

Creative Communities Application Form - August 2026

Form Preview

Applicant Details

* indicates a required field

Are you applying as an individual or as an organisation/group? *

☐ Individual

☐ Group/Organisation

Name of Individual or Organisation/Group

Applicant Contact and Address

Key Contact Person *

First Name

Last Name

This is the person who we will correspond with about the grant proposed project. We will also send all correspondence to the email provided.

Phone Number *

Must be a valid New Zealand phone number

Email Address *

Please enter the email address for the Primary Contact given above.

Location Address

Address

Postal Address

Address

Suburb Town/ City Postcode

Bank Account

Account Name

Account Number

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Bank Account Verification *

Attach a file:

I.E. evidence of one of the following - electronic bank deposit slip or snap shot of bank statement showing bank name, bank logo, organisation name and bank account number or a signed printout from the bank

Ethnicity of Applicant/Group

Please select the ethnicity you or the group identify with. Provide further detail in box below. For example: Ethnicity: Pacific Peoples, Detail: Samoan.

You can select multiple options.

Ethnicity *

- | | |
|--|--|
| ☐ NZ European | ☐ Asian |
| ☐ Maori | ☐ Middle Eastern / Latin American / African |
| ☐ Pacific Peoples | ☐ Other: <input type="text"/> |

Must be at least 1 choice selected. You can select multiple options

NZBN or CRN Registered

Do you or your organisation have a NZBN (New Zealand Business number) or CRN (Charities Services number)

☐ NZBN ☐ CRN ☐ Neither

NZ Charity Registration Number (CRN) This will start with CC

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

New Zealand Charities Register Information
Charity Registration Number
Organisation Name
Other Names
Status
Street Address
Postal Address
Telephone
Fax
Email
Website
Date Registered

Must be formatted correctly.

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NZBN

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

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

Must be formatted correctly.

If you are an Incorporated Society, please attach a copy of your re-registration confirmation

Attach a file:

Application to the Scheme

Has this Applicant, or Group, applied to the Creative Communities Scheme before? *

- ☐ Yes
☐ No
☐ Don't Know

Speak in support of your application.

Would you like to speak in support of your application at the Creative Communities Scheme committee meeting? *

- ☐ Yes
☐ No

Basic Project Details

* indicates a required field

Project Details

Project Name (Title) *

For example, Children's ceramic workshops

Brief description of project *

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Must be no more than 200 words.

For example, six ceramic workshops during the school holidays for children aged 8-12

Venue and Suburb where project will be held *

Project Start Date *

Must be a date.

Project Finish Date *

Must be a date.

(Estimated) number of active participants: *

Must be a number. Are the people involved in making and presenting an artwork or performance, or running and attending a workshop?

(Estimated) number of viewers/audience members: *

Must be a number. The people who come to see the finished work presentation?

What are the primary areas of focus for this project/programme? *

No more than 5 choices may be selected. You can select items from any area of the list – all have equal value. Only select sub-categories if you want to be more specific. In this question we want to know about the field of work (e.g. arts, sport, health), rather than the types of people it will affect (e.g. young people, refugees)

Who are the expected primary beneficiaries of this project/programme? *

No more than 5 choices may be selected. Please choose only the group/s that are at the very core of this project/programme. If your initiative is open to everyone, choose the first item, 'Universal – no particularly targeted beneficiaries'

Does your initiative have community support for the activities you are proposing?

Must be no more than 100 words.

If the answer is no to either of these questions your project is likely to be ineligible. Please contact your CCS administrator.

Does your project have an arts or creative cultural focus? *

☐ Yes

☐ No

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Will your project take place within the Napier City Council boundaries?

☐ Yes

☐ No

*

Which of the scheme's three funding criteria are you applying under?

Please select one. If your project meets more than one criteria, choose the one that is the project's main focus.

Criteria *

☐ Access and Participation: Create opportunities for local communities to engage with, and participate in local arts activities.

☐ Diversity: Support the diverse artistic cultural traditions of local communities.

☐ Young People: Enable young people (under 18 years) to engage with, and participate in the arts.

Select one

Local Priorities

The decision committee particularly encourage community art projects/events that are affordable and accessible to the community, and are:

Select the best fit for your project.

