

FAQs: Building Business Capability for Individual Practitioners Fund 2022

Tēnā koutou katoa. Here are answers to some questions we anticipate being asked about this new fund. Have a read through and, if you have a question that isn't answered here, on our website or in our guidelines, email us at capability@creativenz.govt.nz

We are keeping these FAQs updated and adding new questions and answers we receive from artists and arts practitioners. We encourage you to check back to read these updates before submitting your application.

This fund offers grants to support individual artists and arts practitioners to develop skills that increase their career sustainability and future-proof their business practice. Individual artists and arts practitioners can apply for activities that help them remain relevant to audiences and communities and become more resilient to changing environments.

The round will close if 100 applications have been submitted, or if the closing date is reached, whichever occurs first. Applications open on Monday 28 March at 9am.

Eligibility

1. **Who can apply to the Building Business Capability for Individual Practitioners Fund?**

The fund is for individual artists and arts practitioners, not organisations. You can apply at any stage of your career. You must meet the eligibility criteria and the track record requirements for your artform. See our [Funding guidelines – the artforms we support](#)

2. **What if I'm a sole trader or operate as a registered company with me as the only employee?** (added 23 March)

Even if you are a sole trader or registered as a company you must apply as an individual, as we can't accept applications from organisations or companies. If you are successful, you can elect to have your grant paid into a company account if that is your preference.

3. **I am a contractor or fixed-term employee for a Toi Uru Kahikatea or Toi Tōtara Haemata investment organisation. Can I apply for this fund?**

Yes, if you're a fixed-term employee or contractor for one of our investment organisations you can apply. Permanent staff members of Toi Uru Kahikatea or Toi Tōtara Haemata investment organisations are **not** eligible to apply.

4. **Are there any limits on the amount of funding I can apply for?**

You can apply for a minimum of \$5,000 and a maximum of \$10,000 for a project that supports you to develop your business capability. You can only apply once.

An application can include digital tools or equipment costs (as capital expenditure items) that support your project, up to a maximum of \$3,000. See question 16.

5. Why can't I apply for less than \$5,000? What other funding options are there if my project request is less than \$5,000?

We have a minimum threshold for this fund to ensure we can support you to a level that will have a long-term impact on your artistic career.

For funding below \$5,000, you could look at our recently revised [Other Sources of Funding and Support guidance](#).

6. Can I apply for project costs for my artistic practice?

No, not through this fund. It's designed to help you build the business skills you need to support your artistic practice long-term.

The fund doesn't support costs related to the research, development, creation and presentation of artistic practice. You could apply for those costs through our regular [Arts Grants](#) funding. In this financial year 2021/22, you could apply to this fund in addition to two applications to Arts Grants.

7. Can training or mentoring support be provided by other artists or arts practitioners?

Yes. Training, mentoring or consultancy support can be provided by artists or arts practitioners as long as they have the appropriate skills and experience and are a good fit for your project. For example, if you're looking for training as a Producer you might want to be mentored by a Producer in the sector who has more experience than you and can help build your skills.

You can nominate any contractor, mentor or training provider – your application must include their CVs/bios and quotes or proposal fees as well as confirmation in writing of their availability (refer to the 'Support Material for People' section of your application).

8. I'm looking to apply for mentoring from someone overseas or to attend an international conference or training event, is this activity eligible?

Yes. However, we anticipate that the activity involving a training event, artist or practitioner overseas will need to be online for some time. If your project requires international travel you will need to follow official travel advice.

Updated 23 March 2022

You and your international providers should carefully consider the additional risks of travel. Make sure you read the [International activity guidelines](#) before submitting an application.

9. **Are tertiary study and training courses eligible activities?** (added 23 March)

Yes, if the study or training helps you to build business skills.

10. **Are subscriptions to an arts industry body or membership-based organisation eligible activities?** (added 23 March)

Yes, you can include costs for an arts industry membership or subscription for training and development, not arts practice, and as long as you tell us how this will help your business, brand and/or skills development. We can only support the subscription cost for the duration of your project. For example, if your project was focused on training between July and October you could apply for four months of membership to an organisation for professional development.

11. **Can I apply for funding to hire an expert to build or update a website to support my practice? Can I include the purchase of a website domain name in my application?** (added 23 March)

Yes, as long as you can demonstrate the value and benefit to your business in building your resilience and long-term sustainability. We would also support the purchase of a website domain as this helps build your digital presence as an individual practitioner.

12. **Would you support brand development costs, eg graphic design costs for a logo or visual identity?** (added 23 March)

Yes, we would support brand development, eg graphic design costs, via a third-party contractor as long as you can tell us how this activity will help you remain relevant to audiences and communities.

13. **Are travel fees an eligible cost if the training I'm looking to undertake is outside my area/region?** (added 23 March)

Yes, travel costs can be included in your application, as can remuneration for your own time to undertake the training.

14. **Does a consultant/mentor need to have a track record? Can I offer a koha, instead of a fee, eg a koha to an aunty or a kuia in this role?** (added 23 March)

No, they don't need a track record as long as you explain in your application why they are the right person and what their background and experience is.

Yes, either a fee or a koha can be paid for mentoring or other skill building, as appropriate.

Updated 23 March 2022

15. Can I apply for more than one activity?

Yes, you can apply for more than one activity within your application. Your project can include one or more of the areas of skill-building listed under 'What We Fund'. You will need to provide a detailed budget showing each cost on a separate line.

The total funding you apply for will need to be between \$5,000 and \$10,000. You can only make one application.

