



Includes a guide
to preparing your
application

2013 Application Form

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For technical help with our interactive PDF forms please contact Rachel Driscoll, Grants and Process Administrator (04) 473 0184 or rachel.driscoll@creativenz.govt.nz.

To fill in a form by hand you can print a copy of the form, or contact Creative New Zealand (04) 473 0880 or info@creativenz.govt.nz to ask us to send you a hard copy of the form.

WARNING - If you can see this message, the software that you have used to open this form **does not** support interactive PDF forms. **Do not fill in the form or save any changes.**

Follow the instructions on page 1 or contact Creative New Zealand for technical assistance.

This guide tells you –

- about the Toi Ake and Tohunga/Tukunga initiatives
- whether you are eligible to apply for support through Toi Ake or Tohunga/Tukunga
- what information you will need to include in your application so that it meets our requirements and is as strong as possible
- about our assessment criteria and decision-making process.

Look for the following icons in the 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 1: APPLICANT DETAILS (5 copies)

In this part of the application form you provide basic details about the applicant, including contact details.

You need to submit 5 copies of your Applicant Details*

PART 2: PROJECT PROPOSAL (5 copies)

In this part of your application you tell us about your proposed project. This includes your project budget and the answers to the questions in Part 2: Section C of the application form. **You need to submit 5 copies of your Project Proposal***

PART 3: ARTISTIC SUPPORT MATERIAL (3 copies)

The third 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. **You need to submit 3 copies of your Artistic Support Material***

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

Submitting your application

Your Toi Ake or Tohunga/Tukunga application must arrive at Creative New Zealand's Wellington office by 5.00pm on the closing date. The 2013 closing dates for Toi Ake and Tohunga/Tukunga applications are: **Friday 1 March 2013** and **Friday 6 September 2013.**

Applications that arrive after the deadline or that are submitted by fax or email, or to our Auckland or Christchurch offices will not be accepted.

MAIL YOUR APPLICATION TO:



Creative New Zealand,
PO Box 3806
Wellington 6140

COURIER OR HAND DELIVER YOUR APPLICATION TO:

Creative New Zealand,
Level 2, Old Public Trust Building
131-135 Lambton Quay, Wellington 6011

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Follow the instructions on page 1 or contact Creative New Zealand for technical assistance.

- I have discussed my application with Haniko Te Kurapa, Manager Māori Arts (see page 39 for contact details)
- I have read the *2013 Ngā Toi Māori - Māori arts funding guide*
- My application meets the **general eligibility criteria** that cover everyone who applies for support 
- My application meets the **specific eligibility criteria for Toi Ake and Tohunga/Tukunga** 
- The amount of support that I am requesting from Creative New Zealand is **not more than \$65,000 (for Toi Ake applications) OR not more than \$5,000 (for Tohunga/Tukunga applications)**
- My proposed project, or the stage of it I am seeking support for, will not start until after the date that applicants will be notified of Creative New Zealand's decision (*see below*)
- My proposed project, or the stage of it I am seeking support for, will be completed within 12 months of the date that applicants will be notified of Creative New Zealand's decision (*see below*)
- My application is not a resubmission of an application that has been previously declined,
OR 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 my application must arrive at Creative New Zealand's Wellington office by 5.00pm on the closing date for the round I am applying to, and that applications that arrive after the deadline or that are submitted by fax or email, or to Creative New Zealand's Auckland or Christchurch offices will not be accepted.

Toi Ake and Tohunga/Tukunga application closing dates for 2013 (TICK ONE ONLY)

CLOSING DATE FOR FUNDING ROUND I AM APPLYING TO:	DATE APPLICANTS WILL BE NOTIFIED OF DECISION:	FOR PROJECTS THAT TAKE PLACE BETWEEN:
<input type="checkbox"/> 5.00pm, 1 March 2013	24 May 2013	24 May 2013 - 24 May 2014
<input type="checkbox"/> 5.00pm, 6 September 2013	29 November 2013	29 November 2013 - 29 November 2014

PART 1: APPLICANT DETAILS

SECTION A



See page 26 of the 'Guide to Preparing an Application'

Applicant's Name:

Have you applied to Creative New Zealand before?

Yes No

I am applying: (TICK ONE ONLY)

- On behalf of a group or organisation - please complete section B
- As an individual - please complete section C
- Jointly with another organisation or individual - please complete a copy of section B and/or C as relevant for each applicant. Note: there can only be **one** contact person for each application. If you are making a joint application the applicant named first on **this page** will be the contact person.

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Follow the instructions on page 1 or contact Creative New Zealand for technical assistance.

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

If we are asked, can we release your contact details?

Yes No

Group/Organisation:

GST number: Telephone (day):

Email:

Iwi affiliation:

Rohe:

Marae:

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

Street/PO Box:

Suburb: Postcode:

City: Country:

Local authority:

Physical address *(if different from postal)*

Street:

Suburb: Postcode:

City: Country:

Local authority:

Contact Person's Details *(all correspondence will be sent to the group/organisation's postal address above)*

Last Name:

First Name:

Middle Name(s):

Gender: Male Female Telephone (day):

Date of birth: Mobile:

Email:

Postal Address

Street/PO Box:

Suburb: Postcode:

City: Country:

Local authority:

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Follow the instructions on page 1 or contact Creative New Zealand for technical assistance.

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

If we are asked, can we release your contact details? Yes No

Is this a joint application with another individual? Yes No

If Yes, you will need to complete a separate copy of this page for each applicant. There can only be **one** contact person for each application so please make it clear on page 3 which applicant is to be the contact person for this application.

Are you a New Zealand citizen or permanent resident? Yes No

Note: You must be a New Zealand citizen or permanent resident to apply as an individual.

Last name:

First name:

Middle name(s):

Date of birth: GST number:

Gender: Male Female

Ethnicity

New Zealand European/Pākehā

New Zealand Māori

Pacific Islander

- Iwi affiliation:

Asian

- Rohe:

Other:

- Marae:

Contact Details

Telephone (day): Mobile:

Email:

Postal address

Street/PO Box:

Suburb: Postcode:

City: Country:

Local authority:

Physical address (if different from postal)

Street:

Suburb: Postcode:

City: Country:

Local authority:

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Working title of project:

Date the project is expected to start:

Date the project is expected to be completed:

See page 3 of the application form for the dates that your project must start after and be completed by to be eligible for support through the Toi Ake or Tohunga/Tukunga initiatives

Brief description of project: *(For example, towards wānanga rāranga, and wānanga on karanga whaikōrero whakapapa)*

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

Type of grant I am applying for (TICK ONE ONLY)

Toi Ake

Tohunga/Tukunga

Amount requested*: NZ\$

Total cost of project: NZ\$

If you are GST registered do not include GST in these amounts.

