

**Te Tahua Whakahaumarū | Creative Arts Recovery
and Employment (CARE) Fund**

Ngā Pūninga Toi ā-Ahurea me ngā Kaupapa | Cultural Installations and Events

**Ngā tohutohu tono – Wāhanga tuatahi
Application guide – Round one**

Round one opens: **9 April 2021**

Round one closes: **5.00pm 7 May 2021**



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He whakaipurangi, he manga tārai riu, he awa whakakī whārua

A water source from which springs a stream carves a way and transforms into a river that fills valleys

Mai i tētahi whakaipurangi wai ka tīmata te rere haere o tētahi manga, ā, ka rahi ake kia hīrere ake hei awa. Ahakoa iti, ahakoa nui, he kaha tō te wai ki te kerikeri i te oneone, ki te tārai hoki i te mata o te whenua. Nā wai rā, nā wai rā, he riu, he whārua ka mahue mai ahakoa kei reira tētahi wai tonu e rere ana, kāore rānei, me kī, kua mimiti te wai, ā, kua maroke haere. Heoi, he wā tōna ka whakakīia anō taua whārua ki tētahi wai hei whakamākūkū anō i te whenua kia mātōtoru ai te tipu hei whenua haumako.

A trickle of water that stems from its source can transform into a surging river. Whether small or large, water has the strength to plough through soil and carve its way through the land. Water shapes gorges and valleys that remain as part of the landscape regardless of whether the water still flows through them. In time, the water will make its way back to replenish the land and encourage growth and fertility.

Te pakiwaitara o te Tahua | The funding story

Water is a source of inspiration. It brings life and shapes our landscape, starting as a trickle that develops from a stream into a river carving its own path towards something new and interesting.

Manatū Taonga is represented in the stream, providing support to the cultural sector to develop and transform our landscape, bringing culture and creativity to people. With it comes employment and skill opportunities, as the motu is transformed with installations and events for many people to enjoy.

He aha Te Tahua Whakahaumarua? | What is the Creative Arts Recovery and Employment (CARE) Fund?

Te Tahua Whakahaumarua Creative Arts and Recovery and Employment (CARE) Fund will create employment and training opportunities, ensure vital skills, talent and creative infrastructure are not lost, and maintain and expand public access to creative and cultural experiences.

It is part of Te Tahua Whakamarohi i te Rāngai Ahurea Cultural Sector Regeneration Fund, within Manatū Taonga's Arts and Culture COVID Recovery Programme.

An overview of the CARE Fund is available on the Manatū Taonga website:

<https://mch.govt.nz/te-tahua-whakahaumarua-care-fund/overview>

He tiro whānui ki Ngā Puninga Toi ā-Ahurea me ngā Kaupapa | Cultural Installations and Events overview

Cultural Installations and Events is one of five funding streams within the CARE Fund. It's about bringing culture and creativity to people as they go about their everyday lives.

Cultural sector practitioners, groups/collectives and organisations can apply for funding for a cultural installation or event that is free for people to attend and easy to access in spaces people regularly go - such as parks, community hubs, shopping malls, marae, churches or along a waterfront.

Manatū Taonga will prioritise projects that:

- are led by Māori or Pacific cultural practitioners and organisations
- support access for people with disabilities
- provide opportunities for practitioners to learn and develop skills
- create employment in regions and communities outside Aotearoa's main centres.

There will be two rounds of funding for Cultural Installations and Events in 2021:

- Round one is now open and will close at **5.00pm on Friday 7 May 2021**

You can apply for between \$1,000 and \$20,000.

- Round two is expected to open in late August 2021

You can apply for up to \$100,000.

Except for the funding amount available, we expect funding criteria to remain the same across both funding rounds. We'll provide an update on any changes after round one.

Each applicant can make **one application** in round one. If you receive funding in round one, you cannot apply again in round two.

Projects may include multiple components or activities, under one project name and description.

