



CENTRAL LAKES ARTS SUPPORT SCHEME (CLASS)

July 2022 – June 2023

IN ASSOCIATION WITH YOUR
LOCAL COMMUNITY ARTS COUNCIL

Grant Guidelines and Application Form

Central Lakes Trust is a charitable trust supporting our community, by granting funds for charitable purposes throughout the Central Lakes district.

Annually, \$9-10 million is granted to community organisations throughout the Trust's funding region, which spans most of Central Otago and Southern Lakes.

Central Lakes Trust supports arts in the community through the CLASS scheme

CLASS Supports Language, Arts and Literature, Performing Arts, Visual Arts; and Multi-disciplinary Arts in the Central Lakes Trust region.



Purpose Of CLASS

The purpose of the Central Lakes Arts Support Scheme, known as CLASS, is to increase, at both a local and grass roots level; participation in the arts and the range and diversity of arts available to the community. The maximum amount that can be funded through this Scheme is \$2,000 per organisation/ group per annum.

Please note:

- If funding greater than \$2,000 is required, and your organisation is registered with Charities Services
OR
- If you are a semi-professional or professional group/organisation and your application relates to a project or event being held in several locations throughout the Central Lakes Trust region

Please go to <https://www.clt.net.nz/how-we-fund> to read more about grant eligibility and then contact the Central Lakes Trust grants team on 0800 00 11 37 to discuss a potential application further.

Who Is Eligible for CLASS Funding?

Organisations that are either:

- Formally constituted non-profit organisations. The organisation/group must have a Trust Deed, Constitution or other formal set of rules.
- Informal groups - organisations that are not a Trust, an Incorporated Society, Company or any other type of entity formed under New Zealand legislation. An informal group may be involved with managing a one-off project or a series of community activities. Generally an informal group would have a bank account, but would not own any assets of significant value.

Eligibility Criteria

What is a Charitable Purpose?

Projects or events supported by CLASS/CLT funding must meet charitable criteria. To qualify as charitable, projects or events must relate to one of the following four Heads of Charity and benefit the community in a way which the law regards as charitable.

The four **Heads of Charity** are defined as:

- Relief of Poverty
- Advancement of Religion
- Advancement of Education
- Other purposes beneficial to the community

The project or event must also:

- provide a public benefit
- not be aimed at creating private financial profit
- Increase participation in the arts at the local level
- Increase the range and diversity of the arts at a local level
- Enhance and strengthen the local arts sector
- Take place in and produce benefits for the town or district to which the application is made
- Not have commenced before any grant decision is made

Charitable Purpose in relation to the “Arts”

“Entertainment” is not deemed to be charitable unless the activities promote another charitable purpose i.e. the advancement of education”, and those activities are deemed to be a main Purpose/ Object of the group/organisation. Below are some definitions to help guide you in regards to your project or event.

“Musical performances”. A trust for the advancement of musical education is charitable but a society formed to promote music merely for the amusement of the members would not be charitable. Therefore an orchestra or choir’s performance can be charitable under “Education” but a “Big Day Out” would not be charitable.

“Exhibitions” Are only charitable if exhibitions are not selling artworks. It would be “for profit” and therefore not charitable. Once prize money is in the mix, it would also not be charitable.

Are Christmas Concerts charitable? No – however, a Christmas Pageant with a religious theme (advancement of religion) as its key focus would be charitable.

Are Art Competitions charitable? Yes - if the purpose is to increase the artist’s profile. No – if the activity focus is on creating income for artists.

What Is Eligible

Projects: can include exhibitions, festivals, traditional Maori arts, competitions, concerts, cultural celebrations, plays, CD productions, publications, workshops etc.

Equipment: would be eligible for funding provided the grant does not exceed 50% of the total equipment value, relates to an arts activity and will be owned by a legally constituted group e.g. Incorporated Society or Trust. These groups will have a wind-up clause that specifies what will happen to their assets if the group folds. If funding was awarded to non-constituted groups there would be no guarantee that equipment purchased with public funding would stay within the public domain.

