



AGENDA

Assessment Committee Meeting Tuesday, 23 September 2025

Date: Tuesday, 23 September 2025

Time: 10.00 am

**Location: Whare Tūhono, William Fraser Building, 1
Dunorling Street, Alexandra**

(A link to the live stream will be available on the Central Otago District Council's website.)

Notice is hereby given that an Assessment Committee meeting will be held in Whare Tūhono, William Fraser Building, 1 Dunorling Street, Alexandra and live streamed via Microsoft Teams on Tuesday, 23 September 2025 at 10.00 am. The link to the live stream will be available on the Central Otago District Council's website.

Order Of Business

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Members Cr S Browne (Chairperson), Her Worship the Mayor T Alley, R De Jong, R Kinney, M Kuiti, P Maracin, K Moore, K Sutherland

In Attendance J Whyte (Administrator)

1 APOLOGIES

2 CONFIRMATION OF MINUTES

Assessment Committee meeting – 17 March 2025

**MINUTES OF CENTRAL OTAGO DISTRICT COUNCIL
ASSESSMENT COMMITTEE
HELD IN WHARE TŪHONO, WILLIAM FRASER BUILDING, 1 DUNORLING STREET,
ALEXANDRA
ON MONDAY, 17 MARCH 2025 AT 10.00 AM**

PRESENT: Cr S Browne (Chairperson), Her Worship the Mayor T Alley, R De Jong,
P Maracin, K Sutherland

IN ATTENDANCE: J Whyte (Administrator)

2 APOLOGIES

APOLOGY

COMMITTEE RESOLUTION

Moved: Browne
Seconded: Sutherland

That the apology received from R Kinney, M Kuiti and K Moore be accepted.

CARRIED

3 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Browne
Seconded: Sutherland

That the public minutes of the Assessment Committee Meeting held on 24 September 2024 be confirmed as a true and correct record.

CARRIED

4 DECLARATION OF INTEREST

Members were reminded of their obligations in respect of declaring any interests. There were no further declarations of interest.

5 REPORTS

25.1.1 OVERVIEW OF 2025 FINANCIAL YEAR

To consider the overview of the second funding round overview of the 2024 Financial Year.

COMMITTEE RESOLUTION

Moved: Alley
Seconded: Sutherland

 That the report be received.

CARRIED

25.1.2 2025 CCS ANNUAL FUNDING REPORT

To consider allocating Creative Communities Scheme (CCS) funds to worthy applications received from groups, organisations, and individuals within the Central Otago District relating to arts and cultural projects.

COMMITTEE RESOLUTION

Moved: Maracin

Seconded: De Jong

That the Assessment Committee

A. Receives the report and accepts the level of significance.

CARRIED

COMMITTEE RESOLUTION

Moved: Browne

Seconded: Sutherland

B. Agrees that \$26,019.06 available to be allocated, \$19,664.46 has been allocated to the applications listed in the attached table in a manner befitting Creative Communities guidelines and eligibility criteria.

Waiata Theatre Productions Ltd	The Hunchback of Notre Dame Musical	\$2,500
Cromwell Youth Trust	Mural Painting for Youth Cromwell Region	\$1,800
Alexandra and District Youth Trust	Cromwell Workshops for Youth – Alexandra and Districts.	\$1,659
Central Otago Arts Trust	Artists Workshops.	\$3,500
Alexandra Musical Society	Alexandra Musical Society 2025 Annual Production Rock of Ages.	\$3,005.46
The Wanda Foundation	Maniototo Mural Trail	\$4,500
Cromwell Patchwork Group	Patchwork Country Day	\$2,700

C. Agrees that remaining balance of \$6,354.60 is carried forward to the September funding round.

CARRIED

The Meeting closed at 10.36 am.

.....

CHAIR / /

6 REPORTS

25.3.1 OVERVIEW OF MARCH 2025 FINANCIAL YEAR

Doc ID: 2565261

Report Author:	Judith Whyte, Parks and Recreation Administration Officer
Reviewed and authorised by:	David Scoones, Group Manager - Community Experience

1. Purpose

To consider the overview of the first funding round of the 2025 Financial year.

Recommendations

That the report be received.

2. Discussion

At the Creative Communities (CCNZ) Assessment meeting held on the 17 March 2025 seven applications were awarded funding allocating a total of \$19,664.46.

The grants totalling \$19,664.46, covered a range of events based in Central Otago:

- Waiaata Theatre Productions Ltd – The Hunchback of Notre Dame Musical
- Cromwell Youth Trust – Mural Painting for Youth Cromwell Region
- Alexandra and District Youth Trust Workshops for Youth – Alexandra and Districts.
- Central Otago Arts Trust – Artist Workshops
- Alexandra Musical Society – Alexandra Musical Society 2025 Annual Production Rock of Ages
- The Wanda Foundation – Maniototo Mural Trail
- Cromwell Patchwork Group – Patchwork Country Day

The 2025 Creative Communities Scheme Funding for September meeting has received nine applications requesting a total of \$29,621.00.

3. Attachments

Appendix 1 - Creative Communities - Report Backs [↓](#)

CCS Report Backs

1. Familyartistree Report Back
2. Maniototo Community Arts Committee – Ceramic Workshop
3. CO Arts Trust – Workshops
4. Alexandra and Districts Youth Trust

Creative Communities Scheme - Report Back APP250457373



Creative Communities Scheme - Report Back

Reference APP250457373 Submitted 03 May 2025 12:21

Project Report

Project Report Conditions

All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and submit this form you will be ineligible for future funding through the Creative Communities Scheme.

Before proceeding to fill out the form, do you have? (you will need to attach later on)

- **Proof of expenditure (including receipts, invoices and/or financial statements)**

I have all the necessary documents Yes

Important information so you don't lose your data

If you wish to take some time completing this form, we strongly recommend that you **create a [login](#) and log in to your account prior to starting to complete the form.** This gives you the ability to save a draft and return to it later.

Logging in before starting to enter information into the form also means you won't lose your information if the form times out, or if you accidentally navigate away from the screen you're working on.

You cannot save your information and return to it later unless you log in before you start the form.

Regardless whether you are logged in, once you have completed and submitted the form, you will receive a copy of your submission to the email address you specify in the form.

Either go to our [Online Services](#) page to create an account (or log in if you already have an account) or continue below to start without logging in.

Page 1 of 4

1 Dunorling Street, PO Box 122, Alexandra, NZ | www.codc.govt.nz | info@codc.govt.nz | +64 3 440 0056

About You

Name of Organisation	Familyartistree
Contact Person	Dorothy Piper
Phone Number	0211162871
Email	dotandmal@dunstanwood.co.nz

About the project

Please enter the Project/Grant Application number that you received when you lodged your application on the Council Website:

Name of applicant	Dorothy Lynne Piper
Name and location of project	"Familyartistree" Central Stories Museum, Alexandra
GST number if required	
Date of project	01/02/2025
Amount received from the Creative Communities Scheme:	3707.00
Number of participants	24 exhibitors
Number of attendees	2000 estimate. 130 attended opening function

Project Costs

Please give details of how the money was spent.

Your contribution to the project and the Creative Communities Scheme funding you received must be accounted for, and copies of purchase orders or copies of invoices must be attached.