**For Toi Ake applications you can not request more than \$65,000.*

**For Tohunga/Tukunga applications you can not request more than \$5,000.*

Have you received funding for this project from other sources?

Yes No

Have you applied for funding for this project from other sources?

Yes No

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

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When we assess your application we will look at whether the results of your proposed activity would match up with the outcomes (long-term goals) and impacts (short-term results) that Creative New Zealand is seeking.

Toi Ake applications please answer i), Tohunga/Tukunga applications please answer ii)

i) Toi Ake Applications

Describe how your project will achieve the impact below: *(Recommended maximum 300 words)*

Impact 1.1 Māori heritage arts Māori communities preserve, develop and transmit their cultural traditions and artistry

ii) Tohunga/Tukunga Applications

Describe how your project will achieve the impact below: *(Recommended maximum 300 words)*

Impact 2.1 Developing potential Artists, practitioners and arts organisations with potential develop their skills and practice

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Follow the instructions on page 1 or contact Creative New Zealand for technical assistance.

1. What: the idea or kaupapa/He aha

Explain the central idea or kaupapa of your project. You will be assessed on how strong and how well-developed it is.

(Recommended maximum 500 words)

If you require more space to answer this question you should complete your answers on additional sheets of paper and insert them after this page.

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2. How: the process/Pēhea te whakatutuki

Explain where, when and how you plan to deliver the project.

(Recommended maximum 500 words)

If you require more space to answer this question you should complete your answers on additional sheets of paper and insert them after this page.

The following should be attached after this page (if relevant):

- a letter of acceptance from the relevant institution (if it is a professional study opportunity)
- a timeline
- invitations or written agreements
- letters of recommendation or support from up to 3 relevant referees - ask them to comment on the project you are applying for
- professional assessments (for example, from script advisers, dramaturges or directors)

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3. Who: the people/Ko wai ngā tāngata

Tell us about the key people involved.

If you require more space to answer this question you should complete your answers on additional sheets of paper and insert them after this page.

The following information should be attached after this page (if relevant):

- brief biographical information on the key individuals or organisations involved
- letters of invitation
- written confirmation of availability of the key people involved in the project

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Follow the instructions on page 1 or contact Creative New Zealand for technical assistance.

4. The budget/te pūtea

How much will it cost?

A Toi Ake or Tohunga/Tukunga 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 parts of the project 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.

I have attached my project budget after this page (a template for your budget is on page 32)

I have attached quotes/estimates (if relevant)

Notes on your budget:

If you require more space to answer this question you should complete your answers on additional sheets of paper and insert them after this page.

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Follow the instructions on page 1 or contact Creative New Zealand for technical assistance.

5. Cultural Diversity, Mātauranga Māori

Explain how the practice and results of the project are based on Mātauranga Māori

(Recommended maximum 300- 500 words)

If you require more space to answer this question you should complete your answers on additional sheets of paper and insert them after this page.

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Follow the instructions on page 1 or contact Creative New Zealand for technical assistance.

6. Innovation

If relevant to your project, explain the way in which you are using innovation in the creation and/or production and/or delivery of the project (*Recommended maximum 300-500 words*)

If you require more space to answer this question you should complete your answers on additional sheets of paper and insert them after this page.

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Follow the instructions on page 1 or contact Creative New Zealand for technical assistance.

7. Community Arts Participation

If relevant to your project, describe the benefits for community arts participation that your project can offer

(Recommended 300-500 words)

If you require more space to answer this question you should complete your answers on additional sheets of paper and insert them after this page.

The following information should be attached after this page (if relevant):

a letter of support from the community group that is the focus of the project

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Follow the instructions on page 1 or contact Creative New Zealand for technical assistance.

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. (Contemporary popular music applicants should note that Creative New Zealand, NZ On Air, the New Zealand Music Commission and Te Mangai Paho share information on applications to ensure that there is no duplication of funding. *See page 8 of the separate Music guide for more information.*) 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)

Date:

Signed:
(Joint applicant or arts organisation's contact person)

Date:

Toi Ake & Tohunga/Tukunga application acknowledgement receipt

Please complete your details below. This slip will be returned to you within 2 weeks of the closing date to acknowledge that we have received your application.

Project working title:

<<Name
<<Address

<<City
<<Post Code
<<Country

Date application received:

TO BE STAMPED BY CREATIVE NEW ZEALAND

We will notify you of our decision in writing **12 weeks** after the closing date. We are unable to let you know the result of your application before this date.

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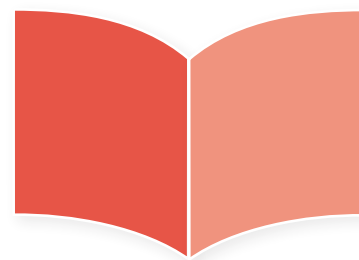
- I have read the Guidelines for artistic support material on pages 35 of the *2013 Guide to Preparing an Application*.
- I have attached **3 copies of all artistic support material**
- All artistic support material has been labelled with the same applicant and project name used on my application form

Links to artistic support material available online:

I have attached a copy of the following artistic support material:

- CD/DVD
- Script/Manuscript
- Samples of work
- Books/Magazines/Pamphlets
- Other, please list:

- OR, I haven't supplied any artistic support material with my application.



2013 Guide to

Preparing an Application

Toi Ake and

Tohunga/Tukunga



You should read this *2013 Guide to Preparing an Application* in conjunction with the *2013 Ngā Toi Māori - Māori arts funding guide*.

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.

2013

ARTS COUNCIL OF NEW ZEALAND TOI AOTEAROA

www.creativenz.govt.nz

Introduction

About this guide

This Guide is for artists, arts practitioners and arts groups and organisations who are interested in applying to Creative New Zealand for support through Toi Ake or Tohunga/Tukunga.

This Guide tells you –

- about the Toi Ake and Tohunga/Tukunga initiatives
- whether you are eligible to apply for support through Toi Ake or Tohunga/Tukunga
- what information you will need to include in your application so that it meets our requirements and is as strong as possible
- about our assessment criteria and decision-making process.

