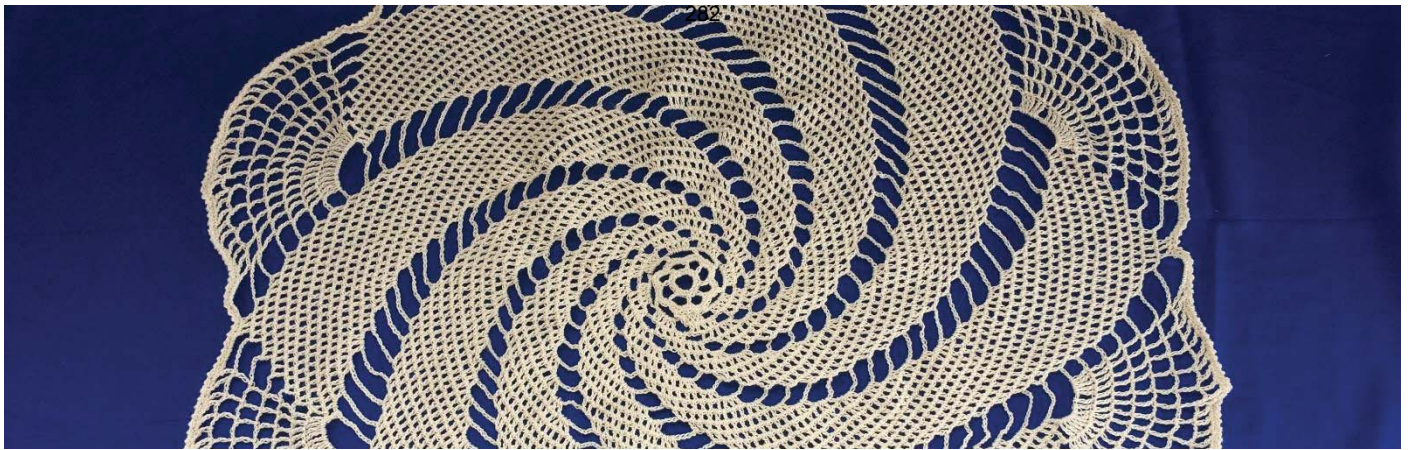
Upholstery  
Jenna le Bouffant

These may be accompanied by the return of old favourites Acrylic Pouring Clay Play and/or Copper Jewellery, or an extension of our pending Floral Art and Painting programmes.



## Toi Ako Art Space

We are proud of the partnership we have in place with St Margaret's Church who fitted out the basement of their hall for free of charge and have leased the space to us with a 50% subsidy. This wonderful space is now home to our workshops and is generously supported by the community through donations of craft materials. Improvements over the last term include an upgrade of our lighting and the installation of a jewellery workshop area. The space continues to evolve as needed by its users.



## Club Activity

The photograph above is a crochet work by Rosalie Klaus, host of our Knit and Natter group who meet on Wednesday mornings. The group includes experienced knit and crochet artists and people who walk in and learn on the spot. There is a wonderful sense of community amongst participants who regularly bring their completed works to share and problems to solve. There are 10 regulars and plus casual attendees.

We welcome and encourage other creative groups in the community to also use the space as needed.

## Budget

### Toi Ako Budget for 26 weeks 24 Jan to 24 Jul 2021

Income	Note	\$	Number	Total excl GST
T1 Participant Fees - Creative Kids	\$5 per class x 10 classes	43.47826	10	434.7826087
T2 Participant Fees - Creative Kids	\$5 per class x 10 classes	43.47826	10	434.7826087
Participant Fees - Workshop 1, Term 1	\$70 pp	60.86957	10	608.6956522
Participant Fees - Workshop 2, Term 1	\$30 pp	26.08696	10	260.8695652
Participant Fees - Workshop 1, Term 2	\$70 pp	60.86957	10	608.6956522
Participant Fees - Workshop 2, Term 2	\$40 pp	34.78261	10	347.826087
School Holiday Programme - end T1	\$20 pp	17.3913	10	173.9130435
School Holiday Programme - end T1	\$20 pp	17.3913	10	173.9130435
Tales of Te Kauwhata	Tickets	13.04348	100	1304.347826
Tales of Te Kauwhata	Contra support	500	1	500
St Margarets Lease Sponsorship	\$100 pw x 13 weeks	100	26	2600
Creative Communities		6500	1	6500
Other income - fundraising/koha/grant		4000	1	4000
TKCH Contribution		1000	1	1000
				<b>17469.56522</b>
Expenses	Note	\$	Number	Total excl GST
Programme Manager	9 hours pw x 26 weeks @ \$25ph	26	225	5850
Venue Lease	\$200 pw x 26 weeks	200	26	5200
Power		50	6	300

Creative Kids	Consumables per term	350	2	700
Splash n Dash expenses		100	1	100
Tutor fee - Workshop 1, Term 1		34.78261	12	417.3913043
Workshop Expenses		100	1	100
Tutor fee - Workshop 2, Term 1		34.78261	6	208.6956522
Workshop Expenses		100	1	100
Tutor fee - Workshop 1, Term 2		34.78261	8	278.2608696
Workshop Expenses		100	1	100
Tutor fee - Workshop 2, Term 2		34.78261	6	208.6956522
Workshop Expenses		100	1	100
Tutor fee - School Holiday 1		34.78261	4	139.1304348
Workshop Expenses		100	1	100
Tutor fee - School Holiday 2		34.78261	4	139.1304348
Workshop Expenses		100	1	100
Matariki expenses		100	1	100
Tales of Te Kauwhata - Director / Artistic Collaborators		2500	1	2500
Tales of Te Kauwhata - Production costs	Costume, prop, research	300	1	300
Tales of Te Kauwhata - Venue and technical		500	1	500
				<b>17541.30435</b>

## Tutors and creative collaborators



### Lauren Hughes – Toi Ako Manager

<https://www.linkedin.com/in/lauren-hughes-72118b9/>

Lauren Hughes a resident of Te Kauwhata with a background in professional performing arts and event management. Lauren has previously taught dancing through the British Theatre Dance Association, been the Creative Programmes Manager at the Aotea Centre, Auckland Town Hall, Civic Theatre and Aotea Square, produced the NZ Performing Arts Market, been an arts funding advisor for Auckland Council, was the General Manager for Red Leap Theatre and is currently on the Board of Creative Waikato.

In addition to programming and managing Toi Ako, Lauren also teaches Creative Kids and leads the Arts in the Community programmes each term, with assistance as needed. Lauren is also the Chair of Te Kauwhata Primary School BOT and is leading the North Waikato Arts Collective at present in their Strategic Planning and Community Engagement Project.

Lauren is employed by Toi Ako for 8 hours a week and volunteers many more hours to keep things ticking along.



**Margherita Allen (multimedia)**<sup>284</sup>

<https://www.margheritaallan.com/>

Based in Ngaruawahia, Margherita is a textile and multimedia explorer. She is an artist, teacher and host, running regular workshops through her Cutting Edge collective. Margherita taught our Gelli Plate Print Workshop in 2020 and we look forward to collaborating again in the future.



**Caroline Burton (Felting and Textiles)**

<https://carolineburton.co.nz/carolinesbio>

Caroline is a fibre artist living in the Franklin area. Caroline teaches, blog and exhibits widely. Her work is also for sale via her website. We hope to introduce felting to our community in 2021.



**Claire du Bosky (Painting)**

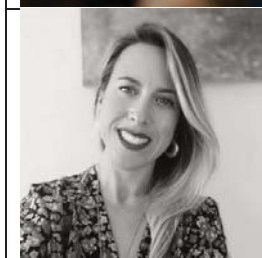
Claire is a local artist and teacher. Originally trained in the UK Claire has been painting and creating in New Zealand for 17 years. She collaborates a lot with schools and recently led a mural project at Kerepehi School. She really enjoys painting on 3D natural forms and is well known for her work on mussel shells and nikau fronds as well as canvas. Claire is teaching our 3D portrait painting series this term and we remain open to how we might collaborate with her again in 2021.



**Emma Bishop (Theatre)**

<https://www.facebook.com/StageAntics.NZ/>

Emma is a theatre performer and educator with 25 years experience. She is currently the director of Stage Antics teaching young artists in South Auckland and Pukekohe. She has also held lead roles in Drama New Zealand, Auckland Musical Theatre and Zone 1 MTNZ for many years. Emma has expressed interest in supporting the development of Tales of Te Kauwhata if needed.