- ☐ new or expanded local projects
- ☐ demonstrate youth development
- ☐ promote Māori arts/culture OR
- ☐ celebrate cultural diversity.
- ☐ access and participation

Briefly explain how your project fits with your chosen local priority. *

Must be no more than 200 words.

Artform, activity and cultural tradition

* indicates a required field

Artform or cultural arts practice

Which of the following artforms best describes your project?

Please select one.

See CCS Application Guide page 7 [Creative Communities Application Guide](#) for definitions of each artform.

Artform *

- ☐ Craft / Object art
- ☐ Dance
- ☐ Inter-arts
- ☐ Literature

- ☐ Nga toi Maori
- ☐ Pacific arts
- ☐ Theatre
- ☐ Visual arts

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☐ Music

☐ Multi-artform (including film)

Select one only

Cultural tradition of your project

☐ European

☐ Māori

☐ Asian

☐ Middle Eastern/
Latin American/
African

☐ Other

☐ Pacific Island

Cultural tradition - you can select multiple options (briefly explain the detail of your selection/s)

Word count:

Must be no more than 50 words.

Which of the following arts activities best describes your project?

Please select one.

See CCS Application Guide page 3 and 4 [Creative Communities Application Guide](#) for definitions of each artform.

Activity *

☐ Creation only (project which focus on an artwork but not performing or exhibiting in public)

☐ Creation and presentation (projects which include both creating and performing or exhibiting to the public)

☐ Presentation only (for the presentation of performing arts only)

☐ Presentation only (for the exhibition or presentation of visual arts or non performing arts only)

☐ Workshop (any form of training e.g. wananga in raranga or a programme of contemporary dance workshops)

Select one only

Project Details

* indicates a required field

The idea / Te kaupapa

Tell us about your project including:

- describing the overall idea
- what the result of the project will be
- some of the artistic goals
- why the funds are needed

If this is a project that has happened before you may need to show how the project is growing and developing, eg the activity involves more people this time, it encourages new

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people to take part, there are new things happening, or there are new partners or groups involved in the project.

See the CCS Application Guide page 4 [Creative Communities Application Guide](#)

What do you want to do?

*

Must be no more than 300 words.

The plan / Te whakatutuki

How will your project happen? Explain the key stages of your project and how it will be carried out.

Including a timeline can help assessors to understand the project and to show that you have considered how you will deliver the project.

See CCS Application Guide page 4 [Creative Communities Application Guide](#)

Details of how the project will happen *

Must be no more than 300 words.

The people / Ngā tāngata

Who are the key people involved in your project? Include the people who will be helping you to make your project happen, and who your audience or participants will be.

Briefly describe the role of the project leaders and their relevant experience. You can include a brief biography or attach a short CV to the application.

See CCS Application Guide page 5 [Creative Communities Application Guide](#)

Who are the key people involved in your project?

*

Must be no more than 300 words.

Relevant experience

Attach a file:

Optional -you can include a brief biography or a short CV for the project leader(s)

The criteria/ Ngā paearu:

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See CCS Application Guide page 5 [Creative Communities Application Guide](#) If there are other similar projects happening in area you may need to outline what is unique about this project and how it will address a need in your community.

Explain how this project will deliver to the criterion you have chosen: access and participation, diversity, or young people. *

Must be no more than 300 words.

Partners for Project

Project Partner Name

Partner Key Roles and Responsibilities (Please outline the ways in which the partner will support and collaborate)

Must be no more than 150 words.

Supporting Material

It is useful to attach support material for the project. It should be brief and may include:

- Examples of previous work undertaken by the individual or group, such as images, text or links to websites
- Letters of support and invitation. These should be from key people within your community who can speak about the benefits of the project or the skills of the people involved in the project, or confirm that an invitation has been issued.
- Any relevant CV's

Support material

Attach a file:

recommended size no bigger than 5mb

Website

Must be a URL.

GST Registration

* indicates a required field

GST registration

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Are you GST registered? *

- ☐ Yes
☐ No

GST number

GST number

The Budget/Ngā putea

* indicates a required field

Project Expenditure

Please provide *all costs of your project* and include the details of each e.g. venue hire, materials, marketing, equipment hire, artist fees, personal costs.

NB: If you ***are GST registered*** ***DO NOT*** include ***GST*** in your budget figures.

If you are ***not GST registered*** ***include GST*** in your budget figures.

