

# Application requirements and guidelines for specific activities

ARTS COUNCIL OF NEW ZEALAND TOI AOTEAROA

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# Contents Page

<b>1. COMMISSIONS</b>	<b>1</b>	<b>14. ORCHESTRAS</b>	<b>6</b>
1.1 Public artworks	1	14.1 City Orchestra activities	6
1.2 Music and sound art	1	14.2 City Orchestra funding guidelines	6
Overseas premieres	1	14.3 Community Orchestra activities	6
Multiple presentations and new and/or diverse audiences	2	<b>15. PACIFIC HERITAGE ARTS</b>	<b>7</b>
<b>2. COMMUNITY ARTS</b>	<b>2</b>	<b>16. PUBLIC MUSEUMS AND ART GALLERIES</b>	<b>7</b>
2.1 Community arts projects	2	<b>17. PUBLICATIONS</b>	<b>7</b>
2.2 Eligibility criteria for community arts projects	2	17.1 Artform publications	7
<b>3. COMPETITIONS</b>	<b>2</b>	17.2 History projects	8
<b>4. DESIGN (CRAFT/OBJECT ART)</b>	<b>2</b>	17.3 Literary magazines and review journals	8
<b>5. DIGITAL DOCUMENTATION OF PRODUCTIONS</b>	<b>3</b>	17.4 Music publications	8
<b>6. DOCUMENTARY AND ARCHIVAL PROJECTS</b>	<b>3</b>	17.5 Publishing block grants	8
<b>7. FESTIVALS</b>	<b>3</b>	17.6 Publishing subsidies and publishing block grants	9
7.1 Festival budgets	3	17.7 Publishing subsidy rates	10
7.2 Festivals in the Pacific	3	Additional subsidies	10
7.3 Literary festivals	3	Exceptions to publishing subsidies	10
7.4 Māori or Pacific arts festivals	3	<b>18. RESIDENCIES</b>	<b>10</b>
7.5 Multidisciplinary arts festivals	3	18.1 New Zealand residencies	10
<b>8. INTERARTS</b>	<b>4</b>	18.2 International residencies	10
<b>9. INTERNATIONAL ACTIVITY</b>	<b>4</b>	<b>19. SHOWING EVIDENCE OF DEMAND</b>	<b>11</b>
9.1 Bringing international artists to New Zealand	4	<b>20. TOURING</b>	<b>11</b>
9.2 International professional development and postgraduate study	4	20.1 New Zealand touring	11
9.3 Overseas-based arts organisations and artists based overseas	4	20.2 Focus of New Zealand touring by artform	11
<b>10. LITERATURE GRANTS</b>	<b>4</b>	Craft/Object and visual arts	11
10.1 Writing grants	4	Performing arts (Theatre, Dance and Music)	11
10.2 Children's illustration grants	4	Literature	11
<b>11. MENTORING</b>	<b>4</b>	20.3 International touring	11
<b>12. MUSIC RECORDING GRANTS</b>	<b>5</b>	Eligibility criteria	12
12.1 Eligibility for music recording grants	5	Literary tours	12
12.2 Funding limits for music recording grants	5	<b>21. WEBSITES</b>	<b>12</b>
<b>13. NEW MEDIA OR DIGITAL TECHNOLOGIES</b>	<b>6</b>	21.1 Funding for established websites	12
		21.2 Funding to develop a new website	13
		21.3 Costs of placing work on websites	13
		<b>22. YOUNG PEOPLE</b>	<b>13</b>

Specific requirements and guidelines apply to some activities. Before starting your application, please check if any are relevant to your application and contact Funding Services you have questions. For general information that applies to all artforms, eg general eligibility, please see the [Creative New Zealand website](#).

## 1. Commissions

Commissions must result in works that are ready for public presentation, eg a performance, exhibition or manuscript. Applications must include evidence that the work is likely to result in a public presentation.

### 1.1 Public artworks

Grants for commissions of public artworks are for artist fees and material costs. Your application must include:

- details of the selected artist and the proposed project
- details of the selection process, including the membership of the selection committee and their expertise
- an explanation of the national relevance of the artwork
- an explanation of how the project is consistent with the local or regional public artwork strategy (as published by the relevant local city or district council)
- a letter from the relevant territorial authority confirming their interest in, and financial commitment to, the project
- a long-term maintenance plan for the proposed artwork
- an explanation of how best practice copyright protection will be provided for the artist
- a copy of the proposed contract with the artist.

### 1.2 Music and sound art

Grants for commissions of new music or sound art are for the composer's fee. You must be the performer, practitioner, ensemble or arts organisation who will premiere the new work of the composer.

Applications must include:

- an explanation of when and where the new work will be premiered, and by whom
- evidence that a commissioned composer has agreed to the fee and any terms and conditions as negotiated. The [Composers Association of New Zealand \(CANZ\)](#) provides a sample commissioning agreement.
- evidence of the musical direction the new work will take. This can be done by providing one or more of the following:
  - an audio sample of up to five minutes of the new work you are proposing, not a previous completed piece of work. The length of the sample will depend on the length of work. It is indicative only and will not be assessed as a finished piece of work
  - a graphic which shows the overall structure of the work
  - an outline of the key melodic or rhythmic themes to be used in the work
  - a written representation of your work ideas, eg score/lead sheets
  - a written, video or audio description of the work.
  - Support is available for the composition and creation of new work but not for typesetting.

#### Overseas premieres

If a new work will be premiered overseas the composer must submit the application and include written evidence that the overseas party has agreed to present the work.

## Multiple presentations and new and/or diverse audiences

Creative New Zealand gives priority to high-quality New Zealand work that will be performed live multiple times and engage new and/or diverse audiences. Your application should include:

- confirmations or strong expressions of interest from other performers or arts organisations
- details of how new and/or diverse audiences will be reached. A useful resource to help you think about your audiences is [Culture Segments New Zealand](#).

## 2. Community arts

### 2.1 Community arts projects

Creative New Zealand supports community arts projects that:

- maintain and pass on cultural traditions eg
  - Māori customary arts and Pasifika heritage artforms
  - the artforms of defined groups of interest maintaining and preserving their artistic and cultural traditions, eg migrant communities
- are part of a community's cultural development including:
  - arts practitioners collaborating with communities to achieve artistic and social outcomes
  - a collective creative process
  - an arts focus for a community issue such as the environment or social equity
- are for leisure or recreation, including community-based arts groups and the recreational pursuit of diverse art forms.

### 2.2 Eligibility criteria for community arts projects

To be eligible for Arts Grants or Toi Uru Kahikatea funding a community arts project funding proposal must:

- identify the communities or defined groups of interest involved in the project

- identify how the funding applied for will contribute to arts activities
- examples of projects would be:
  - maintaining or developing a high quality national network of artists for a particular artform, eg hip-hop or pottery
  - providing high quality regional or national training opportunities
  - developing and presenting community art works that draw participants or audiences nationally or from throughout a region.

## 3. Competitions

Funding is available for competitions that support professional development, reach new audiences, or develop young artists. This funding cannot be used for competition prizes. The maximum you can apply for is \$30,000 or if you are applying for a Arts Grants under \$10K the maximum is \$10,000.

## 4. Design (Craft/Object art)

Creative New Zealand supports studio-based design, giving priority to furniture and object-based design proposals.

Funding is available for:

- research and initial development of a new work
- public presentation of a new work, but not its commercial production.
- projects that recognise and build on the interaction between design and craft/object practice
- projects that survey aspects of design history and place New Zealand design in artistic, cultural or social contexts.

## 5. Digital documentation of productions

If you are applying for funding for the premiere of a New Zealand work, we recommend you include up to \$5,000 in your budget to make a high-quality digital recording to document it. We are more likely to fund this if an experienced digital arts practitioner is involved.

## 6. Documentary and archival projects

If you are applying for funding for a documentary or archival project you should apply under the relevant artform or cultural arts practice. The maximum you can apply for is \$30,000 or if you are applying for a Arts Grants under \$10K the maximum is \$10,000.

If your project is a narrative short or feature film, or you are seeking funding to attend an overseas festival with your film, please contact the [New Zealand Film Commission](#).

## 7. Festivals

### 7.1 Festival budgets

Funding proposals from arts festivals, be they artform specific or multidisciplinary, need to be for specific activities and events that are part of the festival programme.

Creative New Zealand will not fund the shortfall between budgeted income and expenditure, otherwise known as a shortfall budget.

### 7.2 Festivals in the Pacific

Applications from Pasifika community groups to attend festivals in the Pacific to learn about heritage arts need to show that:

- they will be attending workshops or other forums to gain vital skills and knowledge not available in New Zealand
- they will be passing on these skills and knowledge to their communities in New Zealand.

### 7.3 Literary festivals

Funding is available for published New Zealand writers to present and promote their work at a New Zealand literary festival or as part of the literary component of an arts festival. The organiser's application should be for a specific component of the budget, eg New Zealand writers' fees or New Zealand writers' travel or accommodation costs.

### 7.4 Māori or Pacific arts festivals

Funding is available for New Zealand-based Māori or Pacific arts festivals that provide opportunities for:

- the presentation and transmission of Māori customary arts or Pacific heritage arts
- commissioning or employing New Zealand artists to create and present work
- community arts projects that focus on professional artists working with communities, or have regional or national significance
- presenting and promoting New Zealand work that engages new and diverse audiences
- workshops, wānanga, fono, forums, master classes, seminars and other opportunities for creative and/or professional development for New Zealand artists and practitioners.

### 7.5 Multidisciplinary arts festivals

Multidisciplinary arts festivals can be supported for the following activities:

- presentation of new or remounted, excellent and innovative New Zealand art and New Zealand work, including contemporary Māori or Pacific arts
- community arts projects and events
- presentation and transmission of Māori customary arts and Pacific heritage arts
- commissioning, co-production and/or development of small-scale innovative work.

A multidisciplinary arts festival is one that takes place within a defined area or region over a designated period of time. It involves an integrated programme of arts events and activities that features at least two different artforms of any cultural tradition.

## 8. Interarts

Interarts projects integrate artforms of any cultural tradition to create a new and distinct work. The result of this integration is a hybrid or fusion of artforms outside of Creative New Zealand's existing artform categories.

If your project falls into one of the existing artform categories but includes some interarts activities you can still apply under your preferred artform. If you are unsure, contact Funding Services for advice.

## 9. International activity

### 9.1 Bringing international artists to New Zealand

Funding is available to bring international artists to New Zealand if their visit will have direct creative or professional development benefits for New Zealand artists, practitioners or arts organisations, eg workshops or master classes, or will help New Zealand artists to develop their work. You cannot apply if the main focus of the artist's visit is to perform, exhibit or develop their own work.

### 9.2 International professional development and postgraduate study

Funding is available to support a New Zealand artist's international professional development or international postgraduate study.

Your application must provide evidence that:

- comparable opportunities are not available in New Zealand
- this is an important opportunity for your career development
- this is an important opportunity to acquire skills which will inform your ongoing arts practice.

You can apply for funding for:

- reasonable travel and living expenses
- accommodation for workshops, wānanga or fono
- tutors' fees.

You can apply for up to 80% of the overall cost of the opportunity to a maximum \$12,000 or if you are applying for a Arts Grants under \$10K the maximum is \$10,000.

If you are a musician you can only apply for a scholarship for post graduate study through the Jack McGill, Butland, Edwin Carr and New Zealand/Aotearoa Scholarships.

If you are a writer who has been invited to attend an international literary festival, or you intend to carry out international promotional activities, you can only apply for support through the International Promotion Fund administered by the [Publishers Association of New Zealand](#).

### 9.3 Overseas-based arts organisations and New Zealand artists based overseas

Creative New Zealand does not support overseas arts organisations or New Zealand artists based overseas, unless they can show direct benefits for New Zealand arts. The application must be endorsed by a New Zealand artist or artists currently resident in New Zealand and/or by an established New Zealand-based arts organisation.

## 10. Literature Grants

### 10.1 Writing grants

Applications must include up to 8-10 pages of the proposed work, not a previous piece of writing. The sample is indicative only and will not be assessed as a finished work.

### 10.2 Children's illustration grants

Applications must include up to three sample illustrations with accompanying text where appropriate.

## 11. Mentoring

A maximum grant of \$5,000 is available for mentoring. Only the mentee can apply for funding for a mentoring project. Funding is usually directed towards a fee for the mentor or reasonable expenses, eg telephone calls and transport.

Creative New Zealand's definition of mentoring is when an established artist or practitioner (the mentor) passes on skills or knowledge to a less experienced artist or practitioner (the mentee). This may involve giving feedback on a project, helping the mentee develop skills, or building knowledge of the professional arts sector.

The application from the mentee will need to identify:

- the focus of the proposed mentoring
- the time period
- evidence that the mentor is prepared to be involved.

A mentoring application should not include the costs of an exhibition, production or presentation. However, an application can include the cost of engaging a mentor to work with a mentee as they develop an exhibition, production or presentation.

## 12. Music recording grants

Funding is available for emerging and established New Zealand artists to make recordings of original high-quality New Zealand music, that will:

- support live performance and touring
- support mediated performances usually in the area of sound art
- support artist promotion

There is no standard recording length for grants as this depends on the purpose of the recording. We can also support the recording of sound art work that can only be distributed and experienced in recorded form.

The following guidelines do not apply to audio recordings of kōrero in Ngā Toi Māori, eg storytelling, whaikōrero, karakia, Māori folklore and history.

### 12.1 Eligibility for music recording grants

Applicants are not eligible to apply to Creative New Zealand for a recording grant if they have already received support or intend to apply for support through NZ On Air's New Music funding or Te Māngai Pāho's contestable fund for Māori Music CD productions for the same song/s.

Creative New Zealand, NZ On Air and the New Zealand Music Commission share information on applications to ensure that there is no duplication of funding.

A recording project where the main purpose is to distribute the recording via retail or online platforms is not eligible for

funding. Nor are living expenses, eg accommodation and travel costs.

The following must be included as part of an application for a recording grant:

- audio samples of the work to be recorded (up to 10 minutes)
- an explanation of the purpose of the proposed recording project
- an explanation of how the proposed recording project and follow-up activities (eg, touring, performance or promotion) will assist in providing a future artistic focus for the artist/s involved
- a description of the target audience
- promotion and distribution plans
- evidence of effective management
- other financial or in-kind support (to be shown in the budget).

If funding is sought for only one or two parts of a recording project, eg recording, mixing, mastering or manufacturing, the applicant must outline their plans for the other part (or parts) of the project.

### 12.2 Funding limits for music recording grants

The amount requested should reflect the number of people involved and their experience, the costs involved for the relevant delivery formats (CD, vinyl or on-line), and the scale of the project.

The maximum funding you can apply for is:

- \$15,000 for emerging artists
- \$25,000 for established artists.

If you are applying to Arts Grants under \$10K the maximum you can apply for is \$10,000.

## 13. New media or digital technologies

If you are developing or presenting work that involves new media or digital technology your application will need to specify the appropriate artform. This will depend on the nature of the work and on how audiences engage with it, eg if a moving image work will be exhibited in a gallery, the appropriate artform would be visual arts.

## 14. Orchestras

Orchestras can apply for funding from the Toi Uru Kahikatea investment programme. Before applying discuss your application with Funding Services. Applications will be assessed against the following guidelines, as well as [the programme's standard eligibility and assessment criteria](#).

### 14.1 City Orchestra activities

Creative New Zealand expects a City Orchestra supported through the Toi Uru Kahikatea to do the following:

- provide a regular programme of quality, live orchestral music being available for audiences in the city where the orchestra is based
- provide career opportunities for New Zealand musicians, composers and conductors
- programme and commission works, undertake workshops and other activities that promote and develop talented New Zealand composers
- provide accompaniment services for opera, ballet and other live performances within the city of the orchestra, subject to demand
- make a distinctive contribution to the cultural and economic vitality of the city
- encourage the development of New Zealanders' knowledge and appreciation of orchestral music
- provide music engagement programmes for diverse local communities, particularly youth
- collaborate with other orchestras and support community orchestras

### 14.2 City Orchestra funding guidelines

Creative New Zealand will usually contribute between 25% and 35% of the revenue of a city orchestra. This support is focused on the professional services needed for the orchestra to offer a regular programme of quality performances of symphonic music, eg management and administrative services.

It is anticipated that up to 55% of the city orchestra's revenue will come from public agencies such as Creative New Zealand, local government and/or other publicly funded organisations. Revenue will also be generated through box office, sponsorship and other forms of direct support from the community.

Evidence of support and demand from the community and buy-in from local authorities will indicate the extent of a community's preparedness to pay for their orchestra.

Creative New Zealand funding at the higher end of the range, 30%–35%, might be required to support a city orchestra based in a city with a population of less than 150,000.

### 14.3 Community Orchestra activities

Creative New Zealand anticipates that a Community Orchestra's programme will include the following types of activities:

- provide local communities with orchestral experiences and musicians with performance opportunities
- nurture New Zealand players and composers in a range of community settings
- programme and commission works and undertake workshops and other activities that promote and develop talented New Zealand composers
- develop local audiences for orchestral music performances
- make a distinctive contribution to the cultural life of the community where the orchestra resides
- encourage the development of local audiences' knowledge and appreciation of orchestral music through commissioning, programming and other activities.



There is no specific funding guideline for Community Orchestras, however all applications to the Toi Uru Kahikatea programme are subject to the programme's general funding and eligibility criteria.

The orchestra guidelines above were developed following the Ministry for Culture and Heritage's [2013 New Zealand Professional Orchestra Sector Review](#). City and Community Orchestras are types of orchestras identified in that review.

## 15. Pacific heritage arts

Pacific heritage arts are traditional practices that have been passed down from one generation to the next. They provide a way for Pasifika people to express the values, perspectives and attitudes that make their communities unique. The range of heritage arts practices across the major island groups of the Cook Islands, Fiji, Kiribati, Niue, Samoa, Tokelau, Tonga and Tuvalu are likely to include the following, each with its own particular island tradition:

- heritage material arts: siapo / tapa making, weaving, costume making, carving, ie toga (fine mats), tivaevae, tifaifai, tattoo
- heritage performing arts: dance (siva, ura, takalo), singing (lologo, imene), music-making (rutu pa'u), fale aitu (satirical play-acting, comedy)
- heritage language-based arts: oratory skills, genealogy.

## 16. Public museums and art galleries

Metropolitan and regional galleries and museums, which are supported by central and local authorities, can apply for an Arts Grant or to the Toi Uru Kahikatea programme for the following activities:

- residencies for New Zealand artists in galleries and museums
- curatorial internships for New Zealand curators
- opportunities for international artists and curators to undertake high-quality projects in New Zealand that have clear benefits for New Zealanders and for visual arts practice in this country

- writing and publication of high-quality publications associated with New Zealand visual arts
- large-scale national forums, symposiums, publications and other opportunities for artform discourse focused on New Zealand practice
- crating and freighting of high-quality New Zealand works for touring exhibitions within New Zealand or overseas.

Funding is not available for the core business costs of a gallery or museum including:

- exhibition costs
- commissioning of work that is to be part of a gallery or museum collection
- administration and staff costs
- research
- venue hire
- security
- the costs of establishing, operating, maintaining or developing the institution's website.

## 17. Publications

### 17.1 Artform publications

Creative New Zealand is able to accept applications from individual practitioners, institutions or publishers via artforms other than Literature. Please refer to the following guidelines.

Priority is given to:

- publications that have a tailored distribution strategy
- co-publishing partnerships
- independent publishers or galleries with experience of producing and distributing publications.

We prefer that you have a publishing partner because this helps to offset costs, shows there is audience demand, and helps to ensure that the publication will have a wide distribution.

You need to provide the following information in your application:

- an overview of the content, including the names of the writers and editors involved, and samples of their writing (if applicable)
- an overview of the design concept, format and print specifications, including the names of designers involved
- an overview of the intended audience and distribution strategy including:
  - a print quote that confirms the print run
  - how the publication will be promoted and distributed, and to whom
  - the number of complimentary copies and who you intend to give them to
  - the number of copies for sale, whether through informal or established distribution channels
  - distribution data from any previous project (if applicable).
- information about the publishing partnership, including a letter from the publishing partner (if applicable), confirming their interest and their financial commitment to the project
- a budget that reflects all project expenses and income, including any expected sales income for the first 12 months, if the publication is to be sold.

## 17.2 History projects

Creative New Zealand will not fund the same aspect of a project supported by the History Research Trust.

Creative New Zealand focuses its support on the publishing of New Zealand histories.

## 17.3 Literary magazines and review journals

As well as addressing the key questions set out under each heading of the application form, publishers of literary magazines or review journals must also:

- demonstrate editorial and publishing expertise and the ability to promote, market and distribute the magazine or journal nationally
- describe any measures used or to be used to evaluate artistic quality
- detail any future plans for increasing reader numbers and income
- give details of the previous year's print run
- provide evidence of contributors from throughout New Zealand
- provide evidence of the publication's target audience
- provide information about the distribution strategy
- report on actual sales figures and income from the previous year's publication against budgeted figures
- include details of the publication's retail price, subscription rates, and the number of complimentary copies distributed, and to whom.

## 17.4 Music publications

Funding is available for the publishing of monographs, essay series, journals, music scores and critical writing about New Zealand music.

Applications must include evidence that you have permission to use copyright material. If the copyright holder has licensed work, include the limitations imposed on the rights granted. Music publishers should state whether they are members of APRA (Australasian Performing Rights Association) or AMCOS (Australasian Mechanical Copyright Owners Society).

## 17.5 Publishing block grants

Established book publishers that make a significant contribution to New Zealand literature can apply to the Toi Uru Kahikatea (Arts Development) investment programme for a publishing block grant. A publisher can apply for support to publish a minimum of four and a maximum of 10 book titles per annum. The writers of all works must be New Zealand citizens or permanent residents.

To be considered for a publishing block grant, publishers must:

- have at least 10 eligible titles in their current list, including the available backlist and forthcoming titles
- be committed to a sustained book-publishing programme consisting of multiple writers, ie more than six.

Artform publications will be considered for funding as part of block publishing grants (see [17.1](#) Artform publications).

All publishing proposals must agree to provide Creative New Zealand with full information about the actual costs incurred and sales and revenue achieved for a title for the two years after publication.

### **Applications for up to three years**

Publishers can choose to make an application to support an annual list or apply for support for a publishing programme for up to three years. The publisher must identify specific titles for the first year with a list of 'book types' for the second and third years. The publisher will be expected to nominate specific titles for years two and three as part of their annual reporting.

### **Substitution of titles**

Up to three titles per annum may be substituted with the approval of Funding Services.

### **Audience and market development activity**

Applications for publishing block grants can also include specific audience and market development activity that will increase and diversify the readership and sales of specific titles, eg bookselling campaigns, regional tours by a writer and advertising. If you are seeking support for these activities you must discuss your application with Funding Services.

Support material for publishing block grants includes:

- evidence of the company's publishing programme to date
- the most recent catalogue
- selected reviews

- recent sales figures for titles previously supported by a Creative New Zealand publishing grant including:
  - actual print run
  - sales numbers, sales revenue received by the publisher, and per-book profit or deficit.
  - number of complimentary copies distributed
  - sales revenue received by the publisher
  - costs incurred by the publisher.

Other support material required will depend on the proposed titles and the overall application. We recommend you discuss what to include with the Funding Services.

## **17.6 Publishing subsidies and publishing block grants**

Applications for a publishing subsidy can be made by individuals, collectives or publishing companies. All applications must demonstrate:

- literary and/or visual excellence
- a significant contribution to New Zealand's cultural life and clear benefits for New Zealanders
- that a subsidy is necessary to make the project financially viable.

If you have not successfully delivered on three projects supported by publishing subsidies from us in the last five years you must:

- include a full manuscript of the work or a full set of page proofs
- include evidence of previous critical and sales success, eg reviews of previous publications.

To present a strong case for a publishing subsidy your proposal should:

- involve a New Zealand writer
- involve editors and designers who have a track record of producing high-quality work
- have credible and cost effective ways to print, distribute and promote the work

- have clearly identified markets for the work.

## 17.7 Publishing subsidy rates

Subsidies are available at set rates and can be applied for as:

- either an individual publishing subsidy via the Arts Grants funding rounds. Up to two titles are allowed per application, and four applications per calendar year, or
- a Publishing Block Grant through the Toi Uru Kahikatea (Arts Development) investment programme. Up to 10 titles per application per year (see [17.5](#)).

The maximum standard subsidy rates for all publications are:

- up to 100 pages: \$2,500
- between 100 and 200 pages: \$3,000
- between 201 and 300 pages: \$3,500
- between 301 and 400 pages \$4,000
- large, heavily illustrated books \$10,000
- children's picture books up to 16 pages \$2,500
- children's picture books over 16 pages \$3,500.

### Additional subsidies

Additional subsidies at the same rates as the standard subsidy (above) are available for:

- works in te reo Māori or a language of the Pasifika peoples of New Zealand
- non-fiction works
- artform publications.

These additional subsidies are on top of the standard subsidy, but are not cumulative. That means you may apply for only one additional subsidy per title.

### Exceptions to publishing subsidies

Publishers are able to apply for funding beyond the standard and additional subsidies if they can show that the publication is exceptional. Exceptional publications are likely to be non-fiction titles or heavily illustrated works which are ambitious, expensive and culturally significant, eg *The History of Niue* or significant artform publications, eg *The History of Studio Craft in Aotearoa*.

Your application for additional funding should include:

- a full statement outlining the unique nature of the book
- evidence of the literary quality of the book, including an author biography and chapter samples or a sample of the author's previous work
- a detailed budget including a breakdown of costings, eg images and design.

Please contact Funding Services in advance of submitting the application.

## 18. Residencies

### 18.1 New Zealand residencies

Applications must be made by the host organisation. If the residency is at an educational institution, the application needs to show how the artist's activity will be distinct from the institution's ongoing educational programme.

Creative New Zealand's contribution will be limited to the artist's stipend and, in some cases, a travel allowance.

### 18.2 International residencies

Funding is available for a residency at an institution with which Creative New Zealand has no formal partnership. A wide range of opportunities are listed on the website of the [International Association of Residential Art Centres](#).

Applications to undertake an international residency should include:

- details of the host organisation's curatorial emphasis or artistic direction
- a letter or email confirming that you have been selected for the residency
- evidence that the host is contributing towards the costs of the residency (this could be through either a payment to you the artist, or through in-kind support such as accommodation or studio space)
- evidence of the creative development and/or professional development opportunities that the residency offers, eg evidence of the intended focus of your artistic work during the residency, or of the quality of previous residents, or of the host's facilities and personnel.

Creative New Zealand has established partnerships with overseas institutions to host residencies for New Zealand artists. Information is available in the [Find Funding section](#) of the Creative New Zealand website.

## 19. Showing evidence of demand

Applications may be strengthened where there is evidence of demand. Examples of demand include:

- box-office income or recording sales
- fees to be paid by practitioners enrolled in a professional-development course
- performance or appearance fees paid by venues or presenters.

## 20. Touring

### 20.1 New Zealand touring

Creative New Zealand defines 'touring' as involving three or more consecutive performances, presentations or exhibitions in different locations.

If you are proposing to tour a previously presented production, exhibition, performance, or published writer, your application must provide evidence that:

- the tour initiator will have the services of an experienced and credible producer, curator or tour manager with responsibility for overseeing:
  - delivery of the tour
  - the ability of the host venues to successfully deliver the presentation.
- there is audience demand by showing:
  - that presentation fees will be paid by a local festival, gallery or venue
  - previous audience demand for the type of work
  - that local groups will share the cost of presenting the work in the area.
- the production, exhibition or performance will be appropriate to the selected venue
- the tour initiator has:
  - identified its likely audiences

- a sound marketing and promotional plan to reach these audiences.

### 20.2 Focus of New Zealand touring by artform

#### Craft/Object and visual arts

Funding is available for:

- crating and freighting the touring work within New Zealand
- generic marketing and promotion expenses for the tour
- publishing catalogues.

#### Performing arts (Theatre, Dance and Music)

Funding is available for touring to venues, except for projects that have already received touring funds from Tour-Makers or the Māori Arts Presentation Fund.

Funding is available for:

- travel, accommodation and fees for the artists and practitioners
- freighting of sets, props, costumes and equipment
- generic marketing and promotion expenses for the tour.

You will need to show how box-office income or other income generated from the tour will contribute to the other costs of the tour.

#### Literature

Funding is available for:

- travel, accommodation and fees of touring writers
- generic marketing and promotion expenses for the tour.

### 20.3 International touring

Funding is available for the international touring of distinctive, high quality art by New Zealand artists and practitioners.

Funding will contribute:

- towards international travel and freight costs (including travel and freight insurance) for the New Zealand artists, practitioners, productions and/or artworks

- up to \$10,000 towards proven costs associated with presenting the work internationally, eg translating and printing a catalogue, remount costs, and materials used in creating site specific work.

### Eligibility criteria

For your project to be eligible, a host, presenter or partner must contribute towards the landed costs of the project.

Examples of acceptable contributions are:

- artist and practitioner fees
- accommodation expenses
- venue hire and promotion expenses
- an appropriate profit-share or co-production arrangement.

Your application must show evidence of demand for the work, eg:

- a letter from the presenter confirming the presentation and offering artist and practitioner fees
- a booking at a reputable venue
- the work having an existing track record of successful presentation.

Applicants seeking support for a self-produced or profit share project must also include evidence of:

- contributors/partners having sufficient experience and/ or resources to successfully deliver the project.
- an audience development strategy including the clear identification of a target audience for the work and appropriate marketing and promotion strategies to promote the work to that audience
- the project's relevance to the applicant's international strategy and how the opportunity fits in their application
- an appropriate box-office share arrangement in place
- a realistic understanding of the financial risks involved and an appropriate risk-mitigation strategy
- a budget which is realistic, credible and achievable.

You cannot be supported for the same project by both an arts funding grant and an international initiative.

### Literary tours

Applications for support for a New Zealand writer to present at an international literature festival or to promote a specific publication internationally can only be made through the International Promotion Fund administered by the [Publishers Association of New Zealand \(PANZ\)](#).

## 21. Websites

Funding is available for websites that:

- create, promote or distribute quality New Zealand artwork
- engage in artform development and arts criticism.

Applications for funding can be for developing a new website or maintaining an established website. You must show how your website provides a unique experience or content, which fills a gap for your artform.

Funding applications for web-based art projects can seek a contribution towards the fees charged by New Zealand artists and practitioners involved in the project.

### 21.1 Funding for established websites

A maximum grant of \$30,000 is available for editorial costs. In addition you can apply for contributing writers' fees and up to \$5,000 for placing work directly on the website (see 21.3). If you are applying to Arts Grants under \$10K the most you can apply for is \$10,000.

Your application must include:

- evidence of demand and support for the website – for example, a copy of the site's monthly usage and visitor statistics for the previous six months
- information about how the website is being promoted to new audiences
- if you are applying for ongoing development of the website:
  - the names and backgrounds of the website designers/developers and a quote for the work
  - details of the additional functionality to be provided and its benefits.

## 21.2 Funding to develop a new website

A maximum grant of \$5,000 is available to develop a new website. Your application must include:

- details of the functionality and purpose of the website, including a quote for the work from the website designers and developers
- a detailed plan of how the website will be used to engage with existing and new audiences.

## 21.3 Costs of placing work on websites

Costs related to the placing of work on a website may include:

- the cost of web page design
- buying software needed to operate the website
- the cost of converting text, sound or visuals into web-appropriate formats, eg HTML or XHTML.

## 22. Young People

Creative New Zealand supports arts projects by, with and for young people that complement what the education sector provides in delivery of The Arts and Ngā Toi learning areas of The New Zealand Curriculum.

Core classroom programmes for students as part of the national curriculum are **not** eligible for funding, as they are the direct responsibility of schools.

What do we mean by arts by, with or for young people?

*Arts activities **by** young people* refers to arts experiences that are participatory, driven, owned, created, programmed, presented and/or delivered by young people (up to the age of 18 years). The young people may be mentored or taught by experienced artists and if there is a presentation outcome, then this is specifically aimed at young audiences, their whānau and communities.

*Arts activities **with** young people* refers to participatory arts learning experiences (such as workshops or work involving experienced artists/artist mentors working alongside young people), often part of programmes to open and explore access to art forms or genres or to provide access to an arts organisation.

*Arts activities **for** young people* refers to arts experiences programmed especially for young people, often open to whānau and communities, and led or delivered by experienced artists and practitioners who are usually adults. The key outcome is usually a presentation that is targeted for young people (audience engagement) rather than active participation.

If you are applying for funding for a project by, with or for young people, those people in the project that are working directly with young people should:

- have received training or mentoring from an expert in working with young people
- have an understanding of the role of the teacher, the curriculum (including how the activities contribute to or deepen students' learning in relation to the curriculum) and how to work effectively with young people in educational settings

Applications for projects by, with or for young people must include:

- a description of the characteristics and age/s of the target group
- an outline of the strategies and processes employed to engage with young people
- an explanation of how the project will be evaluated (including feedback from artist leaders and young people where appropriate and achievable).

You must tell us how the following has been considered:

- the extent of support from, and consultation with, the relevant community, host institution, school or other stakeholders
- how the cultural and ethnic backgrounds of young people involved in a project are recognised and, if appropriate, how cultural protocols will be followed throughout the life of the project
- how duty-of-care responsibilities have been considered – this includes appropriate adult to student ratios; ensuring that young people are kept safe from harm; risk identification and management
- how the project has been communicated to the young people involved and their parents and/or caregivers - and how consent has been obtained

- how those working directly with young people have been screened or supported by a registered teacher/s.

If you are documenting a project (which may involve taking photographs of or filming young people), then you must seek permission to do this from the young people, parents and/or caregivers.



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