**Jenna le Bouffant (Upholstery)**

Jenna is a Te Kauwhata resident originally from France. Jenna gained her official certification in Upholstery in France and has worked for Bruce Upholster and Archer Concept Upholstery in New Zealand. Jenna is keen to share her knowledge with her new community.



**Judy Garrick (Acrylic Pouring)**

<https://www.facebook.com/littlepopofcolou>

Judy is a Te Kauwhata resident. She is a self taught pouring artist who works with paint and resin. She sells her work through local markets and her A Little Pop of Colour page. Judy taught our popular family workshops on acrylic pouring in 2019 and remains open to teaching again subject to demand.



### Wendy Katipo (Raranga)

Wendy is a local with a degree in raranga from Te Wananga O Aotearoa. While her day job is book keeping Wendy enjoys sharing her craft with the community. She maintains a private practice from home and is generous with her skills when called upon.



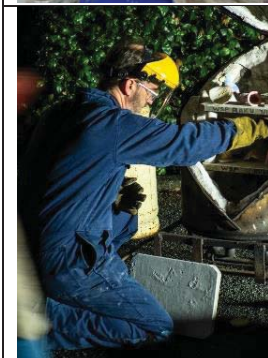
### Rosalie Klaus (Knitting, Crochet)

Rosalie is a resident of Te Kauwhata. She previously owned a wool shop in Howick and has worked with yarn all her life. Rosalie is the doyenne of our Knit and Natter group and has ably taught children and adults how to knit and crochet. She enjoys supporting others as they advance their skills in the fibre arts. Rosalie volunteers her time to Knit and Natter but is paid for scheduled classes.



### Mal Cleaver (Mosaic, Multimedia)

A resident of Te Kauwhata, Mal is an artist who works in many media. Previously a secondary school art teacher Mal paints, prints, knits, crochets, macramés and her passion is mosaics. Mal taught our Mosaic classes in 2019 and leads a private mosaic group on a weekly basis. She also taught our Kids Knitting classes with Rosalie Klaus in 2019 and is currently teaching the children's art classes in Huntly. We hope to collaborate with Mal on a placemaking mosaic sculpture for Te Kauwhata in the future.



### David Kenny (Clay, Pottery)

David is a kiln master at Waikato Society of Potters. Through his company Ukhamba (pottery with an engineer) he facilitates raku pottery programmes across the region. He has delivered two of these popular 6 week raku programmes in Te Kauwhata in 2019. David remains a friendly support to our programme, especially with the firing of our children's pottery. He is open to supporting a Clay Play, hand building initiative for us in 2021.



### Robine Otimi Lawrence (Pen and Ink, Maori Contemporary Art)

<https://www.facebook.com/robinesartgallery>







Ko Tainui toku waka, Ko Kahuwera toku maunga, Ko Ngati Maniapoto toku iwi, Ko Napi Napi toku marae, Ko Robine Otimi toku ingoa

Robine is a Maori Contemporary artist trained at Maunga Kura Toi at Toimairangi, Hastings. Robine currently lives in Hamilton but was a resident of Te Kauwhata for several years. Robine taught online throughout Covid Level 4 and enjoys working with whanau of all ages, unleashing their creativity.



### Max and Theo Palamo (Theatre)

Max and Theo are residents of Huntly. They are trained actor, director, MCs and voice artists. Max and Theo are currently leading Nga Hau e Wha, Creative Waikato's rangitahi drama project in Te Kauwhata. We are hopeful that their schedules will allow them to continue their TK connection and be part of Tales of Te Kauwhata in 2021

 	<p><b>Lyn and Steve Sinclair (Glass)</b> <sup>286</sup>  <a href="https://leadlightexpress.co.nz/gallery/">https://leadlightexpress.co.nz/gallery/</a>  Lyn and Steve run Leadlight Expressions based in Tauranga Historic Village. They have been designing, making, installing and repairing leadlights commercially for nearly 20 years. Lynn originally trained under three different tutors in Christchurch before opening her own business, and when Steve was made redundant from his job, she trained him!  In addition to their leadlight work Lyn and Steve practice glass fusing to make jewellery, plates and pictures. They teach workshops in cutting, fusing and stained glass. Their 2020 workshop in Te Kauwhata was extremely well received and we look forward to inviting them back another time.</p>
	<p><b>Melysa Tapiata</b>  Melysa is a Meremere resident. She holds a degree in Maori Contemporary Art and a Post Grad Dip in Creative Practice. Melysa taught our Kowhaiwhai Painting Workshop in 2019 and is currently co-hosting our school holiday workshops with Lauren.  Toi Ako is also auspicing Melysa’s involvement in the North Waikato Arts Collective at present and enthusiastically supporting Melysa’s efforts to enliven Meremere through creativity. Melysa and her husband Antonio are driving Creative Meremere and run the Meremere Skate Club.</p>
	<p><b>Karina Townsend (Floristry)</b>  <a href="https://www.facebook.com/ferntasticgardencare">https://www.facebook.com/ferntasticgardencare</a>  Karina is a local who runs Fernstastic Garden Services. She originally trained at Hamilton Gardens and is a 3<sup>rd</sup> generation florist. She is passionate about sharing her love of flowers and making art with nature. Karina is running a Floral Art programme for us this term and is eager to continue teaching as the opportunity arises.</p>
	<p><b>Henry Tuipea (Theatre)</b>  Henry is a resident of Te Kauwhata. While Henry is currently the Employment Services Team Leader at K’aute Pasifika he is also trained actor/director/MC. He has also previously been a DJ on Niu FM and worked for Duffy Books. We have been speaking with Henry about a community collaboration for several years and are optimistic his schedule will allow him to be part of Tales of Te Kauwhata in 2021.</p>
	<p><b>Rohan Wahrlich (Jewellery)</b>  Rohan is a TK local who has trained for 12 years at the Peter Minturn School of Goldsmithing. Rohan is now experienced in working with all precious metals and would like to share his skills with the community demonstrating how you can use recycled and every day metals such as copper wiring, pipe, coins, along with embellishments such as bone, beads and old costume jewellery to create something entirely new, original and personal to you. Rohan has established a jewellery workshop at Toi Ako and started teaching for us in July.</p>

## Our Programme History

Please click this link for photographs and participant feedback about our programmes to date:

<https://drive.google.com/file/d/15tsq3U-U2oinWM8bLXFTNNM8qMoSEnCG/view?usp=sharing>

## PART 1: APPLICANT DETAILS

### Name and contact details

Are you applying as an individual or group?

Individual

Group

Full name of applicant:

Friendship House (Huntly) Community Charitable Trust

Contact person (for a

Evelyn Shead

Street address/PO Box:

55 William Street

Suburb:

Huntly

Town/City:

Huntly

Postcode:

3700

Country:

New Zealand

Email:

arts.huntly@gmail.com

Telephone (day):

All correspondence will be sent to the above email or postal address

Name on bank account:

Friendship House (Huntly)

GST

108259434

Bank account number:

If you are successful your grant will be deposited into this account

### Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā:

Detail:

Māori:

Detail:

Pacific Peoples:

Detail:

Asian:

Detail:

Middle Eastern/Latin American/African:

Detail:

Other:

Detail:

All in the community

### Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes:

No:

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

### How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

Council website

Creative NZ website

Social media

Council mail-out

Local paper

Radio

Council staff member

Poster/flyer/brochure

Word of mouth

Other (please provide

# PART 2: PROJECT DETAILS

Project name:

Brief description of project:

To provide people in our community with opportunities to learn about and engage in different art forms. Learning techniques, histories and skills through a series of workshops and classes.

