

2025 Creative Communities Application Form

Form Preview

Welcome!

* indicates a required field

Before you start

Introduction

Creative New Zealand is our national agency for arts development. The Creative Communities Scheme is one of the ways Creative New Zealand funds a broad range of arts projects in local communities.

Before applying for the grant, please read the:

- [Creative Communities Scheme Application Guide](#)
- **Funding Criteria (see below)**
- **Strategic priorities of the NPDC Creative Communities Advisory Committee (see below)**

As well as project details, in this application form we ask for:

- Your New Zealand Business Number (NZBM), if you have one
- Your Charity Registration Number (CRN), if you have one
- Bank account details
- An online banking screenshot or stamped and signed print out/letter from your bank to verify your account details
- Your project budget
- Your latest financial statement (groups or organisations only)
- A letter from your school's principal verifying your project is not part of the school's curriculum (schools only)

Need help with your application? Creative Taranaki runs funding workshops. Visit their [website](#) or find them on social media for details.

Eligibility

Has your project already been funded through Creative New Zealand's other funding programmes? *

- Yes
 No

If you select Yes, you are not eligible for further funding for this project.

Not sure if your project is eligible for funding? Please contact grants@npdc.govt.nz.

Funding Criteria

The Creative Communities Scheme has three criteria you can apply under. You will be asked how your project fits one of these criteria:

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1. Access and participation: The project will create opportunities for local communities to engage with and participate in local arts activities.

2. Diversity: The project will support the diverse artistic and cultural traditions of local communities.

3. Young people: The project will enable young people (under 18 years of age) to engage with and participate in the arts.

For more information about the funding criteria, please read the [Application Guide](#).

Strategic priorities of the NPDC Creative Communities Advisory Committee

The NPDC Creative Communities Advisory Committee is made up of Councillors and community members who are passionate about our thriving arts scene.

The committee has identified their current local priorities to help them align with national priorities and make strong decisions for the arts in our district. You will be asked how your project aligns with these priorities:

- Funding fewer projects larger amounts to help ensure their success
- Focusing on grassroots initiatives with community outcomes
- Supporting emerging practitioners and initiatives
- Supporting applicants who have a plan to achieve financial self-sustainability
- Focusing on creative ideas rather than the practice of a skill
- Supporting projects where there is a funding shortfall rather than profit, and where applicants have considered what other funding streams are available

The application

* indicates a required field

Please complete and submit your application form by Sunday 6 April 2025

Applicant Details

Applicant name *

Individual Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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The applicant can be an individual or organisation. Please select one and provide details.

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Applicant address *

Address

Applicant primary phone number *

Applicant email address *

Organisation Contact Person

If the applicant is an organisation or group, please provide details for the organisation's key contact person. This is the person we will correspond with about the project and application.

Organisation contact name

Title First Name Last Name

Organisation contact phone number

If different from the applicant number

Organisation contact email address

If different from the applicant email address

Applicant Register Information

Do you or your organisation have an NZBM or CRN? *

NZBN CRN Neither

Applicant or Organisation NZ Charity Registration Number (CRN)

The Charity Registration Number provided will be used to look up the following information. Click Lookup above to check that you have entered the Charity Registration Number correctly.

New Zealand Charities Register Information
Charity Registration
Number
Organisation Name
Other Names

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Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

Applicant or Organisation NZBN

The NZBN provided will be used to look up the following information. Click Lookup above to check that you have entered the NZBN correctly.

New Zealand Companies Register Information
NZBN
Entity Name
Registration Date
Entity Status
Entity Type
Registered Address
Office Address

Bank Account Details

Please provide details for the bank account into which funding will be deposited.

If your application is successful, you will be sent an invoice template and asked to invoice New Plymouth District Council.

The bank account number displayed on your invoice must match the bank verification form uploaded with your application.

Bank Account Name *

Bank Name *

example: TSB, Westpac

Bank Account Number *

example: 03-0555-0029485-00

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GST Number (if applicable)

Please upload verification of your bank account details *

Attach a file:

We will accept an online banking screenshot or a stamped, signed print out or letter from your bank. It needs to contain the account holder name and bank logo, and be easily identifiable as having come from your bank.

Applicant Ethnicity

Creative NZ collect this information for their statistics.

Ethnicity is self-perceived. You may wish to select more than one ethnic group, and you are welcome to provide further information if you wish.