Who And/Or What Is Not Eligible

- An applicant may not apply to Central Lakes Trust for funding the same or a different project within the same twelve month period as this application to CLASS.
- An applicant may usually only make one application through the CLASS scheme per 12 month period – unless the total of both grants combined does not exceed \$2,000. Please speak to your local Arts Council to discuss this, if relevant.
- Facility development (i.e. the cost of buildings or items necessary to make a facility functional such as plumbing, floor coverings, furnishings, white-ware)
- The purchase of artworks
- Arts activities in educational institutions normally funded through their curriculum/ operating budget
- Ongoing administration costs or salaries that are not related to the specific project in the application
- Retrospective project costs (i.e. for projects already underway or completed)
- Elimination of accumulated debt or debt servicing
- Catering costs
- Fundraising costs
- Uniforms
- Commercial organisations
- Sponsorships or prize monies
- Local authority projects normally funded from the authority’s own resources
- The GST component of costs for GST registered organisations
- Individuals
- Schools (see page 5).

Conditions

Arts for the purposes of the Central Lakes Arts Support Scheme is defined as, “all forms of creative and interpretive expression”. This includes:

- Language, Arts and Literature
- Performing Arts
- Visual Arts
- Multi-disciplinary (projects which cross over two or more of the above categories).

- Applicants must meet the Scheme's eligibility criteria
- Grants are a maximum of \$2,000 per 12-month period.
- Applicants can only normally only receive one successful grant in any 12-month period from CLASS. However, if the total granted has been less than the maximum \$2,000, then a further grant may be considered if \$2,000 total is not exceeded.
- Applicants can only apply to ONE of the four local Community Arts Councils for a project or event, either on its own behalf or as part of another applicant group in a twelve-month period.
- If an event/project is being held in more than one town in the Central Lakes Trust region, in the same 12-month period, then applicants should apply directly to Central Lakes Trust through its normal funding rounds provided the applicant group is registered with Charities Services and the purpose of the event/project is deemed to be charitable.
- Please contact the local Arts Council in your region to discuss your project or event prior to applying (contact details are on page 8).
- If an application is being submitted by a local Community Arts Council directly to Central Lakes Trust on behalf of another group or organisation, then it must allow up to TWO FULL MONTHS before a decision will be advised.
- If you are a semi-professional or professional group, then please apply to Central Lakes Trust through its normal funding round provided your group is registered with Charities Services and the purpose or event is deemed to be charitable. CLASS has been set up to assist groups and organisations at the "grassroots" level.
- The Central Lakes Trust's philosophy is to provide a "helping hand" and it will generally only provide a portion of the total funding required.

Payment Of Grant/Guarantee Against Loss (GAL)

Project Grant

- Grants for projects, events or productions are not paid in advance, but are paid on receipt of invoices submitted for actual costs incurred that relate to the components listed in your application.
- Your organisation is responsible for raising the balance of funds required to undertake the project (as presented in the application) before this grant is available to you.
- If the full grant amount is unable to be utilised for the allocated purpose or if the completed project costs less than the budget submitted, the balance of the grant will be forfeited.

Guarantee Against Loss (GAL)

As well as making grants under the Scheme, Community Arts Councils may also offer a GAL. The total funding support offered cannot exceed \$2,000 for any performance or event. A GAL is a guarantee of reimbursement or indemnity up to a specified amount, to cover any unexpected loss or deficit incurred for an approved event.

- After the event/performance, the Applicant group must present a full set of financial accounts to the Arts Council showing income and expenditure and details of any loss incurred.
- The GAL will only be available to the applicant if the event or performance/production does not financially break even.
- If the event/performance/production does not go ahead, the GAL is not available to cover any preliminary costs which may have been incurred either prior to or after cancellation.
- The GAL cannot be used to offset any budget overruns. The approval of a GAL will be based on your budgeted expenditure figure of the event/performance/production as detailed in your application. If actual expenditure comes in under budget but your organisation still makes a loss, the

GAL amount may be reduced on a pro rata basis.

