

Create Scholarship Application 2024/25

Form Preview

Applicants please note

* indicates a required field

Before completing this application please ensure you have read and understood the following information:

- [whether you can apply and what categories are supported](#)

We are here to help if you have any queries about applying or completing the application form. Please call us on 0800 500 185 or email info@communitytrustsouth.nz

Eligibility

The following questions determine whether you are eligible to apply. If you answer no to any of the questions you will not be able to proceed with the application.

If you have any questions about eligibility please contact us on 0800 500 185.

Are you a NZ Citizen or Permanent Resident? *

- ☐ Yes
☐ No

Are you aged 15 years or over? *

- ☐ Yes
☐ No

We define professional artists, activators and practitioners as those who undertake their activities either as a major part of their working life (rather than as a pastime), as their predominant job and/or receive compensation (through wages, sales, fees, commissions, salaries etc).

Are you a professional artist, activator or practitioner?

- ☐ Yes
☐ No

Are you applying before your event/activity has commenced or been undertaken?

*

- ☐ Yes
☐ No

Sorry you are not eligible to apply to the Community Trust South Create - Arts, Heritage and Culture Fund for Individuals.

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If you have any queries about your eligibility please call us on 0800 500 185 or email michelle.baron@communitytrustsouth.nz

Do you currently live in Community Trust South's area and have done so for the last three years or more? *

- ☐ Yes
☐ No

Consideration will be given to those who have lived in the Trust's area for three years or more and whose immediate family still reside here, but you have left the province to:

- access specialist training related to your art, heritage or culture
- attend boarding school or
- undertake tertiary study
- and can show evidence of ongoing connection/involvement/giving back to art, heritage, or culture in the Trust region.

Does this apply to you?

- ☐ Yes
☐ No

When did you leave the Trust's area?

Why did you need to leave the Trust's area?

What is your immediate family connection within the Trust's area - please provide details of their current address

Please outline your ongoing involvement and how you are giving back to your chosen artform within the Trust's area and any other wider community involvement locally

Sorry you are not eligible to apply to the Community Trust South Create - Arts, Heritage and Culture Fund for Individuals.

If you have any queries about your eligibility please call us on 0800 500 185 or email michelle.baron@communitytrustsouth.nz

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Applicant details

Contact and personal details

Full name

First Name

Last Name

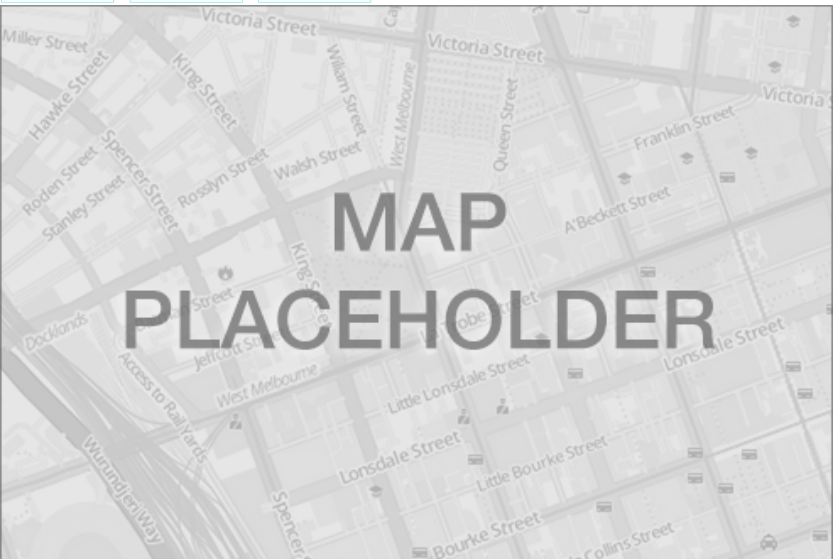
Permanent address

Address

Suburb

Town/
City

Postcode



Primary phone number

Other phone number

Email address

Gender

- ☐ Male
☐ Female
☐ Another gender

Ethnicity

- ☐ NZ European ☐ Asian

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- ☐ Maori ☐ Middle Eastern/Latin American/African
☐ Pacific peoples ☐ Other:

Iwi affiliation (if applicable)

Date of birth

i.e. dd/mm/yyyy

Are you over 18 years of age?

