



## TE PAEWHIRI PŪTEA HAPORI COMMUNITY FUNDING PANEL

27 May 2026

Order Paper for the meeting to be held in the  
Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt,  
on:

**Thursday 4 June 2026 commencing at 1:00 pm**

The meeting will be livestreamed to Council's You Tube page.

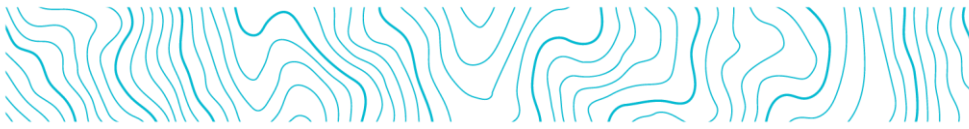
### Membership

|                     |                    |
|---------------------|--------------------|
|                     | TBC (Chair)        |
|                     | TBC (Deputy Chair) |
| Cr C Parkin         | Cr P Ravi          |
| B Spedding          | L Bingley          |
| R Te One            | M Somerville       |
| J Nin               |                    |
| S Nokise (observer) | H Lowe (Observer)  |

For the dates and times of Council Meetings please visit [www.huttcity.govt.nz](http://www.huttcity.govt.nz)

### Have your say

You can speak under public comment to items on the agenda to the Mayor and Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this by emailing [DemocraticServicesTeam@huttcity.govt.nz](mailto:DemocraticServicesTeam@huttcity.govt.nz) or calling the Democratic Services Team on 04 570 6666 | 0800 HUTT CITY



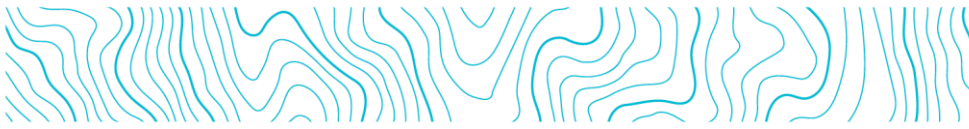
## Community Funding Panel: Terms of Reference

### Purpose

1. The Community Funding Panel (the Panel) is established by Hutt City Council to make funding allocation decisions for selected community funds that have been grouped into agreed funding categories. The Panel provides a streamlined, consistent, and transparent decision-making mechanism that supports Council's community investment objectives while strengthening partnership, community voice, and cultural perspectives in funding decisions.
2. The Panel is a new governance arrangement for Community Funding decisions, approved by Council in December 2025. This change is intended to improve efficiency, consistency, and sustainability of the community funding system while retaining existing fund purposes, criteria, and budgets.

### Scope and Functions

3. The Panel is responsible for:
  - a. Assessing and making funding allocation decisions for community funds that fall within the approved grouped funding categories, excluding any funds where decision making has been separately delegated by Council or the Chief Executive.
  - b. Ensuring funding decisions align with Council's strategic priorities, agreed outcomes, and the specific purposes of each fund.
  - c. Applying fair, transparent, and consistent assessment processes across funding rounds.
  - d. Incorporating community, cultural, and subject matter perspectives into decision-making.
  - e. Providing assurance that public funds are allocated responsibly and equitably.
  - f. Overseeing stories that help to build understanding of the impact and value of Council's investment in the community via its community funding.
4. The Panel does not change fund purposes, eligibility criteria, or budgets unless explicitly directed otherwise by Council.



### **Funding Categories in Scope**

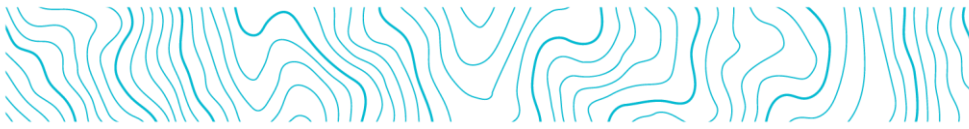
5. The Panel will make funding decisions for the following funding categories:
6. Community Climate Action, including:
  - a. Community Climate Action Fund
  - b. Low Carbon Acceleration Fund
7. Community Creativity, including:
  - a. Arts and Culture Fund
  - b. Creative Communities Scheme

### **Authority and Delegation**

8. The Panel operates under delegation from Council. Funding decisions made by the Panel within approved budgets, criteria, and delegations are final and are not subject to further Council approval except where a fund has been removed from the Panel's scope or separately delegated.
9. Council retains authority over:
  - a. Panel establishment and disestablishment
  - b. Appointment and removal of Panel members
  - c. Changes to delegations, fund purposes and allocation, or funding categories
  - d. Funding evaluation frameworks
  - e. Overall community funding budgets through the Annual Plan and Long Term Plan processes

### **Membership**

10. Composition: the Panel will comprise a mix of the following members:
  - a. Elected Members of Council
  - b. Mana Whenua representatives
  - c. Community and/or Community Board representation
  - d. Subject matter experts (as required)
11. This balanced composition is intended to ensure democratic accountability, partnership with Mana Whenua, community voice, and technical expertise.
12. Members would not be paid for their participation in the Panel.



### *Mana Whenua Representation*

13. Mana Whenua representation on the Panel will be determined in partnership with Mana Whenua. Up to two Mana Whenua representatives are anticipated to be appointed, to honour Council's commitments to Te Tiriti partnerships and its Takai Here Agreements, whilst also supporting effective governance, continuity, and tikanga-aligned decision-making.

### *Appointments and Term Length*

14. Panel members are appointed by Council.
15. Term length will be confirmed at the time of appointment, with the expectation of continuity across at least one full funding cycle.
16. Alternates may be approved where appropriate, particularly for Mana Whenua and Community representatives.

### **Roles and Responsibilities**

#### *Panel Members*

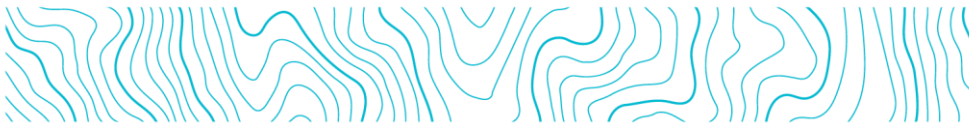
17. Panel members are expected to:
  - a. Act in the best interests of the community and Council as a whole.
  - b. Prepare for and participate constructively in meetings.
  - c. Assess applications against published criteria and available advice.
  - d. Act with honesty and integrity, actively managing conflicts of interest (perceived or real).
  - e. Uphold principles of fairness, transparency, confidentiality, and integrity.

#### *Chair*

18. The Chair will be appointed by Council (or elected by the Panel if delegated). In addition to Panel membership, the Chair will hold further responsibilities for:
  - a. Leading Panel meetings in a fair and effective manner.
  - b. Ensuring all perspectives are heard and considered.
  - c. Confirming decisions and ensuring clarity of outcomes.
  - d. Acting as the primary liaison with Council officers on Panel matters.

#### *Council Officers*

19. Council officers will:
  - a. Provide administrative, technical, and subject-matter advice to the Panel.
  - b. Manage funding processes, including communications, application receipt, eligibility checks, and assessment summaries.



- c. Implement Panel decisions and communicate outcomes to applicants.
- d. Ensure decisions are recorded accurately and meet audit and reporting requirements.

#### *Meeting Cycle and Quorum*

20. Meeting Frequency: The Panel will meet three times per year, aligned with the main funding rounds for the grouped funding categories. Additional workshops or briefings may be scheduled as required.

#### *Quorum*

21. A quorum will be a simple majority of appointed members, provided that at least:
  - a. One Elected Member, and
  - b. One Mana Whenua or Community representative are present.

#### *Decision-Making*

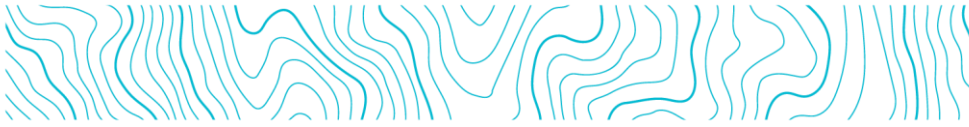
22. Decisions will be made by consensus where possible. Where consensus cannot be reached, decisions will be made by majority vote. The Chair will have a casting vote if required.

#### *Conflict of Interest Management*

23. All Panel members must comply with Council's conflict of interest policies and relevant legislative requirements.
24. Panel members must:
  - a. Declare any actual, potential, or perceived conflicts of interest at the start of each meeting or as they arise.
  - b. Abstain from discussion and decision-making on any matter where a conflict exists.
  - c. Have conflicts recorded in the meeting minutes.
25. The Chair, supported by Council officers, is responsible for ensuring conflicts are appropriately managed.

#### **Confidentiality and Information Management**

26. Panel members must treat all application information, deliberations, and advice as confidential unless information is publicly released by Council.
27. All documentation remains the property of Hutt City Council and must be handled in accordance with Council's information management policies.



### **Secretariat and Administration**

28. The Connected Communities team will provide secretariat support to the Panel, including:
  - a. Meeting scheduling and agenda preparation
  - b. Distribution of papers
  - c. Recording of decisions and minutes
  - d. Maintenance of conflict-of-interest registers
  - e. Communications
  - f. Reporting of decisions and outcomes to the Executive and Council, and Te Komiti Oranga Hapori, Oranga Taiao | Connected Communities, Climate and Resilience Committee, as required.

### **Review and Amendment**

29. These Terms of Reference will be reviewed after the first full funding cycle, or earlier if required, to ensure they remain fit for purpose.
30. Any amendments to these Terms of Reference must be approved by Council.

## HUTT CITY COUNCIL

### TE PAEWHIRI PŪTEA HAPORI | COMMUNITY FUNDING PANEL

Meeting to be held in the Council Chambers, 2nd Floor, 30 Laings Road, Lower Hutt  
on  
Thursday 4 June 2026 commencing at 1:00 pm.

#### ORDER PAPER

#### PUBLIC BUSINESS

##### 1. OPENING FORMALITIES - KARAKIA TIMATANGA

|                          |                                       |
|--------------------------|---------------------------------------|
| Tuia te mana akiaki      | <i>Sow the seeds of courage</i>       |
| Rarangahia te mana       | <i>Weave the power of unity</i>       |
| rangatira                | <i>To grow and prosper</i>            |
| Kia tipu, kia puāwai     | <i>There are ripples in</i>           |
| E ripo ngā wai           | <i>Te Awa Kairangi</i>                |
| O Te Awa Kairangi        | <i>There are Kaitiaki on the land</i> |
| He Kaitiaki ki te whenua | <i>Protected environment</i>          |
| He oranga taiao          | <i>Thriving people</i>                |
| He oranga tangata        | <i>Connected, united, affirmed!</i>   |

Haumi e, hui e Taiki e!

##### 2. APOLOGIES

No apologies have been received.

##### 3. ELECTION OF CHAIR AND DEPUTY CHAIR

##### 4. PUBLIC SUBMISSIONS

##### 5. CONFLICT OF INTEREST DECLARATIONS

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

##### 6. APPOINTMENT OF COMMUNITY REPRESENTATIVES TO THE COMMUNITY FUNDING PANEL

Report No. CFP2026/3/136 by the Head of Democratic Services 9

##### 7. COMMUNITY CREATIVITY FUNDING DECISIONS

Report No. CFP2026/3/137 by the Community Funding & Contracts Advisor 13

##### 8. CLOSING FORMALITIES - KARAKIA WHAKAMUTUNGA

Unuhia!  
Unuhia!  
Unuhia i te uru-tapu-nui  
Kia wātea, kia māmā  
Te ngākau, te tinana, te  
wairua i te ara takatū  
Koia rā e Rongo  
whakāirihia ake ki runga  
Kia wātea, kia wātea!  
Ae rā, kua wātea!  
Hau, pai mārire.

*Release us from the supreme  
sacredness of our tasks  
To be clear and free  
in heart, body and soul in our  
continuing journey  
Oh Rongo, raise these words up  
high  
so that we be cleansed and be free,  
Yes indeed, we are free!  
Good and peaceful*

Kathryn Stannard  
**Head of Democratic Services**

21 May 2026

Report no: CFP2026/3/136

## Appointment of Community Representatives to the Community Funding Panel

### Purpose of Report

1. The purpose of this report is to recommend that Council approve the appointment of community representatives to the Community Funding Panel (the Panel) in accordance with the Community Funding Panel Terms of Reference.
2. Due to timing constraints, this matter is being considered by Council rather than first being considered by the Connected Communities, Climate and Resilience Committee. Council approval is required for the appointment of non-elected members

### Recommendations

That the Panel:

- (1) notes that the Community Funding Panel was established by Council as a new governance arrangement for community funding decisions;
- (2) notes the appointment of Mana Whenua representatives through partnership arrangements with Mana Whenua as follows:  
Richard Te One, Megan Somerville and Jaquān Nin;
- (3) notes that an expression of interest process was undertaken to recruit the first wave of community representatives for the Community Funding Panel;
- (4) notes that applications were assessed against the requirements and intended composition outlined in the Community Funding Panel Terms of Reference;
- (5) notes that officers propose separate community representation for the Community Creativity and Community Climate Action funding categories, reflecting the distinct kaupapa and expertise required to support effective funding decision-making across the categories;
- (6) recommends that Council appoint the following individuals as the first wave of community representatives to the Community Funding Panel for the period commencing 30 June 2026 and concluding on 12 October 2028:  
Hayley Lowe and Samoana Nokise; and
- (7) endorses officers commencing an expression of interest process to identify and recommend suitable community representatives for the Community Climate Action Funding category, in advance of the June 2026 funding deliberations.

## Background

3. In December 2025, Council approved the establishment of the Community Funding Panel as a new governance arrangement for community funding decisions.
4. The purpose of the Panel is to:
  - provide a streamlined, consistent, and transparent funding decision making mechanism;
  - support Council's community investment objectives;
  - strengthen partnership, community voice, and cultural perspectives in funding decisions.
5. The Panel operates under delegation from Council to make funding allocation decisions for funding categories within its approved scope and delegation.
6. The Terms of Reference provide for a mixed membership model including:
  - elected members;
  - Mana Whenua representatives;
  - community and/or Community Board representation;
  - subject matter experts where required.
7. Council approval is required for the appointment of Panel members.

## Discussion

8. Council has previously agreed to appoint community representatives to the Community Funding Panel to strengthen community voice and support robust decision-making.
9. In establishing the Panel, officers have identified that different community representation is required for each funding category, recognising that the kaupapa, objectives and specialist perspectives relevant to the Community Creativity Funding Category and the Community Climate Action Funding Category differ significantly. Tailored representation for each category will ensure the Panel is supported by the most relevant community knowledge and experience for the respective kaupapa.

10. For the Community Creativity Funding Category, officers have completed an Expressions of Interest process across the community, undertaken through April 2026, and identified two suitable community representatives for appointment. Officers propose undertaking a similar process to identify representatives for the Community Climate Action Funding Category ahead of its funding deliberations later in June 2026.
11. The Terms of Reference also provide for the appointment of alternate members where required.
12. As the initial Community Funding Panel meetings are scheduled prior to Council consideration of these appointments, the recommended appointees may attend the meeting in an observer capacity to participate in discussions and familiarise themselves with Panel processes. The proposed appointees will not hold voting rights or count toward a quorum prior to Council approval of the appointments.

### Options

| Option 1   | Advantages  | Disadvantages  |
|--|---|--|
| Recommend the appointment of the proposed community representatives  | <p>Supports the intended balanced composition of the Panel</p> <p>Strengthens community voice and subject matter expertise in funding decisions</p> <p>Supports continuity and effective operation of the Panel</p> <p>Aligns with the Community Funding Panel Terms of Reference</p> | None identified  |
| Option 2   | Advantages  | Disadvantages  |
| Defer recommendations to Council until additional recruitment, assessment, or consultation has been undertaken | Allows additional time to seek further applicants or clarify representation requirements  | <p>May delay the full operation of the Panel</p> <p>May reduce the diversity of perspectives available for upcoming funding rounds</p> <p>Could create uncertainty for applicants and Panel operations</p> |

13. Officers recommend Option 1 above.

### **Climate Change Impact and Considerations**

14. The matters addressed in this report have been considered in accordance with the process set out in Council's Climate Change Considerations Guide.

### **Consultation**

15. Mana Whenua representatives for the Community Funding Panel have been identified through partnership arrangements with Mana Whenua in accordance with the Community Funding Panel Terms of Reference.

### **Legal Considerations**

16. The proposed appointments align with the Community Funding Panel Terms of Reference.

### **Financial Considerations**

17. The operation of the Community Funding Panel will be managed within existing operational budgets.

### **Target Operating Model (TOM) Implications**

18. This proposal has low TOM impact. It supports clearer and more efficient governance and decision-making arrangements for community funding administration. There are no material impacts on service delivery, staffing, assets, or operational structures.

### **Appendices**

There are no appendices for this report.

**Author:** Kathryn Stannard  
Head of Democratic Services

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**Reviewed By:** Adrienne Moor  
Head of Connected Communities

**Approved By:** Andrea Blackshaw  
Director Neighbourhoods and Communities

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**Report no: CFP2026/3/137**

## **Community Creativity Funding Decisions**

### **Purpose of Report**

1. To provide Council's Community Funding Panel with officers' advice to support their first set of decisions relating to the Community Creativity Funding Category. Particularly, this report provides advice to support the allocation of the Creative Communities Scheme Fund Round 2.

### **Recommendations**

That the Panel:

- (1) notes and receives the report;
- (2) notes that officers consider this funding round process to be fair, transparent, and aligned with Creative Communities Scheme (CSS) objectives and criteria;
- (3) notes that any approved funding must only be applied to eligible arts-related expenditure in accordance with CCS guidelines; and
- (4) approves the funding allocations as outlined in Appendix 1 of the report, subject to your consideration of available budget and standard CCS funding conditions.

### **Background**

2. In response to increasing demand for community funding and a desire to improve governance, Council has recently reset its approach to community funding decision-making. A key component of this reset has been the establishment of a Community Funding Panel to support community-led funding decisions, improve consistency, and strengthen accountability in the allocation of public funds.

3. As part of this work, Council has also simplified and rationalised its funding framework by consolidating funding activity into two primary categories: Community Creativity and Community Climate Action. This approach is intended to make funding pathways clearer and more accessible for applicants while improving administrative efficiency. Supporting administrative processes, assessment approaches, and decision processes have also been streamlined to reduce duplication, improve assessment consistency, and enable a better experience for both applicants and decision-makers.
4. The Community Creativity category incorporates arts-related funding streams, including Council's Arts and Culture Fund and Creative New Zealand's Creative Communities Scheme (CCS) Fund. While Council's intent is to transition toward a coordinated annual decision-making approach across the category, this will occur progressively as existing funding cycles are aligned. As Arts and Culture Fund allocations for the current year have already been approved, this funding round relates solely to decisions for Round 2 of the CCS Fund.
5. The CCS Fund is a partnership between Creative New Zealand and local authorities, including Council, that supports local community participation in arts and cultural activities.
6. The scheme aims to:
  - a. Increase participation in local arts activities across various arts disciplines;
  - b. Support diverse artistic and cultural traditions; and
  - c. Enable young people to engage with the arts.
7. Round 2 2025/26 received a range of applications from community organisations, artists, schools, and cultural groups seeking support for local creative initiatives.

### **Discussion**

8. Officers have conducted an initial assessment, attached as Appendix 1 to the report, evaluating applications against the CCS funding criteria. Officers' assessment evaluates applications received against eligibility criteria (whether the application qualifies for consideration) and against the funds assessment areas. (whether the application has merit against the fund's expectations).
9. The eligibility criteria are as follows:
  - a. A group based in NZ, or an individual who is a NZ citizen
  - b. Has a clear arts or creative cultural focus
  - c. The project takes place in Lower Hutt
  - d. Primarily benefits the Lower Hutt community
  - e. Must not already have started or be funded elsewhere by Creative NZ

10. Officers have also provided a recommended funding allocation based on a balance of the strength of the score, the requested amount and available funding.
11. Overall, officers consider that the assessment process was robust, fair and generally consistent across applications. Officer recommended projects meet their selected criterion: One of (Young People, Diversity or Access and Participation). All recommended projects have scored highly against all five assessment areas these include:
  - a. The Idea: What it is the applicant wants to do
  - b. The process: How the project will be delivered
  - c. The people: Who is involved
  - d. The Criteria: How the project delivers against the selected criteria
  - e. The budget: The strength of the financial information provided.
12. Officers support the recommended funding of several high-participation and inclusive projects, including:
  - a. Queer and Trans Drawing Club;
  - b. Free Nature Photography Workshops for Children;
  - c. Hutt Raw Comedy Quest and Workshop; and
  - d. Canbead.
13. A small number of applications with strong cultural and community outcomes were assessed below the primary funding threshold. Officers recommend the Panel consider whether discretionary or partial support is appropriate for selected near-threshold applications, particularly where projects support Māori participation, cultural identity, or emerging community groups.
14. Decline recommendations: Refer to Appendix 1 attached to the report.
15. Officers also note that projects must retain a clear arts and cultural focus to remain eligible for CCS funding. Any applications in which the artistic component is secondary to religious, operational, or general community activities should be funded only when eligibility requirements are clearly met.
16. Summary of:
  - a. Creative Communities Funding available for this round is \$40,482.26
  - b. Recommended funding allocation in ranked order (table 1)
  - c. Officers' recommendation is for full funding of top panel-scored applications, then pro rata the residual funds to projects next in line.

**Table 1**

| Applicant             | Project  | Requested  | Recommended |
|-----------------------|--|------------|-------------|
| Sian Torrington       | Queer and Trans Drawing Club                   | \$2,550.00 | \$2,550.00  |
| Ana Lyubich           | Free Nature photography workshops for children | \$4,800.00 | \$4,800.00  |
| Grace Clarke          | Beauty and Beast Junior Show                   | \$5,000.00 | \$5,000.00  |
| Margaret Wilkie       | Studio Sasada 2026 Concert                     | \$2,660.00 | \$2,660.00  |
| Rachael Allen         | Canbead  | \$1,800.00 | \$1,800.00  |
| Belinda Tuari-Toma    | Matamati Makaurangi                            | \$5,000.00 | \$5,000.00  |
| Guinevere Drabik      | Sustaining Story and song                      | \$6,000.00 | \$6,000.00  |
| Jerome Chandrahasen   | Hutt Raw Comedy Quest and workshop             | \$2,100.00 | \$2,100.00  |
| Lillian Pak           | Naenae Ukelele Group                           | \$4,969.48 | \$4,969.48  |
| Paulene Gibbons       | Hutt City Choral August Concert                | \$2,545.00 | \$2,545.00  |
| Richard Makower       | Hutt City Lunchtime Concerts                   | \$750.00   | \$750.00    |
| Lee Ewington          | Dyer St School Mural                           | \$2,950.00 | \$728.12    |
| Aishwarya Venkatraman | Guru Kripa School of Music                     | \$6,400.00 | \$1,579.66  |
| Totals                |  | 47,524.48  | 40,482.26   |

### **Climate Change Impact and Considerations**

17. The matters addressed in this report are not considered to have a significant impact on Council's climate change objectives.

### **Consultation**

18. Consultation was not required for the purposes of this report.

### **Legal Considerations**

19. Officers have not identified any significant legal considerations associated with this report.

### Financial Considerations

20. Financial considerations are addressed within the body of the report and Appendix 1.

### Target Operating Model (TOM) Implications

21. Officers have not identified any significant Target Operating Model implications arising from this report.

### Appendices

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| <a href="#">22</a> | 22 Sian Torrington              | 500  |

**Author:** Nathaniel Benefield  
Community Funding & Contracts Advisor

**Reviewed By:** Adrienne Moor  
Head of Connected Communities

**Approved By:** Andrea Blackshaw  
Director Neighbourhoods and Communities

**CCS assessor marking spreadsheet**

HCC Funding Advisor Assessment showing ranked order: Nathaniel Benefield

| Application number | submission requested | Applicant name        | Project title                                  | Selected criterion | The Idea | The Process | The People | The Criteria | The Budget | Total score out of 20 | Amount requested | Amount recommended | Assessor comments - STRENGTHS  |
|--------------------|----------------------|-----------------------|--|--------------------|----------|-------------|------------|--------------|------------|-----------------------|------------------|--------------------|--|
| 22                 | yes                  | Sian Torrington       | Queer and Trans Drawing Club                   | Diversity          | 4        | 4           | 4          | 4            | 4          | 20                    | \$ 2,550.00      | \$ 2,550.00        | Strong, evidenced alignment with the Diversity criterion. Experienced artist/facilitator with substantial arts and community practice. Strong inclusion practice for disabled, neurodiverse and mental health-affected participants  |
| 1                  |                      | Ana Lyubich           | Free Nature photography workshops for children | YP                 | 4        | 4           | 4          | 3            | 4          | 19                    | \$ 4,800.00      | \$ 4,800.00        | Strong alignment with the Young People criteria, offering active, hands-on arts participation for children and rangatahi.  |
| 3                  |                      | Annbel Szabo          | Te Whare Kahukura o Te Awa Kairangi            | Diversity          | 3        | 3           | 2          | 4            | 2          | 14                    | \$ 1,600.00      | \$ -               | Clear delivery plan and experienced team, supported by evidence of previous workshops and Strong community led focus, responding to activities suggested by the local queer community. Book club will be a discussion based group celebrating and exploring different queer authors and their literary styles. |
| 4                  | yes                  | Belinda Tuari-Toma    | Matamati Makaurangi                            | AP                 | 4        | 3           | 4          | 3            | 4          | 18                    | \$ 5,000.00      | \$ 5,000.00        | Strong, distinctive Toi Maori kaupapa integrating raranga, poetry, dance, reo Maori and rongoa practice.   |
| 5                  | yes                  | Grace Clarke          | Beauty and Beast Junior Show                   | YP                 | 4        | 4           | 3          | 4            | 4          | 19                    | \$ 5,000.00      | \$ 5,000.00        | Experienced artists and clear connection to a specific Lower Hutt community through Kōkiri Strong alignment with the Young People criterion through active participation for local performers aged 8–18.   |
| 6                  | yes                  | Guinevere Drabik      | Sustaining Story and song                      | AP                 | 4        | 4           | 3          | 3            | 4          | 18                    | \$ 6,000.00      | \$ 6,000.00        | Clear evidence of community demand and a well-planned rehearsal-to-performance pathway. Strong access and participation outcomes through workshops, performances, sessions, youth activities, and opportunities for all ages and skill levels.   |
| 7                  | yes                  | Hinekura Aranui       | Te Kapa Haka o Pukeatua                        | YP                 | 4        | 3           | 3          | 4            | 1          | 15                    | \$ 8,400.00      | \$ -               | Well established festival with clear cultural, community, and folk arts focus.   |
| 8                  | yes                  | Jerome Chandrasen     | Hutt Raw Comedy Quest and workshop             | AP                 | 3        | 4           | 4          | 3            | 4          | 18                    | \$ 2,100.00      | \$ 2,100.00        | Strong Maori arts kaupapa with clear access, participation, identity, te reo Maori and tikanga outcomes. Community-led and intergenerational model with strong marae and whānau grounding. Strong potential for ongoing community benefit and growth in this art form.   |
| 9                  | yes                  | Jude Opira            | Luo Connect                                    | Diversity          | 3        | 3           | 2          | 4            | 2          | 14                    | \$ 17,800.00     | \$ -               | Strong delivery capability, with experienced comedy producers and facilitators. Clear access and participation pathway through open-entry heats and a free youth workshop. Strong alignment with the CCS Diversity criterion through local migrant/community cultural arts activity.                           |
| 10                 | yes                  | Lee Ewington          | Dyer St School Mural                           | YP                 | 3        | 3           | 4          | 3            | 3          | 16                    | \$ 2,950.00      | \$ 728.12          | Good community participation focus, with youth, families and wider Lower Hutt communities Visual arts mural demonstrating good evidence of co-constructed with students, whānau, staff, and local artist Amy Burrell. School has committed \$4000 to this project via fund raising activities.                 |
| 11                 | yes                  | Lillian Pak           | Naenae Ukelele Group                           | AP                 | 4        | 3           | 3          | 4            | 4          | 18                    | \$ 4,969.48      | \$ 4,969.48        | Clear community benefit, with evidence of existing participation, previous delivery, and inclusive access for diverse ages, cultures, and abilities. Catering covered through Loteries funding.  |
| 12                 | yes                  | Lufi Lene             | Samoan Methodist Church Taita Youth revival    | Diversity          | 3        | 2           | 2          | 2            | 2          | 11                    | \$ 7,187.50      | \$ -               | Clear Pacific performing arts component involving singing, acting, choir, band, youth, and community participation. Good potential audience reach, with invitations to multiple Samoan Methodist Church parishes and the wider community.  |
| 13                 |                      | Paulene Gibbons       | Hutt City Choral August Concert                | AP                 | 4        | 4           | 4          | 4            | 2          | 18                    | \$ 2,545.00      | \$ 2,545.00        | Strong alignment with Access and Participation through an inclusive, non-auditioned community choir and public concert. Well-supported delivery model with named professional musicians, confirmed venue arrangements, and a clear rehearsal-to-performance pathway.   |
| 14                 |                      | Richard Makower       | Hutt City Lunchtime Concerts                   | AP                 | 4        | 4           | 4          | 4            | 2          | 18                    | \$ 750.00        | \$ 750.00          | Strong, accessible music programme with clear community benefit for older, disabled, financially disadvantaged, and daytime audiences. Well established delivery model, experienced volunteer committee, and strong performer participation.   |
| 15                 |                      | Stu Devenport         | Wall Mural for School Entrance                 | YP                 | 3        | 3           | 3          | 3            | 2          | 14                    | \$ 3,000.00      | \$ -               | Clear local identity, with themes connected to Eastbourne's coastline, whenua, moana, and biodiversity. Clarification email satisfactorily answering all fund eligibility queries raised by HCC staff.   |
| 16                 | yes                  | Aishwarya Venkatraman | Guru Kripa School of Music                     | YP                 | 4        | 3           | 3          | 4            | 2          | 16                    | \$ 6,400.00      | \$ 1,579.66        | Strong alignment with the Young People criterion, with many young performers involved and clear benefits around confidence, participation, and cultural connection.  |
| 17                 |                      | Kararina Carroll      | Music Video Visual Art                         | AP                 | 3        | 3           | 3          | 2            | 2          | 13                    | \$ 1,500.00      | \$ -               | The project has a clear local arts focus and evidence of previous community-based concerts and Clear arts focus involving music, film, visual storytelling, and local creative production.   |
| 18                 |                      | Margaret Wilkie       | Studio Sasada 2026 Concert                     | YP                 | 4        | 4           | 4          | 4            | 3          | 19                    | \$ 2,660.00      | \$ 2,660.00        | Strong delivery planning, including rehearsals, stage management, teacher support, and concert-day process   |
| 19                 |                      | Rachael Allen         | Canbead  | AP                 | 4        | 4           | 4          | 4            | 3          | 19                    | \$ 1,800.00      | \$ 1,800.00        | Free, accessible workshops for communities facing barriers to arts participation. Strong delivery model using professional tutors, coordinator support and volunteers. CCS request is limited to direct workshop tutor fees and materials  |
| 20                 |                      | Rachel Lauina         | Whakatu Mahi Toi                               | YP                 | 3        | 2           | 4          | 3            | 3          | 15                    | \$ 5,000.00      | \$ -               | Strong Ngā toi Māori focus through raranga. Train-the-trainer approach may build ongoing community capability  |
| 21                 | yes                  | Radhika Ravi          | Srichakra School Of Fine Arts Dance Production | AP                 | 3        | 2           | 4          | 3            | 2          | 14                    | \$ 2,500.00      | \$ -               | Clear local arts focus through Indian classical and semi-classical dance, which fits the CCS-supported dance artform. Has some alignment with Diversity, because it presents Indian dance traditions to the Lower Hutt community, although Diversity was not the selected criterion.                           |



# Creative Communities Scheme Application

Ana Lyubich - Free nature photography workshops for children

## Contents

- Application form
- Supporting Document 1: The Art of Seeing Academy workshop rates 2026
- Supporting Document 2: The Art of Seeing Academy report 2025-2026

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Compiled supporting document pack

# Application

Creative Communities Scheme application form

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Compiled supporting document pack

Tuesday, April 28, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

Ana Lyubich

Mailing Address

[REDACTED]

Contact Email

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

No

Ethnicity of applicant/group

NZ European/Pākehā

Māori

Pacific Island

Asian

How did you hear about the Creative Communities Scheme?

