CREATIVE COMMUNITIES ASSESSMENT COMMITTEE

AGENDA

Meeting to be held

WEDNESDAY 13 SEPTEMBER 2017

9.00am

In the Manawatu District Council Chambers, 135 Manchester Street, Feilding

Richard Templer
Chief Executive
MEMBERSHIP

Chairperson
Jill Darragh

Deputy Chairperson
To be appointed

Membership
Councillor Barbara Cameron
Councillor Hilary Humphrey

Community Representatives
Alicia McLachlan
Katie Wilson-Bryant

Tangata Whenua Representative
Kim Savage
ORDER OF BUSINESS

1. MEETING OPENING

2. APOLOGIES

3. REQUESTS FOR LEAVE OF ABSENCE

4. CONFIRMATION OF MINUTES

Draft resolution:

That the minutes of the Creative Communities Assessment Committee meeting held on 12 April 2017 be adopted as a true and correct record.

5. NOTIFICATION OF LATE ITEMS

Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if:

5.1 The Council by resolution so decides; and

5.2 The Chairperson explains at the meeting at a time when it is open to the public the reason why the item is not on the agenda, and the reason why the discussion of the item cannot be delayed until a subsequent meeting.

6. DECLARATIONS OF CONFLICTS OF INTEREST

Notification from members of:

6.1 Any interests that may create a conflict with their role as a committee member relating to the items of business for this meeting; and

6.2 Any interests in items in which they have a direct or indirect pecuniary interest as provided for in the Local Authorities (Members' Interests) Act 1968

7. PRESENTATIONS

Representatives from the following organisations will be in attendance to speak to their applications:

Community Arts Palmerston North

Kimbolton Arts and Sculpture Charitable Trust

Colyton Community Committee
8. OFFICER REPORTS

8.1 ELECTION OF DEPUTY CHAIRPERSON

Report of the General Manager Corporate and Regulatory – dated 4 September 2017

8.2 CREATIVE COMMUNITIES NZ 2017/18 FUNDING ROUND 1

Report of the General Manager Community and Strategy – dated 4 September 2017

Attachment 1 – Carolynn Koloto – Tangimoana Art and Craft Festival 2017

Attachment 2 – Community Arts Palmerston North

Attachment 3 – Kimbolton Arts and Sculpture Charitable Trust

Attachment 4 – Colyton Community Committee

9. CONSIDERATION OF LATE ITEMS

10. MEETING CLOSURE
Minutes of a meeting of the Creative Communities Assessment Committee held on Wednesday 12 April 2017, commencing at 9.00am in the Manawatu District Council Chambers, 135 Manchester Street, Feilding.

PRESENT: Jill Darragh
Cr Barbara Cameron
Cr Hilary Humphrey
Katie Wilson-Bryant
Alicia McLachlan
Kim Savage

IN ATTENDANCE: Janine Hawthorn (Community Development Adviser)
Nichole Ganley (Governance Support Officer)

CC 17/001 APOLOGIES

There were no apologies.

CC 17/002 REQUESTS FOR LEAVE OF ABSENCE

There were no requests for leave of Absence.

CC 17/003 NOTIFICATION OF LATE ITEMS

There were no late items for consideration by the Committee.

CC 17/004 DECLARATIONS OF CONFLICTS OF INTEREST

Jill Darragh declared an interest in Application 1 – Manawatu Writers Festival. Jill did not participate in the discussion nor vote.

Katie Wilson-Bryant declared interest in Application 9 - Feilding and Districts Art Society Inc. Katie did not participate in the discussion nor vote.

CC 17/005 PRESENTATIONS

Individual applicants and representatives from the following organisations were in attendance to speak to their funding applications:

Rachel Doré (Application 1)
Atiria Reid (Application 4)
Delhia Mataki (Application 6)
Ihaia Raharuhi (Application 7)
Grant Stevenson (Application 8)
Lynn Fletcher (Application 9)
CC 17/006  ELECTION OF CHAIRPERSON

Report of the General Manager - Community and Strategy dated 04 April 2017 to elect a chairperson for the Creative Communities Assessment Committee.

RESOLVED

1. That the Creative Communities Assessment Committee use System B of Clause 25 of Schedule 7 of the Local Government Act 2002 for the election of its Chairperson.

2. That the Creative Communities Assessment Committee elects Jill Darragh as its Chairperson

Moved by: Councillor Hilary Humphrey

Seconded by: Councillor Barbara Cameron

CARRIED
CC 17/007 CREATIV COMMUNITIES SCHEME – ROUND 2 OF THE 2016/17 CREATIV COMMUNITIES FUNDING SCHEME

Report of the General Manager Community and Strategy presenting 10 applications received for Round 2 of the 2016/17 Creative Communities Funding Scheme for assessment and determination. Each Application was discussed individually with members that had declared an interest in particular applications leaving the room during discussion and agreement on allocations.

Jill Darragh left the meeting at 12.05pm and returned at 12.11pm

Katie Wilson-Bryant left the meeting at 12.20pm and returned at 12.27pm

RESOLVED

That the Creative Communities Assessment Committee make the following allocations from the Creative Communities New Zealand Scheme:

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manawatu Writers Festival</td>
<td>$1900</td>
</tr>
<tr>
<td>2</td>
<td>Connected Media Charitable Trust</td>
<td>$1500</td>
</tr>
<tr>
<td>3</td>
<td>EVENTO Wearable Art Awards</td>
<td>$3000</td>
</tr>
<tr>
<td>4</td>
<td>Hapaitia Kohanga Reo</td>
<td>$546</td>
</tr>
<tr>
<td>5</td>
<td>Te Pūanga Whakaari Tharetre Productions</td>
<td>$1000</td>
</tr>
<tr>
<td>6</td>
<td>Whanau Ataahua Beautiful Families Trust</td>
<td>$1043</td>
</tr>
<tr>
<td>7</td>
<td>Urban Dance Movement Crew</td>
<td>$1440</td>
</tr>
<tr>
<td>10</td>
<td>ReaLM</td>
<td>$540</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>10969</td>
</tr>
<tr>
<td>Carry over to Round 1 2017/18</td>
<td>$1031</td>
<td></td>
</tr>
</tbody>
</table>

Moved by: Jill Darragh
Seconded by: Councillor Barbara Cameron
CARRIED

RESOLVED

That the Creative Communities Assessment Committee declines the application received from the Ashhurst Music Club due to it being an incomplete application. It was also the view of the Assessment Committee that the Manawatu District Creative
Communities Scheme might not be the right avenue for funding what is being proposed.

Moved by: Jill Darragh
Seconded by: Councillor Hilary Humphrey

CARRIED

RESOLVED

That the Creative Communities Assessment Committee declines the application received from Feilding & Districts Art Society Inc due to it being an ineligible application as it is a fundraising event which was evident through the indication of income being by way of 25% commission.

Moved by: Councillor Hilary Humphrey
Seconded by: Kim Savage

CARRIED

CC 17/008 CONSIDERATION OF LATE ITEMS

There were no late items for consideration.

CC 17/009 MEETING CLOSURE

The meeting was closed at 12.40pm

Approved and adopted as a true and correct record:

---

CHAIRPERSON DATE
Election of Deputy Chairperson - Creative Communities Assessment Committee

Purpose

To elect the Deputy Chairperson of the Creative Communities Assessment Committee.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

1. That the Creative Communities Assessment Committee uses System B of Clause 25 of Schedule 7 of the Local Government Act 2002 for the election of its Deputy Chairperson.

2. That the Creative Communities Assessment Committee elects ......................... as its Deputy Chairperson.

Report prepared by:
Allie Dunn
Governance Team Leader

Approved for submission by:
Brent Limmer
General Manager - Community and Strategy
1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

*Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand*

<table>
<thead>
<tr>
<th>Manawatu District will improve the natural environment, stewarding the district in a practice aligned to the concept of kaitiakitanga.</th>
<th>The Manawatu will attract and retain residents.</th>
<th>Manawatu district develops a broad economic base from its solid foundation in the primary sector.</th>
<th>Manawatu and its people are connected via quality infrastructure and technology.</th>
<th>Manawatu’s built environment is safe, reliable and attractive.</th>
<th>Manawatu District Council is an agile and efficient organisation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

2 Background

2.1 Each Council that distributes Creative Communities Scheme funding is required to form an assessment committee to allocate the funding. The assessment committee is made up of councillors, iwi representatives and community representatives who are familiar with the broad range of local arts activity.

2.2 The Creative Communities Assessment Committee is an independent community committee, not a council committee. Its membership (apart from council representatives) is not decided by council officers or elected members, and decisions made by the committee do not need to be approved or confirmed by council.

2.3 Committee members are appointed or elected for a specified term of not more than three years. Members can serve a maximum of two terms.

2.4 The Creative New Zealand guidelines propose that each year the assessment committee should elect a chairperson, noting that a person may serve a maximum of three consecutive years as chairperson. The practice for the previous Creative Communities Assessment Committees in the Manawatu District has been for the Chairperson to remain in place for the full three years of the triennium.

2.5 The current Chairperson, Jill Darragh, was appointed at the 12 April 2017 Creative Communities Assessment Committee meeting and it is proposed that a Deputy Chairperson also now be appointed.

3 Discussion and Options considered

3.1 Although the assessment committee is not a committee of Council, the Creative New Zealand guidelines require the meetings to comply with the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987.

3.2 There are specific requirements set out in the Local Government Act 2002 regarding the voting system used for electing a deputy chairperson, which is the same process followed for electing a chairperson. The meeting is required to choose between two systems of voting (known as System A and System B) prior to undertaking the election.
System A

3.3 Under System A, there is a first round of voting for all candidates, and if no candidate is successful then there is a second round of voting from which the candidate with the fewest votes in the first round is excluded. Further rounds are held as required and if two or more candidates tie for the lowest number of votes, the person to be excluded is resolved by lot.

System B

3.4 System B has one round of voting, and if two or more candidates tie for the most votes, the tie is resolved by lot.

3.5 System B is the recommended system of voting, as this is a straightforward voting system. The Act requires the committee to decide which method of voting it will use prior to undertaking the election.

4 Operational Implications

4.1 There are no capital / operating expenditure implications or maintenance costs associated with this report.

5 Financial Implications

5.1 There are no financial implications associated with this report.

6 Statutory Requirements

6.1 Clause 25 of Schedule 7 to the Local Government Act 2002 sets out the choices for systems of voting that must be used for election a Deputy Chairperson of a committee. The committee must decide which system it will use prior to undertaking its election:

System A—

(a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and

(b) has the following characteristics:

(i) there is a first round of voting for all candidates; and

(ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and

(iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and

(iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.
System B—

(a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and

(b) has the following characteristics:

(i) there is only 1 round of voting; and

(ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.

7 Delegations

7.1 The committee has the authority to elect its Deputy Chairperson.

8 Consultation

8.1 There are no community consultation requirements associated with this report.

9 Cultural Considerations

9.1 There are no cultural considerations associated with this report.

10 Conclusion

10.1 The committee needs to make its decision in two parts. Firstly, deciding which system of appointment under the Local Government Act 2002 that it will use. Having made that decision, the committee can then call for nominations and undertake the election of its Deputy Chairperson.

11 Attachments

• There are no attachments.
Creative Communities Assessment Committee

Meeting of 13 September 2017

Business Unit: Community and Strategy
Date Created: 04 September 2017

Round 1 - Creative Communities Funding Applications - 2017-18

Purpose

To assess and determine four applications which have been received for Round 1 of the 2017/18 Creative Communities Funding Scheme.

Significance of Decision

The Council’s Significance and Engagement policy is not triggered by matters discussed in this report.

Recommendations

That the Creative Communities Assessment Committee evaluates and considers the following four applications using the assessment tools provided by Creative Communities New Zealand:

- Application 1 – Carolynn Koloto
- Application 2 – Community Arts Palmerston North
- Application 3 – Kimbolton Arts & Sculpture Charitable Trust
- Application 4 – Colyton Community Committee

Report prepared by:
Janine Hawthorn
Community Development Adviser

Approved for submission by:
Brent Limmer
General Manager - Community and Strategy
1 Contribution to the Council Vision and Council Outcomes

1.1 Relationship to the Council Outcomes that underpin the Council’s Vision:

*Connected, vibrant and thriving Manawatu – the best rural lifestyle in New Zealand*

<table>
<thead>
<tr>
<th>Manawatu District will improve the natural environment, stewarding the district in a practice aligned to the concept of kaitiakitanga.</th>
<th>√</th>
<th>Manawatu district develops a broad economic base from its solid foundation in the primary sector.</th>
<th>Manawatu and its people are connected via quality infrastructure and technology.</th>
<th>Manawatu District Council is an agile and efficient organisation.</th>
</tr>
</thead>
</table>

2 Background

2.1 The Creative Communities Assessment Committee has received four Creative Communities Funding Scheme applications, totalling $8,896.00 for consideration. These applications cover a wide range of proposed community art projects in and around the Manawatu District.

3 Discussion and Options considered

3.1 The following is a summary of the four applications received.

- **Application 1** Carolynn Koloto – Tangimoana Art and Craft Festival 2017 – The festival is a combination of an arts and craft exhibition, craft demonstrations, art and craft workshops and a community art project.

- **Application 2** Community Arts Palmerston North – Art Trail Manawatu – Create an Arts Trail through Manawatu to showcase and feature Manawatu artists to visitors and locals.

- **Application 3** Kimbolton Arts & Sculpture Charitable Trust – Kimbolton’s Rural Sculpture Festival – a New Zealand wide rural sculpture competition culminating in an annual festival celebrating the creativity of rural people with the underlying benefits to rural mental and health wellbeing through the process of creating art.

- **Application 4** Colyton Community Committee – Mural for the Colyton Village Hall – design, paint and install a mural across the north wall of the Village Hall.

3.2 All applicants have been invited to attend the meeting on 13 September to speak further to their applications.

4 Operational Implications

4.1 There are no capital/operating expenditure implications or maintenance costs associated with this paper.
5 Financial implications

5.1 Creative Communities New Zealand provides annual funding to Council to distribute on their behalf. There is no impact on Council’s finances. The amount of funding available for allocation for Round 1 is $12,500.00.

6 Statutory Requirements

6.1 There are no statutory requirements in relation to this matter. However, the Manawatu District Council is an agent for Creative Communities New Zealand and is required to distribute funding in accordance with Creative Communities New Zealand guidelines.

7 Delegations

7.1 The Creative Communities Assessment Committee has full delegated authority to make allocations in accordance with Creative Communities New Zealand Funding Guidelines.

8 Consultation

8.1 An advertisement was placed in the Feilding Herald on 10 August calling for applications for Round 1 of the 2017/18 Creative Communities Scheme Funding. Applications were also invited through Facebook with information also being provided on Council’s website. Applications opened on 1 August and closed on 31 August 2017.

