

CLOSING DATE: FRIDAY 6 MARCH 2015

Toi Ake Grant Application Form

Financial support up to \$65,000 for arts projects



Before you begin to prepare your application you should read the *Guide to Preparing a Toi Ake or Tohunga Tukunga Application*. You can read this guide at www.creativenz.govt.nz/guides. To be sent a printed copy, phone Creative New Zealand on (04) 473 0880 or email us at info@creativenz.govt.nz

IMPORTANT INFORMATION FOR APPLICANTS

Read the *Guide to Preparing a Toi Ake or Tohunga Tukunga Application*

Before you start to prepare your application you should read the *Guide to Preparing a Toi Ake or Tohunga Tukunga Application*. This guide tells you –

- if you are eligible to apply for a Toi Ake Grant
- what information you will need to include in your application
- how to submit your application

Look for the following icons in this application form. They tell you which page of the guide to go to for information that will help you to complete that part of your application.



See page # of the '*Guide to Preparing an Application*'

Your application needs to include the following:

- **PART I: APPLICANT DETAILS (5 copies*)**
In this part of the application form you provide basic details about the applicant, including contact details.
- **PART II: PROJECT DETAILS (5 copies*)**
In this part of your application you provide basic details about your proposed project, including which artform and the level of funds requested.
- **PART III: PROJECT PROPOSAL (5 copies*)**
In this part of your application you tell us about your proposed project in more detail. This includes your project budget and the answers to the 4 questions in PART III of the application form.
- **PART IV: ARTISTIC SUPPORT MATERIAL (5 copies*)**
The fourth part of your application consists of artistic support material. Artistic support material is very important as it adds detail and context to the rest of your application.
- **PART V: DECLARATION (5 copies*)**

*If you do not submit the correct number of copies of each part your application **will be ineligible**.

Submitting your application

Your application for a Toi Ake Grant must arrive at Creative New Zealand's Wellington office by **5.00pm on Friday 6 March 2015**.

Applications that arrive after the deadline or that are submitted by email or fax, or to our Auckland or Christchurch offices **will be ineligible**.

MAIL YOUR APPLICATION TO:

Creative New Zealand
PO Box 3806
Wellington 6140

COURIER OR HAND DELIVER

YOUR APPLICATION TO:

Aorangi House, Level 10
85 Molesworth Street
Wellington 6011

IMPORTANT INFORMATION FOR APPLICANTS

Completing this Application Form

This PDF application form is not interactive. To fill it in you need to print the form and complete all relevant fields in PARTS I, II, IV and V by hand.

You need to prepare your responses to the 4 questions in PART III in a separate proposal document to be attached after PART III of this application form. Your responses need to be clearly labeled using the 4 question headings from this application form:



1. What: the idea or kaupapa/He aha
2. How: the process/Pēhea te whakatutuki
3. Who: the people/Ko wai ngā tāngata
4. The budget/te putea

When you submit your application you must include 5 copies of any supporting documents (such as written confirmation of availability of the key people involved in the project).

Supporting documents should be attached after PART III of the application form.

If relevant, you must also include **5 copies of artistic support material** (such as samples of work). Artistic support material should be attached after PART IV of the application form.

You must be able to answer Yes (Y) to the following statements to ensure your application is eligible:

- I have read the *Guide to Preparing a Toi Ake or Tohunga Tukunga Application*
- My application meets the general eligibility criteria that cover everyone who applies for support 
- My application meets the specific eligibility criteria for Toi Ake 
- The amount of support that I am requesting is **not more than \$65,000**
OR due to exceptional circumstances I have written permission from an arts adviser to apply for more than \$65,000 and will include a copy of this written permission when I submit my application
- My proposed project, or the stage of it I am seeking support for, will not start before **22 May 2015** and will be completed by **22 May 2016**
- My application is not a resubmission of an application that has been previously declined,
OR due to exceptional circumstances I have written permission from an arts adviser to resubmit my application for a previously declined project and will include a copy of this written permission when I submit my application
- I understand that I must submit **5 copies** of my Toi Ake Grant application, including 5 copies of all supporting documents and artistic support material.
- I understand that my application for a Toi Ake Grant must arrive at Creative New Zealand's Wellington office by **5.00pm, Friday 6 March 2015**, and that applications that arrive after the deadline or that are submitted by email or fax, or to Creative New Zealand's Auckland or Christchurch offices **will be ineligible**

PART I: APPLICANT DETAILS

If you are applying jointly with another organisation - **please complete two copies of this page**

SECTION A - ORGANISATIONS & GROUPS

Media and event organisers often ask Creative New Zealand for artists' contact details.