Council mail-out

### Project Details

Project Name

Free nature photography workshops for children

Brief description of project

We seek funding to deliver ten free photography workshops for 6–18-year-old children in Lower Hutt, held in local parks and public spaces.

Since 2023, The Art of Seeing Academy has delivered workshops across the Wellington region, including 140 in 2025. With support from Hutt City Council in 2024–2025, we successfully ran workshops in Lower Hutt, the last one in Eastbourne in July 2025. Strong community interest has led us to expand this programme.

With rising living and travel costs, free local workshops remove barriers and improve access for families. Each two-hour session focuses on composition, light, and storytelling through hands-on learning.

The programme is inclusive, supporting neurodivergent children and different learning styles. Participants' work is shared in our online gallery and \*Through Our Eyes\* magazine, with opportunities to be recognised

in the Young Photographer Award.

|  |   |
|--|---|
| <b>Venue and suburb or town</b>  | Local parks   |
| <b>Start Date</b>  | Wednesday, July 1, 2026   |
| <b>Finish Date</b>   | Saturday, October 31, 2026  |
| <b>Number of active participants</b>                                       | 200   |
| <b>Number of viewers/audience members</b>                                  | 350   |
| <b>Which of the schemes three funding criteria are you applying under?</b> | Young people: Enable young people (under 18 years of age) to engage with, and participate in the arts |
| <b>Artform or Cultural Arts practice</b>                                   | Visual arts   |
| <b>What activity best describes your project?</b>                          | Workshop/wānanga  |
| <b>Cultural tradition of your project</b>                                  | European Māori Pacific Island Asian<br>Middle Eastern/Latin American/African                          |

## Project Details

### The idea/Te kaupapa - What do you want to do?

We seek funding to deliver ten free photography workshops for 6–18-year-old children in Lower Hutt, held in local parks and public spaces.

Since 2023, The Art of Seeing Academy has delivered workshops across the wider Wellington region, including 140 in 2025, demonstrating strong demand and proven delivery. Thanks to the support from Hutt City Council in 2024-2025, We have successfully delivered workshops in Lower Hutt (last nature photography workshop was held in Eastbourne in July 2025), and due to continued community interest and positive feedback, we would like to continue and expand this programme in the area.

With rising living costs, many families are unable to afford extracurricular activities, even when fees are low. Travel costs also limit access for some families. Providing free, local workshops removes these barriers and allows more young people to take part.

Each two-hour session introduces photography through composition, light, and storytelling, with a strong focus on hands-on learning. Around 70% of participants are new to photography, making these workshops an accessible entry point into creative expression.

We want to ensure Lower Hutt-based children have equal access to the same opportunities already supported in neighbouring cities. So far, we have been supported by Upper Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, Horowhenua Council, and Palmerston North City Council.

The programme is inclusive and supports children with different learning styles, including those who are neurodivergent. Selected photographs are shared through our online gallery and published in our youth magazine, with opportunities for participants to be recognised in the Young Photographer Award.

**The process/Te whakatutuki - How will the project happen?**

The project will be delivered through a structured series of ten two-hour outdoor photography workshops held in Lower Hutt parks and reserves. Locations will be selected based on accessibility, safety, and proximity to public transport.

Our workshops are inclusive and beginner-friendly. No prior experience or equipment is required. We provide DSLR cameras for children who do not have their own, ensuring every participant can take part fully. This removes financial barriers and supports equal access to high-quality creative tools.

Sessions are hands-on and adaptable to different learning styles. Tutors provide one-on-one guidance where needed, helping children refine their ideas and build confidence.

After each workshop, tutors copy and curate participants' images. Selected photographs are uploaded to our online gallery, allowing families to view and celebrate their children's work. This process strengthens a sense of achievement and provides a lasting outcome beyond the day itself.

Our systems for registration, safeguarding, equipment management, and gallery sharing are well established and tested.

Timeline:

Funding confirmation: June 2026

Workshop delivery: July–October 2026

Online gallery updates: Ongoing following each session

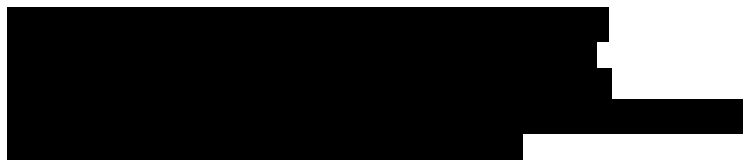
The project combines accessible arts education with wellbeing and community engagement outcomes.

**The people/Ngā tāngata - Tell us about the key people and/or the groups involved**

The project is led by The Art of Seeing Academy, a registered New Zealand charity delivering youth photography workshops since 2023.

The programme is coordinated by Ana Lyubich, professional photographer and founder of the Academy. Ana oversees registrations, communication with families, safeguarding processes, partnerships, and overall delivery. During workshops, she supports tutors and ensures sessions run smoothly and safely.

Workshops are delivered by a team of experienced professional photographers and educators:



Collectively, the team has delivered hundreds of workshops across the Wellington region, including programmes in Lower Hutt supported by Hutt City Council.

Our tutors bring not only technical expertise but also strong mentoring experience. They work closely with children of varying confidence levels and learning styles, providing patient guidance and practical instruction. Their role is to create a supportive environment where young people feel comfortable experimenting, asking questions, and developing their own creative voice.

The team contributes both paid and volunteer hours. Tutors are paid for workshop delivery, while additional work such as image curation, gallery preparation, and mentoring is often contributed voluntarily. This reflects a strong commitment to supporting youth creativity in Lower Hutt and the wider Wellington region.

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

This project primarily delivers under the young people and access and participation criteria, with a strong commitment to inclusion and diversity.

The workshops are designed for tamariki and rangatahi under 18, creating safe and structured opportunities for young people in Lower Hutt to actively participate in the arts. Many participants are trying photography for the first time. By providing DSLR cameras and free access, we remove financial barriers that would otherwise limit participation.

Delivering sessions within Lower Hutt neighbourhoods ensures families can access creative opportunities locally and with ease. This improves equitable access, particularly for those who may not have the means to travel outside the area for extracurricular activities.

The programme is inclusive and supports children of all abilities, learning styles, and confidence levels. We regularly work with mixed-ability groups, including neurodivergent young people. Our approach is practical and flexible, allowing each participant to engage at their own pace while feeling part of a shared experience.

The workshops also support wellbeing outcomes. Being outdoors in Lower Hutt’s parks and reserves encourages mindfulness, observation, and connection to place. Participants learn to slow down, notice details, and engage more deeply with their surroundings, fostering environmental awareness and a sense of kaitiakitanga.

Through free, inclusive, and high-quality creative experiences, this project increases youth participation in the arts, builds confidence, and supports positive wellbeing outcomes for young people in Lower Hutt.

**Project Details (Financial)**

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

No

Do **NOT** include GST in your budget

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs | Detail   | Amount (\$) | What are you applying for under CSS? |
|---------------|--|-------------|--------------------------------------|
| Tutors fees   | 3 tutors @ \$37.50/hour, 10 workshops, on average 4 hrs per workshop - 2hr workshop and two hours preparation before/after | 4500        | 4500                                 |
|               |  |             |                                      |

| Project needs | Detail  | Amount (\$) | What are you applying for under CSS? |
|---------------|---|-------------|--------------------------------------|
| Marketing     | Facebook and social media boosts                          | 150         | 150                                  |
| Materials     | Printed guides specific for Upper Hutt photography themes | 150         | 150                                  |

**Please upload any quotes or receipts you have received for your project costs**



**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail |
|-------------|--------|
| 0           | 0      |

**Total costs (\$)** 4800

**Costs less Income (\$)** 4800

**Amount you are requesting from the Creative Communities Scheme(\$)** 4800

**Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).**

| Application Date | Who To | How Much (\$) | Confirmed or Unconfirmed |
|------------------|--------|---------------|--------------------------|
| 0                | 0      | 0             | 0                        |

**Tell us about other grants you have received through the Creative Communities Scheme in the past three years.**

| Date       | Project Title               | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|------------|-----------------------------|----------------------|---|
| 29/11/24   | Upper Hutt Nature workshops | 800                  | Y   |
| 23/05/2025 | Upper Hutt Nature workshops | 1000                 | Y   |

| Date       | Project Title                     | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|------------|-----------------------------------|----------------------|---|
| 23/05/2025 | Porirua Nature workshops          | 1820                 | Y   |
| 20/10/2025 | Kapiti Nature workshops           | 1500                 | Y   |
| 20/11/2025 | Palmerston north Nature workshops | 1000                 | Y   |
| 20/10/2025 | Masterton Nature workshops        | 1687.50              | Y   |
| 20/03/26   | Masterton Nature workshops        | 1500                 | In progress                               |
| 06/04/26   | Horowhenua Nature workshops       | 2250                 | In progress                               |

### Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**



The\_AoS\_Report\_25-2026.pdf

## Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** Ana Lyubich

**Signed (contact person/applicant)**  


**Date** Tuesday, April 28, 2026

**Date** Tuesday, April 28, 2026

# Supporting Document 1

The Art of Seeing Academy workshop rates 2026

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Compiled supporting document pack

***The Art of Seeing Academy' workshops, April 2026***

Expenses are calculated based on the current rates as per below:

| <b>Quotes</b>   |                          |
|---|--------------------------|
| Tutor fees @ \$37.5/hr<br>Regular workshops take 2 hrs plus travel (within Hutt/Wellington) and editing/uploading photographs, comes to 4 hrs in total per workshop per tutor (average) | \$150 per tutor/workshop |
| Admin fees @\$35/hr<br>Email correspondence, website updates, social media management etc.  | \$350/month              |
| Marketing (i.e. promotion on social media) via Facebook , other social networks, flyers   | \$150/month              |
| Workshop materials - basic settings print outs, example images, filters, photography techniques   | Warehouse Stationery     |

# Supporting Document 2

The Art of Seeing Academy report 2025-2026

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Compiled supporting document pack

# CHARITIES SERVICES

Ngā Ratonga Kaupapa Atawhai



Te Tari Taiwhenua  
Internal Affairs

## Annual Return Summary

|                                 |                                   |
|---------------------------------|-----------------------------------|
| <b>Registration Number:</b>     | CC62617                           |
| <b>Charity Name:</b>            | The Art of Seeing Academy Limited |
| <b>Annual Return Reference:</b> | AR001                             |
| <b>For Year Ending:</b>         | 31 March 2025                     |

## Charity Details

Legal Name: The Art of Seeing Academy Limited  
 Trading Name: The Art of Seeing Academy  
 NZBN Number: N/A

Charity's Postal Address: [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Phone: [REDACTED]

Fax:

Email: [REDACTED]

Website: <https://photographyforkids.org>

Facebook: <https://www.facebook.com/artofseeingacademy/>

Twitter:

Social Network Name:

### **Charity Identity**

The Art of Seeing Academy Limited identifies as an organisation with a focus on the following communities:

N/A

## Purpose & Structure

---

### Purpose

Charitable Purpose:

The purpose of The Art of Seeing Academy is to enhance wellbeing, mindfulness, mental health, and environmental consciousness in our diverse communities through the art of photography.

### Structure:

Legal Structure:

Company

### Activity, Sector and Beneficiary

Main Activity:

Provides advice / information /  
advocacy

Main Sector:

Arts / culture / heritage

Main Beneficiary:

Children / young people

## People

---

### **Paid work (average week)**

|                              |   |
|------------------------------|---|
| People employed full time:   | 0 |
| People employed part time:   | 0 |
| Average paid hours per week: | 0 |

### **Volunteer work (average year)**

|                   |     |
|-------------------|-----|
| Total volunteers: | 5   |
| Volunteer hours:  | 340 |

## Your Organisation

---

### **Reporting Tier**

Tier 4 (Can be used if annual operating payments are under \$140,000 and charity has no Public Accountability.)

### **Overseas Operation**

During the financial year covered by this annual return, did your charity operate (that is, carry out any of its charitable purposes) overseas?

No

### **Donee Status**

In the last financial year, did your charity receive donations (from the public, funders or members of your charity)?

No

## Combined Annual Return and Performance Report

---

Do you want to complete a combined Annual Return and Performance Report? Or upload your performance report?: \*

No (I will upload my Performance Report)

### Statement of Cash Received and Cash Paid

---

#### **Cash received from operating activities**

|  |               |
|--|---------------|
| Donations, koha, bequests, and other fundraising:*   | 0             |
| General grants received:*                            | 0             |
| Service delivery grants/contracts:*                  | 8,550         |
| Membership fees and subscriptions:*                  | 0             |
| Sale of goods & services (commercial activities):*   | 2,257         |
| Interest or dividends received:*                     | 10            |
| Other cash received:*                                | 0             |
| <b>Total cash received from operating activities</b> | <b>10,817</b> |

#### **Cash paid for operating activities**

|  |              |
|--|--------------|
| Fundraising costs:*                                      | 0            |
| Employee remuneration and other employee related costs:* | 0            |
| Volunteer related costs:*                                | 3,422        |
| Costs related to delivery of entity objectives:*         | 0            |
| Other costs related to delivery of entity objectives:*   | 657          |
| Grants and donations paid:*                              | 0            |
| Other cash paid:*  | 0            |
| <b>Total cash paid for operating activities</b>          | <b>4,079</b> |
| GST paid or refunded in the financial year:*             | 0            |

#### **Operating Surplus/Deficit**

**Cash surplus or (deficit) from operating activities** **6,738**

#### **Cash received from other activities**

|  |          |
|--|----------|
| Sale of investments:*                            | 0        |
| Sale of other assets:*                           | 0        |
| Cash received from loans and borrowings:*        | 0        |
| <b>Total cash received from other activities</b> | <b>0</b> |

#### **Cash paid for other activities**

|  |          |
|--|----------|
| Purchase of investments:*                              | 0        |
| Purchase of other assets:*                             | 0        |
| Repayments of loans and borrowings:*                   | 0        |
| <b>Total cash paid for other activities</b>            | <b>0</b> |
| <b>Cash surplus or (deficit) from other activities</b> | <b>0</b> |

---

|  |              |
|--|--------------|
| Income tax paid or refunded (if applicable):*      | 0            |
| <b>Increase or (decrease) in cash for the year</b> | <b>6,738</b> |

## **Significant Assets or Liabilities**

---

Does your charity have any significant assets or liabilities?:\* No

## **Supporting Information**

---

### **Certification**

Certifying Officer: Anastassiya Lyubich

### **Withhold Annual Return**

Withhold annual return: No

'The Art of Seeing' Academy  
Wainuiomata, Wellington

## Profit and loss report

Accrual mode

01 Jul 2024 - 30 Jun 2025

|                             | <b>Total</b>   |
|-----------------------------|----------------|
| <b>Income</b>               |                |
| Workshop registrations      | 9,515          |
| <b>Total Income</b>         | <b>9,515</b>   |
| <b>Gross Profit</b>         | <b>9,515</b>   |
| <b>Expenses</b>             |                |
| Advertising & Marketing     | 946            |
| General expenses            | 49             |
| Bank Fees                   | 85             |
| Office Supplies             | 481            |
| Printing & Stationery       | 337            |
| Subscriptions & Memberships | 127            |
| Workshop-related costs      | 11,013         |
| <b>Total Expenses</b>       | <b>13,038</b>  |
| <b>Operating Profit</b>     | <b>(3,523)</b> |
| <b>Other Income</b>         |                |
| Funding and grants received | 11,370         |
| Interest Received           | 11             |
| <b>Total Other Income</b>   | <b>11,381</b>  |
| <b>Net Profit</b>           | <b>7,858</b>   |



# IMPACT REPORT

'The Art of Seeing' Academy  
As at 1 January 2026



'The Art of Seeing' Academy

# What

The purpose of The Art of Seeing Academy is to enhance wellbeing, mindfulness, mental health, and environmental consciousness in our diverse communities through the art of photography.



# Why

At The Art of Seeing Academy, we play a vital role in supporting children aged 8–18 through photography-based learning. Our workshops offer safe, creative, and inclusive spaces where children can express themselves, connect with nature, and develop key life skills. This work is especially important given the growing challenges faced by young people in Aotearoa, including rising mental health concerns, social isolation, and limited access to supportive, inclusive opportunities.

Here are the key benefits our programmes offer:

## **A non-verbal outlet for self-expression**

Photography gives children - especially those with ASD, ADHD and other learning challenges - a way to share their thoughts and emotions when words are hard to find. For many of our participants, it's the first time they feel truly 'heard'.

## **Support for emotional wellbeing**

Our calm, nature-based sessions provide space for emotional processing and confidence building—important for children facing anxiety, trauma, or regulation difficulties.

## **Access and inclusion**

Thanks to camera donations, children from lower-income families can participate fully. This helps bridge the equity gap, particularly in communities where access to arts and extracurricular activities is limited.

## **Confidence and pride**

Seeing their work printed, shared online, or displayed in exhibitions helps children develop a sense of achievement and identity, which supports positive behaviour and self-esteem.

## **Real-world learning and purpose**

Through photo stories and environmental projects, kids gain understanding of important topics while building visual literacy and storytelling skills.

## **A sense of belonging**

Our workshops create a supportive, non-judgemental community where children can connect, learn from each other, and feel safe to be themselves.

## **Transferable skills**

Beyond technical skills, children learn focus, patience, observation, and visual communication—abilities they can carry into school, relationships, and future opportunities.

'The Art of Seeing' Academy

## In numbers

### 250+ kids

Have participated in the workshops

### 55

Outdoor weekend workshops conducted (not including school, after school workshops and those for homeschooling community)

### 70%

Don't have regular access to cameras, but were able to try photography for the first time

### 3000+

Photographs have been featured in [online portfolios](#) so far, boosting confidence in young learners



# Publications

Students' work has been featured in the *Compassionate Nature* magazine and *Captivating Photography Journal*.

This collage features several pages from the *Compassionate Nature* magazine and *Captivating Photography Journal*. The pages are arranged in an overlapping fashion, showcasing student photography and articles.

- Top Left:** A page from *Captivating Photography Journal* with the headline "The art of seeing" and sub-headline "Connecting kids with nature through photography". It features a photograph of two young girls looking at a camera in a garden.
- Top Right:** A page from *Compassionate Nature* with the headline "Exploring Hutt Valley". It includes a photograph of a hand holding a yellow leaf against a bright sky, and another of two people taking photos in a garden.
- Middle Left:** A page from *Captivating Photography Journal* with the headline "The unseen benefits of photography for kids". It features a photograph of a dragonfly on a hand.
- Middle Right:** A page from *Compassionate Nature* with the headline "Young learners dive into nature photography". It features a photograph of a butterfly on a flower.
- Bottom Left:** A page from *Compassionate Nature* with the headline "Young learners dive into nature photography" (repeated). It features a photograph of a person taking a photo of a butterfly.
- Bottom Right:** A photograph of a person holding a camera, looking through the viewfinder.

'The Art of Seeing' Academy

# Feedback

*“Our girls thoroughly enjoyed the workshops, their language and observation levels increased significantly as too their development. Ana and her amazing team of volunteers have encouraged our daughters to explore nature, the world and even perceptions in photography. Ana is insightful, patient and has a wealth of knowledge that she humbly shares in understandable and practical ways for young photographers. As parents it’s a joy to see our children capturing their world through photography. We always feel welcome to stay, or safe leave our girls in the teams care. Thank you for the support, opportunities and inspiration, our daughters love it!”*

[Redacted]

[Redacted]



# Feedback

■■■■ is always very excited for your workshops, she always learns a lot and she always has fun!! Thank you so much for all your effort, help and patience with kids and making the workshops so much fun!"



"Thank you so much for the awesome experience of taking your photography course! It taught me a lot that I didn't know about cameras and photography before coming!"



"Thank you very much for everything, ■■■■ really enjoyed it very much!"

I will most definitely book him in for another Workshop.



## Our tutors

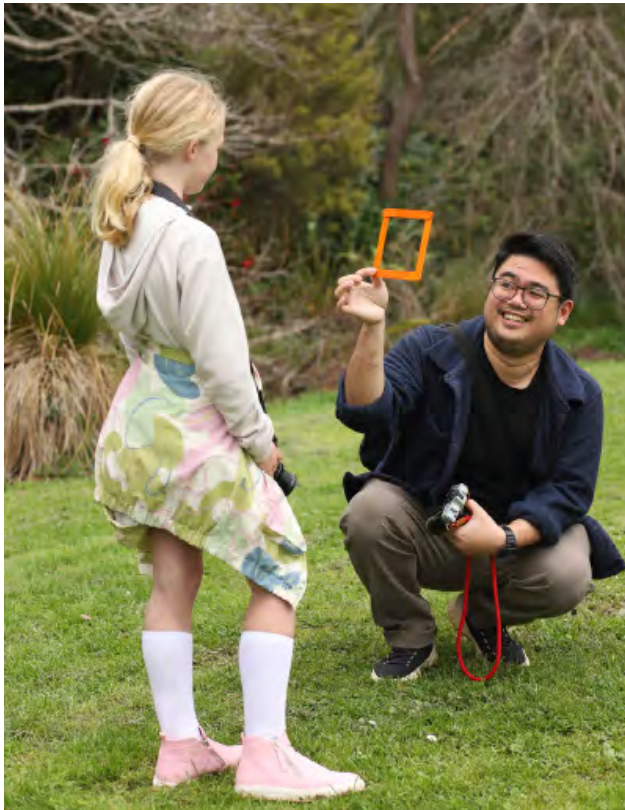
Our tutors and volunteers are the backbone of our photography workshops for kids, bringing passion, dedication, and expertise to each session. They play a crucial role in creating a supportive and engaging environment where young participants feel inspired to explore their creativity through photography.

Our tutors not only assist with the technical aspects of photography but also mentor the kids, helping them to express their unique perspectives and build confidence in their abilities. Their commitment to nurturing the next generation of photographers is evident in the lasting impact they have on the children's learning experience, making our workshops not just educational but truly transformative.



Ana Lyubich, photographer and tutor





'The Art of Seeing' Academy





# ARAKURA SCHOOL

E tū te mana ana mō te ao pai ake nā roto te atawai, te maia, me te whakaute  
Standing with mana for a better world with kindness, courage and respect



10 June 2025

RE: Letter of Support

To Whom It May Concern

We have had the privilege of working with Ana Lyubich, director of the Art of Seeing Academy. Ana and her team have run photography workshops with some of our students – seven workshops in 2024 with a group of six students and 10 workshops in 2025 with a group of 11 students. The majority of the students have additional learning needs including autism and ADHD or are working through experiences of trauma. The students were referred for the photography programme as a way of supporting their engagement and participation in learning and in general school life.

The photography programme has given all tamariki an alternative avenue to express themselves, and their interests and to express their unique identity. We have seen huge progress and growth in their self-esteem, confidence, social interactions, friendships and connections, and ultimately their engagement in their classroom learning. Navigating school is hugely challenging for most neuro-divergent children and the funding for learning support in education is woefully inadequate to provide the support they need. Accessing the rich learning experiences they have had, learning to use professional cameras for artistic expression, is simply out of reach for our school, without the support of grants and donations. For our participating students, they have been able to find their voice, enabling them to contribute in powerful ways to their community through their photographs. As one teacher reflected about one of her autistic students in the photography programme:

*[Student’s] photography sessions with Ana have brought her out of her shell in other ways at school. [Student] loves hearing others speak positively about her photographs. She walks taller around the playground and in the classroom. [Student] starts conversations with people who have commented on her photographs. This would not have happened before. It has grown her confidence in other ways. [Student] is offering to voluntarily share her ideas and learning in the classroom. It has been amazing to see her perspective of the world through her photographs. [Student] has opened up about her other artistic interests since sharing her photographs with the class. When we share her photographs on the screen in the classroom, she speaks about them and takes questions from others about them.*

Please contact me if you require further information about the photography programme and the ways it has benefited our students, the school, and community.

Kind regards

[Redacted signature]  
[Redacted name]  
Arakura School

[Redacted contact information]  
[Redacted phone number]  
[Redacted email address]  
[Redacted website]



Ana Lyubich &lt;hello@artofseeing.academy&gt;

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## Letter of support

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[REDACTED]  
To: Ana Lyubich <hello@artofseeing.academy>

This email is written in support of Ana Lyubich's request for funding to support the Kids Photography Workshops run by Ana through the Art of Seeing Academy.

I have been volunteering for this group since around April 2023 when I attended a day-long indoor workshop for young learners in Hutt City. Ana had a couple of different speakers at the course and I assisted with supporting the kids and photographing participants as they participated in the activities. Since then I have regularly attended the kids workshops that are run outdoors on the weekends or during the school holidays. There are many of the children who have attended 3 or more of the workshops. Sometimes their parents leave them, sometimes the parents come along for the workshop as well. It is great that the parents feel they can make this choice. The children in the workshops connect with each other and make new friends. The images that the children produce are beautiful, engaging and thoughtful.

We can see the children developing confidence and skills with their photography and it is wonderful when they approach us, keen to share their images with us.

Through volunteering at the workshops I have visited many parks in the Hutt City and Upper Hutt areas that I would not otherwise go to.

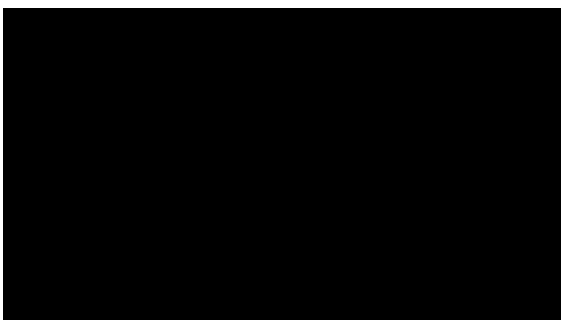
I see the following groups as community stakeholders in these workshops

- Participants and their families, including neuro diverse children and those that may welcome free workshops.
- Participants and their families who want safe, interesting, inexpensive activities during the school holidays.
- Local councils who want the profile of their parks raised and who provide funding.
- Art spaces, galleries or libraries that may be interested in exhibiting participants' work.
- School and Home School teachers seeking different opportunities for pupils.
- People new to the community seeking to build new relationships and connections.
- Provider, tutors and volunteers.

Ana also requires that all volunteers complete a police check.

I am certain that the Art of Seeing Academy is capable of delivering good quality photography workshops for young learners (and adults).

[REDACTED]





Ana Lyubich <hello@artofseeing.academy>

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## Letter of support

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[REDACTED]

To whom it may concern,

Kia ora,

I am writing in support of the Art of Seeing Academy workshops. I have been volunteering alongside Ana for the past year and a half as a tutor, helping to run photography workshops for children of different ages. Over this time, I have seen the positive impact of these workshops on many children and their families.

Each session is much more than simply learning how to use a camera. Children are encouraged to look at the world in a new way, to notice beauty in the ordinary, and to capture their own unique perspective. I have seen their faces light up with excitement when they realise they can create something special with their own hands and eyes. For some, what started as a fun activity has grown into a real passion for photography.

I believe that these workshops nurture important life skills such as creativity, patience, and imagination. They also provide a safe and inclusive space where every child, including those with neurodiverse needs, has the opportunity to express themselves freely. Through photography, children who sometimes find it difficult to communicate in words are able to share their feelings and ideas in a powerful and meaningful way.

It has been inspiring for me personally to witness how Ana leads these workshops with so much dedication, kindness, and enthusiasm. She creates an environment where children feel comfortable to explore, experiment, and grow. I am confident that with her guidance, this project will continue to bring lasting value to the community.

For all these reasons, I fully support the Art of Seeing Academy application and strongly believe that the workshops in the Hutt region would bring lots of benefits to kids and families who can't join us in other locations.

[REDACTED]

Letter of Support for the Art of Seeing  
1 September 2025

I have been volunteering with *The Art of Seeing* for about two years, and it has been an incredibly rewarding experience. I am constantly amazed by the unique, inspired, and creative ways the children capture events, nature, objects, small details, light, and patterns. Our role as mentors is not to impose rigid rules about how to use a camera but to guide them in realising their vision. We ask questions like, "Is this what you wanted?" and help them develop the skills and understanding needed to bring their ideas to life. Our goal is to foster their curiosity and encourage them to create freely.

It is truly inspiring to witness the sense of achievement and pride they feel as they use photography to express themselves visually. After every session, I am blown away by their results—they see a world that many of us overlook. Watching their confidence grow as they explore different locations around the city, connect with nature, and rise to the challenges of each session is incredibly fulfilling. The pride they show when their work is displayed online or selected for a gallery exhibition is raw, genuine, and heartwarming.

The community response when we're out in the city is equally humbling. A group of enthusiastic children with proper cameras often attracts attention and sparks conversations. Importantly, the group is always respectful of the spaces we visit, leaving nothing but footprints and taking nothing but photos.

Any support that allows these young photographers to explore more diverse locations would be invaluable. It enriches their experiences, broadens their perspectives, and provides them with new ways to express themselves creatively, contributing to their overall wellbeing.

As a photographer with a background in film and an early adopter of digital photography, I have continued to develop my skills alongside advancements in camera technology and digital processing. Sharing this creative passion with a new generation of visual explorers is a privilege and a joy. It is deeply fulfilling to see them grow, both as photographers and as individuals, through this journey.

[Redacted signature block]

# Creative Communities Scheme Application

Compiled application and supporting documents

## Applicant

Te Whare Kahukura o Te Awa Kairangi

## Project

Queer Clubs

## Prepared for review

Application first, followed by supporting documents.

## Document order

- 1 Application form
- 2 Community event budget
- 3 Bank confirmation letter

Compiled as one PDF for assessment and filing.

# Application

Creative Communities Scheme application

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Section divider

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Monday, April 27, 2026

# Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

## Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

Te Whare Kahukura o Te Awa Kairangi

Mailing Address

[Redacted]

Contact Email

[Redacted]

Phone Number (Day)

[Redacted]

Name on bank account

[Redacted]

Bank Account Number

Would you like to speak in support of your application at the CCS assessment committee meeting?

No

Ethnicity of applicant/group

NZ European/Pākehā

Māori

Pacific Island

Asian

Middle Eastern/Latin American/African

Mixed ethnicities

How did you hear about the Creative Communities Scheme?

Council staff member

## Project Details

Project Name

Queer Clubs

### Brief description of project

An activation for a variety of queer clubs to take place in the Te Whare Kahukura Rainbow Hub. I want to reach more of Te Awa Kairangi's queer community by hosting a series of small groups that provide an inclusive safe space but also a fun activity and point of connection. In this 6-7 month span, I would like to hold a minimum of 6 queer craft evenings, 6 book club meetings, 6 knitting/crocheting workshops, and 6 Dungeons and Dragons game days. These are all activities and groups that have been suggested by our diverse community as something they would be interested in joining. Our goal is to encourage our community to connect with each other, with our local hub, with their creativity and possibly try something new that enables them to express themselves creatively. This is important for our community to engage with our space, accessing things like the community wardrobe and also to find somewhere they feel safe.