See CCS Application Guide page 6

Item	Detail - calculation or description (e.g. 3 days hire at \$100 per day)	Amount (\$)
------	---	-------------

		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
e.g. Hall hire	e.g. 3 days hire at \$100.00 per day	e.g. \$300.00

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A: Total cost *

\$

This number/amount is calculated.

Project Income

Please provide all the income for your project with accurate detail e.g. ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising (be realistic about what income you can get).

Please note that you cannot apply to Creative NZ and Creative Communities Scheme for the same project.

Do not include the amount you will be requesting from the Creative Communities Scheme.

Item	Detail - calculation or description (funding confirmed or pending)	Amount (\$)
		\$
		\$
		\$
		\$
		\$
e.g. Ticket sales	e.g. 50 tickets at \$10.00 per ticket	e.g. \$500.00

B. Total Income *

\$

This number/amount is calculated.

Boxes A-C will autofill using the information from the Expenditure and Income figures in your budget. Most CCS grants tend to be between \$1,000 - \$2,000.

A: Total cost of project *

\$

This number/amount is calculated.

B: Less total income *

\$

This number/amount is calculated.

C: Costs less income *

\$

This number/amount is calculated.

This is the maximum amount you can request from CCS

D: Amount you are requesting from CCS

\$

Must be a dollar amount.

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(this cannot be greater than box 'C' above) *

What is the total financial support you are requesting in this application?

Application to Other Creative Communities Schemes within Hawke's Bay.

Have you applied to another Creative Communities Scheme for this project?

- ☐ Yes
☐ No

If yes, which Creative Communities Scheme have you applied to and for how much?

Tell us if you have applied for and/or received funding for this project from other sources and how much.

Date applied	To Whom	How much (\$)	Confirmed / Pending
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

Tell us about other grants you have received through the Napier City Council Creative Communities Scheme or Napier City Council in the past three years

Date	Project title	Amount (\$)	Project completion report submitted (yes/no)
		\$	
		\$	
		\$	
		\$	
Must be a date			

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Groups or organisations must provide a copy of their latest financial statement.

This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

Latest Financial Statement

Attach a file:

For applicants applying as a group or organisation

Supporting financial documents

Detailed Budget

Attach a file:

Optional - please provide if applicable

Quotes *

Attach a file:

If you have large items (\$1,000 plus) that you are requesting funds for, please attach quotes for these items.

Any other uploads to support your application

Attach a file:

Declaration and Authorisation

* indicates a required field

Declaration

By submitting this application:

I / We understand that if this application is successful I / we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

I / We declare that the details contained in this application are correct and that I / we have authority to commit to the following conditions.

If this application is successful, I / we agree to:

- complete the project as outlined in this application;
- complete the project within a year of the funding being approved;
- complete and submit a project report using the online process, within two months after the project is completed;
- return any unspent funds;
- participate in any funding audit of my organisation or project conducted by the local council if required;

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- contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme;
- acknowledge CCS funding at event openings, presentations or performances;
- use the CCS logo in all publicity (e.g. poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from www.creativenz.govt.nz/logo.

I / We understand that the Napier City Council :

- is bound by the Local Government Official Information and Meetings Act 1987;
- I/we also consent to it recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme;
- I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material;
- I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information;
- I/we verify that our organisation is fully compliant with all applicable legislation, including the requirements under the [Vulnerable Children Act 2014](#) to safety check our volunteers and staff (if applicable).
- this consent is given in accordance with the Privacy Act 2020.

Please read and agree to the above statements.

☐ I agree

Name of Authorised Person *

All applicants by person/s under the age of 18 must be authorised by the applicants parent or guardian.

Date *

Must be a date.

Position

Contact Email *

Must be an email address.

Applicant Feedback. How did you hear about this fund?

Promotion *

- | | |
|---|---|
| ☐ Previous Applicant | ☐ Creative New Zealand website |
| ☐ Napier City Council website | ☐ Local Newspaper |
| ☐ Napier City Council e-newsletter | ☐ Poster / flyer |
| ☐ Napier City Council staff member | ☐ Radio |

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- ☐ Nga-toi website
- ☐ Social Media
- ☐ Nga-toi staff member
- ☐ Word of mouth
- ☐ Nga-toi e-newsletter
- ☐ Other:

Must be at least 1 choice selected