Well being and connections are important for our community to thrive and creativity is an amazing way to increase both

## Project location, timing and numbers

Venue and suburb or town:

Start date:

Finish date:

Number of *active* participants:

Number of viewers/audience members:

## Funding criteria: (select **ONE** and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project's main focus.

**Access and participation:** *Create opportunities for local communities to engage with, and participate in local arts activities*

**Diversity:** *Support the diverse artistic cultural traditions of local communities*

**Young people:** *Enable young people (under 18 years of age) to engage with, and participate in the arts*

## Artform or cultural arts practice: (select **ONE** and mark with an X.)

Craft/object art

Dance

Inter-arts

Literature

Music

Ngā toi Māori

Pacific arts

Multi-artform (including film)

Theatre

Visual arts

## Activity best describes your project? (select **ONE** and mark with an X)

Creation only

Presentation only (performance or concert)

Creation and presentation

Presentation only (exhibition)

Workshop/wānanga



## Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes *before* you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

### 1. The idea/Te kaupapa: What do you want to do?

Creative Huntly continues to grow and thrive even with the covid setbacks. Now more than ever we feel that bringing people together to participate and engage in the arts will be essential for our communities well being.

We would like to run workshops and classes as well create opportunities for performance and exhibition in our community.

We will be running other classes alongside the ones we are applying for funding for and aim to provide affordable all inclusive art opportunities for all members of our community.

### 2. The process/Te whakatutuki: How will the project happen?

Kids art club is an ongoing staple of our art programme and will always require extra funding in order for it to stay all inclusive and affordable. Each term has a different theme and we are applying for funding for terms 1 and 2 2021.

Mixed Media classes x8.

6 of these will be run in the school holidays as children's classes and 2 will be adults classes. The reason we have chosen to do mixed media classes is that it gives us an opportunity to use resources up that we have as well as responding to community feedback and tailoring classes to suit the community's needs and wants.

African Drumming 10 week workshop. We had african drumming at best fest and had a great response so to follow on we would like to hold a ten week programme with the opportunity to record a small performance at the end to share with the community.

### 3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Our community, local tutors, volunteers at both Friendship House and Huntly West HUB.

### 4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

We will providing accesible community art classes for everyone and anyone in our community.



# PROJECT DETAILS <sup>291</sup> (budget)

## Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

Date applied	Who to	How much	Confirmed/ unconfirmed

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

Date	Project title	Amount received	Project completion report submitted (yes/no)
Aug 2018	Creative Huntly	4000.00	Yes
October 2018	Creative Huntly	5319.55	Yes
May 2019	Creative Huntly	4570.50	Yes
October 2019	Creative Huntly	3437.95	Yes
June 2020	Creative Huntly	2821.35	No

## Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

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

**Please send application to:** [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)

Alternatively your application can be delivered to one of our Council offices found here [www.waikatodistrict.govt.nz](http://www.waikatodistrict.govt.nz) or to:

Lianne van den Bemd  
Community Development Advisor  
Private Bag 544  
Ngaruawahia  
3742

If you have any further questions please contact [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)  
0800 492 452 - Lianne van den Bemd

## PART 3: DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

- I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

- complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
- complete the project within a year of the funding being approved
- complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
- return any unspent funds
- keep receipts and a record of all expenditure for seven years
- participate in any funding audit of my organisation or project conducted by the local council
- contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
- acknowledge CCS funding at event openings, presentations or performances
- use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: <http://www.creativenz.govt.nz/about-creative-new-zealand/logos>
- I understand that the Waikato District Council is bound by the Local Government Official Information and Meetings Act 1987
- I/we consent to Waikato District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

**NB: All applications by person/s under the age of 18 must be signed by applicant's parent or legal**

Name Evelyn Shead

(Print name of contact person/applicant)

Signed:

*EAShead*

(Applicant or arts organisation's contact person)

Date: Th September 2020

**Quote for African Drumming Products 10/09/2020**

**Rhythm Makers Ltd. (African Drumming)**

28 westvale lane, R.D.8, Hamilton, 3288. Ph 021 1567712

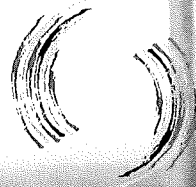
Friendship House Huntly

####

#	Item	# of Item	Cost	Comments
1	10 x 60 minute workshop with up to 15 students per session,			
2	everyone will get a drum to use for the duration. 1 x facilitator / instructor.		1,989.00	
3				
4				
5				
6	GST		298.35	
7				
8				
9				
10				
<b>TOTAL</b>			<b>0</b>	<b>\$2,287.35</b>

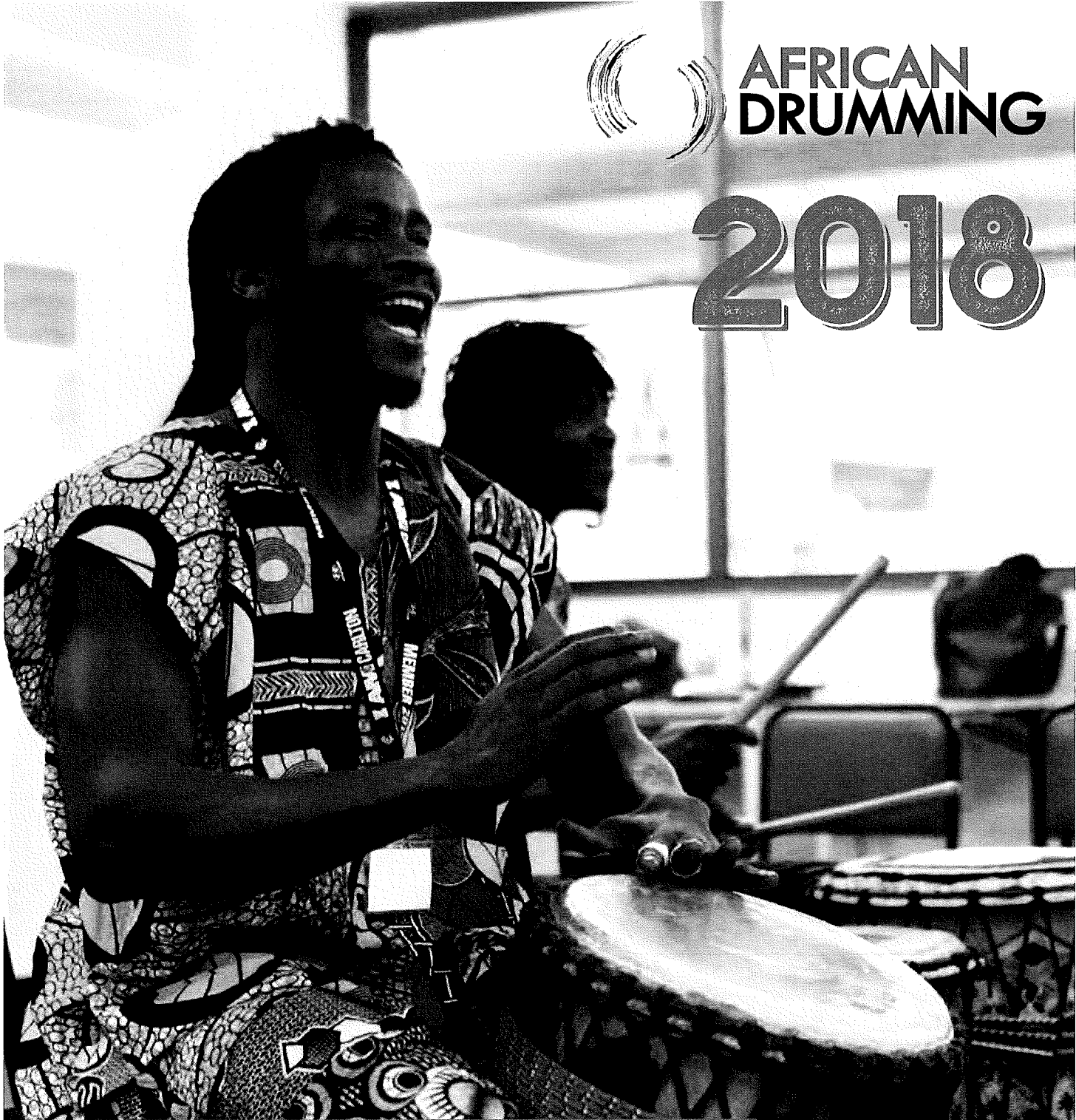
**Payment Terms:**

- Quotation valid only for 90 days



**AFRICAN  
DRUMMING**

**2018**



**SCHOOLS & COMMUNITY**



**CATALOGUE**

[africandrumming.co.nz](http://africandrumming.co.nz)

# WELCOME

## WHO WE ARE & WHAT WE DO

With over 20 years in the industry, our love of the djembe continues to drive us to be as dynamic and progressive as the music itself.