### Venue and suburb or town

Te Whare Kahukura, [REDACTED]

### Start Date

Monday, June 1, 2026

### Finish Date

Friday, December 18, 2026

### Which of the schemes three funding criteria are you applying under?

Diversity: Support the diverse artistic cultural traditions of local communities

### Artform or Cultural Arts practice

Craft/Object art

### What activity best describes your project?

Creation only

### Cultural tradition of your project

European

Māori

Pacific Island

Asian

Middle Eastern/Latin American/African

Mixed cultural traditions as the creation is left to the eye of the creator.

## Project Details

### The idea/Te kaupapa - What do you want to do?

An activation for a variety of queer clubs to take place in the Te Whare Kahukura Rainbow Hub. I want to reach more of Te Awa Kairangi's queer community by hosting a series of small groups that provide an inclusive safe space but also a fun activity and point of connection. In this 6-7 month span, I would like to hold a minimum of 6 queer craft evenings, 6 book club meetings, 6 knitting/crocheting workshops, and 6 Dungeons and Dragons game days. All of these groups will be free to attend with no obligations, making it accessible and low pressure for the queer community.

### The process/Te whakatutuki - How will the project happen?

This project will happen with myself being the primary facilitator. I may obtain volunteers to assist with facilitation if I deem it necessary. There will be social media promotion and local promotion to spread the word about these groups. In the event of Covid-19 reoccurrence, or any other unforeseen circumstances, the groups will be post-poned until they can be safely carried out. This will also be communicated through social media channels. Depending on the funding secured for these groups, I would like to provide some materials and small kai to increase the accessibility aspect of the project.

### The people/Ngā tāngata - Tell us about the key people and/or the groups involved

Looking at the queer community in Lower Hutt, it was last recorded at 5.4% in 2023. As of 2025 the population of Lower Hutt is recorded at roughly 114,200, making our queer community around 6,200. There are no queer specific spaces in Te Awa Kairangi excluding our own. Wellington city has a heavy

queer presence and have great outreach to the queer community and the queer community of Te Awa Kairangi deserve the same recognition. I want to reach more of Te Awa Kairangi's queer community by hosting a series of small groups that provide an inclusive safe space but also a fun activity and point of connection. In this 6-7 month span, I would like to hold a minimum of 6 queer craft evenings, 6 book club meetings, 6 knitting/crocheting workshops, and 6 Dungeons and Dragons game days. These are all activities and groups that have been suggested by our diverse community as something they would be interested in joining. Our goal is to encourage our community to connect with each other, with our local hub, with their creativity and possibly try something new that enables them to express themselves creatively. This is important for our community to engage with our space, accessing things like the community wardrobe and also to find somewhere they feel safe.

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

The prior stated groups/clubs are all activities and groups that have been suggested by our diverse community as something they would be interested in joining. I have spent time engaging with people in our space to make sure we can deliver something that our community actually wants. Our goal is to encourage our community to connect with each other, with our local hub, with their creativity and possibly try something new that enables them to express themselves creatively. This is important for our community to engage with our space, accessing things like the community wardrobe and also to find somewhere they feel safe. Making these groups free and inclusive makes them accessible for our community. Te Whare Kahukura is also wheelchair accessible.

**Project Details (Financial)**

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

Yes

Do **NOT** include GST in your budget

**GST Number**

[REDACTED]

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs | Detail   | Amount (\$) | What are you applying for under CSS? |
|---------------|--|-------------|--------------------------------------|
| Materials     | paint, yarn, hooks/needles, paper, wool, glue, grid paper, pencils, communal dice, bookmarks, printing of character sheets and discussion guides | \$500       | \$500                                |
|               |  |             |                                      |

| Project needs | Detail  | Amount (\$) | What are you applying for under CSS? |
|---------------|---|-------------|--------------------------------------|
| Kai           | kai for each event. Snacks such as dried fruit, biscuits, tea/coffee, soda/juice, popcorn, finger foods | \$1,100     | \$1,100                              |

**Please upload any quotes or receipts you have received for your project costs**

 community event budget (1).pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail |
|-------------|--------|
| 0           | free   |

**Total costs (\$)** 1600

**Costs less Income (\$)** 1600

**Amount you are requesting from the Creative Communities Scheme(\$)** 1600

**Tell us about other grants you have received through the Creative Communities Scheme in the past three years.**

| Date  | Project Title | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|---|---------------|----------------------|---|
| I am new to this role, I don't know. I'm sorry. |               |                      |   |

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**



## Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** [Redacted]

**Signed (contact person/applicant)**  
[Redacted]

**Date** Monday, April 27, 2026

# Supporting document 1

Community event budget

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Section divider

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# Community Event Series Budget

24 Events | 10-15 Participants Per Session

**\$1,600.00**

TOTAL BUDGET

**24**

TOTAL EVENTS

## 1. Queer Craft Evenings (6 Sessions)

| Expense Item          | Qty / Detail                                    | Cost            |
|-----------------------|---|-----------------|
| Crafting Materials    | Bulk mixed media (paints, paper, clay)          | \$210.00        |
| Snacks & Refreshments | Grazing platters, dips, sparkling juices, water | \$210.00        |
| <b>Section Total</b>  | <b>\$70.00 per event</b>                        | <b>\$420.00</b> |

## 2. Book Club Meetings (6 Sessions)

| Expense Item         | Qty / Detail                             | Cost            |
|----------------------|--|-----------------|
| Discussion Resources | Printed guides & custom bookmarks        | \$30.00         |
| Enhanced Catering    | Cheese boards, fruit, tea, coffee, sodas | \$330.00        |
| <b>Section Total</b> | <b>\$60.00 per event</b>                 | <b>\$360.00</b> |

### 3. Knitting & Crochet Workshops (6 Sessions)

| Expense Item         | Qty / Detail                          | Cost            |
|----------------------|---------------------------------------|-----------------|
| Tools & Yarn         | Hooks, needles, and bulk wool/cotton  | \$200.00        |
| Light Snacks         | Assorted cookies, premium herbal teas | \$180.00        |
| <b>Section Total</b> | <b>\$63.33 per event</b>              | <b>\$380.00</b> |

### 4. Dungeons & Dragons Game Days (6 Sessions)

| Expense Item         | Qty / Detail                                     | Cost            |
|----------------------|--|-----------------|
| Tabletop Materials   | Character sheets, dice sets, maps, pencils       | \$50.00         |
| High-Energy Food     | Pizzas, sliders, bulk chips, soft drinks, snacks | \$390.00        |
| <b>Section Total</b> | <b>\$73.33 per event</b>                         | <b>\$440.00</b> |

#### Budget Reconciliation

# Supporting document 2

Bank confirmation letter

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Section divider

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**Business Banking**

Kiwibank Limited  
Level 1, 7 Waterloo Quay  
Wellington 6011  
Private Bag 39888  
Wellington 5045  
New Zealand

T 0800 601 601  
[www.kiwibank.co.nz](http://www.kiwibank.co.nz)

4<sup>th</sup> August 2023

Te Ngākau Kahukura o Te Awa Kairangi

[Redacted]  
[Redacted]  
[Redacted]

This letter is to confirm the details of the following account held at Kiwibank:

|            |  |
|------------|--|
| Name:      | Te Ngākau Kahukura o Te Awa Kairangi   |
| [Redacted] | [Redacted]<br>[Redacted]<br>[Redacted] |
| [Redacted] | [Redacted]                             |
| [Redacted] | [Redacted]                             |

If I can be of further assistance, please contact me on 0800 601 601.

Yours sincerely,

James Morrison

*James Morrison*

**Business Join Consultant  
Kiwibank**

# Creative Communities Scheme Application

Compiled application and supporting documents

## Matimati Makaurangi

|                         |   |
|-------------------------|---|
| <b>Applicant</b>        | Belinda Tuari-Toma                                    |
| <b>Application date</b> | 28 April 2026   |
| <b>Order</b>            | Application first, followed by supporting information |

## Contents

|                                 |  |
|---------------------------------|--|
| <b>1. Application</b>           | Creative Communities Scheme Application                          |
| <b>2. Supporting document 1</b> | Confirmation of Te Ataarangi exhibition wananga                  |
| <b>3. Supporting document 2</b> | Material cost - printing poem onto paper                         |
| <b>4. Supporting document 3</b> | Material costs - weaving and dye supplies                        |
| <b>5. Supporting document 4</b> | Material costs - cart totals and shipping                        |
| <b>6. Supporting document 5</b> | Material cost - printing poem on canvas                          |
| <b>7. Supporting document 6</b> | Travel estimate - Porirua to Lower Hutt / Kokiri Marae           |
| <b>8. Supporting document 7</b> | Travel estimate - Porirua to Wellington Central exhibition space |
| <b>9. Supporting document 8</b> | Artist Letter of Intent - professional artist services           |

Compiled for easy reading. Original documents follow section dividers.

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APPLICATION

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# Creative Communities Scheme Application

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Tuesday, April 28, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

Belinda Tuari-Toma

Mailing Address

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Bank Account Number

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes

Ethnicity of applicant/group

Māori

Pacific Island

Australian

How did you hear about the Creative Communities Scheme?

Creative NZ website

### Project Details

Project Name

Matimati Makaurangi

#### Brief description of project

Matimati Makaurangi is a multi-disciplinary Toi Māori collaboration between a master weaver/international designer and a Kairongoā/Poet. This project explores the Te Ataarangi language learning philosophy through a textile spiral installation using the conceptualisation of the iconic rākau (rods) as a structural medium. This work has been invited to the Te Ataarangi Exhibition at Thistle Hall (June/July 2026). CCS funding will support the development of this piece and its transition into a dedicated Rongoā wānanga for the Te Mauri (Cancer Support) whānau at Kōkiri Marae Keriana Olsen Trust Mana Wahine service. By integrating contemporary dance, oral poetry (Toi Kupu), and raranga, we provide a sensory healing experience that reclaims the whakapapa of our language and our artistic journeys for Māori whānau in Lower Hutt.

Venue and suburb or town

Lower Hutt

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|  |   |
|--|---|
| <b>Start Date</b>  | Monday, June 29, 2026   |
| <b>Finish Date</b>   | Tuesday, December 1, 2026   |
| <b>Which of the schemes three funding criteria are you applying under?</b> | Access and Participation: Create opportunities for local communities to engage with, and participate in local arts activities |
| <b>Artform or Cultural Arts practice</b>                                   | Ngā toi Māori   |
| <b>What activity best describes your project?</b>                          | Creation and presentation   |
| <b>Cultural tradition of your project</b>                                  | Māori Pacific Island  |

## Project Details

### The idea/Te kaupapa - What do you want to do?

We aim to create and present Matimati Makaurangi, a multidisciplinary Toi Māori / Pacific installation / artistic medium and performance that bridges the gap between Te Reo Māori revitalisation, spoken word poetry, contemporary art, and Rongoā (traditional healing). We are working on creating a collaborative piece between a master raranga-weaver/international designer and a Kairongoā/poet. We will use the Te Ataarangi rākau concept as a structural medium to guide a harakeke-woven spiral, representing the spiral of learning and life. For the toi kupu - spoken-word poetry I will compose and perform indigenous poetry that reclaims the whakapapa of the woven pieces, using oral reo vibrations to activate the space. To elevate the collaboration, we will integrate contemporary dance from rangatahi trained dancers who are kura kaupapa Maori students, into the presentation to physically embody the rhythm of the language and the weave.

Further, we will aim to host a community wānanga following the Thistle Hall exhibition. We will bring the installation to Kōkiri Marae in Seaview for a dedicated session with the Te Mauri (Cancer Support) whānau. This wānanga will integrate art as a rongoā tool, providing a sensory, nurturing space for whānau experiencing cancer to share stories and find cultural connection. Our goal is to demonstrate how the Te Ataarangi learning methodology can be transformed into a visual and tactile language of healing for our Lower Hutt communities, specifically for those experiencing cancer at all stages.

### The process/Te whakatutuki - How will the project happen?

The project will be delivered in four key phases, weaving together traditional Māori arts, contemporary performance, and rongoā practice. During the preparation phase, the kairaranga-master weaver and I will collaborate to align the structural spiral of the Te Ataarangi rākau with the rhythmic flow of Toi Kupu, while harvesting harakeke under traditional tikanga to match the iconic learning palette. The textile spiral will be woven and constructed physically, integrating the development of poetry alongside contemporary dance choreography. This performance will be video-recorded to ensure the work remains mobile, allowing the dance to respond to the oral vibrations of the poetry and connect deeply with the raranga medium. Following joint rehearsals to ensure the work acts as a cohesive rongoā intervention, the project will be ready for Thistle Hall in June/July 2026 for its public launch and documentation. Finally, the journey will then be transported to Kōkiri Marae for a dedicated rongoā wānanga with the Te Mauri whānau. Here, the art transcends the gallery space to become a practical healing tool, allowing whānau to engage through touch, sound, and movement to support their cancer journey from a Mātauranga Māori perspective.

### The people/Ngā tāngata - Tell us about the key people and/or the groups involved

Our project is led by a collective of Māori and Pacific artists centred on a partnership between a master kairaranga and textile designer with 25 years of expertise, whose award-winning work is held in the national collections of Te Papa and Pātaka and me, an emerging indigenous poet and Kairongoā

(traditional healer) who has been awarded and recognised locally for poetry and rongoā Māori and published poetry internationally and is a published indigenous health researcher. We are supported by a trained contemporary rangatahi and professional dancer who will physically embody the work's rhythm, and the project is professionally curated by Pikihuia as part of the wider Te Ataarangi movement. Crucially, as both lead artists are active members of the Te Mauri cancer support group (Mana Wāhine service at Kōkiri Marae), the project is deeply rooted in the Lower Hutt community. This collective brings together world-class artistic design, spiritual healing (Rongoā), and lived community experience to ensure the kaupapa is delivered with both artistic excellence and cultural safety.

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

This project delivers to the criteria of access, participation and diversity by removing the barriers and focusing on community healing. By grounding the kaupapa in the Te Ataarangi learning methodology, a cornerstone of Māori language revitalisation, we create a culturally familiar entry point for Lower Hutt community te Mauri cancer whānau to engage with contemporary Toi Māori-Pacific. Our collaboration specifically prioritises the participation of the Te Mauri whānau at Kōkiri Marae, taking an installation and transforming it into a mobile rongoā wānanga. This ensures that Māori, Pacific and all whānau experiencing cancer have direct, tactile access to art that reflects their own stories and whakapapa. Furthermore, by blending traditional raranga, indigenous poetry, and contemporary dance, we celebrate the diverse ways our traditions can be expressed, ensuring that our cultural heritage is not just preserved in a gallery but actively practised as a living tool for community wellbeing and connection.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

No

Do **NOT** include GST in your budget

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs                                | Detail  | Amount (\$) | What are you applying for under CSS?   |
|--|---|-------------|--|
| Artist Fees<br>Artist/Weaver -<br>Kairaranga | 40+ hours for design, harvesting, and weaving the large-scale installation. | \$1600      | We are seeking funding to provide a fair professional fee for a master kairaranga with over 25 years of expertise. This covers the intensive labor of tikanga-led harvesting and the technical weaving of a large-scale installation. This ensures the project maintains the highest standard of artistic excellence for both the public exhibition and the community wānanga. |
|  |   |             |  |

| Project needs                      | Detail  | Amount (\$) | What are you applying for under CSS?   |
|------------------------------------|---|-------------|--|
| Artist Fees<br>Poet &<br>Kairongoā | Composition<br>of Toi Kupu<br>and<br>facilitation<br>of the<br>Rongoā<br>wānanga at<br>Kōkiri<br>Marae. | \$1200      | This fee covers the specialized creation of Toi Kupu (poetry) and the professional facilitation of the Rongoā wānanga. This funding is essential to ensure the project is delivered with cultural integrity and provides a safe, meaningful healing experience for the Te Mauri whānau at Kōkiri Marae |

| Project needs                        | Detail  | Amount (\$) | What are you applying for under CSS?   |
|--------------------------------------|---|-------------|--|
| Personnel Costs:<br>Dancer/Performer | Fee for rehearsals and recorded performance to accompany the installation | \$1000      | This supports the professional involvement of a contemporary dancer to activate the installation. Funding this role allows us to integrate movement and visual art, creating a multi-sensory experience that increases engagement and participation for our diverse audiences. |

| Project needs | Detail   | Amount (\$) | What are you applying for under CSS?  |
|---------------|--|-------------|---|
| Materials     | Sourcing and preparation of collaborative art piece for exhibition and wānanga | \$400       | We are applying for material costs to source premium harakeke, dyes, and structural components . These funds are necessary to create a durable, high-quality physical installation that can be safely handled and explored by the community during our tactile wānanga sessions |

| Project needs   | Detail   | Amount (\$) | What are you applying for under CSS?   |
|-----------------|--|-------------|--|
| Technical Costs | Video recording and editing of the performance to ensure project mobility. | \$500       | This funding is for the professional documentation and editing of the performance. This is a critical need to ensure the project remains 'mobile,' allowing the performance element to be accessible to the Te Mauri whānau even when a live performer cannot be present.                      |
| Logistics       | Transport and food   | \$300       | These funds cover the safe transport of the large-scale work to Kōkiri Marae and the provision of manaakitanga (kai) for the participants. In a Marae setting, providing food is a cultural necessity that reduces barriers to participation and ensures the wellbeing of our community whānau |

Compiled PDF - page 10 of 30

Please upload any quotes or receipts you have received for your project costs

**Makenzie TUOHY** [makenzie@landsignal.com](mailto:makenzie@landsignal.com) Fri 24 Apr, 10:23 AM (4 days ago)

Tessa is still shy of a kitchen.

Ka to make sure a info has been sent to the kitchen. We hope everyone is safe and warm after the recent storm.

Philinda would like to invite everyone to our **key deadline** exchange for the exhibition:

**Re: Exhibition 13 - May**  
**Re: Philinda - afternoon**  
**Re: Philinda - afternoon**  
**Re: Philinda - afternoon**

This exchange marks the **final deadline** for all exhibition content. We ask that all artists attend at some point during the day.

This is an important exchange as we move toward the exhibition. It will be a space to:

- Spend time together with each other, clarify and ask any questions
- Bring your completed artwork (Tues) - please bring along whatever is completed from the collective piece. We would still love to see everyone involved in the collective work ahead as well!
- Share and finalize your ideas about your piece and yourself
- Photograph your work for the exhibition catalogue
- Confirm dimensions and artist details
- Work through details for the opening evening
- Please bring a shared hat to contribute to our time together

We will also:

- Confirm the flow for the opening night (Fri) in House, 6.00pm
- Begin shaping how we might like to guide visitors through the exhibition on opening evening

We will be inviting your face also and looking forward to your face to attend the exhibition. Please also let us know if there are any exhibitors members you would like to invite to the opening evening, so we can include them in our planning.

Philinda will contact everyone individually over the next few days and weeks. If you think you might not have your piece completed by the exchange, please let Philinda know [philinda@psland.com](mailto:philinda@psland.com)

Ngā manaakitanga.

—  
 Makenzie Tuohy  
 Makenzie is the Assistant Art Director at Land Signal

### Calculate shipping

New Zealand

South Island - Tracked - up to 5 days: \$12.50

South Island - Tracked - up to 7 days: RURAL: \$18.50

South Island - COURIER - up to 3 days - NON RURAL: \$18.50

South Island - COURIER - up to 5 days - RURAL: \$25.50

Shipping options will be updated during checkout.

**Total** \$185.70 (includes \$20.00 tax)

[UPDATE CART](#) [PROCEED TO CHECKOUT](#)

### Cart totals

Subtotal \$173.20

Shipping

South Island - NON RURAL - Tracked - up to 5 days: \$12.50

South Island - Tracked - up to 7 days: RURAL: \$18.50

South Island - COURIER - up to 3 days - NON RURAL: \$18.50

South Island - COURIER - up to 5 days - RURAL: \$25.50

Shipping options will be updated during checkout.

**Total** \$185.70 (includes \$20.00 tax)

[UPDATE CART](#) [PROCEED TO CHECKOUT](#)

Home About Working People Shop *Flourish NZ* Women's Circle Gallery Contact Social

### You Have 13 Items In Your Cart

| Product                       | Price   | Quantity | Subtotal |
|-------------------------------|---------|----------|----------|
| Marker / marker Set of 2      | \$25.00 | 1        | \$25.00  |
| Basic Dye by Jacquard - Red   | \$14.20 | 1        | \$14.20  |
| Basic Dye by Jacquard - Black | \$14.20 | 1        | \$14.20  |
| Basic Dye by Jacquard - Brown | \$14.20 | 1        | \$14.20  |
| Basic Dye by Jacquard - Blue  | \$14.20 | 1        | \$14.20  |

Home / Cart [View Details](#) [CHECKOUT](#)

| Product         | Delivery Option   | QTY | Price   | Total Price |
|-----------------|---|-----|---------|-------------|
| Marker Set of 2 | <b>Delivery</b><br>Estimated delivery in 10-12 business days<br>Express delivery: See website | 1   | \$25.00 | \$25.00     |

[Add Promo Code](#)

Warehouse Stationery Categories  [Home](#) [Services](#) [Contact](#) [About Us](#) [Cart](#)

### Poster Printing

We have a variety of options to suit your poster printing needs. Use our photo satin for the highest quality finish to make your poster stand to life, or our Duraprint where durability is required for the environment it will be in.

Posters (Custom service active)

| Poster Printing               | 3.50    | 5.00    |
|-------------------------------|---------|---------|
| A2 Premium 200gsm Photo Satin | \$18.00 | \$14.25 |
| A1 Premium 200gsm Photo Satin | \$25.00 | \$19.50 |
| A0 Premium 200gsm Photo Satin | \$40.00 | \$30.00 |
| A2 Premium Duraprint          | \$17.00 | \$13.50 |
| A1 Premium Duraprint          | \$24.00 | \$18.00 |
| A0 Premium Duraprint          | \$38.00 | \$29.25 |
| A2 Value 200gsm               | \$12.00 | \$9.00  |
| A1 Value 200gsm               | \$17.00 | \$12.75 |
| A0 Value 200gsm               | \$28.00 | \$20.00 |

**Start**  
Porirua

**Finish**  
Wellington Central

**Mode**  
Driving

[Calculate travelling time](#)

**Driving**  
Porirua - Wellington Central  
29 km 19 mins

All times are approximate and do not allow time for stops. We recommend you allow extra time to enjoy your journey with safety.

**Start**  
Porirua


**Finish**  
Lower Hutt

**Mode**  
Driving

[Calculate travelling time](#)

**Driving**  
Porirua - Lower Hutt  
24 km 30 mins

All times are approximate and do not allow time for stops. We recommend you allow extra time to enjoy your journey with safety.

 [Artist Letter of Intent B.TuariToma.pdf](#)

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail   |
|-------------|--|
|             | This project is designed as a koha-based and free community initiative. The premiere at Thistle Hall is a public exhibition intended to celebrate Te Reo Māori, and the subsequent wānanga at Kōkiri Marae is a free service specifically for the Te Mauri Cancer Support Group. Our priority is to remove all financial barriers for these participants. This phase serves as a pilot for our collaborative model, allowing us to document the impact of our 'Toi as Rongoā' methodology. We intend to use the outcomes and documentation from this CCS-funded pilot to apply for larger-scale sustainable funding under a not-for-profit or social enterprise model in the future. |
| \$0         | Public Exhibition (Thistle Hall): This is a free community event; no tickets will be sold.   |
| \$0         | Rongoā Wānanga (Te Mauri): This is a free healing intervention for whānau experiencing cancer; no fees will be charged.  |
| \$0         | Artist/Group Contribution: The artists are contributing their own existing studio equipment and tools.   |
| \$0         | Other Grants/Donations: No other funding has been secured for this specific project phase.   |

**Total costs (\$)** 5000

**Costs less Income (\$)** 5000

**Amount you are requesting from the Creative Communities Scheme(\$)** 5000

#### Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

# Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

If this application is successful, I/We agree to:

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

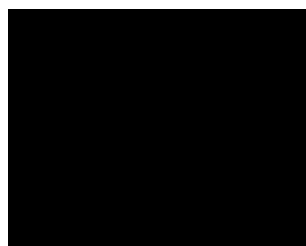
**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** Belinda Tuari-Toma

**Name of parent/guardian for applicants under 16 years of age** Belinda Tuari-Toma

**Signed (contact person/applicant)**



**Signed (parent/guardian)**

**Date** Tuesday, April 28, 2026

**Date** Tuesday, April 28, 2026

SUPPORTING DOCUMENT 1

---

# Confirmation of Te Ataarangi exhibition wananga

## Confirmation of Te Ataarangi exhibition wānanga



Fri 24 Apr, 15:23 (4 days ago) ★ 😊 ↶ ⋮

Tēnei te mihi atu ki a koutou,

Ko te manako nui e noho haumarua ana koutou i tēnei wā. We hope everyone is safe and warm after the recent storm.

Pikihuia would like to invite everyone to our **key deadline wānanga for the exhibition:**

**Rā:** Rāhoroi 16 o Mei

**Wā:** 10am – afternoon

**Wāhi:** [Redacted]

This wānanga marks the **final deadline** for all exhibition content. We ask that **all artists attend** at some point during the day.

This is an important wānanga as we move toward the exhibition. It will be a space to:

- 
- Spend time together with each other, clarify and ask any pātai.
- Bring your **completed artwork** [Redacted] – *please bring along whatever is completed from the collective piece. We would still love to see everyone involved in the collective mahi attend as well!*
- Share and **finalise your kōrero** about your piece and yourself
- **Photograph your mahi** for the exhibition catalogue
- Confirm **dimensions and artist details**
- Work through details for the **opening evening**
- Please bring a **shared kai** to contribute to our time together.

We will also:

- Confirm **the flow for the opening night (29 o Hune, 6-8.30pm)**
- Begin shaping how we might like to guide visitors through the exhibition on opening evening

We will be inviting your hoa ako and kaiako from your kura / rūpū to attend the exhibition. Please also let us know if there are any whānau members you would like to invite to the opening evening, so we can include them in our planning.

[Redacted] will contact everyone individually over the next few days and weeks. If you think you might not have your piece completed by the wānanga, please let Pikihuia know.

[preihana@gmail.com](mailto:preihana@gmail.com)

Ngā manaakitanga,

–



**SUPPORTING DOCUMENT 2**

---

**Material cost - printing poem onto paper**

## Material cost - printing poem onto paper



The header features the Warehouse Stationery logo on the left, a search bar with the placeholder text "I'm looking for...", and navigation icons for Help, Stores, Lists, Sign In, and Cart (with a 1 item indicator) on the right.

### Poster Printing

We have a variety of options to suit your poster printing needs. Use our photo satin for the highest quality finish to make your poster burst to life, or our duraprint where durability is required for the environment it will be in.

Posters (Counter-service or online) ▼

| Poster Printing               | 1-10    | 11+     |
|-------------------------------|---------|---------|
| A2 Premium 200gsm Photo Satin | \$19.00 | \$14.25 |
| A1 Premium 200gsm Photo Satin | \$25.50 | \$19.10 |
| A0 Premium 200gsm Photo Satin | \$42.00 | \$31.50 |
| A2 Premium Duraprint          | \$17.50 | \$13.10 |
| A1 Premium Duraprint          | \$24.00 | \$18.00 |
| A0 Premium Duraprint          | \$39.00 | \$29.25 |
| A2 Value 150gsm               | \$12.50 | \$9.35  |
| A1 Value 150gsm               | \$17.00 | \$12.75 |
| A0 Value 150gsm               | \$28.00 | \$21.00 |






SUPPORTING DOCUMENT 3

---

## **Material costs - weaving and dye supplies**

## Material costs - weaving and dye supplies

## You Have 13 Items In Your Cart

| <i>Product</i>  | <i>Price</i> | <i>Quantity</i> | <i>Subtotal</i> |   |
|---|--------------|-----------------|-----------------|---|
|  Haehae / marker Set of 2        | \$35.00      | - 1 +           | \$35.00         | × |
|  Basic Dye by Jacquard - Red     | \$14.20      | - 1 +           | \$14.20         | × |
|  Basic Dye by Jacquard - Black  | \$14.20      | - 1 +           | \$14.20         | × |
|  Basic Dye by Jacquard - Brown | \$14.20      | - 1 +           | \$14.20         | × |
|  Basic Dye by Jacquard - Blue  | \$14.20      | - 1 +           | \$14.20         | × |

SUPPORTING DOCUMENT 4

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## **Material costs - cart totals and shipping**

## Material costs - cart totals and shipping

## Calculate shipping

New Zealand ▼

Southland ▼

Postcode

**UPDATE**

## Have A Promotional Code

Coupon code

**APPLY COUPON**

## Cart totals

*Subtotal* \$173.20

### Shipment

- South Island - NON RURAL - Tracked - up to 5 days: \$12.50
- South Island - Tracked - up to 7 days - RURAL: \$18.50
- South Island - COURIER - up to 3 days - NON RURAL: \$18.50
- South Island - COURIER - up to 5 days - RURAL: \$28.50

Shipping options will be updated during checkout.

*Total* **\$185.70**  
(includes \$22.58 Tax)

**UPDATE CART**

**PROCEED TO CHECKOUT**

**SUPPORTING DOCUMENT 5**

---


**Material cost - printing poem on  
canvas**

### Material cost - printing poem on canvas

[Home](#) / [Cart](#)

[Print this page](#)

CHECKOUT

| Product   | Delivery Option   | QTY  | Price   | Total Price                        |
|---|---|--|---|------------------------------------|
|  <p>Jasart Gallery 1.5 inch Thick Edge Canvas 48in x 60in White<br/>Item No: 9311960013889</p> <p><a href="#">Add Product Note</a></p> | <input checked="" type="radio"/> <b>Delivery</b><br>Estimated delivery in: 5-7 business days<br><a href="#">Oversize delivery fee applies</a> | <input type="text" value="1"/><br><a href="#">Update</a> | X <a href="#">Remove</a><br><a href="#">Add to My Lists</a><br>In Stock ✓ | <b>\$165.00</b><br><b>\$165.00</b> |

Add Promo Code

SUPPORTING DOCUMENT 6

---

# Travel estimate - Porirua to Lower Hutt / Kokiri Marae

### Travel estimate - Porirua to Lower Hutt / Kokiri Marae

**Start**

Porirua

**Finish**

Lower Hutt

**Mode**

Driving

**Calculate travelling time**

---

**Driving**

[Porirua - Lower Hutt](#)

24 km | 20 mins

All times are approximate and do not allow time for stops. We recommend you allow extra time to enjoy your journey with safety.