This guide will help you to complete the Toi Ake and Tohunga/Tukunga application form on pages 1-16.

About Creative New Zealand

Creative New Zealand is the national arts development agency – we develop, invest in and advocate for the arts. Our role includes providing grants and investment support to artists, arts practitioners and arts groups and organisations to assist them to research, create, promote, publicly present and distribute the arts in various forms.

We provide this support through different funding programmes. This Guide is about two of our initiatives – **Toi Ake and Tohunga/Tukunga**.

To learn more about Creative New Zealand or to find out information about the other types of support we offer visit our website
» www.creativenz.govt.nz

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What are the Toi Ake and Tohunga/Tukunga initiatives

Two initiatives to cultivate and preserve Ngā Toi Māori

Key information

Toi Ake

A funding initiative tailored to iwi, hapū, whakapapa-based roopu and maata waka to cultivate and retain heritage Māori arts.

- Toi Ake does not support restoration projects
- The maximum you can apply for is \$65,000 (if you apply for more we will not consider your application)
- There are two application rounds each year
- We will notify you of the decision 12 weeks after the closing date

Tohunga/Tukunga

A funding initiative that supports the preservation and transmission of traditional Māori arts knowledge and practice, by funding mentoring relationships between Tohunga and Tukunga.

The aim is to enable Māori communities to support tohunga within communities to pass on cultural traditions and artistry.

- Three mentoring opportunities of up to \$5,000 each are available in each round.
- The maximum you can apply for is \$5,000 (if you apply for more we will not consider your application)
- There are two application rounds each year
- We will notify you of the decision 12 weeks after the closing date

Closing Dates for 2013

FUNDING ROUND CLOSING DATE:	DATE APPLICANTS WILL BE NOTIFIED OF DECISION:	FOR PROJECTS THAT TAKE PLACE BETWEEN:
5.00pm, 1 March 2013	24 May 2013	24 May 2013 - 24 May 2014
5.00pm, 6 September 2013	29 November 2013	29 November 2013 - 29 November 2014

Can I apply for a Toi Ake or Tohunga/Tukunga grant

Eligibility Criteria

To be able to apply for a Toi Ake or Tohunga/Tukunga grant from Creative New Zealand, you will need to meet both:

- the **general eligibility criteria** that cover everyone who applies for support (see below) and
- the **specific criteria for Toi Ake and Tohunga/Tukunga grants** (page 22)

General eligibility criteria

All applications to Creative New Zealand must meet these basic criteria:

- you must be a New Zealand citizen or permanent resident, if you are applying as an individual
- you must have a track record of experience and success in your particular artform or cultural practice (please see the *2013 Ngā Toi Māori - Māori arts funding guide* for a definition of track record)
- your project or activities must directly benefit New Zealand arts, artists or practitioners.

Even if you meet the criteria above, you or your particular project may be excluded by one of the following rules.

PEOPLE AND ORGANISATIONS THAT CREATIVE NEW ZEALAND DOES NOT SUPPORT

- organisations funded by a government agency, tertiary institution or local authority (for example a public gallery), **unless** the proposed activity goes beyond the core activity for which they receive funding. Applicants funded by one or more of the above are advised to discuss their proposed activities with an adviser before submitting an application
- employees of tertiary or other educational institutions, if the arts activity for which they are seeking funding is part of their job (your application will need to include a written statement from your Head of Department, or the equivalent position, confirming that the activity is **not** part of your job)
- individuals or organisations (or key members of the team) who are more than 16 weeks overdue with a report for a previous Creative New Zealand grant or investment
- individuals or organisations (or key members of the team) who have sent in a late report (after receiving a second reminder) within six months before the closing date for applications
- individuals or organisations (or key members of the team) who are in breach of the conditions of a current funding agreement with Creative New Zealand
- overseas arts organisations or New Zealand artists based overseas, **unless** they can show that their proposal will have direct benefits for New Zealand artists or arts organisations (your application will need to name a New Zealand artist or an established arts organisation and include an endorsement from them)
- Creative New Zealand staff or members of the Arts Council, the Arts Board, Te Waka Toi or the Pacific Arts Committee. (We also cannot consider letters of support for your application from these individuals.)

PROJECTS AND ACTIVITIES THAT CREATIVE NEW ZEALAND DOES NOT SUPPORT

- those already supported through other government agencies such as Radio New Zealand, the NZ Film Commission, the New Zealand Music Commission, the Ministry for Culture and Heritage, the New Zealand Lottery Grants Board, NZ On Air, Te Māngai Pāho or Te Matatini
- attending a school or tertiary institution (whether undergraduate or postgraduate) in New Zealand
- developing or producing content for TV or radio
- buying capital items (such as cars, computers or recording equipment)
- buying or renovating buildings.

Specific eligibility criteria for Toi Ake and Tohunga/Tukunga

As well as meeting the general eligibility criteria on the previous page, all Toi Ake and Tohunga/Tukunga applications to Creative New Zealand must meet these basic criteria:

- the project must be completed within 12 months after Creative New Zealand offers you the grant
- your project, or the stage of it you are seeking funding for, must not start before the date on which we notify all applicants about the result of their application
- your project must have direct benefits for New Zealand arts, artists or practitioners
- the project must not have previously received funding from Creative New Zealand (including through the Creative Communities Scheme or through our Capability Building or International programmes)
- you can not apply for a Toi Ake, Tohunga/Tukunga, Arts Grant or Quick Response Grant more than four times within a single calendar year (1 January to 31 December)
- if we have previously turned down an application from you for this same project, you can only apply again if a Creative New Zealand arts adviser has given you permission to do this (reapplying will count as one of your four applications per year)
- you can make no more than two applications in one funding round.

Even if you meet the criteria above, you or your particular project may be excluded by one of the following rules:

THE PEOPLE INVOLVED IN THE PROJECT

The key creative artists or practitioners involved in the proposed project must have –

- recognition from peers or experts in their area of arts practice – this could include kaumātua or kuia, or other people of standing within the applicant's community
- a track record of success in the area of arts practice or cultural tradition that the proposed project involves (*please see page 16 of the 2013 Ngā Toi Māori - Māori arts funding guide for a definition of track record*)
- specialised training (not necessarily at an academic institution) or practical experience in your area of arts practice.

If your project does not meet all of the general and specific eligibility criteria it is not eligible for support through Toi Ake or Tohunga/Tukunga.

If you are unsure if your project is eligible for support please contact Haniko Te Kurapa, Manager Māori Arts on (04) 473 0182 or at haniko.tekurapa@creativenz.govt.nz.

You can read about the specific eligibility criteria for other funding programmes and types of support on our website www.creativenz.govt.nz

PEOPLE AND PROJECTS THAT ARE INELIGIBLE FOR TOI AKE AND TOHUNGA/TUKUNGA GRANTS

You **cannot** apply for a Toi Ake or Tohunga/Tukunga grant if –

- you have received investment support through the Toi Uru Kahikatea Arts Development Investment (Arts Development Investment) or Toi Tōtara Haemata Arts Leadership Investment (Arts Leadership Investment) programmes for the same funding period
- your project is for arts education resources, such as delivering national education curriculum outcomes or qualification requirements (including kōhanga reo and kura kaupapa Māori)
- your project is for marae restoration of adornments such as whakairo, tukutuku and kōwhaiwhai
- your project is for the production costs associated with the presentation of New Zealand theatre, dance or music by an international company for an international audience
- your application is for ongoing infrastructure costs, such as general running costs and salaries.

Additional guidelines for Tohunga/Tukunga applications

If you are applying for a Tohunga/Tukunga mentoring opportunity please read the following guidelines:

MENTORING

Mentoring is when an established artist or practitioner (the mentor) passes on skills or knowledge to a less experienced artist or practitioner (the mentee). Mentoring may involve giving feedback on a project, helping the mentee develop skills, or building knowledge of the professional arts sector.

Only the mentee can apply for funding for a mentoring project. Funding is usually directed towards a fee for the mentor or reasonable expenses – for example telephone calls and transport. **The maximum grant is \$5,000.**

A mentoring application will need to identify the focus of the proposed mentoring and the time period involved, and also include evidence that the mentor is prepared to be involved.

A mentoring application should not include the costs of an exhibition, production or presentation. However, an application can include the cost of engaging a mentor to work with a mentee as the mentee develops his or her exhibition, production or presentation.

How do I apply for a Toi Ake or Tohunga/Tukunga Grant

To apply for a Toi Ake or Tohunga/Tukunga you need to fill in and submit the Application Form which is on pages 1-16.

You also need to submit additional information and material as part of your Project Proposal and Artistic Support Material, including a budget for your project, letters of support for your project and CVs for the people involved. This *2013 Guide to Preparing an Application* and the *2013 Ngā Toi Māori - Māori arts funding guide* tell you what additional information and material you will need to include with your application and help you to complete the application form. See pages 28-35 of this guide.

You need to submit your application to Creative New Zealand in the required format with the correct number of copies of each part of your application. Your application must arrive in hard copy at Creative New Zealand's Wellington office by 5.00pm on the closing date for the funding round you wish to apply to.

See page 20 of this guide for 2013 Toi Ake and Tohunga/Tukunga closing dates.

See page 36 of this guide for information on how to format and submit your application.

Before you prepare a Toi Ake or Tohunga/Tukunga application you need to:

1. Read the *2013 Ngā Toi Māori - Māori arts funding guide*

The *2013 Ngā Toi Māori - Māori arts funding guide* can be downloaded from our website

at www.creativenz.govt.nz/guides or you can contact us to request a hard copy. This guide outlines all of the different types of support that Creative New Zealand offers and it will help you to decide if the Toi Ake or Tohunga/Tukunga initiatives are the right type of support for your proposed project.

2. Contact Creative New Zealand to discuss your project.

Before you apply please contact Haniko Te Kurapa, Manager Māori Arts for advice on how to make an application, on (04) 473 0182 or at haniko.tekurapa@creativenz.govt.nz.

3. Read this *2013 Guide to Preparing an Application*

This guide will tell you about the Toi Ake and Tohunga/Tukunga initiatives; whether you are eligible to apply for support through these initiatives; what information you will need to include in your application so that it meets our requirements and is as strong as possible and about our assessment criteria and decision-making process.

What information do I need to include in my application

Your application needs to include the following:

PART 1: APPLICANT DETAILS

(5 copies)

In this part of the application form you provide details about the applicant, including contact details.

You need to submit 5 copies of your Applicant Details.

PART 2: PROJECT PROPOSAL

(5 copies)

In this part of your application you tell us about your proposed project. This includes your project budget and the answers to the questions in Part 2: Section C of the application form.

You need to submit 5 copies of your Project Proposal.

PART 3: ARTISTIC SUPPORT MATERIAL

(3 copies)

The third 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.

You need to submit 3 copies of your Artistic Support Material

The following pages 26-35 of this guide tell you how to complete Part 1, Part 2 and Part 3 of the application form and what additional information and material you will need to include with your application.

You will need to refer to the information in this guide when you fill in your application form.

PART 1: APPLICANT DETAILS

(5 copies)

In Part 1 of the application form you provide details about the applicant, including contact details.

You can apply:

- on behalf of a group or organisation (complete your details on Part 1, Section B of the application form)
- as an individual (complete your details on Part 1, Section C of the application form)
- or jointly with one other individual or group (complete Sections B and/or C as necessary for each joint applicant - for example if you are applying with one other individual you will need to complete two copies of Section C)

Note: there can only be **one** contact person for each application. If you are making a joint application please make it clear on page 3 of your application form which applicant is to be the contact person.

If you have any questions about how to complete Part 1 of your application form, please contact Creative New Zealand.

PART 2: PROJECT PROPOSAL

(5 copies)

In Part 2 of your application you tell us about your project.

There are 4 sections in Part 2 that you need to complete.

Section A - Project Details

The details that you need to provide in Part 2, Section A are:

- Working title of your project (*1-4 words suggested length*)
- Dates that your proposed project is expected to take place
Your project, or the stage of it you are seeking funding for, must not start before the date on which we notify all applicants about the result of their application and must be completed within 12 months of the notification date.
You can view these 2013 dates on page 20 of this guide.
- Brief description of your proposed project (*for example, 'towards wānanga rāranga, and wānanga on karanga whaikōrero whakapapa'*)
- The local authority area/s in which your project will take place
Refer to the maps on our website for a list of local authority areas
■ www.creativenz.govt.nz/en/getting-funded/funding-forms/map-territorial-local-authority-boundaries.
- Amount requested
For Toi Ake the amount requested **can not be more than \$65,000** (if you apply for more we will not consider your application)
For Tohunga/Tukunga the amount requested **can not be more than \$5,000** (if you apply for more we will not consider your application)
- Total cost of project
If you are GST registered do not include GST in the amount requested.

Section B - The Results

When we assess your application we will look at whether the results of your proposed activity would match up with the outcomes (long-term goals) and impacts (short-term results) that Creative New Zealand is seeking.

In Part 2: Section B of your Toi Ake or Tohunga/Tukunga application we ask you to describe how your project will achieve the relevant impact for the type of initiative you are applying to. *(Recommended maximum 300 words)*

Toi Ake applications need to describe how the proposed activity will achieve impact 1.1. (see table below)

Tohunga/Tukunga applications need to describe how the proposed activity will achieve impact 2.1 (see table below)

Outcome	Impact
	To achieve this outcome we will fund the following types of arts projects:
Outcome 1 NEW ZEALANDERS PARTICIPATE IN THE ARTS	1.1 Māori heritage arts Māori communities preserve, develop and transmit their cultural traditions and artistry. (Te Waka Toi has a particular focus on this impact. However, the Arts Board can also support projects that seek to achieve this impact.)
	1.2 Pacific heritage arts Pacific communities preserve, develop and transmit their customary artistic practices. (The Pacific Arts Committee has a particular focus on this impact. However, the Arts Board can also support projects that seek to achieve this impact.)
	1.3 Community arts New Zealand's diverse communities participate in and develop the arts
Outcome 2 HIGH-QUALITY NEW ZEALAND ART IS DEVELOPED	2.1 Developing potential Artists, practitioners and arts organisations with potential develop their skills and practice
	2.2 High-quality artists Artists, practitioners and arts organisations that are acknowledged for the quality of their work are supported
	2.3 Producing innovative work High-quality and innovative new work is developed, including Māori and Pacific work and the work of New Zealand's diverse cultures
Outcome 3 NEW ZEALANDERS EXPERIENCE HIGH-QUALITY ARTS	3.1 Delivery of the arts Artists, practitioners and arts organisations deliver high-quality arts experiences to New Zealanders
	3.2 Diversity in the arts New Zealand audiences have access to diverse arts experiences
	3.3 Developing potential Artists, practitioners and arts organisations develop skills and capabilities to deliver work and to increase and diversify their audiences
Outcome 4 NEW ZEALAND ARTS GAIN INTERNATIONAL SUCCESS	4.1 Developing potential Artists, practitioners and arts organisations develop skills and capabilities for engaging internationally
	4.2 Market development International markets and audiences for New Zealand art are developed
	4.3 New Zealand's distinctive voice is heard overseas Distinctive, high-quality, internationally viable work is presented overseas

Section C - Proposal

A Toi Ake or Tohunga/Tukunga application needs to include the answers to the questions below.

If you require more space to write your answers than is provided in the application form you can write your answers on separate sheets of paper. You need to label these clearly and attach them behind the appropriate page in Part 2, Section C of your application form along with any supporting documentation relating to these questions.

Which questions do I answer?

- Questions 1-5 need to be answered for all applications.
- Questions 6 and 7 should only be answered if relevant to your project.

How much do I have to write?

We have recommended maximum word counts for questions 1,2 and 5- 7. These are a guide only and do not include additional material, such as letters of recommendation or professional assessments.

1.) WHAT: THE IDEA OR KAUPAPA/HE AHA

What is it you want to do?

Explain the central idea or kaupapa of your project.

You will be assessed on how strong and how well-developed it is.

(Recommended maximum 500 words)

2.) HOW: THE PROCESS/PĒHEA TE WHAKATUTUKI

How will you carry out and evaluate the project?

Make sure you tell us how, when and where the project will occur; how you will market the project (if relevant); what success will look like; and how you will measure the project's success.

(Recommended maximum 500 words)

You will be assessed on:

- how viable the processes you have explained are, and
- how you plan to evaluate the completed project.

This section should include (where appropriate):

- a letter of acceptance from the relevant institution (if it is a professional study opportunity)
- a timeline
- invitations or written agreements
- letters of recommendation or support from up to three relevant referees - ask your referees to comment on the project you are applying for
- professional assessments (for example, from script advisers, dramaturges or directors)

3.) WHO: THE PEOPLE/KO WAI NGĀ TĀNGATA

Who is involved?

You will be assessed on the level of ability and experience of the individuals or organisations involved in your project.

This section should include (if appropriate):

- brief biographical information on the key individuals or organisations involved – no more than one page for each person or organisation
- letters of invitation
- written confirmation of availability of the key people involved in the project – for example, choreographers should include letters or emails from the dance practitioners involved.

4.) THE BUDGET/TE PŪTEA

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 parts of the project 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. **You can find a template for your budget on page 32 of this guide.**

Groups or organisations requesting \$50,000 or more may be required to provide evidence that they are well-run and financially sound. We encourage you to include this evidence with your application where possible.

Evidence may include:

- independently verified accounts
- a sound business plan
- details of the level of investment from other sources
- details of sound governance
- evidence of community support.

Guidelines for drawing up budgets

COSTS

Your budget should be for the total cost of the project, not just the part you are seeking funding for from Creative New Zealand. Knowing the total cost of the project helps us understand the difference that a grant or investment from us will make.

We need to understand how you have calculated the figures in your budget. Provide an itemised breakdown for all items, not just totals. Where possible, get quotes and base any estimates on actual costs or figures from similar projects.

REVENUE

It is unusual for Creative New Zealand to fund the full cost of a project. Therefore, it is important that you show all sources of revenue, including your own financial contribution and any in-kind support.

THE AMOUNT YOU ARE APPLYING FOR

The amount you are requesting from Creative New Zealand in your budget must be the same as the amount requested on your application form.

We need to be able to understand:

- which part or parts of the project you are seeking Creative New Zealand funding for, and
- which part or parts will be funded from other sources.

For example, you may be buying equipment out of your own funds, and seeking funding from us towards wages and production costs.

CONTINGENCIES

Separate contingency lines should only be included in circumstances where you are unable to predict actual costs. If you include a contingency allowance in your budget then you must explain in the budget notes what the contingency will cover and why you are unable to predict the actual costs. Contingencies should not exceed 5% for that budget item.

GOODS AND SERVICES TAX (GST)

Your budget should clearly indicate whether GST is included or excluded in the figures.