There's a lot more to us than meets the eye. We are Australasia's largest West African music provider, creating and importing 99% of our catalogue ourselves (which is why our products are so good and so well priced). We teach teachers. We run annual international tours to West Africa and Bali, New Zealand retreats, and classes in both the Waikato and Bay of plenty. We facilitate school workshops, team-building sessions, parties, weddings, launches, festivals and more on a daily basis.

Our headquarters, offices and studios are based in Melbourne, and Hamilton New Zealand and our network of African and home-grown talent is international. We love what we do and we pride ourselves on staying fresh and innovative.

## WHAT OUR CLIENTS SAY

*"The children were captivated by the drumming and had a wonderful time learning."*

*"They were SO fabulous... their performances were great, their drumming was amazing and they just had the kids so engaged. Our kids were smiling from ear to ear, and absolutely loved it."*

*"It was fantastic! The children were engaged in the activities very energetically. My children are physically very active, so the session was a great fit for their energy level! It was also great introduction of African culture. Thank you so very much."*

## WHY DRUMMING WORKS

The potential of African drumming lays in its accessibility and inclusivity. People of all ages, backgrounds and abilities can learn to drum quickly: the learning curve is gentle. Basic playing skills can be learnt in a matter of minutes and the music can be easily adapted to any group, being as simple or as complex as you like.

Drumming is also about more than music. It exercises both the brain and the body. It teaches us how to work together, how to lead, be creative and builds a real sense of community.

Drumming empowers, energises, and teaches people a skill that they can be proud of. We've seen the transformative nature of drumming first hand in our classes and workshops - it's what keeps us inspired and passionate about what we do.

## WELLNESS & BENEFITS

- Encourages listening skills and interaction
- Team work skills including confidence and trust
- Promotes multicultural awareness
- Stimulates physical and neurological coordination
- Encourages improvisation, concentration & creativity
- Powerful healing and stress relief
- Sense of belonging and community
- Immediate sense of achievement
- Mindfulness and relaxation



# TEACHER TRAINING

## LEARN TO TEACH AFRICAN DRUMMING

The Teacher Training Course will give you all you need to run engaging African music sessions - even if you've never drummed before. How? Our Course teaches you practical ensemble music and facilitation skills, backed up with road-ready resources that you can take to the classroom straight away. Our course is founded on three components: themes, phases and resources. Each is developed and expanded upon as levels progress. Learn how to facilitate empowering and rewarding African drumming sessions with us.

### LEVEL 1

An introduction to the world of West African music and how to practically teach it. We cover a range of applications with lesson plans and strategies so that you leave with road-ready skills and a deeper understanding of the musical culture of Africa.

### LEVEL 2

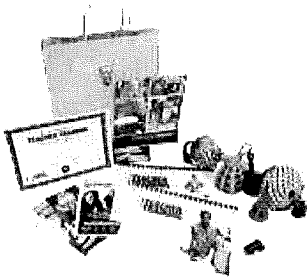
Building on the fundamentals established in Level 1, we focus on strengthening your musicianship and leadership skills, advancing applications of resources and ensemble development. Best taken directly following Level 1!

### LEVEL 3

We raise the bar on your musicianship and leadership skills, exploring complex rhythms and arrangements and developing your soloing. You will lead, direct and discover the joys and challenges of facilitating a grooving West African ensemble.

### RESULTS

- Workshop facilitation skills
- Programme facilitation skills
- Basic drum technique
- Ensemble instrument skills
- Workshop template
- Rhythmic games & activities
- Starter rhythms
- Ongoing support



*"I wanted to let you know how inspired and motivated you have made me feel about my primary music classes after doing the training... I had a lot of fun with my classes breaking the skills down and the kids absolutely loved it! It was great to see them having such a good time because I feel so positive, confident and motivated - thanks to you!"*

*"I have just had the best time this weekend. The African drumming Levels 1 and 2 were fantastic and very worthwhile. I learned so much. Thanks also to Jeremy. He is a fantastic facilitator and trainer. He did an amazing job! Looking forward to Level 3."*

### RATES

#### SINGLE LEVEL

Earlybird Rate: \$320.00 + GST  
Standard Rate: \$360.00 + GST

#### WEEKEND: L1 + L2

Earlybird Rate: \$550.00 + GST  
Standard Rate: \$600.00 + GST





# OUR SESSIONS

## ABOUT OUR SESSIONS

African drumming is both a feel-good activity and a learning tool. Students walk away feeling energised with a sense of participation and the satisfaction of being creative as part of a community. Group drumming teaches the benefits of working as a team, with elements of both risk taking and trusting one another. It's both an individual experience of self expression and a communal experience of achievement through group harmony, and studies have shown the stress relieving and healing effects that drumming provides. We teach rhythms which are instantly accessible and give an immediate sense of achievement that builds confidence. It's something to be experienced.

## SINGLE SESSIONS

Our single session workshops offer drumming, dancing and singing as standard, though we can easily adapt to suit your wishes. All of our facilitators are experienced and unique performers, each with their own story and style. Usually, we kick off with a short performance and introduce ourselves, getting everyone excited about the music. We move into the fun quickly with drumming, African rhythms and musical games. We'll get them grooving too, with some tribal dancing and singing. At the end of the session we have question time, when students can ask the facilitator about their background, culture, music and about West Africa.

## POPULAR FORMATS

- Single workshops
- Half day series (3 x 50min sessions)
- Full day series (6 x 50min sessions)
- High energy African concert
- 4 week to full term Programmes
- Advanced classes for music students
- Fetes and cultural days

## EXTENDED PROGRAMMES

Maximise the potential learning outcomes by integrating a 4 week to full term Programme into your curriculum. Our Programmes are suitable for all ages and abilities. Focusing on a performance piece, we develop the ensemble by practising technique and dexterity, adding song, and building towards a high-energy student concert! Under the guidance of an experienced teacher, Programmes offer students the chance to learn an instrument, be a part of a group in a meaningful and active way, and does wonders for their self esteem and confidence. Showcasing their piece at a concert at the end of the Programme provides a sense of real accomplishment.



# GET IN TOUCH

## DRUM GUIDE

### INDO SERIES

30cm	2 - 6 yrs
40cm	4 - 8 yrs
40cm PLUS	8 - 12 yrs
50cm	10+ yrs
50cm PLUS	12+ yrs
60cm	14+ yrs
60cm PLUS	14+ yrs & Teachers

### SUPER SERIES

12"	14 yrs+ & Teachers
13"	Teachers

### TEACHER DJEMBES

You'll find a range of djembes recommended for teachers in the Products section, page 6. These drums are generally larger and louder, allowing you to be heard over your group so that you can lead with strength. Teachers should use a full size djembe.

### GOOD TO GO

Your drums will arrive tuned and ready to play. We also include free Tuning and Drum Care Guides to help you keep your drums sounding great - a couple of knots can make a big difference! We are happy to offer tuning services and advice.

## HOW TO ORDER

### READY TO ORDER NOW

Call, email or fax through your order and we'll start packing! A PO is preferable but not mandatory. We'll follow with an invoice.

### CURIOUS: QUOTE ME

Call, email or drop by for a chat! We are usually available on the spot, but if not then we are known for our quick replies.

### HAVE A BUDGET BUT DON'T KNOW WHERE TO START

Easy! We'll talk over what you're hoping to achieve and the needs of your classroom, and recommend tailored package options that suit your budget.

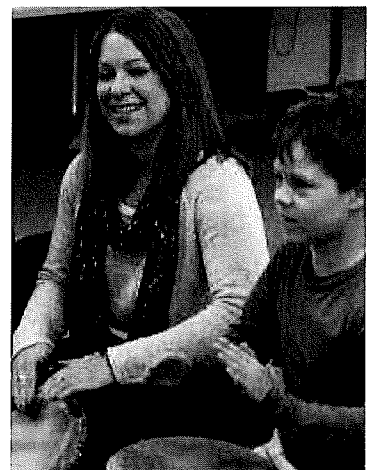
## WARRANTY & GUARANTEE

We love what we do and stand by all of our sessions and instruments. We quality control everything that leaves our shop. If there's any issue, we're only a phone call or email away and will help ASAP.