Please select the ethnicity/ethnicities you or your group identify with. *

- | | |
|--|--|
| <input type="checkbox"/> NZ Pākehā | <input type="checkbox"/> Middle Eastern |
| <input type="checkbox"/> NZ Māori | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Pacific Peoples | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Asian | |

Please feel free to provide further information about your group's ethnicity (optional).

Project Overview

* indicates a required field

Project Summary

Project title *

Please provide a short summary of your project *

Word count:

Must be no more than 100 words.

Project Timing and Location

Anticipated start date *

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If your project starts before the Committee decision meeting on 7 May 2025 your project is ineligible for funding.

Anticipated end date *

Your project must be completed within 12 months of funding being approved.

Project Location *

Address

Please enter the address where your project will take place.

Artform/Cultural Practice and Activity Type

Which ONE artform or cultural practice best describes your project? *

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

See the artform/cultural practice definitions in the Application Guidelines or contact grants@npdc.govt.nz for help.

Which ONE activity best describes your project? *

- | | |
|---|--|
| <input type="radio"/> Creation only | <input type="radio"/> Exhibition |
| <input type="radio"/> Creation and presentation | <input type="radio"/> Workshop/wānanga |
| <input type="radio"/> Performance (presentation only) | |

See the activity definitions in the Application Guidelines or contact grants@npdc.govt.nz for help.

Participants and Audience

- **Active participants** are the people involved in making and presenting an artwork or performance, or running and attending a workshop
- **Viewers or audience members** are the people who come to see the finished work or presentation

Please note if your application is successful you will need to provide the **actual** number of active participants and viewers/audience members in your project completion (acquittal) report.

Number of active project participants *

Number of anticipated viewers or audience members *

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Project Details

* indicates a required field

Please refer to the [Application Guide](#) for more information relating to these questions, including examples that may help with your responses.

The idea / Te kaupapa

Please describe your project idea:

- What do you hope to achieve?
- What creative goals do you have for the project?
- What will be the result of the project?
- Why is funding needed?

Project idea *

Word count:

Must be no more than 300 words.

The process / Te whakatutuki

Please outline the processes involved in delivering your project:

- What are the key stages?
- What is the timeline?

Project delivery *

Word count:

Must be no more than 500 words.

The people / Ngā tāngata

Please explain who will be involved in your project:

- Who are the key people or partners?
- What are their skills and experience?
- If you are working with other organisations, who is responsible for what?
- Who are your audiences?

The people: *

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Word count:

You can upload relevant CVs or biographies as part of your supporting documents later in this application form.

The criteria / Ngā paeru

Please select the ONE funding criterion that your project most closely aligns with:

*

- Access and Participation: The project will create opportunities for local communities to engage with and participate in local arts activities
- Diversity: The project will support the diverse artistic and cultural traditions of local communities
- Young People: The project will enable young people (under 18 years of age) to engage with and participate in the arts

How will your project deliver on the criterion you selected? *

Word count:

Must be no more than 500 words.

The Strategic Priorities

The strategic priorities of the New Plymouth District Council Creative Communities Committee are:

- Funding fewer projects larger amounts to help ensure their success
- Focusing on grassroots initiatives with community outcomes
- Supporting emerging practitioners and initiatives
- Supporting applicants who have a plan to achieve financial self-sustainability
- Focusing on creative ideas rather than the practice of a skill
- Supporting projects where there is a funding shortfall rather than profit, and where applicants have considered what other funding streams are available.

How does your project align with these priorities? *

Word count:

Must be no more than 500 words.

Access and Inclusion

New Plymouth District Council strives to provide accessible, inclusive, and equitable services.

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If something is accessible it is easy to reach, enter, get, understand or be appreciated by anyone in the community. This includes people with physical or cognitive challenges, temporary injuries, seniors, young children and their carers, people with Non-English speaking backgrounds and from a range of cultures.

How will your project be accessible and inclusive? *

Word count:
Must be no more than 500 words.

The Budget / Ngā putea

* indicates a required field

Budget

INCOME: Please provide details for all the income you will get from your project. Income could include ticket sales, donations, other fundraising, your own funds, etc.

- DO include any other grants that you have been awarded
- DO NOT include the amount you are requesting from the Creative Communities Scheme

COSTS: Please provide details for all of your project costs. Costs could include materials, venue hire, promotion, equipment hire, artist fees, etc.

- Please break down your costs to help the assessors understand your budget. Quotes for important items can be uploaded as supporting documents.