- ☐ Yes
☐ No

Applicants under 18 years need to include a completed Parent/Guardian Consent form as part of this application.

[Click here](#) to access the form and once completed upload below.

Upload completed Parent/Guardian Consent Form

Attach a file:

About you

Definitions

For the purpose of the fund we have adopted the following definitions.

- **Arts** the creative skill, imagination and expression of artists, practitioners and organisations that contribute to creating, presenting, distributing the arts (in all its diverse forms), such as dance, music, sculpture, visual, performing, and literary and ngā toi Māori.
- **Activators and practitioners** are the range of people/professionals contributing to, creating, documenting, conserving, presenting, distributing or caring for arts, heritage and culture.
- **Culture** is the shared values, ideas, knowledge, stories, customs and social behaviours of people, society, or a social group.
- **Emerging/Early Career artists, activators or practitioners** are those in the early stage of their career development (regardless of age), that have either created some original artistic/creative work, have some track record of involvement in their art form, heritage field or culture and are locally recognised by peers or experts.
- **Heritage** is diverse and can be tangible/physical (such as historic buildings, structures and objects, precincts, bridges, archaeological and site/places, marae) natural (such as places/areas, landscapes and landforms, tribal landmarks, flora and fauna) or intangible (such as voices, customs and rituals, knowledge, language).
- **Nga toi Māori** includes Māori heritage, and contemporary arts practice such as waiata, kapa haka, raranga, whakairo.

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What is the main focus of this application? ☐ Art ☐ Heritage ☐ Culture

You are welcome to upload or provide a link to a video or an audio file (maximum 5 minutes length) of you telling us about what you are looking to do and why.

Upload Attach a file:

Weblink
Must be a URL.

Please tick the most relevant art form your application relates to:

Please tick the most relevant heritage form that your to your application relates to:

Please tick the most relevant to your application

Experience and achievements

Summary of artistic, heritage or cultural work, your career to date, experience and achievements

e.g. such things as awards or recognition received, work experience, performances, exhibitions, productions, publications and commissions etc.

Year	Description

Any additional comments you would like to add about your experience and achievements and creative, cultural or heritage journey so far

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Activity details

* indicates a required field

Create Fund Category

For detailed information on categories supported [click here](#)

Select the category you are applying under *

- ☐ Recognition and Achievement - recognising outstanding achievement and artistic excellence in an art form
- ☐ Creative, Heritage and Cultural Skill Development - learning new/improving skills in practical and hands on environments, developing practice, meeting sector skill deficits
- ☐ Production, Presentation, Exhibition and Touring - supporting development, raising profile of practitioners, increasing access and sharing skills in the community

About your activity

Activity title

Describe what you want the funding for including the activity you are undertaking

Please ensure this relates to the category you are applying under

Describe how the activity is important to your development as an artist, cultural or heritage activator or practitioner i.e. what you want to achieve

e.g. enhance particular skills, develop new work, reach new audiences etc

Project/Activity Start Date

Project/Activity End Date

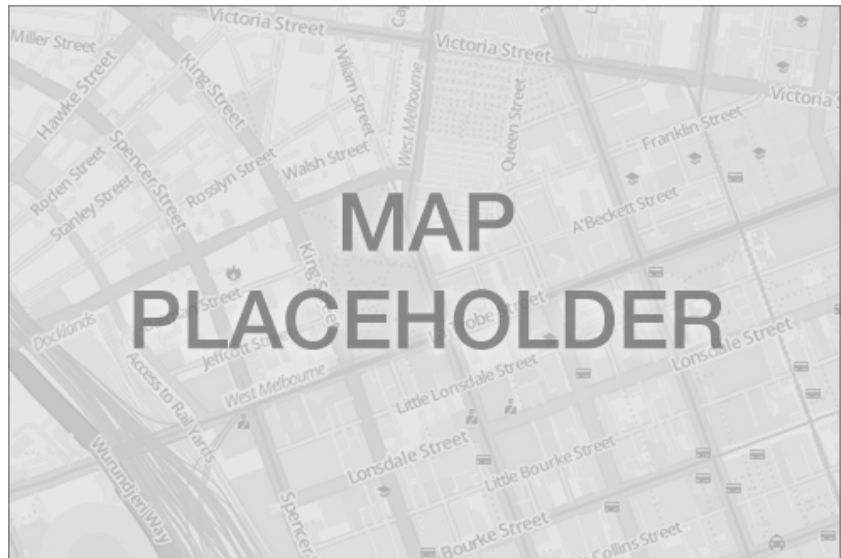
Activity locations

Please enter the address of where the project is taking place

Address

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Outcomes and impact

How do you think the activity will impact on your artistic, cultural or heritage skills, development or career?

How will you engage the community with your activity/project?

Recognition, achievement and artistic excellence in an art form

* indicates a required field

This category is aimed at artists, heritage and cultural activators and practitioners selected (i.e. not self selected) to attend, present, or showcase in a premier event or activity.

Describe the selection process

Please attach evidence of your selection *

Attach a file:

e.g. letter of selection

Creative, Heritage & Cultural Skill Development

This category is aimed at supporting:

- Learning new or improving creative, cultural or heritage skills in a practical hands-on environment
- Development of art, heritage, and culture practice
- Upskilling in traditional cultural or heritage skills or crafts and sharing with community

Describe why you have chosen the particular mentor, host organisation, specialised course or workshop

Name of mentor, host organisation, course or workshop

Address of mentor or host organisation

Phone number for mentor or host organisation

Email of mentor or host organisation

Must be an email address.

Describe what you hope to learn through the proposed activity i.e. acquisition of specific skills, expertise, knowledge or advancing your creative practice

Promotion, Production, Presentation, Exhibition and Touring

This category is aimed at:

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- Supporting professional development and raising the profile of local artists and practitioners
- Raising the profile of and access to the arts, heritage, and culture in the community
- Sharing traditional arts, heritage, or cultural skills with the community

Type of activity

Please indicate the type of activity you are undertaking

Reach and engagement

What is the total number of activities (e.g. production, performances, workshops or exhibitions etc)

Must be a number.

Provide an estimate of the number of people who will benefit

e.g. participants and/or audiences at e.g. performances, exhibitions, workshops

Who will engage in the activity

Types of engagement

☐ As active participants ☐ Audience members ☐ Other performers
Other

How do you plan to reach your participants or audience i.e. how will people know about your activity and what are your proposed marketing activities

What part of Community Trust South's area will benefit?

- | | |
|---|--|
| <input type="checkbox"/> Bluff | <input type="checkbox"/> Stewart Island |
| <input type="checkbox"/> Central Southland | <input type="checkbox"/> Wakatipu |
| <input type="checkbox"/> Eastern Southland | <input type="checkbox"/> West Otago |
| <input type="checkbox"/> Fiordland | <input type="checkbox"/> Western Southland |
| <input type="checkbox"/> Invercargill | <input type="checkbox"/> All of Community Trust South Area |
| <input type="checkbox"/> Northern Southland | <input type="checkbox"/> All of Southland |
| <input type="checkbox"/> Southern Southland | <input type="checkbox"/> Other: <input type="text"/> |

Please refer to our detailed [map](#) for a breakdown of our areas

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How will your activity raise the profile of and/or access to art, heritage and culture in the community

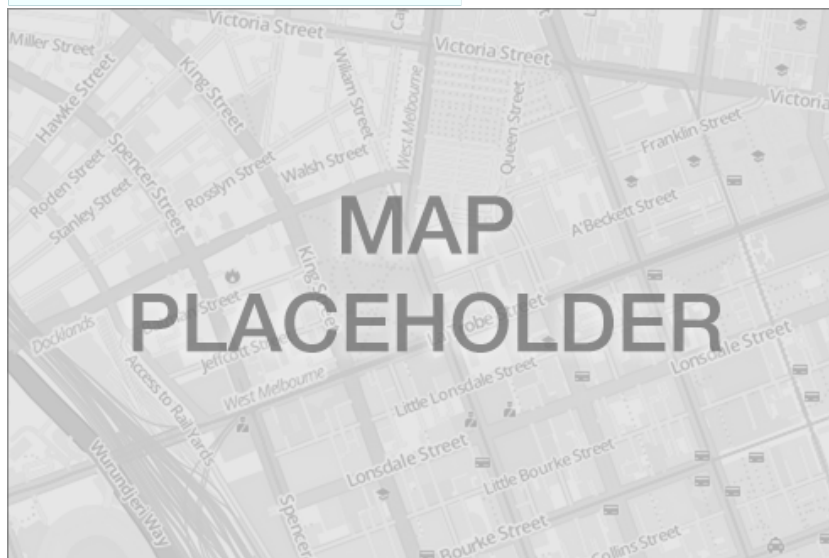
Is your activity taking place in more than one location?

- ☐ Yes
☐ No

Location of activity

Please enter the address of where the project is taking place

Address



Financial details & budget

* indicates a required field

The Trust is a partial funder only and generally funds up to 30% of total budgeted costs, up to a maximum of \$3,000.

Types of projects and activities we don't fund:

- Arts, heritage or cultural organisations and groups as funding may be available through the Trust's general grant programme
- Retrospective activities i.e. an activity that had already started or completed
- Professional artists i.e. who undertake their activities either as major part of their working life (rather than as a pastime), as their predominant job and/or receive compensation (through sales, fees, commissions, salaries etc)
- Artists represented by a dealer gallery or have an agent

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- Activities related to a commercially run space/gallery
- Books except where the key focus of the activity is on literary arts/literature in the forms of fiction and poetry
- Commercial events or other activities undertaken purely for commercial reasons
- Activities that do not involve original art work
- Study towards a formal qualification e.g. certificate, diploma, degree or higher-level study
- Applicant's own fees or wages
- Research
- Capital expenditure such as equipment or instrument purchases
- Facilities
- Website development
- Business start-ups or development
- Commissions
- Fundraising activities
- Game design or commercial design

If you prefer you may upload a more detailed budget here and enter total income and expenses only below.

Attach a file:

Activity Income

- If you have **not** uploaded a detailed budget, list all income you plan to get towards your project e.g. grants/donations, your own funds, fundraising.
- If you have already uploaded a detailed budget, please enter the total income here.
- Also include the grant amount you are applying for from Community Trust South.

Income/funding	\$
	Must be a dollar amount.
Amount being requested from CTS	\$
	\$
	\$
	\$
	\$

Activity expenses/costs

- If you have already uploaded a detailed budget, please provide a summary here
- If you have **not** uploaded a detailed budget, please list all expense items/costs for your project e.g. cost of materials, equipment, labour, advertising.

Take particular care in determining your total project costs i.e. do not understate what your project is likely to cost but equally don't overstate the likely costs as:

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- we can only consider an application for the same project once and any increases in costs will be the responsibility of the applicant; and
- any significant decrease between your budgeted costs and what your actual costs end up being will generally result in any approved funding subsequently being reduced accordingly.

Expense/cost details

\$

	Must be a dollar amount.
	\$
	\$
	\$
	\$

Budget Totals

Total Income Amount

Total Expenditure Amount

Income - Expenditure

This number/amount is calculated.	This number/amount is calculated.	Your budget should balance - this number should be zero.
\$	\$	\$

Amount you are requesting *

\$

Additional information (if applicable)

Provide any further information that assists or clarifies the costs in your budget

Bank account details

If your application is successful payment of funding awarded can either be made before or after your activity, and will generally be made on presentation of receipts for costs incurred.

Please provide your bank account number *

Your bank account number needs to include: BANK (2 digits) BRANCH NUMBER (4 digits) ACCOUNT NUMBER (7 digits) SUFFIX (2 or 3 digits). Also please don't use any hypens or spaces when entering your account number.

Please provide your account name *

The account name that appears on your bank account

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Please upload verification of your bank account details *

Attach a file:

e.g. screenshot of your online bank account name and number

Endorsement

Endorsement of your application is required from an established artist, heritage or cultural professional or authoritative body in your chosen activity.

The person endorsing your application needs to:

- know you and be very familiar with your work and level of development,
- be able to comment on the merit of the activity and your ability to complete the activity for which you are applying.

We will contact your endorser directly. All you need to do is provide their contact details and let them know that we will be in contact with them once we have received your application.