All of our drums, from Indo Series to Master Series, carry a 5 month graduated warranty. Full details are available on our website.

## FINE PRINT

Our NZ branch is not registered for GST. Freight is additional. We ship all across New Zealand.



## CONTACT US

**TEL** 0211567712  
**EMAIL** info@africandrumming.co.nz  
**WEB** africandrumming.co.nz

### EVENTS

info@africandrumming.co.nz

### CUSTOM QUOTES

0211567712  
 info@africandrumming.co.nz

**Friendship House (Huntly) Community Charitable Trust**

**Performance Reports  
For the Year Ended 31st December 2019**

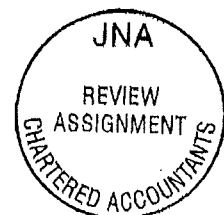
**Friendship House (Huntly) Community Charitable Trust**  
**Performance Reports**  
**For the Year Ended 31st December 2019**

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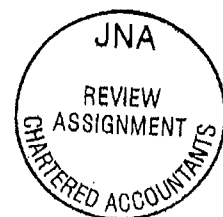
**Friendship House (Huntly) Community Charitable Trust**  
**Entity Information**  
**For the Year Ended 31st December 2019**

Legal Name of Entity:	Friendship House (Huntly) Community Charitable Trust
Type of Entity and Legal Basis (if any):	Charitable Trust registered under the Charities Act 2005
Registration Number:	CC47572
Entity's Purpose or Mission:	<p>The purpose of the Trust is to provide community resource centres to help our community thrive, using the following objectives:</p> <p>3.1 Provide a range of services and opportunities that meet the needs of the community.</p> <p>3.2 Identify, facilitate and provide opportunity for access to information, resources, activities, health, social interaction, employment, education, housing and welfare for all members of our community.</p> <p>3.3 Work together in partnership with individuals, groups, local and central government to achieve the objectives of the Trust and encourage collaboration between existing services, community resources and facilities.</p> <p>3.4 Clearly and effectively communicate the activities of Friendship House to the Huntly and surrounding community.</p> <p>3.5 Promote and support other local activities and services that are working to encourage positive change in our community.</p> <p>3.3 Other support and assistance consistent with this charitable purpose.</p>
Entity Structure:	<p>Trust Structure: The Board will comprise of no less than four (4) Trustees and no more than ten (10) Trustees. We currently have eight (8) trustees that constitute our governance board, including three executive officer positions: chairperson, treasurer and secretary. Operational Structure: Our operations are managed by three paid employees. We employ a manager, coordinator and art coordinator. Volunteer's support us with our various activities throughout the year.</p>
Main Sources of the Entity's Cash and Resources:	Friendship House (Huntly) Community Charitable Trust's main funding sources are government grants, community grants and donations/Koha.
Main Methods Used by the Entity to Raise Funds:	Fundraising activities include donations or Koha for workshops.
Entity's Reliance on Volunteers and Donated Goods or Services:	Volunteers donate time and sometimes resources to run workshops and our regular Morning Tea. The Trust receives food donations for our Huntly Community Pantry and food rescue.



**Friendship House (Huntly) Community Charitable Trust**  
**Entity Information (continued)**  
**For the Year Ended 31st December 2019**

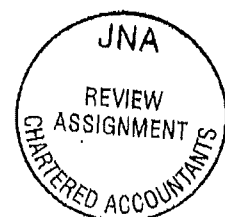
Physical Address:	55 William Street Huntly 3700
Postal Address:	55 William Street Huntly 3700
Phone:	07 8287559
Email:	friendship.huntly@gmail.com
	<a href="https://www.facebook.com/Friendship-House-Huntly-Community-Charitable-Trust-313414105436218/">https://www.facebook.com/Friendship-House-Huntly-Community-Charitable-Trust-313414105436218/</a>
Website:	<a href="https://friendship-house.webnode.com/">https://friendship-house.webnode.com/</a>
Accountants:	Accounting Concepts, 68 Main Street, Huntly, 3700
Reviewer:	Jefferies Nock & Associates Chartered Accountants 187 Peachgrove Road 5 Cross Road Hamilton



**Friendship House (Huntly) Community Charitable Trust**  
**Statement of Service Performance**  
**For the Year Ended 31st December 2019**

Description of the Entity's Outcomes	The people in our community to flourish and grow. Friendship House and Huntly West Hub to provide the best community support provision, providing accessible opportunities for people to learn grow, play and make positive changes in their lives. Reducing isolation, a connected community, people learning new skills and using them in their daily lives, volunteers feeling valued and people feeling supported.
--------------------------------------	--

Description and Quantification (to the extent practicable) of the Entity's Outputs:	2019
Playgroup	511
Wool Gathering	346
Networking Morning Tea	107
Free Morning Tea	1158
Kids Art Club	950
Huntly Art Club	248
Mosaic Club	245
Children Art & Craft Classes	1498
Adult Art & Craft Classes:	271
Other children's activities and workshops	65
Other events and exhibitions (Art in the Park, Photography, Christmas in the Park)	783
Cooking classes, cost saving workshops, Christmas is on its way	215
Other agencies and organisations	1751
Drop in, information, other	1248
Counsellors and clients	387
Steady as you go – exercise class	405
Other group meetings (Friendship Circle, Grandparents raising Grandchildren, , NWTT, FH Trust, Bellyful, Harty Sistaz, )	322
Huntly Kids Kitchen, Sunday dinner and Holiday breakfast club.	328
Food rescue (recipients)	2340
Plunket, PEPE and coffee groups	634
Huntly Community Pantry	617
Bellyful meals delivered	436
Phone calls	1801



# Friendship House (Huntly) Community Charitable Trust

## STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

### STATEMENT OF ACCOUNTING POLICES

#### Reporting Entity

The reporting entity is Friendship House (Huntly) Community Charitable Trust, set up under the provisions of the Charitable Trusts Act 1957. It is registered with the Charities Commission 2005.

#### Statement of Compliance and Basis of Preparation

Friendship House has elected to apply PBE SBE-A (NFP) Public Entity Simple Format Reporting – Accrual (Not For Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000. All transactions in the financial statements are reported using the accrual basis of accounting. The financial statements are prepared under the assumption that the entity will continue to operate in the foreseeable future.

The measurement system adopted is that of historical cost.

### SPECIFIC ACCOUNTING POLICIES

The following specific accounting policies which materially affect the measurement of profit and financial position have been applied.

#### 1 Grants Funding Income

Grants Funding is recognised when received. Grants, which have not been expensed in the current year are carried forward to the next year and are shown in the Statement of Financial Performance and also in the Statement of Financial Position as a liability.

#### 2 Fixed Assents

Fixed assets are stated at cost less depreciation. A fixed assets and depreciation schedule forms part of these accounts in which the depreciation rates and basis of calculation is indicated. The rates used depreciate the assets over the term of their estimated useful lives.

#### 3 Income Tax

The Trust undertakes activities on behalf of its local community and is registered under the Charities Commission 2005, and therefore is exempt from Income Tax.

#### 4 Accounts Receivables

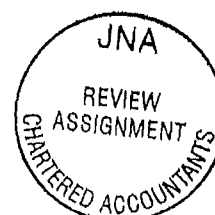
Accounts owing to the Trust are stated at their estimated realisable value.

#### 5 GST

All items in the financial statements are stated exclusive of GST, with the exception of accounts receivable and account payable which stated as GST inclusive.

### CHANGES IN ACCOUNTING POLICES

There have been no changes in accounting policies and they were applied consistently during the year.





# Friendship House (Huntly) Community Charitable Trust

## STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

### NOTES TO THE ACCOUNTS

#### Related Parties

There are no related party transactions.

#### Trustee Fees

The Trust has paid no trustee fees.

#### Contingencies

The Trust has no identified material contingencies at balance date.

#### Commitments

The Trust has a commitment to utilising some grant income received during the year (or prior year/s) for specific expenditure items – any unexpended income is shown in the Statement of Financial Position as Unexpended Grants and is carried forward to the following year as detailed in the Statement of Financial Performance.

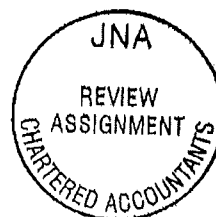
#### Significant Events after Balance Date

The Trust has no significant events after balance date.