9 Cultural Considerations

9.1 There are no cultural considerations to be taken into account in relation to this matter.

10 Conclusion

10.1 To maintain the integrity of the assessment process, Creative Communities New Zealand requires that the assessment committee follow the three key guidelines in relation to each of the four applications received:

- Apply the schemes funding criteria i.e. all projects must meet one of the funding criteria
- Use the Assessors Guide and Assessment Scale to govern decisions
- Follow the procedures for dealing with conflicts of interest

11 Attachments

- Application 1 – Carolynn Koloto – August 2017
- Application 2 – Community Arts Palmerston North – August 2017
- Application 3 – Kimbolton Arts & Sculpture Charitable Trust – August 2017
- Application 4 – Colyton Community Committee – August 2017
Creative Communities Scheme

Application Form

Funding for local arts projects
Ngā pūtea mō ngā toi te haukāinga

CLOSING DATE:

4pm 31 August 2017

FOR PROJECTS THAT TAKE PLACE BETWEEN:

13 September 2017 – 13 September 2018

TO SUBMIT YOUR CREATIVE COMMUNITIES SCHEME APPLICATION PLEASE COMPLETE, PRINT AND RETURN THIS FORM TO:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Private Bag 10001
Feilding 4743

e-mail janine.hawthorn@mdc.govt.nz
Read the **Creative Communities Scheme Application Guide**
Before you prepare your application you should read the **Creative Communities Scheme Application Guide**. This guide tells you:
- whether you are able to apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible and ineligible
- what information you will need to include in your application

**Complete the Creative Communities Scheme Application Form**
- Applications can only be submitted using this document (Creative Communities Scheme Application Form or an online version of this document)
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.
  Example: Type your answer here
- **IMPORTANT – DO NOT edit any text outside of these boxes**
- If you are unable to type into the boxes provided please print a copy and complete by hand
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors.
- We recommend that you keep a copy of your completed application for your own reference.
- Contact the CCS administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist: *(mark with an X)*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>x</td>
<td>My project has an arts or creative cultural focus</td>
</tr>
<tr>
<td>x</td>
<td>My project takes place in the local authority district that I am applying to</td>
</tr>
<tr>
<td>x</td>
<td>I have answered all of the questions in this form</td>
</tr>
<tr>
<td>x</td>
<td>I have provided quotes and other financial details</td>
</tr>
<tr>
<td>x</td>
<td>I have provided other supporting documentation</td>
</tr>
<tr>
<td>x</td>
<td>I have read and signed the declaration</td>
</tr>
<tr>
<td>x</td>
<td>I have made a copy of this application for my records</td>
</tr>
</tbody>
</table>
Name and contact details

Are you applying as an individual or group? Individual ☒ Group

Full name of applicant: Carolynn Koloto

Contact person (for a group): 

Street address/PO Box: 2075 Tangimoana Road

Suburb: RD 3 Town/City: Palmerston North

Postcode: 4473 Country: New Zealand

Email: cja.koloto@gmail.com

Telephone (day): 027 228 6846

All correspondence will be sent to the above email or postal address

Name on bank account: C J A Koloto GST number: 

Bank account number: 38-9015-0088384-00

Please provide a bank deposit slip if you are successful your grant will be deposited into this account

Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā: ☒ Detail: Pākehā

Māori: 

Pacific Island: ☒ Detail: Tongan

Asian: 

Middle Eastern/Latin American/African: 

Other: 

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes: ☐ No: ☒

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

Council website Creative NZ website Social media

Council mail-out X Local paper Radio

Council staff member Poster/flyer/brochure Word of mouth

Other (please provide detail) 

18
Project name: Tangimoana Art and Craft Festival 2017

Brief description of project:

The festival is a combination of an Arts & Craft Exhibition, Craft demonstrations, Art and Craft workshops and a community art project.

Project location, timing and numbers

<table>
<thead>
<tr>
<th>Venue and suburb or town:</th>
<th>Tangimoana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date:</td>
<td>22nd October 2017</td>
</tr>
<tr>
<td>Finish date:</td>
<td>22nd October 2017</td>
</tr>
<tr>
<td>Number of active participants:</td>
<td>100 plus</td>
</tr>
<tr>
<td>Number of viewers/audience members:</td>
<td>200 plus</td>
</tr>
</tbody>
</table>

Funding criteria: (select ONE and mark with an X)

Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project’s main focus.

- Access and participation: Create opportunities for local communities to engage with, and participate in local arts activities
- Diversity: Support the diverse artistic cultural traditions of local communities
- Young people: Enable young people (under 18 years of age) to engage with, and participate in the arts

Artform or cultural arts practice: (select ONE and mark with an X.)

<table>
<thead>
<tr>
<th>Craft/object art</th>
<th>Dance</th>
<th>Inter-arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature</td>
<td>Music</td>
<td>Ngā toi Māori</td>
</tr>
<tr>
<td>Pacific arts</td>
<td>Multi-artform (including film)</td>
<td>Theatre</td>
</tr>
<tr>
<td>Visual arts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Activity best describes your project? (select ONE and mark with an X)

- Creation only
- Creation and presentation
- Workshop/wānanga
- Presentation only (performance or concert)
- Presentation only (exhibition)

Cultural tradition of your project (mark with an X, you can select multiple options)

European: 

- Detail:

Māori: 

- Detail:

Pacific Island: 

- Detail:
Project details
The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes before you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

1. **The idea/Te kaupapa:** What do you want to do?

   The Tangimoana Art and Craft Festival will be a day that celebrates our local talent. An event where local artists and artisans can exhibit their work. There will also be live demonstrations and workshops for the community to participate in. A community project will be created during the day. This year's community project is a sculpture that has been voted for by the local community. Please see the artistic interpretation Fig.1

2. **The process/Te whakatutuki:** How will the project happen?

   Currently meetings are being held monthly in preparation of the festival. The few weekends leading to the festival’s opening will be filled with community working bees for the community art project. The week leading the festival, the setup of the main framing structure of the community art project will be erected. The day before will be used to set up the different areas and exhibition. Then finally on Sunday October 22nd, Labour weekend, from 10am we will be able to see it all come together as the Tangimoana Art and Craft Festival 2017

3. **The people/ngā tāngata:** Tell us about the key people and/or the groups involved.

   There is a core group of 10 people who are the driving force behind organising the logistics of the festival. These people are made up from the the Rongotea Arts and Craft group, the Tangimoana hobbies group and local Tangimoana Artists.

   There are the artists and artisans displaying their work, who are also kindly providing either demonstrations or workshops throughout the day. There are over 25 artists and artisans booked however in previous experience the final number climbs to around 60.

   We also have what we call an active audience who come to view the work and participate in workshops or the community art project. This group encompasses all the community from young children to our senior citizens.

4. **The criteria/ngā paerau:** Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

   The festival engages a varied audience as the community art project and workshops have been designed to engage and enable all community members regardless of age or ability.

   The community art project requires skilled people in the initial setup however from this point everyone will be able to be included. There will also be opportunities prior to the festival to participate i.e scavenging pieces of driftwood, shells and pumice from the beach.

   There are workshops that have been targeted towards our younger artists like felt puppetry and rock painting and workshops that are for the more patient like fine beading and water colours.
5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered?   Yes    ☐ Do NOT include GST in your budget
No   ☑ Include GST in your budget

<table>
<thead>
<tr>
<th>Project costs</th>
<th>Item</th>
<th>Description</th>
<th>Amount eg $300</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Hall Hire</td>
<td>Hire over Labour weekend and for meetings</td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td>Advertising</td>
<td>Flyers A5 x 1000</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Posters A4 x 50</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Marquee Hire</td>
<td>Marquee hire over long weekend</td>
<td>$865</td>
</tr>
<tr>
<td></td>
<td>Project Materials</td>
<td>Reinforcing Mesh</td>
<td>$90</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Wooden posts 3.5m x2 @ $68</td>
<td>$136</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cement quickset x 2 bags @ $15</td>
<td>$30</td>
</tr>
<tr>
<td></td>
<td>Workshop Materials</td>
<td>Assorted paints</td>
<td>$40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Paint brushes</td>
<td>$20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chain &amp; Hooks</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Steel rods</td>
<td>$40</td>
</tr>
<tr>
<td></td>
<td>Total Costs</td>
<td></td>
<td>$1596</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Income</th>
<th>Item</th>
<th>Description</th>
<th>Amount eg $3,750</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Income eg ticket sales</td>
<td>Detail eg 250 tickets at $15 per ticket</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Door entry</td>
<td>Donations at door</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>Commission</td>
<td>Commission of works sold (5%)</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>Total Income</td>
<td></td>
<td>$200</td>
</tr>
<tr>
<td></td>
<td>Costs less income</td>
<td>This is the maximum amount you can request from CCS</td>
<td>$1396</td>
</tr>
</tbody>
</table>

Amount you are requesting from the Creative Communities Scheme $1396.00

Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

<table>
<thead>
<tr>
<th>Date applied</th>
<th>Who to</th>
<th>How much</th>
<th>Confirmed/ unconfirmed</th>
</tr>
</thead>
</table>
Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

<table>
<thead>
<tr>
<th>Date</th>
<th>Project title</th>
<th>Amount received</th>
<th>Project completion report submitted (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>CREATE Tangimoana</td>
<td>$1080</td>
<td>YES</td>
</tr>
</tbody>
</table>

Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.
You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

X I/we understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

X I/we declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

X complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

X complete the project within a year of the funding being approved

X complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

X return any unspent funds

X keep receipts and a record of all expenditure for seven years

X participate in any funding audit of my organisation or project conducted by the local council

X contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

X acknowledge CCS funding at event openings, presentations or performances

X use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: http://www.creativenz.govt.nz/about-creative-new-zealand/logos

X I understand that the Manawatu District Council is bound by the Local Government Official Information and Meetings Act 1987

X I/we consent to Manawatu District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

X I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

X I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993

Name: Carolyn Koloto

(Print name of contact person/applicant)

Signed: [Signature]

(Applicant or arts organisation's contact person)

Date: 28/8/2017
Creative Communities Scheme Project Completion Report Form

1. Project title/ Grant number
   7/15 CREATE Tangimoana

2. Name of applicant
   Carolynn Koloto

3. Name & location of
   Tangimoana

4. Date of Project
   24th, 25th & 26th October 2015
   Unveiling of Community Mosaic 26th of March 2016
5. Amount received from the Creative Communities Scheme
$1080.00 (GST incl)

6. Please give details of how the money was spent. Please account for both the Creative Communities Scheme funding and your own financial contribution to the project

<table>
<thead>
<tr>
<th>Project Costs</th>
<th>DETAIL</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Hire</td>
<td>3 days of event plus meetings and setting up</td>
<td>$200.00</td>
</tr>
<tr>
<td>Advertising</td>
<td>Flyers and Posters</td>
<td>$204.24</td>
</tr>
<tr>
<td>Signage</td>
<td>Core flute boards, paint</td>
<td>$50.25</td>
</tr>
<tr>
<td>Mosaic Tiles</td>
<td>Glass Tiles</td>
<td>$195.19</td>
</tr>
<tr>
<td>Materials for mosaic</td>
<td>Grout, Tools, Plywood</td>
<td>$246.79</td>
</tr>
<tr>
<td>Poster</td>
<td>Large poster with description of Mosaic</td>
<td>$17.50</td>
</tr>
<tr>
<td>Plaque</td>
<td>Plaque placed on mosaic</td>
<td>$47.20</td>
</tr>
</tbody>
</table>

TOTAL $961.17

<table>
<thead>
<tr>
<th>Project Income</th>
<th>DETAIL</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS</td>
<td>FUNDING</td>
<td>$1,080.00</td>
</tr>
<tr>
<td>Door Entry</td>
<td>Donations for entry</td>
<td>$108.40</td>
</tr>
</tbody>
</table>

TOTAL $1,188.40

7. How many people?
- Actively participated = 70 people
- Number of people that attended = 150 unique visitors
8. Highlights; Give a brief description of the highlights of your project. Also describe what didn't work so well and what you might do differently next time?

The Tangimoana Art and Craft Festival was an evolution from the previous Art exhibition. It included a broad range of people who had previously been put off the idea of an exhibition.

Including stalls into the festival made it more of a grass roots affair and having the community mosaic project creates a talking point to the festival. We held a workshop at the school prior to the festival in order to get some of the border pieces finished as the mosaic project had grown to be one large piece that is now mounted to the community hall. This workshop was an excellent way to create a “buzz” around the festival. There were many meetings held to organise the festival which in hindsight were not very productive however now that we have a working model of how we want it to be we will be able to form sub-groups to attend to different areas ie advertising and marketing.

The weekend we chose (Labour Weekend) is a very busy weekend for markets and fairs however I believe we may be able to turn this into an advantage. If we combine with the likes of the Foxton fling and the Sanson Sunday market we could create a Labour Weekend market trail. Our point of difference being the community project and the live demonstrations.
9. How did your project benefit your community?
Tangimoana is a small but disheartened community. The festival having a community project made different people connect over a common purpose. Having a beautiful artwork at the end is always a bonus but it also visually represents community and achievement. Being a long weekend allowed holiday makers and locals a chance to meet and casually “hang out” get to know each other. I particularly noticed this in the young children. I know that some of our artisans specially made things for the festival that they would not have normally, in a way the festival gave them a purpose to create. It also gave first time performers a relaxed atmosphere to play their music. For some of them, who are retirees or stay at home mothers for example, it enabled them to “show off” talents that normally remain privy to a few and I must say there are some real talents in our little village. Connections were also an important benefit, between artisans and craft groups in particular the Rongotea Craft Group.
Report completed by Carolynn Koloto
$227.23 to be refunded
Your support for this event was much appreciated, Thank you very much.
Option 2. - Fishing net
A “net” made from a light grade reinforcing mesh between two posts with driftwood creations attached.
Location undecided
TANGIMOANA ART AND CRAFT FESTIVAL

EXHIBITION, STALLS, DEMONSTRATIONS
LIVE MUSIC, WORKSHOPS, CAFE

LABOUR WEEKEND
10AM - 4PM
SUNDAY 22 OCTOBER 2017
MCKELVIE HALL
TANGIMOANA

Facebook.com/tangiaCF

FOR MORE INFORMATION RING CAT: 06 324 8807
This year's flyer for the Festival.
It was printed before we discovered there was another round of funding for this year. However, all future advertising including our social media will have the Creative Community Scheme logo presented if we are granted funding.
Please note

Application was completed using 'Google Docs' and page formatting was altered.

However, all information required is present.
Creative Communities Scheme

Application Form

Funding for local arts projects
Ngā pūtea mō ngā toi te haukāinga

CLOSING DATE:
4pm 31 August 2017
13 September 2017 – 13 September 2018

FOR PROJECTS THAT TAKE PLACE BETWEEN:

TO SUBMIT YOUR CREATIVE COMMUNITIES SCHEME APPLICATION PLEASE COMPLETE, PRINT AND RETURN THIS FORM TO:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Private Bag 10001
Feilding 4743

e-mail janine.hawthorn@mdc.govt.nz
BEFORE YOU START

Read the Creative Communities Scheme Application Guide
Before you prepare your application you should read the Creative Communities Scheme Application Guide. This guide tells you:
- whether you are able to apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible and ineligible
- what information you will need to include in your application

Complete the Creative Communities Scheme Application Form
- Applications can only be submitted using this document (Creative Communities Scheme Application Form or an online version of this document)
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.
  
Example: Type your answer here

- IMPORTANT – DO NOT edit any text outside of these boxes
- If you are unable to type into the boxes provided please print a copy and complete by hand
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors.
- We recommend that you keep a copy of your completed application for your own reference.
- Contact the CCS administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist: (mark with an X)

- My project has an arts or creative cultural focus
- My project takes place in the local authority district that I am applying to
- I have answered all of the questions in this form
- I have provided quotes and other financial details
- I have provided other supporting documentation
- I have read and signed the declaration
- I have made a copy of this application for my records
**APPLICANT DETAILS**

**Name and contact details**

Are you applying as an individual or group? Individual [ ] Group [ ]

Full name of applicant: Community Arts Palmerston North

Contact person (for a group): Carol Leckie

Street address/PO Box: Square Edge, 47 The Square

Suburb: [ ] Town/City: Palmerston North

Postcode: 4440 Country: New Zealand

Email: carol@ca.org.nz

Telephone (day): 06 357 7542

All correspondence will be sent to the above email or postal address

Name on bank account: Community Arts

Bank account number: 38 9010 0805516 00

GST number: 51 918 061

Please provide a bank deposit slip if you are successful your grant will be deposited into this account

**Ethnicity of applicant/group** *(mark with an X, you can select multiple options)*

<table>
<thead>
<tr>
<th>Ethnicity</th>
<th>[ ]</th>
<th>Detail:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Zealand European/Pākehā</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Māori</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pacific Island</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Middle Eastern/Latin American/African</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Would you like to speak in support of your application at the CCS assessment committee meeting?**

Yes: [ ] No: [ ]

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

**How did you hear about the Creative Communities Scheme?** *(select ONE and mark with an X)*

- [ ] Council website
- [ ] Creative NZ website
- [ ] Social media
- [ ] Council mail-out
- [ ] Local paper
- [ ] Radio
- [ ] Council staff member
- [ ] Poster/flyer/brochure
- [ ] Word of mouth
- [X] Other (please provide detail) Aware through networks
PROJECT DETAILS

**Project name:** Art Trail Manawatu

**Brief description of project:**
Create an Arts Trail through Manawatu to showcase and feature Manawatu artists to visitors and locals. In Feilding we have already engaged in discussions with Pohangina residents who will have an art event at the school, County Fair tearooms to provide teas, Awahou School will host artmakers and local musicians and Tammy Riddell who has developed an event around colouring in. We are also working with Feilding and District Art Society.