Endorser details

Endorser name

First Name

Last Name

Endorser position or occupation

Endorser phone number

Endorser email

Please describe why you have chosen this person as your endorser including how they have been involved in your development

Feedback

* indicates a required field

Communication

How did you find out about Community Trust South Create Fund?

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We are always looking to improve our grantmaking processes and your feedback is essential to helping us achieve this.

The time required to prepare & complete the application was reasonable *

The application process is very straightforward *

Please let us know any suggestions about any improvements we could make to our application process.

e.g. layout of application form, length of form, did you understand the questions and what was required, was able to access assistance

Privacy Statement & Declaration

*** indicates a required field**

Privacy Statement

Community Trust South's [Privacy Policy](#) governs our collection, storage, use and disclosure of personal information. Any personal information you provide us in connection with this application, including any information you are subsequently required to provide such as in our Accountability and Payment Forms, is subject to the Privacy Policy and you agree that we may use and disclose that information in accordance with the Policy, or as otherwise stated in this Privacy Statement and Declaration.

Where you are making this application on behalf of an organisation, information you provide for the purposes of this application that is not personal information is not subject to our Privacy Policy and we may use and disclose that information as permitted by law and as further set out in this Privacy Statement and Declaration.

Information provided by you in connection with this application (including personal information) will be used and held by the Trust, and we may share this information with other relevant third parties, for the purposes of administering and assessing your application.

Please indicate if you agree to Community Trust South using your personal information for the following purposes:

Sending you Community Trust South newsletter or email updates relevant to you

☐ Yes

☐ No

Sending you information on behalf of other organisations which in the opinion of Community Trust South is relevant to you *

☐ Yes

☐ No

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Declaration

This declaration and authorisation relates to all information in this application, attachments and information received by Community Trust South, from you or the organisation you are making the application on behalf of, during the assessment of the application and anytime thereafter.

I hereby declare that:

- the information supplied in this application and any attachments is true and factual;
- the project has not already been started;
- any funding received will be used for the purpose for which it was approved;
- I have read, understood and agree to be bound by Community South Trust's Privacy Policy and this Privacy Statement and Declaration.

I hereby authorise Community Trust South to:

- use the information supplied as part of this application and any attachments for the purposes outlined in the Community South Trust's Privacy Policy and this Privacy Statement and Declaration;
- make any enquiries of any relevant third parties (which may involve disclosing information supplied as part of this application) which Community Trust South deems appropriate for the purposes of assessing and administering this application;
- undertake audits of our organisation/group for the purposes of assessing and administering this application, including compliance with the terms on which any funding is approved;
- Provide to other funding agencies and advertise or publish, including for marketing and promotional purposes (including on our website, facebook page, annual report and other promotional material), the name of the funding recipient (individual or organisation), the amount of any funding approved and any photographs or videos supplied by me to Community Trust South.

I acknowledge that any decision made by Community Trust South in relation to this application is final and that Community Trust South has the right to withdraw any funding approved or demand the return of funds already paid if it is discovered that any statement made in this application is incorrect, incomplete or misleading in a way that may have affected the funding decision.

Where completing this application on behalf of an organisation/group I declare that I have all necessary approvals and authorisations to complete this application, including approval from the individuals concerned (and that individual's guardian if the individual is a minor) for any personal information provided with this application, or subsequently in connection with the grant, including any photographs or videos containing identifiable individual's, to be used as set out in this Privacy Statement and Declaration.

d.

Applicant name *

First Name

Last Name

Date of declaration *

Submitting your form

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There is a '**Review and Submit**' button at the bottom of the navigation box to the right of the screen. By clicking this your form will be reviewed to ensure all required questions (marked with an *) are completed.

Once reviewed and all required questions are completed you can then submit your form by clicking on '**Submit**' at the top of the screen or in the navigation box.

Once submitted, you will receive a confirmation email from SmartyGrants (service@smartygrants.com.au) acknowledging your form has been received. If you do not receive this email please go back into your application and check you have clicked the '**Submit**' button at the top of the screen.

Once submitted no further editing of your form or uploading of further support material is possible.

If you have any queries or experience any problems please phone us on **0800 500 185** during business hours or email info@communitytrustsouth.nz