Details	Central Stories (Venue hire for month of February 2025)*
Amount	1000
Central Stories Invoice INV-2307.pdf (142 kb)	
Details	BDesign (labels for exhibits)
Amount	649
BDesign Invoice INV-8194.pdf (112 kb)	
Details	The Print Centre (posters, family tree mounted and laminated)
Amount	23
The Print Centre Invoice.pdf (574 kb)	
Details	The Print Centre (as above)
Amount	281
The Print Centre Invoice (2).pdf (4 mb)	
Details	BDesign (catalogue, design and print)
Amount	1509
BDesign Invoice INV-8048.pdf (111 kb)	
Details	BDesign (logo design)
Amount	414
BDesign Invoice INV-8194.pdf (112 kb)	
Details	Allied Press (advertising and promotion)

Page 2 of 4

Amount	633
Familyartistree Invoice Allied Press.pdf (1 mb)	
Details	Event Co-ordination (from March 2024 to April 2025)
Amount	1000
Event Coordination Explanation 4.pdf (33 kb)	
Details	Catering for opening function (31 January 2025)
Amount	1612
Familyartistree Catering.pdf (36 kb)	
Total Costs	
Details	
Amount	7121
Please provide details about the project or activities that were supported by the Creative Communities scheme. Explain what was successful, and what did not work so well.	Twenty four members from an extended family came together to exhibit a wide variety of creative works including drawing, painting, an installation, pastels, mixed media, photography, pottery, woodwork, carving, fabric art, floral art and scientific exhibits. The exhibition was on for a month at Central Stories. The event was an amazing success and created considerable community interest.
Familarartistree Installation.pdf (1 mb)	
Familarartistree science exhibit with sientist and family.pdf (1 mb)	
Familyartistree Opening function catering.pdf (2 mb)	
familyartistree Opening with guests.pdf (2 mb)	
Familyartistree exhibits.pdf (1 mb)	
Familyartistree family Tree.pdf (925 kb)	
Familyartistree Opening speech.pdf (1 mb)	
Familyartistree Opening.pdf (1 mb)	
How did your project benefit your community?	The project highlighted for the community the pleasure of coming together as a family through creativity. That our history is part of who we are and what we do. We are all capable of being creative and creativity in all its forms is essential for our wellbeing as a society.
Give a brief description of the highlights of your project, including the number of participants	Highlights included 24 family members enthusiastically coming together for this exhibition. Family members arriving at an appreciation that what they do creatively is valued. Many family are excited and keen to continue with their own creative pursuits. An appreciation that the work of scientists can be viewed as creative.
What, if any, are the next steps (for your project, for you and/or for the people involved)?	We are very keen to ensure that the family who participated in Familyartistree continue with their creative activities. We would like to see more encouragement of the many local art/craft groups and perhaps provide an opportunity for the best of their works to be exhibited.

Declaration

By completing this information about your accountability report, you certify and understand that:

All information provided is complete and correct. Yes

Page 3 of 4

Information about your application (including the applicant's name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council

Yes

Name:

Dorothy Lynne Piper

Date:

05/05/2025

Signature





TAX INVOICE

Dorothy Piper

Invoice Date

19 Dec 2024

B Design

7 Ellis Street

Invoice Number

INV-8048

Alexandra

New Zealand

ReferenceFamilyartistree Exhibition
Catalogue

021 146 3341

Email: colleen@bdesign.kiwi.nz

GST Number

077-706-909

Description	Quantity	Unit Price	Amount NZD
Dorothy Piper — Familyartistree Exhibition Catalogue Quote Number: 4000			
A5 Booklet (Catalogue) Design Creative Design - setting up the layout for A5 booklet, including final print file. **Information / text / images to be supplied** Based on 5 hours design time.	5.00	120.00	600.00
A5 Booklet (x200 Full Colour) 28 pages in total, printed on 115gsm Gloss Art Paper. (Digital full colour print 2 sides) Final folded size A5 Portrait. Binding: Saddle Stapled. Quantity: 200.	1.00	712.00	712.00
		Subtotal	1,312.00
		TOTAL GST 15%	196.80
		TOTAL NZD	1,508.80
		Less Amount Paid	1,508.80
		AMOUNT DUE NZD	0.00

Due Date: 19 Dec 2024

Thank you for your business. Our preferred method of payment is by direct credit. Our account details are as follows.

James Buchan Design Ltd

06-0949-0116907-00

National Bank of NZ Ltd, 37 Tarbert Street, Alexandra, New Zealand.

Payment due 7 days following date of invoice. All goods supplied remain the property of James Buchan Design Ltd until full payment has been received. Any collection cost incurred will be payable by the customer.



PAYMENT ADVICE

To: B Design
7 Ellis Street
Alexandra
New Zealand
021 146 3341
Email: colleen@bdesign.kiwi.nz

Customer	Dorothy Piper
Invoice Number	INV-8048

Amount Due	0.00
Due Date	19 Dec 2024

Amount Enclosed	
------------------------	--

Enter the amount you are paying above



TAX INVOICE

Dorothy Piper

Invoice Date

11 Feb 2025

Invoice Number

INV-8194

Reference

Foam Board Labels

GST Number

077-706-909

B Design

7 Ellis Street

Alexandra

New Zealand

021 146 3341

Email: colleen@bdesign.kiwi.nz

Description	Quantity	Unit Price	Amount NZD
Dorothy Piper — Familyartistree Exhibition Foam Board Labels Quote Number: 3972			
Foam Board Labels Full colour solvent printed vinyl, UV laminated & applied to 3mm white PVC Foam Board. Size: Various sizes. Quantity: Approx 120 exhibit labels total + 25 larger Artist Name labels.	1.00	384.00	384.00
Artwork Creative design / layout of all names including revisions, final files and additions.	1.50	120.00	180.00
		Subtotal	564.00
		TOTAL GST 15%	84.60
		TOTAL NZD	648.60
		Less Amount Paid	648.60
		AMOUNT DUE NZD	0.00

Due Date: 18 Feb 2025

Thank you for your business. Our preferred method of payment is by direct credit. Our account details are as follows.

James Buchan Design Ltd

06-0949-0116907-00

National Bank of NZ Ltd, 37 Tarbert Street, Alexandra, New Zealand.

Payment due 7 days following date of invoice. All goods supplied remain the property of James Buchan Design Ltd until full payment has been received. Any collection cost incurred will be payable by the customer.



PAYMENT ADVICE

To: B Design
7 Ellis Street
Alexandra
New Zealand
021 146 3341
Email: colleen@bdesign.kiwi.nz

Customer	Dorothy Piper
Invoice Number	INV-8194

Amount Due	0.00
Due Date	18 Feb 2025

Amount Enclosed	
------------------------	--

Enter the amount you are paying above



TAX INVOICE

Dorothy Piper

Invoice Date

11 Feb 2025

Invoice Number

INV-8194

Reference

Foam Board Labels

GST Number

077-706-909

B Design

7 Ellis Street

Alexandra

New Zealand

021 146 3341

Email: colleen@bdesign.kiwi.nz

Description	Quantity	Unit Price	Amount NZD
Dorothy Piper — Familyartistree Exhibition Foam Board Labels Quote Number: 3972			
Foam Board Labels Full colour solvent printed vinyl, UV laminated & applied to 3mm white PVC Foam Board. Size: Various sizes. Quantity: Approx 120 exhibit labels total + 25 larger Artist Name labels.	1.00	384.00	384.00
Artwork Creative design / layout of all names including revisions, final files and additions.	1.50	120.00	180.00
Subtotal			564.00
TOTAL GST 15%			84.60
TOTAL NZD			648.60
Less Amount Paid			648.60
AMOUNT DUE NZD			0.00

Due Date: 18 Feb 2025

Thank you for your business. Our preferred method of payment is by direct credit. Our account details are as follows.

James Buchan Design Ltd
06-0949-0116907-00
National Bank of NZ Ltd, 37 Tarbert Street, Alexandra, New Zealand.