#### Going Concern

The Trust is a community based organisation with charitable purposes. It relies on grant funding from community organisations from year to year to continue to operate along with voluntary contributions from its members and the community. The Trust remains a going concern on the basis.

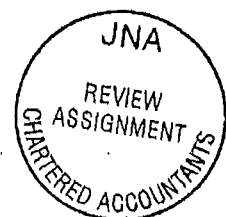
	<i>Note</i>	<b>2019</b>	<b>2018</b>
		\$	\$
<b>REVENUE</b>			
Interest		433	553
Grant – WEL Energy		36,500	24,000
Grant – Trust Waikato		13,000	11,000
Grant – Lion Foundation		2,630	-
Grant – NZ Lotteries		52,000	43,000
Grant – Pub Charity		2,630	-
Grant – COGS		10,000	6,000
Grant – Tindall		1,250	-
Grant – WDC		10,688	9,003
Grant – Len Reynolds Trust		7,000	4,000
Grant – DV Brant Trust		-	2,600
Grant – Ultrafast Broadband		1,499	-
Grant – Wallace Foundation Grant		733	-
SeniorNet Donations		5	105
Donations		8,893	10,666
Rent - Plunket		9,280	9,280
Rent - Room Hire		5,159	1,214
<b>Total Income</b>		161,700	121,421
<b>Less Expenses</b>			
Accident Compensation Levy		666	238
Accountancy Fees		738	641
Advertising		141	225
Audit Fees		1,000	900
Bank Charges		-	15
Buildings		567	545
Cleaning & Laundry		617	447



# Friendship House (Huntly) Community Charitable Trust

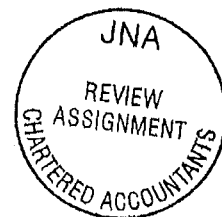
## STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2019

Community Development Sessions	12,431	20,094
Community Pantry	2,721	5,439
General Expenses	-	820
Insurance	341	696
IRD Penalties	-	112
Light Power & Heating	1,145	1,152
Office Expenses	1,064	1,323
Printing, Stamps & Stationery	774	1,062
Rents	10,435	10,435
Staff Hospitality Allowance	1,234	917
Staff Training & Welfare	1,804	129
Subscriptions	606	688
Telephone, Tolls & Internet	3,300	3,035
Travel - National	2,018	1,136
Volunteer Appreciation	2,977	3,513
Wages & Salaries	107,250	76,386
<b>Total Expenses</b>	<u>151,830</u>	<u>129,948</u>
Net Surplus/(Deficit) Before Depreciation	<u>9,870</u>	<u>(8,527)</u>
<b>Less Depreciation</b>		
Depreciation as per Schedule	<u>1,189</u>	<u>1,711</u>
<b>Surplus/(Deficit) Before Beneficiary Distributions</b>	<u>8,681</u>	<u>(10,238)</u>
<b>NET SURPLUS/(DEFICIT)</b>	<u>\$8,681</u>	<u>(\$10,238)</u>



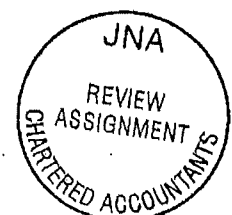
**Friendship House (Huntly) Community Charitable Trust**  
**Statement of Financial Performance**  
**For the Year Ended 31st December 2019**

	<i>Note</i>	<b>2019</b> \$	<b>2018</b> \$
<b>REVENUE</b>			
Interest		433	553
Grants		137930	99603
Sundry Income		-	-
Donations		8898	10771
Revenue from providing goods and services		14439	10494
<b>Total Income</b>		161,700	121,421
<b>Less Expenses</b>			
Operating Expenses		28506	24516
Volunteer and employee related costs		110893	79899
Community Workshop Expenses		12431	25533
Community Event Expenses		-	-
<b>Total Expenses</b>		151,830	129,948
Net Surplus/(Deficit) Before Depreciation		9,870	(8,527)
<b>Less Depreciation</b>			
Depreciation as per Schedule		1,189	1,711
<b>Surplus/(Deficit) Before Beneficiary Distributions</b>		8,681	(10,238)
<b>NET SURPLUS/(DEFICIT)</b>		\$8,681	(\$10,238)



**Friendship House (Huntly) Community Charitable Trust**  
**STATEMENT OF ACCOUNTING POLICIES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2019**

Community Development Sessions	12,431	20,094
Community Pantry	2,721	5,439
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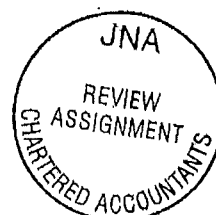
**Friendship House (Huntly) Community Charitable Trust**  
**Statement of Financial Position**  
**As at 31st December 2019**

	<i>Note</i>	<b>2019</b>	<b>2018</b>
		\$	\$
<b>CURRENT ASSETS</b>			
BNZ SeniorNet Account 01		3,731	4,001
BNZ 00		64,045	62,234
BNZ Playgroup		619	571
BNZ - Memorial Hall		4,493	50
BNZ - Groceries		302	232
GST Refund Due		962	811
Accounts Receivable		3,191	659
<b>Total Current Assets</b>		<u>77,343</u>	<u>68,558</u>
<b>NON-CURRENT ASSETS</b>			
Fixed Assets as per Schedule		10,749	6,678
<b>Investments</b>			
Term Deposit		15,990	15,613
<b>TOTAL ASSETS</b>		<u>104,083</u>	<u>90,849</u>
<b>CURRENT LIABILITIES</b>			
Accounts Payable		(2,683)	4,349
Grant Received in Advance		72,338	65,600
Funds Held for War Memorial Hall Committee		4,847	-
<b>Total Current Liabilities</b>		<u>74,502</u>	<u>69,950</u>
<b>TOTAL LIABILITIES</b>		<u>74,502</u>	<u>69,950</u>
<b>NET ASSETS</b>		<u>\$29,580</u>	<u>\$20,899</u>
<b>Represented by;</b>			
<b>ACCUMULATED FUNDS</b>			
Funds Settled		31,126	31,126
Retained Earnings		(1,546)	(10,227)
<b>TOTAL ACCUMULATED FUNDS</b>		<u>\$29,580</u>	<u>\$20,899</u>

The accompanying notes form part of this Performance Report and should be read in conjunction with the reports contained herein.

For and on behalf of the Trustees:

.....  
 Chairperson  
 .....

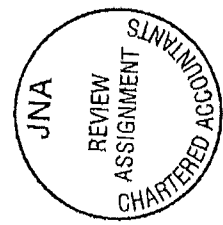


# Friendship House (Huntly) Community Charitable Trust

## Depreciation Schedule

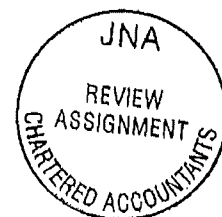
### For the Year Ended 31st December 2019

Asset	Private Use	Cost Price	Book Value 01/01/2019	Additions Disposals	Gain/Loss on Disposal	Capital Profit	Mth	Rate	Depreciation \$	Accum Deprec 31/12/2019	Book Value 31/12/2019	
<b>PLANT &amp; EQUIPMENT</b>												
Heat Pump		5,304	2,923					12	10.0% DV	292	2,673	2,631
Dishwasher		1,477	534					12	20.0% DV	107	1,050	427
Carpet Cleaner		748	275					12	25.0% DV	69	542	206
Eucalyptus Toddler Playset		3,151	2,563					12	13.0% DV	333	921	2,230
Shapes Walker		368	81					12	67.0% DV	54	341	27
Dump Truck		803	176					12	67.0% DV	118	745	58
Balance Wobbler in Frame		575	126					12	67.0% DV	84	533	42
Heat Pumps				5,260				3	10.0% DV	132	132	5,128
<b>Sub-Total</b>		<b>12,426</b>	<b>6,678</b>	<b>5,260</b>					<b>1,189</b>	<b>6,937</b>	<b>10,749</b>	
<b>TOTAL</b>		<b>12,426</b>	<b>6,678</b>	<b>5,260</b>					<b>1,189</b>	<b>6,937</b>	<b>10,749</b>	



**Friendship House (Huntly) Community Charitable Trust**  
**Statement of Cash Flows**  
**For the Year Ended 31st December 2019**

