

STANDARD CONDITIONS OF GRANT

All project grants are subject to the general conditions set out below. They may also be subject to additional specific conditions stated in letters advising applicants of an offer of grant.

Please read these conditions and retain for future reference. Failure to meet general or specific conditions may jeopardise the outcome of future applications and payment of this grant.

REPORTING BACK

1. Creative New Zealand will receive a written report on the project within three months of its conclusion. Where applicable this will include:
 - (i) a statement of income and expenditure against budget (either the budget provided in your application or an approved revised budget)
 - (ii) material which is the direct outcome of the grant (eg book, magazine, catalogue - two copies; videotape, CD, music score, play script - one copy) Note: Scores and CD's of NZ music may be forwarded by us to SOUNZ – the centre for New Zealand Music and dance videos to DANZ – Dance Aotearoa New Zealand.
 - (iii) where possible a copy of the documentation of a project (eg evaluation material, video of a live performance/presentation, slides of visual arts projects, reviews)
 - (iv) all publicity material relevant to the project
 - (v) information on the numbers of people who attended/participated/benefitted from the project

Please note: Once a client has been sent two reminder letters and the report is more than 26 weeks overdue they become classified as a Default Client. Failing to submit a project completion report by the due date is a breach of the Conditions of Grant, therefore there are new penalties and consequences for Default Clients. These include:

- The client's default history will remain permanently on file;
- Default clients will not be eligible to apply for funding for a minimum of six months after receipt of a late report;
- Creative New Zealand may seek repayment of a grant that has not been acquitted.

Guidelines to assist you with writing this report will be sent with your payment and is available on our website www.creativenz.govt.nz.

ACKNOWLEDGEMENT OF CREATIVE NEW ZEALAND FUNDING

2. Creative New Zealand will be acknowledged in all marketing, promotional activities and published material which is an outcome of, or directly associated with, your project. Such material may include (but is not restricted to) advertisements, programmes, brochures, flyers, media releases, books, magazines, music scores, film credits, catalogues, covers of records, cassettes, or compact discs, and inserts relating to these.

Where practicable, Creative New Zealand will be verbally acknowledged at any public event connected with a Creative New Zealand supported project, including festivals, openings, book launches, awards' ceremonies, tours and performances.

Where the Creative New Zealand funded project is part of a programme of activities, the specific item supported by Creative New Zealand should be identified and acknowledged.

The format and guidelines for acknowledgement of funding from Creative New Zealand is available on Creative New Zealand's website, www.creativenz.govt.nz by clicking on

Resources, then select 'Downloading CNZ logo'. Should you require technical assistance please contact Communications staff at Creative New Zealand in Wellington.

OTHER

3. Where the project includes any events or activities such as performances, literary festivals or exhibitions, Creative New Zealand will be entitled to a minimum of two complimentary tickets or equivalent. These are to be arranged through Creative New Zealand staff.
4. All or part of the grant not uplifted within two years from the date the grant was offered will be retired, unless there are exceptional circumstances and a written request to hold the grant has been approved.
5. The grant is only to be used for the purposes for which it was given. Any variation must be agreed upon in writing by Creative New Zealand.
6. Creative New Zealand reserves the right to terminate a grant where it considers that the conditions of grant have been seriously breached. In this event all or part of the grant may have to be refunded to Creative New Zealand.

UPLIFTING THE GRANT

7. Sign and return the Acceptance of Grant form. The form should include confirmed project dates and location. For touring grants you must also supply a fully confirmed itinerary. Where applicable, attach written evidence that appropriate copyright clearances have been obtained.
8. An offer of a grant must be accepted within one year of approval.
9. Where the grant offered is less than requested payment of the grant will be subject to a revised budget which shows that the project is still viable.
10. Part or all of the grant will be paid no sooner than three months before the project is due to start, unless otherwise agreed (subject to all conditions being met).
11. In the case of literature publishing subsidies two copies of the publication, bearing the required acknowledgement, must be supplied before the grant will be paid out.
12. Creative New Zealand prefers to direct credit grants into bank accounts. Please return a deposit slip with the attached letter. If possible this should be electronically generated to avoid errors caused through handwritten numbers. Cheques will be provided **only** when direct crediting is not possible.
13. GST is payable in addition to the grant only if:
 - the applicant is registered for GST
 - the grant is to be applied to the registered activity
 - applicants using an umbrella organisation provide documented evidence of that relationship
 - Creative New Zealand is furnished with the registered details.

NOTE: Creative New Zealand grants are not necessarily exempt from income tax. Grants made to artists to cover personal expenses while they are working full-time on a project may be regarded as income and be taxable. For detailed information all grant recipients should check with Inland Revenue or a professional adviser on these matters.

Please sign the enclosed Acceptance of Grant Form indicating that you have read and understood both the general and specific conditions attached to the grant offered to you or your organisation. Return the signed form to:

***Grants and Process Team, Creative New Zealand
PO Box 3806, Wellington***