Payment of a grant or GAL will be made either by electronic banking into your organisation's bank account or by cheque, depending on the method used by each respective Arts Council. Arts Councils do not pay suppliers, contractors or performers directly.

Schools

If an event or project is being held at a school, and is outside the school curriculum, it must be made available to the community in order to be eligible for funding from CLASS.

Conflict Of Interest

Community Arts Council members who are members of an applicant group cannot take part in the assessment and decision-making process. Should a Community Arts Council wish to apply for funding, it MUST submit its application to Central Lakes Trust for determination of eligibility, assessment and decision making.

Closing Dates

Community Arts Councils consider applications at different times. Therefore please contact your local Arts Council directly for details of its closing dates. (See page 8 for contact details).

Application Process:

Processing Of Applications Involves The Following Steps:

- Determining eligibility of group & project/event
- Assessment of the merits of the application.
- Decision making – applicants will be advised in writing by the respective Community Arts Council
- Payment of the Grant or Guarantee Against Loss (GAL)
- Co-ordination of the project evaluation.

Individual Community Arts Council Responsibilities

- Promoting the scheme
- Coordinating and assessing applications
- Making grant payments to successful applicants
- Providing Central Lakes Trust with appropriate and timely evaluations and accountability.

To ensure accountability of Central Lakes Trust funds, each organisation will be required to provide an evaluation report to its respective Community Arts Council at the completion of its project that outlines costs, results and benefits.

Goods & Services Tax

There is no GST associated with Central Lakes Trust grants. Grants made to organisations which are registered for GST will exclude the GST component of the project cost as organisations are able to claim back from the IRD any GST paid. Grants made to organisations which are not registered for GST will be based on the GST inclusive project cost.

Acknowledgement Of Central Lakes Trust Grants

Central Lakes Trust requests its grants are appropriately acknowledged.

To request a Central Lakes Trust logo please contact caryn.colton@clt.net.nz for the appropriate logo for the situation.

We request that any media statements that are issued about the project acknowledge Central Lakes Trust's involvement as a funder and are presented to us for approval prior to release. Please note that Central Lakes Trust do not "sponsor" projects, events or resources. Central Lakes Trust acts as a helping hand to "support" these activities. As such the correct wording to be applied is "Supported by Central Lakes Trust".

Frequently Asked Questions

How many grants can an Arts Council approve to an organisation each year?

- *Arts Councils can usually only approve one successful grant to an organisation in any 12 month period, however a further grant MAY be considered provided the combined value does not exceed \$2,000. Please contact your local Arts Council for further information.*

Can an applicant whose application for a grant to the Central Lakes Trust has been unsuccessful, subsequently apply for a grant for the same project to CLASS or vice versa?

- *No*

Can an applicant apply to both the Central Lakes Trust and the Central Lakes Trust Arts Support Scheme for the SAME or a DIFFERENT project in the same 12-month period?

- *No. Applicants can only have one successful application in any 12-month period either from the Central Lakes Trust or CLASS.*

Can an applicant apply to the Central Lakes Trust Arts Support Scheme and/or the Central Lakes Trust as well as submitting an additional application through another group for the same project?

- *No. This would be seen as "double dipping".*

Can an activity or project be supported by both the CLASS and the Creative Communities Scheme funded by Creative NZ?

- *Yes*

Can CLASS fund personnel costs and fees?

- *Yes. Personnel costs are legitimate components of some projects. The employment of a paid coordinator is sometimes a way of making a project happen. However, the Scheme is not available to cover on-going fees, salaries or administration costs outside a specific project.*

Are quotes required to support an application?

- *No, however, it is good business practice to do so and Community Arts Councils do have the discretion to ask for quotes if they feel it is necessary.*

Can an applicant apply to more than one Arts Council under the CLASS scheme for the same or different project within the same 12-month period?

- *No. Organisations or groups must be registered with Charities Services for these projects or events and must apply through the Central Lakes Trust's normal funding round*

How frequently do Community Arts Councils consider applications?

- *This varies. Applicants should check with their respective local Arts Council.*

Is there a time limit on the availability of funding?

- *Central Lakes Trust review the operation and continued funding of the Arts Support Scheme annually. Continued funding, if approved, covers the 12 month period from 1 July in one year to 30 June in the following year.*

Can projects that take place outside the Central Lakes Trust district be supported?

- *No. The Trust Deed of the Central Lakes Trust does not allow this.*

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July 2021 – June 2022

IN ASSOCIATION WITH YOUR LOCAL COMMUNITY ARTS COUNCIL

Community Arts Council Contacts

Alexandra Community Arts Council

Alexandra, Earnsclough-Manuherikia and Teviot Valley Wards

Shona Bain

Central Otago REAP, Alexandra Community House,
14-20 Centennial Avenue, Alexandra 9320
Telephone: 03 448 6115 or (0274 137 421)
Email: sholin2008@hotmail.com

Creative Queenstown

Wakatipu & Arrowtown Wards, but excludes Kingston

Jan Maxwell

Queenstown Lakes District Council, Private Bag, Queenstown 9348
Telephone: 03 441 0469
Email: janm@qldc.govt.nz

Arts Central

Cromwell Ward

Peter Mead

82 Neplusultra Street, Cromwell 9310
Telephone: 027 445 1266
Email: perome@xtra.co.nz

Upper Clutha Community Arts Council

Wanaka Ward including Makarora

Robyn van Reenen or Susan Manson

Telephone: 03 443 1810
Email: UCCAC@outlook.com

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IN ASSOCIATION WITH YOUR LOCAL COMMUNITY ARTS COUNCIL

Application Form

- 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

Official Name of Organisation:
Postal Address:
Postcode:
Organisation's Physical Address:
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

Charitable Trust (please supply Charities number) CC _____

Other (eg School, Church, Local Authority etc)

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

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

NO / YES

GST Number

4. **What year was your organisation**

formed?

5. **What is your financial year start date?** (e.g. 1 April, 1 July)

6. How many members does your organisation have? _____

7. **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:

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

3. Where will it take Place:

4. Which of the following art forms best describes your project/event? **(Please highlight only 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)

5. 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 that you provide should only include figures relating to this application for a project your organisation provides in the Central Lakes Trust region, 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.

2. 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**.

3. 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’

Project Costs Expenditure		Sources of Funding/Fundraising Income	
Actual Expense Items	Amount \$\$	Funds Raised to Date (name the source of funding)	Amount \$\$
	\$0		\$0
	\$0		\$0
	\$0		\$0
	\$0		\$0
	\$0		\$0
	\$0		\$0
	\$0		\$0
	\$0		\$0
		Funds still to be raised (please include date you expect to hear a decision)	
	\$0		\$0
	\$0		\$0
	\$0		\$0
	\$0		\$0
	\$0		\$0
Total Actual Expenses:	\$0	Total Actual Income:	\$0

“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 @ \$20 per hour (minimum adult wage), equipment hire, donated goods and materials etc.

\$	total
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Required Documentation

The following documents should accompany grant applications if applicable.

- 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 account details

Note – further information such as copies of constitution/rules or registration with charities services may be requested if not available online.

Declaration and Authorisation

- We declare that 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 or a different project during the next twelve month period, 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.
- We declare that the project/event has not been started or financially committed to.
- We declare that 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 details in the boxes provided below:

Bank Account Name: _____

Primary Contact

Name:	Signature:	Date:
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Secondary Contact

Name:	Signature:	Date:
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Please send the Completed Application Form together with Supporting Documentation to the Nearest Arts Council in your Area

Central Lakes Trust logo

If you wish to obtain Central Lakes Trust logo/artwork for use, please contact Carryn Colton at carryn.colton@clt.net.nz

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