Projects must be completed within 12 months of funding being received.

Ngā rā matua mō te wāhanga tuatahi | Key dates for round one

Applications for round one open: **Friday 9 April 2021**

Applications for round one close: **5.00pm Friday 7 May 2021**

- Applications must be submitted via our online portal before the closing date and time.
- We recommend you start and submit your application as early as possible.

Please note we will not be able to consider incomplete or late applications.

We expect to communicate funding decisions to applicants from late June 2021 and make payments from July 2021. We'll keep applicants updated with any changes to timing.



[Sign up to our e-newsletter](#) to keep up to date with announcements for round two.

Ngā pātai | Questions or enquiries

We strongly recommended you read this Application Guide before starting your application and use it as a guide when completing your application.

- If you have questions, please check the Questions and Answers on the Manatū Taonga website at:

<https://mch.govt.nz/te-tahua-whakahaumaru-care-fund/cultural-installations-and-events-questions-and-answers>

We'll update it with answers to commonly asked questions throughout the application period.

- If you have questions about how to register and use our online portal, guidance can be found at:

<https://mch.govt.nz/te-tahua-whakahaumaru-care-fund/cultural-installations-and-events>

- If you have questions about the terms and conditions for successful applicants, please see the example funding agreement at:

<https://mch.govt.nz/te-tahua-whakahaumaru-care-fund/cultural-installations-and-events>

- For other queries about completing the application form or using our online portal to submit your application, please contact the Manatū Taonga team at: support.culture@mch.govt.nz

Please note we cannot guarantee that questions received on or after **Monday 3 May 2021** will receive a response before the funding round closes.

Me pēwhea te tono? | How to apply

You need to submit your application online using our online portal. This is available at: <https://mch-cp.enquire.cloud/rounds>

You need to sign up and register as a user before completing your application. For support to do this, please read the online portal user guide at: <https://mch.govt.nz/te-tahua-whakahaumarua-care-fund/cultural-installations-and-events>

You will **not** be able to submit your application via the online portal after **5.00pm on Friday 7 May 2021**.

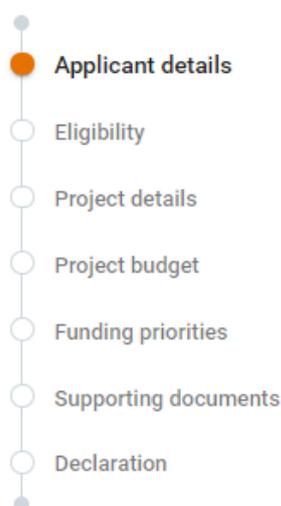
When completing your application, you must make sure you complete all sections. You will **not** be able to submit your application until all mandatory questions have been answered. Note: mandatory questions are marked with an asterisk *.

An application can be saved, closed and returned to at any time during the application process. However, once you have submitted an application you will not be able to make any further changes to your application.

Te whakaoti i tō puka tono | Completing your application form

To start your application, click the  button, which will take you to the first page of the application form.

The application form has seven sections to complete, as shown below. Each section contains a set of questions with mandatory responses marked with an asterisk *. While not all questions are mandatory, we recommend that answers are entered for all questions, to ensure the strongest possible application.



Within the form you can navigate between and to each section by clicking on the relevant section or using **the left**  **and right**  **arrows** at the top and bottom of each page.

Each section of the application form is covered below to provide you with additional support to complete your application. We strongly recommend you read this information before starting your application.

Taipitopito kōrero mō te kaitono | Applicant details

Ingoa kaitono | Applicant name

This is completed automatically based on the information from your registration and should reflect your name (if you are applying as an individual) or your group/collective or organisation name (if you are applying on behalf of a group/collective or organisation).

Ingoa kaitono matua | Primary contact name

This is completed automatically based on the information from your registration. If you are applying as an individual this will be the same as the 'Applicant name'. If you are applying on behalf of a group/collective or organisation, this will be the name of the key contact you entered when you created your organisation account.

Is this person the key contact for this application?

Please click on the drop-down menu and select either **Yes** or **No** to this question.

- If the answer is **Yes**, you can **click the right**  **arrow** to progress to the next page.
- If the answer is **No**, you will be prompted to complete the project key contact information as shown below:

NOTE: if you are applying on behalf of a group or collective, or a cultural sector organisation **without** a current legal status, you will need to select an individual to enter into a contract with Manatū Taonga if your application is successful. Please ensure you enter the details of this individual as your project key contact here.

Te kaiwhakapā matua mō tēnei kaupapa | Project key contact

Enter the first and last name of the person that should be contacted to discuss, or receive updates on, this application.

Nama waea | Phone number

Enter the phone number of the person who should be contacted to discuss, or receive updates on, this application.

Īmerā | Email address

Enter the email address of the person who should be contacted to discuss, or receive updates on, this application.

Wāhitau pouaka poutāpeta | Postal address

Enter the postal address of the person who should be contacted to discuss, or receive updates on, this application.

Then **click the right**  **arrow** to progress to the next page.

Māraurautanga | Eligibility

To be eligible for Cultural Installations and Events funding, applicants must meet **both** the applicant and project eligibility criteria. Eligibility is self-declared by the applicant. However, if Manatū Taonga identifies information that does not support these statements during the evaluation process, your application may be ineligible and could be withdrawn from consideration.

Te māraurau o te kaitono | Applicant eligibility

To be eligible, an applicant must be one of the following:

- an individual cultural sector practitioner
- a group or collective of cultural sector practitioners
- a cultural sector organisation.

Are you an individual, group or organisation?

Please select from the drop-down menu to confirm you are:

- an individual cultural sector practitioner
- a group or collective of cultural sector practitioners
- a cultural sector organisation.

What do we mean by cultural sector?

For this funding, the cultural sector includes arts, culture and heritage presented in any medium.

Cultural sector practitioners and organisations are those who contribute to creating, presenting, protecting and distributing arts, culture and heritage.

News content and sports are not in scope for this funding as they are supported by other programmes administered by Manatū Taonga and Sport NZ.

He kaimahi motuhake i te rāngai ahurea | Individual cultural sector practitioner

If you are an individual cultural sector practitioner there are **three** criteria that you **must** meet to be eligible. By ticking each box, you are confirming that you:

- will be based in Aotearoa for the duration of the project
- are a citizen or permanent resident of Aotearoa
- have experience working in the cultural sector.

You must also provide a **brief** history of your experience working in the cultural sector (maximum of 750 characters).

What do we mean by ‘based in Aotearoa’?

You will be living in New Zealand until your project is complete. Overseas trips during this period will not impact eligibility.

He rōpū, he ohu rānei o ngā kaimahi rāngai ahurea | Group or collective of cultural sector practitioners

This option is relevant if your project will be implemented and managed by a group or collective of cultural sector practitioners.

There are **three** criteria that your group/collective **must** meet to be eligible. By ticking each box, you are confirming that the **key practitioners** from your group/collective who will be involved in this project:

- will all reside in Aotearoa for the duration of the project
- are all citizens or permanent residents of Aotearoa
- have experience working in the cultural sector.

You must also provide a **brief** history of the experience your group/collective has working in the cultural sector (maximum of 750 characters).

You are also required to provide the **full names** of each of the key practitioners from your group/collective who will be involved in this project.

What do we mean by ‘based in Aotearoa’?

You will be living in New Zealand until your project is complete. Overseas trips during this period will not impact eligibility.

He rōpū rāngai ahurea | Cultural sector organisation

If you are applying on behalf of a cultural sector organisation, you must tick the box confirming that your organisation has experience in the cultural sector and provide a **brief** history of that experience (maximum of 750 characters).

You must also tick the box to confirm that your organisation is based in Aotearoa.