If at the time you apply you are registered to pay GST, make your budget GST-exclusive. We will add GST to the grant amount.

If at the time you apply you are not registered to pay GST, make your budget GST-inclusive.

You should find out before you apply for funding whether you need to be registered to pay GST. Visit the Inland Revenue website www.ird.govt.nz, refer to Inland Revenue's GST guide IR375, or consult a financial adviser.

WAGES, SALARIES, FEES

State whether wages are for full-time or part-time work. If part-time, show how many hours they are based on.

Check that your pay rates do not fall below the minimum wage for employees aged 16 years and over. For more information see the Employment Relations Service website www.ers.dol.govt.nz.

When you budget for artists' wages and salaries, we suggest between \$2,000 a month (for emerging artists) and \$6,000 a month (for established artists).

You can combine groups of people in the budget, provided we can see how much you intend to pay them, for example:

- 6 actors @ \$800 per week = \$4,800.

If you are employing people (as opposed to contracting them), you must pay them holiday pay. You may also have other obligations as an employer that will affect your budget.

The budget lines must clearly relate to the information you have provided in the 'How: the process' section of your application. For example, wages for the separate stages of the project (such as rehearsal and subsequent production or recording) can be easily identified.

ALLOWANCES (PER DIEMS)

Allowances (called 'per diems' when calculated on a daily rate) may be paid for travel, accommodation and touring. An allowance is a fixed amount paid in addition to wages or salaries, to compensate people for expenses that they can not claim back.

PRODUCTION, EXHIBITION, EVENT AND MATERIAL COSTS

Give a breakdown of costs for:

- mounting a production – for example, costumes, equipment hire, travel, freight, lighting and sound, rehearsal space hire, royalties, set design and construction, and ticketing costs
- mounting an exhibition, conference, wānanga, seminar or workshop – for example, insurance, venue or equipment hire, and launch costs
- buying materials
- touring, travel and freight
- commissions and royalties
- production or publishing – for example, recording, manufacturing CDs, publishing books or journals.

ADMINISTRATION AND OVERHEAD COSTS

Give a breakdown of costs for:

- electricity, insurance, legal advice, licence fees, office supplies, printing, rent, stationery, telephone, postage and such like.

MARKETING AND PROMOTION COSTS

Give a breakdown of costs for:

- advertising, printed material (such as posters,

exhibition catalogues, pamphlets and programmes), photography, promotional videos, marketing, and audience-development initiatives.

As a guide we expect that marketing costs will generally not exceed 25% of earned revenue for the project.

EARNED REVENUE FOR THE PROJECT

Provide a breakdown showing how you have worked out your earned revenue figures.

Earned revenue can include: admission fees, box office takings, sales of publications or merchandise, subscription fees, contract or artist fees, estimated sales in the first 12 months (of recordings, books or artworks, for example), and fees from workshops or conferences.

You must include the seating capacity of the venue (house size) and your projected box office percentage. For example, a performance in a 200 seat venue with a projected box office of 40% = your projected box office revenue. As part of the information required for projected box office, your budget should include the ticket prices for the performance or presentation.

SUPPORT FROM OTHER SOURCES

Possible other sources include:

- cash support from other government agencies, grants, trusts or foundations
- your own contribution (can be cash, or in-kind goods and services)
- in-kind (goods and services) support that offsets the project's total costs
- donations or discounts on services, materials or products. The value of any such support should be reflected in your budget under both project costs (the undiscounted dollar value of the service, product or materials) and project revenue (the value of the discount on the service, product or materials).

Budget template

The budget template on the next page is designed to help you tell Creative New Zealand and our assessors how much your project will cost and the difference that our grant will make. You will be assessed on the credibility and accuracy of the supporting financial information provided in your budget.

If you use the template please use the headings in the same order as the template. If there are budget lines in the template that do not apply to your project, simply state 'N/A' (for 'Not applicable') in the right-hand column. We have included examples in each of the boxes in the template to help you understand the kinds of information we need.

Your budget should clearly indicate which parts of the project Creative New Zealand funding would be directed towards.

If your budget is complicated, for example a multi-centre tour, you will need to use a different format. If you have a complex budget (such as for touring or presentation) or are requesting more than \$50,000, we recommend you prepare and include your budget in Excel form in your application. Creative New Zealand may request that you send this electronically. Contact Creative New Zealand staff if your budget is complex.

Your budget should be in New Zealand dollars only. If there are expenses in a foreign currency, clearly note the currency and the exchange rate at which it has been calculated.

Keep a copy of your budget and original application

It is important that you keep a copy of your budget and original application for your own records. If you do receive a grant, your report to Creative New Zealand on the completed project will need to show actual figures against the projected figures in your project budget.

This budget template can be downloaded from our website in Excel format www.creativenz.govt.nz/forms.

Alternatively you may wish to create it yourself.

PROJECT COSTS	Description	Quantity	Item cost	Total	CNZ request
Personnel costs: wages, salaries, fees, allowances, stipends Give a breakdown of the project's personnel costs by job title or role for: <ul style="list-style-type: none"> ▪ creative work ▪ administration, management, marketing, or promotion ▪ production/technical work. 	eg, box-office administrator	30 hours	\$16 per hour	\$480.00	
TOTAL PERSONNEL COSTS				\$480.00	
Production, exhibition, event and material costs Give a breakdown of the project's production, exhibition, event and material costs.	eg, fabric for two costumes	9 metres	\$20/metre	\$180.00	
TOTAL PRODUCTION COSTS				\$180.00	\$80.00
Administration and overhead costs Give a breakdown of the project's administrative and overhead costs.	eg, courier and postage costs			\$50.00	
TOTAL ADMINISTRATION COSTS				\$50.00	\$5.00
Marketing and promotion costs Give a breakdown of the marketing and promotion costs for the project.	eg, A2 colour posters	300	\$3/poster	\$900.00	
TOTAL MARKETING COSTS				\$900.00	
TOTAL COSTS (A)				NZ\$1,610.00	\$85.00

PROJECT REVENUE	Description	Quantity	Item cost	Total
Earned revenue for the project Provide a breakdown showing how you have worked out your earned revenue income figures. Include information on the per seat subsidy if appropriate, see appendix 1.	eg, ticket sales	90	\$12.50	\$1,125.00
TOTAL EARNED REVENUE				\$1,125.00
Support from other sources (excl. Creative New Zealand) Make it clear which part or parts of the budget this relates to and whether this support is confirmed or unconfirmed.	eg, print sponsor giving in-kind support for posters	100	\$3/poster	\$300.00
TOTAL OTHER SUPPORT				\$300.00
Creative New Zealand Grant Amount requested from Creative New Zealand				\$85.00
TOTAL REVENUE (B)				NZ\$1,510.00
COSTS (A) LESS REVENUE (B) = (Deficit/Surplus)				NZ \$100.00

IMPORTANT: Please show which part or parts of the above project costs Creative New Zealand funding would be directed towards by filling in the Creative New Zealand request column.

5.) CULTURAL DIVERSITY, MĀTAURANGA MĀORI

Explain how the practice and results of the project are based on Mātauranga Māori

(Recommended maximum 300- 500 words)

MĀTAURANGA MĀORI: Mātauranga Māori generally refers to Māori knowledge systems and values. All funding proposals submitted to Te Waka Toi are assessed in terms of how far Mātauranga Māori is evident in the practice and results of the proposed activity.

Mātauranga Māori literally translated means ‘Māori knowledge’. It is a modern term that broadly includes traditions, values, concepts, philosophies, world views and understandings derived from uniquely Māori cultural points of view. It traverses customary and contemporary systems of knowledge. In everyday situations, Mātauranga Māori is an umbrella term that draws on knowledge systems such as whakapapa (genealogy), tikanga Māori (Māori protocol), manaaki (hospitality and consideration), taonga tuku iho Māori (treasured arts and heritage).

Questions 6 and/or 7 may not be relevant to your type of project.

The definitions of “innovation” and “community arts participation” are set out below to help you work out whether or not they’re relevant. **You should only answer these questions if they are relevant to your project.**

6.) INNOVATION

Explain the way in which you are using innovation in the creation and/or production and/or delivery of the project.

(Recommended maximum 300-500 words)

INNOVATION: involves the creation of value out of new ideas, products, arts experiences, services, or ways of doing things. An innovative arts practitioner will understand the skills and techniques required by their area of arts practice, but will not rely on established ideas, forms or ways of working. They will be actively investigating new ways of working and will be taking artistic risks.

Actual innovation will depend on context (when and where the project is to happen). It may exist in the form of the work, the process of creating the work, the way the work is presented, the way the work engages with its audience, or the way in which skills and techniques are passed on.

7.) COMMUNITY ARTS PARTICIPATION

Describe the benefits for community arts participation that your project can offer.

(Recommended maximum 300-500 words)

Include a letter of support from the community group that is the focus of the project.

COMMUNITY: a community may be based around a place, a cultural tradition, or commonly held interests or experiences.

COMMUNITY ARTS PARTICIPATION: New Zealand communities actively participating in and developing the arts. Members of the particular community must be actively involved in making or presenting the art.

In a Māori Heritage Arts or Pacific Heritage Arts context we recognise there may be arts activities (such as wānanga or fonu) that include both active and receptive participants in the learning, practice, presentation and appreciation of their traditional arts practices. Participation therefore includes not only those who are actively involved in the activity but also those who may be present at the activity, listening, learning and acquiring skills and knowledge.

Section D - Declaration

You need to carefully read the terms and conditions and sign the declaration to show that you understand and agree to them. If you are making a joint application then the declaration needs to be signed by both applicants.

You also need to complete your postal details on the acknowledgement slip at the bottom of the page. When we receive your application this slip will be date stamped and then cut off and posted back to you as confirmation of the date that your application was received by Creative New Zealand. Note that it may take up to 2 weeks after the closing date for all acknowledgement slips to be posted due to the large number of applications we receive to each funding round.

We recommend that you keep any courier receipts or track and trace information for your application until you have received your acknowledgement slip. If you do not receive an acknowledgement slip within 2 weeks of submitting your application please contact Creative New Zealand to check that your application was received.

PART 3: ARTISTIC SUPPORT MATERIAL**(3 copies)**

Part 3 of an application consists of artistic support material. Artistic support material is very important as it adds detail and context to the rest of your application.

General guidelines for artistic support material

Artistic support material needs to be brief, recent and relevant (it shows how you meet the criteria for funding for your particular project). Exactly what artistic support material is appropriate will depend on your particular project, but it may include:

- quality images of artists work (printed or in digital format)
- reviews or articles
- draft scripts/manuscripts (8 to 10 pages of written work)
- samples of your previous work

Note: Biographical information, letters of support and invitations **are not artistic support material** and should be included in Part 2: Project Proposal.

What format does the artistic support material need to be in?

Printed material needs to be:

- on A4-size (210mm x 297mm), standard-weight paper or US letter size (216mm x 279mm)
- bulldog-clipped (not bound, stapled or in a folder)

All other artistic support material must not be larger than the paper size known as 'foolscap', which is 216mm by 343mm.

Artistic support material can be included in the form of CDs, DVDs, books, photos and colour photocopies. However, if the material is available online, we prefer that you provide only the link (URL) to the relevant webpage. If the link is long or complicated you may wish to create a 'Tiny URL' to allow assessors easy access to the website. More information on this process can be found at www.tiny.cc.

Do not send:

- copies of previously published books
- newspaper clippings relating to your CV
- extracts of work from unrelated projects
- USB or data sticks

All your artistic support material needs to be clearly labelled with your name and the name of the project. If your artistic support material includes printed material, this labelling information should be included in a header or footer on each page, and the pages should be numbered.

Please submit your artistic support material along with and at the same time as the rest of your application. We will not accept artistic support material that arrives separately from your application.

We are unable to return artistic support material, so make sure you send copies only.

How do I format and submit my application

Your application will not be considered if you do not format and submit it following these instructions:

How to format your application

Your application must be:

- completed using the application form on pages 1-16
- printed or photocopied on A4-size (210mm x 297mm) or US letter-size (216mm x 279mm) standard weight paper
- bulldog clipped (do not staple or bind your application)

Important: We will not consider your application if you provide it in any other format.

Note: You do not need to provide colour copies of the application form. We have used colour coding in the form to assist you to complete your application correctly. The information in the *2013 Guide to Preparing an Application* on pages 17-39 is to help you prepare your application. You should not include copies of these pages when you submit your application.