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PAYMENT ADVICE

To: B Design
7 Ellis Street
Alexandra
New Zealand
021 146 3341
Email: colleen@bdesign.kiwi.nz

Customer	Dorothy Piper
Invoice Number	INV-8194

Amount Due	0.00
Due Date	18 Feb 2025

Amount Enclosed	
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Enter the amount you are paying above



TAX INVOICE

Dorothy Piper & Deborah Robb
7 Fraser Street
Clyde
Clyde 9330
NEW ZEALAND

Invoice Date

6 Apr 2024

Central Stories Museum

& Art Gallery

PO Box 308

Alexandra 9340

Invoice Number

INV-2307

ReferenceExhibition Gallery Hire
for Feb 2025**GST Number**

54-990-472

Description	Quantity	Unit Price	Amount NZD
Family Exhibition in Henderson Gallery February 2025. Hire \$1000.00.	1.00	869.5652	869.57
\$500 Deposit paid 6/4/24			
Subtotal			869.57
TOTAL GST 15%			130.43
TOTAL NZD			1,000.00
Less Amount Paid			1,000.00
AMOUNT DUE NZD			0.00

Due Date: 31 Jan 2025

Please pay direct by Internet Banking to Alexandra District Museum Inc. Account number: 03-1733-0108881-00. Use Invoice number as a reference.



PAYMENT ADVICE

To: Central Stories Museum & Art Gallery
PO Box 308
Alexandra 9340

CustomerDorothy Piper & Deborah
Robb**Invoice Number**

INV-2307

Amount Due**0.00****Due Date**

31 Jan 2025

**Amount
Enclosed**

Enter the amount you are paying above

Registered Office: P O Box 308, Alexandra, 9340.

Familyartistree**Event Co-ordination**

Included in the Project Costs was an amount of \$1000 to cover Event Co-ordination. As the project manager from March 2024 to April 2025 I spent approximately 160 hours on the following tasks. (This was considerably higher than the original estimate of 40 hours in the Project Costs.)

- Research
- Budgeting • Planning
- Funding applications
- Liaison with artists
- Writing scripts
- Proofreading
- Attending meetings with design and print businesses and Central Stories
- Final reconciliations and payout to artists

The allocation also included travel (vehicle costs – 20 meetings (80km travel per meeting) @ \$14 per meeting = \$280)

Familyartistree**Exhibition Opening - 28 February 2025****Catering**

Below is a description of the food and beverage we supplied for the opening. (Bank statement for food available if required.)

The food was supplied by Orchard Gardens, Dunstan Road.

The quote - finger food for **80 guests @ \$12.00 per person = \$960** The food was of a very high standard, see attached image.

The beverage consisted of wine, beer and non-alcoholic drinks purchased from the New World Supermarket. **Cost \$412**

Hinton family donated 16 bottles of wine with an estimated value of \$15 per bottle. **Value \$240**

TOTAL - \$1612



PUBLISHERS OF THE OTAGO DAILY TIMES AND
COMMUNITY NEWSPAPERS

52 Stuart Street, P O Box 517
DUNEDIN
Telephone 477-4760 Fax 474-7428

TAX INVOICE NO. 2743192/C67

G.S.T. NO: 27-997-198

Family Artistree

C/- Dorothy Piper

dotandmal@dunstanwood.co.nz

021 116 2871

Date: 21st January 2025

Customer No : T160743

Publication	Booking #	Insert Date	Size		Price
Central Otago News	2743192	Thurs 23 Jan 2025	19cm x 4col		250.00
Otago Daily Times	2743209	Thurs 23 Jan 2025		Repeat	300.00
				Sub Total	\$ 550.00
				GST	<u>\$ 82.50</u>
				Total	\$632.50

Here are the bank account details should you wish to pay by electronic banking

Account Name: Allied Press Ltd
Bank: Bank of New Zealand
Branch: Moray Place Dunedin
Bank A/C No 02-0912-0168404-15

**Please ensure you quote your Customer Name and Number T160743 when making payment.
Payment to be made by 9am Wednesday 22nd January 2025.**

Email: direct.credit@alliedpress.co.nz
cc accounts@alliedpress.co.nz

Paul



CENTREPOINT MALL
P: 03 448 7788
E: INFO@PRINTCENTRE.CO.NZ



TAX INVOICE

CASH SALE

Invoice Date
15 Jan 2025

Invoice Number
INV-17864

Reference
Deb Robb

GST Number
067-356-829

Description	Quantity	Unit Price	Disc %	Discount Amount	GST	Amount NZD
Design, Design time to digitize family tree	2.00	85.00			15%	170.00
CORFLUTE, Corflute backing board, per lineal metre	0.459	52.00			15%	23.87
VINYLAM, Vinyl Print and Laminated, per lineal metre	0.459	110.00			15%	50.49
Subtotal (includes discount of)						244.36
Total GST 15%						36.65
Invoice Total NZD						281.01
Total Net Payments NZD						0.00
Amount Due NZD						281.01

Due Date: 20 Feb 2025

Please deposit into:

Bank details: The Print Centre, ANZ Alexandra

Account Name: The Print Centre

Account No: 06-0949-0089064-00

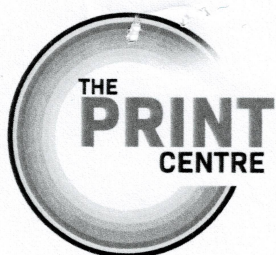
Reference: Your Invoice Number

If you have any questions, please do not hesitate to email info@printcentre.co.nz

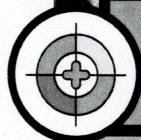
THE PRINT CENTRE
11-14 ENNIS STREET
ALEXANDRA

-----EFTPOS-----
TERMINAL 12229501
TIME 16 JAN 25 09:55
TRAN 000723 CHEQUE
EFTPOS
CARD0925
PURCHASE NZ\$303.87
TOTAL NZ\$303.87
ACCEPTED

CUSTOMER COPY



CENTREPOINT MALL
P: 03 448 7788
E: INFO@PRINTCENTRE.CO.NZ



TAX INVOICE

CASH SALE

Invoice Date

15 Jan 2025

Invoice Number

INV-17857

Reference

A4 Poster

GST Number

067-356-829

Description	Quantity	Unit Price	Disc %	Discount Amount	GST	Amount NZD
A4COL3, A4 Colour Print 21 - 50	15.00	0.96			15%	14.40
P210A3-1, A3 Silk Gloss/Mat 210GSM	7.50	0.73			15%	5.48
Subtotal (includes discount of)						19.88
Total GST 15%						2.98
Invoice Total NZD						22.86
Total Net Payments NZD						0.00
Amount Due NZD						22.86

Due Date: 20 Feb 2025

Please deposit into:

Bank details: The Print Centre, ANZ Alexandra

Account Name: The Print Centre

Account No: 06-0949-0089064-00

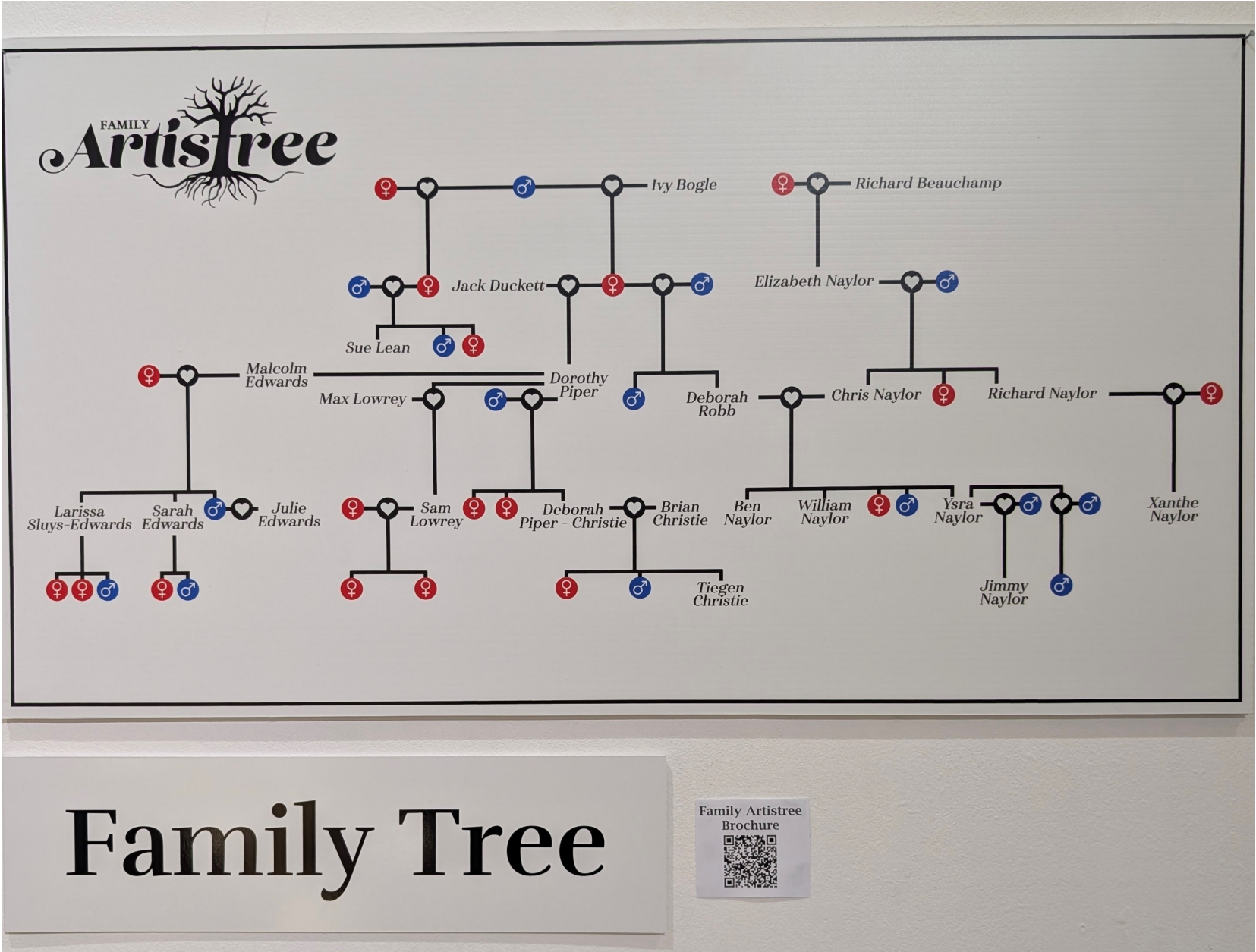
Reference: Your Invoice Number

If you have any questions, please do not hesitate to email info@printcentre.co.nz









Family Tree











Creative Communities Scheme - Report Back APP250252293



Creative Communities Scheme - Report Back

Reference APP250252293 Submitted 12 Mar 2025 06:09

Project Report

Project Report Conditions

All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and submit this form you will be ineligible for future funding through the Creative Communities Scheme.

Before proceeding to fill out the form, do you have? (you will need to attach later on)

- **Proof of expenditure (including receipts, invoices and/or financial statements)**

I have all the necessary documents Yes

Important information so you don't lose your data

If you wish to take some time completing this form, we strongly recommend that you **create a [login](#) and log in to your account prior to starting to complete the form.** This gives you the ability to save a draft and return to it later.

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Either go to our [Online Services](#) page to create an account (or log in if you already have an account) or continue below to start without logging in.

Page 1 of 3

1 Dunorling Street, PO Box 122, Alexandra, NZ | www.codc.govt.nz | info@codc.govt.nz | +64 3 440 0056

About You

Name of Organisation	Mānīatoto Community Arts & Cultural Inc.
Contact Person	Rowena Kinney
Phone Number	0272592320
Email	matandro@outlook.co.nz

About the project

Please enter the Project/Grant Application number that you received when you lodged your application on the Council Website:

Name of applicant	Rowena Kinney Mānīatoto Community Arts & Cultural Inc
Name and location of project	Ceramic Painting Workshop for Children - Mānīatoto Community Arts Centre, Reade Streetm Ranfurly
GST number if required	
Date of project	21/01/2025
Amount received from the Creative Communities Scheme:	2057.50
Number of participants	40
Number of attendees	53

Project Costs

Please give details of how the money was spent.

Your contribution to the project and the Creative Communities Scheme funding you received must be accounted for, and copies of purchase orders or copies of invoices must be attached.

Details	Tutor's travel - 190km
Amount	197
Gone Potty Invoice Jan 2025.pdf (892 bytes)	
Details	Tutor fee - \$65 per hour x 4 hours
Amount	260
Details	whiteware, paint, glazing and firing at \$40 per piece x 40 participants
Amount	1600
Total Costs	
Details	
Amount	2057
Please provide details about the project or activities that were supported by the Creative Communities scheme. Explain what was successful, and what did not work so well.	We had planned the workshops for 5th October 2024, however this had to be changed as Bridget had just moved to Clyde and set up her new Gone Potty Gallery. Our original date clashed with her Opening Weekend. We decided to hold the Workshops in the summer school holidays instead. Initially it was difficult to get the numbers, so we opened it up to pre-school children, (with an accompanying adult). The day could not have gone better! We had the right number of children,

without having to turn anyone away. Over the morning and afternoon sessions, 40 participants - ranging in age from pre-schoolers to high school pupils - each transformed a piece of plain white crockery into a one-off piece of art! Bridget took these back to her studio to glaze and fire, ensuring they are dishwasher and microwave safe and able to be used and enjoyed for many years to come.

[Gone Potty 21 Jan 1.pdf](#) (211 kb)

[Gone Potty 21 Jan 2.pdf](#) (174 kb)

[Gone Potty 21 Jan 3.pdf](#) (180 kb)

[Gone Potty 21 Jan 4.pdf](#) (283 kb)

How did your project benefit your community?

Thanks to funding from CCS, the workshops were able to be offered to children at half the usual price, plus the bonus of not having to travel made this fun and rewarding activity much more accessible for young people in the Mānātoto.

Give a brief description of the highlights of your project, including the number of participants

The day could not have gone better! The children were engaged, creative and happy, and all produced a beautiful end product that they were proud of. It was great that 5 pre-schoolers had the opportunity to participate, as it has sown an important seed -(enjoying a creative project)- at a young age. They will have positive memories every time they use their bowl/mug/plate!

What, if any, are the next steps (for your project, for you and/or for the people involved)?

All the children enjoyed attending the workshops and some expressed interest in engaging in more creative activities. Two have joined the afterschool Friday Art Club for Children. The new Mānātoto Pottery Club is gaining traction, and will offer more opportunities for children to engage in ceramic activities.

Declaration

By completing this information about your accountability report, you certify and understand that:

All information provided is complete and correct.

Yes

Information about your application (including the applicant's name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council

Yes

Name:

Rowena Kinney

Date:

12/03/2025

Signature











Creative Communities Scheme - Report Back APP250741971



Creative Communities Scheme - Report Back

Reference APP250741971 Submitted 17 Jul 2025 11:22

Project Report

Project Report Conditions

All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

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Before proceeding to fill out the form, do you have? (you will need to attach later on)

- **Proof of expenditure (including receipts, invoices and/or financial statements)**

I have all the necessary documents Yes

Important information so you don't lose your data

If you wish to take some time completing this form, we strongly recommend that you **create a [login](#) and log in to your account prior to starting to complete the form.** This gives you the ability to save a draft and return to it later.

