

# Kaikohe-Hokianga Community Board July 2023 - June 2024

## Local Grant Application Form

Application No. KHCB00023 From Glass Ceiling Arts Collective

Form Submitted 15 Jan 2024, 9:16PM NZDT

## Applicant Details

**\* indicates a required field**

### Instructions

#### Please read carefully:

- Read this application in full before you start filling it in. It is easier to complete an application if you have the information you need at your fingertips.
- Please see Section 1 of the [Community Grant Policy](#) to ensure you are eligible.
- All applications are to be submitted 15 clear working days prior to the Community Board meeting where the application will be considered. Deadline dates are on the Council's website.
- Incomplete, late or non-complying applications will not be considered.
- Applicants who have failed to complete a Project Report for previous funding granted within the last five years are not eligible for funding.
- If there's anything on this form you're not sure of, please contact the Community Development team at freephone 0800 920 029 or [funding@fndc.govt.nz](mailto:funding@fndc.govt.nz) - we're happy to help.

#### The following *must* be submitted along with this application form:

- Two quote for purchases where practicable, **or** evidence of expected purchases
- Business plan (including project costs)
- Details of all other funding secured or pending approval for this project (minimum 50%)
- Programme outline (if applying for operating costs)
- A health and safety plan.

### Applicant details

#### Applicant \*

Glass Ceiling Arts Collective

## Contact details

## Purpose of organisation

**Please briefly describe the purpose of the organisation \***

To provide community wellbeing and belonging. We do this by enabling people who identify as marginalised, isolated, or who live with disabilities or challenges in the community access to Arts experiences that are inclusive, accessible and meet their needs.

We run an inclusive youth theatre programme that welcomes all young people, and we create multisensory theatre experiences for people with profound and multiple learning disabilities, to enjoy with their support person or whānau. Both these strands of work are 'vehicles' that enable community integration for the participants and their whānau.

This application is for funding towards the cost of multisensory theatre for audience members in the Far North.

**Number of Members \***

300

## Project Details

**\* indicates a required field**

### Project Details

Clearly describe the project or event:

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### Name of Activity \*

SparkLIVE

### Location \*

Kaikohe, Opononi

### Will there be a charge for the public to attend or participate in the project or event?

Yes

No

### If so, how much?

\$15

### Start Date \*

25/02/2024

Must be a date.

### End Date \*

29/01/2024

Must be a date.

### Time

Performances of Spark at various times, accommodation in the evening

### Project Outline:

#### Outline your activity and the services it will provide. Tell us

- Who will benefit from the activity and how; and
- How it will broaden the range of activities and experiences available to the community.

### Project Outline:

Glass Ceiling Arts Collective has created a multisensory theatre production, 'SparkLIVE' for audience members with profound and multiple learning disabilities, to enjoy with their support person or whānau member. This community of people, which form our audiences, tend to be either older students attending schools in the special education sector or adults living in supported living environments.

Multisensory theatre is immersive, inclusive and accessible, and very unique in that the story is told via song, music, dance, drama and sensory moments via taste, touch, smell, sight and hearing. Audiences are kept small and audience members are seated on stage with the performers, so sensory experiences can be delivered 1:1, for optimum enjoyment.

From the latest census statistics, Northland has the highest number of Disabled people than any other region. People who live with profound and multiple disabilities are among our most underserved with arts opportunities that meet their needs, especially in Northland in areas away from main centres and cities such as Auckland, Wellington and Christchurch.

To enable this community to enjoy Arts experiences, Glass Ceiling has created a sensory production that will tour local theatres and Arts Festivals. Our belief is that everyone should be able to experience the Arts for the immensely positive benefits to wellbeing it is known to provide, with no exceptions.