How many copies to provide

All applications must provide the following number of copies:

- Part 1 - Applicant Details – **5 copies**
- Part 2 - Project Proposal (including supporting documents and budget information) - **5 copies**
- Part 3 - Artistic support material – **3 copies**

Important: If you do not submit the correct number of copies of each part of your application your application will not be accepted.

How to submit your application

Your application must arrive at Creative New Zealand's Wellington office by 5.00pm on the closing date of the funding round you are applying to. The 2013 closing dates are on page 20 of this guide.

Mail your application to:

Creative New Zealand
PO Box 3806
Wellington 6140

Courier or hand deliver your application to:

Creative New Zealand
Level 2, Old Public Trust Building
131-135 Lambton Quay
Wellington 6011

Important: Applications that arrive after the 5.00pm deadline or that are submitted by fax or email, or to our Auckland or Christchurch offices will not be accepted.

How will my application be assessed

Key assessment criteria

If you are eligible to apply for support through Toi Ake or Tohunga/Tukunga, your application will be assessed and prioritised

by how strongly the application:

- can develop and present high-quality art or deliver high-quality arts experiences for audiences or participants
- delivers to our strategic outcomes (see page 27 of this guide)
- delivers to our artform priorities (see the *2013 Ngā Toi Māori - Māori arts funding guide*)
- fits with the purpose of the initiatives

We will apply a culturally specific assessment where appropriate – for example, Mātauranga Māori for Māori arts applications by Māori, for Māori and the world.

Specific parts of your application will be assessed for:

- **What: the idea**
Explain the central idea or kaupapa of your project. You'll be assessed on how strong and how well-developed it is
- **How: the process**
How will you carry out and evaluate the project, what success will look like, and how you'll measure the project's success. You'll be assessed on how viable the processes you've explained are, and how you plan to evaluate the completed project
- **Who: the people**
Who is involved? You'll be assessed on the level of ability and experience of the individuals or organisations involved in your project
- **The budget/Te pūtea**
How much will it cost? You'll be assessed on the credibility and accuracy of the supporting financial information that you provide in your budget

Who assesses Toi Ake and Tohunga/Tukunga applications?

A Toi Ake or Tohunga/Tukunga application will be assessed by:

- internal assessors (Creative New Zealand staff)
- external artistic assessors, and
- members of a Strategic Assessment Panel.

Both Creative New Zealand and external assessors for Toi Ake and Tohunga/Tukunga are culturally expert in Mātauranga Māori.

What happens next

We will notify you of our decision in writing **12 weeks** after the closing date. We are unable to let you know the result of your application before this date.

Successful applications

The conditions of funding

If you are offered a grant there are obligations attached to receiving public funding. 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.

If your application is successful Creative New Zealand will send you:

- a letter offering you the grant
- a funding agreement

The funding agreement sets out the general conditions of funding and any additional conditions specific to your project. This will include details on how you report to us on the outcomes of your project. Your reports are important because it is the outcomes that you achieve that helps Creative New Zealand advocate for continued public funding of the arts.

Before we can pay the grant or investment money into your bank account, you will need to agree to the conditions by signing and returning the agreement to us.

You can read more about reporting requirements on our website

» www.creativenz.govt.nz/getting-funded/reporting-on-your-grant

Unsuccessful applications

In every round some worthwhile projects do miss out on grants because there are not enough funds available. To increase the likelihood we'll fund your application it needs to be as strong as possible.

Common reasons that applications are unsuccessful

Due to limited resources we are unable to provide specific feedback on each unsuccessful application. There are some common reasons that applications are unsuccessful and you can read about these on our website

» www.creativenz.govt.nz/getting-funded/common-problems-with-applications

Can I reapply for the same project if my application is unsuccessful?

If your application is unsuccessful you can not reapply for the same project again, unless there are exceptional reasons to do so. If you believe that there is an exceptional reason for you to reapply then you can request permission from your Creative New Zealand arts adviser. If your request is approved you need to include a written copy of the permission to reapply when you submit your application. If you do not include written permission from your arts adviser your application will not be considered.

Contact Creative New Zealand

For Information about Arts Funding:

Artform	Name	Contact Details	Title
Māori arts	Tumarangai Sciascia	tumarangai.sciascia@creativenz.govt.nz (09) 365 1417	Arts Adviser
	Haniko Te Kurapa	haniko.tekurapa@creativenz.govt.nz (04) 473 0182	Manager, Māori arts funding
General funding enquiries	Marlene le Cren & Natalie Petricevich	northern@creativenz.govt.nz (09) 373 3066	Arts Funding Administrator
	Jennifer Hussey	info@creativenz.govt.nz (04) 473 0880	Receptionist/Administrator
Craft/object	Emma Ward	emma.ward@creativenz.govt.nz (09) 365 1416	Arts Adviser
Dance, Inter-arts, Pan-artform festivals	Briar Monro	briar.monro@creativenz.govt.nz (04) 471 0487	Senior Arts Adviser
Literature	Jill Rawnsley	jill.rawnsley@creativenz.govt.nz (09) 373 3077	Senior Arts Adviser
Music	Ariana Odermatt	ariana.odermatt@creativenz.govt.nz (04) 498 0740	Arts Adviser
	Chris Archer	chris.archer@creativenz.govt.nz (03) 372 3570	Senior Arts Adviser
Pacific arts	Makerita Urale	makerita.urale@creativenz.govt.nz (04) 498 0729	Senior Arts Adviser
Theatre	Catherine Nola	catherine.nola@creativenz.govt.nz (09) 373 3068	Arts Adviser
	Roanna Dalziel	roanna.dalziel@creativenz.govt.nz (04) 498 0702	Senior Arts Adviser
Visual arts	Kate Montgomery	kate.montgomery@creativenz.govt.nz (04) 498 0732	Senior Arts Adviser

For technical assistance with completing and submitting your application:

Grants Process Team	Rachel Driscoll	rachel.driscoll@creativenz.govt.nz (04) 473 0184	Grants and Process Administrator
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WELLINGTON OFFICE

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PO Box 3806
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T: (04) 473 0880
F: (04) 471 2865
E: info@creativenz.govt.nz

AUCKLAND OFFICE

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Auckland 1010

PO Box 1425
Shortland Street
Auckland 1140

T: (09) 373 3066
F: (09) 377 6795
E: northern@creativenz.govt.nz

CHRISTCHURCH OFFICE

Currently there is no physical address

PO Box 3806
Wellington 6140

T: (03) 366 2072
E: southern@creativenz.govt.nz