**Project location, timing and numbers**

<table>
<thead>
<tr>
<th>Venue and suburb or town:</th>
<th>Manawatu</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start date:</strong></td>
<td>29/9/17</td>
</tr>
<tr>
<td><strong>Finish date:</strong></td>
<td>1/10/17</td>
</tr>
<tr>
<td><strong>Number of active participants:</strong></td>
<td>50+</td>
</tr>
<tr>
<td><strong>Number of viewers/audience members:</strong></td>
<td>4000</td>
</tr>
</tbody>
</table>

**Funding criteria:** (select ONE and mark with an X)
Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project’s main focus.

- [X] **Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities
- [ ] **Diversity:** Support the diverse artistic cultural traditions of local communities
- [ ] **Young people:** Enable young people (under 18 years of age) to engage with, and participate in the arts

**Artform or cultural arts practice:** (select ONE and mark with an X.)

- [X] Craft/object art
- [ ] Dance
- [ ] Inter-arts
- [ ] Literature
- [ ] Music
- [ ] Ngā toi Māori
- [ ] Pacific arts
- [ ] Multi-artform (including film)
- [ ] Theatre
- [ ] Visual arts

**Activity best describes your project?** (select ONE and mark with an X)

- [ ] Creation only
- [X] Creation and presentation
- [ ] Presentation only (performance or concert)
- [ ] Presentation only (exhibition)
- [ ] Workshop/wānanga

**Cultural tradition of your project** (mark with an X, you can select multiple options)

- [X] European
- [X] Māori
- [X] Pacific Island
- [X] Asian

---

Creative Communities Scheme Application Form
PROJECT DETAILS

Middle Eastern/Latin American/African: X  Detail
Other: X  Detail:

Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes before you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

1. The idea/Te kaupapa: What do you want to do?

Develop and hold an Arts Trail across the Manawatu starting with an opening exhibition at Square Edge on Friday 29 September displaying one piece of work per participating artist as a snapshot of the event and leading into the trail. The actual trail will take place over the weekend complemented with workshops and talks. The trail will encourage buyers and collections to discover the undiscovered, to further their collection with known artists and to invite visitors from beyond Manawatu to see the talent residing and creating here.

2. The process/Te whakatutuki: How will the project happen?

Establish and identity for the trail
Develop a list of artists to participate, including all galleries and meet with them
Develop a facebook page and website identity
Seek sponsorship for printing
Seek weekly editorial leading up to the event and other advertising opportunities. NZ Artist magazine Sept issue
Develop opening event at Square Edge
Develop trail guides and other advertising materials for distribution to artists and public
Hold the trail across the Manawatu

3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Project Manager Nicola Gregory
Community Arts staff at Square Edge
All Manawatu artists and gallery owners
Art groups, MS Society, Feilding and Districts Art Society, local schools, including Awahou and Ashhurst schools
County Fair Tearooms
Goltyon and Pohangina artists

4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

Provide an opportunity for locals and visitors to experience and access a wide range of art across a diverse range of cultures.
Provide an opportunity for local artists to showcase what they do to local people and members of the public.
### PROJECT DETAILS (budget)

#### 5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered?  
- Yes  
- No  

Do NOT include GST in your budget

Include GST in your budget

**Project costs**  
Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.

<table>
<thead>
<tr>
<th>Item (eg hall hire)</th>
<th>Detail (eg 3 days’ hire at $100 per day)</th>
<th>Amount (eg $300)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>July to October 2017</td>
<td>13860</td>
</tr>
<tr>
<td>Graphic designer</td>
<td>Brand image, map, posters, flyers etc</td>
<td>2025</td>
</tr>
<tr>
<td>Printing</td>
<td>DL Flyers, A5 and A3 posters, trail guide books</td>
<td>3995</td>
</tr>
<tr>
<td>Media Advertising</td>
<td></td>
<td>2000</td>
</tr>
<tr>
<td>Website</td>
<td></td>
<td>120</td>
</tr>
<tr>
<td>Contingency services</td>
<td></td>
<td>2000</td>
</tr>
</tbody>
</table>

**Total Costs**  
$24,000

**Project Income**  
Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.

<table>
<thead>
<tr>
<th>Income (eg ticket sales)</th>
<th>Detail (eg 250 tickets at $15 per ticket)</th>
<th>Amount (eg $3,750)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Own funds</td>
<td></td>
<td>11,860</td>
</tr>
<tr>
<td>Eastern and Central</td>
<td>Grant</td>
<td>4640</td>
</tr>
<tr>
<td>CCNZ Palmerston North</td>
<td>Grant</td>
<td>4000</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>Print</td>
<td>500</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>General</td>
<td>1000</td>
</tr>
</tbody>
</table>

**Total Income**  
$22,000

**Costs less income**  
This is the maximum amount you can request from CCS  
$2000

**Amount you are requesting from the Creative Communities Scheme**  
$2000
**PROJECT DETAILS**

**Other financial information**

Tell us about any other funding you have applied for or received for this project (remember you can’t receive funds for your project from both CCS and Creative New Zealand’s other funding programmes).

<table>
<thead>
<tr>
<th>Date applied</th>
<th>Who to</th>
<th>How much</th>
<th>Confirmed/unconfirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/7/17</td>
<td>Eastern and Central</td>
<td>4640</td>
<td>unconfirmed</td>
</tr>
<tr>
<td>26/7/17</td>
<td>CCNZ Palmerston North</td>
<td>4000</td>
<td>unconfirmed</td>
</tr>
<tr>
<td></td>
<td>Sponsorship</td>
<td>1500</td>
<td>unconfirmed</td>
</tr>
</tbody>
</table>

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

<table>
<thead>
<tr>
<th>Date</th>
<th>Project title</th>
<th>Amount received</th>
<th>Project completion report submitted (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 2014</td>
<td>Art Classes CCNZ Palmerston North</td>
<td>5075</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.
PART 3: DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

X I/we understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand’s other funding programmes.

X I/we declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

X complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

X complete the project within a year of the funding being approved

X complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

X return any unspent funds

X keep receipts and a record of all expenditure for seven years

X participate in any funding audit of my organisation or project conducted by the local council

X contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

X acknowledge CCS funding at event openings, presentations or performances

X use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: http://www.creativenz.govt.nz/about-creative-new-zealand/logos

X I understand that the Manawatu District Council is bound by the Local Government Official Information and Meetings Act 1987

X I/we consent to Manawatu District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

X I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

X I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993

Name: Carol Leckie

(Print name of contact person/applicant)

Signed: [Signature]

(Applicant or arts organisation’s contact person)

Date: 30/9/17

(Print name of parent/guardian for applicants under 16 years of age)

Signed: [Signature]

(Date: [Signature]

(Parent/guardians signature for applicants under 16 years of age)
PROPOSAL
Event Manager/Creative Director for the Arts Trail Manawatu, 2017

Prepared for: Palmerston North Community Arts Council
By: Nicola Gregory
CONTENTS

Expression of Interest 2
Identity Concept 3
Event Vision 4
Outline of Calendar 6
Event Marketing 9
Event Management/Professional Services 10
Budget Talk 12

Appendix
I  Graphic Design Quote 1: Steph Milne 13
II Print Quote 1: Fisher Print (Steph Milne) 14
III Graphic Design Quote 2: Larking Design 15
IV Print Quote 2: Freedom Print (Karen Larking) 16
V Curriculum Vitae 18
3124 Pohangina Valley West Road
RD 14
Ashhurst
021 02647764
njgregory81@gmail.com
www.nicolagregory.com
fb.com/nicolagregoryartist

26 May 2016

To The Board,

My name is Nicola Gregory and I am a Palmerston North born and bred local, now practising artist.

I have a studio space here at Square Edge (Fox in the Hen House) and have exhibited locally in Palmerston North, Whanganui and Wellington since my graduation from Whanganui UCOL in 2003.

I am submitting my proposal to event manage the Arts Trail, because I feel I have a lot of the desired skills for the job with the aligning passion required for the task.

I am in complete agreement with the Board, that in observing the success of the neighbouring Whanganui Artists Open Studio weekends, Palmerston North is in a position to deliver something similar but with our own identity. So when I heard of the Request for Proposal, I felt I needed to give the opportunity to manage the project a good go.

In the following pages, you will find my intent to establish a feel and a vision for the weekend, my Professional skill set, a brief calendar for timing, a breakdown of tasks and an approximate budget.

Given the time restraints in getting the proposal in to the board, please keep in mind this document is a starting platform only, with room obviously for gaps to be filled in the coming months.

Many thanks for taking the time to consider my proposal,

Nicola Gregory

© 2017 Nicola Gregory
IDENTITY CONCEPT

The identity of the event I feel is, (next to acquiring a beautiful list of willing-to-participate artists), up there as one of the most important elements.

I will be working very closely with the selected Graphic Designer to get just the right look and feel of the event in order to cement something solid and meaningful with the ability to travel into the follow years.

Below is my brainstorm and where my thinking is at the moment.

Manawatū– Heart Standing Still

The HeART

Palmerston North Arts Strategy Statement and applicable points to this project:

"Art is the Heart of the City"

- 80,300 creative individuals
- Council aims to motivate people to create
- To strengthen place of arts in the community
- Showcase diverse arts culture
- Arts – key to city's vibrancy
- Importance of forming partnerships
- Encouragement of business and individuals to support the arts
- To have awareness and pride in our art and artists
- More...

The ARTISTS and CREATIVES!

- Without them/us, we wouldn't have the possibility for an event. This is why I ended up using names in my own play around of a graphic for this proposal document.

The Manawatu River and surrounding rural life and ranges.

- Flowing lines, colour green - “Go Green, Go Manawatu!”

Journeying, Trailing, travelling

- The purpose of this event is to ask people to travel, following maps and plotting their own course.
- Reflected in the trailing, meandering lines with suggested points along the way.

© 2017 Nicola Gregory
EVENT VISION

The following are bullet point ideas of how I would imagine the event to look: the key elements and concepts and how to achieve strategic objectives of the event.

- The Arts Trail Manawatu would be held over one weekend looking at dates 30-1 Sept/Oct (International Spring festival and Red Nose day in the Square current events on in PN) or the 7-8 October (couldn’t see anything obvious that might clash). Also keeping in mind the Square Edge Makers Market would be on 1st October – this might be a good thing or might be a hindrance to either stall holders or open studio artists. Something to have a conversation about. It is important to see what else is happening in the city over these weekends so as to maximise the visitor participation numbers.

- The Arts Trail 2017, in my mind would start off this year in a gentle fashion. Looking at quality over quantity of artists participating. I feel a lean toward semi-curating the trail to start off with, by approaching certain artists in order to gain a trail that is broad in its inclusion to showcase the diversity present in the Manawatu, then opening the application process if need be to secure the last spots. Whanganui currently boasts over 70 participating artists, in my opinion, we aren’t in the position at this stage to entertain the idea, but maybe around the number 30 is where my thinking is at this stage. This would be a conversation to be had with the Board.

- Artists would sign a contract to have their studios open and available to receive visitors and sell work from between 10am and 5pm both days of the weekend. They would agree to provide an image, brief sentence about their work, contact details and an art work for the trail guide and opening event. Artists would agree to any other promotional use of images or availability for interviewing. Artists would be provided with signage to place outside their space/house for visitor guidance and will all be contacted post event for follow up feedback and collection of signage.

- A Trail map would be created, potentially a folded DLE that opens into a full map, showcasing each artist i.e. the image, sentence and contact details with corresponding number to their studio site on the map. These maps would be mainly held at Square Edge leading up to, for the opening event and when people visit the Beginning Point exhibition. The map would also be online as a downloadable PDF and all artists will feature online so people can access the maps via their device while on the road. I would also liaise with local print media to book a full double page pull out of the map a week or so before the event.

- There would be an opening event – a ‘beginning point exhibition’ (yet to be titled) held at Square Edge (being a Community Arts initiative and owned event) on the Friday evening before the opening weekend. This exhibition would aim to contain one piece per participating artist as a snap shot of the
event and a sneak peek into artist's styles and work – allowing visitors to decide where they might like to mostly direct their attention. The opening event would include speakers, entertainment/music, food, beverage and an elaborate invite list. This event in itself will be a large part of the focus leading up to the event weekend. I would seek to have a Curatorial voice over the hanging and preparation of the spaces as part of this position. The availability of both exhibition spaces in Square Edge would need to be checked and made available to ensure as well as having Café Royal on board for the opening event.

- To enhance and stretch the experience of the event, artists could be encouraged to run floor talks or workshops. There is the opportunity to run competitions, maybe asking for some donated pieces of artwork to have as prizes for people who visit every studio space (they get a stamp and bring it back to Square Edge to go in the draw?). I have no doubt the people I would be working with on this project would be able to come up with any number of ways to enhance the weekend and visitor experiences.

- Ultimately the weekend's purpose is to showcase and feature Manawatu artists. To encourage collectors and buyers to discover the undiscovered, to further their collection with existing 'names', to invite visitors from beyond the Manawatu to see the talent residing and creating here and to invite locals into the often times intriguing, curious creative space of the artist.

- Ideally, when the event is a success, there will be enough of a solid start to ensure the Arts Trail has a position in the Manawatu event calendar for years to come.
OUTLINE OF CALENDAR

I have projected a start date for this project to be July 1st, considering the Board will need time to evaluate submitted proposals and interview candidates. The following is a brief outline of where I see time going between July 1st and the proposed weekends for the event.