Our experienced cast and crew first developed SparkDIGITAL, a sensory film to be enjoyed in the home, which has been adapted to provide a live theatre performance in the form of SparkLIVE. The leading character Kate is played alternately by Lily-Mae Ivatt-Oakley, a

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young woman with Down syndrome and Zoe Elvin, a Disabled young woman who lives with Cerebral Palsy symptoms following childhood strokes. They are joined by well known NZ singer and performer Jackie Clarke MNZM, (Christmas in the Park, NZ Idol judge, Saturday Live co-host, The Jacquie Brown diaries and theatre credits inc; A Christmas Carol, Porgy & Bess, Joseph, Little Shop of Horrors) playing Kate's mother and actor/musician Hamish Davies (trumpet player, CIMTSS, Stella Adler's Summer Conservatory, New York, Atlantic Acting School, Tim Bray Theatre, Hamilton Operatic Society). Spark's creator and director, Charlotte Nightingale is also the artistic director of Glass Ceiling Arts Collective, and trained in multisensory theatre techniques with Frozen Light UK. This is her fourth multisensory theatre production, and she has multiple live theatre and acting credits to her name inc Mamma Mia at Bruce Mason Centre, and Kinky Boots at The Civic, Auckland.

SparkLIVE will add to the range of Arts experiences available to Far North audiences, but also offer something that is uniquely for people with profound disabilities to enjoy and share with their support person. For the purpose of this application, this activity will benefit people with profound disabilities in the Kaikohe and Opononi communities. This production will bring inclusion and accessibility into the community, using local theatres and arts centres, Kaikohe Memorial Hall and South Hokianga Hall, broadening the range of Arts on offer to marginalised people. We plan to hold two performances at each venue.

Spark, we believe, will offer a new experience to those it has been created for and, as in other areas of Aotearoa, will offer for many their first, exciting trip to a theatre, something many of us take for granted. As far as we are aware, there are only two organisations offering multisensory theatre performances; Glass Ceiling, and Jolt who are based in Christchurch. We hope by bringing SparkLIVE to areas in the Far North, we can better include Disabled people in their community, and help make venues and Arts programmes more inclusive and accessible.

Reviews and feedback from previous performances in Auckland state that whānau and support staff struggle to find arts experiences to suit their family member or client's needs, and struggle to find venues welcoming and accepting of their person's unique needs and behaviours. They rarely find any arts experiences that are truly inclusive and accessible. SparkLIVE offers a refreshing change, in a warm, welcoming environment where everyone is valued, and can relax and be their true selves. Our audiences highly rate the quality of the performance and its ability to resonate with and be enjoyed by those with the most profound disabilities, society's most vulnerable. We are often told that nothing hits the spot quite like it, and we are inundated with requests to return with more performances. Further the longer term wellbeing effects of the sensory performance provide for happier dispositions for days afterwards, sleeping better at night, and hope for more inclusion and access to their local community.

I have sent through via email a document with media links to SparkLIVE, which will give you a clear idea of the performance and how it resonates with people with profound disabilities, society's most vulnerable. I have sent this to Kathryn Trewin, Kathryn.Trewin@fndc.govt.nz and funding@fndc.govt.nz. I have also sent the organisation's health and safety manual and incident report template.

## Project Cost

**\* indicates a required field**

Provide a detailed costs estimate for the activity. Funding requested may not exceed 50% of the total cost.

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*Total Cost* - provide the total amount of the estimated quoted cost against the appropriate item.

*Amount Requested* - provide (against the item) the amount the Board is being requested to contribute.

**Please Note:**

- You need to provide quotes (evidence of costs) for everything listed in the total costs column
- If your organisation is GST registered, all requested amounts must be GST exclusive.
- Do not enter cents - round the values up or down to the nearest dollar
- If you are applying for operating costs of a programme, please attach a programme outline

### Budge

Expenditure	Total Cost	Amount Requested	Quotes
	Must be a dollar amount Must be a dollar amount.	Must be a dollar amount Must be a dollar amount.	
Venue Hire Kaikohe Memorial Hall	\$300.00	\$300.00	Filename: Kaikohe Memorial Hall email confirmation.pdf File size: 56.1 kB <hr/> Filename: Kaikohe Memorial Hall prices.png File size: 413.6 kB
Venue South Hokian-ga Memorial Hall	\$188.00	\$188.00	Filename: SHWMHC Hall Hire Invoice.xls - Opononi Hall.pdf File size: 56.2 kB
Facilitator/Professional Fees - Technician sound and lighting, 2 days @ \$280 per day	\$560.00	\$560.00	Filename: Letter of Agreement, Matt Goldsbro', SparkLIVE 2024 AAF, HAF and Northland .pdf File size: 119.0 kB
Facilitator/Professional Fees - Technician sound and lighting, 2 days @ \$280 per day	\$560.00	\$0.00	Filename: Letter of Agreement, Myles Ray', SparkLIVE 2024 AAF, HAF and Northland (1).pdf File size: 73.8 kB