16. What kinds of digital tools or equipment costs are eligible under capital items and expenditure?

You can apply for digital tools or equipment costs (as capital expenditure items) that are directly related to carrying out your project. In your application, you must say how the tools or equipment will support your project.

Here are some examples:

- digital tools or equipment, eg laptops or cameras
- IT software or hardware
- financial management software
- fundraising/e-commerce tools
- Zoom subscriptions, live streaming or VR tools.

You can apply for up to \$3,000 in total for capital items. Your application will need to request at least \$5,000. See question 17 below for more information.

17. Can I apply for funding for capital expenditure items only?

No, funding for capital expenditure items is only available as one part of an application. The capital expenditure item(s) requested within your application must support you to carry out your business skills development project and will not be considered for funding on their own.

For example, if you apply for financial skills coaching you might also apply for financial management software to support you to take part in the coaching and put the skills into practice.

Your final application will need to be for at least the minimum threshold of \$5,000 and can include capital expenditure items up to \$3,000.

18. If my application is successful, can I still apply for Arts Grants and other funding opportunities?

Yes. If you receive funding for your business skills development through this fund you can

Updated 23 March 2022

still apply to Arts Grants or other Creative New Zealand funding opportunities as long as the project, or project phase, has not already been funded from this round.

In this financial year 2021/22, you could apply to this fund in addition to two applications to Arts Grants.

19. If my application is unsuccessful, can I apply for Arts Grants or other funding for this project?

Yes, under limited circumstances and at our discretion. You need permission from the Manager, Funding Services to resubmit an application. If you resubmit an application without getting permission first, it won't be eligible for consideration in that funding round.

If your application was declined and you want to resubmit it to Arts Grants or for other funding, contact [Funding Services](#) to ask about resubmitting.

20. Can I resubmit a declined Arts Grants project to this fund?

Yes, as long as the project meets the purpose of this fund, to develop your business capability.

Application process and timing

21. When can my project take place?

Your project must:

- start after 3 June 2022 (the date we notify you of your application result)
- be completed by 2 June 2023

22. What period can I apply for project costs?

You can only apply for project costs which will be incurred after we notify you of the result of your application (see question 19). Creative New Zealand can't support retrospective costs (these are costs incurred before your project or project start date).

23. What if COVID-19 impacts my project?

When applying, you must include a COVID-19 Contingency Plan which describes any potential changes you might make if the COVID-19 Protection Framework traffic light settings change. We will also continue to comply with government advisories (including traffic lights) and/or border controls.

For further guidance and a template plan see our [Funding guidelines - A guide to developing your COVID-19 contingency plan](#). Your application will be made ineligible if this is not included in your application.

For this reason, when making funding decisions, we may decline an application if the programme or project is not able to be delivered at the time of notification (see question 27). This can happen regardless of when the project is planned to take place.

24. Why is there a cap of 100 applications for this fund? (updated 10 March)

A funding round limit ensures decisions can be made quickly and helps us manage demand for the available funding. It also ensures a higher success rate for applicants.

We have a limited budget to apply to this pilot fund, to see whether we can achieve outcomes that are mutually agreeable to both us and to independent artists. We want to ensure we can support you to a level that will have a long-term impact on your artistic career, which is why there is also a minimum application threshold of \$5,000 (see question 4).

We encourage you to start researching and planning your project early, so you have the information ready when applications open on 28 March.

If you are not able to submit an application due to timing, the round closing, or your application is not successful, you can apply for funding to support a new capability building project through our [Arts Grants](#) funding programme.

25. Can I include video or audio within my application?

Yes. You can choose to include a **web-link** to a video or audio file (of 5-minutes maximum in length) as part of the support material for your application.

This is an opportunity for you to record yourself ***talking about the skills development*** you are looking to undertake. This should **not** include footage of your work such as performances or presentation.

Read the [Funding guidelines - support material](#) for guidance of the formats we accept. In addition to your video or audio recording, you will need to include other supporting documents (See **What to include in your application**). Note only five items of supporting material are permitted, so please combine items into one PDF or Word document if possible.

26. Can the video or audio be provided instead of written content about my idea for my project? (added 23 March)

No. You still need to provide written content on your idea. We have offered this additional option to supplement your words. If you find it hard to keep within the wordcount, you can

also add additional written material as support material, as well as the video or audio option.

27. When will I be told the result of my application?

We will email all applicants their result on Friday 3 June. This is often referred to as the notification date.

Assessment

28. Who will assess my project?

Your application will be assessed by an external peer assessor. External peer assessors are people from the sector who will use their knowledge and experience in an artform/area of practice to review your project and score against our criteria.

Assessors represent the diversity of the artists and arts organisations who apply for funding. We have a number of Māori and Pasifika assessors who assess applications to our ngā toi Māori and Pacific arts funding pools or artforms.

Following assessment, applications, assessor comments and scores will be reviewed by staff and Creative New Zealand will hold an internal moderation meeting, without assessors present. At this meeting staff will consider the assessment scores, commentary and ranked order of applications. As well, they will consider whether the range of recommended projects will meet the purposes of the programme and whether there are any gaps in achieving our strategic outcomes. On occasion the moderation group's final recommendations may differ from the ranked list created by the assessor scores.

The moderation group makes final recommendations to Creative New Zealand's Senior Manager for Arts Development Services, who makes the final decision of which applications will receive funding based on all the previous advice and recommendations.

29. Why is there only one peer assessor?

To ensure decisions can be made in good time, only one peer assessor will assess your application and there will be no assessment panel.

If you have a further question, email us at capability@creativenz.govt.nz