Please note:

- If you are registered for GST, all amounts should be GST EXCLUSIVE
- If you are not registered for GST, all amounts should be GST INCLUSIVE

Income	\$	Costs	\$
include any personal funds you or others are contributing to the project		include all costs, including those that are ineligible for funding	

Budget Totals

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Total Income

This number/amount is calculated.

Total Costs

This number/amount is calculated.

Income - Costs

This number/amount is calculated.

Other Applications

Please tell us about any other funding applications you have submitted for this project **that haven't yet been confirmed.**

Remember that if your project receives a grant from another Creative New Zealand funding scheme, your project is not eligible for the Creative Communities Scheme.

Outstanding funding applications

Amount requested (\$)

Outstanding funding applications	Amount requested (\$)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Creative Communities Scheme Request

What is the total amount you are requesting from the Creative Communities Scheme for your project? *

Each successful Creative Communities Scheme application usually receives no more than \$5000. The maximum amount that can be awarded is the difference between the total project cost and total project income.

Can you still deliver your project if you are only granted some of the funding you have requested? What impact would receiving less money have on your project?

Word count:

Must be no more than 250 words.

Past Creative Communities Scheme Grants

Please tell us about any grants you have received from the Creative Communities Scheme for any projects over the **past 3 years.** Give a brief explanation of each project.

Please note you must submit an acquittal report for each of your previous completed projects before making another application. Not sure if you have submitted your reports? Contact grants@npdc.govt.nz for help.

Project

Creative Communities Grant Amount (\$)

Project	Creative Communities Grant Amount (\$)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Supporting Your Application

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Financial and Supporting Documents

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.

Schools must provide a letter from the Principal verifying that your project is not part of the school's curriculum and teaching programme.

Please upload these and any other supporting documents including:

- Letters of support
- Examples of previous work
- CVs or biographies of key people
- Quotes for key costs
- Anything else that might help the assessors understand your project

Please upload supporting documents here:

Attach a file:

Presenting to the Committee

Your and/or representatives from your organisation are welcome to speak in support of your application at the Creative Communities Advisory Committee meeting on Wednesday 7 May 2025*. You are also welcome to stay while they debate and make their funding decisions.

*Please note the date is subject to change.

Do you or your group wish to speak in support of your application at the committee meeting? *

Yes No

If you select Yes we will be in touch to let you know what to expect and arrange a timeslot. If you have questions please contact grants@npdc.govt.nz.

Declaration

* indicates a required field

You must read and declare the following:

Please tick 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.

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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 (an acquittal report will be uploaded to your SmartyGrants account) 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 (e.g. posters, 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: <https://creativenz.govt.nz/funding-and-support/advice-and-support/if-you-receive-funding/creative-new-zealand-logos>
- I/We understand that the Community and Economic Development Team of New Plymouth District Council is bound by the Local Government Official Information and Meetings Act 1987.
- I/We consent to the Community and Economic Development Team of New Plymouth 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.

Authorisation

Please note: All applications by person/s under the age of 18 must be authorised by the applicant's parent or legal guardian.

I certify that to the best of my knowledge the statements made within this application are true and correct, and I understand that if the applicant or organisation is approved for this grant, we are required to accept the terms and conditions of the grant as outlined in the letter of approval.

I agree *

Yes

Name of applicant: *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date *

Parent/guardian name for applicants under 18 years of age:

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Contact phone number of parent/guardian:

Parent/guardian email address:

Feedback and Submission

* indicates a required field

You are near the end of the application process. Before you review your application and click **SUBMIT** please take a few moments to share your thoughts on the process.

How did you hear about the Creative Communities Scheme? *

- | | | |
|---|--|--|
| <input type="checkbox"/> Council website | <input type="checkbox"/> Poster / flyer / brochure | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Council mailout | <input type="checkbox"/> Social media | <input type="checkbox"/> Creative NZ website |
| <input type="checkbox"/> Council staff member | <input type="checkbox"/> Radio | <input type="checkbox"/> Other: <input type="text"/> |
| <input type="checkbox"/> Local paper | | |

How easy did you find the online application process? *

- Very easy Easy Neutral Difficult Very difficult

How many minutes in total did you take to complete this application? *

Estimate in minutes i.e. 1 hour = 60

Do you have any suggestions on how we could improve this process or additions to the form we need to consider? *

Thank you for your application!

You will receive an automated email confirming that your application has been received.

We will inform you of the outcome of your application within 5 working days of the Committee meeting on Wednesday 7 May 2025.

Ngā mihi nui,

NPDC's Community and Economic Development Team