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Administration - Director/Tour Manager fee, 2 days @ \$400 per day	\$800.00	\$600.00	<p>Filename: QUOTE Charlotte Nightingale AAF, HAF, Northland Spark LIVE 2024_1.pdf File size: 41.7 kB</p>
Accommodation rental for cast and crew (9 in shared rooms)	\$1,537.00	\$1,537.00	<p>Filename: Opononi Accommodation.pdf File size: 2.4 MB</p>
Support person for Disabled cast members, 3 days @ \$300 per day	\$900.00	\$0.00	<p>Filename: LOA Spark Hayley Ivatt_Support person.jpeg File size: 731.1 kB</p>
Cast member professional performance fees, 5 people totalling \$1280 per day for 2 days	\$2,560.00	\$2,560.00	<p>Filename: Letter of Agreement_Hamish Davies AAF, HAF, Northland Spark LIVE 2024 .pdf File size: 64.8 kB</p> <p>Filename: Letter of Agreement_Jackie Clarke AAF, HAF, Northland Spark LIVE 2024.pdf File size: 68.4 kB</p> <p>Filename: Letter of Agreement_Lily-Mae Ivatt-Oakley AAF, HAF, Northland Spark LIVE 2024.pdf File size: 154.6 kB</p> <p>Filename: Letter of Agreement_Sonny Pring AAF, HAF, Northland Spark LIVE 2024.pdf File size: 82.4 kB</p> <p>Filename: Letter of Agreement_Zoe Elvin AAF, HAF, Northland Spark LIVE 2024.pdf File size: 98.0 kB</p>

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Cast and crew member professional fees - rest day, 8 people @\$150 per day for 1 day	\$1,200.00	\$0.00	Filename: Kaikohe-Hokianga Community Grants Fund 2023-2024 SparkLIVE Quotes.pdf File size: 44.5 kB
Consumable materials - sensory props and equipment \$100 per day for 2 days	\$200.00	\$0.00	Filename: Kaikohe-Hokianga Community Grants Fund 2023-2024 SparkLIVE Quotes.pdf File size: 44.5 kB
Refreshments - per diems for cast and crew, 3 days x 9 people x \$80 per day	\$2,160.00	\$0.00	Filename: Kaikohe-Hokianga Community Grants Fund 2023-2024 SparkLIVE Quotes.pdf File size: 44.5 kB
Travel/Mileage - Truck Rental	\$1,192.00	\$0.00	Filename: Warkworth Car Rentals _ Truck Rental.pdf File size: 298.7 kB
Travel/Mileage - People Mover Car Rental, 3 days @ \$122 per day plus petrol estimate	\$550.00	\$0.00	Filename: People Mover vehicle cost_screenshot.jpg File size: 123.7 kB

## Funding Request Amount

Please enter the total cost of your project (the sum of the items you have listed in the Total Cost column above) and the total amount you are requesting from the Board (the sum of the items you have listed in the Amount Requested column above).

**What is the total cost of your project? \***

\$12,707

Must be a dollar amount.

**What is the amount you are requesting from the Board? \***

\$5,744

Must be a dollar amount.

## Financial Information

**\* indicates a required field**

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**Is your organisation registered for GST? \***

Yes  No

### GST Number

**GST Number \***

131-050-506

### Current Funding

**How much money does your organisation currently have? \***

\$75,000.00

Must be a dollar amount.

**How much of this money is already committed to a specific purpose? \***

\$75,000.00

Must be a dollar amount.