JULY

- Secure budget from CAPN and sign a Contract as Event manager/Creative Director, ensuring the inclusion of accountability and any legal matters.
- Secure Galleries for exhibiting and opening at Square Edge
- Secure support and potential sponsorship opportunities from Café Royal (with competitions, alcohol for opening event, musicians)
- Confirm Graphic Designer and book print space with selected printing business (also seeking sponsorship from both designer and printer)
- Confirm graphic identity for the Arts Trail, approval from Board and receive digital files to begin developing web based marketing and associated paperwork
- Write and approve contracts for artists with the Board
- Work to develop a list of potential artists to approach and begin to make contact. Carly Thomas will be contacted at this point along with Sue Artner, Catherine Russ, Israel Birch and Kam Donnelly for contacts and a potential list of artists to then be put to the Board for approval to approach.
- Develop a Facebook page and website(?) for the event
- Seek sponsorship for the event in the way of reduced costs on printing marketing material, print media (editorials, advertorials, pull out page), radio time
- Secure some weekly editorial leading up to the event – to promote and showcase individual artists as well as a pull out page of the map.
- Work with Square Edge staff and the Board around Risk Management, Insurance and health and safety requirements for the event.
- Event run sheet and progress report to the Board

AUGUST

- Make contact with Te Manawa for inclusion in their What’s On and confirm destination on the map.
- Contact all Independent Galleries (Taylor Jenson, Zimmerman, The White Room, Snails, Safe As, US) and confirm inclusion on Trail. This includes any small rural galleries in the area i.e. County Fayre Pohangina, Ashhurst. Seek contact lists for marketing purposes.
- Finalise and secure all participating artists/studios

© 2017 Nicola Gregory
• Receive all images, blurbs, contact details (addresses) for each artist and work with graphic designer to produce the Trail Guide. Carly Thomas would be included here.
• Work with the graphic designer on posters, flyers and flags for production
• Work on marketing plan for August and September (see details in Marketing, including writing press releases and interviewing artists for posting on Social media
• Ensure all supporters and sponsors are included on map and all logos are received in high resolution jpeg format.
• Confirm opening event elements (speakers, entertainment, food budget, Doug Wilson – sound etc)
• Interviewing artists for promotional purposes
• Event run sheet and progress report to the Board

SEPTEMBER/OCTOBER

• Final run sheet and progress report to the Board with any final sign offs required taken place early in the month
• Heavy marketing presence this month for the event – print and web based
• Invitations created and digitally distributed for the opening event
• Receipt of artworks this month for the exhibition opening with accompanying label details
• Trail Guides are complete and ready for distribution and a downloadable, printable PDF is available online. Artists receive a handful of these as well as a handful of flyers for them to promote the event.
• Heavy presence of the event in local papers, show casing an artist a day in the lead up on social media?
• Deliver flags/signage to artists for the opening weekend along with anything else (maybe a thank you goodie bag – sponsored? stamps for competition purposes, follow up feedback form), touch base, be available for questions and support to artists.
• Curate and hang opening exhibition with Clayton.
• Liaise with key people for opening event: speakers, musicians, Café Royale - confirm
• Opening day/night – last preparations, food, appropriate elements are in place
• Event weekend – be available to all artists at all times and seek to ensure smooth running of the event – social media presence, go around and visit artists – face to face contact if possible through the weekend.
• Attempt to acquire visitor feedback about the weekend and how experience could be improved, easibility in finding and visiting studios etc

POST EVENT – OCTOBER

• Follow up with artists/participants verbally and encourage the feedback form be filled in and emailed/handed back to me
- Write a report for Community Arts on my experience and successful elements/not-so-successful elements of the weekend for future reference. This would include artist and visitor feedback.
- Meeting with the Board to debrief.
EVENT MARKETING

I have briefly listed below a marketing plan that I believe covers most if not all the ground we might have available to us given time and budgeting constraints.

Note: All marketing will be consistent and will use branding effectively and cleanly.

- Initial set up of Arts Trail Facebook page and events to invite – linked to the Community Arts Page, but would be managed by me and would launch the Arts Trail identity. Spread and share far and wide around the country. Build likes and activity. Photographs and interviews with artists and their work would feature here. Direction to and from a potential website.
- Initial set up of Arts Trail Instagram page – too be used in a complimentary way to the Facebook page.
- Set up of a simple Squarespace website – approximately $30 a month, this space would hold profiles of all the artists (i.e. Carly’s written content), including maps and the downloadable PDF file.
- The downloadable PDF file will
- Listing on all event sites: Event Finda, The Square (Sponsorship there?), inclusion in Te Manawa ‘What’s On’
- Booking (sponsored?) with carefully spread features of the Trail with local papers – Tribune, Guardian, Manawatu Standard
- Flyer/Poster Distribution: Square Edge, I-site, UCOL, Massey, Design School, local retailers/cafes, give a pile to each participating artist to distribute
- Radio: Massey, Access radio, The Breeze
- Personal presence at local art events -gallery openings, music events – to network and distribute flyers as well as the monthly Arts Jam
- Beyond the Manawatu – As a large part of this event will be about attracting visitors/artists from out of town to purchase art, it will be important to utilise contacts beyond. So having a presence in Whanganui, Bulls, Rangitikei, Wellington, Kapiti and the Hawkes Bay will be paramount. I would do this through having presence of the event via flyers/trail guide in galleries/cafes external to PN. I would also link and communicate the event via social media as well as email and phoning directly. I would seek some of the independent Galleries (Zimmerman, Safe As, Taylor Jenson, The White Room) to distribute this event through to their buyers in return for sponsorship acknowledgment through logo inclusion on promotional material. I feel the most effective means to entice out-of-towners, will be in finding and contacting buyers of art, making them aware of this event and the chance to pick up some new artists potentially.
- Distribution of opening event invitations – this will also have the downloadable PDF of the trail guide and links to website/FB pages. The event invite list will be extensive and will endeavour to go beyond the Manawatu.
- Whatever else I have missed...
EVENT MANAGEMENT
PROFESSIONAL SERVICES

I see this opportunity as one to start as you mean to finish, do it right the first time. This for me means that if I was successful with the contract to Event Manage, I would endeavour to put 100% effort in and give the task the appropriate love and time. I would give weight to the identity and vision to ensure the first task has the legs to be picked up as an annual event. In my mind this event has to be clean and clear and classic. It has to be rich and well planned, with room for the organic and for making meaning and experience. I have briefly set out what I believe to be a fair allocation of time and funds to this task.
Of course everything is open to negotiation until there is a signed contract.

I believe this task will take a minimum of 20 hours per week beginning July 1st, plus some love...
If the event was held on September 30-October 1, this gives a total of 13 weeks led in, plus the weekend itself and post weekend reviewing and reporting.

HOURS:

13 weeks July-Sept organisation 260 hours
Opening Event Friday 8 hours
Weekend 20 hours
Follow up 20 hours

Total Hours: 308 hours

Professional fee $45.00 gross per hour
Total cost for Professional Services $13,860 gross

Breakdown of Professional Fee:

• Project Management and accountability for success of event
• Implementation of Creative Direction
• My personal and professional contacts to call on for this event
• Graphic Design and excellent general computing skills
• Marketing and Communication Services – Social media/website, press releases, emails, telephone communications, meetings.
• Use of personal cell phone and broadband
• Office – computer and software, printing, supplies, consumables
• Reporting and reviewing
• Use of personal Vehicle to complete Project related tasks

© 2017 Nicola Gregory
• Petrol Consumption (approximate $10 - $20 per week over duration of project)

SPONSORSHIP possibilities
• Printing
• Advertising/Editorial – Newspaper, Radio
• Massey/Maori Visual Arts, UCOL, Te Manawa Art Society, Independent Galleries
• Local Retailers
• Local radio stations

OTHER SERVICES
• Carly Thomas – Arts Feature writer for the Manawatu Standard

Carly has offered her services to me for writing content during the event lead up and for any printed material produced for the event. I imagine a sentence only (due to graphics/print costings) about each artist with corresponding links to websites and Facebook pages in the printed map, but a more in-depth online version about artists using Carly’s skills would be a welcome additional layer to the event lead up, as well as in any promotional material.

I would also intend to approach her to work with her in curating the initial list of artists to approach, as with her work, she has already covered and written about artists far and wide in the Manawatu.

Fee $40 per $100 words, roughly she would allocate about 70 hours work of work to the writing that would potentially be involved.

100 words for 30 artists at $40/100 = $1200

• Square Edge Staff – Carol, Sue and Shaun and Board Members

I value the good working relationship I already have with the staff at Square Edge and would heavily rely on their expertise, contacts, wisdom and support in order to pull off a successful event. There would be weekly ways in which I would require help and advice from these key people, as well as frequent check ins with key Board members. I would ensure good communication and organisation, in order to work effectively with staff and members of the Board.

• Second proof reader/editor of trail guide and press ready promotional material
• Anyone else?

Well I have an open, quick problem solving mind. So if I need services or expertise, I will have conversations and follow threads until resolution is found.

© 2017 Nicola Gregory
# BUDGET TALK

Following I have broken the main areas concerning the budget down, giving individual pricing based on the information I have so far. All is subject to change and negotiation and is only an indicator at this point.

All quotes I have obtained are attached to this document as appendices.

<table>
<thead>
<tr>
<th>Professional Fee – Nicola Gregory</th>
<th>$45/h approx. 308 hours</th>
<th>$13,860</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphic Design Quote 1 – Steph Mline</td>
<td>Includes: Main brand imagery, ad sheet, social media adjustments of graphic, design of map/posters, proofing editing to pre-press stage, reformatting of ads (allowance for 2), flag design</td>
<td>$2025</td>
</tr>
<tr>
<td>Graphic Design Quote 2 – Larking Design</td>
<td>Includes: Graphic identity and supply of files, Trail guide (8 page DLE design – press ready, Studio Map, Trail ads for print (allowance of 4 in total), Flyers and Posters, Trail Flag design.</td>
<td>$2730</td>
</tr>
<tr>
<td>Printing – Promotional material/Trail Guide/Signage – Freedom Print</td>
<td>DL Flyer – 250</td>
<td>$57.70</td>
</tr>
<tr>
<td></td>
<td>DL Flyer – 500</td>
<td>$95.00</td>
</tr>
<tr>
<td></td>
<td>A5 Flyer – 250</td>
<td>$68.75</td>
</tr>
<tr>
<td></td>
<td>A5 Flyer – 500</td>
<td>$110.00</td>
</tr>
<tr>
<td></td>
<td>A3 Poster – 250</td>
<td>$212.50</td>
</tr>
<tr>
<td></td>
<td>A3 Poster – 500</td>
<td>$340.00</td>
</tr>
<tr>
<td></td>
<td>A5 Trail Guide (Booklet) – 5000</td>
<td>$1528.00</td>
</tr>
<tr>
<td></td>
<td>A5 Trail Guide (Booklet) – 10,000</td>
<td>$2472.00</td>
</tr>
<tr>
<td></td>
<td>A2 Corflute signs – 30</td>
<td>$675.00</td>
</tr>
<tr>
<td></td>
<td>A2 – Corflute Signs – 50</td>
<td>$975.00</td>
</tr>
<tr>
<td></td>
<td>All quotes exclude gst</td>
<td>$2541.25</td>
</tr>
<tr>
<td></td>
<td>or</td>
<td>$3992.00</td>
</tr>
<tr>
<td>Printing – Promotional material/Trail Guide/Signage – Fisher Print</td>
<td>DLE Folding Brochure (Trail Guide) 3000</td>
<td>$1434.00</td>
</tr>
<tr>
<td></td>
<td>10000</td>
<td>$2466.00</td>
</tr>
<tr>
<td></td>
<td>20000</td>
<td>$3970.00</td>
</tr>
<tr>
<td></td>
<td>30000</td>
<td>$5355.00</td>
</tr>
<tr>
<td>Print Media Advertising</td>
<td>TBC – Approximation only and would seek sponsorship here.</td>
<td>$2000</td>
</tr>
<tr>
<td>Website</td>
<td>Approx $30 per month, would keep going for 4 months over event. Then negotiate its future, I would sign up and set up, do graphics and load content, manage.</td>
<td>$120</td>
</tr>
<tr>
<td>Other Professional Services</td>
<td>$2000</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>TERMS - SUBJECT TO CHANGES as additional information comes in.</strong></td>
<td>$24,000</td>
</tr>
</tbody>
</table>

© 2017 Nicola Gregory
APPENDIX I

Graphic Design Quote - Steph Milne

Hi Nic,

Thank you for the opportunity to provide you with costings to help promote an Art Trail in Palmerston North. Following our recent discussions, I have attached a pdf costings sheet which allows for:

- Overall design of brand imagery
- Application to printed poster/DLE brochure + typesetting individual artist listings
- Design of map showing location of participating artists
- Formatting brand imagery for social media, newspaper advertising and signage

Terms & Conditions are also noted on this costings sheet - note also that the supplied costings are based on the creative brief you have supplied and significant changes to same may need to be re-costed accordingly.

Please also find attached a print quote for the poster/DLE brochure from Fisher Print. I have requested a further quote from Freedom Print and when I receive it, I will forward that to you also for your consideration.

I look forward to working with you on this exciting initiative. I have worked on many similar projects in the past as director of Fusion Design Group Ltd.

Kind regards, Steph Milne

Studio 10, Square Edge

Palmerston North

---

COSTINGS FOR NIC

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mock up cover with main brand imagery on spine</td>
<td>$345.00</td>
</tr>
<tr>
<td>Supply typeset ad sheet with examples and terms &amp; conditions</td>
<td>$390.00</td>
</tr>
<tr>
<td>Adjust brand imagery and supply formats for social media</td>
<td>$60.00</td>
</tr>
<tr>
<td>Overall design of map and poster/DLE brochure</td>
<td>$345.00</td>
</tr>
<tr>
<td>Proofing/editing to pre-press stage + press pass as required</td>
<td>$130.00</td>
</tr>
<tr>
<td>Reformat for newspaper/magazine ad e.g. Manawatu Standard</td>
<td>$130.00</td>
</tr>
<tr>
<td>Flag design to pre-press stage</td>
<td>$330.00</td>
</tr>
<tr>
<td>Placement of listings (half page) photo, logo, blurb, contact details</td>
<td>additional $40 each</td>
</tr>
<tr>
<td>Placement of listings (full page) logo, blurb, contact details</td>
<td>additional $35 each</td>
</tr>
<tr>
<td>Placement of listings (quarter page) blurb only with contact details</td>
<td>additional $15 each</td>
</tr>
</tbody>
</table>

TOTAL: $1,735.00

TERMS & CONDITIONS

Costings apply for 4 opportunities to edit and make changes
Artelants to be supplied spell checked in word doc or similar
Photos and logos to be supplied as high res files for editing
Additional creative to be supplied spell checked in word doc
Print quotes supplied separately
Signage quotes supplied separately
Further requests if required for other media | $60 each

Contractor not GST registered

© 2017 Nicola Gregory
APPENDIX II
Fisherprint Quote (Steph Milne)

CASH SALE
Studio 10

Attention: Steph Milne
Dear Steph,

Job Title: COMMUNITY ARTS BROCHURE
Details: Printed CMYK both sides on White 128gsm Matt Stock
Trimmed & folded (in half and concertina) to 210 x 100mm
Packed into cartons
Deliver to 1 address. Palmerston North
From print ready files supplied, PDF proof for approval

Materials: gsm
Size: 400 x 420 folded to 100 x 210

<table>
<thead>
<tr>
<th>Quantity</th>
<th>3000</th>
<th>10000</th>
<th>20000</th>
<th>30000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Price</td>
<td>1,434.00</td>
<td>2,466.00</td>
<td>3,970.00</td>
<td>5,355.00</td>
</tr>
<tr>
<td>GST</td>
<td>215.10</td>
<td>369.90</td>
<td>595.60</td>
<td>803.25</td>
</tr>
<tr>
<td>Total Price</td>
<td>1,649.10</td>
<td>2,835.90</td>
<td>4,565.60</td>
<td>6,158.25</td>
</tr>
</tbody>
</table>

Regards,
Sian Jones.

Date: 25/05/17
Quotation No: 316826
Customer Code: CASH
Phone Number: 021 404 060
Fax Number:

Customer Code: CASH
Quotation No: 316826

© 2017 Nicola Gregory
APPENDIX III

Graphic Design Quote – Karen Larking

larking DESIGN

estimate
May 25, 2017

Palmerston North Community Arts

PROJECT: Arts Trail 2017

PROJECT BREAKDOWN:
- Graphic Identity for the trail - supply of files for use in social media.  $1100.00
- Trail Guide 8 page DLE design supplied as digital and press ready files $720.00
- Studio map $180.00
- Trail Ads for print media $125.00 per ad
- Flyers and posters $140.00 per
- Trail flag design $90.00

TERMS:
This figure is an estimate, not a quote. It is based on the information provided, and may be inappropriate if additional information is forthcoming, or specifications change. It does not include printing, paper or third-party artwork.

Karen Larking
p: 021 048 2184
larkingdesign@gmail.com
THANK YOU!

© 2017 Nicola Gregory
APPENDIX IV

Freedom Print Quote – Karen Larking

28/05/2017

Community Arts Palmerston North
PO Box 1478
Palmerston North

Attention:

We have much pleasure in offering this quotation for your consideration.

**DESCRIPTION:**

<table>
<thead>
<tr>
<th>DL Flyer</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>99 x 210mm</td>
<td></td>
</tr>
<tr>
<td>Stock</td>
<td>150 gsm silk matt</td>
<td>Colour single sided</td>
</tr>
<tr>
<td>Finishing</td>
<td>Trimmed to size</td>
<td></td>
</tr>
<tr>
<td>Artwork</td>
<td>Supplied as PDF, with 3mm bleed ready for print</td>
<td>Additional design and file set up $90 + GST per hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>250</th>
<th>500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing Price Per / 1</td>
<td>0.23</td>
<td>0.19</td>
</tr>
</tbody>
</table>

**Total**

$57.50 $95.00

<table>
<thead>
<tr>
<th>A5 Flyer</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Size</td>
<td>A5</td>
<td></td>
</tr>
<tr>
<td>Stock</td>
<td>150 gsm silk matt</td>
<td>Colour single sided</td>
</tr>
<tr>
<td>Finishing</td>
<td>Trimmed to size</td>
<td></td>
</tr>
<tr>
<td>Artwork</td>
<td>Supplied as PDF, with 3mm bleed ready for print</td>
<td>Additional design and file set up $90 + GST per hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>250</th>
<th>500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing Price Per / 1</td>
<td>0.28</td>
<td>0.22</td>
</tr>
</tbody>
</table>

**Total**

$68.75 $110.00
### A3 Poster
- **Size**: A3
- **Stock**: 150 gsm silk matt
- **Colour**: Colour single sided
- **Finishing**: Trimmed to size
- **Artwork**: Supplied as PDF, with 3mm bleed ready for print
  - Additional design and file set up $90 + GST per hour

<table>
<thead>
<tr>
<th>Quantity</th>
<th>250</th>
<th>500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Printing Price Per / 1</td>
<td>0.85</td>
<td>0.68</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$212.50</td>
<td>$340.00</td>
</tr>
</tbody>
</table>

### A5 - Trail Guide (Booklet)
- **Size**: A5 - 148mm x 210mm (finished)
- **Stock**: 170gsm silk matt
- **Colour**: Full colour double sided throughout - 8 page
- **Finishing**: Trimmed to size, creased folded and saddle stitched to A5
- **Artwork**: Supplied as PDF, ready for print with 3mm bleed
  - Additional design and file set up $90 + GST per hour

<table>
<thead>
<tr>
<th>Quantity</th>
<th>5,000</th>
<th>10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Price Per / 1</td>
<td>0.31</td>
<td>0.25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,528.00</td>
<td>$2,472.00</td>
</tr>
</tbody>
</table>

### A5 Trail Guide (Concertina)
- **Size**: 396mm x 210mm (flat)
- **Stock**: 170 gsm silk matt
- **Colour**: Colour double sided
- **Finishing**: Trimmed to size, concertina folded to 99 x 210mm (8 panel)
- **Artwork**: Supplied as PDF, with 3mm bleed ready for print
  - Additional design and file set up $90 + GST per hour

<table>
<thead>
<tr>
<th>Quantity</th>
<th>5,000</th>
<th>10,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Price Per / 1</td>
<td>0.27</td>
<td>0.21</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,335.00</td>
<td>$2,087.00</td>
</tr>
</tbody>
</table>

### A2 Corflutes - Double Sided
- **Size**: A2 594mm x 420mm
- **Stock**: 5mm corflute
- **Colour**: Colour double sided
- **Finishing**: Trimmed to size
- **Artwork**: Supplied as PDF, ready for print with 5mm bleed
  - Additional design and file set up $90 + GST per hour

<table>
<thead>
<tr>
<th>Quantity</th>
<th>30</th>
<th>50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign Manufacture / 1</td>
<td>22.50</td>
<td>19.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$675.00</td>
<td>$875.00</td>
</tr>
</tbody>
</table>

© 2017 Nicola Gregory
APPENDIX V

Curriculum Vitae
Nicola Gregory

Personal Details
Date of Birth 18 October 1981
Address 3124 Pohangina Valley West Road
           RD 14
           Ashhurst, 4884
Telephone 021 0264 7764
Email njgregory81@gmail.com
Drivers Licence Full – clean
Health Excellent, non-smoker

Key Attributes
• I am 100% passionate about art in ALL forms
• I am 100% passionate about people and communities
• I am 100% passionate about combining my two passions – ART and PEOPLE!
• I am warm, friendly and approachable with a BIG smile and a sense of
  humour
• I am very respectful and open minded
• I naturally network and link, always looking for opportunities to connect
  people
• I am culturally sensitive and aware with an openness to know more always
• I am uniquely creative and possess a multitude of transferable skills
• I bring positive energy and flair to any organisation I am part of
• I am highly efficient and professional, with the ability to multitask
• I have excellent verbal and written communication skills
• I am confident digitally and can apply knowledge to administration, budgets,
  reporting, design tasks, marketing and communications
• I have excellent time management and organisational skills
• I thrive on problem solving and working under pressure

© 2017 Nicola Gregory
- I have an excellent level of self-awareness with the ability to think reflectively and reflexively. I am always on the lookout for learning and growth both personally and professionally.
- I am well-presented and professional with a strong work ethic

Formal Education and Training

2016
Whitecliffe College of Art and Design - Post Graduate Diploma in Arts Therapy
Art Therapy is an emerging practice used mainly within the mental health sector that focuses on applying creativity as therapy to promote wellbeing in an individual or group setting. Although nested in mental health, I believe that key elements and processes in Art Therapy are relevant and can be applied to any individual or group at any time. The PROCESS being the key.

2000-2003
Wanganui UCOL – Bachelor of Fine Arts
I majored in Painting and Photography and have exhibited consistently since my graduation.

1995-1999
Palmerston North Girls High School - University Entrance

Employment History

Committed Self Employed Artist
Fox in the Hen House Studio, Square Edge Community Arts Centre
Current
- Exhibitions locally (solo and group shows) and beyond the Manawatu - Including a booked solo show at Space Gallery in Wanganui (August) and Square Edge (December) this year.
- Attendance at local markets – George St, Cuba St, Square Edge
- I have a home-based studio and an open studio located in the Square Edge building (Fox in the Hen House) that sees my table seated with a variety of people from all walks of life who sit down to talk about life, philosophy, politics, love and art!
- Commissions: private pieces through to community projects (murals, community gifts, school fundraisers)

For more please see:
www.nicolagregory.com
www.fb.com/NicolaGregoryArtist
http://www.stuff.co.nz/manawatu-standard/lifestyle/80839398/Stitching-a-heart-over-the-whole

VAAV – Vaughan Armstrong Audio Visual
© 2017 Nicola Gregory
Office Administrator
January 2017 – Current

- Basic administrative tasks
- Data Entry, invoicing
- Basic marketing tasks (design and production of promotional material) as and when required

Top of the Range - Ruahine Venison - Pohangina
2014 –2015: Co-owner/Operating Manager

A small local business selling Wild Venison, harvested from the Ruahine Ranges, processed at Venison Packers Fielding. Product was then sold through retail and wholesale avenues. Key elements of my role:

- Initial conception and development of the business in collaboration with a team of key people
- Branding of the business since its inception, i.e. the design of the Top of the Range logo, signage, labelling for packaging and marketing
- Communication with and reporting to business partners
- Liaising with production and manufacturing companies in the organisation of product
- Organisation, design, setup, management and running of exhibition stands at events: Mystery Creek Fieldays; The Great NZ Food Show: The Manawatu Ideal Home Show; and the Waikato Home and Garden Show where Ruahine Venison received an award for “Best Stand” as well as attending local Farmers Markets
- Recruitment, training and management of staff for events
- Organising other promotional opportunities including several cooking demonstrations and photography of the cooked product – all tasks I implemented and carried out personally.
- Managing social media as a marketing tool to engage customers and encourage feedback
- Financial responsibility – invoicing, credit control, GST returns, bill payments, cash flow, forecasting
- Setup and management of customer and supplier database
- Ensuring quality of the product was consistently a high standard – working closely with hunters and the abattoir.

Te Manawa Museum of Art, Science & History
Palmerston North
2014 – 2015: Communications Assistant

A varied position requiring excellent organisational, internal & external communication and marketing skills. The key elements of my role were:

- Design and distribution of Te Manawa Museum marketing and promotional material such as digital adverts/flyers and advertising using various media
- Managing and maintaining content on the Te Manawa website and social media
- Upkeep of the museum contact database and external databases
- Project managing (including editing) the production of the Te Manawa Annual Report 2013-14

© 2017 Nicola Gregory
- Forming new and maintaining existing relationships with the media – i.e. local radio (including appearing regularly on Access Radio promoting Te Manawa events and exhibitions) and newspapers
- Writing promotional editorial for local papers and NZ Art publications
- Photography for promotional material and editorial purposes
- Forging and maintaining Te Manawa external relationships with various community groups and individuals from all corners of the Manawatu and beyond.
- Administration: General word processing, spread sheets, filing
- Internal communications – including with the museum Trustboard members and local iwi representatives.
- Meeting with potential individuals or groups around future collaborations and projects
- Application of Tikanga Māori on a daily basis, as well as during special Museum events (openings) or external trips.

Volunteer Work
2012 to present:

I have a passion for people and community, below are some groups that I currently or have recently belonged to:

- Te Manawa Art Society (including as Secretary 2014) - Current
- Community Arts Board Member – 2016
- Pohangina Arts Collective – development of the Pohangina Community Art Gallery (including exhibition invitations and editorial for promotion) and adult classes.
- Pohangina Newsletter (2013)
- The County Fayre Committee 2012-2014
- The Pohangina Hall Committee – entertainment events such as quiz nights and the annual Ball.
- The Friends of Awahou Fundraising Committee 2012-2015 – Included secretariat duties, funding applications, general running of activities and events
- Volunteer Art teaching privately and within rural schools around Fielding and Pohangina

Referees

Vaughan Armstrong
Owner/Operator – VAAV Ltd
02102099880

Karilyn Andrew
Owner/Operator – Urban Charm
Ex-manager Te Manawa Museum
021 876 323

Graeme Beal
Communications Manager, Te Manawa Museum – Art, Science and History
06 3514493
Relationship to me: Former Manager

© 2017 Nicola Gregory
30 August 2017

Square Edge Community Arts occupies Square Edge building in Palmerston North. The building is home to artists and art related businesses and is managed with below market rentals.

The surplus from the building rentals is used to fund art related activities and events to benefit local communities.

The whole of the courtyard buildings has been assessed by engineers as E rated for earthquakes and we have been advised that it will be demolished at some point. No decision has yet been made on when this is likely to take place. When this occurs, Community Arts will need to reassess its operations and reconsider its ongoing tenure in the remainder of the building. The remainder of the building has the highest proportion of operating costs and this will continue without the benefit of the courtyard rentals and be unviable in its present format.

Reserves have been set aside to enable Community Arts to take a considered approach to this situation over a period of time to enable the best outcome for both its tenants and the wider art community.

In addition, Community Arts is engaged in wider range of activities and events during 2017 due to a change in its operations and $80,000 has been committed (including some towards the Art Trail) during the year. The Art Trail is already attracting a wide artist participation.

It is anticipated that the success of the Art Trail will establish it as an annual event but this will not be possible without support from funders.
INDEPENDENT AUDITOR’S REPORT

To the Members of the Community Arts Palmerston North Incorporated

We have audited the financial information on pages 4 to 13 of the accompanying performance report of the Community Arts Palmerston North Incorporated, which comprise the statement of financial position as at 30 June 2016, and the statement of financial performance and the statement of cash flows for the year then ended, and the statement of accounting policies and notes to the performance report.

Committee’s Responsibility for the Performance Report

The Committee is responsible on behalf of the entity for the preparation and fair presentation of the performance report in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit) issued in New Zealand by the New Zealand Accounting Standards Board, and for such internal control as the Committee determines is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on the financial information based on our audit. We conducted our audit of the performance report, and other non-financial information in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). The standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial information is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial information. The procedures selected depend on the auditor’s judgement, including the assessment of the risks of material misstatement of the financial information, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial information in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. An audit also includes, evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial information.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the Community Arts Palmerston North Incorporated.

Basis for Qualified Opinion

Control over income, other than grants, notional rent and interest, prior to being recorded is limited and there are no practical audit procedures to determine the effect of this limited control. Consequently, we were unable to determine whether any adjustments to these amounts were necessary.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial information on pages 4 to 13 presents fairly, in all material respects, the financial position of the Community Arts Palmerston North Incorporated as at 30 June 2016, and its financial performance and cash flows for the year then ended, in accordance with Public Benefit Entity Simple Format Reporting – Accrual (Not-For-Profit).

Cotton Kelly
12 October 2016
# Community Arts Palmerston North Inc

**Performance Report**

For the year ended 30 June 2016

## Contents

<table>
<thead>
<tr>
<th>Non-Financial Information:</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity Information</td>
<td>1</td>
</tr>
<tr>
<td>Auditors Report</td>
<td>2</td>
</tr>
<tr>
<td>Statement of Service Performance</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financial Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Financial Performance</td>
<td>4</td>
</tr>
<tr>
<td>Statement of Financial Position</td>
<td>5</td>
</tr>
<tr>
<td>Statement of Cash Flows</td>
<td>6</td>
</tr>
<tr>
<td>Statement of Accounting Policies</td>
<td>7</td>
</tr>
<tr>
<td>Notes to the Performance Report</td>
<td>8 - 13</td>
</tr>
</tbody>
</table>
Community Arts Palmerston North Inc

Entity Information
"Who are we?", "Why do we exist?"
For the year ended
30 June 2016

Legal Name of Entity: Community Arts Palmerston North Inc

Type of Entity and Legal Basis (if any): Incorporated Society registered in 1972, and is a registered Charity with the Department of Internal Affairs. The organisation is designated as a Community Arts Council under the provisions of the Arts Council of New Zealand / Toi Aotearoa Act 1994.

Registration Number: CC31254

Entity’s Purpose or Mission:
The Society’s Vision is: to make Square Edge a creative centre for emerging artists and community participation in the arts. The Society’s Mission is to sustainably manage and develop Square Edge Community Arts Centre; providing emerging artists in the Palmerston North community with low cost access to the arts. Percunary gain is not a purpose of the society.

Entity Structure:
Community Arts Palmerston North Incorporated is an Incorporated Society governed by a Board of elected members.

<table>
<thead>
<tr>
<th>Officer Name</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Dimley</td>
<td>30/10/2012</td>
</tr>
<tr>
<td>Carl Pearce</td>
<td>Resigned 30/11/2015</td>
</tr>
<tr>
<td>David Lupton</td>
<td>Resigned 13/12/2015</td>
</tr>
<tr>
<td>Duncan McCann</td>
<td>22/09/2007</td>
</tr>
<tr>
<td>Michelle Goreham</td>
<td>Resigned 30/11/2015</td>
</tr>
<tr>
<td>Rachel Bowen</td>
<td>10/12/2013</td>
</tr>
<tr>
<td>Sean Kay</td>
<td>25/09/2015</td>
</tr>
<tr>
<td>Stephen Fisher</td>
<td>30/10/2012</td>
</tr>
<tr>
<td>Susanna Shedbolt</td>
<td>10/12/2013</td>
</tr>
</tbody>
</table>

Main Sources of the Entity’s Cash and Resources:
Community Arts has two main sources of funding. Palmerston North City Council service contract grant and, any surplus revenue from the management of Palmerston North City Council arts centre building, Square Edge. Community Arts is reliant on the building being fit for purpose, its ability to tenant the building and tenants paying their rent.

Main Methods Used by the Entity to Raise Funds:
Community Arts is not an active fundraiser

Entity’s Reliance on Volunteers and Donated Goods or Services:
Board members with the exception of Palmerston North City Council representative are volunteers. The entity actively engages with volunteers to support Art Activities

Contact details

Physical Address: 47 The Square
                  Palmerston North
                  4410

Phone/Fax: +64 6 353 2800
Community Arts Palmerston North Inc
Statement of Service Performance
"What did we do?", When did we do it?"
For the year ended
30 June 2016

Description of the Entity's Outcomes:
Emerging artists are supported and encouraged to contribute across all art forms, from all ages, social and cultural backgrounds. Community Arts is integrally involved in the Manawatu arts scene and works together with other agencies, groups and organisations helping to facilitate and deliver low cost arts to the community. Community Arts provides exhibition space in two galleries on a 3 week turnaround. Square Edge building is professionally managed and financially sustainable.

