

CENTRAL LAKES ARTS SUPPORT SCHEME (CLASS)

IN ASSOCIATION WITH YOUR LOCAL COMMUNITY ARTS COUNCIL

Application Form - July 2024 – June 2027

* **Has your organisation sought CLASS or Central Lakes Trust funding in the last 12 months?**

**YES / NO** *Please highlight one**If YES, please discuss details with your local Arts Council representative prior to completing this application form to determine if you are eligible to apply*

* **Date Application Submitted to Arts Council:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* Amount being requested from CLASS: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Total Project/Event Cost (excluding voluntary/in kind): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation Details

|  |
| --- |
| Name of Organisation: |
| Postal Address:  Postcode: |
| Website Address: |

Primary Contact

|  |  |
| --- | --- |
| Name: | Position: |
| Daytime Telephone: | Mobile: |
| Email: | |

Secondary Contact

|  |  |
| --- | --- |
| Name: | Position: |
| Daytime Telephone: | Mobile: |
| Email: | |

1. **Organisation’s Legal Status** *(Please highlight one)*:

Incorporated Society

Informal Group (ie not a Legal Entity

Charitiable Trust (*please supply Charities number* ) **CC**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (eg School, Church, Local Authority etc)

1. **Briefly outline what your organisation does**

|  |
| --- |
|  |

1. **Is your organisation registered for GST?***(Please highlight one)*

**NO / YES GST Number**

1. **What year was your organisation formed?**
2. **What is your financial year start date? *(e.g. 1April, 1 July)***
3. How many members does your organisation have?
4. How many people are involved in running your organisation?

Paid Full Time Staff: Paid Part Time Staff: Volunteers:

Details Regarding The Planned Project/Event

1. Please briefly describe your Project/Event:

|  |
| --- |
|  |

1. When will your Project/Event Take Place (please provide dates):

|  |
| --- |
|  |

1. Where will it take Place:

|  |
| --- |
|  |

1. Which of the following art forms best describes your project/event? Please highlight one:

Language & Literature (e.g. poetry, writing, storytelling)

Performing (e.g. dance, music, theatre)

Visual (e.g. painting, craft)

Multi-disciplinary (projects that cross over more than one of the previous categories)

1. **Has your organisation sought estimates or quotes e.g. hire of equipment, venue, consents, resources etc. (if applicable)?**

If YES – Please provide copies with your application

Project/Event Budget

1. Project/Event Budget:

The budget you provide should only include figures relating to this application, not those of your entire organisation/group’s annual budget.

“Funds raised to date”, means funds already raised by way of fundraising activities and/or received/confirmed from other funders.

“Funds still to be raised” is what you anticipate being able to raise via fundraising activities, and funding applications for which an outcome has yet to be advised.

1. Goods and Services Tax

If your organisation **is registered** for GST, figures below should be GST exclusive.

If your organisation **is not registered** for GST figures below should be GST inclusive.

1. Budget Summary *(please complete this summary - even if you have also supplied your own budget documentation)*  
   Figures below must be in whole dollars. Do not include voluntary time or any donated goods or materials. This budget is for actual costs only.

*Note: Total Expenses must equal Total Income – you must plan to at least ‘break even’*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Costs/Expenditure** | |  | **Income/Funding** | |
| **Expenses** | **Amount**  **$** |  | **Funds raised to date**  *(Name the source of funds)* | **Amount**  **$** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | TOTAL |  |
|  |  |  | **Funds still to be raised** *(please include a date when you expect to hear)* | |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| TOTAL |  |  | TOTAL |  |

“Voluntary/In Kind Contributions” have a value, and the Trust likes to see the voluntary contributions made by groups and organisations towards a particular project.

Voluntary labour to be costed at @ $23.15 per hour (minimum adult wage), equipment hire, donated goods and materials etc.

**Total Vol/in kind = $      \_\_\_\_\_\_\_\_\_\_**

Required Documentation

The following documents should accompany grant applications if applicable. Further information such as copies of constitution/rules or registration with charities services may be requested if not available online

* A copy of your organisation’s most recent, prepared, reviewed or audited financial statements
* Copies of quotes (if available)
* Copy of a bank deposit slip or statement header etc to confirm bank accout details

*.***Declaration and Authorisation**

* We are authorised to submit this application and that any grant received will be used for the purpose for which it was approved.
* This application has the formal approval of our Committee/Board or controlling body (if applicable).
* Our organisation/group will not be applying to Central Lakes Trust through its normal grant application process for the *same* project, should this application to CLASS be successful.
* We understand that the local Arts Council will use the information provided for the purposes of the consideration and administration of this application, and in any necessary reporting to Central Lakes Trust.
* We authorise the local Arts Council to make enquiries of any third parties, (which may involve discussing information contained in this application), in connection with this application.
* The project/event has not been started or financially committed to.
* The information provided is true and factual, to the best of our knowledge.
* We agree that the Central Lakes Trust may make public the name of our organisation and the amount of the grant approved if this application is successful, including the use of any photographs provided by our organisation, and disclose any information to other funding agencies.
* We will comply with any reasonable request from the local Arts Council to monitor performance and accountability.
* We acknowledge that any decision made by the Central Lakes Trust or a local Arts Council is final and no correspondence will be entered into.
* We acknowledge that if this application is incomplete in any respect, the application will be returned to us for completion, thus delaying any decision.
* This form MUST be signed by the two contact people listed at the front of this form. These two people must be familiar with the contents of this application.
* Please ensure you keep a copy of this completed application form and attachments for your own records.
* Please complete your bank account name and number on the next page:

Bank Account Name:

□□ □□□□ □□□□□□□ □□□

Primary Contact

|  |  |  |
| --- | --- | --- |
| **Name:** | **Signature:** | **Date:** |

Secondary Contact

|  |  |  |
| --- | --- | --- |
| **Name:** | **Signature:** | **Date:** |

Please send the Completed Application Form together with   
Supporting Documentation to your nearest Arts Council

Central Lakes Trust logo

If you wish to obtain Central Lakes Trust logo/artwork for use, please contact Marion Low at communications@clt.net.nz

Note that all artworks which contain the logo need to be approved by Central Lakes Trust before being released.