Logging in before starting to enter information into the form also means you won't lose your information if the form times out, or if you accidentally navigate away from the screen you're working on.

You cannot save your information and return to it later unless you log in before you start the form.

Regardless whether you are logged in, once you have completed and submitted the form, you will receive a copy of your submission to the email address you specify in the form.

Either go to our [Online Services](#) page to create an account (or log in if you already have an account) or continue below to start without logging in.

Page 1 of 4

1 Dunorling Street, PO Box 122, Alexandra, NZ | www.codc.govt.nz | info@codc.govt.nz | +64 3 440 0056

About You

Name of Organisation	Central Otago District Arts Trust
Contact Person	Rebekah de Jong
Phone Number	0220170478
Email	coordinator@centralotagoarts.com

About the project

Please enter the Project/Grant Application number that you received when you lodged your application on the Council Website:

APP250214289

Name of applicant	Rebekah de Jong
Name and location of project	Artists Workshops - Central Otago
GST number if required	
Date of project	01/05/2025
Amount received from the Creative Communities Scheme:	3500.00
Number of participants	approx 60
Number of attendees	approx 60

Project Costs

Please give details of how the money was spent.

Your contribution to the project and the Creative Communities Scheme funding you received must be accounted for, and copies of purchase orders or copies of invoices must be attached.

Details	Venue Hire
Amount	93
Alex Community House Invoice INV-15273.pdf (69 kb)	
Details	Kin Creative (Advertising Design)
Amount	800
INV-5776314 - Central Otago District Arts Trust.pdf (84 kb)	
Details	Paper Plus
Amount	58
Paper Plus Alexandra Statement of Accounts 2025-05-31.pdf (42 kb)	
Details	Coordinator
Amount	1845
Central Otago District Arts Trust - Account Transactions Workshops.pdf (22 kb)	
Details	Nicola Bennett
Amount	704
Instagram Workshop for Central Otago Arts Invoice (1).pdf (103 kb)	
Total Costs	
Details	
Amount	3500
Please provide details about the project or activities	The Central Otago District Arts Trust has successfully

that were supported by the Creative Communities scheme. Explain what was successful, and what did not work so well.

delivered three out of five Creative Entrepreneur workshops during May and June. These sessions attracted participants from across the region, including the Maniototo, Alexandra, Cromwell, Teviot, and Clyde, and were well attended by individuals working across a wide range of creative industries. The workshop content was well received, with positive feedback and strong return attendance—many participants came back for the second and third sessions.

Designed to support creatives in developing their skills across marketing and business practice, the workshops drew a surprisingly diverse group of attendees. Alongside painters and graphic designers, we welcomed fashion designers, photographers, and even a tender writer! Most importantly, the workshops have fostered a growing creative community. Many attendees have begun connecting and collaborating beyond the sessions, and we are now planning a group exhibition to showcase their work and celebrate the success of the initiative.

[images.docx](#) (797 kb)

How did your project benefit your community?

By providing creatives with the opportunity to grow their skills—not only to strengthen their own creative practices and industries, but also to foster community and build meaningful connections with like-minded people.

Give a brief description of the highlights of your project, including the number of participants

We received numerous supportive and appreciative emails from those who attended the workshops. The events attracted a broad cross-section of the community, with participants expressing enthusiasm about the chance to connect with other creatives living in Central Otago—many of whom we hadn't known existed. One of the most encouraging responses came from a Cromwell College student, reflecting the value of these workshops across all ages and stages of creative development. The workshop numbers were capped at around 20 attendees per session and all sessions were fully subscribed. Our last session was a little lower on physical attendance due to illness and people leaving for their winter holidays however we were able to send worksheets and recordings of the sessions to those who had paid to attend.

What, if any, are the next steps (for your project, for you and/or for the people involved)?

The final two Creative Entrepreneur workshops are scheduled for September and October. To celebrate the success of the programme, we are hoping to plan an exhibition at Central Stories later this year, showcasing work by workshop participants. Expressions of interest have been sent out and met with resounding enthusiasm!

Declaration

By completing this information about your accountability report, you certify and understand that:

All information provided is complete and correct.

Yes

Information about your application (including the

Yes

Page 3 of 4

applicant's name, project title, and a summary of the proposal) and any approved funding may be made publicly available by Council

Name:

Rebekah de jong

Date:

13/02/2025

Signature





TAX INVOICE

Central Otago District Arts Trust
Attention: J Jopp
Room 3
Alexandra Community House
14 -20 Centennial Ave
ALEXANDRA

Invoice Date
31 May 2025

Invoice Number
INV-15273

Reference
Extra Hours May

GST Number
102-183-940

Alexandra Community House
14-20 Centennial Ave
Alexandra 9320
Phone : (03)440-0740
Charity Number CC41787

Description	Quantity	Unit Price	Discount	Amount NZD
Allocated free hours 15	8.25	10.8693	10.00%	80.70
Used hours 23.25				
Charged hours 8.25				
Subtotal (includes a discount of 8.97)				80.70
TOTAL GST 15%				12.11
TOTAL NZD				92.81

Due Date: 20 Jun 2025

Thank you for using our facility - by doing so, you support the community work undertaken by our local social service agencies.

Payment in full 20th of the month following.

Direct payments can be made to acct : 02-0916-0035895-00



PAYMENT ADVICE

To: Alexandra Community House
14-20 Centennial Ave
Alexandra 9320
Phone : (03)440-0740
Charity Number CC41787

Customer Central Otago District Arts Trust
Invoice Number INV-15273

Amount Due 92.81
Due Date 20 Jun 2025

Amount Enclosed

Enter the amount you are paying above

Workshops Transactions

Central Otago District Arts Trust
For the period 1 July 2024 to 31 July 2025
Cash Basis

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	GST
Workshops								
6 May 2025	Payable Payment	Payment: Kin Creative	Inv 5776314	800.00	-	800.00	800.00	-
7 May 2025	Payable Payment	Payment: Nicola Bennett	Inv 521	1,000.00	-	1,800.00	1,000.00	-
14 May 2025	Payable Payment	Payment: New World	61909771	42.82	-	1,842.82	42.82	-
3 Jun 2025	Payable Payment	Payment: Nicola Bennett	530	2,500.00	-	4,342.82	2,500.00	-
3 Jun 2025	Payable Payment	Payment: Alexandra Community House	15273	92.81	-	4,435.63	92.81	-
6 Jun 2025	Payable Payment	Payment: Paper Plus Alexandra	201000782	58.00	-	4,493.63	58.00	-
20 Jun 2025	Payable Payment	Payment: New World	541933-8100	33.50	-	4,527.13	33.50	-
30 Jun 2025	Manual Journal	Adjustment Journal Co-Ordinators time Salaries to Workshops - Adjustment Journal Co-Ordinators time Salaries to Workshops	#5400	1,845.00	-	6,372.13	1,845.00	-
Total Workshops				6,372.13	-	6,372.13	6,372.13	-
Total				6,372.13	-	6,372.13	6,372.13	-

NICOLA BENNETT

Invoice

Nicola Bennett
37a Aronui Road
Alexandra
Otago

Invoice # 521
Date 6th May 2025

To

Central Otago Arts
14-20 Centennial Avenue
Alexandra
Central Otago

Total**Workshop**

Instagram - the do's and don't

\$1,000 NZD

Account
N A Bennett
03-1395-0470545-000



INVOICE

Isabel Beardmore - Kin Creative

+64 21 183 6846

4A Briar Crescent

Alexandra 9320

New Zealand

Central Otago District Arts Trust

Invoice number: INV-5776314

Invoice date: 28/04/2025

Payment due: 19/05/2025

Description	Qty	Unit Price	GST	Total (excl GST)
Central Otago Arts 2025 Artist Workshops	1.00	\$800.00	\$0.00	\$800.00
3 business/marketing workshops + 2 art technique workshops				
Design collateral: A3 poster, Facebook banner, Facebook ad, Instagram ad				



Subtotal (excl GST): \$800.00

Total GST: \$0.00

Paid: -\$800.00

Amount due: \$0.00 NZD

Please make payment to:

Account name: Isabel Beardmore - Kin
Creative

Account number: 12-3192-0933713-37

When paying, please use the reference: INV-5776314

Save this account information as a Payee in your internet banking for easier future payments.