Description and Quantification (to the extent practicable) of the Entity's Outputs:

<table>
<thead>
<tr>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>99% occupancy</td>
<td>98% occupancy</td>
</tr>
<tr>
<td>84% arts related tenants</td>
<td>71% arts related tenants</td>
</tr>
<tr>
<td>20 exhibitions were held</td>
<td>22 exhibitions were held</td>
</tr>
</tbody>
</table>

Management of Square Edge arts centre. The aim is 95% occupancy and 75% of arts related tenants

Exhibitions in two galleries on a 3-4 week turnaround
AUDIT REPORT
# Community Arts Palmerston North Inc

## Statement of Financial Performance

"How was it funded?" and "What did it cost?"

For the year ended

30 June 2016

<table>
<thead>
<tr>
<th>Note</th>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

## Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations, fundraising and other similar revenue</td>
<td>94,482</td>
<td></td>
</tr>
<tr>
<td>Fees, subscriptions and other revenue from members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revenue from providing goods or services</td>
<td>341,604</td>
<td>351,995</td>
</tr>
<tr>
<td>Interest, dividends and other investment revenue</td>
<td>5,888</td>
<td>5,923</td>
</tr>
<tr>
<td>Other revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>441,975</strong></td>
<td><strong>357,918</strong></td>
</tr>
</tbody>
</table>

## Expenses

<table>
<thead>
<tr>
<th>Description</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses related to public fundraising</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteer and employee related costs</td>
<td>75,583</td>
<td>66,227</td>
</tr>
<tr>
<td>Costs related to providing goods or services</td>
<td>217,759</td>
<td>216,726</td>
</tr>
<tr>
<td>Other expenses</td>
<td>88,866</td>
<td>31,223</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>382,208</strong></td>
<td><strong>314,176</strong></td>
</tr>
</tbody>
</table>

## Surplus/(Deficit) for the Year

<table>
<thead>
<tr>
<th>Description</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surplus/(Deficit) for the Year</td>
<td>59,766</td>
<td>43,742</td>
</tr>
</tbody>
</table>

The above information is to be read in conjunction with the notes on page 6-13 and audit report.
Community Arts Palmerston North Inc  
Statement of Financial Position  
"What the entity owns?" and "What the entity owes?"  
As at  
30 June 2016

<table>
<thead>
<tr>
<th>Note</th>
<th>Actual This Year $</th>
<th>Actual Last Year $</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank accounts and cash</td>
<td>3</td>
<td>260,984</td>
</tr>
<tr>
<td>Debtors and prepayments</td>
<td>3</td>
<td>10,087</td>
</tr>
<tr>
<td>Total Current Assets</td>
<td></td>
<td>271,070</td>
</tr>
<tr>
<td>Non-Current Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property, plant and equipment</td>
<td>4</td>
<td>101,010</td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other non-current assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Non-Current Assets</td>
<td></td>
<td>101,010</td>
</tr>
<tr>
<td>Total Assets</td>
<td></td>
<td>372,080</td>
</tr>
<tr>
<td>Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank overdraft</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors and accrued expenses</td>
<td>3</td>
<td>19,728</td>
</tr>
<tr>
<td>Employee costs payable</td>
<td>3</td>
<td>5,512</td>
</tr>
<tr>
<td>Unused donations and grants with conditions</td>
<td>3</td>
<td>-</td>
</tr>
<tr>
<td>Other current liabilities</td>
<td>3</td>
<td>3,609</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td></td>
<td>28,848</td>
</tr>
<tr>
<td>Total Liabilities</td>
<td></td>
<td>28,848</td>
</tr>
<tr>
<td>Total Assets less Total Liabilities (Net Assets)</td>
<td></td>
<td>343,232</td>
</tr>
<tr>
<td>Accumulated Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital contributed by owners or members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accumulated surpluses or (deficits)</td>
<td>5</td>
<td>313,293</td>
</tr>
<tr>
<td>Reserves</td>
<td>5</td>
<td>29,939</td>
</tr>
<tr>
<td>Total Accumulated Funds</td>
<td></td>
<td>343,232</td>
</tr>
</tbody>
</table>

These financial statements were authorised for issue on behalf of the board on the  

Title:  

12/10/2016  
The above information is to be read in conjunction with the notes on page 6-13 and audit report
Community Arts Palmerston North Inc
Statement of Cash Flows
"How the entity has received and used cash"
For the year ended
30 June 2016

<table>
<thead>
<tr>
<th>Cash Flows from Operating Activities</th>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash was received from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations, fundraising and other similar receipts</td>
<td>89,740</td>
<td>4,742</td>
</tr>
<tr>
<td>Fees, subscriptions and other receipts from members</td>
<td>245,920</td>
<td>256,435</td>
</tr>
<tr>
<td>Receipts from providing goods or services</td>
<td>5,888</td>
<td>5,923</td>
</tr>
<tr>
<td>Interest, dividends and other investment receipts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net GST</td>
<td>(3,495)</td>
<td>2,743</td>
</tr>
<tr>
<td>Cash was applied to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments to suppliers and employees</td>
<td>258,895</td>
<td>206,261</td>
</tr>
<tr>
<td>Donations or grants paid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Cash Flows from Operating Activities</td>
<td>79,158</td>
<td>63,582</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash flows from Investing and Financing Activities</th>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash was received from:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts from the sale of property, plant and equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts from the sale of investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proceeds from loans borrowed from other parties</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital contributed from owners or members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash was applied to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payments to acquire property, plant and equipment</td>
<td>25,548</td>
<td>10,359</td>
</tr>
<tr>
<td>Payments to purchase investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Repayments of loans borrowed from other parties</td>
<td></td>
<td>929</td>
</tr>
<tr>
<td>Capital repaid to owners or members</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Cash Flows from Investing and Financing Activities</td>
<td>(25,548)</td>
<td>(11,288)</td>
</tr>
</tbody>
</table>

Net Increase / (Decrease) in Cash

<table>
<thead>
<tr>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>53,610</td>
<td>52,294</td>
</tr>
</tbody>
</table>

Opening Cash

<table>
<thead>
<tr>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>207,374</td>
<td>155,080</td>
</tr>
</tbody>
</table>

Closing Cash

<table>
<thead>
<tr>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>260,984</td>
<td>207,374</td>
</tr>
</tbody>
</table>

This is represented by:

<table>
<thead>
<tr>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>260,984</td>
<td>207,374</td>
</tr>
</tbody>
</table>

The above information is to be read in conjunction with the notes on page 6-13 and audit report.
Community Arts Palmerston North Inc
Statement of Accounting Policies
"How did we do our accounting?"
For the year ended
30 June 2016

Basis of Preparation
Community Arts Palmerston North Inc has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than $2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST)
All amounts are recorded exclusive of GST, except for Debtors and Creditors which are stated inclusive of GST.

Income Tax
Community Arts Palmerston North Inc is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash
Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Debtors
Represents items that the entity has issued invoices for, but has not received payment for at year end. They are initially recorded at fair value and subsequently recorded at the amount the entity realistically expects to receive. A provision for impairment of Accounts Receivable is established where there is objective evidence the entity will not be able to collect all amounts due according to the original terms of the debt.

Property Plant and Equipment
Stated at cost less accumulated depreciation. Assets are depreciated over their estimated useful lives on a straight line basis using the following rates:
   - Office Furniture & Equipment: 2 - 20 years
   - Building Improvements: 6 - 33 years
   - Building Plant & Equipment: 2 - 10 years

ARC Inventory/Stock
Is not valued as it consists of donated goods of minimal or no value.

Changes in Accounting Policies
The 2016 is the first year of application of the PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit). No other changes where effected in accounting policies during the financial year (last year - nil)
Community Arts Palmerston North Inc

Notes to the Performance Report
For the year ended
30 June 2016

Note 1: Analysis of Revenue

<table>
<thead>
<tr>
<th>Revenue Item</th>
<th>Analysis</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fundraising revenue</td>
<td>Special Projects Grants</td>
<td>94,482</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>94,482</td>
<td>-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue Item</th>
<th>Analysis</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue from providing goods or services</td>
<td>Grant PNCC</td>
<td>64,522</td>
<td>64,521</td>
</tr>
<tr>
<td></td>
<td>Sales Tenancy Income</td>
<td>169,990</td>
<td>180,740</td>
</tr>
<tr>
<td></td>
<td>Art Recycling Center</td>
<td>3,985</td>
<td>5,252</td>
</tr>
<tr>
<td></td>
<td>Other Income</td>
<td>3,107</td>
<td>1,482</td>
</tr>
<tr>
<td></td>
<td>Square Edge Notional Rent</td>
<td>100,000</td>
<td>100,000</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>341,604</td>
<td>351,995</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenue Item</th>
<th>Analysis</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest, dividends and other investment revenue</td>
<td>Interest</td>
<td>5,888</td>
<td>5,523</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>5,888</td>
<td>5,523</td>
</tr>
</tbody>
</table>
### Community Arts Palmerston North Inc

**Notes to the Performance Report**

For the year ended 30 June 2016

---

**Note 2: Analysis of Expenses**

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Analysis</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer and employee related costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries and Wages</td>
<td>$75,583</td>
<td></td>
<td>$66,227</td>
</tr>
<tr>
<td>Other Employment Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$75,583</td>
<td></td>
<td>$66,227</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Analysis</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Costs related to providing goods or services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration</td>
<td>$10,577</td>
<td></td>
<td>$10,251</td>
</tr>
<tr>
<td>Communication</td>
<td>$3,604</td>
<td></td>
<td>$3,067</td>
</tr>
<tr>
<td>Audit Fees</td>
<td>$3,600</td>
<td></td>
<td>$3,176</td>
</tr>
<tr>
<td>Professional Services</td>
<td>$1,739</td>
<td></td>
<td>$2,500</td>
</tr>
<tr>
<td>Bad Debts Written Off</td>
<td>$-</td>
<td></td>
<td>$1,566</td>
</tr>
<tr>
<td>Promotional</td>
<td>$2,019</td>
<td></td>
<td>$4,250</td>
</tr>
<tr>
<td>Building Costs &amp; Minor Maintenance</td>
<td>$62,989</td>
<td></td>
<td>$55,298</td>
</tr>
<tr>
<td>Utilities</td>
<td>$33,232</td>
<td></td>
<td>$36,618</td>
</tr>
<tr>
<td>Square Edge Notional Rent</td>
<td>$100,000</td>
<td></td>
<td>$100,000</td>
</tr>
<tr>
<td>Total</td>
<td>$217,759</td>
<td></td>
<td>$216,726</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expense Item</th>
<th>Analysis</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts Recycling Centre Direct</td>
<td>$7,325</td>
<td></td>
<td>$10,697</td>
</tr>
<tr>
<td>Special Project Expenses</td>
<td>$63,719</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td>$17,822</td>
<td></td>
<td>$20,526</td>
</tr>
<tr>
<td>Total</td>
<td>$88,866</td>
<td></td>
<td>$31,223</td>
</tr>
</tbody>
</table>
## Note 3: Analysis of Assets and Liabilities

<table>
<thead>
<tr>
<th>Asset Item</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank accounts and cash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bank Accounts</td>
<td>260,564</td>
<td>206,954</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>420</td>
<td>420</td>
</tr>
<tr>
<td>Total</td>
<td>260,984</td>
<td>207,374</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asset Item</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debtors and prepayments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors</td>
<td>10,087</td>
<td>10,906</td>
</tr>
<tr>
<td>Prepayments</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>10,087</td>
<td>10,906</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liability Item</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creditors and accrued expenses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors</td>
<td>7,542</td>
<td>399</td>
</tr>
<tr>
<td>Accrued Expenses</td>
<td>9,142</td>
<td>9,687</td>
</tr>
<tr>
<td>GST Payable</td>
<td>3,044</td>
<td>6,539</td>
</tr>
<tr>
<td>Total</td>
<td>19,728</td>
<td>16,625</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liability Item</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee costs payable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employee Entitlements</td>
<td>5,512</td>
<td>4,242</td>
</tr>
<tr>
<td>Total</td>
<td>5,512</td>
<td>4,242</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liability Item</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unused donations and grants with</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants Received in Advance</td>
<td>-</td>
<td>4,742</td>
</tr>
<tr>
<td>Total</td>
<td>-</td>
<td>4,742</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liability Item</th>
<th>This Year</th>
<th>Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other current liabilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposits Future Services</td>
<td>2,553</td>
<td>2,241</td>
</tr>
<tr>
<td>Artist / Agency Liability</td>
<td>1,056</td>
<td>249</td>
</tr>
<tr>
<td>Total</td>
<td>3,609</td>
<td>2,490</td>
</tr>
</tbody>
</table>
### Note 4: Property, Plant and Equipment

#### This Year

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Opening Carrying Amount</th>
<th>Purchases</th>
<th>Sales/Disposals</th>
<th>Current Year Depreciation and Impairment</th>
<th>Closing Carrying Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Furniture And Equipment</td>
<td>49,433</td>
<td>7,564</td>
<td></td>
<td>9,308</td>
<td>47,689</td>
</tr>
<tr>
<td>Building Improvements</td>
<td>43,852</td>
<td>17,984</td>
<td></td>
<td>8,515</td>
<td>53,321</td>
</tr>
<tr>
<td>Total</td>
<td>93,285</td>
<td>25,548</td>
<td></td>
<td>17,823</td>
<td>101,010</td>
</tr>
</tbody>
</table>

#### Last Year

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Opening Carrying Amount</th>
<th>Purchases</th>
<th>Sales/Disposals</th>
<th>Current Year Depreciation and Impairment</th>
<th>Closing Carrying Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Furniture And Equipment</td>
<td>52,769</td>
<td>10,360</td>
<td></td>
<td>13,696</td>
<td>49,433</td>
</tr>
<tr>
<td>Building Improvements</td>
<td>50,683</td>
<td></td>
<td></td>
<td>6,831</td>
<td>43,852</td>
</tr>
<tr>
<td>Total</td>
<td>103,452</td>
<td>10,360</td>
<td></td>
<td>20,527</td>
<td>93,285</td>
</tr>
</tbody>
</table>
## Note 5: Accumulated Funds

### This Year

<table>
<thead>
<tr>
<th>Description</th>
<th>Accumulated Surpluses or Deficits</th>
<th>Reserves</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>283,466</td>
<td>-</td>
<td>283,466</td>
</tr>
<tr>
<td>Capital contributed by owners or members</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital returned to owners or members</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Surplus/(Deficit)</td>
<td>29,827</td>
<td>-</td>
<td>29,827</td>
</tr>
<tr>
<td>Distributions paid to owners or members</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer to Reserves</td>
<td>29,939</td>
<td>-</td>
<td>29,939</td>
</tr>
<tr>
<td>Transfer from Reserves</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>313,293</td>
<td>29,939</td>
<td>343,232</td>
</tr>
</tbody>
</table>

### Last Year

<table>
<thead>
<tr>
<th>Description</th>
<th>Accumulated Surpluses or Deficits</th>
<th>Reserves</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Balance</td>
<td>239,724</td>
<td>-</td>
<td>239,724</td>
</tr>
<tr>
<td>Capital contributed by owners or members</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Capital returned to owners or members</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Surplus/(Deficit)</td>
<td>43,742</td>
<td>-</td>
<td>43,742</td>
</tr>
<tr>
<td>Distributions paid to owners or members</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer to Reserves</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Transfer from Reserves</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Closing Balance</td>
<td>283,466</td>
<td>-</td>
<td>283,466</td>
</tr>
</tbody>
</table>

### Breakdown of Reserves

<table>
<thead>
<tr>
<th>Name &amp; Purpose</th>
<th>Actual This Year</th>
<th>Actual Last Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christmas in the Square - event</td>
<td>12,477</td>
<td>-</td>
</tr>
<tr>
<td>Art Class - CCNZ Funding</td>
<td>3,839</td>
<td>-</td>
</tr>
<tr>
<td>Liquidity Reserve (A)</td>
<td>13,623</td>
<td>29,939</td>
</tr>
</tbody>
</table>
Community Arts Palmerston North Inc
Notes to the Performance Report
For the year ended
30 June 2016

Note 6: Other Notes

Commitments
There are no commitments as at balance date (Last Year - nil)

Contingent Liabilities and Guarantees
Transfer of management and governance of Square Edge to CAPN occurred on the 1st of July 2007. Palmerston North City Council has renewed this contract, expiring on the 31st March 2017.

