

MASTERTON ARTS FUND 2024 APPLICATION FORM

BEFORE YOU START, please read the Masterton Arts Fund Information Sheet to help you complete this form which tells you what projects and costs are eligible for funding and what is not covered by this fund.

The **minimum grant is \$2,000**.

Applications are invited to this Fund for **projects commencing 6 September 2024**.

The **closing date** for applications is **4.30pm on 23 August 2024**.

Completed applications can be:

POSTED TO:	PO Box 444, Masterton 5840	DELIVERED TO:	161 Queen Street, Masterton	EMAILED TO:	mdc@mstn.govt.nz
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Before submitting your application, complete this checklist: *(tick the box)*

- My project has an arts, history, or heritage focus
- I have answered all the questions in this form
- If my project takes place outside of the Masterton district, there is demonstrated evidence of substantial participation for Masterton residents and/or a benefit for the Masterton community
- I have attached quotes to substantiate project costs
- I have attached a financial statement or financial information (for a group or organisation)
- I have provided relevant supporting documentation
- I have read and completed the declaration
- I have made a copy of this application for my records
- I have returned a Project Completion Report for any previous projects I was funded for

MASTERTON ARTS FUND APPLICATION FORM

Name and contact details

Are you applying as an individual or group? Individual Group

Applicant Name:

Group Contact:

Address:

Email:

Telephone (day):

Name on bank account: GST number:

Bank account no.:

If you are successful, your grant will be deposited into the above bank account

Would you like to speak in support of your application at the assessment committee meeting?

If you tick yes, you will be contacted and advised of the meeting date, venue, and time. You will have approximately seven minutes to speak and three minutes for any questions from the assessment committee

Yes No

Project Details

Project Name:

Venue:

Start date: Finish date:

Number of active participants: Number of Viewers/Audience:

Funding criteria: Which of the schemes three funding criteria below are you applying under? (If your project meets more than one criterion, choose the one that is the project's main focus)

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

Diversity: Support community celebration or commemoration of Masterton history/heritage

Young people: Enable young people (under 18 years of age) to engage with and participate in the arts.

Artform or cultural arts practice: (please tick **ONE**)

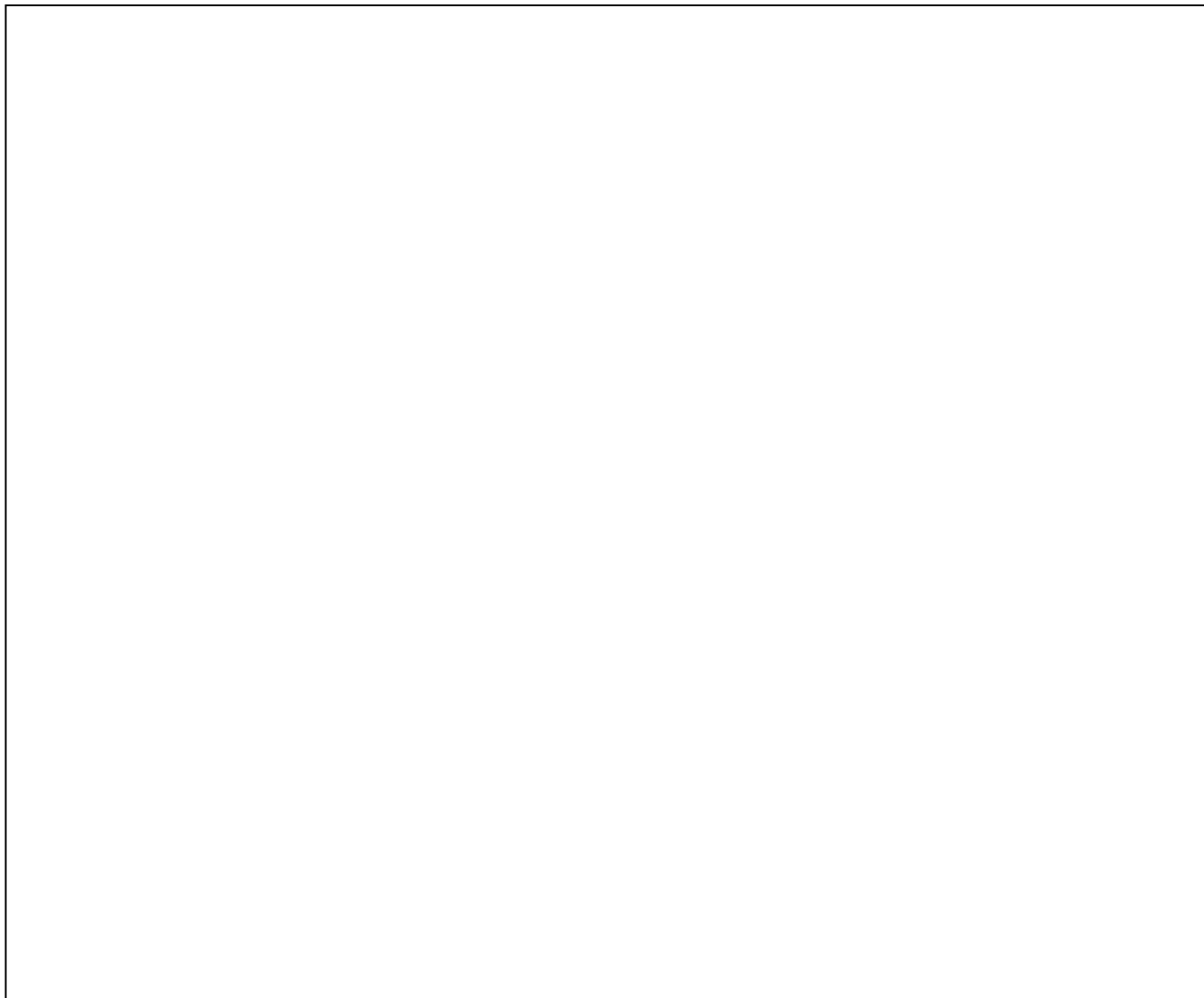
- | | | |
|---|---|--|
| <input type="checkbox"/> Craft/object art | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts |
| <input type="checkbox"/> Literature | <input type="checkbox"/> Music | <input type="checkbox"/> Ngā toi Māori |
| <input type="checkbox"/> Pacific arts | <input type="checkbox"/> Multi-artform (including film) | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Heritage | <input type="checkbox"/> History | <input type="checkbox"/> Visual Arts |

