

*"Arts projects that contribute to the arts and cultural environment and are of regional significance."*



**North Shore City Council  
Auckland Regional Services Trust Fund (ARST)  
2009**

**ARST APPLICATION FORM**

**Applications close 4.00pm Friday, 25 September 2009**

**Late, faxed or incomplete applications will not be accepted.**

**1. GENERAL INFORMATION**

1.1	Project Name, or Organisation Name													
1.2	Postal Address of your organisation													
		Postal Code												
1.3	Are you GST registered?	YES	NO	GST Number			-				-			
1.4	Contact Person													
	Position													
	Telephone							Mobile						
	Email address													
1.5	NAMES OF PRINCIPAL OFFICERS													
	Chairperson/Manager							Telephone						
	Secretary							Telephone						
	Treasurer							Telephone						
1.5	REFERENCES													
	1	Name												
		Company												
		Telephone												
	2	Name												
		Company												
		Telephone												

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**2. YOUR ORGANISATION**

2.1	Is your organisation a legally constituted society or trust?	YES	NO
2.2	If NO, name your umbrella group or support organisation?		
2.4	How long has your organisation existed?		
2.5	What are your organisation's purpose and objectives? How does this contribute to developing the regional arts environment?		
2.6	Have you or your organisation had experience with planning and executing any initiatives similar to this proposal? Please describe project and role played by your organisation.		
2.7	People we may wish to contact about past projects. They should be people who are aware of your capability and/or of past initiatives you have been involved in.		
	1	Name	
		Company	
		Telephone	
	2	Name	
		Company	
Telephone			

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**3. YOUR PROJECT, INITIATIVE or EVENT**

3.1	Please outline the specific project for which you are seeking financial assistance. Remember to address the initiative's significance to the wider Auckland region.		
3.2	Is the funding being sought for a new or existing project?	New	Existing
3.3	What <b>regional</b> support is there for your project? Is there a regional gap or need you are seeking to fill and how was this identified? <i>(Attach reference/letters that support this)</i>		
3.4	Describe who will benefit from this project and what the long-term benefits to the region will be?		
3.5	When and where will you project take place?		
When		Where	

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**4. PROMOTION OF EVENT**

4.0	Describe how you will promote the event?

4.1	Describe how your project contributes to arts and cultural development in the Auckland Region?

***Note: The more comprehensive the detail of your project's planning process and your awareness of specific regional interests or needs, the stronger your application will be.***

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<b>5. PROJECT COST</b>			
5.1	What is your organisation's total budget for 2008/09?	\$	
5.2	What is the total cost of the project you are seeking funding assistance with? <b>Please attach a copy of the full budget for this project!</b>	\$	
5.3	How much are you seeking from this application towards the cost of this project?	\$	
5.4	Please clearly identify which aspects of the project you are seeking to be covered by this application?		
5.5	What other fund resources do you intend to approach?		
	Company	Amount Requested	Date Decision Due
5.6	Please supply a listed breakdown of how the requested funds will be spent.		
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$
5.7	Please show where the remainder will come from: (How much money has your organisation already spent, set aside or raised towards the project?)		
	a. Already Spent		\$
	b. In hand at present		\$
	c. Loans/mortgages/debentures		\$
	d. Sponsorship		\$
	e. User Fees		\$
	f. Anticipated funds		\$
	g. Other (Specify)		\$
	<b>TOTAL</b>	\$	\$
5.8	Please give a summary of the fundraising/sponsorship efforts to date.		

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**In addition to this information, please attach copies of the following documentation:**

**CHECK**

- The organisation's Strategic Plan**
- A full and detailed Business Plan for the Project**
- Latest Full Year's Annual Report, with Audited accounts if you are not a registered Charitable Trust or not-for-profit organisation.**

**Please note that all support material will be retained with the original application.**

**DECLARATION**

**All groups are required to complete the following :**

I hereby declare that the information is true and correct. If the expression of interest is successful my organisation agrees:

- a) To sign an agreement with North Shore City Council confirming that the money received will be spent for the purpose stated.
- b) That the Council, in order to evaluate the application, may contact any parties who, in its opinion, may assist in determining the outcome of this application.
- c) To return completed accountability form to the North Shore City Council 3 months from completion of project.
- d) To ensure that funds are only used for the purpose in which they are allocated according to the application or the committee resolution.
- e) To obtain prior consent from the council for any variations we wish to make to the agreed project.
- f) To provide access to Council to conduct an evaluation and audit, if requested.

Name \_\_\_\_\_  
Signature \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

Please forward your Application to the  
Community Services Department.

Sarah Dugdale  
Sector Development – Arts  
North Shore City Council  
Private Bag 93500  
Takapuna

*OR deliver to:*

North Shore City Council  
The Stand, Ground Level Reception  
Takapuna

**Please Note:**

**Projects will need to be significantly underway by July 2010, in recognition of the changing Local Government environment we are currently working under.**

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## **North Shore City Council Auckland Regional Services Trust Fund (ARST) Funding Round, 2009**

### **CRITERIA**

North Shore City Council invites applications for the funding of significant projects taking place in the Auckland/Tamaki Makaurau Region that promote Arts and Cultural development, develop the region's arts infrastructure and provide significant long term benefit to the region's Creative Sector.

**The assessors will take into consideration applicant's response to the following criteria.**

#### **Significant projects in Auckland Region**

Funding is for arts and cultural projects which can be deemed to:

- Be distinguishable because of its substance or size, and of considerable rather than minor importance.
- Be of region-wide rather than purely, or only, local significance.
- Have significance that can be measured by reference to the region as a whole, i.e. by contributing to regional arts infrastructure development, or to the extent to which the benefits, interest and impact of the project can be measured across the whole region.
- Draw audience and/or participants from across the region.

#### **The Project**

- Demonstrates significant benefit to the region.
- Takes place within the Auckland Region.
- Is reflective of the demographics of the region.
- Is targeted to meet an identified need in the region.
- Promotes and celebrates the cultural diversity of the region.
- Is used for project funding and not expended on-going operational activity.
- Raises the profile and promotes arts and cultural development in the Auckland Region.
- Promotes innovation and/or excellence in the area of arts and culture.

#### **Auckland Region**

- Applied to projects that occur within the geographical boundaries of the Auckland Region under the definition of the Auckland Region in the Local Government Amendment Bill (No.6)

#### **Arts and Culture**

- Arts and culture are defined as spanning all forms of creative and interpretive expression ranging from grassroots to the professional and institutional, and including those expressions and activities which develop and enhance identity.

**Applications close 4.00pm, Friday 25 September, 2009.**

**Contact : Sarah Dugdale, NSCC Sector Development – Arts, 486 8600 x 8599**