



## ROTORUA CIVIC ARTS TRUST

### PROJECT FUNDING APPLICATION FORM

Post applications to: The Secretary, Rotorua Civic Arts Trust, PO Box 1145, Rotorua

Applicant Reference No:

*(For RCAT's use only)*

Date of Application: \_\_\_/\_\_\_/\_\_\_

Name of Applicant:

(If individual) \_\_\_\_\_

(If organisation)

Name of Organisation:

\_\_\_\_\_

Postal Address:

*All applications must be typed or clearly written in black ink - applications are photocopied and clarity is*

*important. Applications will be received throughout the year, only at the Trust's Box Number. Please read the attached guidelines carefully and contact the Rotorua Civic Arts Trust, PO Box 1145, Rotorua, should you have any queries or require assistance to complete your application. All applications received by month's end will be considered at the following month's Trustees Meeting. All sections of the application form must be completed.*

#### **MISSION STATEMENT**

To grow and strengthen the creative arts and culture within the Rotorua District.

#### **OBJECTIVES**

- To encourage individuals and groups to develop their creative talents
- To assist people access high quality tuition
- To assist people gain formal qualifications in arts and culture
- To foster appreciation of arts and culture through seminars, workshops and other activities
- To provide opportunities for people of the Rotorua District to experience high quality artistic and cultural events

## **BOUNDARIES**

Applications will only be considered from applicants residing, or having immediate family residing, within the Rotorua District, or groups whose activities are based in the Rotorua District as defined by the Rotorua District Council boundaries.

## **POLICY STATEMENT**

- The function of the Rotorua Civic Arts Trust is to support high quality artistic projects within the Rotorua District that will allow the local community to experience high quality events and build its skill base. This can include “imported projects” where a local sponsor is willing to make an application on an individual’s or group’s behalf.
- Generally, the Rotorua Civic Arts trust will not provide assistance towards buildings, vehicles, or other capital items, or for travel costs.
- No retrospective applications will be considered.
- Applications will be received throughout the year and acknowledged.
- In general, the Trust will only consider one application for funding from any individual or organisation in any 12 month period.
- Monthly meetings of the Rotorua Civic Arts Trust will be held to consider applications, excluding the months of December and January.

- Applications will only be considered from applicants residing or having immediate family residing within the Rotorua District defined by the boundaries of the Rotorua District Council.

#### **FUNDING INFORMATION**

- The Rotorua Civic Arts Trust receives a specific sum of money from the Rotorua Energy Charitable Trust to cover a sizeable portion of arts funding in our region. This sum is distributed in a manner that:

#### **RECOGNISES:**

(a) Quality

(b) The need to support a wide range of arts activities

(c) RCAT's financial resource base

(d) The applicant's management of their own resources

- The combined consideration of these factors frequently leads to situations where the degree of support requested by applicants cannot be met, no matter how worthy the project. Generally, RCAT considers applications up to an amount of \$5,000 only.

#### **REPORT ON EVENT(S)**

It is a condition of a grant that a full report is required to be sent to the Trust within six months of the event being held, specifying particularly:

(a) Number of attendees

(b) Whether your aims and objectives were achieved

(c) Any other matters of community and general interest

## SECTION ONE: APPLICANT'S NAME

Name of Applicant \_\_\_\_\_

Date of Application: \_\_/\_\_/\_\_

(If individual)

AMOUNT APPLIED FOR: \$ :

Name of Organisation \_\_\_\_\_

(If organisation applicant)

Date of Application: / /

State any other name your organisation has operated under

\_\_\_\_\_

## SECTION TWO: PROJECT DETAILS

Please give a description of the project for which you are seeking assistance. *(If you are seeking funding support for more than one project, you must lodge a separate application for each project.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Which of the following categories of arts activity best defines the project for which you are seeking assistance?:

Language, arts & literature, performing arts, visual arts/crafts, cross disciplinary *(e.g. mix of art forms)* multi-disciplinary *(e.g. festivals)*

5. Is your project: a new activity development of an existing activity

6. **Where** will your project/event take place?

\_\_\_\_\_

7. **When** will your project/event take place?

\_\_\_\_\_

8. From what areas or locations will the participants or the beneficiaries of your project or event come from?

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9. Is your project targeted at a specific cultural community? If so, please specify:

Maori, Pacific Island, Other (specify) \_\_\_\_\_

10. Will your project be accessible for people with disabilities Yes No

11. Please describe how you believe Rotorua Civic Arts Trust funding assistance will contribute to you / your organization's development. How will this project enhance cultural development in the Rotorua Community?

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Applicant Reference No. \_\_\_\_\_

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12. Number of people expected to benefit from the funds you are requesting.

Members \_\_\_\_\_ Others \_\_\_\_\_

## SECTION THREE: FINANCIAL DETAILS

13. Please provide details of your budget for the project or event. **All costs and income** must be itemized as set out below. This list is a guide only and you may add further items, or delete those not required. You may include a percentage of overhead costs that apply to the project, excluding volunteer labour. Where appropriate please include written quotes, and a detailed schedule of all salaries, facilitation fees or performance fees to be paid.

**NB: All funding is exclusive of GST. If you are registered for GST, please do not include GST**

in these costs.