Activity best describes your project: (please tick **ONE**)

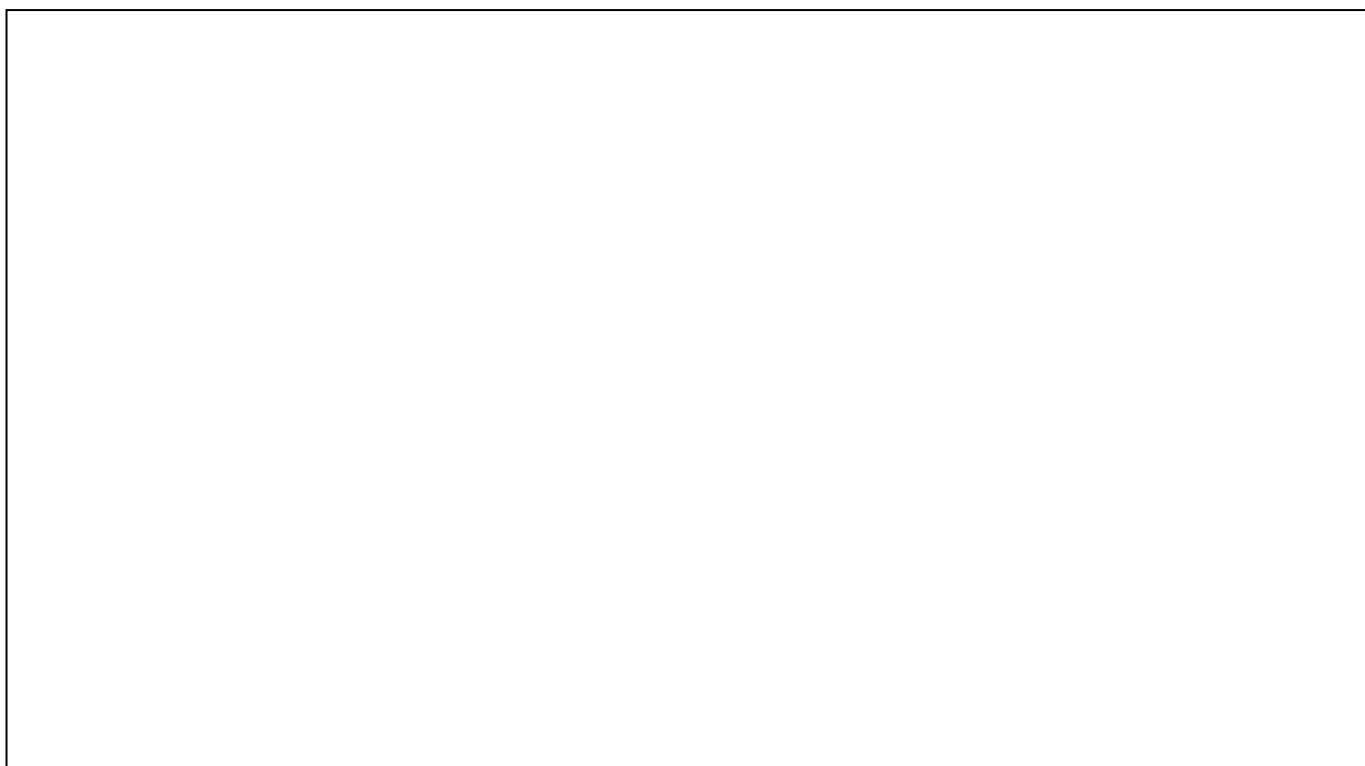
- | | |
|--|---|
| <input type="checkbox"/> Creation only | <input type="checkbox"/> Presentation only (performance or concert) |
| <input type="checkbox"/> Creation and presentation | <input type="checkbox"/> Presentation only (exhibition) |
| <input type="checkbox"/> Workshop/wānanga | |

