

ARTS AND CULTURE CAPABILITY BUILDING FUND APPLICATION FORM

The Otago Community Trust and Dunedin City Council are jointly offering support to not-for-profit arts and culture organisations to improve their organisational capability. A contestable fund has been established which will be available for the 2017/18 year.

Closing Date – 29 September 2017 the outcome will be announced by 1 December 2017.

Applications will be considered for a contribution of up to \$10,000 to assist with a capability building project. It is expected that your organisation will make a minimum 20% contribution to the total cost of the project. This contribution could include cash e.g. funding from other sources or your own cash resources, or support in kind such as staff time. Please outline this contribution within your application budget.

A project could be undertaken in partnership with other not-for-profit arts and culture organisations.

This fund is only available to those arts & culture organisations residing in the Dunedin City region of Otago.

Purpose of the Capability Building Fund

- Building skills and abilities in arts, culture and creative organisations (both at management and/or governance level);
- Development of business planning which supports long term sustainability;
- Development of collaborative partnerships which contribute to financial sustainability and innovation.

Examples of Capability Building Projects

- Developing systems or processes that increase the administrative and/or operational effectiveness of your organisation;
- Developing and using decision making tools such as strategic plans, feasibility studies, evaluation frameworks, communications or marketing / promotional plans;
- Increasing your organisation's impact in its community, such as engaging with new target groups, developing strategies to develop new audiences and/or to deepen your relationships with your current audience and/or participants;
- Building strategic partnerships with other organisations;
- Professional development for management, governance group, or key volunteers in your organisation. This could include succession planning.

The Fund is not Available For

- Increasing capability by hiring staff for regular operations;
- Capital expenditure (construction, renovations or repairs, assets such as computers);
- Subsidising shortfalls or other operational funding;
- Allowances, wages or personal expenses for staff, governance groups or volunteers.

Applying to this fund does not prevent organisations from making a regular donation application to the Otago Community Trust or a grant funding application to the Dunedin City Council.

If your organisation is planning a larger capability building project for the coming year please call us before to discuss possible options.

Otago Community Trust

Donations Manager – Carol Melville
03 479 0994 E-mail: carol@oct.org.nz

Dunedin City Council

Community Arts Advisor – Craig Monk
03 474 3588 E-mail: craig.monk@dcc.govt.nz

Dunedin City Council

Community Arts Advisor – Cara Paterson
03 474 3792 email: cara.paterson@dcc.govt.nz

Post applications to Carol Melville, Otago Community Trust, P O Box 5751, Dunedin 9058 or email carol@oct.org.nz

ART & CULTURE CAPABILITY FUND APPLICATION FORM

Closing Date 29 September 2017

INFORMATION ABOUT YOUR ORGANISATION

NAME OF ORGANISATION

POSTAL ADDRESS

.....

NAME OF CONTACT PERSON

POSITION IN ORGANISATION

TELEPHONE (DAY) **E-MAIL**

ABOUT YOUR PROJECT (If you wish to expand you may attach additional pages)

1. What is the specific area of organisational capability you want to address? *Include a brief project description of your organisations current organisational capability needs and a project description including a time line for how you want to address this – how many, how much, when, costs, etc.*

2. Describe the outcomes your organisation wants to achieve from this project. How will you measure these?

3. What will success look like for your organisation and for your community the completion of the proposed project?

4. Are you collaborating with other organisations? If so, who and in what way?

5. How does your work contribute to the strategic themes of Ara Toi Otepoti – Dunedin’s Arts and Culture Strategy?
www.dunedin.govt.nz/aratoj

6. What would the consequences for your organisation & for community if you were unable to undertake this project?

Remember to include the budget for your project. This should include income, expenditure and any in-kind contributions.

It is expected that in applying for this funding, your organisation will make a 20% (minimum) contribution to the cost of the project. This contribution can include time, resources and funding and this must be outlined within the budget.

Your organisation will be expected to report back to the Otago Community Trust and the DCC at regular intervals after receiving any contribution to your project and provide a full report at the conclusion. This final report should address how you achieved your outcomes (or not) and show the pathway your organisation intends to take into the future.

FINANCES (Please attach your full budget)

Total Project Amount \$..... (Attach detailed budget detailing income & expenditure)

Your Contribution \$..... (Minimum 20% contribution)

Amount Requested \$.....

If you do not receive the total amount requested will you raise any shortfall?.....

Bank Account **Please attach Bank Verified Account Details**

Financial Statements **Please attach your organisations latest Annual Financial Accounts**

APPLICANTS DECLARATION

We confirm that this application has the formal approval of our controlling Board, and

- To the best of our knowledge the information provided in this application is true and correct;
- We accept that details of any capability fund donation to our organisation will be made public;
- We acknowledge that any decision made by OCT & DCC is final & accept that no reasons for such decision may be given nor any correspondence entered into;
- We accept that our organisation will be accountable for any donation made, & it will be used for the purposes specified in our application.

Any donations from this Fund will be managed by the Otago Community Trust & will be subject to the Trust’s Privacy Terms & Conditions.

Privacy Act 1993 Please visit our website to view the Trust’s Privacy Statement www.oct.org.nz

This application will contain information about individuals and we are required to handle that information in accordance with the Privacy Act 1993. Accordingly, the Trust confirms that:

- a. The collection of the information is not required by law;
- b. For the Trust to be able to process the application, specific information about individuals is needed;
- c. The applicant always has the right to correct any information supplied.
- We acknowledge that this application contains personal information about individuals and that the personal information collected will be held by the Trust for the purposes of assessment of an application for a donation, publication of the results of approved donations and for reference in connection with compliance monitoring of donations and any future applications by the applicant. Information, including personal information, may be shared with other agencies or persons in assess the merit and worthiness of this application for a donation.

Use of Photographs

- We acknowledge and agree that any photographs provided by the applicant in connection with a capability fund donation may be used by the Trust or DCC in publicly reporting on its donations activities.

For and on behalf of our organisation

Member’s Name (print) Signature

Position in Organisation Date

Member’s Name (print) Signature

Position in Organisation Date

Please ensure that two members of your organisation’s board or governance committee sign this declaration.

GENERAL INFORMATION

- Receipt of your application will not be acknowledged; however, a member of the assessment committee may be in touch with you when the application is being assessed;
- Funding decisions will be announced to applicants by the 1st December;
- This fund is only available to not-for-profit arts and culture organisations residing in the Dunedin City region of Otago
- If you have any questions please contact one of the individuals noted below.

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