SUPPORTING DOCUMENT 7

---

# Travel estimate - Porirua to Wellington Central exhibition space

Compiled PDF - page 27 of 30

### Travel estimate - Porirua to Wellington Central exhibition space

**Start**

Porirua

**Finish**

Wellington Central

**Mode**

Driving

**Calculate travelling time**

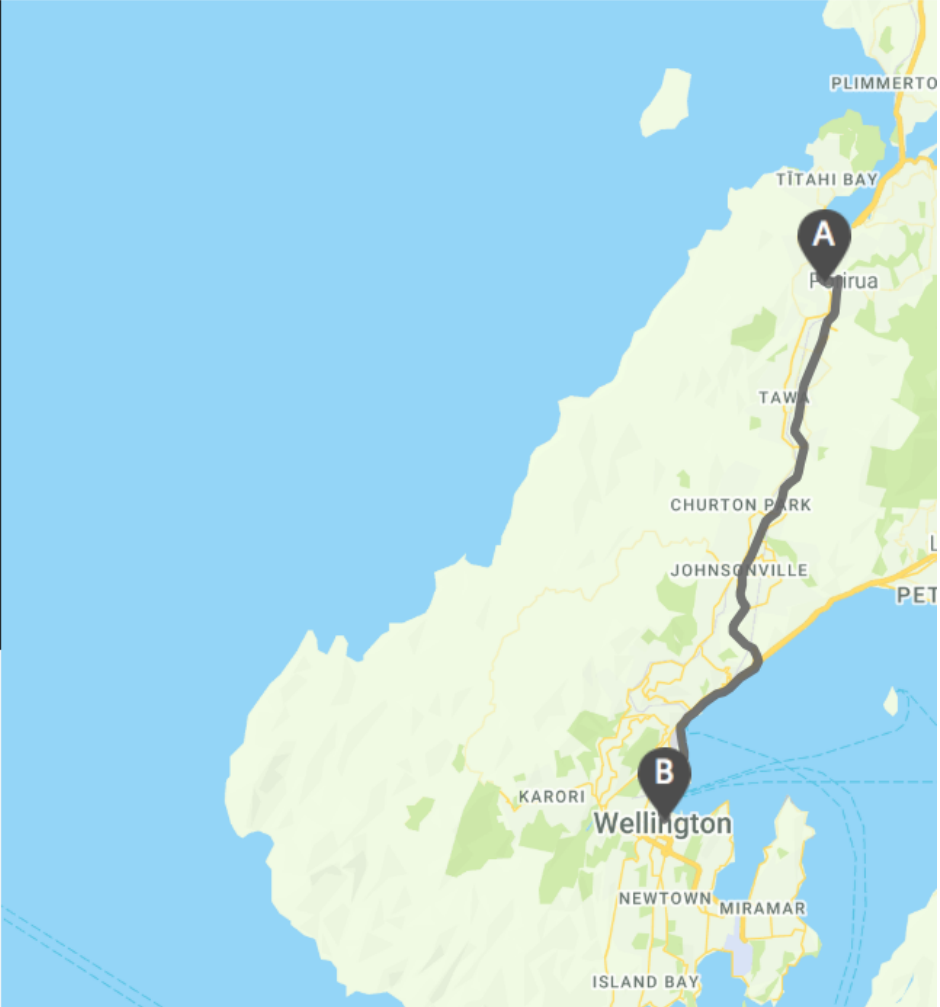
---

**Driving**

Porirua - Wellington Central

21 km | 19 mins

All times are approximate and do not allow time for stops. We recommend you allow extra time to enjoy your journey with safety.



**SUPPORTING DOCUMENT 8**

---

**Artist Letter of Intent - professional  
artist services**

Compiled PDF - page 29 of 30

### Quote for Professional Artist Services

**Project:** Matimati Makaurangi

**Date:** April 28, 2026

Tēnā koe

This document confirms the agreed-upon fees and scope of work for the artists involved in the Matimati Makaurangi project. These fees have been calculated based on Creative New Zealand's Fair Remuneration guidelines for professional practitioners (\$30–\$40/hr).

#### 1. Kairaranga (Master Weaver / Professional Artist/Designer)

- [REDACTED]
- [REDACTED]
- **Scope:** Design of large-scale installation, tikanga-led harvesting of harakeke, and 40+ hours of intricate weaving/construction.
- **Total Fee:** \$1,600

#### 2. Toikupu & Kairongoā (Poet / Traditional health/wellbeing practitioner/ Health Researcher)

- [REDACTED]
- [REDACTED]
- **Scope:** Oral composition of Toi Kupu, preparation and facilitation of the Rongoā wānanga at Kōkiri Marae, and project lead duties.
- **Total Fee:** \$1,200

#### 3. Contemporary Dancer / Performer

- [REDACTED]
- [REDACTED]
- **Scope:** Collaborative rehearsal time and recorded performance to accompany the physical installation.
- **Total Fee:** \$1,000

**Total Artist Fees Requested:** \$3,800

**Signed:**



Belinda Tuari-Toma [lead Applicant]

# Creative Communities Scheme Application

Beauty and the Beast Junior Show

---

|                  |  |
|------------------|--|
| <b>Applicant</b> | Grace Matravers-Rock / Hutt City Musical Theatre Inc |
| <b>Project</b>   | Beauty and the Beast Junior Show                     |
| <b>Compiled</b>  | 13 May 2026  |
| <b>Order</b>     | Application followed by supporting documents         |

Compiled for Creative Communities Scheme assessment

---

Compiled document - page 1 of 16

# Application Form

Application first

---

**Source file**

Grace Matravers-Rock - HUTT CITY MUSICAL THEATRE INC.pdf

Compiled for Creative Communities Scheme assessment

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Compiled document - page 2 of 16

Saturday, April 18, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

[REDACTED]

Mailing Address

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Bank Account Number

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes

Ethnicity of applicant/group

NZ European/Pākehā

How did you hear about the Creative Communities Scheme?

Council website

### Project Details

Project Name

Beauty and the Beast Junior Show

Brief description of project

Hutt City Musical Theatre (HCMT) is staging a production of Disney's Beauty and the Beast Jr. this June/July. We are providing a professional-level stage experience for 34 local performers aged 8–18, ensuring that young artists in the Hutt have access to the same technical standards, specifically professional sound and audio, as adult performers.

Venue and suburb or town

[REDACTED]

5011

Start Date

Sunday, April 19, 2026

Finish Date

Saturday, July 4, 2026

Number of active participants

50

Compiled document - page 3 of 16

|  |   |
|--|---|
| <b>Number of viewers/audience members</b>                                  | 800   |
| <b>Which of the schemes three funding criteria are you applying under?</b> | Young people: Enable young people (under 18 years of age) to engage with, and participate in the arts |
| <b>Artform or Cultural Arts practice</b>                                   | Theatre   |
| <b>What activity best describes your project?</b>                          | Presentation only (performance or concert)  |
| <b>Cultural tradition of your project</b>                                  | European  |

## Project Details

### The idea/Te kaupapa - What do you want to do?

We want to provide a platform where local youth can experience the full discipline and excitement of a professional theatre season. After seeing over 60 local kids turn up for auditions, it's clear there is a huge appetite for these opportunities in our community. We want to ensure these performers are supported by a high-quality technical environment; specifically, we are seeking funding to hire a professional sound technician and the specialised audio equipment (body mics and mixing) required to support a cast of 34 and a 10 show season.

### The process/Te whakatutuki - How will the project happen?

**Auditions:** Held in early April to select our cast of 34 (double-casting to allow as many young performers a chance to have their moment on the stage).

**Rehearsals:** Running from April through June at the Epuni Community Hall focusing on vocals, choreography, and acting.

**Technical week:** Starting June 11th, our professional sound technician will install the hired audio rig and begin mic-running with the kids to build their confidence.

**Performance season:** A 10 show run with 98 seats available per show from June 24th to July 4th, including matinees.

### The people/Ngā tāngata - Tell us about the key people and/or the groups involved

**The Cast:** 34 young performers (aged 8–18) from across the Lower Hutt community.

**Production Team:** A team of local volunteers led by Co-Directors [REDACTED], with [REDACTED] as our production manager and stage manager TBC.

**The Sound Technician:** We are re-engaging a trusted professional who has worked with our junior shows for years. Many of our returning kids know them well, which creates a stable, encouraging environment where they feel comfortable giving their best performance.

**Hutt City Musical Theatre:** Our committee and local volunteers provide the venue, costumes, and front-of-house support.

### The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people

This project is a direct response to the massive demand for youth performing arts in our city. We are one of the only community theatre groups in Lower Hutt offering a dedicated "Junior" musical theatre season of this scale. The need for this opportunity is clear with over 60 local kids auditioning for this production,

nearly double the number of roles available. This overwhelming turnout shows just how eager young people in the Hutt are to engage with musical theatre opportunities.

We meet the "Young People" criterion by:

- Fostering local talent: We provide a professional-level stage for youth to develop their acting, singing, and dance skills through a rigorous 10 show season each year.
- Providing technical experience: We believe young artists deserve high-quality tools. Using professional microphones and audio mixing allows these 34 performers to be heard clearly without straining their voices, giving them the confidence and pride that comes with a "real" theatre experience.
- Creating a supportive environment: By re-engaging a trusted sound technician who has a history with our returning performers, we provide an encouraging space for young people to grow their confidence in performance.

This project isn't just about one show - it's about meeting a proven community desire for youth arts and ensuring that the kids of Lower Hutt have a professional-standard place to develop their talent.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

Yes

Do **NOT** include GST in your budget

**GST Number**

16279795

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs              | Detail  | Amount (\$) | What are you applying for under CSS? |
|----------------------------|---|-------------|--------------------------------------|
| Sound technician & Hireage | Microphone s, Sound system, Labour, Sound Mixing - FC | \$12,259.20 | 5000                                 |
| Advertising                | Fixed Cost (FC)                                       | \$940       | 0                                    |
| Entertainment & Catering   | FC  | \$250       | 0                                    |
| General Expenses           | FC  | \$900       | 0                                    |
| Lighting                   | FC  | \$4,550     | 0                                    |
| Rights etc                 | FC  | \$1,800     | 0                                    |
| Sets & Props               | FC  | \$1,525     | 0                                    |
| Wardrobe                   | FC  | \$800       | 0                                    |

Compiled document - page 5 of 16

| Project needs            | Detail   | Amount (\$) | What are you applying for under CSS? |
|--------------------------|--|-------------|--------------------------------------|
| Bar                      | Variable Cost based on occupancy level of 80% (VC) | \$1,523     | 0                                    |
| Trybooking Charges       | VC   | \$510       | 0                                    |
| Programmes               | VC   | \$841       | 0                                    |
| Residual Royalty Payment | VC   | \$2,783     | 0                                    |

**Please upload any quotes or receipts you have received for your project costs**



Beauty and the Beast Sound Quote 20... .pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail  |
|-------------|---|
| \$17,530    | Ticket sales - All income costs - based on occupancy of 80% |
| \$4,147     | Bar   |
| \$1,152     | Programmes  |
| \$845       | Raffles   |

**Total costs (\$)** 28681.20

**Costs less Income (\$)** 5007.20

**Amount you are requesting from the Creative Communities Scheme(\$)** 5000

**Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).**

| Application Date | Who To                     | How Much (\$) | Confirmed or Unconfirmed     |
|------------------|----------------------------|---------------|------------------------------|
| 20 April 2026    | Pelorus Trust              | 5000          | Unconfirmed                  |
| May 2026         | HUTT MANA CHARITABLE TRUST | 5000          | Unconfirmed - - yet to apply |

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**



## Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** Grace Clark

**Signed (contact person/applicant)**  


**Date** Saturday, April 18, 2026

**Date** Saturday, April 18, 2026

## Supporting Document 1 - Beauty and the Beast Sound Quote 2026

Supporting document following the application

---

**Source file**      Beauty and the Beast Sound Quote 2026.pdf

Compiled for Creative Communities Scheme assessment

---

Compiled document - page 9 of 16

# Quote Only SOUND



Lower Hutt Musical Theatre Inc

Via Email

**Job Number:** Beauty and the Beast 26  
**Quote Date:** 16-Apr-26  
**Invoice Number:** N/A  
**Amount Due:** \$14,098.08

Order Number : Not Applicable

| Service Date  | Ref | Description   | Qty | Unit       | Discount           | Total        |
|---|-----|---|-----|------------|--------------------|--------------|
| For June / July 2026  |     | <b>Beauty and the Beast</b>   |     |            | % Discount applied |              |
| Pre Rig and Reheasal to be confirmed<br>Production Dates June to July 2026  | PB  | Location - Hutt City Musical Theatre Hall Mitchel street<br><b>SOUND QUOTE ONLY</b><br>16 Days Hire including Install, Reheasal and derig return                      |     |            |                    |              |
| <b>SOUND</b>  |     | AT Aerial Microphones<br>@ \$18 per unit per day 6 Units<br>Package Discount Hire included  | 12  | \$108.00   |                    | \$1,296.00   |
| 10 Show Dates<br>4 Reheasal Dates<br>2 Rig Date 1 Packout Date  |     | Crown Boundary Microphones<br>Floor Stage 2 Units<br>@ \$30.00 per day per unit<br>Package Discount Hire included   | 12  | \$50.00    | 80% APPLIED        | (\$1,036.80) |
|   |     | Alan and Heath QU32 Channel Digital Mixing Desk<br>and cabling system<br>Replay device announcements FX<br>Cabling Patching<br>General Charge                         | 12  | \$150.00   | 40% APPLIED        | (\$240.00)   |
| <b>PLEASE READ<br/>ACCOMPANING NOTE<br/>Radios included are Lapel<br/>or Head sets.<br/>10 UNITS PROVIDED FOR</b> |     | 10 Radio Mic Pack Recievers / Transmitters<br>Based at \$60 per chennel per day<br>Including Microphones and Accessories<br>Package Discount Hire included            | 12  | \$600.00   |                    | \$7,200.00   |
|   | PB  | Operational Labour - Mixing Operator  | 30  | \$35.00    | Included           | \$1,050.00   |
|   | KB  | Operational Labour - Mixing Operator  | 30  | (\$35.00)  | 100% APPLIED       | (\$1,050.00) |
|   |     | Operational Labour - Stage Handler Operator<br>Package Discount Hire included<br>Based on 10 shows at 3 hours on site 30 Hours  | 30  | \$35.00    |                    | \$1,050.00   |
|   |     | Stage Mics on stands included if required   | 30  | (\$7.00)   | 20% APPLIED        | (\$210.00)   |
|   |     | Front of House Sound System including stage Foldback<br>including 4 Power Amplifiers and Subs and<br>Headphone communication system<br>Package Discount Hire included | 12  | \$500.00   |                    | \$6,000.00   |
|   |     | Batteries to be supplied by client Alkline AA   | 12  | (\$110.00) | 20% APPLIED        | (\$1,320.00) |
| <b>Sub Total</b>  |     |   |     |            |                    | \$12,259.20  |
| <b>GST</b>  |     |   |     |            |                    | \$1,838.88   |
| <b>Total</b>  |     |   |     |            |                    | \$14,098.08  |

|   |                     |
|---|---------------------|
| <b>Summary Total Discounts offered for sound included in bottom line on both Lighting and Sound enagements</b>        | <b>(\$5,476.80)</b> |
| <b>Summary Total Hire Charges Daily Hire of Sound Equipment package and Operators for 10 Show days and 4 Reh Days</b> | <b>\$875.66</b>     |

**No charge for for Install or De rig or reheasals**  
 NOTE: Signifant Discounts are offered - Assistance for Pack in and Pack out are required

This Is not an Invoice - Quote Only

## Supporting Document 2 - Annual Return Summary AR019

Supporting document following the application

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**Source file**            CC38611\_AnnualReturnSummary\_AR019.pdf

Compiled for Creative Communities Scheme assessment

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Compiled document - page 11 of 16

# CHARITIES SERVICES

Ngā Ratonga Kaupapa Atawhai



Te Tari Taiwhenua  
Internal Affairs

## Annual Return Summary

Generated on:  
29 March 2026

|                                 |  |
|---------------------------------|--|
| <b>Registration Number:</b>     | CC38611                                |
| <b>Charity Name:</b>            | Hutt City Musical Theatre Incorporated |
| <b>Annual Return Reference:</b> | AR019                                  |
| <b>For Year Ending:</b>         | 31 December 2024                       |

## Charity Details

Legal Name: Hutt City Musical Theatre Incorporated  
 Trading Name: HCMT  
 NZBN Number: 9429042904199

Charity's Postal Address: [REDACTED]  
 Avalon  
 Lower Hutt 5011

Charity's Street Address: [REDACTED]  
 [REDACTED]

Phone:  
 Fax:  
 Email:  
 Website: <https://www.hcmtnz.com>  
 Facebook: Hutt City Musical Theatre Inc  
 Twitter:  
 Social Network Name:

### **Charity Identity**

Hutt City Musical Theatre Incorporated identifies as an organisation with a focus on the following communities:

N/A

## Officer Details

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### Removed Officers

| Name       | Officer Type | Position         | Last Date as an Officer |
|------------|--------------|------------------|-------------------------|
| ██████████ | Individual   | Committee Member | 16/03/2025              |

## Purpose & Structure

---

### Purpose

Charitable Purpose:

To provide arts and theater to the wider community. Give people in the community an opportunity to be a involved in amateur theater. To manage the hall in Epuni so that community groups have a nice and tidy place to do their activities.

### Structure:

Legal Structure

Incorporated Society

### Activity, Sector and Beneficiary

Main Activity:

Promotes Musical Theatre in the Hutt Valley

Main Sector:

Arts / culture / heritage

Main Beneficiary:

General public

## People

---

### **Paid work (average week)**

|                              |   |
|------------------------------|---|
| People employed full time:   | 0 |
| People employed part time:   | 0 |
| Average paid hours per week: | 0 |

### **Volunteer work (average year)**

|                   |    |
|-------------------|----|
| Total volunteers: | 20 |
| Volunteer hours:  | 25 |

## Your Organisation

---

### **Reporting Tier**

Tier 4

### **Overseas Operation**

During the financial year covered by this annual return, did your charity operate (that is, carry out any of its charitable purposes) overseas?

No

### **Donee Status**

In the last financial year, did your charity receive donations (from the public, funders or members of your charity)?

No

## Combined Annual Return and Performance Report

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Do you want to complete a combined Annual Return and Performance Report? Or upload your performance report?: \*

No (I will upload my Performance Report)

### Statement of Cash Received and Cash Paid

---

#### **Cash received from operating activities**

|   |               |
|---|---------------|
| Donations, koha, bequests, and other fundraising:*    | 0             |
| General grants received:*                             | 0             |
| Service delivery grants/contracts:*                   | 0             |
| Membership fees and subscriptions:*                   | 574           |
| Sale of goods & services (commercial activities):*    | 67,147        |
| Interest or dividends received:*                      | 1,269         |
| Other cash received:*                                 | 0             |
| <b>Total cash received from operating activities:</b> | <b>68,990</b> |

#### **Cash paid for operating activities**

|  |               |
|--|---------------|
| Fundraising costs:*  | 0             |
| Employee remuneration and other employee related costs:*             | 0             |
| Volunteer related costs:*  | 0             |
| Costs related to sale of goods or services (commercial activities):* | 46,246        |
| Other costs related to delivery of entity objectives:*               | 0             |
| Grants and donations paid:*  | 0             |
| Other cash paid:*  | 0             |
| <b>Total cash paid for operating activities:</b>                     | <b>46,246</b> |
| GST (paid) or refunded in the financial year:*                       | 1,698         |

#### **Operating Surplus/Deficit**

**Cash surplus or (deficit) from operating activities: 24,442**

#### **Cash received from other activities**

|   |          |
|---|----------|
| Sale of investments:*                             | 0        |
| Sale of other assets:*                            | 0        |
| Cash received from loans and borrowings:*         | 0        |
| <b>Total cash received from other activities:</b> | <b>0</b> |

#### **Cash paid for other activities**

|  |              |
|--|--------------|
| Purchase of investments:*                    | 4,371        |
| Purchase of other assets:*                   | 0            |
| Repayments of loans and borrowings:*         | 600          |
| <b>Total cash paid for other activities:</b> | <b>4,971</b> |

|   |               |
|---|---------------|
| <b>Cash surplus or (deficit) from other activities:</b> | <b>-4,971</b> |
| Income tax (paid) or refunded (if applicable):*         | 0             |
| <b>Increase or (decrease) in cash for the year:</b>     | <b>19,471</b> |
| <br>  |               |
| <b><u>Bank accounts and Cash</u></b>                    |               |
| Bank accounts and Cash:*                                | 63,173        |

## **Significant Assets or Liabilities**

Does your charity have any significant assets or liabilities?:\* No

## **Supporting Information**

### **Certification**

Certifying Officer:



### **Withhold Annual Return**

Withhold annual return: No

# Creative Communities Scheme Application

Sustaining Song & Story - Wellington Regional Folk Festival

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|                  |   |
|------------------|---|
| <b>Applicant</b> | Guinevere Drabik / Wellington Regional Folk Foundation                              |
| <b>Project</b>   | Sustaining Song & Story: Supporting the Future of Wellington Regional Folk Festival |
| <b>Compiled</b>  | 13 May 2026   |
| <b>Order</b>     | Application followed by supporting documents  |

Compiled for Creative Communities Scheme assessment

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Compiled document - page 1 of 28

# Application Form

Application first

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**Source file**

Guinevere Drabik Sustaining Song & Story Supporting the Future of Wellington Regional Folk Festival.pdf

Compiled for Creative Communities Scheme assessment

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Compiled document - page 2 of 28

Wednesday, April 29, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

Guinevere Drabik

Mailing Address

Contact Email

Phone Number (Day)

Name on bank account

Bank Account Number

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes

Ethnicity of applicant/group

NZ European/Pākehā

How did you hear about the Creative Communities Scheme?

Word of mouth

### Project Details

Project Name

Sustaining Song & Story: Supporting the Future of Wellington Regional Folk Festival

#### Brief description of project

For 60 years, the Wellington Regional Folk Festival has celebrated and preserved folk music and dance traditions from many cultures while fostering a strong, connected community. Our annual festival has been historically held at Brookfields Camp in Moore's Valley within Hutt City. Our festival attracts music lovers of all ages, not only from Hutt City and the greater Wellington region but from across Aotearoa.

Our festival contributes to the economic well-being of Hutt City as many festival goers support local retailers, businesses, and accommodation providers.

We respectfully request funding for \$5000 to fund our This grant will enable us to keep ticket prices affordable, ensuring accessibility for a wide audience, including students and young people. Attendees will benefit from workshops led by skilled artists, helping them develop musical and dance abilities, deepen cultural appreciation, and build confidence performing both traditional and original works. The festival also provides valuable opportunities for guest performers to share their expertise with diverse audiences.

Compiled document - page 3 of 28

Beyond the event itself, the festival strengthens a nationwide community, creating lasting connections that support learning, creativity, and wellbeing throughout the year. By bringing people together through shared musical experiences, the festival nurtures cultural exchange, inclusion, and joy for all involved.

**Venue and suburb or town**

[REDACTED]

**Start Date**

Friday, October 23, 2026

**Finish Date**

Monday, October 26, 2026

**Number of active participants**

400

**Number of viewers/audience members**

800

**Which of the schemes three funding criteria are you applying under?**

Access and Participation: Create opportunities for local communities to engage with, and participate in local arts activities

**Artform or Cultural Arts practice**

Multi-artform (including film)

**What activity best describes your project?**

Presentation only (performance or concert)

**Cultural tradition of your project**

European

Māori

Pacific Island

Asian

Middle Eastern/Latin American/African

We select artists who perform folk music and dance traditions of many different cultural groups.

## Project Details

### The idea/Te kaupapa - What do you want to do?

Wellington Regional Folk Foundation (WRFF) has hosted and supported the annual Wellington Folk Festival for the past 60 years. Our festival aims to connect and nurture the community of the folk music lovers from the greater Wellington region and across Aotearoa. By celebrating and preserving folk music and dance traditions from many cultures- including the folk music unique to the regions of New Zealand- our festival can cultivate a strong community that is bonded by its shared commitment. Our major goal is to make our festival accessible to all folk music lovers - especially students and young people- in the greater Wellington region and across Aotearoa.

Due to our festival's popularity, we are able to uplift Wellington's creative economy by providing paid opportunities for artists and increasing activity for local venues and businesses. Our festival attendees provide an economic boon to Hutt City, many support local accommodation providers, restaurants, and retailers in the area. Further, at our festival we host a Craft Village where local craftspeople, small businesses, and vendors can sell wares and products to attendees. Our festival annually has provided long-term support to local businesses across Wellington.

Our festival is truly a homegrown effort that aims to represent the unique sound and cultures represented in the greater Wellington region and across Aotearoa. WFF is not just about the performances- our attendees, performers, and volunteers are encouraged to connect through creation at workshops and open casual jam sessions between events. It is in this space that many musicians come together and develop unique styles along with lifelong connections within the community, ultimately carrying on the tradition of

folk music.

Besides celebrating the unique folk music found in New Zealand, our festival and foundation also encourage musicians to create original music that contributes to our emerging cultures in Aotearoa/New Zealand. It is important that we invest in our community through events, like our festival, not only as a fun way to bring the community together, but to invest in the future success of our community and the preservation of traditions.

### **The process/Te whakatutuki - How will the project happen?**

WRFF hosts its annual festival over the labour weekend, October 23rd - 26th, at Brookfield Outdoor Education Centre within Hutt City. We have hosted our festival at Brookfield since 1996 and have developed a strong relationship with the surrounding community due to our continued support of local small businesses, retailers, and accommodations. Our festival program at Brookfield is composed of four main spaces- a balladeer, main marquee, Marie Hall, and Fletcher Hall - for performance and workshops, along with several smaller spaces for informal gatherings of musicians and attendees (sessions).

A major feature of our festival is its emphasis on music and folk tradition education and participation for all ages. In order to share and preserve many of the folk music and dance traditions, we offer youth programmes at our festival to ensure that these practices are passed on to the next generations. To do this, our board selects 8-10 guest performers based not only on their music but also on their ability to share and disseminate their experience and knowledge through workshops. These workshops not only aim to preserve folk music traditions and dances, but to foster an environment that encourages curiosity and self-discovery for musicians of all ages. Our programmes encourage our festival attendees to participate in guest performer-led workshops where they can learn new instruments, styles of music, and cultural dances with confidence. Further, we host youth events targeted to tamariki and rangitahi of all ages and skill levels- encouraging them to develop their artistic potential and life-long skills.

### **The people/Ngā tāngata - Tell us about the key people and/or the groups involved**

The Wellington Regional Folk Foundation is an incorporated society that runs the festival. Each year a committee is elected to manage the festival. [REDACTED] is the current Chair of that committee. The level of professionalism and spirit she brings to her role as a leader is inspiring. Her strong connection to te ao Maori is embodied in all aspects of her role as a professional musician and person.

The unique diversity that is seen in the folk traditions of New Zealand is also represented in our committee. Our predominantly female committee represents Maori, NZ European, and American backgrounds each with their own special folk music traditions. Further, our committee operates as a collaborative team, bringing together their own unique folk music traditions and expertise to deliver a festival that truly represents the unique sound of the Wellington folk scene. Through our meaningful and heart-centered committee, we are able to further WRFF's mission to preserve the folk music and cultural traditions of Aotearoa and ensure that they are preserved, cultivated, and shared for future generations.

In 2025, Wellington Folk Festivals had approximately 800 attendees and supported many volunteers. Our festival is truly a grassroots endeavor from the Wellington folk music community. The festival features performances and workshops hosted by local interest groups such as Poneke Shanty club, Vic Folk, and Wellington Bluegrass society. These groups of the Wellington folk music community, represent a resilient network of folk music lovers who are passionate about the preservation and sharing of traditions. Each of these groups are vital to our festival's existence through their efforts. We are currently working to build new partnerships with Volunteer Wellington and Rainbow Wellington to facilitate joint fundraising efforts and invest in our organisations strategic planning to future proof our organization.

Besides supporting attendees and volunteers- our festival also supports young and up and coming artists from across Aotearoa. Many well known New Zealand folk musicians had their start at festivals like our own, where they learned to cultivate and develop their own unique sound. Our festival hosts performers who represent Maori, New Zealand, British Island, Asian, European, Latin American, and American folk music and dance traditions. By hosting an event that allows the folk music community to come together to celebrate diverse folk music traditions and to learn more about their significance, we are able to pass along the knowledge and traditions that make these art forms unique and special. Events like our festival encourage attendees to create original music and contribute to robust and unique styles of folk music that represent New Zealand.

Ultimately, our festival contributes to the Wellington region's vibrant arts culture by creating a space where local communities can gather, share stories, and celebrate diverse musical traditions. Our programming is designed to be accessible and inclusive, welcoming people of all ages, backgrounds, and skill levels. By offering participatory workshops and low-barrier entry events, we create opportunities for families, young people, and new audiences to engage with live music and cultural expression- in an effort to pass on these practices to the future generations.

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

In an effort to increase WFFF impact on our local folk music community and further our mission, our festival aims to deliver the following three criteria.

Firstly, our major goal is to create accessibility for folk music lovers of all ages and backgrounds to attend our festival. Funding will help us to keep the ticket price affordable and diversify our revenue streams. At this time, we are actively searching for private donors and applying for grant funding opportunities that support our festival and the longevity of our organisation. In 2025, WFF was awarded \$19,182 in grant funding from the Lion Foundation, The Walker Traditional Folk Music Trust, Hutt City Council, COGS Wellington, NZ Community Trust, Pub Charity Limited, Four Winds Foundation, and Hutt Mana Trust. These grants were used to offset the cost of our equipment and staging hire, compensate guest artists and vendors, and pay for the use of Brookfield Outdoor Education Centre.

Secondly, through our artist workshops, many attendees will develop their music and dance skills and appreciation. Our programming allows creative young people to find and connect with their peers and receive support and encouragement from the wider musical community. This will encourage attendees and young people to gain confidence in performing both their own music and music from various traditions from diverse cultures. We have a programme for tamariki and rangatahi - which is a learning and sharing opportunity. From workshops in musical techniques and traditions to opportunities to learn sound and lighting- our festival is a space that cultivates learning and fosters curiosity.

Thirdly, this grant will allow the folk music community to connect and be enriched by meeting together in person. The folk music community is nationwide and appreciates the music and dance traditions of many unique cultures- including the unique folk traditions found here in Aotearoa- while also caring for the individuals involved. Our organisation's commitment to caring and nurturing the folk music community throughout the year through the connections that were made and strengthened at the festival. Through our festival, we are able to support traditions that bring joy to everyone as well as to make an effort to preserve cultural traditions, so that they can be enjoyed and carried on by future generations.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

Yes

Do **NOT** include GST in your budget

**GST Number**

101303748

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs                         | Detail  | Amount (\$) | What are you applying for under CSS? |
|---------------------------------------|---|-------------|--------------------------------------|
| Venue cost & hireage                  | Hire of Brookfield Outdoor Education Centre         | \$60,000    | \$6,000                              |
| Sound & Light – hireage & technicians | Hire of Lighting and Sound equipment                | \$18,000    | 0                                    |
| Artist travel & fees                  | Compensation for guest artist and their travel fees | \$ 14,500   | 0                                    |
| Programmes & ticketing                | Includes Humanitix fees, programmes, wristbands.    | \$ 4,500    | 0                                    |
| Advertising / Publicity               | Fees for runner adverts and marketing               | \$ 1,200    | 0                                    |
| General Expenses                      | Includes APRA, committee costs, Charities return.   | \$ 1,400    | 0                                    |
| Insurance                             | Annual Premium for insurance                        | \$ 900      | 0                                    |
| Entertainment                         | Cast & crew function etc.                           | \$ 400      | 0                                    |
| Freight, Courier & Postage            | shipping costs                                      | \$ 125      | 0                                    |

**Please upload any quotes or receipts you have received for your project costs**



hhwellington-NJPZ-300126.pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail                             |
|-------------|------------------------------------|
| \$20,000    | Projected At-festival Registration |
| 15,000      | Projected Grants and Sponsorships  |

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| Income (\$) | Detail                     |
|-------------|----------------------------|
| 60,000      | Projected Pre-ticket Sales |

**Total costs (\$)** 101025

**Costs less Income (\$)** 6025

**Amount you are requesting from the Creative Communities Scheme(\$)** 5000

**Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).**

| Application Date | Who To   | How Much (\$) | Confirmed or Unconfirmed |
|------------------|--|---------------|--------------------------|
| 6/4/2026         | Pub Charity  | 5,000         | Unconfirmed              |
| 15/4/2026        | NZ Creative Development Fund For Arts Organisations and Groups | \$7,000       | Unconfirmed              |
| 17/04/2026       | Four Winds Foundation  | \$5,000       | Unconfirmed              |

**Tell us about other grants you have received through the Creative Communities Scheme in the past three years.**

| Date      | Project Title            | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|-----------|--------------------------|----------------------|---|
| 1/04/2025 | Wellington Folk Festival | \$1605.69            | Y   |

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**

WRFF 2025 Annual Report with Review.pdf

**Declaration**

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

If this application is successful, I/We agree to:

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** Guinevere Drabik

**Signed (contact person/applicant)** 

**Date** Wednesday, April 29, 2026

**Date** Wednesday, April 29, 2026

# Supporting Document 1 - Happy Hire Wellington Quote

Supporting document following the application

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**Source file**            hhwellington-NJPZ-300126.pdf

Compiled for Creative Communities Scheme assessment

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## Tax Invoice

QUOTE

HAPPY HIRE

Happyhire

Wellyfest ATTN -/ [REDACTED]

|                      |                    |
|----------------------|--------------------|
| <b>Booking ID:</b>   | <b>NJPZ-300126</b> |
| <b>Created:</b>      | January 30, 2026   |
| <b>Booking Date:</b> | October 20, 2026   |
| <b>Total (NZD):</b>  | NZ\$41,429.04      |

| Item  | Rate                             | Amount        |
|---|----------------------------------|---------------|
| <b>20m by 25m deluxe marquee</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                   | <b>Qty: 1 @</b><br>NZ\$14,999.00 | NZ\$14,999.00 |
| <b>Intermediate Hard Flooring (200)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026            | <b>Qty: 200 @ NZ\$15.00</b>      | NZ\$3,000.00  |
| <b>10m by 21m Deluxe Marquee</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                   | <b>Qty: 1 @ NZ\$4,199.00</b>     | NZ\$4,199.00  |
| <b>Mini marquee 3m x 3m (2)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                    | <b>Qty: 2</b>                    | NZ\$767.80    |
| <b>Marquee Set up and Dismantle - INCLUDED (2)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026 | <b>Qty: 2</b>                    | NZ\$0.00      |
| <b>1m x 2m stage deck (17)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                     | <b>Qty: 17 @ NZ\$100.00</b>      | NZ\$1,700.00  |
| <b>Milano Chairs (400)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                         | <b>Qty: 400 @ NZ\$4.00</b>       | NZ\$1,600.00  |
| <b>Pipe and Drape 1m (48)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                      | <b>Qty: 48</b>                   | NZ\$2,400.00  |
| <b>Partition Boards (4)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                        | <b>Qty: 4 @ NZ\$100.00</b>       | NZ\$400.00    |
| <b>2 Channel Yellow Jackets (22)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026               | <b>Qty: 22 @ NZ\$10.00</b>       | NZ\$220.00    |
| <b>6m by 3m Deluxe Marquee</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                     | <b>Qty: 1</b>                    | NZ\$933.90    |
| <b>Marquee Set up and Dismantle - INCLUDED</b><br>Tue Oct 20 2026 - Tue Oct 27 2026     | <b>Qty: 1</b>                    | NZ\$0.00      |

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| <b>Item</b>  | <b>Rate</b>                | <b>Amount</b> |
|--|----------------------------|---------------|
| <b>3m Beam L</b><br>Tue Oct 20 2026 - Tue Oct 27 2026  | <b>Qty: 1</b>              | NZ\$0.00      |
| <b>1m x 2m stage deck (2)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                                     | <b>Qty: 2 @ NZ\$100.00</b> | NZ\$200.00    |
| <b>Delivery and Collection</b><br>Tue Oct 20, 2026   | <b>Qty: 1</b>              | NZ\$2,000.00  |
| <b>Diesel Radiant Heater (3)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                                  | <b>Qty: 3 @ NZ\$600.00</b> | NZ\$1,800.00  |
| <b>1.5m Round Table (15)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                                      | <b>Qty: 15 @ NZ\$18.00</b> | NZ\$270.00    |
| <b>1m x 2m stage deck (3)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                                     | <b>Qty: 3 @ NZ\$100.00</b> | NZ\$300.00    |
| <b>Permit Council Fee (estimate)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                              | <b>Qty: 1</b>              | NZ\$2,337.50  |
| <b>Minimum Admin Fee Marquee Permit (estimate)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                | <b>Qty: 1 @ NZ\$200.00</b> | NZ\$200.00    |
| <b>Red Site Evac Trolley (with alarm)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                         | <b>Qty: 1 @ NZ\$120.00</b> | NZ\$120.00    |
| <b>Exit Signs</b><br>Tue Oct 20 2026 - Tue Oct 27 2026   | <b>Qty: 1</b>              | NZ\$45.00     |
| <b>Fire Extinguisher 2.5kg ABE</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                                | <b>Qty: 1</b>              | NZ\$40.00     |
| <b>Fire Extinguisher 2.5kg ABE</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                                | <b>Qty: 1 @ NZ\$20.00</b>  | NZ\$20.00     |
| <b>Interlocking Grey Hardfloor - Festival or Party grade (12)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026 | <b>Qty: 12 @ NZ\$10.00</b> | NZ\$120.00    |
| <b>Floor Install Per Panel / per m2 (12)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                      | <b>Qty: 12 @ NZ\$3.00</b>  | NZ\$36.00     |
| <b>Red Site Evac Trolley (with alarm)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                         | <b>Qty: 1 @ NZ\$120.00</b> | NZ\$120.00    |
| <b>Exit Signs (2)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026   | <b>Qty: 2</b>              | NZ\$0.00      |
| <b>Fire Extinguisher 2.5kg ABE (2)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026                            | <b>Qty: 2</b>              | NZ\$0.00      |
| <b>Stage Stairs</b><br>Tue Oct 20 2026 - Tue Oct 27 2026   | <b>Qty: 1</b>              | NZ\$100.00    |
| <b>2.2m Crowd Barrier (CCB) (12)</b><br>Tue Oct 20, 2026   | <b>Qty: 12 @ NZ\$20.00</b> | NZ\$240.00    |
| <b>Waratahs (6)</b><br>Tue Oct 20 2026 - Tue Oct 27 2026   | <b>Qty: 6 @ NZ\$5.00</b>   | NZ\$30.00     |

| Item  | Rate                      | Amount               |
|---|---------------------------|----------------------|
| <b>Do you require Delivery and Collection?:</b> Yes Please (See note below for how to ADD THIS to your booking!)<br><b>Event Date(s) and Time(s):</b> TBA - Based off 2025 booking<br><b>Preferred Setup / Delivery Date and Time:</b> Event Pack In<br><b>Preferred Dismantle / Collection Date and Time:</b> Event Pack Out<br><b>Is Marquee going on Grass or Concrete/Deck?:</b> Grass<br><b>Are you in an exposed area? If so, tell us more...:</b> No<br><b>Do you have any underground services?:</b> Yes (client will provide site map before install)<br><b>Customer informed about Marquee Permit over 100m2:</b> Client to Arrange<br><b>Marquee Sides Configuration:</b> TBC<br><b>Event Type:</b> Community Event<br><b>Event Name:</b> Wellyfest 2027<br><b>Site Map:</b> TBC<br><b>How did you hear about us?:</b> Previous Customer | <b>Sub-Total:</b>         | NZ\$38,198.20        |
|   | Maintenance Fee (9%):     | NZ\$3,230.84         |
|   | <b>Total:</b>             | NZ\$41,429.04        |
|   | <b>Amount Paid:</b>       | NZ\$0.00             |
|   | GST (Included @ 15%)      | NZ\$4,982.37         |
|   | <b>Deposit Due (30%):</b> | <b>NZ\$12,428.71</b> |



Please sign here on accepting all products:

Customers Signature \_\_\_\_\_

Staff Signature \_\_\_\_\_

All bookings are estimates based on the correct information being provided. **Unexpected Labour hours** due to incorrect information or delays may be charged on completion of the job at \$65 per hour per staff member as per our T&C's.

As always, your special event is very important to us and whilst we shall endeavor to deliver at your preferred time, this can not always be guaranteed.

**Return Policy for Pickups-** All items must be returned on the last day of your booking as per your invoice. Monday to Friday 9am - 12pm, Weekends- Saturday Only 9am- 12pm. Late return fees may apply.

All bookings are subject to **Maintenance Fee's** - see our T&C's

Marquees over 100m2 require a Council permit / exemption before being erected. This is the responsibility of the hirer. Happy Hire can assist to obtain this permit on your behalf if requested in writing.

**Please ensure your booking details and hire equipment are correct,** In the rare event you have any issues, please contact us immediately on 027 884 2900 so we can fix it. Informing us about issues after a booking will not result in a refund as per our T&C's.

By making your deposit/payment you are confirming acceptance of our **terms and conditions**

## Supporting Document 2 - WRFF 2025 Annual Report with Review

Supporting document following the application

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**Source file**                  WRFF 2025 Annual Report with Review.pdf

Compiled for Creative Communities Scheme assessment

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Compiled document - page 14 of 28

# 2025 Performance Report

The Wellington Regional Folk Foundation Inc  
For the year ended 31 December 2025

Prepared by Gerard Hudson

# Contents

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# Entity Information

## The Wellington Regional Folk Foundation Inc For the year ended 31 December 2025 Cash Basis

### 'Who are we?', 'Why do we exist?'

The Wellington Regional Folk Foundation Inc (the Foundation) exists to promote folk music by organising the annual Wellington Folk Festival

### Legal Name of Entity

The Wellington Regional Folk Foundation Inc

### Entity Type and Legal Basis

The Foundation is an incorporated Society under the Incorporated Societies Act 2022 and a registered charity under the Charities Act 2005.

### Registration Number

Registered charity number: CC30083

### Entity's Purpose or Mission

The aims and objects of the Foundation are:

A To organise, promote and foster an annual folk festival in the Wellington region, and any associated concerts, tours and events

B To promote the performance, collection, recording and publication of folk and acoustic music, folk dance, and associated performance arts in New Zealand

C To support and associate with other organisations and individuals with similar objectives

### Entity Structure

The Foundation is governed, managed and operated by a voluntary (unpaid) committee of elected officers and committee members. Independent companies and other organisations or associations are contracted to supply various goods and services associated with hosting the Wellington Folk Festival.

### Main Sources of Entity's Cash and Resources

Festival attendees registration ticket purchases are the principal source of income for the festival. Other sources of income include grants, membership subs, interest on investments and programme advertising.

### Main Methods Used by Entity to Raise Funds

Festival ticket sales supported by various grant providers

### Entity's Reliance on Volunteers and Donated Goods or Services

All governance, management and operating decisions are made by the volunteer committee. Many functions at the festival are also fulfilled by voluntary committee members and other helpers.

Entity Information

Physical Address

[Redacted]

Postal Address

[Redacted]

# Approval of Financial Report

The Wellington Regional Folk Foundation Inc  
For the year ended 31 December 2025  
Cash Basis

The Committee are pleased to present the approved financial report including the historical financial statements of The Wellington Regional Folk Foundation Inc for year ended 31 December 2025.

APPROVED


Treasurer


President

11 February 2026

# Statement of Service Performance

## The Wellington Regional Folk Foundation Inc For the year ended 31 December 2025 Cash Basis

### 'What did we do?', 'When did we do it?'

The Foundation successfully organised and held the 60th Wellington Folk Festival in 2025 at the Brookfield Outdoor Education Centre in Moores Valley Road, Wainuiomata in the usual way.

### Description of Entity's Outcomes

The festival was enjoyed by participants with guests and programme warmly received. Ticket sales value was significantly higher than in 2024 with grant income boosted. These increases reflect the landmark year and also the weather conditions. Both advance and gate sales were higher than in the rain affected 2024 festival.

Equipment and venue hireage costs have continued to increase but the revenue increase returned the festival to a moderate surplus - recovering some of the 2024 deficit..

|   | 2025   | 2024     |
|---|--------|----------|
| <b>Description and Quantification of the Entity's Outputs</b> |        |          |
| No of festival participants                                   | 598    | 541      |
| Ticket sales value (\$)                                       | 82,449 | 66,082   |
| Surplus / (Deficit) for the festival year (\$)                | 4,685  | (12,548) |

# Statement of Receipts and Payments

The Wellington Regional Folk Foundation Inc  
For the year ended 31 December 2025

'How was it funded?' and 'What did it cost?'

|  | NOTES | 2025           | 2024            |
|--|-------|----------------|-----------------|
| <b>Operating Receipts</b>  |       |                |                 |
| <b>Donations, fundraising and other similar revenue</b>          |       |                |                 |
| Grants and Sponsorship   | 1     | 19,182         | 6,358           |
| Donations  |       | -              | 113             |
| <b>Total Donations, fundraising and other similar revenue</b>    |       | <b>19,182</b>  | <b>6,471</b>    |
| <b>Fees, subscriptions and other receipts from members</b>       |       |                |                 |
| Membership   |       | 13             | 11              |
| <b>Total Fees, subscriptions and other receipts from members</b> |       | <b>13</b>      | <b>11</b>       |
| <b>Receipts from providing goods or services</b>                 |       |                |                 |
| Advertising Revenue  |       | -              | 100             |
| Registrations - at festival                                      |       | 19,474         | 11,130          |
| Registrations - pre Festival                                     |       | 62,976         | 54,952          |
| <b>Total Receipts from providing goods or services</b>           |       | <b>82,449</b>  | <b>66,182</b>   |
| <b>Interest, dividends and other investment receipts</b>         |       |                |                 |
| Interest Income  |       | 46             | 685             |
| <b>Total Interest, dividends and other investment receipts</b>   |       | <b>46</b>      | <b>685</b>      |
| <b>Other operating receipts</b>                                  |       |                |                 |
| Other Revenue  |       | 483            | -               |
| <b>Total Other operating receipts</b>                            |       | <b>483</b>     | <b>-</b>        |
| <b>Total Operating Receipts</b>                                  |       | <b>102,174</b> | <b>73,349</b>   |
| <b>Operating Payments</b>  |       |                |                 |
| Payments relating to providing goods or services                 | 2     | 97,489         | 85,896          |
| <b>Total Operating Payments</b>                                  |       | <b>97,489</b>  | <b>85,896</b>   |
| <b>Operating Surplus or (Deficit)</b>                            |       | <b>4,685</b>   | <b>(12,548)</b> |

This statement should be read in conjunction with the attached notes to the financial statements and with the Reviewer's report.

## Statement of Receipts and Payments

|  | NOTES | 2025          | 2024            |
|--|-------|---------------|-----------------|
| <b>Other Receipts</b>                                |       |               |                 |
| GST Receipts   |       | 21,015        | 10,704          |
| <b>Total Other Receipts</b>                          |       | <b>21,015</b> | <b>10,704</b>   |
| <b>Other Payments</b>                                |       |               |                 |
| GST Payments   |       | 20,180        | 10,058          |
| <b>Total Other Payments</b>                          |       | <b>20,180</b> | <b>10,058</b>   |
| <b>Increase/(Decrease) in Bank Accounts and Cash</b> |       | <b>5,520</b>  | <b>(11,902)</b> |
| <b>Cash Balances</b>                                 |       |               |                 |
| Cash and cash equivalents at beginning of period     |       | 30,223        | 42,124          |
| Cash and cash equivalents at end of period           |       | 35,743        | 30,223          |
| Net change in cash for period                        |       | 5,520         | (11,902)        |

This statement should be read in conjunction with the attached notes to the financial statements and with the Reviewer's report.

# Statement of Resources and Commitments

The Wellington Regional Folk Foundation Inc  
For the year ended 31 December 2025  
Cash Basis

'What the entity owns?' and 'What the entity owes?'

|   | 2025          | 2024          |
|---|---------------|---------------|
| <b>Bank Accounts and Cash</b>               |               |               |
| <b>Bank and cash/(bank overdraft)</b>       |               |               |
| WRFF Current account                        | 35,743        | 30,223        |
| <b>Total Bank and cash/(bank overdraft)</b> | <b>35,743</b> | <b>30,223</b> |
| <b>Total Bank Accounts and Cash</b>         | <b>35,743</b> | <b>30,223</b> |
|   | 2025          | 2024          |
| <b>Other Resources</b>                      |               |               |
| <b>Non Current</b>                          |               |               |
| <b>Other Non Current</b>                    |               |               |
| Debtors and Prepayments                     | 600           | 600           |
| <b>Total Other Non Current</b>              | <b>600</b>    | <b>600</b>    |
| <b>Total Non Current</b>                    | <b>600</b>    | <b>600</b>    |
| <b>Total Other Resources</b>                | <b>600</b>    | <b>600</b>    |
|   | 2025          | 2024          |
| <b>Commitments</b>                          |               |               |
| <b>Current</b>                              |               |               |
| <b>Other Current Liabilities</b>            |               |               |
| GST   | 2,148         | 1,313         |
| <b>Total Other Current Liabilities</b>      | <b>2,148</b>  | <b>1,313</b>  |
| <b>Total Current</b>                        | <b>2,148</b>  | <b>1,313</b>  |
| <b>Total Commitments</b>                    | <b>2,148</b>  | <b>1,313</b>  |

This statement should be read in conjunction with the attached notes to the financial statements and with the Reviewer's report.

## Statement of Resources and Commitments

|  | 2025          | 2024            |
|--|---------------|-----------------|
| <b>Equity</b>                                    |               |                 |
| <b>Reserves</b>                                  |               |                 |
| Milestone festival reserve                       | 10,000        | 10,000          |
| Accommodation reserve                            | 15,000        | 15,000          |
| Act of God reserve                               | 8,000         | 15,000          |
| <b>Total Reserves</b>                            | <b>33,000</b> | <b>40,000</b>   |
| <b>Retained earnings/Accumulated funds</b>       |               |                 |
| Foundation Accumulated Funds                     | (3,482)       | 2,065           |
| Current Year Earnings                            | 4,685         | (12,548)        |
| <b>Total Retained earnings/Accumulated funds</b> | <b>1,203</b>  | <b>(10,482)</b> |
| <b>Total Equity</b>                              | <b>34,203</b> | <b>29,518</b>   |

This statement should be read in conjunction with the attached notes to the financial statements and with the Reviewer's report.

## Movements in Equity

### The Wellington Regional Folk Foundation Inc For the year ended 31 December 2025

|  | 2025              | 2024               |
|--|-------------------|--------------------|
| <b>Equity</b>                                    |                   |                    |
| Opening Balance                                  | 29,517.59         | 42,065.28          |
| <b>Retained earnings/Accumulated funds</b>       |                   |                    |
| <b>Surplus / (Deficit) for the Period</b>        |                   |                    |
| Current year earnings                            | 4,685.36          | (12,547.69)        |
| <b>Total Surplus / (Deficit) for the Period</b>  | <b>4,685.36</b>   | <b>(12,547.69)</b> |
| Foundation Accumulated Funds                     | 7,000.00          | -                  |
| <b>Total Retained earnings/Accumulated funds</b> | <b>11,685.36</b>  | <b>(12,547.69)</b> |
| <b>Reserves</b>                                  |                   |                    |
| Act of God reserve                               | (7,000.00)        | -                  |
| <b>Total Reserves</b>                            | <b>(7,000.00)</b> | <b>-</b>           |
| <b>Total Equity</b>                              | <b>34,202.95</b>  | <b>29,517.59</b>   |

These financial statements have been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

# Statement of Accounting Policies

The Wellington Regional Folk Foundation Inc  
For the year ended 31 December 2025

## Cash Basis

### 'How did we do our accounting?'

These accounts have been prepared on a cash basis

### Basis of Preparation

The entity is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not for Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

### Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

### Income Tax

The Wellington Regional Folk Foundation Inc is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Bank Accounts and Cash

Bank accounts and cash in the Statement of Receipts and Payments comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

# Notes to the Performance Report

The Wellington Regional Folk Foundation Inc

For the year ended 31 December 2025

## Cash Basis

|   | 2025          | 2024          |
|---|---------------|---------------|
| <b>1. Grants and Sponsorship</b>                              |               |               |
| Lion Foundation   | 4,348         | 4,346         |
| The Walker Traditional Folk Music Trust                       | 2,750         | 2,010         |
| Hutt City Council   | 1,606         | -             |
| COGS Wellington   | 1,000         | -             |
| NZ Community Trust  | 3,478         | -             |
| Pub Charity Limited   | 2,000         | -             |
| Four Winds Foundation   | 2,000         | -             |
| Hutt Mana Trust   | 2,000         | -             |
| <b>Total Grants and Sponsorship</b>                           | <b>19,182</b> | <b>6,356</b>  |
|   | 2025          | 2024          |
| <b>2. Analysis of Payments</b>                                |               |               |
| <b>Payments relating to providing goods or services</b>       |               |               |
| Accounting and review fees                                    | 336           | 343           |
| Advertising / Publicity                                       | 1,037         | 603           |
| Artist travel & fees  | 14,621        | 10,630        |
| Bank Fees   | 17            | -             |
| Entertainment   | 315           | 648           |
| Freight, Courier & Postage                                    | 122           | 122           |
| General Expenses  | 1,402         | 980           |
| Insurance   | 850           | 840           |
| Minor assets  | 602           | -             |
| Office Expenses   | -             | 75            |
| Programmes & ticketing  | 4,767         | 3,821         |
| Sound and Light system - hirage and Technicians               | 17,505        | 17,017        |
| Venue costs and hirage  | 55,915        | 50,818        |
| <b>Total Payments relating to providing goods or services</b> | <b>97,489</b> | <b>85,896</b> |

Related parties to the Foundation are members of the Committee.

In the 2025 and 2024 year no receipts or payments we made from or to Committee members other than payments that were reimbursements of costs incurred on normal commercial terms with unrelated parties.

### 3. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

## INDEPENDENT REVIEW REPORT

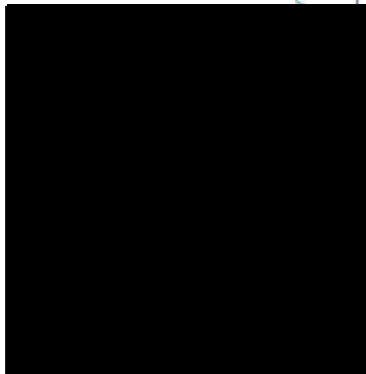
9 February 2026

To the members of the Wellington Regional Folk Foundation Inc.

I have reviewed the performance report and associated accounts of the Wellington Regional Folk Foundation Inc. for the year ended 31 December 2025.

Other than as a reviewer, I have no relationship with, or interests in the Wellington Regional Folk Foundation Inc.

Based on my review, nothing has come to my attention that causes me to believe that this performance report does not present fairly, in all material respects, the financial position of the Wellington Folk Centre Inc. as at 31 December 2025 and of its financial performance for the year then ended.



**The idea/Te kaupapa - What do you want to do?**

This project aims to nurture and grow *Te Kapa Haka o Pukeatua* in Te Awakairangi as a community-led space for cultural expression, learning, and connection, grounded in the shared whakapapa of Waiwhetū, Wainuiomata, and Kōkiri Marae.

The kaupapa has been shaped by whānau and local practitioners, who identified a need for a consistent, intergenerational kapa haka space. This space will strengthen cultural identity, revitalise te reo Māori and tikanga, and foster a strong sense of belonging within the community.

A key outcome is to prepare the rōpū to perform at a regional level, with the goal of qualifying for *Te Matatini 2027*.

Alongside this, the project prioritises strengthening whānau connections, building cultural confidence, and supporting physical, spiritual, and emotional wellbeing through regular participation in kapa haka.

A further intention is for the rōpū to perform for the community across all three marae Wainuiomata, Kōkiri, and Waiwhetū during October to November 2026. These performances will strengthen connections across marae and whānau, affirm cultural identity and pride, and provide meaningful opportunities for intergenerational engagement, while building the confidence, capability, and readiness of performers ahead of the national Te Matatini competition.

**The process/Te whakatutuki - How will the project happen?**

The project will be delivered through a structured, locally accessible programme of weekly kapa haka

practices, wananga, and noho marae held across Waiwhetu, Wainuiomata, and Kōkiri Marae.

Delivery will be guided by a community-led approach, with kaumatua, experienced kaihaka, and whanau contributing to planning, teaching and decision-making. This ensures the kaupapa reflects local knowledge, values, and aspirations.

Key activities include:

- Weekly rehearsals focused on waiata, haka, poi, and performance development
- Wananga to deepen te reo Maori and tikanga understanding
- Noho marae to strengthen relationships, discipline, and collective identity
- Preparation of a competition bracket for regional competition
- Cultural workshops including sustainable harvesting of harakeke and traditional piupiu making

The project is ready to deliver immediately, with established leadership, committed participants, and access to local venues and resources.

**The people/Nga tangata - Tell us about the key people and/or the groups involved**

The project is led by [REDACTED], supported by an Ohumahi made up of whanau and friends. This collective plays an active role in delivering the kaupapa, with responsibilities including waiata composition, sound engineering creating actions, designing choreography, financial management, funding applications, social media, videography and communications.

The wider whanau also contribute through shopping for, preparing and providing kai during noho marae. All contributions are undertaken on a voluntary basis as mahi aroha, reflecting a strong commitment to the kaupapa and to each other.

This work is further supported by kaumatua and cultural practitioners connected to Waiwhetu, Wainuiomata, and Kokiri Marae, ensuring the project remains grounded in local knowledge, tikanga, and whakapapa.

Te Kapa Haka o Pukeatua is a community-based, intergenerational ropu made up of:

- Mana whenua and whanau from the three marae
- Rangatahi and tamariki developing their cultural identity and matauranga in te ao haka
- Adult participants supporting and sustaining the kaupapa
- Members of the wider Hutt community, including Pacific peoples and tauiwi

Participants are not only learners but active contributors, helping shape the kaupapa, support each other, and build a strong collective identity. This reflects a shared ownership model rather than a top-down programme.

**The criteria / Ngā paearu – Tell us how this project will deliver to your selected criteria: access and participation, diversity, and young people**

**Access and participation**

The kaupapa is locally based and low barrier, with practices and wānanga held within the community and across Wainuiomata, Kōkiri, and Waiwhetū marae. This approach reduces cost, transport, and accessibility barriers, enabling consistent participation from whānau of all ages and experience levels. By bringing kapa haka directly into the community, the project creates an accessible and welcoming space where people can engage regularly and meaningfully.

**Diversity**

The rōpū includes participants from multiple iwi, Pacific communities, tauiwi, and takatāpui, creating a culturally diverse and inclusive environment. The kaupapa actively supports people of different identities and lived experiences to participate safely and confidently in kapa haka. This is achieved through creating affirming spaces grounded in manaakitanga and whanaungatanga, normalising diverse identities within the rōpū, and ensuring leadership

upholds inclusive practices in both teaching and group dynamics. This approach strengthens belonging and ensures all participants are valued as part of the collective.

### **Young people (Rangatahi)**

Rangatahi and tamariki are a key focus, with intentional support for their leadership, confidence, and cultural development. Young people are encouraged to take active roles in performances, learning, and leadership opportunities, strengthening their identity, connection to culture, and overall wellbeing.

### **Community-led impact**

The project is designed and delivered by local people, for the local community, with strong connections to the three marae. This ensures cultural integrity, relevance, and trust, while supporting long-term sustainability. A planned series of community performances across Wainuiomata, Kōkiri, and Waiwhetū marae will further strengthen connections between whānau and marae, celebrate collective identity, and provide opportunities for intergenerational engagement and visibility of the rōpū.

### **Outcomes**

- Increased participation in kapa haka across all age groups
- Strengthened cultural identity and te reo Māori capability
- Improved wellbeing and sense of belonging for participants
- A competition-ready rōpū representing the region at national level
- Community performances by *Te Kapa Haka o Pukeatua* across the three marae

### **Project Needs**

3 x Wānanga / Noho Marae – **Venue/Kai/Catering** (August /September/ October)

| Detail | Amount | What are you applying for under CCS? |
|--------|--------|--------------------------------------|
|        |        |                                      |

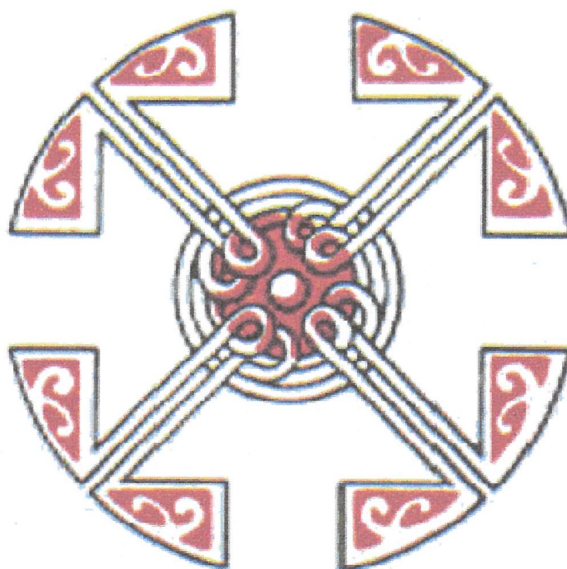
|  |  |                  |
|--|--|------------------|
| <p><b>Venue</b> costs will contribute to the use of Kōkiri, Wainuiomata, and Waiwhetū marae for practices and wānanga, supporting delivery within culturally appropriate environments that enhance participation, learning outcomes, and connection to tikanga Māori.</p>  | <p>\$300 per day x 2days x 3 noho marae/wānanga = 1800.00</p>        | <p>\$1800.00</p> |
| <p><b>Kai</b> contributions will support the provision of meals during wānanga, ensuring kaihaka and tutors are well cared for and able to fully engage in learning. Providing kai upholds tikanga and manaakitanga, creates a welcoming and inclusive environment, and supports the wellbeing of all involved. It also removes barriers to participation, as whānau can attend without the added cost or burden of providing food, enabling longer, more focused and connected wānanga.</p> | <p>\$15per day x 2days x 40 kaihaka x 3 noho marae/wānanga</p>       | <p>\$3600</p>    |
| <p><b>Catering</b> for a wānanga kapa haka involves shopping for and</p>   | <p>2 x caterers (\$500 koha each) x 2days x 3 noho marae/wānanga</p> | <p>\$3000</p>    |

|  |  |              |
|--|--|--------------|
| providing nourishing kai that supports kaihaka, accommodates diverse dietary needs, and reflects manaakitanga, ensuring everyone feels cared for and able to fully engage. |  |              |
|  |  | Total \$8400 |

Adjusted budget



**WAINUIOMATA MARAE**  
**CHARITABLE TRUST**



**PERFORMANCE REPORT**  
**FOR THE YEAR ENDED**  
**31 DECEMBER 2024**

## WAIKATOPIA MARAL CHARITABLE TRUST

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**WAINUIOMATA MARAE CHARITABLE TRUST**

**ENTITY INFORMATION**  
**FOR THE YEAR ENDED 31 DECEMBER 2024**

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|                                       |  |
|---------------------------------------|--|
| <b>LEGAL NAME OF ENTITY</b>           | Wainuiomata Marae Charitable Trust   |
| <b>OTHER TRADING NAME</b>             | Wainuiomata Marae Trust  |
| <b>ENTITY TYPE &amp; LEGAL STATUS</b> | Wainuiomata Marae Charitable Trust is a registered charity under the Charities Trust Act 1957. |
| <b>REGISTRATION NUMBER</b>            | Charities Services Registration # CC40663  |
| <b>PHYSICAL ADDRESS</b>               | [REDACTED]   |
| <b>POSTAL ADDRESS</b>                 | [REDACTED]   |
| <b>PHONE</b>                          | [REDACTED]   |
| <b>WEBSITE</b>                        | [REDACTED]   |

# WAINUIOMATA MARAE CHARITABLE TRUST

## ENTITY INFORMATION FOR THE YEAR ENDED 31 DECEMBER 2024

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### **(a) PURPOSE AND MISSION**

The purpose of the Trust is to:

- Promote, encourage, guide and assist members of the Wainuiomata Community with an emphasis on those of Maori descent
- Promote the preservation, revival and maintenance of Maori arts, activities, crafts, sports, language and history in order to perpetrate Maori culture and values
- Promote the development and economic advancement of both Maori organisations and individuals
- Assist in the provision of information, advice and assistance as appropriate to the needs of the community
- Promote co-operative whanau support to enable the community to engage in programmes, schemes, projects, courses and services which will provide resources to benefit the community, and for the maintenance and upkeep of its facilities, buildings and other assets.