The Idea/Te kaupapa: What do you want to do?

The Process/Te whakatutuki: How will the project happen?



People/ Ngā tāngata: Tell us about the key people and/or the groups involved.



The Benefit/Ngā hua: Tell us how this project will benefit the arts sector in one or more of the following seven categories:

1. increasing participation at local activities and public events
2. improving the capacity of arts groups to reach an audience or expand membership
3. developing skills or practitioners, as well as audience discernment and knowledge
4. growing the arts economy
5. promoting youth involvement in the arts
6. celebrating diversity
7. supporting community celebration or commemoration of Masterton history and heritage

The budget/Ngā pūtea

Are you GST registered? Yes

Do NOT include GST in your budget

No

Include GST in your budget

Project costs		
Write down all the costs of your project and include the details, e.g., materials, venue hire, promotion, equipment hire, artist fees and personnel costs. Attach relevant quotes.		
Item e.g. hall hire	Detail e.g. 3 days' hire at \$100 per day	Amount e.g. \$300
Total Costs		\$

Project Income		
Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from the Masterton Arts Fund.		
Income <i>e.g. ticket sales</i>	Detail <i>e.g. 250 tickets at \$15 per ticket</i>	Amount <i>e.g. \$3,750</i>
Total Income		
Total Costs less Income		
Amount you are requesting from the Masterton Arts Fund (the minimum grant is \$2,000)		

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.

Funding and Grants Information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds from the Council's Annual Plan, Climate Fund or Community Wellbeing Grant for your project unless you have been advised to seek funding from this source).

Date applied	Who to	Amount	Confirmed or unconfirmed

Tell us of the grants you have received from the Masterton Arts Fund in the past three years.

Date Received	Project title	Amount	Project Completion Report submitted (yes/no)

Declaration and Consent

The information you have provided on this form is required so that your application for funding can be processed. These details are collected to inform the public about all funding applications which have been submitted to the Masterton District Council. Once this application is lodged with the Council, it becomes public information and may be used in the media or on the Council's website. If there is sensitive information or personal details you wish to be withheld, please advise.

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

1. Complete the project as outlined and within the project dates stated or seek an extension with the Grants Administrator, if required.
2. Acknowledge the Masterton Arts Fund in any project advertising.
3. Complete and return a Project Completion Report within two months after the project is finished.
4. Return any unspent funding.
5. Keep receipts and a record of expenditure for seven years.
6. Participate in any funding audit required by Masterton District Council.
7. Acknowledge I understand the Masterton District Council is bound by the Local Government Official Information and Meetings Act 1987.
8. Provide a Health and Safety Plan if available.
9. Acknowledge Masterton District Council's right to have access to this information, in accordance with the Privacy Act 2020.
10. Confirm we have obtained the consent of all people involved in this project to provide these details in the application.

Name:

Signed:

To **complete this declaration electronically** – type your name into the box above; **or**

To **complete by hand** - please sign in the box

Date: