TIP SHEET FOR APPLICATIONS TO
Creative Communities Scheme

1. Have you given yourself plenty of time to write a good application? Poorly written applications often fail to gain funding.

2. For the best chance of success, talk to the CCS administrator (annie@creativebop.org.nz? before starting your application. She will be able to tell you if it's a good fit and provide suggestions to make the process easier.

3. Will your project take place within the timelines set for the round you are applying to? If not, it will be ineligible for funding, regardless of how worthy it is.

4. Before you start, select ONE of the following criteria and write your application with this top of mind for each section: access & participation, diversity OR young people.

5. Does your project include a strong creative component as well as a strong community engagement / benefit component? If one of these is weak, your application is unlikely to succeed.

6. Don't ask for too much money. Grants average around $2,000 and up to around $5,000 for a really great project. If you ask for too much, you are likely to get nothing.

7. Write succinctly but explain your project well. Give the draft application to a friend that doesn't know what you are proposing to see if they can explain it back to you.

8. Each section needs to be completed in full. Make draft notes first of what will be included in each section and then write it up. This will ensure you don't repeat yourself and also include the right information in the right section.

   ETHNICITY – This is the ethnicity of the applicant rather than all of those that will be involved.

   Start with the BUDGET – This will give you an idea of the scope of the project before you start writing the other sections. Have you thought through all of the costs and income, including in-kind contributions, does your budget add up, state how much you are asking for and what this will be applied to.

   BRIEF DESCRIPTION: One or two sentences at most – you can add more detail in the following sections.

   What is the IDEA – Include the creative aspect, the community benefit, why are you doing this, what outcomes are you wanting to achieve.

   What is the PROCESS – How will you deliver your project, what are the timelines, when will you start marketing if you are attracting people to an event or workshop?

   Who are the PEOPLE – This is to give assessors confidence of a quality outcome. If artists are involved, who are they, do they have experience delivering similar projects, is someone project managing the project, what is your role, who will benefit from the project?

   What CRITERIA have you selected (see 4. above) above - Select ONE of access & participation OR diversity OR young people and outline how your project will deliver to that.

   Also include at least one of the LOCAL CRITERIA (eg visionary, vocalising, vibrancy, valuing & sustainability) that are outlined on the inside front cover of the application form.

   QUOTES – These are really important and assessors look for them and note if they haven't been provided for key components in a budget.

SUPPORTING DOCMENTS – Leave plenty of time to get letters of support and make sure you let your supporters know if there are key points you want them to emphasise. The purpose of these is to demonstrate your ability to deliver and the value you will provide.

Afterwards:

If your application is unsuccessful, ensure you obtain feedback from the assessors:

- Sometimes it's just a matter of a few tweaks to make a successful application at a future round;
- Sometimes it's about scaling things back to deliver a pilot project before expanding to bigger things; and
- Sometimes it's about ensuring the project is ready to be delivered rather than just at concept stage.

If your application is successful, make sure you adhere to the conditions of the grant:

- Complete the project within the 12 month timeframe;
- If your project alters in any significant way, including the timeframe for delivery, keep the CCS administrator in the loop at all times;
- Fill in a completion report within two months of completing your project;
- Return any unspent funds;
- Keep all receipts for expenditure;
- Use the Creative Communities Scheme logo on all publicity material; and
- If you are running an event, advise the CCS administrator when it is being held so we can help promote it and, if appropriate, invite CCS assessors to attend.