For any queries relating to this Invoice please contact Isabel Beardmore - Kin Creative

From: Paper Plus
 Paper Plus Alexandra
 64 Centennial Ave
 Alexandra
 02-0916-0081381-00



Paper Plus Alexandra
 64 Centennial Ave
 Alexandra
 02-0916-0081381-00

9320

To: CENTRAL OTAGO DISTRICT ARTS TRUST
 14-20 CENTENNIAL AVE
 ALEXANDRA

Tax Number: 51-992-776
 Print Date: 31/05/25
 Account: 201000782
 Page: 1

31/05/25
 Account: 201000782
 Bank Details:
 02-0916-0081381-00

Page: 1

Invoices No	Date	Transaction	Reference	Debit	Credit	Balance
50477307	5/05/2025	Invoice	Purch.Ord WORKSHOPS	\$42.72		\$42.72
50478794	26/05/2025	Invoice	Purch.Ord workshops	\$15.28		\$15.28

Invoice No	Owing
50477307	\$42.72
50478794	\$15.28

Message: We appreciate your business - thank you for choosing us

90 Days +	60 Days	30 Days	Current	Unallocated
\$0.00	\$0.00	\$0.00	\$58.00	\$0.00

Owing \$58.00

Owing \$58.00
 Paid _____

Creative Entrepreneur

Workshop Series



\$40 per workshop



WITH
Nicola Bennett

Tues 6 May: 9:30am–12:30pm
Marketing: Learn to love it

Mon 26 May: 6:00pm–9:00pm
Instagram essentials

Tues 17 June: 9:30am–12:30pm
E-newsletters made easy

Venue: Alexandra Community House
Bookings: info@centralotagoarts.com
Enquiries: 022 017 0478 (Rebekah)

Thanks to:  

An initiative of Central Otago District Arts Trust



Creative Communities Scheme - Report Back APP250825798



Creative Communities Scheme - Report Back

Reference APP250825798 Submitted 12 Aug 2025 04:19

Project Report

Project Report Conditions

All recipients of funds from the Creative Communities Scheme must complete this form within two months after their project is completed.

If you do not complete and submit this form you will be ineligible for future funding through the Creative Communities Scheme.

Before proceeding to fill out the form, do you have? (you will need to attach later on)

- **Proof of expenditure (including receipts, invoices and/or financial statements)**

I have all the necessary documents Yes

Important information so you don't lose your data

If you wish to take some time completing this form, we strongly recommend that you **create a [login](#) and log in to your account prior to starting to complete the form**. This gives you the ability to save a draft and return to it later.

Logging in before starting to enter information into the form also means you won't lose your information if the form times out, or if you accidentally navigate away from the screen you're working on.

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Page 1 of 4

1 Dunorling Street, PO Box 122, Alexandra, NZ | www.codc.govt.nz | info@codc.govt.nz | +64 3 440 0056

About You

Name of Organisation	Alexandra And Districts Youth Trust (Puna Rangatahi)
Contact Person	Courtney La'ulu
Phone Number	021 090 41077
Email	courtney@aadyt.com

About the project

Please enter the Project/Grant Application number that you received when you lodged your application on the Council Website:

Name of applicant	Alexandra And Districts Youth Trust (Puna Rangatahi)
Name and location of project	Creative Workshops for Youth (Alexandra)
GST number if required	108925957
Date of project	13/06/2025
Amount received from the Creative Communities Scheme:	1659.00
Number of participants	10
Number of attendees	11

Project Costs

Please give details of how the money was spent.

Your contribution to the project and the Creative Communities Scheme funding you received must be accounted for, and copies of purchase orders or copies of invoices must be attached.

Details	Art supplies
Amount	69

[Art supplies.pdf](#) (466 kb)

Details	Pottery Invoice
Amount	1320

[Pottery invoices.pdf](#) (11 mb)

Total Costs

Details	
Amount	1389

Please provide details about the project or activities that were supported by the Creative Communities scheme. Explain what was successful, and what did not work so well.

From the funding received, we were able to provide two pottery groups to different projects with our organisation. One of them being for an ongoing girls group with Dunstan High School, where we were able to take our group to the Alexandra Community House and do an afternoon of pottery. The other project was part of our Autumn School Holiday program, which we were able to provide to the youth of the community. The funding also enabled us to purchase art supplies. These have been used primarily within the girls group, supporting our art therapy approach, with the remainder going towards ongoing activities and projects within our Youth Trust.

Both workshops were a large success; primarily the school holiday program pottery workshop which booked out first, as compared to other activities in our school holiday program. We also had the largest waiting list for our pottery workshop, highlighting the interest and demand for this particular activity.

Within the girls group, we have experienced some attendance challenges due to certain participants not engaging in school, which has led to fluctuating weekly numbers. On the day of the pottery workshop, fewer participants attended than anticipated, resulting in a lower amount on the invoice than originally quoted.

Additionally, some art supplies initially requested in the funding application were out of stock at the time of purchase. This also contributed to a lower overall spend than budgeted.

[Photos \(pottery\).pdf](#) (1 mb)

How did your project benefit your community?

Through the pottery workshops, participants learned new skills, explored their creativity, and enjoyed a positive, inclusive environment. For our Dunstan High School girls group, the pottery afternoon supported our art therapy focus, helping to build confidence, reduce stress, and foster a sense of achievement.

By providing these opportunities, we were able to reduce barriers to participation. As example, due to location and expenses were able to provide these workshops in Alexandra and make them free for our youth, which otherwise could have been a challenge if young people wanted to experience a pottery workshop. We were also able to encourage ongoing involvement in community events. The pottery club does not normally run youth-based workshops, so this was a great way to be able to collaborate with local community experts and give the youth a hands-on experience with the tutors who demonstrated care and patience with our young people. Because of this connection with the local club, we are now looking to provide this opportunity again to those who may have missed out previously, due to high demand.

Give a brief description of the highlights of your project, including the number of participants

Our school holiday program booked out, with six youth attending. Our girls group had four attendees, plus one staff member. The highlights were seeing the positive collaboration between the tutors and youth, plus the creativity and willingness to learn from a youth perspective. With our art supplies that were also funded, this has been able to help us continue to provide a space where we have the supplies to foster creativity in our youth space, which has great benefits.

What, if any, are the next steps (for your project, for you and/or for the people involved)?

The art supplies will continue to be used in our Youth Center for ongoing programs, and in the future we would

like to consider doing another pottery workshop,
following the success of the last school holiday program
we ran with the pottery club.

Declaration

By completing this information about your accountability report, you certify and understand that:

All information provided is complete and correct.

Yes

**Information about your application (including the
applicant's name, project title, and a summary of the
proposal) and any approved funding may be made
publicly available by Council**

Yes

Name:

Courtney La'ulu

Date:

12/08/2025

Signature





**TAX INVOICE/
STATEMENT**

Date 29/7/25 214822

To Puna Rangatahi
Alexandra + Districts Youth
Trust
From Pottery
course
Friday 13th June 12-3pm.