### **(b) ENTITY STRUCTURE**

Wainuiomata Marae Charitable Trust is a Not-For-Profit organisation governed by its Board.

The Board is comprised of no less than five and no more than eleven members of the community.

Wainuiomata Marae Charitable Trust employs a full time manager who manages the day to day running of the Marae, as well as supporting whanau within the community when needed.

### **(c) MAIN SOURCES OF CASH AND INCOME**

The Trust's income is generated through a contract with the local runanga, to work with and support whanau within the community, and through community use of the Trust's facilities.

Applications to philanthropic organisations are also made throughout the year to cover funds needed for additional projects.

### **(d) RELIANCE ON VOLUNTEERS AND DONATED GOODS OR SERVICES**

The Trust relies on a small number of loyal volunteers who carry out a range of tasks and responsibilities integral to the day to day running of the Marae, for which the Trust receives no funding.

**WAINUIOMATA MARAE CHARITABLE TRUST****STATEMENT OF SERVICE PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2024****WAINUIOMATA MARAE CHARITABLE TRUST OUTCOMES**

Wainuiomata Marae Trust's mission is to encourage and support Maori whanau within the Community by:

- Providing facilities to Community groups for hui, noho and waananga
- Providing facilities to whanau for customary events
- Supporting Wainuiomata whanau in times of need when required
- Encouraging and supporting improvement of Maori wellbeing
- Encouraging and supporting the retention of tikanga Maori

**WAINUIOMATA MARAE CHARITABLE TRUST OUTPUTS**

- Use of the facilities during 2024 increased on the previous year, after completion of repairs to the roof and kitchen renovations.
- Facilities continued to be used for:

| <b>EVENT</b>                | <b>2024</b> | <b>2023</b> |
|-----------------------------|-------------|-------------|
| Moko Kauae                  | 1           | -           |
| Weddings                    | 1           | -           |
| School Visits               | 5           | -           |
| Mirimiri Clinics (weekly)   | 46          | 23          |
| Rongoa Clinics (weekly)     | 46          | 23          |
| Hangi Fundraisers           | 1           | 1           |
| Weaving Classes (weekly)    | 46          | 23          |
| Whaikorero Classes (weekly) | 46          | 23          |
| Community Hui               | 13          | -           |
| Tangi                       | 2           | 1           |

## WAINUIOMATA MARAE CHARITABLE TRUST

### STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 DECEMBER 2024

|   | Note | This Year<br>\$ | Last Year<br>\$ |
|---|------|-----------------|-----------------|
| <b><u>Revenue</u></b>   |      |                 |                 |
| Donations & fundraising                                       | 4    | 47,088          | 4,762           |
| Revenue from providing goods and services                     | 5    | 87,724          | 86,000          |
| Revenue from government grants                                | 6    | 80,029          | 384,828         |
| Revenue from non-government grants                            | 7    | 73,682          | 43,793          |
| Interest revenue  |      | 3,110           | 6,984           |
| Venue & equipment revenue                                     | 8    | 59,370          | 1,643           |
| Other revenue   | 9    | 84,546          | 35,080          |
| <b>TOTAL REVENUE</b>  |      | 435,550         | 563,090         |
| <b><u>Expenses</u></b>  |      |                 |                 |
| Volunteer and employee related costs                          | 10   | 70,155          | 83,166          |
| Costs related to providing goods or services                  | 11   | 141,446         | 100,156         |
| Costs related to grant compliance                             | 12   | 198,902         | 318,579         |
| Donations   |      | 4,348           | 3,737           |
| Depreciation  | 22   | 14,840          | 10,034          |
| Other expenses  | 13   | 27,004          | 25,551          |
| <b>TOTAL EXPENSES</b>   |      | 456,695         | 541,222         |
| <b>(Deficit)/Surplus for the year</b>                         |      | (\$21,146)      | \$21,868        |
| <b><u>Other comprehensive revenue and expenses</u></b>        |      |                 |                 |
| Papakainga Development  | 14   | 124,958         | -               |
| <b>Total comprehensive revenue &amp; expense for the year</b> |      | 103,813         | 21,868          |

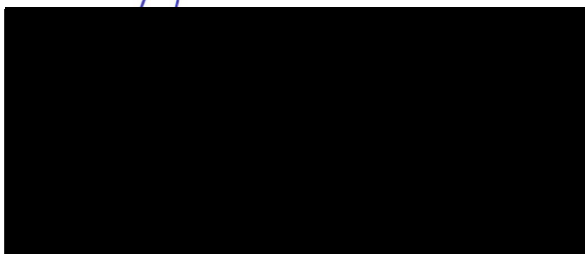
*This statement should be read in conjunction with the Notes to the Financial Statements.*

## WAINUIOMATA MARAE CHARITABLE TRUST

### STATEMENT OF FINANCIAL POSITION AS AT 31ST DECEMBER 2024

|                                     | Note | This Year<br>\$ | Last Year<br>\$ |
|-------------------------------------|------|-----------------|-----------------|
| <b>ASSETS</b>                       |      |                 |                 |
| <b>Current assets</b>               |      |                 |                 |
| Bank accounts and cash              | 15   | 291,268         | 170,407         |
| Debtors and prepayments             |      | 21,058          | 31,527          |
| Other current assets                |      | -               | 23              |
| <b>Total current assets</b>         |      | 312,326         | 201,957         |
| <b>Non-current assets</b>           |      |                 |                 |
| Property, plant and equipment       | 22   | 1,200,654       | 1,080,789       |
| <b>Total non-current assets</b>     |      | 1,200,654       | 1,080,789       |
| <b>TOTAL ASSETS</b>                 |      | 1,512,980       | 1,282,746       |
| <b>LIABILITIES</b>                  |      |                 |                 |
| <b>Current liabilities</b>          |      |                 |                 |
| Creditors and accrued expenses      |      | 40,792          | 21,882          |
| Employee costs payable              | 16   | 10,921          | 20,504          |
| Other current liabilities           | 17   | 189,736         | 82,611          |
| Taxes payable                       | 18   | 14,259          | 4,290           |
| <b>Total current liabilities</b>    |      | 255,709         | 129,288         |
| <b>TOTAL LIABILITIES</b>            |      | 255,709         | 129,288         |
| <b>NET ASSETS</b>                   |      | 1,257,271       | 1,153,458       |
| <b>Accumulated funds</b>            |      |                 |                 |
| Accumulated surpluses or (deficits) |      | 955,595         | 851,782         |
| Reserves                            |      | 301,676         | 301,676         |
| <b>Total accumulated funds</b>      | 19   | 1,257,271       | 1,153,458       |

Signed on behalf of the Trust



23 June 2025.  
DATE

23 June 2025  
DATE

*This statement should be read in conjunction with the Notes to the Financial Statements.*

## WAINUIOMATA MARAE CHARITABLE TRUST

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2024

|  | <b>This Year</b> | <b>Last Year</b> |
|--|------------------|------------------|
|  | \$               | \$               |
| <b>Cash Flows from Operating Activities</b>      |                  |                  |
| <b>Cash was received from:</b>                   |                  |                  |
| Donations, fundraising & other similar receipts  | 118,013          | 16,505           |
| Receipts from providing goods & services         | 555,614          | 185,610          |
| Cash received from interest                      | 3,133            | 6,976            |
| <b>Cash was applied to:</b>                      |                  |                  |
| Payments to suppliers                            | (350,334)        | (435,993)        |
| Payments to employees                            | (81,863)         | (79,572)         |
| Donations or grants paid                         | (4,348)          | (3,737)          |
| Net GST  | 15,482           | (1,626)          |
| <b>Net cash provided by Operating Activities</b> | <b>255,697</b>   | <b>(311,837)</b> |
| <b>Cash Flows from Investing Activities</b>      |                  |                  |
| <b>Cash was received from:</b>                   |                  |                  |
| Receipts from sale of investments                | -                | 250,000          |
| <b>Cash was applied to:</b>                      |                  |                  |
| Payments to purchase investments                 | -                | -                |
| Payments to acquire property, plant & equipment  | (134,837)        | (27,059)         |
| <b>Net Cash Flows from Investing Activities</b>  | <b>(134,837)</b> | <b>222,941</b>   |
| <b>Cash Flows from Financing Activities</b>      |                  |                  |
| <b>Cash was applied to:</b>                      |                  |                  |
| Repayments of loans borrowed from other parties  | -                | (15,000)         |
| <b>Net Cash Flows from Financing Activities</b>  | <b>-</b>         | <b>(15,000)</b>  |
| <b>Net increase/(decrease ) in cash</b>          | <b>120,861</b>   | <b>(103,896)</b> |
| <b>Opening cash</b>                              | <b>170,407</b>   | <b>274,303</b>   |
| <b>Closing cash</b>                              | <b>291,268</b>   | <b>170,407</b>   |
| <b>Closing cash represented by:</b>              |                  |                  |
| Bank accounts                                    | 291,018          | 170,157          |
| Petty cash                                       | 250              | 250              |
|  | <b>291,268</b>   | <b>170,407</b>   |

*This statement should be read in conjunction with the Notes to the Financial Statements.*

# WAINUIOMATA MARAE CHARITABLE TRUST

## STATEMENT OF ACCOUNTING POLICIES FOR THE YEAR ENDED 31 DECEMBER 2024

### **Basis of Preparation**

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses of equal to or less than \$2,000,000.

All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

The financial statements are presented in New Zealand Dollars. (\$)

### **Goods & Service Tax (GST)**

All amounts are recorded exclusive of GST, except for debtors and creditors which are stated inclusive of GST. The Statement of Cash Flows is presented net of GST.

### **Income Tax**

The entity is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### **Bank Accounts and Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 98 days or less.

### **Receivables**

Receivables are valued at expected realisable value.

### **Fixed Assets & Depreciation**

The entity utilises the following classes of fixed assets:

|                      |               |    |
|----------------------|---------------|----|
| Land & Buildings     | 0.0% - 12.0%  | DV |
| Vehicles             | 16.0% - 30.0% | DV |
| Plant & Equipment    | 8.0% - 50.0%  | DV |
| Office Equipment     | 50.0%         | DV |
| Furniture & Fittings | 50.0%         | DV |

Fixed assets are recorded at cost less depreciation to date. All fixed assets are depreciated using the maximum rates allowed by the Inland Revenue Department.

*This statement should be read in conjunction with the Notes to the Financial Statements.*

## WAINUIOMATA MARAE CHARITABLE TRUST

### **STATEMENT OF ACCOUNTING POLICIES** **FOR THE YEAR ENDED 31 DECEMBER 2024**

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#### **Bad Debts**

Bad debts are recorded only when they are actually written off.

#### **Grants**

Grants received are recognised in operating revenue, unless specific conditions attach to a grant and repayment of the grant is required where these conditions are not met. In these cases, the grant is treated as a liability until the conditions are met.

#### **Revenue**

Contract revenue is recognised when the service has been provided.

Interest revenue is recognised on a time-proportion basis taking into account the principal amount outstanding and the effective interest rate. Interest is derived from short term investments held with Westpac Bank.

#### **Operating Leases**

Operating lease payments, where the lessors effectively retain substantially all of the risks and benefits of ownership of the lease items, are included in the determination of the net surplus in equal instalments over the lease term.

#### **Changes in Accounting Policies**

There have been no changes in accounting policies during the financial year.

*This statement should be read in conjunction with the Notes to the Financial Statements.*

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# WAINUIOMATA MARAE CHARITABLE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

### 1. AUDIT

These financial statements have been subject to audit, please refer to Auditor's Report.

### 2. CONTINGENT LIABILITIES

At balance date there were no contingent liabilities. (2023: \$Nil)

### 3. SECURITIES AND GUARANTEES

There was no overdraft as at balance date nor was any facility arranged.

### 4. DONATIONS AND FUNDRAISING

|             | This Year | Last Year |
|-------------|-----------|-----------|
|             | \$        | \$        |
| Koha        | 45,709    | 1,420     |
| Fundraising | 1,380     | 3,342     |
|             | 47,088    | 4,762     |

### 5. REVENUE FROM PROVIDING GOODS OR SERVICES

|                              | This Year | Last Year |
|------------------------------|-----------|-----------|
|                              | \$        | \$        |
| Te Runanga o Taranaki Whanui | 87,724    | 86,000    |
|                              | 87,724    | 86,000    |

### 6. REVENUE FROM GOVERNMENT GRANTS

|                                 | This Year | Last Year |
|---------------------------------|-----------|-----------|
|                                 | \$        | \$        |
| Hutt City Council               | 13,300    | 8,599     |
| Ministry for Culture & Heritage | 5,000     | 15,000    |
| Ministry of Health              | 9,990     | 81,348    |
| New Zealand Lotteries           | 51,739    | 279,881   |
|                                 | 80,029    | 384,828   |

### 7. NON-GOVERNMENT GRANT REVENUE

|                            | This Year | Last Year |
|----------------------------|-----------|-----------|
|                            | \$        | \$        |
| Hutt Mana Charitable Trust | -         | 5,000     |
| Nuku Ora                   | 9,360     | 6,683     |
| One Foundation             | 24,658    | 14,719    |
| Takiri Mai Te Ata Trust    | 3,000     | 17,391    |
| Wellington Community Trust | 36,665    | -         |
|                            | 73,682    | 43,793    |

These generous grants allow the entity to continue to support community in need.

### 8. VENUE & EQUIPMENT REVENUE

|               | This Year | Last Year |
|---------------|-----------|-----------|
|               | \$        | \$        |
| Venue Hireage | 53,705    | 1,643     |
| Vehicle Lease | 5,665     | -         |
|               | 59,370    | 1,643     |

## WAINUIOMATA MARAE CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

#### 9. OTHER REVENUE

|                                  | This Year            | Last Year            |
|----------------------------------|----------------------|----------------------|
|                                  | \$                   | \$                   |
| Hutt City Council                | 33,078               | 28,900               |
| Kokiri Marae Keriana Olsen Trust | 10,000               | 5,750                |
| Nikau Foundation                 | 15,000               | -                    |
| Sundry other income              | <u>26,467</u>        | <u>430</u>           |
|                                  | <u><u>84,546</u></u> | <u><u>35,080</u></u> |

#### 10. VOLUNTEER AND EMPLOYEE RELATED COSTS

|           | This Year            | Last Year            |
|-----------|----------------------|----------------------|
|           | \$                   | \$                   |
| Wages     | 70,003               | 82,283               |
| Kiwisaver | <u>152</u>           | <u>883</u>           |
|           | <u><u>70,155</u></u> | <u><u>83,166</u></u> |

#### 11. COSTS RELATED TO PROVIDING GOODS OR SERVICES

|                          | This Year             | Last Year             |
|--------------------------|-----------------------|-----------------------|
|                          | \$                    | \$                    |
| Accountancy Fees         | 8,573                 | 8,570                 |
| Administration           | -                     | 214                   |
| Advertising              | -                     | 58                    |
| Audit fee                | 3,400                 | 3,250                 |
| Bank charges             | 185                   | 185                   |
| Catering                 | 3,140                 | -                     |
| Cleaning                 | 9,155                 | 9,165                 |
| Communications           | 1,621                 | 1,372                 |
| Fundraising              | -                     | 1,340                 |
| Health promotion         | 7,680                 | -                     |
| Hui                      | 40                    | 891                   |
| Loss from asset disposal | 132                   | -                     |
| Marae development        | -                     | 12,753                |
| Pest control             | -                     | 37                    |
| Power                    | 16,415                | 14,091                |
| Program delivery         | 23,298                | 12,500                |
| Provisions               | 594                   | 588                   |
| Rates & water charges    | 11,980                | 5,982                 |
| Rent                     | 1,044                 | 1,044                 |
| Repairs and maintenance  | 40,685                | 18,098                |
| Resources                | 3,488                 | 312                   |
| Security costs           | 3,003                 | 5,114                 |
| Sundry other expenses    | 4,203                 | 1,251                 |
| Vehicle running costs    | <u>2,811</u>          | <u>3,343</u>          |
|                          | <u><u>141,446</u></u> | <u><u>100,156</u></u> |

#### 12. COSTS RELATED TO GRANT COMPLIANCE

|   | This Year             | Last Year             |
|---|-----------------------|-----------------------|
|   | \$                    | \$                    |
| Community events                                | 13,403                | 13,332                |
| Marae repairs & maintenance                     | 70,921                | 251,378               |
| Nga Hau E Wha Sports Club events                | 99,379                | 44,041                |
| Nga Hau E Wha Sports Club uniforms              | 200                   | 9,827                 |
| Wainuiomata High School tournament travel costs | <u>15,000</u>         | <u>-</u>              |
|   | <u><u>198,902</u></u> | <u><u>318,579</u></u> |

## WAINUIOMATA MARAE CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

|     |   |                 |                 |
|-----|---|-----------------|-----------------|
| 13. | <b><u>OTHER EXPENSES</u></b>  | This Year<br>\$ | Last Year<br>\$ |
|     | Insurance premiums  | 24,703          | 23,240          |
|     | Interest paid   | 2,301           | 2,311           |
|     |   | <u>27,004</u>   | <u>25,551</u>   |
| 14. | <b><u>PAPAKAINGA DEVELOPMENT</u></b>  | This Year<br>\$ | Last Year<br>\$ |
|     | Ministry of Urban Housing & Development   | 53,893          | -               |
|     | Tu Kotahi Maori Asthma Trust  | 71,065          | -               |
|     |   | <u>124,958</u>  | <u>-</u>        |
| 15. | <b><u>BANK ACCOUNTS AND CASH</u></b>  | This Year<br>\$ | Last Year<br>\$ |
|     | ANZ Bank - Marae General  | 22,699          | 127,595         |
|     | ANZ Bank - Health Services  | 21,956          | 33,368          |
|     | ANZ Bank - Platinum Fundraiser  | 9,711           | 8,533           |
|     | ANZ Bank - Nga Hau e Wha  | 13,125          | 345             |
|     | ANZ Bank - Te Puna O Te Ora   | 223,528         | 316             |
|     | Petty Cash  | 250             | 250             |
|     |   | <u>291,268</u>  | <u>170,407</u>  |
| 16. | <b><u>EMPLOYEE COSTS PAYABLE</u></b>  | This Year<br>\$ | Last Year<br>\$ |
|     | Annual leave entitlement  | 10,573          | 18,619          |
|     | Accrued wages   | 348             | 1,885           |
|     |   | <u>10,921</u>   | <u>20,504</u>   |
| 17. | <b><u>OTHER CURRENT LIABILITIES</u></b>   |                 |                 |
|     | Current liabilities consisted of grant funding in advance, specific items not yet expensed, and venue hireage deposits. |                 |                 |
|     |   | This Year<br>\$ | Last Year<br>\$ |
|     | HCC Marae Putea   | 22,806          | 14,614          |
|     | Ministry Housing & Urban Development  | 150,455         | -               |
|     | NZ Lotteries  | -               | 51,739          |
|     | One Foundation  | -               | 14,658          |
|     | Wellington Community Trust  | 14,435          | -               |
|     | Venue Hireage Deposits  | 2,040           | 1,600           |
|     |   | <u>189,736</u>  | <u>82,611</u>   |
| 18. | <b><u>TAXES PAYABLE</u></b>   | This Year<br>\$ | Last Year<br>\$ |
|     | PAYE for the month of December  | 1,984           | 4,109           |
|     | GST for the period November & December  | 12,275          | 181             |
|     |   | <u>14,259</u>   | <u>4,290</u>    |

## WAINUIOMATA MARAE CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

#### 19. TOTAL ACCUMULATED FUNDS

|   | This Year               | Last Year               |
|---|-------------------------|-------------------------|
|   | \$                      | \$                      |
| <b>Accumulated Funds</b>                  |                         |                         |
| Opening balance                           | 851,782                 | 829,914                 |
| Net (deficit)/surplus for the year        | <u>(21,146)</u>         | <u>21,868</u>           |
| Closing balance                           | 830,636                 | 851,782                 |
| <b>Facility Fund</b>                      |                         |                         |
| Opening balance                           | 301,676                 | 301,676                 |
| Funds received for the year - see note 14 | <u>124,958</u>          | <u>-</u>                |
| Closing balance                           | 426,635                 | 301,676                 |
| <b>Total Accumulated Funds</b>            | <u><u>1,257,271</u></u> | <u><u>1,153,458</u></u> |

#### 20. RELATED PARTY TRANSACTIONS

██████████ are Trustees of Wainuiomata Marae Trust which establishes Kokiri Marae Keriana Olsen Trust, Tu Kotahi Maori Asthma Trust, Mana Wahine Inc, Naku Enei Tamariki Inc and Takiri Mai Te Ata Trust as related parties. Related Party transactions during the period are as follows:

|                              | This Year    | Last Year     |
|------------------------------|--------------|---------------|
|                              | \$           | \$            |
| <b>Income</b>                |              |               |
| Tu Kotahi Maori Asthma Trust | 71,065       | -             |
| Kokiri Marae                 | 10,000       | 5,750         |
| Takiri Mai Te Ata Trust      | <u>3,000</u> | <u>17,391</u> |
|                              | 84,065       | 23,142        |
| <b>Expenses</b>              |              |               |
| Kokiri Marae                 | 8,570        | 36,461        |
| <b>Period End Debtors</b>    |              |               |
| Kokiri Marae                 | -            | 825           |
| Takiri Mai Te Ata Trust      | <u>-</u>     | <u>20,000</u> |
|                              | -            | 20,825        |
| <b>Period End Creditors</b>  |              |               |
| Tu Kotahi Maori Asthma Trust | 8,931        | -             |

#### 21. OTHER INFORMATION

On 22 March 2013, the Maori Land Court set aside land as a Maori Reservation. The Wainuiomata Marae Charitable Trust was appointed by the Maori Land Court as a responsible Trustee of a new Trust to be set up, and administer this land.

Wainuiomata Marae Charitable Trust:

(i) are still in the process of establishing this new Trust

(ii) leased this land from the Hutt City Council who initially had this land vested to it under the Local Body Act 2002 until 31 March 2014.

Once the new Trust is settled, the land will be vested to the new Trust and Wainuiomata Marae Charitable Trust will then lease the land from the new Trust.

## WAINUIOMATA MARAE CHARITABLE TRUST

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2024

#### 22. FIXED ASSETS

|                                 | This Year<br>\$    | Last Year<br>\$    |
|---------------------------------|--------------------|--------------------|
| <b>Work in Progress</b>         |                    |                    |
| At cost                         | 88,400             | -                  |
|                                 | 88,400             | -                  |
| <b>Land &amp; Buildings</b>     |                    |                    |
| At cost                         | 1,289,234          | 1,289,856          |
| Less Accumulated Depreciation   | 248,868            | 248,656            |
|                                 | 1,040,366          | 1,041,200          |
| <b>Vehicles</b>                 |                    |                    |
| At cost                         | 10,886             | 27,419             |
| Less Accumulated Depreciation   | 7,712              | 22,872             |
|                                 | 3,174              | 4,547              |
| <b>Office Equip</b>             |                    |                    |
| At cost                         | 2,580              | 2,580              |
| Less Accumulated Depreciation   | 2,326              | 2,073              |
|                                 | 254                | 508                |
| <b>Furniture &amp; Fittings</b> |                    |                    |
| At cost                         | 6,487              | -                  |
| Less Accumulated Depreciation   | 1,622              | -                  |
|                                 | 4,865              | -                  |
| <b>Plant &amp; Machinery</b>    |                    |                    |
| At cost                         | 103,466            | 74,871             |
| Less Accumulated Depreciation   | 39,871             | 40,336             |
|                                 | 63,595             | 34,535             |
| <b>Total Fixed Assets</b>       | <b>\$1,200,654</b> | <b>\$1,080,789</b> |

#### Summarising as:

|                                | This Year<br>\$    | Last Year<br>\$    |
|--------------------------------|--------------------|--------------------|
| Total Assets at Cost           | 1,501,052          | 1,394,725          |
| Less: Accumulated Depreciation | 300,398            | 313,936            |
| <b>Total Assets Net Value</b>  | <b>\$1,200,654</b> | <b>\$1,080,789</b> |

#### Depreciation charged for the period:

|                      | This Year<br>\$ | Last Year<br>\$ |
|----------------------|-----------------|-----------------|
| Buildings            | 811             | 925             |
| Vehicles             | 1,360           | 1,947           |
| Office Equipment     | 254             | 508             |
| Furniture & Fittings | 1,622           | -               |
| Plant & Equipment    | 10,793          | 6,654           |
|                      | 14,840          | 10,034          |

#### 23. SUBSEQUENT EVENTS

There have been no subsequent events requiring disclosure. (2023: Nil)

#### 24. COMMITMENTS

There were no commitments at period end. (2023: Nil)

# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Hutt Raw Comedy Quest and workshop

Applicant: The Humorous Arts Charitable Trust Board

Contact: Jerome Chandrahasen

Compiled document order: application first, followed by supporting documents.

### Contents

1. Application Form (6 pages)
2. Supporting Document - [REDACTED] Workshop Quote (1 page)
3. Supporting Document - Weekend Laughs Publicity Quote (1 page)
4. Supporting Document - Performance Report and Trust Minutes (17 pages)
5. Supporting Document - Reserves Statement (1 page)

Compiled application package - source documents unchanged

## Application Form

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Jerome Chandrahasen -Hutt Raw Comedy Quest and workshop(1).pdf

Compiled application package - source documents unchanged

Thursday, April 30, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

Jerome Chandrahasen

Mailing Address

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes

Ethnicity of applicant/group

NZ European/Pākehā

Pacific Island

Asian

How did you hear about the Creative Communities Scheme?

Council website

### Project Details

Project Name

Hutt Raw Comedy Quest and workshop

Brief description of project

Two open mic comedy shows as a part of the wider Wellington Raw Comedy Quest open mic comedy competition, with space for up to 20 participants.

A free/koha workshop on building confidence in public speaking run by Brendon Green, and to be held at Te Mako in Naenae.

Venue and suburb or town

Petone, Naenae, Lower Hutt

Start Date

Wednesday, July 15, 2026

Finish Date

Saturday, August 1, 2026

Number of active participants

40

**Number of viewers/audience members** 120

**Which of the schemes three funding criteria are you applying under?**

Access and Participation: Create opportunities for local communities to engage with, and participate in local arts activities

**Artform or Cultural Arts practice**

Theatre

**What activity best describes your project?**

Presentation only (performance or concert)

**Cultural tradition of your project**

European

## Project Details

### The idea/Te kaupapa - What do you want to do?

The Hutt Raw Comedy Quest will be two heats as a part of the wider Wellington Raw Comedy Quest. They will be held at Abandoned Taproom in Petone.

The participants will be drawn from the wider public, and from those who perform at our regular open mic comedy nights. These will be the first Raw Comedy Quest heats held in the Hutt. They will give the Hutt community the chance to represent at the Wellington final to be held in August, and then the national final held in Auckland in September.

The [REDACTED] public speaking workshop will be held at Te Mako in Naenae, for ages 14-18. We will work with local high schools and theatre/drama groups to find participants.

### The process/Te whakatutuki - How will the project happen?

Marketing for the workshop and the Raw Comedy Quest heats will start 6 weeks before the events. A combination of publicity through Elephant Publicity in print and radio, plus social media Instagram/Facebook, and posters throughout the Hutt Valley, and inclusion in our Wellington Comedy EDM.

The heats will be held from 8pm-9.30pm at Abandoned Taproom Petone, with a professional MC, and up to 10 participants performing 6min each. They will be run in the same format that we've run the Wellington Raw Comedy Quest heats since 2010.

The top 2-3 from each heat will go through to the Wellington Raw Comedy Quest semifinals.

The [REDACTED] workshop will be run either after school during the week, or on a Sunday afternoon (Sunday worked well in Petone earlier this year). A 90min workshop for young people, [REDACTED] has run these workshops around the country.

### The people/Ngā tāngata - Tell us about the key people and/or the groups involved

The Humorous Arts Trust has produced stand up comedy shows in since 2010. In that time we've produced ~1500 gigs, ranging from our open mic comedy night Raw Meat Monday every Monday at Fringe Bar, the Raw Comedy Quest (NZ's largest open mic comedy competition), to the Comedy Club with performers including [REDACTED] and many others. Our Laughs on Tour shows have taken performers to comedy stages from Invercargill to Kerikeri.

Jerome Chandrahasen - Producer

<http://www.wellingtoncomedy.co.nz/comedians/jerome-chandrahasen/>

Jerome has been performing stand up regularly since 2003, he won the NZ National Raw Comedy Quest in

2004, and was a founding member of the Humorous Arts Trust in 2010. He has performed as an MC, headliner, actor, debater, corporate trainer, and workshop facilitator, and TV actor. Most recently Jerome was awarded the 2022 Best Producer Guildie from the New Zealand Comedy Guild. Jerome also runs Raw Meat Monday, Wellington's longest running stand up comedy gig. Jerome has been producing the Wellington Raw Comedy Quest since 2011. He brings years of experience and expertise to this production.

Combining hilarious jokes, world class storytelling, and an authentic emotional honesty, [REDACTED] is an experienced workshop facilitator having worked for the NZ Comedy School, the Class Comedians programme and as a mentor for the NZ International Comedy Festival.

A great MC and a favourite feature act, he has honed his comedy skills on stages all over the world.

2023 Fred Award Nominee

2018 Best Storytelling Show Winner

2014 Billy T Award Nominee

Writer for 7 Days, Taskmaster NZ, Have You Been Paying Attention, Paddy Gower Has Issues, and many more.

"one of the strongest story-telling comics in New Zealand" - Ruminator

"He uses words and wordplay skilfully... and has a sweet wit about him" Stuff.co.nz

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

The workshop will be free entry to encourage young people to participate. [REDACTED] is an experienced facilitator, we received positive feedback from our Petone workshop.

The Raw Comedy Quest heats will be open entry to participate, enabling the public to take part in a fun and supportive professionally run show, with an experienced MC.

**Project Details (Financial)**

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

Yes

Do NOT include GST in your budget

**GST Number**

[REDACTED]



Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs               | Detail              | Amount (\$) | What are you applying for under CSS? |
|-----------------------------|---------------------|-------------|--------------------------------------|
| MC                          | 2 heats, \$300/show | 600         | 600                                  |
| Producer                    | Fixed rate          | 500         |                                      |
| Brendon Green workshop      | 90min at Te Mako    | 500         | 500                                  |
| Stage Management+Sound Tech | Two shows, 7pm-10pm | 300         |                                      |

| Project needs                       | Detail                     | Amount (\$) | What are you applying for under CSS? |
|-------------------------------------|----------------------------|-------------|--------------------------------------|
| Publicity                           | Elephant Publicity         | 1000        | 1000                                 |
| Bookkeeping and Accounting Services |                            | 200         |                                      |
| Posters                             | Printing, Distribution     | 700         |                                      |
| Social Media                        | Design, and Insta/FB costs | 500         |                                      |

**Please upload any quotes or receipts you have received for your project costs**

-  Copy of BGC Workshop Quote Jan 20... .pdf
-  Weekend Laughs Lower Hutt - PR Quo... .pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail   |
|-------------|--|
| 1600        | Ticket sales, 50% capacity across two shows, \$20x80 |

**Total costs (\$)** 4300

**Costs less Income (\$)** 2100

**Amount you are requesting from the Creative Communities Scheme(\$)** 2100

**Tell us about other grants you have received through the Creative Communities Scheme in the past three years.**

| Date | Project Title         | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|------|-----------------------|----------------------|---|
| 2025 | Matariki showcase     | 2500                 | Y   |
| 2025 | Wgtn Raw Comedy Quest | 2500                 | Y   |

| Date | Project Title             | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|------|---------------------------|----------------------|---|
| 2025 | Laughs on Tour Upper Hutt | 2000                 | Y   |

**Other financial information**


Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**


[completed] The Humorous Arts Chari... .pdf

**Please upload your reserves statement or policy (if applicable)**


2026.04.30 Reserves statement.pdf

**Declaration**

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

|  |   |
|--|---|
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Name of contact person/applicant</b>  | Jerome Chandrahasen   |
| <b>Signed (contact person/applicant)</b> |  |
| <b>Date</b>                              | Thursday, April 30, 2026  |
| <b>Date</b>                              | Thursday, April 30, 2026  |

**Supporting Document - [REDACTED] Workshop Quote**

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Copy of BGC Workshop Quote Jan 2026 Hutt Valley.pdf

Compiled application package - source documents unchanged



Mt Albert  
Auckland, 1025

## WORKSHOP QUOTE

05 January 2026

**Humorous Arts Charitable Trust Board**



Kia ora Jerome,

Here is a quote for the following workshop:

*Self Development & Confidence In Public Speaking, For Intermediate/High School*

This workshop is designed for teens to develop their confidence in public speaking, through interactive teaching and guided activities.

Using evidence-based comedy and language techniques, participants will develop confidence in their public speaking abilities and their own sense of humour.

A basic understanding of public speaking and comedic technique can enhance self-confidence, identity, and opportunity. Realising you have a unique world view and then being able to communicate that in an entertaining way is one of the most wonderful experiences you can have on your journey of self discovery and development.

60 - 80 min class

Max. 20 students

QUOTE : \$500+GST per class

Thanks so much,



## Supporting Document - Weekend Laughs Publicity Quote

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Weekend Laughs Lower Hutt - PR Quote.docx.pdf

Compiled application package - source documents unchanged

20 April 2026

**PUBLICITY QUOTE**

**Provided by Elephant Publicity for Humorous Arts Charitable Trust Board**



**Job Title:** Weekend Laughs Publicity

**Start Date:** June 2026

**Finish Date:** July 2026

**Hours:** As needed

A publicity campaign to be generated for Raw Comedy Quest Lower Hutt

Specific tasks include:

- Creation and distribution of all media releases, alerts, publicity images to all national and local media outlets.
- The implementation of a regional publicity campaign across the Wellington region, and any national publicity as relevant.
- Listing on event websites, and submission for what's on sections across print, radio and online.
- Coordination of media invites as required.
- Briefing of talent for any media calls.

**Quoted fee for the above: \$1000.00 + GST.**

50% payable on acceptance of quote and 50% at completion of final PR report.

[REDACTED]

## Supporting Document - Performance Report and Trust Minu

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[completed] The Humorous Arts Charitable Trust - 2025 Performance Report and Trust Minutes (2) (3).pc

Compiled application package - source documents unchanged



# Performance Report

The Humorous Arts Charitable Trust  
For the year ended 31 March 2025

Prepared by Smart Accounting Solutions Limited



# Contents

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# Compilation Report

## The Humorous Arts Charitable Trust For the year ended 31 March 2025

Compilation Report to the Directors of The Humorous Arts Charitable Trust.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of The Humorous Arts Charitable Trust for the year ended 31 March 2025.

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

### Responsibilities

The Trustees are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### Independence

We have no involvement with The Humorous Arts Charitable Trust other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.

A stylized, handwritten-style signature of the letters 'SAS' in black ink.

Smart Accounting Solutions Limited

Dated: 18 November 2025



# Entity Information

## The Humorous Arts Charitable Trust For the year ended 31 March 2025

'Who are we?', 'Why do we exist?'

### Legal Name of Entity

The Humorous Arts Charitable Trust

### Entity Type and Legal Basis

Charitable Trust

### Registration Number

[REDACTED]

### Entity's Purpose or Mission

To create opportunities for the growth and development of comedy and humorous arts in its various forms.

### Entity Structure

The Humorous Board consists of a Chair, Treasurer, and two general board members. The board contracts one production coordinator full time. Contractors are hired throughout the year for publicity, bookkeeping, design and other roles as required.

### Main Sources of Entity's Cash and Resources

Grants received from CNZ and various trusts. Ticket sales from shows, and corporate functions/fundraising events.

### Main Methods Used by Entity to Raise Funds

Hosting shows and workshops.

### Entity's Reliance on Volunteers and Donated Goods or Services

Humorous Arts relies on volunteers in the running of weekly shows, in roles such as front of house, sound technicians, and stage management.

### Physical Address

[REDACTED]

### Postal Address

[REDACTED]



# Approval of Financial Report

## The Humorous Arts Charitable Trust For the year ended 31 March 2025

The Trustees are pleased to present the approved financial report including the historical financial statements of The Humorous Arts Charitable Trust for year ended 31 March 2025.

APPROVED

[Redacted signature]

Trustee

Date: 20 November 2025

[Redacted signature]

[Redacted signature]

Trustee

Date: 20 November 2025

[Redacted signature]

Jerome Chandrahasen

Trustee

Date: 20 November 2025

[Redacted signature]

[Redacted signature]

Trustee

Date: 24 November 2025



# Statement of Service Performance

## The Humorous Arts Charitable Trust For the year ended 31 March 2025

'What did we do?', 'When did we do it?'

### Description of Entity's Outcomes

- To create opportunities for the growth and development of comedy and humorous arts in its various forms.
- To provide workshops to develop skills of existing and potential comedic artists.
- Seeking, creating, and administering opportunities for artists to produce and showcase their work.
- To encourage the expansion and promotion of all comedic art forms both in the Wellington region, nationally, and internationally.
- To develop pathways for constructive feedback, support, and mentoring of comedic artists.
- To access a global network of festivals, showcases, venues, producers, directors, and administrators in order to effectively support comedic artists and the promotion of the comedic arts in the community.

### Description and Quantification of the Entity's Outputs

| Event                                 | 2025  | 2024  |
|---------------------------------------|-------|-------|
| <i>Open mic nights</i>                |       |       |
| Number held                           | 52    | 52    |
| Number of participants                | 570   | 575   |
| Number of attendees                   | 1,250 | 1,200 |
|                                       |       |       |
| <i>Wellington Raw Comedy Quest</i>    |       |       |
| Number of participants                | 48    | 49    |
| Number of attendees                   | 700   | 900   |
|                                       |       |       |
| <i>Pro shows</i>                      |       |       |
| Number held                           | 48    | 41    |
| Number of attendees                   | 3,800 | 2500  |
|                                       |       |       |
| <i>Fundraising comedy events held</i> | 1     | 0     |
|                                       |       |       |
| <i>Comedy workshops</i>               |       |       |
| Number held                           | 2     | 3     |
| Number of participants                | 50    | 40    |



# Statement of Financial Performance

## The Humorous Arts Charitable Trust For the year ended 31 March 2025

'How was it funded?' and 'What did it cost?'

|  | NOTES | 2025           | 2024            |
|--|-------|----------------|-----------------|
| <b>Revenue</b>                                   |       |                |                 |
| Donations, fundraising and other similar revenue | 1     | 107,724        | 114,269         |
| Revenue from providing goods or services         | 1     | 109,077        | 104,414         |
| Interest, dividends and other investment revenue | 1     | 1              | 209             |
| Other revenue                                    | 1     | 6,970          | 666             |
| <b>Total Revenue</b>                             |       | <b>223,772</b> | <b>219,558</b>  |
| <b>Expenses</b>                                  |       |                |                 |
| Volunteer and contractor related costs           | 2     | 149,074        | 143,724         |
| Costs related to providing goods or service      | 2     | 71,312         | 89,393          |
| Grants and donations made                        | 2     | 300            | 1,269           |
| Other expenses                                   | 2     | 2,260          | 2,369           |
| <b>Total Expenses</b>                            |       | <b>222,946</b> | <b>236,754</b>  |
| <b>Surplus/(Deficit) for the Year</b>            |       | <b>826</b>     | <b>(17,196)</b> |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



# Statement of Financial Position

## The Humorous Arts Charitable Trust As at 31 March 2025

'What the entity owns?' and 'What the entity owes?'

|   | NOTES | 31 MAR 2025   | 31 MAR 2024   |
|---|-------|---------------|---------------|
| <b>Assets</b>   |       |               |               |
| <b>Current Assets</b>                                   |       |               |               |
| Bank accounts and cash                                  | 3     | 11,240        | 5,246         |
| Debtors and prepayments                                 | 3     | 1,898         | 7,880         |
| <b>Total Current Assets</b>                             |       | <b>13,138</b> | <b>13,126</b> |
| <b>Non-Current Assets</b>                               |       |               |               |
| Property, Plant and Equipment                           | 5     | 14,103        | 16,293        |
| <b>Total Assets</b>                                     |       | <b>27,241</b> | <b>29,418</b> |
| <b>Liabilities</b>                                      |       |               |               |
| <b>Current Liabilities</b>                              |       |               |               |
| Creditors and accrued expenses                          | 4     | 1,802         | 5,144         |
| Employee costs payable                                  | 4     | 660           | 321           |
| <b>Total Liabilities</b>                                |       | <b>2,462</b>  | <b>5,465</b>  |
| <b>Total Assets less Total Liabilities (Net Assets)</b> |       | <b>24,779</b> | <b>23,953</b> |
| <b>Accumulated Funds</b>                                |       |               |               |
| Accumulated surpluses or (deficits)                     | 6     | 24,779        | 23,953        |
| <b>Total Accumulated Funds</b>                          |       | <b>24,779</b> | <b>23,953</b> |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



# Statement of Cash Flows

## The Humorous Arts Charitable Trust For the year ended 31 March 2025

'How the entity has received and used cash'

|   | 2025         | 2024            |
|---|--------------|-----------------|
| <b>Cash Flows from Operating Activities</b>                     |              |                 |
| Donations, fundraising and other similar receipts               | 119,173      | 113,971         |
| Receipts from providing goods or services                       | 130,162      | 117,218         |
| Cash receipts from other operating activities                   | 6,251        | 766             |
| GST   | (5,409)      | (2,718)         |
| Payments to suppliers and employees                             | (244,319)    | (244,055)       |
| Donations or grants paid  | (300)        | (1,269)         |
| <b>Total Cash Flows from Operating Activities</b>               | <b>5,558</b> | <b>(16,087)</b> |
| <b>Cash Flows from Investing and Financing Activities</b>       |              |                 |
| Interest, dividends and other investment receipts               | 1            | 209             |
| Receipts from sale of property, plant and equipment             | 435          | 2,000           |
| Payments to acquire property, plant and equipment               | -            | (7,101)         |
| <b>Total Cash Flows from Investing and Financing Activities</b> | <b>436</b>   | <b>(4,892)</b>  |
| <b>Net Increase/(Decrease) in Cash</b>                          | <b>5,994</b> | <b>(20,979)</b> |
| <b>Bank Accounts and Cash</b>                                   |              |                 |
| Opening cash  | 5,246        | 26,225          |
| Closing cash  | 11,240       | 5,246           |
| <b>Net change in cash for period</b>                            | <b>5,994</b> | <b>(20,979)</b> |

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.



# Statement of Accounting Policies

## The Humorous Arts Charitable Trust For the year ended 31 March 2025

'How did we do our accounting?'

### Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

### Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

### Income Tax

The Humorous Arts Charitable Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.



# Notes to the Performance Report

## The Humorous Arts Charitable Trust For the year ended 31 March 2025

|   | 2025           | 2024           |
|---|----------------|----------------|
| <b>1. Analysis of Revenue</b>                                 |                |                |
| <b>Donations, fundraising and other similar revenue</b>       |                |                |
| Donations   | 10,945         | 10,440         |
| Grants Received   | 96,780         | 103,829        |
| <b>Total Donations, fundraising and other similar revenue</b> | <b>107,724</b> | <b>114,269</b> |
| <b>Revenue from providing goods or services</b>               |                |                |
| Sales (Shows)   | 109,077        | 104,414        |
| <b>Interest, dividends and other investment revenue</b>       |                |                |
| Interest Income   | 1              | 209            |
| <b>Other revenue</b>  |                |                |
| Other Revenue   | 6,970          | 666            |
| <b>Total Analysis of Revenue</b>                              | <b>223,772</b> | <b>219,558</b> |
|   | 2025           | 2024           |

## 2. Analysis of Expenses

|   |                |                |
|---|----------------|----------------|
| <b>Volunteer and contractor related costs</b>       |                |                |
| Accommodation (Performers)                          | 8,516          | 4,448          |
| Contractors (Co-Ordination)                         | 38,990         | 56,200         |
| Contractors (Front of House)                        | 600            | 450            |
| Contractors (Master of Ceremonies)                  | 6,650          | 2,849          |
| Contractors (Performers)                            | 58,447         | 49,087         |
| Contractors (Producer)                              | -              | 2,596          |
| Contractors (Show Manager)                          | 1,375          | 590            |
| Contractors (Sound Tech)                            | 6,700          | 5,528          |
| Contractors (Other Admin)                           | 258            | 375            |
| Contractors (Publicity)                             | 3,593          | -              |
| Training and Courses                                | 300            | 300            |
| Travelling Costs (Performers)                       | 23,647         | 21,301         |
| <b>Total Volunteer and contractor related costs</b> | <b>149,074</b> | <b>143,724</b> |
| <b>Costs related to providing goods or services</b> |                |                |
| Accounting Fees                                     | 3,144          | 3,000          |
| Advertising   | 33,840         | 54,931         |
| Bookkeeping Fees                                    | 6,788          | 4,500          |
| Broadband   | 927            | -              |
| Consulting Fees                                     | -              | 200            |
| Entertainment                                       | 5,361          | 4,467          |
| General Expenses                                    | -              | 134            |
| Insurance   | 1,475          | 1,270          |
| Legal Expenses                                      | 300            | -              |
| Printing and Stationery                             | 485            | 722            |

Notes to the Performance Report



|   | 2025           | 2024           |
|---|----------------|----------------|
| Registration Fees   | 514            | 349            |
| Rent (Desk Space)   | 1,173          | 940            |
| Repairs and Maintenance                                   | 220            | -              |
| Sound and Lighting Hire                                   | 128            | 1,103          |
| Subscriptions   | 2,597          | 1,995          |
| Ticket Sales Fee  | 4,635          | -              |
| Venue Hire  | 8,099          | 14,341         |
| Xero Fees   | 1,246          | 1,113          |
| Website Maintenance                                       | 380            | 329            |
| <b>Total Costs related to providing goods or services</b> | <b>71,312</b>  | <b>89,393</b>  |
| <b>Grants and donations made</b>                          |                |                |
| Donations   | 300            | 1,269          |
| <b>Other expenses</b>                                     |                |                |
| Bank Fees   | 71             | -              |
| Depreciation  | 2,189          | 1,827          |
| Loss on Disposal of Fixed Assets                          | -              | 542            |
| <b>Total Other expenses</b>                               | <b>2,260</b>   | <b>2,369</b>   |
| <b>Total Analysis of Expenses</b>                         | <b>222,946</b> | <b>236,754</b> |
|   | 2025           | 2024           |

### 3. Analysis of Assets

#### Bank accounts and cash

|                                     |               |              |
|-------------------------------------|---------------|--------------|
| KiwiBank #00 Account                | 11,108        | 3,103        |
| KiwiBank #01 Account                | 33            | 32           |
| KiwiBank #02 Account                | 99            | 2,111        |
| <b>Total Bank accounts and cash</b> | <b>11,240</b> | <b>5,246</b> |

#### Debtors and prepayments

|                                 |               |               |
|---------------------------------|---------------|---------------|
| Accounts Receivable             | 1,898         | 7,880         |
| <b>Total Analysis of Assets</b> | <b>13,138</b> | <b>13,126</b> |

2025 2024

### 4. Analysis of Liabilities

#### Creditors and accrued expenses

|   |              |              |
|---|--------------|--------------|
| Accounts Payable                            | 1,003        | 4,281        |
| GST   | 799          | 864          |
| <b>Total Creditors and accrued expenses</b> | <b>1,802</b> | <b>5,144</b> |

#### Contractor costs payable

|                                      |              |              |
|--------------------------------------|--------------|--------------|
| PAYE Payable                         | 660          | (221)        |
| <b>Total Analysis of Liabilities</b> | <b>2,462</b> | <b>4,923</b> |

2025 2024

### 5. Property, Plant and Equipment

Notes to the Performance Report



|  | 2025          | 2024          |
|--|---------------|---------------|
| <b>Plant and Equipment</b>                           |               |               |
| Plant and equipment owned                            | 21,268        | 21,268        |
| Accumulated depreciation - plant and equipment owned | (7,165)       | (4,976)       |
| <b>Total Property, Plant and Equipment</b>           | <b>14,103</b> | <b>16,293</b> |
|  | 2025          | 2024          |

## 6. Accumulated Funds

| <b>Accumulated Funds</b>            |               |               |
|-------------------------------------|---------------|---------------|
| Opening Balance                     | 23,953        | 41,149        |
| Accumulated surpluses or (deficits) | 826           | (17,196)      |
| <b>Total Accumulated Funds</b>      | <b>24,779</b> | <b>23,953</b> |

## 7. Contingent Liabilities and Guarantees

There are no contingent liabilities or guarantees as at 31 March 2025 (Previous Year: Nil).

## 8. Related Parties

Jerome Chandrahasen is a trustee of the trust and also co-ordinates trust activities and events. During the 2025 year Jerome was paid a total of \$35,713 in return for his services (2024: \$58,280), these payments were made on normal commercial terms.

## 9. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Previous Year: Nil).

## 10. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.



# Depreciation Schedule

## The Humorous Arts Charitable Trust For the year ended 31 March 2025

| NAME                             | RATE   | METHOD | PURCHASED   | COST          | OPENING VALUE | DEPRECIATION | CLOSING ACCUM<br>DEP | CLOSING VALUE |
|----------------------------------|--------|--------|-------------|---------------|---------------|--------------|----------------------|---------------|
| <b>Plant and Equipment</b>       |        |        |             |               |               |              |                      |               |
| PA System                        | 10.00% | DV     | 12 Dec 2019 | 2,161         | 1,382         | 138          | 917                  | 1,244         |
| PA System Yamaha Portable 680W   | 10.00% | DV     | 1 Apr 2014  | 1,995         | 696           | 70           | 1,369                | 626           |
| Show Curtains/Drapes             | 10.00% | DV     | 13 Dec 2021 | 10,011        | 7,839         | 784          | 2,956                | 7,055         |
| Stage Lights (3200k)             | 30.00% | DV     | 2 Nov 2023  | 1,400         | 1,225         | 368          | 543                  | 858           |
| Stage Lights (RBGW)              | 30.00% | DV     | 2 Nov 2023  | 1,800         | 1,575         | 473          | 698                  | 1,103         |
| Stage Package                    | 10.00% | DV     | 19 Jun 2023 | 3,901         | 3,576         | 358          | 683                  | 3,218         |
| <b>Total Plant and Equipment</b> |        |        |             | <b>21,268</b> | <b>16,293</b> | <b>2,189</b> | <b>7,165</b>         | <b>14,103</b> |
| <b>Total</b>                     |        |        |             | <b>21,268</b> | <b>16,293</b> | <b>2,189</b> | <b>7,165</b>         | <b>14,103</b> |

# Resolutions of Trustees

## The Humorous Arts Charitable Trust For the year ended 31 March 2025

Resolution of Trustees of the The Humorous Arts Charitable Trust dated 20 November 2025.

**The Trustees Resolve:**

The Financial Statements for the year ended 31 March 2025 as prepared by Smart Accounting Solutions Limited showing Total Trust Funds of \$24,779.10 and a Surplus of \$825.91 be approved.

That there be no allocations to the beneficiaries, and all income is retained as Trustee Income.

That there be no capital distributed to beneficiaries.

The Settlor, Settlor1 and Settlor2 may continue to live in the property in their capacity as discretionary beneficiaries of the Trust (in passing this resolution the trustees record that they are exercising their discretionary power conferred by the trust deed);

After

- considering the interests of all beneficiaries (including those trustees who are also beneficiaries);
- those trustees who are also beneficiaries declared their interests as beneficiaries; and
- expressly putting aside the personal interests of those trustees who are also beneficiaries;

The transactions proposed by these resolutions are in the overall best interests of the beneficiaries; they sign all documents necessary to give effect to these resolutions.

The 31 March 2025 Tax Return for the Trust will only be filed with IRD once these distribution resolutions are signed by the appropriate Trustees and dated within the relevant time frame.

**Signed by the Trustees in Confirmation of the Foregoing:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# Audit Trail

## Document Details

|                    |   |
|--------------------|---|
| <b>Title</b>       | The Humorous Arts Charitable Trust - 2025 Performance Report and Trust Minutes  |
| <b>File Name</b>   | The Humorous Arts Charitable Trust (2025 Performance Report).pdf, The Humorous Arts Charitable Trust (2025 Trust Minutes).pdf |
| <b>Document ID</b> | [REDACTED]  |
| <b>Fingerprint</b> | [REDACTED]  |
| <b>Status</b>      | Completed   |

## Document History

|                         |   |   |
|-------------------------|---|---|
| <b>Document Created</b> | Document Created by [REDACTED]<br>Fingerprint: 44cfd53c6fe885add1090ac4c1c31ae7 | 20 November 2025<br>10:17AM<br>Pacific/Auckland |
| <b>Document Sent</b>    | Document Sent to [REDACTED]   | 20 November 2025<br>10:17AM<br>Pacific/Auckland |
| <b>Document Sent</b>    | Document Sent to [REDACTED]   | 20 November 2025<br>10:17AM<br>Pacific/Auckland |
| <b>Document Sent</b>    | Document Sent to [REDACTED]   | 20 November 2025<br>10:17AM<br>Pacific/Auckland |
| <b>Document Sent</b>    | Document Sent to [REDACTED]   | 20 November 2025<br>10:17AM<br>Pacific/Auckland |

|                           |  |  |
|---------------------------|--|--|
| <b>Document Viewed</b>    | Document Viewed by [REDACTED]<br>IP: 122.58.27.81                                  | 2025<br>10:23AM<br>Pacific/Auckland                |
| <b>Document Signed</b>    | Document Signed by [REDACTED]<br>IP: 122.58.27.81<br>[REDACTED]                    | 20 November<br>2025<br>10:28AM<br>Pacific/Auckland |
| <b>Document Viewed</b>    | Document Viewed by [REDACTED]<br>IP: 119.224.69.228                                | 20 November<br>2025<br>10:45AM<br>Pacific/Auckland |
| <b>Document Viewed</b>    | Document Viewed by [REDACTED]<br>IP: 119.224.69.228                                | 20 November<br>2025<br>10:45AM<br>Pacific/Auckland |
| <b>Document Signed</b>    | Document Signed by [REDACTED]<br>IP: 119.224.69.228<br>[REDACTED]                  | 20 November<br>2025<br>10:46AM<br>Pacific/Auckland |
| <b>Document Viewed</b>    | Document Viewed by [REDACTED]<br>IP: 219.89.15.208                                 | 20 November<br>2025<br>10:29PM<br>Pacific/Auckland |
| <b>Document Signed</b>    | Document Signed by [REDACTED]<br>IP: 219.89.15.208<br>[REDACTED]                   | 20 November<br>2025<br>10:32PM<br>Pacific/Auckland |
| <b>Document Viewed</b>    | Document Viewed by [REDACTED]<br>IP: 121.99.120.209                                | 24 November<br>2025<br>05:24PM<br>Pacific/Auckland |
| <b>Document Signed</b>    | Document Signed by [REDACTED]<br>IP: 121.99.120.209<br>[REDACTED]                  | 24 November<br>2025<br>05:26PM<br>Pacific/Auckland |
| <b>Document Completed</b> | This document has been completed.<br>Fingerprint: cce7fbb2e7a7e42b773108d48de58a67 | 24 November<br>2025<br>05:26PM<br>Pacific/Auckland |

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## Supporting Document - Reserves Statement

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2026.04.30 Reserves statement.pdf

Compiled application package - source documents unchanged

30 April 2026



The Humorous Arts Trust keeps sufficient cash reserves such that we are able to cover our fixed costs for a period of 6 months. Fixed costs include but are not limited to bookkeeping, accounting and accounting software, online database and marketing subscriptions.

Due to the uncertain nature of ticket sales which are a core part of our funding, we have to ensure that we operate within a reasonable level of financial risk, ensuring that we have other sources of income other than ticket sales alone, such as grants, sponsorship, and equipment hire.

We also have sufficient reserves such that if necessary we can close down the trust in a controlled and responsible manner.

Jerome Chandrahasen

A black rectangular redaction box covers the signature of Jerome Chandrahasen. A faint, handwritten signature is visible to the left of the redaction.

Chairperson  
Humorous Arts Charitable Trust Board

Wednesday, April 29, 2026

### **Creative Communities Scheme Application**

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

#### **Applicant Details**

**Are you applying as an individual or group?** Group

**Contact Person (group)** [REDACTED]

**Mailing Address** [REDACTED]

[REDACTED]

**Contact Email** [REDACTED]

**Phone Number (Day)** [REDACTED]

**Name on bank account** [REDACTED]

**Would you like to speak in support of your application at the CCS assessment committee meeting?**

Yes

**Ethnicity of applicant/group** Middle Eastern/Latin American/African

**How did you hear about the Creative**

**Communities Scheme?** Council website

#### **Project Details**

**Project Name** Luo Connect 2026 - 27

#### **Brief description of project**

This project will delivers a series of arts-focused cultural events and workshops celebrating Luo and

ethnic traditions in Lower Hutt. Key events include Ugandan Independence Day (Oct 2026) and a Beginning

of Year Cultural Celebration (Jan 2027), supported by workshops in dance, music, storytelling, crafts, and cultural cooking. The programme encourages community participation, promotes cultural diversity, and provides creative opportunities for youth and families across the Hutt.

**Venue and suburb or town** Lower Hutt & Naenae

**Start Date** Saturday, June 27, 2026

**Finish Date** Saturday, January 30, 2027

**Number of active participants** 123

1

**Number of viewers/audience**

**members**

500

**Which of the schemes three funding**

**criteria are you applying under?** Diversity: Support the diverse artistic cultural traditions

of local communities

**Artform or Cultural Arts practice** Multi-artform (including film)

**What activity best describes your project?**

Creation and presentation

**Cultural tradition of your project** European Māori Pacific Island Asian

Middle Eastern/Latin American/African

**Project Details**

**The idea/Te kaupapa - What do you want to do?**

We will deliver a community arts programme centred on two major cultural events and a series of creative

workshops in Lower Hutt.

The Ugandan Independence Day Celebration (October 2026) and Beginning of Year Celebration (January

2027) will feature traditional dance, music, storytelling, and cultural showcases. These events will be

interactive, allowing community members to engage directly in performances and activities.

Supporting these events will be hands-on workshops in:

- Traditional dance and music
- Art, craft, and cultural skills (e.g. beading, sewing)
- Cultural cooking as a creative and expressive activity
- Storytelling and heritage sharing
- Visiting marae: Cultural exchange programme and storytelling to nurture language.

These activities are designed to encourage active participation rather than passive attendance.

The Luo Community also delivers wider wellbeing and education programmes (youth development,

parenting, digital literacy). However, this application only covers the arts and cultural components,

ensuring full alignment with CCS funding criteria.

All activities will take place in Lower Hutt and will be completed within the required timeframe.

### **The process/Te whakatutuki - How will the project happen?**

The Luo Connect project will happen through a series of workshops and end up with two celebration that

will see multiple ethnic communities perform, bring in their different traditional food to share and much

more. It will have a series of arts-focused community workshops designed to celebrate, preserve, and

share Luo and broader cultural traditions while fostering inclusion and participation within the Lower Hutt

community. However, the two main events that will be centered are:

- Ugandan Independence Day Celebration (24 October 2026)
- Beginning of Year Community Celebration (January 2027)

These events will be supported by a series of creative arts workshops and cultural learning sessions,

including dance, music, storytelling, cooking, and traditional crafts, etc.

**The people/Ngā tāngata - Tell us about the key people and/or the groups involved**

The project will benefit Luo and wider ethnic communities, as well as the broader Lower Hutt population. It

is open to families, youth, and community members interested in arts and cultural experiences.

Young people will gain opportunities to participate in creative activities and performances, while adults

and families will benefit from cultural connection and shared experiences.

We estimate 150–300 participants across events and workshops, with wider community reach through

performances and engagement.

2

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access**

**and participation, diversity or young people**

Broad Community Involvement: The project offers open-access events and interactive workshops,

encouraging participation from diverse communities across Lower Hutt. Activities are inclusive, familyfriendly, and designed to engage people of all backgrounds.

Diversity: The programme celebrates Luo and other ethnic cultural traditions through dance, music, storytelling, and crafts. It supports cultural expression, promotes understanding, and enriches the cultural diversity of the local community.

Young People: Youth will actively participate in performances, workshops, and creative activities. This provides opportunities to develop confidence, artistic skills, and cultural identity through meaningful engagement in the arts.

**Project Details (Financial)**

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered** Yes

Do **NOT** include GST in your budget

**GST Number** [REDACTED]

### Budget Justification

All requested costs directly support arts participation and cultural expression.

Hall hire

provides accessible spaces for workshops and events. Facilitator payments are modest, oneoff

tokens for artists delivering dance, craft, storytelling, and cooking workshops.

Materials are essential for hands-on creative participation. Performance costs support

rehearsals and delivery of cultural presentations, particularly involving youth.

Food and refreshments support inclusive participation and are part of cultural sharing,

especially within cooking workshops. Local transport/fuel enables facilitators and materials

to be delivered within Lower Hutt.

Project coordination is limited to short-term, project-specific support to ensure effective

delivery.

All costs are one-off, project-based, and compliant with CCS guidelines. No funding is

requested for capital items or ongoing operational expenses.