## PROJECT BUDGET

FUNDING SOURCES	AMOUNT	PROJECT COSTS	AMOUNT
Funds on Hand ( <i>available for the project</i> )	\$ _____	Fees/Salaries	\$ _____
Fees from workshops/tuition:		Freight	\$ _____
_____ adults @ \$ _____	\$ _____	Electricity, lighting, etc.	\$ _____
_____ children @ \$ _____	\$ _____	Rent	\$ _____
based on _____% of capacity	\$ _____	Project materials	\$ _____
Sale of work/commissions	\$ _____	Equipment hire	\$ _____
Applicant organisation's		Advertising/Promotion	\$ _____
contribution	\$ _____	Publications/Programmes	\$ _____
Donations/koha	\$ _____	Insurance	\$ _____
Value of donated materials	\$ _____	Postage/Telephone	
Grants, subsidies, sponsorships	\$ _____	Administration	\$ _____
Advertising revenue	\$ _____	Tickets	\$ _____
Box office or door charge revenue		Stage lighting/sound	\$ _____
_____ people @ _____	\$ _____	Royalties	\$ _____
based on _____% of capacity	\$ _____	Hire of venue	\$ _____
Programmes	\$ _____	Sets and props	\$ _____
Refreshments profits	\$ _____	Costumes	\$ _____
Exhibition charges	\$ _____	Prizes	\$ _____
Members or subs	\$ _____	Other ( <i>please itemise</i> )	\$ _____
Raffle profits	\$ _____		\$ _____
Other ( <i>please itemise</i> )	\$ _____		\$ _____
<b>Amount of Grant Requested</b>	<b>\$ _____</b>		<b>\$ _____</b>
<b>TOTAL FUNDING FOR THE PROJECT</b>	<b>\$ _____</b>	<b>TOTAL PROJECTED COSTS</b>	<b>\$ _____</b>

**Note: Totals must agree.**

14. Please give the date (or dates) that the funds will be required by \_\_\_\_\_

If a donation is approved, how would you like your grant to be paid?

By cheque. By direct credit.

If by direct credit, which account should be credited?

*(Please attach one of your coded bank slips to this application)*

Bank name \_\_\_\_\_ Account No: \_\_\_\_\_

**OFFICE USE ONLY**

Minute Date ref: \_\_\_\_\_

*Approved / Declined / Deferred / Referred to RECT*

## SECTION FOUR: APPLICANT DETAILS

15. Name of Organisation/Individual applying: \_\_\_\_\_

**Organisations** are asked to include the names and daytime phone numbers of two contacts who can help us if the assessment panel requires more information. *(See 16 and 17)*

**If you are applying as an individual**, you are asked to provide the name and address of the organisation sponsoring your application, including the name and daytime phone number of two contact persons. (See 20, 21, 22 and 23.) If you are not being “sponsored”, please provide the names of two referees who you would be happy to have us contact in order to get further information on your achievements. (See 24 and 25.)

16. Contact Name 1: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Office Holder) (Phone numbers) (Business) (Residence) (Addresses)*

17. Contact Name 2: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Office Holder) (phone numbers) (Business) (Residence)(Addresses)*

18. Postal address for correspondence: \_\_\_\_\_

19. Physical address of organisation: \_\_\_\_\_

20. Sponsoring organisation: \_\_\_\_\_

21. Postal address of sponsoring organisation: \_\_\_\_\_

22. Contact Name 1: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Business) (Residence)*

23. Contact Name 2: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Business) (Residence)*

24. Referee 1: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Business) (Residence)*

25. Referee 2: \_\_\_\_\_ Phone: \_\_\_\_\_

*(Business) (Residence)*

26. Is your organisation or your sponsoring organisation:

A Trust, Incorporated Society, Other *(Please specify)* \_\_\_\_\_

27. If you or your sponsor's organisation is a membership-based organisation, how many members does your organisation service currently? \_\_\_\_\_

28. How long has your organisation/group been active? \_\_\_\_\_ years

29. Please briefly outline the primary objectives of the organisation:

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30. Please list your GST registration number, if registered: \_\_\_\_\_



31. Have you or your organisation received a grant in the past two years from any philanthropic or other funding agency of any sort for any purpose?

Yes      No

If yes, please give details of the support received, including the amount applied for and amount received.

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32. Have you applied to any other organisation for grants or sponsorship support for **this project**?

Please specify to whom and for how much:

**Organisation Amount Funding applied for**

\_\_\_\_\_ \$\_\_\_\_\_ Approved Declined Outcome pending

\_\_\_\_\_ \$\_\_\_\_\_ Approved Declined Outcome pending

\_\_\_\_\_ \$\_\_\_\_\_ Approved Declined Outcome pending

33. In support of your application you may wish to briefly outline your achievements to date (optional only):

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34. Any other particulars not provided elsewhere in this application.

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## SECTION FIVE: DECLARATION

35. I/We hereby declare that the information supplied here about myself, or on behalf of our organisation, is correct. If this application is successful, our organisation agrees to:

(i) Complete and return an expenditure statement form stating that the money received has been spent on the project, or is being held in trust for the purpose stated; and

(ii) We acknowledge that any decision made by the Rotorua Civic Arts Trust is final. We accept that no reasons for such decision will be given, nor any correspondence entered into.

(iii) We agree to participate in any funding audit of our organisation conducted by the Rotorua Civic Arts Trust; and

(iv) We understand that any funds provided by the Trust will be for the specific purpose outlined in this form, and that the Trust may seek confirmation that any donation has been properly applied.

(v) The publication of my/our organisation's name in the local media in conjunction with any funding decision arising from this application.

I/We consent to the Rotorua Civic Arts Trust collecting the personal details provided above, retaining and using these details, and disclosing them to Rotorua Energy Charitable Trust for the purpose of review of the funding scheme. I/We undertake that we have obtained the consent of the other contact people to provide these details and we acknowledge the Rotorua Civic Art Trust's right to have access to this information, and agree that details of any donation the Trust makes to our organisation may be made public. This consent is given in accordance with the Privacy Act 1993.

**1. Name: Signature:**

(if applicable)

**Position in organisation:**

**Date:**

**2. Name: Signature:**

*(if applicable)*

**Position in organisation:**

**Date:**

*(Two signatures are required for applications from organisations.)*