Qty	Description	\$	¢
	Pottery Course 13th June		
	Friday 12pm-3pm		
	6 x Youths @ \$110/Head	660.00	
	Sandra Feron		
	38-9005-018-7768-03		
G.S.T. Reg. No.		TOTAL EXCLUSIVE GST \$	
		PLUS % GST \$	
Collins 45 DL		TOTAL INCLUSIVE GST \$	660.00

**VOICE/
MENT**

Date 11/5/25 214820

To Alex
Puna Rangatahi
From Alexandra + Districts Youth
Trust

Qty	Description	\$	¢
	Youth Pottery Course		
	Wednesday 16th April		
	6 teens attended @ \$110.00		
	9-12pm. Per head.		
	Sandra Feron Pottery.		
	Bank a/c 38-9005-018-7768-03		
G.S.T. Reg. No.		TOTAL EXCLUSIVE GST \$	
		PLUS % GST \$	
Collins 45 DL		TOTAL INCLUSIVE GST \$	660.00





25.3.2 2025 CCS ANNUAL FUNDING REPORT FOR SEPTEMBER

Doc ID: 2565254

Report Author:	Judith Whyte, Parks and Recreation Administration Officer
Reviewed and authorised by:	David Scoones, Group Manager - Community Experience

1. Purpose of Report

To consider allocation of Creative Communities Scheme (CCS) funds to worthy applications received from groups, organisations, and individuals within the Central Otago District relating to arts and cultural projects.

Recommendations

That the Assessment Committee

- A. Receives the report and accepts the level of significance.
- B. Agrees that \$21,591.78 be allocated to the applications listed in the attached table in a manner befitting Creative Communities guidelines and eligibility criteria.

2. Background

The Creative Communities Assessment Committee for the Central Otago District Council has delegated authority from Creative New Zealand to assess Creative Communities Scheme applications received from community organisations within the Central Otago District.

Creative New Zealand allocated Creative Communities Scheme funds to the Central Otago District Council in February and August each year. The Creative Communities Assessment Committee has therefore elected to hold two funding rounds per annum – in March and September. The Creative Communities Scheme fund is split evenly between these two funding rounds.

3. Discussion

This funding round has received nine applications, requesting total of \$29,621.00.

The available funds for this funding round are as follows:

Opening Balance	\$ 7,158.98
September Funding Allocation	\$14,791.80
Less Advertising/ Administration costs	\$ 359.00
Balance available for September CCS Funding Round	\$21,191.78

When deciding which applications are most eligible the Committee should refer to the Creative Communities scheme principles, objectives, and funding priorities for assistance, as attached.

4. Attachments

Appendix 1 - CCS Grant Tracking Tool [↓](#)

Appendix 2 - CCS Principles [↓](#)

Appendix 3 - Francine Henrike Boer (under separate cover) [⇒](#)

Appendix 4 - Caninspire Charitable Trust (under separate cover) [⇒](#)

Appendix 5 - Andrew Wallace (under separate cover) [⇒](#)

Appendix 6 - CO District Arts Trust (under separate cover) [⇒](#)

Appendix 7 - Maniototo Community Arts and Cultural Inc (under separate cover) [⇒](#)

Appendix 8 - Winterstellar Charitable Trust (under separate cover) [⇒](#)

Appendix 9 - Alexandra and Districts Youth Trust (under separate cover) [⇒](#)

Appendix 10 - Toi Moana Artist Collaborative (under separate cover) [⇒](#)

Appendix 11 - Bannockburn Arts Charitable Trust (under separate cover) [⇒](#)

Creative Communities Scheme Grants Tracking Tool

2025/26

Territorial Authority:

Central Otago District Council

Type into the yellow fields and select from drop-down menus.
Type Y in a grey box to indicate Applicant ethnicity, or ethnicities.
Complete a row for each application.
Please do not include GST in any of the amounts.


☐ Submit by email to: csadmin@creativenz.govt.nz

KEY: Funding Criteria

AP Access & Participation
DV Diversity
YP Young People

KEY: Reason for Decline

IE Ineligible
IC Incomplete
LP Low Priority

 Open Email

Total number of projects with reports complete	Total number of projects with reports in progress	Total number of projects overdue	Total number of projects with reports due next cycle	Total number of projects cancelled
0	0	0	0	0
Total number of actual participants reported	Total number of actual audience reported			
0	0			

Funding Round Closing Date	Application is on behalf of an individual or group?	Applicant Name	Applicant Ethnicity							Project Title	Brief Project Description	Primary Artform (select one)	Funding Criteria	\$ Amount Requested	\$ Amount Allocated	Status	Reason for Decline	Estimated No. of Participants	Estimated No. of Audience	Acquittall report status	Date of report submission	Actual No. of Participants	Actual No. of Audience	
			NZ Pakeha	NZ Māori	Pacific Island	Asian	European	Middle Eastern/Latin American/African	Other Ethnicity															
8/08/2025	Individual	Francine Henrike Boer							Y	Landlines in Central Otago	Landlines originates from a desire to create meaningful work for generations to come, to create empathy and an understanding for lives lived in the past and how they helped shape our why and where we are today. Aotearoa's history is rich and has also gone through an incredible transformation in the recent centuries.	Multidisciplinary arts	DV	\$3,300.00					4	1,000				
8/08/2025	Organisation or Trust	Caninspire Charitable Trust	Y							CanBead Central Otago	CanBead is a community - based arts initiative that delivers hands-on jewellery-making and bead-craft workshops to people navigating illness, disability, trauma or grief. Through partnerships with non-profit agencies - including MS Society, Able Minds and the Cancer Society.	Craft/object	AP	\$2,000.00					35	140				
8/08/2025	Individual	Andrew Wallace	Y							Andy's Artwork	Andrew is a 43 year old man with Cerebal Palsy who is supported by Living Options. He is an emerging artist who needs to create a website and plans to exhibit his artwork in Cromwell January 2026. Andrew donated some art to Artbeapart which was auctioned in Dubai and his 3 paintings sold for \$2100.00 NZD. This money was donated to a charity in Inadia that supports people with disabilities.	Craft/object	DV	\$3,625.00										
8/08/2025	Organisation or Trust	The CO District Arts Trust	Y							Muster of Creatives	A muster of creatives is an exhibition showcasing the talents of participants who attended the Creative Entrepreneur Workshop series led by artist and educator Nicola Bennett.	Craft/object	DV	\$3,587.00					25	1,000				
8/08/2025	Organisation or Trust	Maniototo Community Arts & Cultural Inc	Y	Y						Kinga Krupa Matinee Piano Concert	A visit from classical pianist Kinga Krupa to the Arts Centre in Ranfurly where she will perform a solo piano caoncer call "Migrations".	Music	AP	\$1,000.00					1	70				
8/08/2025	Organisation or Trust	Winterstellar Charitable Trust	Y	Y		Y				2025 Winterstellar Southern Sky Schools Day Project	The Winterstellar Southern /sky /Schools Day project is a combination of collaborative arts based activities planned for this September. The 3 parts of this project the we would like your support for are Deep Sapce Art Video, Mobile Stands for our southern sky installation and Winterstellar schools Day	Other	AP	\$7,440.00					16	3,000				
8/08/2025	Organisation or Trust	Alexandra and Districts Youth Trust							Y	Creative workshops and activities for Youth - Alexandra and Districts including Roxburgh	To deliver pottery workshops and cretative activities to youth in Alexandra and Districts. Ages 10 to 18.	Craft/object	YP	\$1,469.00					20	20				
8/08/2025	Collective or Group	Toi Moana Artist Collaborative	Y	Y			Y			Toi Moana Artist Collective Wananga Bannockburn 2025	Invited Toi Moana Artists will gather in Bannockburn, to wananga a concept of a potential show. More specifically a sharing of ideas around Moa bone and Moa egg fragments found in the local area.	Visual arts	DV	\$5,400.00					4	-				

[illegible]

Creative Communities New Zealand Principles, Objectives and Funding Priorities

Purpose of the Scheme

1. To increase participation in the arts;
2. To increase the range and diversity of arts activity, thereby making the arts more attractive and relevant to the various communities that make up a district.
3. Under the scheme “the arts” is defined as “all forms of creative and interpretative expression”.