In accordance with the Management Contract between PNCC & CAPN 1st April 2013 to 31st March 2017. Any Surplus left over, after achieving the reserve limits, must be used as follows:
i. For the growth and promotion of the Arts in Palmerston North, or
ii. For improvements on Square Edge expected of an effective landlord and according to the lease agreement

Leases
$100,000 lease contract exists between PNCC & CAPN for the lease expense (notional) of the Square Edge Building for the duration of the Management Contract

Related Party Disclosures:
Duncan McCann and Rachel Bowen are councillors for Palmerston North City Council and also PNCAC board members.
PNCC provided Grant funding of $ $120,122 during 2016 $64,521 in 2015
Creative Communities Scheme

Application Form

Funding for local arts projects
Ngā pūtea mō ngā toi te haukāinga

CLOSING DATE:
4pm 31 August 2017

FOR PROJECTS THAT TAKE PLACE BETWEEN:
13 September 2017 – 13 September 2018

TO SUBMIT YOUR CREATIVE COMMUNITIES SCHEME APPLICATION PLEASE COMPLETE, PRINT AND RETURN THIS FORM TO:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Private Bag 10001
Feilding 4743

e-mail janine.hawthorn@mdc.govt.nz
BEFORE YOU START

Read the Creative Communities Scheme Application Guide
Before you prepare your application you should read the Creative Communities Scheme Application Guide. This guide tells you:

- whether you are able to apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible and ineligible
- what information you will need to include in your application

Complete the Creative Communities Scheme Application Form

- Applications can only be submitted using this document (Creative Communities Scheme Application Form or an online version of this document)
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

Example: Type your answer here

- IMPORTANT – DO NOT edit any text outside of these boxes
- If you are unable to type into the boxes provided please print a copy and complete by hand
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors.
- We recommend that you keep a copy of your completed application for your own reference.
- Contact the CCS administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist: (mark with an X)

- My project has an arts or creative cultural focus
- My project takes place in the local authority district that I am applying to
- I have answered all of the questions in this form
- I have provided quotes and other financial details
- I have provided other supporting documentation
- I have read and signed the declaration
- I have made a copy of this application for my records
**APPLICANT DETAILS**

### Name and contact details

- **Are you applying as an individual or group?** Individual [ ] Group [X]
- **Full name of applicant:** Kimbolton Arts & Sculpture Charitable Trust
- **Contact person (for a group):** Tony Waugh
- **Street address/PO Box:** 2882 Kimbolton Road
- **Suburb:** [ ] Town/City: Kimbolton
- **Postcode:** 4774 [ ] Country: New Zealand
- **Email:** tony.waugh@slingshot.co.nz
- **Telephone (day):** 06 328 5708

All correspondence will be sent to the above email or postal address.

### Bank account details

- **Name on bank account:**
- **Bank account number:**

Please provide a bank deposit slip if you are successful your grant will be deposited into this account.

### Ethnicity of applicant/group

(mark with an X, you can select multiple options)

- [X] New Zealand European/Pākehā: Detail:
- [ ] Māori: Detail:
- [ ] Pacific Island: Detail:
- [ ] Asian: Detail:
- [ ] Middle Eastern/Latin American/African: Detail:
- [ ] Other: Detail:

### Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes: [X] No: [ ]

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long.

### How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)

- [ ] Council website
- [ ] Creative NZ website
- [ ] Social media
- [ ] Council mail-out
- [ ] Local paper
- [ ] Radio
- [X] Council staff member
- [ ] Poster/flyer/brochure
- [ ] Word of mouth
- [ ] Other (please provide detail)
Project Details

Project name: Kimbolton's Rural Sculpture Festival

Brief description of project:
A New Zealand wide rural sculpture competition culminating in an annual festival celebrating the creativity of rural people with the underlying benefits to rural mental and health wellbeing through the process of creating art.

Project location, timing and numbers

Venue and suburb or town: Kimbolton

Start date: Oct 2107  Finish date: April 2018

Number of active participants: 50 - 100

Number of viewers/audience members: > 2,000

Funding criteria: (select ONE and mark with an X)
Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project’s main focus.

X Access and participation: Create opportunities for local communities to engage with, and participate in local arts activities

Diversity: Support the diverse artistic cultural traditions of local communities

Young people: Enable young people (under 18 years of age) to engage with, and participate in the arts

Artform or cultural arts practice: (select ONE and mark with an X.)

X Craft/object art  Dance  Inter-arts

Literature  Music  Ngā toi Māori

Pacific arts  Multi-artform (including film)  Theatre

Visual arts

Activity best describes your project? (select ONE and mark with an X)

Creation only  Presentation only (performance or concert)

X Creation and presentation  Presentation only (exhibition)

Workshop/wānanga

Cultural tradition of your project (mark with an X, you can select multiple options)

European: X Detail: Sculpture

Māori:  Detail:

Pacific Island:  Detail:

Asian:  Detail:

Middle Eastern/Latin American/African:  Detail
PROJECT DETAILS

Other: 

Detail: Kimbolton's Rural Sculpture Festival
PROJECT DETAILS (budget)

Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes before you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

1. The idea/Te kaupapa: What do you want to do?

To celebrate the creativity of the rural community, strengthen local communities and connect urban and rural communities with an annual Rural Sculpture festival event'

Kimbolton's Rural Sculpture Festival will be a colourful and vibrant celebration of the land. With artistic sculptures, fine art, boutique stalls, fabulous foods, stylish vintage vehicles, live music and amazing entertainment, the Festival is a fantastic experience for friends and family to enjoy.

It's about invoking the spirit of the land in people who choose to live and work the land to create outstanding farm sculptures from bits and pieces of scrap metal, pieces of farm machinery and other material lying around in their workshops and to create works of art from the landscape they work in.

It's a chance for those who feel the effects of volatile product prices, climatic events, a widening gulf between urban and rural understanding and increased compliance issues, to focus on the creativity that abounds in people of the land, creating art which becomes an expression of the resilience, heart, soul and humour of the land.

It provides an opportunity for them, along with artists who derive an income from their artwork, to enter a non-acquisitioned New Zealand Rural Sculpture Awards competition, with a total prize pool of $12,500, followed by the public display of their art and an opportunity to sell their artwork.

For farmers and rural residents, many who never considered themselves artists, it is a chance to "have a go", a chance for them to demonstrate the feeling of pride and caring for the land, that we all know is fundamental to the rural way of life. It is unique, it is the 'Wairua Whenua', the 'Spirit of the Land', that calls us home again and again.

The festival brings these sculptures together, along with a programme that will entertain, encourage participation and inform the public, in an annual event held at Kimbolton.

Following on from the festival will be the creation of a Kimbolton Rural Sculpture Trail displaying a selection of winning art pieces, which will establish Kimbolton as the centre of rural sculpture within New Zealand, delivering a unique rural experience and attracting visitors from outside the region and overseas to view the art.

NEW ZEALAND RURAL SCULPTURE AWARDS

"The Spirit of the Land"

All awards are judged on sculptures that showcase and capture the uniqueness of New Zealand's landscape and nature and reflects the resilience, heart, soul and humour of those who live, work and love this land. Entrants are encouraged to give expression to their unique experience and interpretation of "The Spirit of the Land"

Sculptures must be constructed predominantly from recycled farming or associated rural agricultural materials and demonstrate skill, imagination, ingenuity and resourcefulness in their use.
PROJECT DETAILS

Entry fee $25 per entry

- **New Zealand Rural Sculpture Supreme Award** $5,000
  The New Zealand Rural Supreme Sculpture Award is the centrepiece of Kimbolton’s Rural Sculpture Festival and is open to all entries. Entries in all other awards are automatically eligible for this award.
  - Highly Commended $1,000
  - People’s Choice Award $1,000

- **New Zealand Creative Cocky Sculpture Award** $2,000
  To be an eligible artist for this award one must be a working or retired farmer, rural contractor, small block holder, horticulturalist, or person whose primary income or livelihood is or was from working the land.

- **Local Yokel Sculpture Award** $1,500
  This award is intended to foster creative local talent and is open to artists from the Oroua region of the Manawatu.

- **New Zealand Rural Small Sculpture Award** $1,000
  Open to sculptors from throughout New Zealand. Sculptures must not exceed 1m³

- **Young Person’s Sculpture Award** $500
  This award is intended to encourage both individual entries and collaborative participation from schools or other entities from those under 18 years old.

2. **The process/Te whakatutuki:** How will the project happen?

The Kimbolton Art & Sculpture Trust was formed in May 2017 by a group of eight people who are passionate about enhancing the wellbeing of rural people by promoting the creation of sculptures and art.

The Trust will be holding a Rural Sculpture Festival on 28th April 2018. Entries into the New Zealand Sculpture Awards will be taken from October until April via an online website registration process. While entrants from rural communities are being targeted the festival centrepiece the ‘New Zealand Rural Sculpture Supreme Award’ is open to any artist who fulfills the award criteria.

Timeline for the festival is as follows

- June. Defined purpose, aims and objectives, vision statement.
- June/July. Set festival program. Prepared preliminary budget
- July. Identified stakeholders, community groups.
- August. Set Sculpture awards, criteria and terms and conditions.
- August. Charitable trust registration confirmed.
- August/September. Bank account opened. GST registration. Incorporation.
- August. Website, branding and social media development.
- August. IP protection
- August - April. Engagement with the local communities to encourage participation by schools,
community groups, local artists etc. Ongoing engagement with communities would continue on a regular basis.

- September. Website, social media online.
- September – April. Awards information packs available. Registration of entries for the awards open.
- September – April. Promotion via rural print media, audio media, website and social media.
- September – March. Obtain sponsors.
- October – April. Regular media articles featuring sculptors at work and their creations are planned to be created and released via rural newspapers, website and to encourage a ‘have a go’ attitude for budding entrants.
- October - April. Workshops for potential/interested artists and school groups.
- October- April. Engage with potential local/outside stallholders, food providers, exhibitors, industry good organisers etc. Registration of stallholder’s open.
- October – April. Engage music providers.
- October – April. Plan and implement festival program.

3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

The Kimbolton Art & Sculpture Charitable Trust people resources

Board of trustees/directors: 
- Tony Waugh: Chairman
- Chris Gallavin: Secretary
- Darryl Coleman: Treasurer
- Ben Sablerolle
- Rodney Wilson
- Bryan Gibson
- Stewart Morton
- Paula Allen

Festival volunteers: 
- Kimbolton Community Committee

Associate partners: 
- Federated Farmers.
- Farmstrong:
- Rural Women New Zealand:

Team member profiles:

Tony Waugh: Retired dairy farmer and business owner. Kimbolton Community Committee member. Charter member of the Oroa Lions Club, member for 25 years. Past chairman of the Kimbolton School Board of Trustees. Past Young Farmers Club and Federated Farmers member.

Rodney Wilson: Sheep and beef farmer, Cross Hills Rhododendron Gardens founder. Kimbolton Community Committee Chairman. Justice of the Peace. Past Young Farmers Club and
PROJECT DETAILS

Federated Farmers member.

Ben Sablerolle: Artist, creator of fine glass pieces. Mental health professional.

Prof Chris Gallavin: Deputy Pro Vice-Chancellor College of Humanities and Social Sciences Massey University.

Stewart Morton: Agribusiness manager and sheep genetics manager. Kimbolton Community Committee member.

Bryan Gibson: Editor NZ Farmers Weekly magazine.

Darryl Coleman: Prominent dairy farmer. Chartered Accountant, experience with Charitable Trusts and not-for-profit organisations.

Paula Allen: Experience in tourism, marketing and the arts.

Past event organizing experience: Rodney Wilson, Tony Waugh and Stewart Morton along with a number of key Kimbolton community personnel have been involved in organising two very successful events, namely the Kimbolton School and District Centenary and 125th Jubilee in 1989 and 2014 respectively where on each occasion over 3,000 people attended. Rodney Wilson holds the Cross Hills Fair, an annual event attracting over 4,000 people.

Target audience:
Our target audience for the New Zealand Rural Sculpture Awards are the 690,000 rural people located throughout New Zealand as well as other artists who derive an income from their creations.

Our target for the Kimbolton’s Rural Sculpture Festival event are the 250,000 rural and urban people residing within the Horizon Regional Council area, plus rural people throughout New Zealand, visual media and overseas visitors.

4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people.

Kimbolton’s Rural Sculpture Festival will be an annual event with the sculpture awards targeting rural people, especially farmers, who may be suffering undue stress from their everyday activities. The trust team recognise the benefits to mental health and wellbeing for individuals when creating art, and by celebrating and recognising sculptures with an annual festival, raise the community wellbeing.

Rural people throughout New Zealand will be targeted by

- promoting the festival as a chance to “have a go”, a chance for them to demonstrate the feeling of pride and caring for the land, that we all know is fundamental to the rural way of life. It is unique, it is the ‘Wairua Whenua‘, the ‘Spirit of the Land‘, that calls us home again and again,
- promoting the sculpture awards beginning in October through to April in rural publications, social media and the website,
- publishing articles in rural publications, our website and social media, featuring existing rural sculptors to encourage participation.

The local community will be targeted by

- placing sculptures on public display within the community, raising an awareness and appreciation
of art within the local community,

- encouraging local artists to create a sculpture with presentations, workshops and interaction with the wider community to communicate the awards criteria, demonstrating and assisting with sculpture creation and expectations of the festival and the public display of the sculptures.

Young people up to the age of 18 within the community will be targeted by

- encouraging them to create sculptures individually or as a group with interaction with existing artists and sculptors and with workshops,
- getting to work with and learn from local artists,
- learning to express themselves through their art,
- learn to appreciate and understand the skills required to create a unique artistic creation,
- have something constructive to do during holidays,
- learn about art and in particular sculpture in general.

5. The budget/Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered? Yes X Do NOT include GST in your budget

No Include GST in your budget

<table>
<thead>
<tr>
<th>Project costs</th>
<th>Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Amount eg $300</td>
</tr>
<tr>
<td>Logo, brand, website/social media development</td>
<td>5,000</td>
</tr>
<tr>
<td>Administration</td>
<td>1,000</td>
</tr>
<tr>
<td>Promotion/advertising</td>
<td>20,000</td>
</tr>
<tr>
<td>Prizes</td>
<td>12,500</td>
</tr>
<tr>
<td>Festival - music</td>
<td>3,000</td>
</tr>
<tr>
<td>Security</td>
<td>500</td>
</tr>
<tr>
<td>Top town competition</td>
<td>1,000</td>
</tr>
<tr>
<td>Porta loos</td>
<td>4 x $150</td>
</tr>
<tr>
<td>Children’s entertainment</td>
<td>2,000</td>
</tr>
<tr>
<td>Contingency</td>
<td>3,000</td>
</tr>
</tbody>
</table>
# PROJECT DETAILS

<table>
<thead>
<tr>
<th>Total Costs</th>
<th>$48,600</th>
</tr>
</thead>
</table>

## Project Income

Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.