	<b>2019</b>	<b>2018</b>
	<b>\$</b>	<b>\$</b>
<b>OPERATING ACTIVITIES</b>		
<b>Cash was provided from:</b>		
Receipts from Customers	190,158	163,009
	<u>190,158</u>	<u>163,009</u>
<b>Cash was applied to:</b>		
Payments to suppliers and employees	172,355	132,587
Other Operating Activities	6,065	7,288
	<u>178,420</u>	<u>139,876</u>
<b>Net Cash Inflow (Outflow) from Operating Activities</b>	<u>11,739</u>	<u>23,133</u>
<b>INVESTING ACTIVITIES</b>		
<b>Cash was applied to:</b>		
Purchase of fixed assets	5,260	-
	<u>5,260</u>	<u>-</u>
<b>Net Cash Inflow (Outflow) from Investing Activities</b>	<u>-</u>	<u>-</u>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	<u>6,479</u>	<u>23,133</u>
Cash and cash equivalents as at 1 January 2019	82,701	59,568
<b>Cash and Cash Equivalents as at 31 December 2019</b>	<u>89,180</u>	<u>82,701</u>



## INDEPENDENT ASSURANCE PRACTITIONER'S REVIEW REPORT

### To the Trustees of Friendship House (Huntly) Community Charitable Trust

We have reviewed the accompanying performance report of Friendship House (Huntly) Community Charitable Trust which comprises the entity information, the statement of service performance, the statement of financial performance and statement of cash flows for the year ended 31 December 2019, the statement of financial position as at 31 December 2019, and the statement of accounting policies and other explanatory information.

### Trustees Responsibility for the Performance Report

The Trustees are responsible on behalf of the entity for:

- a) Identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- b) the preparation and fair presentation of the performance report which comprises:
  - the entity information;
  - the statement of service performance; and
  - the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit), and
- c) for such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

### Assurance Practitioner's Responsibility

Our responsibility is to express a conclusion on the performance report. We conducted our review of the statement of financial performance, statement of financial position, statement of cash flows, statement of accounting policies and notes to the performance report in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400 (Revised), Review of Historical Financial Statements Performed by an Assurance Practitioner who is not the Auditor of the Entity, and the review of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised). Those standards require us to conclude whether anything has come to our attention that causes us to believe that the performance report, taken as a whole, is not prepared in all material respects in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit). Those standards also require that we comply with ethical requirements.

A review of the performance report in accordance with ISRE (NZ) 2400(Revised) and ISAE (NZ) 3000 (Revised) is a limited assurance engagement. We will perform procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluate the evidence obtained. The procedures selected depend on our judgement, including the areas identified where a material misstatement is likely to arise and includes performing procedures to obtain evidence and evaluating whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand) and ISAE (NZ) 3000 (Revised). Accordingly, we do not express an audit opinion on the performance report.

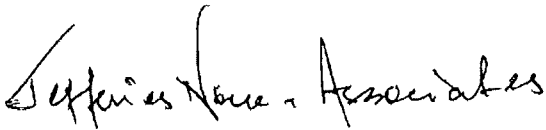


Other than in our capacity as assurance practitioner we have no relationship with, or interests in, Friendship House (Huntly) Community Charitable Trust.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that:

- a) the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are not suitable; or that
- b) the performance report does not fairly, in all material aspects:
  - the financial position of Friendship House (Huntly) Community Charitable Trust as at 31 December 2019, and of its financial performance and cash flows for the year then ended; and
  - the entity information and its service performance for the year then ended in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).



**Jefferies Nock & Associates**

**3 July 2020**

**Hamilton**

### **Open Meeting**

<b>To</b>	Creative Communities Scheme Assessment Committee
<b>From</b>	Clive Morgan General Manager Community Growth
<b>Date</b>	16 September 2020
<b>Prepared by</b>	Lianne van den Bemd Community Development Advisor
<b>Chief Executive Approved</b>	Y
<b>DWS Document Set #</b>	CDR0502 / 2748031
<b>Report Title</b>	Creative Communities Scheme Assessments – Update September 2020

## **I. EXECUTIVE SUMMARY**

The purpose of this report is to provide the Creative Communities Scheme Assessment Committee with guidance for making decisions on funding applications received.

Assessment Committees are at the heart of the success of the Creative Communities Scheme (the CCS). Their main role is assessing applications and allocating funding, in line with the criteria of the CCS and any specific local priorities that have been set by Council, that reflect the needs of the community within the Waikato district.

The purpose of the Creative Communities Scheme Assessment Committee (CCSAC) is to administer Creative New Zealand (CNZ) funding in the Waikato district through the CCS. This includes considering applications and allocating funding in accordance with CNZ's guidelines. Most territorial authorities in New Zealand directly administer their respective CCS funds, with the exception of councils like Hamilton City Council, which delegate administration and distribution to Creative Waikato.

The membership of the committee is as follows:

- Two elected members - Councillors Rob McGuire and Stephanie Henderson
- Two iwi representatives - Miriama (Tilly) Turner and Amomai Pihama
- One Arts Council representative - Heather Cunningham
- Four community representatives - Claire Du Bosky, Judi Muru, Mark Vincent, Annette Taylor.

It is the responsibility of Council to approve the Delegations and Terms of Reference, as per Council's Governance Structure 2019 to 2022.

## 2. RECOMMENDATION

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**THAT** the report from the **General Manager Community Growth** be received.

**AND THAT** the **Creative Communities Scheme Assessment Committee** prioritise funding for the applications in the **Agenda**, in accordance with the **Creative Communities Scheme Assessors Guide** (as attached to the staff report).

## 3. BACKGROUND

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The Creative Communities Scheme Assessment Committee operates two funding rounds per year. This is the second funding round for the 2020 to 2021 financial year. The criteria and rules of the scheme must be met and taken into account when making decisions.

## 4. DISCUSSION AND ANALYSIS OF OPTIONS

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A ranking/weighting document is attached (Assessor Ranking Sheet). The Committee is required to consider this when ranking the applications - based on the following extract from the Assessors Guide (2018: Pages 6-12), which *meets the requirements in a consistent and objective manner* (the CCS guidelines are attached).

In particular, page 2 of the Assessors Guide, advises:

***Funding criteria for CCS***

*There are three funding criteria under the CCS:*

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

This criteria allows the Assessment Committees to make decisions that take into account the local context. Committees are encouraged to apply the funding criteria according to the arts needs within their own local council area.

If a member feels that further information is required to make an informed decision, then staff can make the necessary arrangements for clarification or for the provision of any additional information required.

## 5. CONSIDERATION

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### 5.1 FINANCIAL

Council delegates the authority to the Creative Communities Scheme Assessment Committee to consider and decide on applications before it, to then allocate and distribute funds from CCNZS, in accordance with the criteria for funding.

The agreement Council has with CNZ does not allow funding in excess of 15 percent of the previous year's allocation to be carried forward. Should Council wish to carry forward more than 15 percent of the previous year's allocation then approval must be sought from CNZ.

If the amount requested is in excess of the fund, some form of scaling down may be necessary. There is \$32,118.19 (exclusive of GST) available for distribution in this funding round. Seventeen (17) applications have been received. The total amount being requested for round two is \$59,748.82, as per amount calculated at the bottom of the ranking sheet.

## **5.2 LEGAL**

Pursuant to schedule 7, clause 30 of the Local Government Act 2002, Council has the authority to delegate the administration of CCNZ funds to a committee or delegated during meetings.

## **5.3 POLICY & PARTNERSHIP ALIGNMENT**

Policy reference WDC0710/20.

## **6. CONCLUSION**

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Before a clear decision can be reached, in regards to funding allocation levels, ranking of each application is required prior to the October Assessment Committee meeting.