If we are asked, can we release your contact details? (Y/N)

Group/Organisation:

GST number: Telephone (day):

Email:

Please complete the following:

Hapu

Iwi affiliation

Marae:

Rohe :

Postal Address *(all correspondence will be sent to this address)*

Street/PO Box:

Suburb: City:

Postcode: Country:

Physical Address *(if different from postal address)*

Street:

Suburb: City:

Postcode: Country:

Arts Organisation/Group Contact Person's Details

(all correspondence will be sent to the group/organisation's postal and email address above)

Name:

Gender: Date of birth:

Telephone (day): Mobile:

Email:

Postal Address:

PART II: PROJECT DETAILS

Working title of project: (1-4 words)

Date the project, or the stage of it I am seeking support for, will start:

Date the project, or the stage of it I am seeking support for, will finish:

Brief description of project: (for example, towards wānanga on karanga, and whaikōrero)

The local authority area/s in which your project will take place: [refer to maps on our website](#)

Amount requested: \$

Total cost of project: \$

- You cannot request more than \$65,000 for a Toi Ake Grant unless you have written permission from an arts adviser to do so.
- If you are GST registered do not include GST in these amounts.

Have you received funding for this project from other sources? (Y/N)

Have you applied for funding for this project from other sources? (Y/N)

- If you answer Yes to either question, ensure that you include details of this in your budget.

Heritage Artforms: (mark with an X)

Oral Arts (karanga, whaikōrero, te reo and mōteatea)

Rāranga

Tā moko

Kaupapa Waka (building of waka taua, waka tete, and navigation skills only)

Whakairo, kowhaiwhai and tukutuku (for new meeting houses only)
see *lotteries Marae heritage Fund*

- If your proposed activity does not fit within a specific heritage artform please discuss your application with a [Creative New Zealand arts adviser](#).

PART III: PROJECT PROPOSAL

You need to prepare your responses to the following 4 questions in a separate proposal document. Attach your proposal document after PART III of this form.

Your responses need to be clearly labeled using the following headings:

1. What: the idea or kaupapa/He aha
2. How: the process/Pēhea te whakatutuki
3. Who: the people/Ko wai ngā tāngata
4. The budget/te putea

Supporting documents should also be attached as part of your proposal document.

Note: The maximum word counts for each question below do not include supporting documents.



1. What: the idea or kaupapa/He aha

In this section you need to explain:

- the central idea or kaupapa of your project
- how your project will deliver to one of the following Creative New Zealand strategic outcome:
 - Outcome 1. New Zealanders participate in the arts
- how the practice and results of your project are based on Mātauranga Māori

If relevant to your project you should also explain:

- the way in which your project is innovative in the creation and/or production of the work.
- how your project benefits community arts participation.

You will be assessed on:

- how strong and how well-developed your idea is
- how well your project will deliver to the outcome
- on the degree and/or strength of Mātauranga Māori concepts evident in the practice and results of the project

(Maximum 1,200 words)

Artistic support material should be attached after Part IV of your application (if relevant)

2. How: the process/Pēhea te whakatutuki

Explain where, when and how you plan to deliver the project: *(Maximum 800 words)*

The following supporting documents should be attached after Part III (if relevant):

- a timeline
- letters of recommendation or support from up to 3 relevant referees - ask them to comment on the project you are applying for

3. Who: the people/Ko wai ngā tāngata

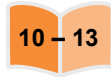
Tell us about the key people involved: *(Maximum 800 words)*

The following supporting documents should be attached after Part III (if relevant):

- written confirmation of availability of the key people involved in the project

PART III: PROJECT PROPOSAL

4. The budget/te putea



How much will it cost?

Your application must include a project budget. Your budget needs to be realistic and accurate, and include all costs and sources of revenue. Your budget must clearly indicate which costs you are requesting Creative New Zealand funding for. You will be assessed on the credibility and accuracy of the supporting financial information that you provide in your budget.

Please attach your budget after Part III, followed by any quotes or estimates (if relevant)

PART IV: ARTISTIC SUPPORT MATERIAL

List of hard copy artistic support material attached to my application:

(Hard copy artistic support material to be attached after this coversheet)



Description:	Format

Links to artistic support material available online:

OR

I have not supplied any artistic support material with my application

PART V: DECLARATION

You need to read and sign the following:

Subject to its statutory obligations, Creative New Zealand treats all information in funding applications as confidential. The personal information provided is used solely for the purpose of administering and assessing the application. We hold any personal information in accordance with the Privacy Act 1993 and, in particular, the Privacy Principles contained in that Act. Personal information is stored in a secure environment accessible only by authorised persons for legitimate purposes. You have the right to access your personal information and ask for the information to be updated or corrected where necessary.

If you are offered a grant, one of the conditions is that Creative New Zealand has the right to publish your name, a description of the project, and the amount of funding. We may also include a brief description of your project in our media releases and publications, including on the Creative New Zealand website. Creative New Zealand is subject to the Official Information Act 1992 and we may have to release information under that Act to third parties if requested. Creative New Zealand is also subject to the requirements of the Public Records Act 2005; this includes seeking permission from the Chief Archivist to destroy records or transfer records to Archives New Zealand.

To the best of my knowledge the information provided in this application is correct.

Signed:

(Applicant or arts organisation's contact person)

Signed:

(Joint applicant or arts organisation's contact person)

Date:

Date: