

Your application should comprise three parts:

- this application form
- application proposal – (including the completed budget template)
- support material.

Please make **three** copies of your application form and proposal and send them to us, along with **three** copies of your support material.

For Quick Response Grants we only require **two** copies of your application form and proposal and **one** copy

of your support material. Please compile support material separate to the application form and proposal as it will be sent out for assessment without being photocopied.

The full application including application form, proposal and support material should arrive together. Late attachments to the application will not be accepted.

We are unable to return support material. Please make sure you send copies only.

Application form



Application details

Office use only. Leave blank.



Have you (the applicant) applied to Creative New Zealand before? Yes No

If **YES**, has your address changed since your last application? Yes No

Is this application on behalf of an organisation or group?

Yes: please complete section **A** below

No: please complete section **B** below



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

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

SECTION A: ORGANISATIONS/GROUPS



■ Contact person details

Last name:

First name:

Middle name(s):

Gender: Male Female Date of birth: / /

Telephone: Mobile:

Include area code

Email:

Physical address:

Suburb: City:

Country: Post code:

■ Organisation/Group details

Name:

GST number: | |

Continued over ►►



■ If relevant, please complete the following (refer to *map* page 95)

Iwi affiliation:

Rohe:

Marae:

Pacifika group:

Telephone (day): Fax:
Include area code Include area code

Email:

■ Postal address

Street/PO Box:

Suburb: City:

Country: Post code:

Local authority (refer to *map* page 94):

■ Physical address (if different from postal)

Street/PO Box:

Suburb: City:

Country: Post code:

■ Joint applicant details

Is this a joint application with another person, organisation or group? Yes No

If YES, please complete:

Joint applicant name:

Gender: Male Female Date of birth:

Telephone: Mobile:
Include area code

Email:

Street/PO Box:

Suburb: City:

Country: Post code:

Go to Section C

INDIVIDUALS



■ Details

Last name:

First name:

Middle name(s):

Gender: Male Female Date of birth:

GST number:

■ Ethnicity

New Zealand Māori (refer to map page 95)

Iwi affiliation:

Rohi:

Marae:

New Zealand European/Pakeha

Asian

Pacifika group

Other: Please specify

■ Contact details

Telephone (day): Telephone (night):
Include area code Include area code

Mobile: Fax:

Email:

■ Postal address

Street/PO Box:

Suburb: City:

Country: Post code:

Local authority (refer to map page 94):

■ Physical address (if different from postal)

Street/PO Box:

Suburb: City:

Country: Post code:

Continued over ►►



■ Joint applicant details

Is this a joint application with another person, organisation or group? Yes No

If **YES**, please complete:

Joint applicant name:

Gender: Male Female Date of birth:

Telephone: Mobile:
Include area code

Email:

Street/PO Box:

Suburb: City:

Country: Post code:

Go to Section C

SECTION C: PROJECT INFORMATION



Applicant Name:

■ Project details

Working title of project:

Date/s the project is expected to take place:

Write the name/s of the local authority area/s in which your project will take place (if applicable).
(Refer to map page 94)

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

Amount requested: \$ Total cost of the project: \$

Have you received funding for this project from other sources? Yes No

If **YES**, ensure you have included this in your budget

Is this a Creative New Zealand endorsed resubmission? Yes No



If **Yes** you will need to provide evidence of endorsement with your application.

RESULTS



Please select one artform/cultural tradition that best relates to your project (see *Step 4* page 23):

- | | | |
|--|---|--|
| <input type="checkbox"/> Craft/object arts | <input type="checkbox"/> Māori arts | <input type="checkbox"/> Pan artform festivals |
| <input type="checkbox"/> Dance | <input type="checkbox"/> Music | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Inter-arts | <input type="checkbox"/> New media, digital arts and film | <input type="checkbox"/> Visual arts |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Pacific arts | |

Please select one of the following pathways (see *Step 2* page 9):

- | | | | |
|---|--------------------------------------|---|---|
| <input type="checkbox"/> Quick Response | <input type="checkbox"/> Arts Grants | <input type="checkbox"/> Arts Investments | <input type="checkbox"/> Sector Investments |
|---|--------------------------------------|---|---|



Write the **Funding Body** you wish to apply to (see *Step 3* page 17):

Please write the **two** results that you have identified from the set criteria as best suiting the focus of your project. Copy this to the spaces provided below (see pages 20–22). We appreciate there may be more than two, but we ask you to write a 1st and 2nd choice only. Please write the result in full.

■ **1st most important result:**

Please describe how your project will achieve the result:

■ **2nd important result:**

Please describe how your project will achieve the result:

Checklist



■ To make sure you've included all the information we need, please complete the following checklist:

I have included:

- Three copies of the **application form** (two copies if a Quick Response Grant application)
 - Three copies of the **application proposal** (two copies if a Quick Response Grant application)
 - A4 size standard weight paper
 - Single sided
 - Paper clipped only
 - Three copies of hardcopy **support material** (one copy only if a Quick Response Grant application) (please tick the items included). *Note: Support material cannot be returned, please send copies only.*
 - Printed support material (must be single sided on A4 size standard weight paper and paper clipped only)
 - CD/s
 - DVD/s
 - CD-Rom/s
 - Book/s
 - Magazines/pamphlets
 - And/or links to online support material are highlighted in my application
 - All support material has been labelled with the same applicant and project names used on the application form
 - My application, including all support material, will reach Creative New Zealand's Wellington office by 5 pm on:
 - Quick Response Grants** – 4 February, 5 June, 2 October
 - Arts Grants** – 27 February, 28 August
 - Arts Investments** – 12 June (Arts Board), 28 August (Te Waka Toi & Pacific Arts Committee)
 - Sector Investments** – 12 June (Arts Board), 28 August (Te Waka Toi & Pacific Arts Committee)
- Applications which arrive late will not be accepted.



Mail your application to:

Applications
Creative New Zealand
PO Box 3806
Wellington 6140

OR

Courier/hand-deliver your application to:

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



Declaration



■ Now please 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 the 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 update or correct the information 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 media releases and Creative New Zealand’s publications, including our website.

Creative New Zealand is subject to the Official Information Act 1992 and information may have to be released 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 or transfer records to Archives New Zealand.

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

Signed (Applicant or organisation’s contact person):

Date:

Signed (Joint applicant or contact person if applicable):

Date:



■ Please fill in the acknowledgement receipt below:

ACKNOWLEDGEMENT RECEIPT

Please complete the following:

Project Working Title:

PROJECT WORKING TITLE

YOUR NAME

ADDRESS

SUBURB

CITY

POST CODE

COUNTRY

For official use only:

Date received:

(to be stamped by

Creative New Zealand)