If your organisation has legal status, you should tick the box confirming that your organisation has a current legal status.

Examples of legal status include (but are not limited to):

- charitable trusts (but not private trusts)
- limited liability companies
- incorporated societies
- limited partnerships
- co-operative companies
- Māori land trusts
- industrial or provident societies.

When you created your organisation account, you will have provided your legal status type and legal status identifier, for example, your NZBN or Charities Commission number.

If your organisation has current legal status, Mānatu Taonga can enter into a contract with your organisation if your funding application is successful.

If your organisation doesn't have current legal status, you should **NOT** tick the box stating that your organisation has a current legal status.

If your organisation doesn't have current legal status, it means that you will need to select an individual to enter into a contract with Manatū Taonga if your funding application is successful. As noted above, this individual should be included as your project key contact in the 'Applicant details' section of the application.

Please note that central and local government agencies are not eligible to apply for this funding.

Council-owned organisations and crown entities are eligible if they meet the criteria.

Te māraurau o te kaupapa | Project eligibility

There are **four** eligibility requirements that all projects **must** meet. By ticking each box, you are confirming that:

- Your project is a cultural installation or event that will be held in non-traditional and publicly accessible space(s)

What do we mean by cultural installation or event?

Installations and events must have an arts, culture or heritage focus, and can be presented in any medium.

Installations can be temporary (up to six months) or permanent. For this funding, if your installation will be in place for more than six months, it is considered permanent.

Events can be a single event or series of events.

Each installation or event must have a physical component that people can view or engage with, but this can be supported by digital content.

Funding is not restricted to new activity, for example, work may have been previously presented.

What do we mean by non-traditional and publicly accessible space?

We mean an easy to access place where people regularly go, such as parks, community hubs, shopping malls, marae, churches or along a waterfront. This is not an exhaustive list - it's about bringing culture and creativity to people in our communities.

Venues with the primary purpose of providing cultural content (e.g., galleries, museums and theatres) are not eligible locations, but organisations based in these venues are encouraged to think about how they can bring their cultural experiences into peoples' everyday lives.

Locations can be indoors or outdoors.

Ticketing can be used as a method to control audience size if your location has a capacity limit, as long as there is no cost for attendees.

Please note you may have to seek local authority permission, approval or consents under a public art or events policy, iwi and/or mana whenua permission, landlord agreement or other permissions to use your location.

Examples of cultural installations or events in non-traditional and publicly accessible spaces include but are not limited to:

- an art exhibition in a shopping centre
- a Pacific dance or kapa haka event in a church or marae
- a kete weaving demonstration on a beach that encourage people to join in
- a community hub hosting a local music event
- a light and sound installation under a bridge that draws people to visit
- a museum taking a heritage collection into a community library

- a theatre performance in a city square that many people walk through
- an interactive experience along a waterfront inspired by a New Zealand film.

- Your project will have free entry

Free entry means that no-one can be charged or feel like any money is required to view, engage or participate in the installation or event. Associated optional purchases (such as food, drink or merchandise) or donations are possible as a part of the installation or event, however, they must not create any type of perceived or real barrier to entry.

- All participating practitioners will be paid at fair market value

What do we mean by fair market value?

We recognise that a fair market value will vary depending on the skills and experience of the practitioners involved.

In line with remuneration guidance provided by Creative New Zealand, we encourage applicants to include pay rates of no less than \$25 per hour for cultural sector practitioners.

For this funding, we require that cultural sector practitioners are paid at a fair market value. Anyone with a key role in your project can also be paid at a fair market value. We recognise that it may be appropriate for some minor roles to be undertaken on a voluntary basis e.g. marshalling at an event.

- All practitioners and resources are sourced through individuals and organisations operating in Aotearoa unless the purchase of rights from international sources is critical.

The purchase of rights from international sources is allowed if the permission or licence to use specific creative work is critical to the success of an installation or event. This could include, for example, music, text, composition, lyrics, script, images, video or other media.

He aha tā mātou e kore nei e tautoko ā-pūtea | What we will not fund

We will not fund projects that:

- are held in venues with the primary purpose of providing cultural content (e.g., galleries, museums, theatres) or that are not readily accessible to the public
- require renovations to, or the purchase of, buildings or restoring community facilities
- have received funding from any other sources for the same project costs.

Note that this is not an exhaustive list and Manatū Taonga reserves the right to determine that an applicant or project does not meet the eligibility criteria, even if the applicant has indicated that they meet all the eligibility criteria.

Mōhiohio mō te kaupapa | Project details

This section is the opportunity for you to provide details about your project.

Te ingoa o te kaupapa | Project title

Enter a title for your project. This should be short (maximum 150 characters). If your application is successful, this name may be publicly released as a part of the announcements on funding outcomes.

He whakamārama poto mō te kaupapa | Short project description

Enter a short description of your project (maximum 400 characters). This should be clear so the reader understands what your project is about and what they might see if they chose to attend. If your application is successful, this information may be publicly released as a part of the announcements on funding outcomes.

He puninga tūmau tō kaupapa? | Is your project a permanent installation?

Please select **Yes** or **No** from the drop-down menu to indicate if your installation is permanent.

Permanent installations can be funded as long as any ongoing maintenance or management, and associated costs, have been planned for and have alternative funding sources. Evidence of this planning and funding will be required through the provision of a long-term maintenance plan, which includes a fully funded budget.

The long-term maintenance plan will need to be attached to your application in the [Supporting Documentation](#) section of the application and is limited to a two-document upload.

Tō kaupapa | Your project

This section includes questions designed to provide you with an opportunity to describe your project, how it will bring culture and creativity into the everyday lives of people in Aotearoa, and how you will implement your project, with the COVID-19 environment in mind.

Tell us about your project (maximum 1500 characters)

Be as descriptive as possible (noting that each question has a character limit) about why you want to present this work. For example, writing “*A music event featuring local acts*” does not provide enough information for evaluators to understand how your event will provide an exceptional experience for audiences.

A stronger description might be *“Local musicians will be commissioned to write new material about local stories and present them at the local park in a one-day event. The park is frequented by the local community every weekend as it is next to the shopping centre and has a playground and sports field.”*

You may wish to consider describing your project using the following prompt questions:

- What is your project?
- Why do your project now?
- Who will get to experience your project and what impact do you think it will have?
- How have you considered the suitability of content for the audience, considering the location of your project?

Tell us about your project location and how it is non-traditional and publicly accessible (maximum 1500 characters)

In this section please briefly describe the location of your project, noting how we’ve defined a non-traditional and publicly accessible place on page 14.

I/we have considered the costs and time that may be involved in gaining permission or consent to use that location

By checking this box, you are confirming that you are aware of the time and any potential costs that may be involved in gaining permission to use your chosen location. This may include local authority permission, approval or consents under a public art or events policy, iwi and/or mana whenua permission, landlord agreement or other permissions.

You are confirming that the time involved in gaining permission has been considered in your project schedule, and when your project will be presented to the public. You are also confirming that your budget includes any costs that may be involved.

Please note: permission or consent to use your chosen location doesn’t need to be in place before you make an application. However, if your application is successful, you may need to provide evidence of permission or consent before funding is released.

Tell us how you are going to make your project happen (maximum 1500 characters)

In this section you need to briefly outline how you plan to deliver your project. Consider who will be involved and the steps you need to take to successfully progress your project from an application to a reality. It’s important to provide

confidence that the project will be successful and that the public will get the opportunity to view, engage or participate as you have described.

You may wish to consider the following points:

- Who you need to engage with to deliver your project and why? For example, you might need to engage with your local council to seek permission or find out more about using their location, or you might need to engage with the practitioners that you want to be involved in your project to gauge their interest in taking part.
- How you plan to mitigate any risks associated with delivering your project in a public space. This might include health and safety, audience management or security management considerations.
- How you plan to manage any complaints about the content of your project from members of the public.
- What your contingency plan is for unseen circumstances such as weather impacts.

Tell us how different COVID-19 Alert Levels might impact your project delivery
(maximum 1500 characters)

We need a short description of how your project might be impacted at different COVID-19 Alert Levels. We also want to know any plans or strategies you have in place for your project to meet different Alert Level requirements.

We recognise most projects will not be presented under Alert Levels 3 and 4. In this section you need to briefly describe how you can present your project at Alert Levels 1 and 2.

For example, at Alert Levels 1 and 2, you need to consider how you will manage contact tracing and hygiene expectations.

At Alert Level 2, there are also limits on gathering numbers and social distancing expectations. You will need to consider how your project can meet these requirements, or to confirm it cannot go ahead at Alert Level 2.

Please refer to the New Zealand Government Unite against COVID-19 website for information about what is expected at each Alert Level: <https://covid19.govt.nz/>

If your project is not able to run at Alert Level 2, please explain why. If your project is able to run at Alert Levels 3 or 4, please explain how.

Te wātaka kaupapa | Project schedule

This section is for you to set out where and when you will present your project.

You will need to consider when you expect to receive a funding decision when planning your timelines. For example, your project implementation should commence after funding decisions are made.

We expect to communicate funding decisions in late June 2021. This means the earliest you should start implementing your project is July 2021, with the opening of your project likely to be August 2021 at the earliest.

Projects must be completed within 12 months of funding being received.

To start putting in your project schedule information, select

[+ Add Project schedule](#)

Projects may include multiple components or activities, under one project name and description.

For each presentation of your project, you should add an additional entry into the project schedule.

What do we mean by ‘each presentation of your project’?

Each presentation of your project is defined by when and where it is available to the public.

If it is in a single location and over a single period of time, only one entry is needed.

For example:

- an event over a single weekend in one location
- a pop-up installation in a single location for three months.

If your project is presented over more than one time period and/or location, you need to make additional entries for each one.

For example:

- a weekend event run over multiple weekends in the same location would have multiple entries – one for each weekend.
- a pop-up installation presented over consecutive days but in different locations would have multiple entries – one for each location.

When completing the project schedule, you need to provide the following:

- Your **project name**: this may be the same as your overarching project name or may be specific to a particular location.

- Your **project type**: select from the drop-down menu the project type that best describes your project. The available options are:
 - Māori arts and culture
 - Pacific arts and culture
 - Other ethnic arts and culture
 - Dance
 - Literature
 - Multi-discipline
 - Music
 - Screen
 - Theatre
 - Visual arts
 - Heritage
 - Other

- The **start date** of your project: the opening date of the project for that presentation.
- The **end date** of your project: the closing date of the project for that presentation.

If your installation is permanent, please enter a date that is the earlier of either:

- when the requested funding will have been fully spent or
- 12 months from the start of the project.
- The **region** your project will take place in. Select from a drop-down menu of Aotearoa's regions.
- What **district/city** your project will take place in. Select from a drop-down menu of Aotearoa's districts/cities, including Auckland local board areas.
- **Anticipated audience size**: select from a drop-down menu e.g. how many people you expect to view your project over the weekend. The drop-down options are:
 - 1-50 people
 - 51-100 people
 - 101-500 people
 - 501-1000 people
 - More than 1000 people

Once you have entered all the required information select 'Save'.

- Select  if you want to add additional entries.

Te Mahere Pūtea | Project budget

Tō tīma | Your team

This section asks you to provide information about the key people that will be employed by your project and what they will be paid.

To enter information into the 'Your team' table, select 

A pop-up box will appear for you to add the following information for key people.

- **Role:** Select from the drop-down menu what best describes their role in your project. The available roles are:
 - management
 - creative
 - technical
 - administration
 - other.
- **Pay rate:** What is the New Zealand dollar rate they will be paid i.e. \$25, \$3000.
- **Unit:** What is the unit related to the pay rate? Options are:
 - hourly
 - daily
 - fixed fee.
- **Total payment:** How much will this person be paid for their work on your project? This should reflect the pay rate multiplied by the unit i.e. \$25 per hour for ten hours would be total payment of \$250.

Te Mahere Pūtea | Budget

Your project budget must be entered in the budget table included in the application form.

To start entering your budget information you need to select 

You will need to select  for each cost associated with your project.

To complete the budget, you need to provide the following information for each cost in your project.

		Required information
Costs	Description	Describe the cost e.g. venue hire, lighting technician, security hire
	Category	Select the most appropriate cost category for this cost. The available options are: <ul style="list-style-type: none"> • paying people • production and material • travel and accommodation • location related • administration • marketing • other
Financial contributions	Requested	Enter the value of funding you are requesting from Manatū Taonga for this cost. This should be the total value of the described cost excluding any in-kind or other financial contributions you have or will receive. If you are GST registered this value should be GST exclusive. If you are not GST registered, then just include the value that you are required to pay.
	In-kind (\$)	Enter the value of any in-kind support for this cost that is over and above the funding you are requesting from Manatū Taonga. In-kind support is an estimated dollar value attributed to any contributions made to your project that are free of charge. Enter \$0 if there are no in-kind contributions towards this cost.
	Other (\$)	Enter the value of any financial contribution towards this cost that is over and above the funding you are requesting from Manatū Taonga. This means any <u>approved</u> financing from other sources, such as community trusts, philanthropists or private donors, and other grants. Enter \$0 if there are no other contributions towards this cost.

When entering numbers into the budget you need to enter numbers only, with no \$ symbol or commas.

Ko te wāriu o te pūtea i tonohia | Funding amount applied for

In this section you need to confirm the total amount of funding you are requesting from Manatū Taonga. This can be from \$1,000 to \$20,000 excluding GST (if you are GST registered).

Please make sure this amount is the same as the requested column in the budget.

He aha tā mātou e whakaarotau ai | What we will prioritise

This section provides an opportunity for you to outline how your project aligns with the applicant and project priorities for this funding.

Alignment with these priorities is preferred but answering **No** to any question does not impact your eligibility for funding. Applications that provide a strong explanation of how the project aligns with a priority may be more likely to receive funding.

Whāinga tōmua o te kaitono | Applicant priorities

If your project is **led** by a Māori or Pacific cultural sector practitioner or a Māori or Pacific cultural sector organisation, please select **Yes** to the questions in this section. If it isn't, then please select **No**.

What is a Māori-led cultural organisation?

Cultural sector organisations contribute to creating, presenting, protecting and distributing arts, culture and heritage.

Māori-led cultural organisations are also Kaupapa Māori based and have Māori in leadership roles.

What is a Pacific-led cultural organisation?

Cultural sector organisations contribute to creating, presenting, protecting and distributing arts, culture and heritage.

Pacific-led cultural organisations are also Kaupapa Pasifika based and have Pacific people in leadership roles.

Whāinga tōmua mō te kaupapa | Project priorities

There are **three** project priorities. If you select **Yes** for any of these priorities, you need to provide an explanation of how your project supports that priority. You can select more than one priority. They are:

This project will support access and participation for people with disabilities (maximum 750 characters)

Describe what actions you will take to reduce the barriers that people with disabilities often experience in accessing cultural content. For example, is your location accessible for wheelchair users? Will your project include audio description or New Zealand Sign Language interpretation? Are you taking any other steps to enable people with disabilities to participate and enjoy the project?

This project provides opportunities for practitioners to learn and develop skills (maximum 750 characters)

Describe how your project will provide learning opportunities for practitioners. For example, this could include development associated with preparing or presenting work or mentoring opportunities for emerging practitioners.

This project will create employment opportunities in regions and communities outside of the main centres of Aotearoa (750 characters)

Describe the employment opportunities that your project will create in the locations in your project schedule. This is relevant for most areas outside of Auckland, Wellington, Christchurch and Dunedin cities.

Ngā puka taunaki | Supporting documents

If you are applying for funding for a permanent installation, you must upload your long-term maintenance plan and budget.

You can upload a maximum of two documents, with most common file types accepted.

If your project is **NOT** a permanent installation, then no additional or supporting documentation should be uploaded here. If any additional or supporting documentation is received, it will not be considered during the evaluation process.

Tauākī Here | Declaration

The declaration is the last section of the application form.

Please thoroughly read the declaration and tick the box to confirm your acknowledgement and acceptance of the information contained in the declaration.

Once you have acknowledged the declaration and have completed all mandatory questions within the application, you will be able to submit your application.

REMEMBER: Once you submit your application you will NOT be able to make any changes or edits, so we strongly suggest a final review of your application form before submitting.

Te Tūkanga arotake i te tono | Application evaluation process

Your submitted application will be evaluated by a panel administered by Manatū Taonga and including members with sector knowledge and expertise. We expect to communicate decisions to applicants from late June 2021.

The panel will be evaluating applications against the criteria in the table below:

Criteria	Intent	Weighting
Project	The application describes the project, who it is designed for, the location, and what impact it will have	35%
Priorities	The application provides a clear explanation of how the project will deliver to the priorities of the funding	40%
Project implementation	The application provides clarity and confidence in the applicant's ability to implement the project	15%
Budget	The application includes a budget that seems reasonable and realistic, with fair compensation for practitioners	10%

Please contact support.culture@mch.govt.nz if you have any questions about the evaluation process.

Ka aha ki te angitū taku tono? | What happens if I am successful?

We will contact you to discuss a funding agreement for your project. An example funding agreement that sets out the terms and conditions for successful applicants is available for you to read on the Manatū Taonga website: <https://mch.govt.nz/te-tahua-whakahaumarua-care-fund/cultural-installations-and-events>

Please note that the evaluation may result in a recommendation to award a different level of funding than the amount applied for. If this occurs, we will contact you to discuss the feasibility of your project at the amended funding level before entering any funding agreement.

Once funding agreements are finalised, we may publish the following on the Manatū Taonga website:

- your name or the name of your group/collective or organisation
- the name of your project
- a short description of your project
- the location of your project
- the amount awarded.

If you receive funding in round one, you cannot apply again in round two.

Ka aha ki te kore e angitū taku tono? | What happens if I am unsuccessful?

You will be notified of the outcome of your application from late June 2021. This notification will include feedback on why your application was unsuccessful.

If your round one application is unsuccessful, you can apply again in round two for the same or a different project.

Wāhanga tuarua | Round two

Round two of Cultural Installations and Events is expected to open in late August 2021. You can subscribe to the Arts and Culture COVID Recovery Programme e-newsletter to receive updates about round two at: <https://mch.govt.nz/regenerating-arts-culture-and-heritage/subscribe-updates>

The funding available in round two is up to \$100,000.

Except for the funding amount available, we expect funding criteria to remain the same across both funding rounds. We'll provide an update on any changes after round one.

Te tiaki i ō pārongo | Protecting your information

The following information outlines what we will do with the information you provide. If you have any concerns about personal information we hold, please contact the Manatū Taonga Privacy Officer at privacy@mch.govt.nz.

- Manatū Taonga will only use personal information collected as part of the application process for the purposes of administering the Cultural Sector Regeneration Fund.
- By submitting an application, the applicant authorises Manatū Taonga to disclose information to, or obtain information from, any other government department or agency, private person, or organisation, for these purposes.
- Manatū Taonga will hold all personal information securely and will only disclose it on request if it is legally obliged to do so. Once it is no longer required, information will be securely archived or destroyed, in accordance with the Public Records Act 2005.