## **7. ATTACHMENTS**

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1. Assessor's Ranking Sheet
2. Creative Communities Scheme - Assessor's Guidelines

## CCS Assessor Ranking Sheet – September 2020

Assessor Name: \_\_\_\_\_

Item #	Applicant name	Project title	Selected criterion	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
5.1	Logan Nathan	Waikato Rocks Trust – Raglan Music and Dance Festival								\$5,000.00		
5.2	Patti Mitchley	Whaingaroa Youth Movement – 'The Upside Down' (A children's community dance theatre project)								\$3,425.68		
5.3	Jessica Nicolson	St Lazarus Art Studio – Raglan Old School Arts Centre – Creative journey with Jess – An After school Art class for local children to make Art to Exhibit and Keep								\$400.00		
5.4	Bianca Angel	IA Maori Music Ltd Ororuarangi – Live Music Art Film								\$2,070.00		
5.5	Bernie Wood	Twin Rivers Community Art Centre – Te Whare Toi O Ngaruawahia – 'Art Attack' – Term 1 2021								\$718.99		
5.6	Bernie Wood	Twin Rivers Community Art Centre – Te Whare Toi O Ngaruawahia – School Holiday Workshop – Term 1 2021								\$673.44		
5.7	Bernie Wood	Twin Rivers Community Art Centre – Te Whare Toi O Ngaruawahia – 'Date Night Applications' – Term 1 2021								\$374.60		
5.8	Bernie Wood	Twin Rivers Community Art Centre – Te Whare Toi O Ngaruawahia – 'Tamariki Art Club' – Term 4 2020 and Term 1 2021								\$483.11		

Item #	Applicant name	Project title	Selected criterion	The idea	Process	People	Criteria	Budget	Score out of 20	Amount requested	Amount recommended	Assessor Comments
5.9	Jacqueline Anderson	Raglan Community Arts Council – After school multi-media art classes Term 1/Term 2 (2021)								\$3,061.00		
5.10	David Whyte	Friendship House (Huntly) Community Charitable Trust – Mana Murals for Huntly								\$9,990.00		
5.11	Malcolm Forbes	Malcolm Forbes – Two Gentlemen of Verona by William Shakespeare								\$275.00		
5.12	Ruth Hare	Raglan Theatre Academy – Youth Performance Production								\$4,938.00		
5.13	Melysa Tapiata	Whanau & Whenua Trust – Creative Meremere – capacity and capability building project								\$10,980.00		
5.14	Mandi Lynn	Every Body is a Treasure Trust – The Mojolution								\$4,000.00		
5.15	Mandi Lynn	Every Body is a Treasure Trust – Click Happy Live Waikato								\$4,000.00		
5.16	Lauren Hughes	Te Kauwhata Community House – Toi Ako Te Kauwhata Programme – T1 and T2 2021								\$6,500.00		
5.17	Victoria Kemp	Friendship House (Huntly) Community Charitable Trust – Creative Huntly								\$2,859.00		
<b>TOTAL</b>										<b>\$59,748.82</b>		

**Instructions:**

1. Complete ranking for each application – based on the following Assessors Guide (Pages 6-12).
2. **Email completed ranking sheet by noon Tuesday 29 September 2020 to [funding@waidc.govt.nz](mailto:funding@waidc.govt.nz)**

Lianne can then format the markings into a spreadsheet for the scheduled assessment meeting.

**NOTE: Potentially, we may still be at COVID level two.**

Additional information requested based on one of the following options:

1. There are no changes to the submitted project.
2. We are moving the date of our project but it will still take place inside the 12-month period of receiving the grant. I have provided an updated project timeline.
3. We are not moving the date of our project but the delivery of the project is changing (i.e. online or livestream). I have provided an updated project delivery details.
4. We wish to withdraw our application for this round.

# Creative Communities Scheme

Funding for local arts  
Te tono pūtea mō ngā  
manahau a te iwi kainga

## Assessors Guide

2016 - 2019

Current as of May 2020

Updated June 2017

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**This guide outlines the  
role and responsibilities of  
the Creative Communities  
Scheme (CCS) assessment  
committees.**

FRONT COVER

NZ Ukulele Festival Trust

New Zealand Ukulele  
Festival



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## Introduction to the Creative Communities Scheme

The Creative Communities Scheme (CCS) provides funding to communities so New Zealanders can be involved in local arts activities. The scheme supports a wide range of arts projects under the following art forms: craft/object arts, dance, inter-arts, literature, Māori Arts, multi-artform (including film), music, Pacific Arts, theatre and visual arts.

Please refer to the glossary for the art form definitions.

Please contact your CCS Administrator if you have any queries.

### About Creative New Zealand and our partnership with local councils

Creative New Zealand, which is a Crown entity, works with local city and district councils to deliver the Creative Communities Scheme.

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 the funding for the scheme works

#### 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 \$6,000
- an allocation of \$0.70 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. Your council's CCS agreement allows for these amounts to change during the agreement, but Creative New Zealand will notify you in writing before any changes take place .

## Eligibility Requirements and Funding Criteria

### Eligibility requirements for CCS

Before an application can be considered by an assessment committee, the CCS Administrator 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
- > is a group or organisation, they must be based in New Zealand
- > 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

The proposed project or proposal must:

- > have an arts focus ([see glossary](#))
- > have identified one of the three [funding criteria](#)
- > take place within the city or district where the application is made
- > not have begun before any CCS funding is approved
- > not already have been funded through Creative New Zealand's other funding programmes

- > 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

There are three funding criteria under the Creative Communities Scheme:

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

These funding criteria allow assessment committees to make decisions that take into account the local context.

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

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

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.

## Costs that can't be funded

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
- catering costs or any food or refreshment costs associated with a project or event
- 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

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.

Each school decides what they want to focus on and establishes an annual curriculum and teaching programme that identifies the learning outcomes and the activity to deliver the programme.

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.

## How CCS applications are assessed

### Assessment committees: the role and function

#### Role of assessment committees

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

When an application for funding under the Creative Communities Scheme has been received and acknowledged by the local CCS administrator, the application passes through the following stages:

### Step 1: Checking applications for eligibility

*Responsible for this step:* CCS Administrator

When an application has been received, the CCS Administrator 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 Administrator

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 Assessment Sheet](#) 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 Administrator.

### Step 4: Creating a ranked list

*Responsible for this step:* CCS Administrator

Once all the assessors have returned their Assessment Sheets to the CCS Administrator, the Administrator 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 Administrator

#### Notifying successful applicants

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

[Here is a sample letter for successful applicants.](#) This template letter allows you to insert the applicant's details, the name of the project, the amount the applicant has been awarded, and any specific conditions of the grant, eg if the funds are tagged to certain items or specific aspects of the project.

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.

### Notifying unsuccessful applicants

All unsuccessful applicants should be notified in writing that their application hasn't been granted. [Here is a sample letter for unsuccessful applicants.](#)

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.

### 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. [Download the logo and guidelines.](#)

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

### How the Assessment Scale works

On the basis of the information provided in each application for Creative Communities Scheme funding, 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 the 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.

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

## Dealing with conflicts of interest

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
- not assess the application
- not take part in the decision-making process for that application, and
- 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
- 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.

## Promoting CCS

### Developing a promotional plan

#### Funding to promote the scheme

The local council and assessment committee are responsible for promoting the scheme in your particular area. Up to 7.5% of your annual CCS allocation can be used for promotion costs. This funding for promotion cannot be used to cover administration costs.

#### Developing a promotional plan

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

How do we start?

1. Set aside time to discuss the key questions below
2. Create a draft plan using these reflections
3. Review the plan at the end of each assessment meeting with the assessors. The plan should be a work-in-progress that's discussed and reviewed regularly.

#### Key questions to ask when developing a promotion plan

To develop a plan targeted to your own community it may help to start by addressing the following questions. We've included some tips to help boost your promotional activities.

##### 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?

##### 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.

##### 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.

### 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.

### 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.

### 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.

### Using the CCS logo

#### Using the CCS logo in your promotional activities

The CCS logo should be used widely to increase awareness of the Creative Communities Scheme, eg on council websites and community noticeboards and in newspaper advertisements.

All successful applicants are expected to use the CCS logo in publicity for their project, and should follow the guidelines for using it. Successful applicants should also acknowledge the assistance of the scheme verbally at event openings, performances and so on.

[Download the CCS logo and guidelines from Creative New Zealand's website.](#)

## Special Circumstances

### Third parties in the Creative Communities Scheme

#### 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.

#### Consistency with council's agreement 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

You should make sure the agreement addresses the following issues.

##### 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).

##### 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

#### 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.

## Glossary

### Arts activities

**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.

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

**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.

## General terms

**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).

**Territorial authority:** a district or city council.

**Wānanga:** a Māori term for a forum or workshop.