Eligibility Requirements under the Scheme

Requirements that the applicant and proposed project must meet – to be eligible for funding under the scheme, an application must meet **all** of the following requirements

The applicant:

- An application can be from an individual or from a group
- Individual applicants must be New Zealand citizens or permanent residents
- If the applicant has previously received funding under the Creative Communities Scheme, either as an individual or as a member of a group, a satisfactory project completion report must be provided before any further applications from that applicant will be considered.

The application form:

- The applicant must use the standard application form provided by Creative New Zealand for the Creative Communities Scheme.

The proposed project:

- Must have an arts or cultural focus
- Must meet one or more of the three funding criteria
- Must benefit local communities
- Must take place within the city or district where the application is made, or benefit local communities within that city or district
- Must not take place outside New Zealand
- Must not start before an application for funding has been approved

- Must not have already been funded through Creative New Zealand's contestable funding programme for the same purpose
- Must not already been funded through Creative New Zealand's multi-year funding programme
- Must be scheduled to be completed within 12 months after funding is approved

Funding Priorities:

Broad community involvement – the project will create opportunities for local communities to engage with and participate in arts activities

This may involve:

- (a) a programme of dance activities and workshops
- (b) a series of master classes for musicians
- (c) an arts expo of local craft groups promoting weaving, pottery and carving
- (d) a programme of emerging contemporary visual artists

Diversity – the project will support the diverse arts and cultural traditions of local communities, enriching and promoting their uniqueness and cultural diversity.

This may involve:

- (a) The production of a German language play by a local German culture group
- (b) A wānanga series on Maori weaving
- (c) A song-writing workshop for a group with experience of disability
- (d) A photographic exhibition by a group of recent migrants that communicates their experiences

Young People – The project will enable and encourage young people (under 18 years) to engage with and actively participate in the arts.

This may involve:

- (a) A collaborative event featuring music performances and workshops in dance and music
- (b) Support for the recording of a compilation CD by young musicians in local bands
- (c) Support for a magazine that presents creative writing by young people

Changes to CCS Funding Criteria:

- Travel and accommodation costs for projects taking place within your area are eligible. Examples might include:
- Travel and/or accommodation costs to bring in a visiting artist to teach or present work
- Travel costs to take a group of young people from one part of your district to attend an arts event in another part of your district
- **Kai(food) is now eligible for CCS Funding** – Assessment committees can now support reasonable requests for funding to provide food for artists, participants, and audience for community arts activities.

Projects or activities that cannot be funded

- Activities without an arts focus - e.g. – puzzles, upholstery, magic, model-making, speech contests, fitness – based dance (such as aerobics or gymnastics), martial arts (such as tai chi or karate)
- Projects within the scope of other sectors or organisations
 - arts activities in an educational institution that are normally funded through curriculum and operating budgets
 - Projects that are the core business of an organisation or service provider
 - Projects that mainly deliver outcomes for other sectors, such as health, heritage or the environment
 - Local Council projects normally funded from the Council's own resources
- **Facilities and capital items**
 - Applicants who want support for buying or maintaining capital item will need to go to other funders.
 - The development of facilities, such as fixed items, whitewear, floor coverings, furnishings, gallery and theatre lights, stage curtains or building restoration
 - Buying of capital items or equipment, such as cameras, computers, instruments, costumes or uniforms
- **Competitions and prizes**
 - Entry fees of competitions, contests and exams
 - Prize monies, awards, judges' fees and trophies
- International Events

- Specific costs that are not eligible:
 - Ongoing administration and service costs (such as salaries) that are related to a specific project
 - Travel for individuals or groups to attend events, presentations or shows
 - CCS cannot fund travel or accommodation costs for activity taking place outside your area.
 - Fundraising projects or related costs
 - Payment of royalties
 - Retrospective project costs (for projects already started or completed)
 - Elimination of accumulated debt or debt servicing
 - Buying of artworks for collections held by, for example, councils, museums, galleries or communities

CCS funding information updates

What should we do when there are ineligible costs in the budget?

- We want applicants to show the full cost of their project, however some of these costs, such as food or the purchasing or repairing of capital items might be ineligible. As long as there is other income in the budget that can cover the costs of these items this is not a problem. You can tag the CCS funding to the eligible costs and make sure this is noted in the letter to the successful applicant.

Are projects allowed to make a profit?

- **Budgeting to make a profit:** Applicants should not be expecting CCS to support them to make a profit. However, sometimes a project does make a profit.
- We expect CCS applicants to present an accurate budget, backed up by quotes or past history, which shows what is required *for the project to break even*. CCS can then fund the anticipated shortfall. CCS funding of *more* than the anticipated shortfall should only be given if the committee believes that the costs and/or income have been inaccurately estimated.
- Sometimes applicants inflate costs or minimise projected income sources, such as ticket sales, to reduce the risk and increase the chances of making a profit. It is appropriate for them to be wisely conservative in their estimations of other income. It is up to the administrator and assessment committee to pool their knowledge to identify how accurate a budget is.

- Remember that CCS cannot support fundraising i.e. an applicant cannot request support for projects that are donating funds to another cause. In effect this would result in CCS funds being allocated to that cause. However, it is appropriate for charities or other groups to independently fundraise at events that are supported by CCS.
- **Unexpected profit:** If, as a result of unexpected ticket sales or donations, for example, a group does make a profit, they do not have to return funds to CCS. We would expect that the extra money is either used as part of that project, to cover ineligible costs or for another similar project/activity.
- **Money in the bank -** It is not uncommon to receive an application from a group that has enough money in the bank to potentially cover the costs of the project. However, these funds are sometimes tagged to other projects (e.g. development of venues or purchasing of equipment) or reserves held to make sure that the group or organisation remains viable or can close down or transition in a steady way if something unforeseen happens (staff illness, earthquake, etc).
- If an organisation does have significant reserves, we would expect them to clearly articulate what these are being held for and why they can't use these for this project. An administrator may need to request this as additional information once the application has been received.

Old guidance: If the project is cancelled (as opposed to postponed), they will have to pay back any funds that they have not yet spent.

If they have already spent some funds, i.e., a venue hire deposit, and they can receive a refund on that deposit, they should pay that back also. This is as per existing CCS guidelines.

New guidance: If a project has been cancelled due to the Delta outbreak and the current COVID-19 alert levels, and *all* CCS funds have been expended on non-refundable costs, CNZ does not require funds to be returned.

If the applicant has spent *some* of their CCS grant, the following applies:

- Applicants should seek refunds for any costs they have already incurred.
- Applicants can use their grant to honour personnel costs or contracts with freelancers and artists who would have been involved with delivering the project.
- Remaining funds should be returned to the council.

If the applicant has spent *none* of their CCS grant, the following applies:

- Applicants can use their grant to honour personnel costs or contracts with freelancers and artists who would have been involved with delivering the project.
- Remaining funds should be returned to the council.

All applicants need to provide details of how they have spent their funds in their project completion report.