### Tagged Funds

List the purpose and the amounts of money already tagged or committed (if any):

Purpose	Amount
	Must be a dollar amount.
salaries, wages and projects	\$75,000.00
	\$
	\$
	\$
	\$

### Total Tagged Funds

**Total Expenditure Amount**

\$6,963.00

This number/amount is calculated.

### Other Funding

Please list details of all other funding secured or pending approval for this project (minimum 50%)

Funding Source	Amount	Decision
	Must be a dollar amount.	
Creative New Zealand	\$3,963.00	Approved
Foundation North	\$3,000.00	Approved



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### Previous Funding from FNDC

Have you previously received funding from FNDC? \*

Yes  No

### Declaration

#### Privacy Information

The information you have provided on this form is required so that your application for funding can be processed. Once this application is lodged with the Council it becomes public information and may be made available on the Council's website. **If there is sensitive information in the proposal of personal details you wish to be withheld, please advise.** These details are collected to inform the general public and community groups about all funding applications which have been submitted to the Far North District Council.

#### Applicant Declaration

*This declaration must be signed by two people from your organisation who are 18 years of age or older with the authority to sign on behalf of the organisation. Signatories cannot be an undischarged bankrupt, cannot be immediately related, cannot be partners, and cannot live at the same address. They must have a daytime contact phone number and be contactable during normal business hours.*

**On behalf of: (full name of organisation)**

Glass Ceiling Arts Collective

#### New Section

**We, the undersigned, declare the following:**

In submitting this application:

1. We have the authority to commit our organisation to this application and we have been duly authorised by our governing body.
2. We acknowledge and agree that the Far North District Council may disclose or obtain information related to the funding of the organisation from any other government department or agenda, private person, or organisation.
3. We have attached our organisations most recent statement of income and expenditure, annual accounts, or other financial documents that demonstrate its ability to manage a grant.
4. Individuals associated with our organisation will not receive a salary or any other pecuniary gain from the proceeds of any grant money arising from this application.
5. The details given in all sections of this application are true and correct to the best of our knowledge, and reasonable evidence has been provided to support our application.
6. We have the following set of internal controls in place:
  - Two signatories to all bank accounts (if applicable)
  - a regularly maintained and current cashbook or electronic equivalent
  - A person responsible for keeping the financial records of the organisation

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- A regularly maintained tax record (if applicable)
- A regularly maintained PAYE record (if applicable)
- The funding and its expenditure shown as separate entries in the cash book or as a note to the accounts
- Tracking of different funding, e.g through a spreadsheet or journal entry
- regular financial reporting to every full meeting of the governing body

### **We agree to the following conditions if we are funded by Local Community Grant Funding:**

1. To uplift any funding granted within 3 months of the date of the letter of agreement. failure to do so will result in loss of the grant money.
2. To spend the funding within 12 months of the date of grant approval unless written approval for an extension is obtained from Council before that 12 month period ends.
3. To spend the funding only for the purpose(s) approved by the Far North District Council unless written approval for a change of purpose(s) is obtained **an advance** from the Community Board.
4. To return to the Far North District Council any portion of the funding that we do not spend. If our payment includes GST we will return the GST component of the amount to be returned.
5. To acknowledge the receipt of Community Board funds as a separate entry in our accounts, or in a note to our accounts, in our organisation's annual report.
6. To acknowledge any financial contribution from Far North District Council on signage and in any publicity relating to the project. Contact the Funding Team for digital imagery.
7. To make available any files or records that relate to the expenditure of this funding for inspection if requested by the Far North district Council or its auditors.
8. To complete and return a Project Report within **two months** of the end of the project, or, if the activity is ongoing, within two months of the funding being spent. applicants who fail to provide a project report within this timeframe will not be considered for funding for stand-down period of five years.
9. To inform the Far North District Council of significant changes in our organisation before this application has been considered, or the funding has been fully used and accounted for (such as change in contact details, office holders, financial situation, intention to wind up or cease operations, or any other significant event).
10. To lay a complaint with the Police and notify the far North District Council immediately if any of the funding is stolen or misappropriated.

## **Signatory One**

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### Date

12/01/2024

Must be a date.

### Signatory Two

### New Question

15/01/2024

Must be a date.