<table>
<thead>
<tr>
<th>Income eg ticket sales</th>
<th>Detail eg 250 tickets at $15 per ticket</th>
<th>Amount eg $3,750</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td>Manawatu District Council</td>
<td>5,000</td>
</tr>
<tr>
<td>Sponsors</td>
<td></td>
<td>16,000</td>
</tr>
<tr>
<td>Prize sponsors</td>
<td></td>
<td>12,500</td>
</tr>
<tr>
<td>Ticket sales</td>
<td>2,000 x $10</td>
<td>20,000</td>
</tr>
<tr>
<td>Sculpture registrations</td>
<td>50 x $25</td>
<td>1,250</td>
</tr>
<tr>
<td>Stallholders registrations</td>
<td>30 x $50</td>
<td>1,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Income</th>
<th>$56,250</th>
</tr>
</thead>
</table>

| Costs less income | This is the maximum amount you can request from CCS | $4,650 |

## Amount you are requesting from the Creative Communities Scheme

$3,000

### Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can’t receive funds for your project from both CCS and Creative New Zealand’s other funding programmes).

<table>
<thead>
<tr>
<th>Date applied</th>
<th>Who to</th>
<th>How much</th>
<th>Confirmed/unconfirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>31/7/17</td>
<td>Manawatu District Council Community development fund</td>
<td>6,000</td>
<td>5,000</td>
</tr>
</tbody>
</table>

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

<table>
<thead>
<tr>
<th>Date</th>
<th>Project title</th>
<th>Amount received</th>
<th>Project completion report submitted (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.

As it is planned for this event to be an annual event we are budgeting on creating a profit in our first year to enable us to go into the next year with funds in hand and to expand the art awards program.

Any profits from following years will be used to promote art projects in our community as per our Charitable Trust Deed.
PART 3: DECLARATION

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

X I/we understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.
X I/we declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

X complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)
X complete the project within a year of the funding being approved
X complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed
X return any unspent funds
X keep receipts and a record of all expenditure for seven years
X participate in any funding audit of my organisation or project conducted by the local council
X contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme
X acknowledge CCS funding at event openings, presentations or performances
X use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: http://www.creativenz.govt.nz/about-creative-new-zealand/logos
X I understand that the Manawatu District Council is bound by the Local Government Official Information and Meetings Act 1987
X I/we consent to Manawatu District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.
X I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.
X I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information. This consent is given in accordance with the Privacy Act 1993

Name: A D Waugh
(Print name of contact person/applicant)

Signed: [Signature]
(Applicant or arts organisation's contact person)

Date: 31/08/2017

(Print name of parent/guardian for applicants under 16 years of age)

Signed: [Signature]

Date: [Signature]
(Parent/guardians signature for applicants under 18 years of age)
Creative Communities Scheme

Application Form

Funding for local arts projects
Ngā pūtea mō ngā toi te haukāinga

CLOSING DATE:
4pm 31 August 2017

FOR PROJECTS THAT TAKE PLACE BETWEEN:
13 September 2017 – 13 September 2018

TO SUBMIT YOUR CREATIVE COMMUNITIES SCHEME APPLICATION PLEASE COMPLETE, PRINT AND RETURN THIS FORM TO:

Janine Hawthorn
Community Development Adviser
Manawatu District Council
Private Bag 10001
Feilding 4743

e-mail janine.hawthorn@mdc.govt.nz
BEFORE YOU START

Read the Creative Communities Scheme Application Guide
Before you prepare your application you should read the Creative Communities Scheme Application Guide. This guide tells you:
- whether you are able to apply for Creative Communities Scheme funding for your project
- which projects and costs are eligible and ineligible
- what information you will need to include in your application

Complete the Creative Communities Scheme Application Form
- Applications can only be submitted using this document (Creative Communities Scheme Application Form or an online version of this document)
- To complete this application form in Microsoft Word (version 2003 or newer) you need to type your answers to each question in the boxes provided.

Example: Type your answer here

- IMPORTANT – DO NOT edit any text outside of these boxes
- If you are unable to type into the boxes provided please print a copy and complete by hand
- If you need more space, attach information to the back of this application form. Please include the section headings to help assessors.
- We recommend that you keep a copy of your completed application for your own reference.
- Contact the CCS administrator if you need advice on your application (see contact details on the cover page).

Before submitting your application, complete this checklist: (mark with an X)

- My project has an arts or creative cultural focus
- My project takes place in the local authority district that I am applying to
- I have answered all of the questions in this form
- I have provided quotes and other financial details
- I have provided other supporting documentation
- I have read and signed the declaration
- I have made a copy of this application for my records
APPLICANT DETAILS

Name and contact details
Are you applying as an individual or group? Individual [ ] Group [x]
Full name of applicant: Colyton Community Committee
Contact person (for a group): Graham Conlon (Secretary)
Street address/PO Box: 77 Makino Road
Suburb: [ ] Town/City: Feilding
Postcode: 4702 Country: New Zealand
Email: gconlon@me.com
Telephone (day): 0274360924

All correspondence will be sent to the above email or postal address
Name on bank account: [ ] GST number: [ ]
Bank account number: Colyton Comm Ctte at present does not have a bank account.

Please provide a bank deposit slip if you are successful your grant will be deposited into this account

Ethnicity of applicant/group (mark with an X, you can select multiple options)

New Zealand European/Pākehā: [x] Detail: [ ]
Māori: [x] Detail: [ ]
Pacific Island: [ ] Detail: [ ]
Asian: [ ] Detail: [ ]
Middle Eastern/Latin American/African: [ ] Detail: [ ]
Other: [x] Detail: Not Stated

Would you like to speak in support of your application at the CCS assessment committee meeting?
Yes: [x] No: [ ]

If you mark yes, talk to your local CCS administrator before you go so you know who you will be speaking to and for how long

How did you hear about the Creative Communities Scheme? (select ONE and mark with an X)
[ ] Council website [ ] Creative NZ website [ ] Social media
[ ] Council mail-out [ ] Local paper [ ] Radio
[ ] X Council staff member [ ] Poster/flyer/brochure [ ] Word of mouth
[ ] Other (please provide detail) [ ]
**PROJECT DETAILS**

**Project name:** Mural for The Colyton Village Hall

**Brief description of project:**
Design, Paint and install a mural across the North wall of the Village Hall.

**Project location, timing and numbers**

<table>
<thead>
<tr>
<th>Venue and suburb or town:</th>
<th>Colyton Village Hall – 548 Taonui Road, Colyton</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Start date:</strong></td>
<td>Dec 1&lt;sup&gt;st&lt;/sup&gt; 2017</td>
</tr>
<tr>
<td><strong>Number of active participants:</strong></td>
<td>Approximately 80</td>
</tr>
<tr>
<td><strong>Number of viewers/audience members:</strong></td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

**Funding criteria:** (select ONE and mark with an X)
Which of the schemes three funding criteria are you applying under? If your project meets more than one criterion, choose the one that is the project’s main focus.

- [x] **Access and participation:** Create opportunities for local communities to engage with, and participate in local arts activities
- Diversity: Support the diverse artistic cultural traditions of local communities
- Young people: Enable young people (under 18 years of age) to engage with, and participate in the arts

**Artform or cultural arts practice:** (select ONE and mark with an X.)

- [x] Craft/object art
- Dance
- Inter-arts
- Literature
- Music
- Ngā toi Māori
- Pacific arts
- Multi-artform (including film)
- Theatre
- Visual arts

**Activity best describes your project?** (select ONE and mark with an X)

- [x] Creation only
- Presentation only (performance or concert)
- Creation and presentation
- Presentation only (exhibition)
- Workshop/wānanga

**Cultural tradition of your project** *(mark with an X, you can select multiple options)*

<table>
<thead>
<tr>
<th>European:</th>
<th>[x] Details: Celebrate the Communities’ Heritage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Māori:</td>
<td>[x] Details: Taurangawaewae – Our sense of belonging</td>
</tr>
<tr>
<td>Pacific Island:</td>
<td>Details:</td>
</tr>
<tr>
<td>Asian:</td>
<td>Details:</td>
</tr>
<tr>
<td>Middle Eastern/Latin American/African:</td>
<td>Details:</td>
</tr>
<tr>
<td>Other:</td>
<td>Details:</td>
</tr>
</tbody>
</table>
PROJECT DETAILS (budget)

Project details

The boxes below will expand as you type. If you are completing this application by hand you may need to expand these boxes before you print this form and/or add additional sheets. If you do, please clearly label these additional sheets using the headings below.

1. The idea/Te kaupapa: What do you want to do?

Design and paint a mural on the Village Hall in Colyton to depict the history of the Village over the last 100 years.

2. The process/Te whakatutuki: How will the project happen?

We would hire an artist (see below) and form a sub committee of the Colyton Community Committee, the Village Hall Committee and a representative of the School. The Sub Committee would consult and agree a set of designs with various community Groups. Then the artist will run workshops for all community groups including the school, the church and any other local groups to participate in and create some of the artwork on large sheets of plywood. The artist will then mount the artwork on the Village hall wall and link them together with suitable artwork. This would then form a visual example of the Turangawaewae (the sense of belonging) that we have as members of the community.

3. The people/Ngā tāngata: Tell us about the key people and/or the groups involved.

Joe McMenamin — Artist
Joe has extensive experience of creating large scale murals and public installations. He has completed numerous community projects for schools and local councils in the Wellington Region and has recently moved with his family to Feilding. Joe’s murals are created using large designs painted on sheets of ply which are then mounted on the wall and joined together with flowing images (typically rivers). Once general designs are agreed, he will run workshops within the school and community groups where the bulk of the plywood designs are created, he then puts the finishing touches on them to bring them up to a high standard. Joe would then install the sheets and complete the mural. Joe would lead the artistic side of the project, running workshops for the school and other community groups so that we can all contribute to the creation of the artwork.
The Colyton Community Committee, newly formed this committee is enthusiastic and keen to make an impact on the wellbeing of our resident as well as improving our local environment and amenities. Graham Conlon as the Secretary of the committee is happy to project lead as he has extensive management experience in running large scale projects in the community. He runs the largest Robotics outreach in the country and has co-ordinated significant youth projects in conjunction with the council parks dept.
The Colyton Village Hall Committee would form an integral part of this project since the impetus has come initially from them.
The Colyton School Community would be heavily involved since there would a significant number of painting workshops held at the school and a large part of the artwork would come from the Children.
ST Andrew’s Church, Colyton — The congregation are committed to assist practically and artistically with the project since the church has been an integral part of the community for generations.
So a subcommittee of key players would be formed to steer the project forwards.

4. The criteria/ Ngā paearu: Tell us how this project will deliver to your selected criterion:
access and participation, diversity or young people.

A large scale and highly visible art installation centered around the significant events in the history of the village would be all inclusive to the residents as well as connecting us to the people of the past.

It would allow all members of the village to participate through workshops and participation in the design process. This would give ownership of the mural to the whole community and allow it to become a truly village wide installation.

A significant and striking art installation on the well used Village hall would enhance the building and the people’s perception of it.
### PROJECT DETAILS (budget)

#### 5. The budget/ Ngā pūtea

See the CCS Application Guide for more detail on how to complete this section.

Are you GST registered?  
- Yes [ ]  
- No [x]  
Do NOT include GST in your budget  
Include GST in your budget

<table>
<thead>
<tr>
<th>Item eg hall hire</th>
<th>Detail eg 3 days' hire at $100 per day</th>
<th>Amount eg $300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Artist's Fees</td>
<td>Mural design and painting for the whole wall on the side of Colyton Hall. Including design consultation, student work-shops, painting equipment. (see Attached Quote)</td>
<td>$3500</td>
</tr>
<tr>
<td>Paint</td>
<td>All paint required source from Resene (This figure could be reduced through sponsorship.)</td>
<td>$1000</td>
</tr>
<tr>
<td>Ply</td>
<td>All Ply required (We would approach local suppliers for sponsorship)</td>
<td>$500</td>
</tr>
<tr>
<td>Scaffold Tower</td>
<td>FAHS Fielding High School has granted the use of its scaffold tower for this project at no charge</td>
<td>$0</td>
</tr>
</tbody>
</table>

| Total Costs       | $5000 |

<table>
<thead>
<tr>
<th>Project Income</th>
<th>Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income eg ticket sales</td>
<td>Detail eg 250 tickets at $15 per ticket</td>
</tr>
<tr>
<td>Colyton Comm Cttee</td>
<td>Agreed grant from the Community Committee</td>
</tr>
<tr>
<td>Colyton Village Hall Cttee</td>
<td>Provisionally agreed grant from the Village Hall Committee</td>
</tr>
<tr>
<td>Fundraising</td>
<td>Requested grants from Lions</td>
</tr>
</tbody>
</table>

| Total Income      | $2500 |
## PROJECT DETAILS

<table>
<thead>
<tr>
<th>Costs less income</th>
<th>This is the maximum amount you can request from CCS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Amount you are requesting from the Creative Communities Scheme</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2500</td>
</tr>
</tbody>
</table>

### Other financial information

Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).

<table>
<thead>
<tr>
<th>Date applied</th>
<th>Who to</th>
<th>How much</th>
<th>Confirmed/ unconfirmed</th>
</tr>
</thead>
<tbody>
<tr>
<td>None as yet</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tell us about other grants you have received through the Creative Communities Scheme in the past three years.

<table>
<thead>
<tr>
<th>Date</th>
<th>Project title</th>
<th>Amount received</th>
<th>Project completion report submitted (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy.
PART 4: Supporting Documentation

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

[ ] I/We understand that if this application is successful I/we cannot receive funds for the same project from Creative New Zealand's other funding programmes.

[ ] I/We declare that the details contained in this application are correct and that I/we have authority to commit to the following conditions.

If this application is successful, I/we agree to:

[ ] complete the project as outlined in this application (or request permission in writing from the CCS Administrator for any significant change to the project)

[ ] complete the project within a year of the funding being approved

[ ] complete and return a project report form (this will be sent with the grant approval letter) within two months after the project is completed

[ ] return any unspent funds

[ ] keep receipts and a record of all expenditure for seven years

[ ] participate in any funding audit of my organisation or project conducted by the local council

[ ] contact the CCS administrator to let them know of any public event or presentation that is funded by the scheme

[ ] acknowledge CCS funding at event openings, presentations or performances

[ ] use the CCS logo in all publicity (eg poster, flyers, e-newsletters) for the project and follow the guidelines for use of the logo. Logo and guidelines can be downloaded from the Creative New Zealand website: http://www.creativenz.govt.nz/about-creative-new-zealand/logos

[ ] I understand that the Manawatu District Council is bound by the Local Government Official Information and Meetings Act 1987

[ ] I/we consent to Manawatu District Council recording the personal contact details provided in this application, retaining and using these details, and disclosing them to Creative New Zealand for the purpose of evaluating the Creative Communities Scheme.

[ ] I/we understand that my/our name and brief details about the project may be released to the media or appear in publicity material.

[ ] I/we undertake that I/we have obtained the consent of all people involved to provide these details. I/we understand that I/we have the right to have access to this information.

This consent is given in accordance with the Privacy Act 1993

Name: Graham Conlon
(Print name of contact person/applicant)

Signed: [Signature]
(Applicant or arts organisation's contact person)

Date: 30th August 2017

Surname: Conlon

Signed: [Signature]
(Print name of parent/guardian for applicants under 16 years of age)

(Applicant or arts organisation's contact person)

Date: [ ]
(Parent/guardians signature for applicants under 16 years of age)
PART 4: Supporting Documentation

Link to Joe's other work on large scale murals: http://joemcmenamin.com/murals/

Quote from Joe McMenamin:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mural design and painting for the whole wall on the side of the Colyton Hall. Including design consultation, student workshops, painting equipment.</td>
<td>1</td>
<td>$3500</td>
<td>$3500</td>
</tr>
<tr>
<td>Paint for Mural from Resene</td>
<td>1</td>
<td>$1000</td>
<td>$1000</td>
</tr>
<tr>
<td>Plywood for Mural</td>
<td>1</td>
<td>$500</td>
<td>$500</td>
</tr>
</tbody>
</table>

Please get in touch if you have any questions or want to discuss this quote further.

Quote #COH001
August 17th, 2017

Attention: Graham Conlon
Colyton Hall
548 Taonui Road
Manawatu

SUBTOTAL: $5000

GST (15%): incl

TOTAL: $5000