The Luo Community runs broader wellbeing and education programmes; however, CCS

funding is strictly requested for arts and cultural activities only. Any non-arts costs will be

covered through other funding sources and community contributions

**UO CCS Supporting Budget – Luo Connect 2026–27**

total budget for two events \$36,950

**1. Ugandan Independence Day Celebration 24 October 2026 – Lower Hutt**

| Budget Item                                      | Details / Calculation   | CCS Eligible Purpose                  | Amount (NZD)   |
|--|---|---------------------------------------|----------------|
| Hall Hire  | Community venue hire for rehearsal + event day  | Venue for public arts presentation    | \$900          |
| Cultural Performers & Facilitators               | 9 Cultural groups @ \$300 each (dance, drumming, spoken word, MC/storytelling)          | Direct arts delivery                  | \$2,700        |
| Performance Rehearsals                           | 2 rehearsal sessions @ \$200  | Preparation for community performance | \$400          |
| Costume & Creative Materials                     | Fabric, beads, costume repair, props for cultural performance                           | Creative arts participation           | \$1,000        |
| Sound & Technical Support                        | Small PA/sound support contribution   | Public presentation support           | \$350          |
| Cultural food                                    | Supporting each community to bring in their traditional food to share on the day @\$300 | Audience participation                | \$2,700        |
| Documentation & Photography                      | Event photography and video highlights  | Arts documentation                    | \$400          |
| Local Transport Assistance                       | Limited Lower Hutt travel support for artists/elders unable to self-transport           | Accessibility for participation       | \$800          |
| <b>Subtotal – Ugandan Independence Day Event</b> |   |                                       | <b>\$9,250</b> |

**2. Beginning of Year Cultural Celebration**

| Budget Item                                     | Details / Calculation  | CCS Eligible Purpose        | Amount (NZD)   |
|---|--|-----------------------------|----------------|
| Hall Hire                                       | Venue hire for community cultural event  | Public arts presentation    | \$900          |
| Cultural Performers & Facilitators              | 9 Communities plus facilitators/artists @ \$300 each                             | Community arts presentation | \$2,700        |
| Music & Dance Rehearsals                        | 2 rehearsal sessions @ \$200   | Performance preparation     | \$400          |
| Arts & Cultural Materials                       | Craft materials, performance presentation items                                  | Creative participation      | \$2,000        |
| Cultural Food                                   | Supporting the participating communities to bring in their Cultural Food @ \$300 | Community participation     | \$2,700        |
| Documentation & Photography                     | Event Photography and Video Highlights   | Arts documentation          | \$400          |
| Local Transport Support                         | Lower Hutt participant support only  | Participation access        | \$800          |
| <b>Subtotal – Beginning of Year Celebration</b> |  |                             | <b>\$9,900</b> |

**3. Community Arts Workshop Programme - June 2026 - January 2027**

| Workshop Activity           | Details / Calculation        | CCS Eligible Purpose            | Amount (NZD) |
|-----------------------------|------------------------------|---------------------------------|--------------|
| Traditional Dance Workshops | 2 workshops @ \$2000 support | Arts learning and participation | \$4,000      |

| Budget Item                             | Details / Calculation   | CCS Eligible Purpose                                | Amount (NZD) |
|---|---|---|--------------|
| Food and light refreshments             | This will be provided during the workshops and prepared by participating communities @400 * 5 | Community participation                             | \$2,000      |
| Storytelling & Oral Heritage Sessions   | 2 sessions @ \$2000   | Preservation of oral cultural arts traditions       | \$4,000      |
| Arts, Craft & Beading Workshops         | Materials @ \$1500 and facilitation support @ \$1000  | Creative cultural arts participation                | \$2,500      |
| <b>Cultural Heritage Demonstrations</b> | <b>Storytelling and heritage arts presentation activities (excluding food costs)</b>          | <b>Intergenerational cultural arts transmission</b> | <b>\$500</b> |
| Workshop Venue Hire                     | Shared community spaces for workshops @ 300 * 5   | Direct project delivery                             | \$1,500      |
| <b>Workshop Coordination</b>            | <b>Scheduling workshops and artist liaison only</b>   | <b>Project delivery support</b>                     | <b>\$300</b> |
| Self defence Course                     | Bring in someone to train our Women how to self defend themselves                             | Creative cultural arts participation                | \$3,000      |
| Subtotal – Workshop Programme           |   |   | \$17,800     |
|   |   | Total   | 36950        |

# Performance Report

Luo Community NZ  
For the year ended 14 July 2025

- 9 Statement of Financial Position
- 10 Statement of Cash Flows
- 11 Statement of Accounting Policies
- 12 Notes to the Performance Report

# Compilation Report

## Luo Community NZ For the year ended 14 July 2025

Compilation Report to the Directors of Luo Community NZ.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of Luo Community NZ for the year ended 14 July 2025.

These statements have been prepared in accordance with the accounting policies described in the Statement of Accounting Policies.

### Responsibilities

The Governing Body are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### No Audit or Review Engagement Undertaken

Our procedures use accounting expertise to undertake the compilation of the financial statements from information you provided. Our procedures do not include verification or validation procedures. No audit or review engagement has been performed and accordingly no assurance is expressed.

### Independence

We have no involvement with Luo Community NZ other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.

### Disclaimer

We have compiled these financial statements based on information provided which has not been subject to an audit or review engagement. Accordingly, we do not accept any responsibility for the reliability, accuracy or completeness of the compiled financial information contained in the financial statements. Nor do we accept any liability of any kind whatsoever, including liability by reason of negligence, to any person for losses incurred as a result of placing reliance on this financial report.



## Entity Information

Luo Community NZ  
For the year ended 14 July 2025

'Who are we?', 'Why do we exist?'

### Legal Name of Entity

Luo Community NZ

### Entity Type and Legal Basis

Registered Charity

### Registration Number

### Entity's Purpose or Mission

- To provide a safe, secure and stable environment for Luo immigrants living in the Wellington region.
- To provide advocacy support for Luo immigrants living in the Wellington region
- Help in the settlement of new immigrants of Luo speaking background in Wellington New Zealand, by meeting them at the airport on arrival, providing advice, helping link them to services in Wellington.
- To have body that represents the Luo ethnic community in wellington.
- To be the first drop-in point for families of Luo ethnic background in need of basic conflict mediation before proceeding to law enforcement authority.
- To preserve our cultural heritage.
- To preserve the Luo language among its members and pass it on to children born of Luo parents.
- To mentor Luo youth to be role models and responsible people.
- To value, educate, and encourage the participation of Luo women, men, and youth in activities that promote harmony and development of members of the Luo and the New Zealand community at large.
- To enable members catch up with relatives still back in Africa and those living in exile in the other parts of the world.
- To promote unity, peace, and love among the Luo people living in Wellington capital of New Zealand.
- To raise, seek and accept funds that can help further the other objectives.
- To add and be part of the family of multicultural New Zealand.

### Entity Structure

The structure of the association shall comprise of General Assembly and the Executive Committee

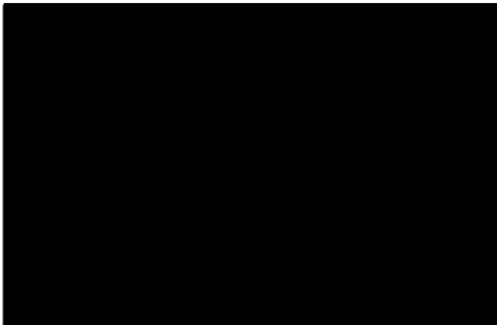
Entity information

The Executive Committee will consist of:

- Chairperson
- General Secretary
- Treasurer
- Cultural and Social Affairs Secretary
- Woman & Children Secretary
- Youth Secretary

**Entity's Governance Arrangements**

The General Assembly shall consist of all members. The members are the supreme authority of LUO. They can pass and amend the constitution by a three quarter (3/4) majority vote. They shall elect the members of the executive. They can remove a member of the executive from office by a two-three quarter (3/4) Majority vote at the general assembly.

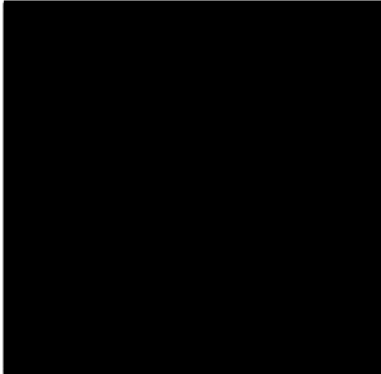


## Approval of Financial Report

Luo Community NZ  
For the year ended 14 July 2025

The Executive Committee are pleased to present the approved financial report including the historical financial statements of Luo Community NZ for year ended 14 July 2025.

APPROVED



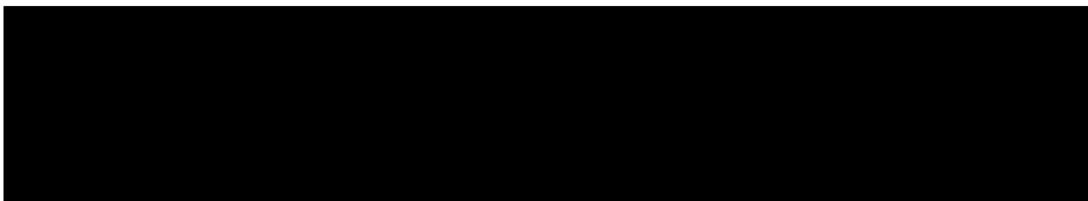
## Statement of Service Performance

Luo Community NZ  
For the year ended 14 July 2025

'What did we do?', 'When did we do it?'

### Description of Medium to Long Term Objectives

The Luo Community of New Zealand is a community group representing people of Luo ethnic background from across East Africa, including Uganda, Congo, Tanzania, Kenya and South Sudan. Our core objectives are to advocate for the wellbeing and social inclusion of the Luo migrant ethnic community in New Zealand, to preserve and celebrate our cultural heritage, and to increase cultural and social capital by creating opportunities for members to connect, integrate and contribute positively to wider New Zealand society. We support cultural celebrations, promote language and traditional practices, provide social support and foster community resilience and cohesion through regular gatherings, educational initiatives and cultural activities.



### Additional Information

During the year the grant funding and donations we received were key in supporting the Luo Community's initiatives. These contributions helped us run various programmes and workshops that empowered our members and other ethnic communities in education and cultural development. The year saw greater community engagement, cultural understanding, and stronger partnerships in Wellington and beyond, enhancing our community's well-being and unity. We are thankful for the support from our partners, funders, volunteers, and all those involved. These efforts helped create an inclusive environment where members felt valued and supported.

## Statement of Financial Performance

Luo Community NZ  
For the year ended 14 July 2025

'How was it funded?' and 'What did it cost?'

NOTES 2025 2024



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This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

## Statement of Financial Position

Luo Community NZ  
As at 14 July 2025

'What the entity owns?' and 'What the entity owes?'

NOTES 14 JUL 2025 14 JUL 2024



This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

## Statement of Cash Flows

Luo Community NZ  
For the year ended 14 July 2025

'How the entity has received and used cash'

2025 2024



This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

the performance report are reported using the accrual basis of accounting. This performance report is prepared under the assumption that the entity will continue to operate for the foreseeable future

**Goods and Services Tax (GST)**

The entity is not registered for GST. Therefore all amounts are stated inclusive of GST

**Income Tax**

Luo Community NZ is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

**Bank Accounts and Cash**

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

**Changes in Accounting Policies**

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

## Notes to the Performance Report

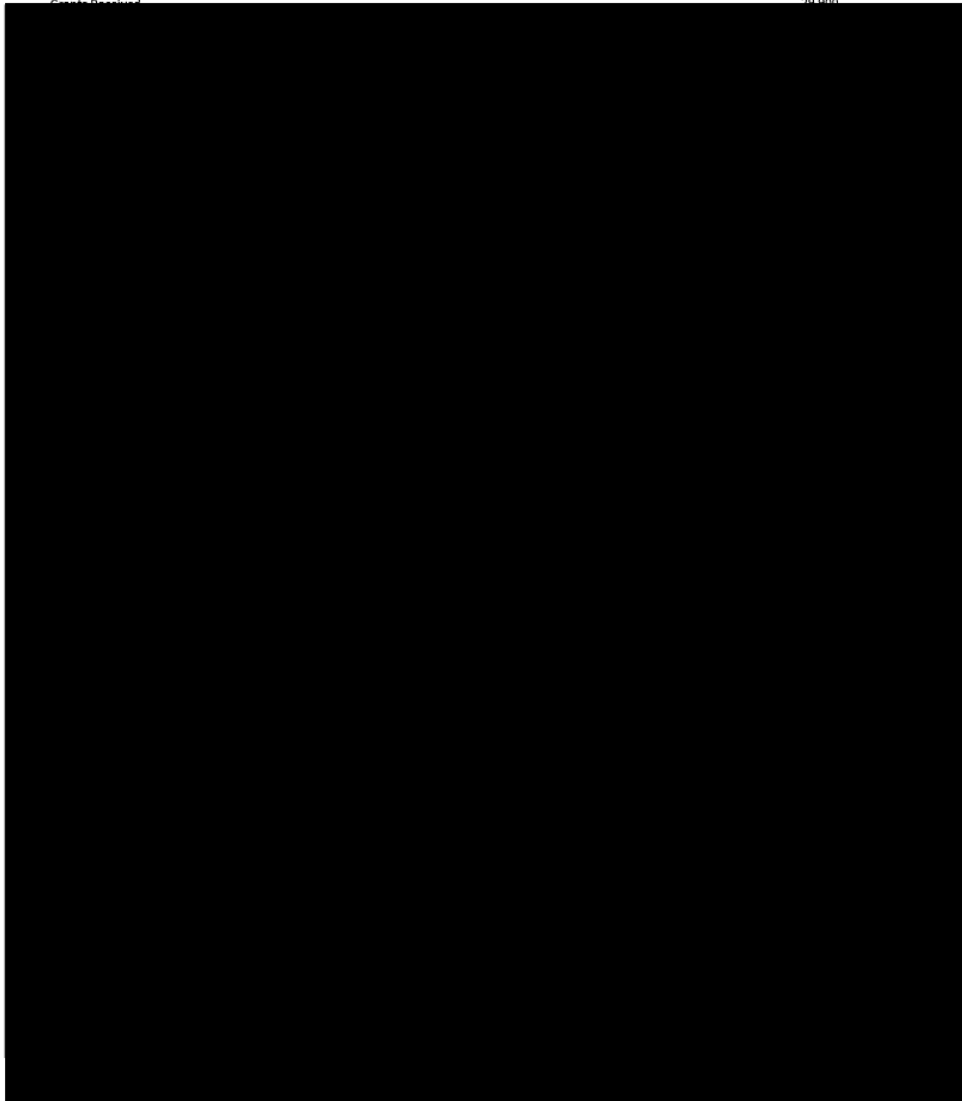
Luo Community NZ  
For the year ended 14 July 2025

2025

### 1. Analysis of Revenue

#### Revenue from commercial activities

|   |        |
|---|--------|
| Donations from Luo Community Wellington members | 6,644  |
| Grant Received                                  | 28,800 |

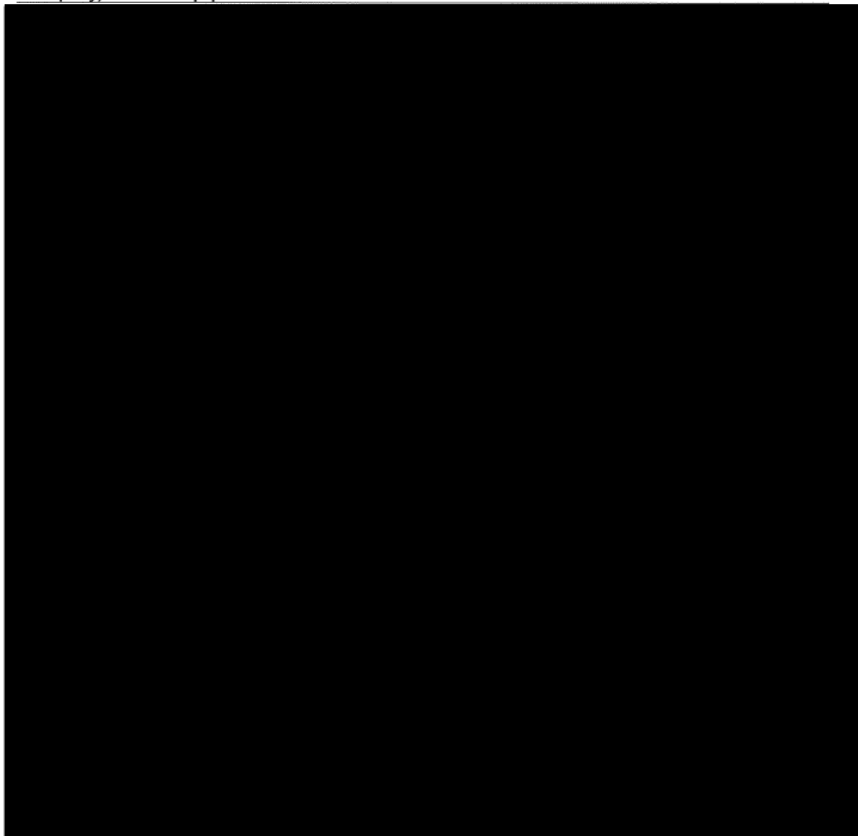


Notes to the Performance Report

|                            |     |
|----------------------------|-----|
| Withholding tax paid       | 171 |
| Total Other current assets | 171 |

2025

4. Property, Plant and Equipment



# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Dyer Street School Cultural Mural

Applicant: Dyer Street School

Contact: lee Ewington

Compiled document order: application first, followed by supporting documents.

### Contents

1. Application Form (4 pages)
2. Supporting Document - Amy Burrell Quote (1 page)
3. Supporting Document - Audited Financial Statements 2024 (25 pages)

Compiled application package - source documents unchanged

# Application Form

---

lee Ewington- Dyer Street School Cultural Mural.pdf

Compiled application package - source documents unchanged

Thursday, April 30, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

[REDACTED]

Mailing Address

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes

Ethnicity of applicant/group

NZ European/Pākehā

Māori

Pacific Island

Asian

Middle Eastern/Latin American/African

How did you hear about the Creative Communities Scheme?

Council website

### Project Details

Project Name

Dyer Street School Cultural Mural

Brief description of project

This project aims to celebrate our multicultural community here at Dyer Street School. With over 25 different ethnicities represented in our community, we wanted to capture ways of acknowledging our tamariki's cultural heritage. This year, we set up the cultural committee, with Whaea Penny meeting each week with different cultural groups and asking for their input on how we could best represent their culture at our school and help them feel a sense of belonging. One of the ideas they shared was creating a multicultural mural. We then asked whānau and tamariki to provide ideas about the mural. We then connected with a local artist, Amy Burrell, who we have commissioned to help co-construct the mural with our tamariki. We are currently working on designs and hope to start work in mid-2026.

Venue and suburb or town

Lower Hutt

Start Date

Monday, July 6, 2026

|  |  |
|--|--|
| <b>Finish Date</b>   | Monday, October 12, 2026   |
| <b>Number of active participants</b>                                       | 200  |
| <b>Number of viewers/audience members</b>                                  | 2000   |
| <b>Which of the schemes three funding criteria are you applying under?</b> | Diversity: Support the diverse artistic cultural traditions of local communities   |
| <b>Artform or Cultural Arts practice</b>                                   | Visual arts  |
| <b>What activity best describes your project?</b>                          | Creation and presentation  |
| <b>Cultural tradition of your project</b>                                  | <input type="checkbox"/> European <input type="checkbox"/> Māori <input type="checkbox"/> Pacific Island <input type="checkbox"/> Asian <input type="checkbox"/> Middle Eastern/Latin American/African |

## Project Details

### The idea/Te kaupapa - What do you want to do?

We want to take the ideas from whānau and student voice and create a multicultural mural which represents our community. This will give a sense of pride to all cultures at Dyer Street School.

### The process/Te whakatutuki - How will the project happen?

As mentioned, we have used a lot of student voice to gain ideas and inspiration for the mural. The Cultural committee, led by Whaea Penny, will work alongside Amy Burrell to co-construct the mural together

### The people/Ngā tāngata - Tell us about the key people and/or the groups involved

Amy Burrell- local artist, Students of Dyer Street School, whānau roopu, whānau of Dyer Street School, and Staff.

### The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people

We believe this project will allow our school's diversity to shine in a mural/ visual arts format. Tamariki should be able to look at the mural and identify themselves in it. When people enter our kura, they will be able to see straight away that they are a significant part of our community.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**  Yes

Do **NOT** include GST in your budget

**GST Number**  [REDACTED]

Include GST in your budget

**Please upload any quotes or receipts you have received for your project costs**

Amy Burrell Quote- Dyer Street School.pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail           |
|-------------|------------------|
| [REDACTED]  | Fundraising team |

**Total costs (\$)** 6950

**Costs less Income (\$)** 2950

**Amount you are requesting from the Creative Communities Scheme(\$)** 2950

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**

Audited FS 2024 - Dyer Street School.pdf

## Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** lee Ewington

**Signed (contact person/applicant)** 

**Date** Thursday, April 30, 2026

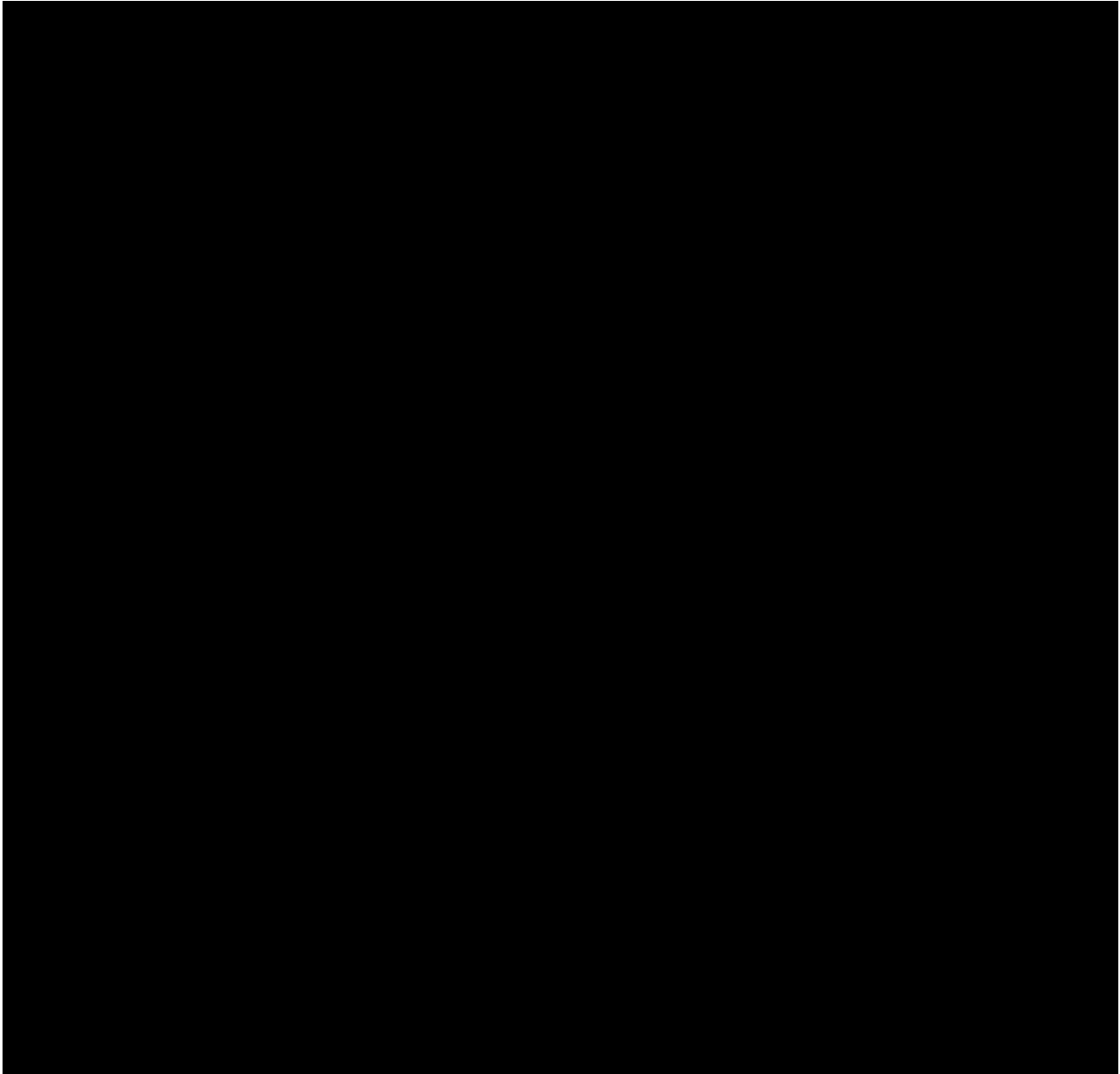
**Date** Thursday, April 30, 2026

## Supporting Document - Amy Burrell Quote

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Amy Burrell Quote- Dyer Street School.pdf

Compiled application package - source documents unchanged



## Supporting Document - Audited Financial Statements 2024

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Audited FS 2024 - Dyer Street School.pdf

Compiled application package - source documents unchanged

# DYER STREET SCHOOL

## ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024



|                      |                                  |
|----------------------|----------------------------------|
| Principal:           | Lee Ewington                     |
| School Address:      | Dyer Street<br>Epuni, Lower Hutt |
| School Phone:        | 04 567-8016                      |
| School Email:        | ████████████████████             |
| Ministry Number:     | 2833                             |
| Accounting Provider: | Accounting For Schools Limited   |

# DYER STREET SCHOOL

Annual Financial Statements - For the year ended 31 December 2024

## Index

| <b>Page</b> | <b>Statement</b>   |
|-------------|--|
|             | <b>Financial Statements</b>                                  |
| 1           | Statement of Responsibility                                  |
| 2           | Statement of Comprehensive Revenue and Expense               |
| 3           | Statement of Changes in Net Assets/Equity                    |
| 4           | Statement of Financial Position                              |
| 5           | Statement of Cash Flows                                      |
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# DYER STREET SCHOOL

## Statement of Responsibility


### For the year ended 31 December 2024

The Board accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2024 fairly reflects the financial position and operations of the school.

The School's 2024 financial statements are authorised for issue by the Board.

  
\_\_\_\_\_  
Full Name of Presiding Member

  
\_\_\_\_\_  
Signature of Presiding Member

12/22/2025  
\_\_\_\_\_  
Date:

  
\_\_\_\_\_  
Full Name of Principal

  
\_\_\_\_\_  
Signature of Principal

12/22/2025  
\_\_\_\_\_  
Date:

**DYER STREET SCHOOL**Statement of Comprehensive Revenue and Expense  
For the year ended 31 December 2024

|   | Notes | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|---|-------|----------------------|-------------------------------------|----------------------|
| <b>Revenue</b>  |       |                      |                                     |                      |
| Government Grants   | 2     | 2,224,229            | 1,925,330                           | 2,052,975            |
| Locally Raised Funds  | 3     | 46,994               | 19,300                              | 64,319               |
| Interest  |       | 14,667               | 8,000                               | 14,873               |
|   |       | <u>2,285,890</u>     | <u>1,952,630</u>                    | <u>2,132,167</u>     |
| <b>Expenses</b>   |       |                      |                                     |                      |
| Locally Raised Funds  | 3     | 20,473               | -                                   | 21,766               |
| Learning Resources  | 4     | 1,559,540            | 1,450,040                           | 1,388,685            |
| Administration  | 5     | 369,475              | 163,606                             | 343,486              |
| Interest  |       | 2,122                | 1,000                               | 2,088                |
| Property  | 6     | 396,906              | 363,359                             | 340,656              |
|   |       | <u>2,348,516</u>     | <u>1,978,005</u>                    | <u>2,096,681</u>     |
| <b>Net Surplus / (Deficit) for the year</b>                 |       | (62,626)             | (25,375)                            | 35,486               |
| Other Comprehensive Revenue and Expenses                    |       | -                    | -                                   | -                    |
| <b>Total Comprehensive Revenue and Expense for the Year</b> |       | <u>(62,626)</u>      | <u>(25,375)</u>                     | <u>35,486</u>        |

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes which form part of these financial statements.

**DYER STREET SCHOOL**Statement of Changes in Net Assets/Equity  
For the year ended 31 December 2024

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|-------------------------------------|----------------------|
| <b>Equity at 1 January</b>                           | 411,667              | 403,391                             | 373,382              |
| Total comprehensive revenue and expense for the year | (62,626)             | (25,375)                            | 35,486               |
| Capital Contributions from the Ministry of Education |                      |                                     |                      |
| Contribution - Furniture and Equipment Grant         | 11,727               | -                                   | 2,799                |
| <b>Equity at 31 December</b>                         | <b>360,768</b>       | <b>378,016</b>                      | <b>411,667</b>       |
| Accumulated comprehensive revenue and expense        | 360,768              | 378,016                             | 411,667              |
| <b>Equity at 31 December</b>                         | <b>360,768</b>       | <b>378,016</b>                      | <b>411,667</b>       |

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes which form part of these financial statements.

**DYER STREET SCHOOL**  
Statement of Financial Position  
As at 31 December 2024

|   |       | 2024           | 2024           | 2023           |
|---|-------|----------------|----------------|----------------|
|   | Notes | Actual         | Budget         | Actual         |
|   |       | \$             | (Unaudited)    | \$             |
|   |       |                | \$             |                |
| <b>Current Assets</b>                       |       |                |                |                |
| Cash and Cash Equivalents                   | 7     | 215,318        | 82,215         | 77,760         |
| Accounts Receivable                         | 8     | 113,943        | 105,000        | 87,187         |
| GST Receivable                              |       | 8,915          | 2,000          | 21,087         |
| Prepayments                                 |       | 13,882         | 9,000          | 10,673         |
| Inventories                                 | 9     | -              | 150            | -              |
| Investments                                 | 10    | -              | 150,000        | 180,000        |
| Funds receivable for Capital Works Projects | 17    | 22,443         | -              | 4,000          |
|   |       | <u>374,501</u> | <u>348,365</u> | <u>380,707</u> |
| <b>Current Liabilities</b>                  |       |                |                |                |
| Accounts Payable                            | 12    | 158,219        | 120,000        | 115,264        |
| Borrowings                                  | 13    | 4,793          | -              | 4,793          |
| Finance Lease Liability                     | 16    | 16,842         | 4,500          | 15,599         |
| Funds for PB4L                              | 18    | -              | 7,800          | 7,808          |
| Revenue Received in Advance                 | 14    | 3,497          | -              | 3,713          |
| Provision for Cyclical Maintenance          | 15    | -              | -              | 25,000         |
|   |       | <u>183,351</u> | <u>132,300</u> | <u>172,177</u> |
| <b>Working Capital Surplus/(Deficit)</b>    |       | 191,150        | 216,065        | 208,530        |
| <b>Non-current Assets</b>                   |       |                |                |                |
| Property, Plant and Equipment               | 11    | 224,434        | 190,951        | 239,148        |
|   |       | <u>224,434</u> | <u>190,951</u> | <u>239,148</u> |
| <b>Non-current Liabilities</b>              |       |                |                |                |
| Borrowings                                  | 13    | 11,983         | 17,000         | 16,776         |
| Provision for Cyclical Maintenance          | 15    | 35,011         | 8,000          | -              |
| Finance Lease Liability                     | 16    | 7,822          | 4,000          | 19,235         |
|   |       | <u>54,816</u>  | <u>29,000</u>  | <u>36,011</u>  |
| <b>Net Assets</b>                           |       | <u>360,768</u> | <u>378,016</u> | <u>411,667</u> |
| <b>Equity</b>                               |       | <u>360,768</u> | <u>378,016</u> | <u>411,667</u> |

The above Statement of Financial Position should be read in conjunction with the accompanying notes which form part of these financial statements.

**DYER STREET SCHOOL**  
**Statement of Cash Flows**  
For the year ended 31 December 2024

|   |          | 2024           | 2024             | 2023             |
|---|----------|----------------|------------------|------------------|
|   | Note     | Actual         | Budget           | Actual           |
|   |          | \$             | (Unaudited)      | \$               |
|   |          |                | \$               |                  |
| <b>Cash flows from Operating Activities</b>                 |          |                |                  |                  |
| Government Grants   |          | 629,543        | 533,000          | 532,233          |
| Locally Raised Funds  |          | 45,522         | (29,532)         | 69,132           |
| Goods and Services Tax (net)                                |          | 12,168         | 3,000            | (24,042)         |
| Payments to Employees                                       |          | (453,750)      | (245,219)        | (333,876)        |
| Payments to Suppliers                                       |          | (222,793)      | (325,956)        | (274,304)        |
| Interest Paid   |          | (2,122)        | (1,000)          | (2,088)          |
| Interest Received   |          | 15,768         | 8,100            | 14,922           |
| Net cash from / (to) the Operating Activities               |          | 24,336         | (57,607)         | (18,023)         |
| <b>Cash flows from Investing Activities</b>                 |          |                |                  |                  |
| Purchase of Property, Plant & Equipment (and Intangibles)   |          | (31,442)       | (82,355)         | (100,075)        |
| Purchase of Investments                                     |          | 180,000        | (50,000)         | (30,000)         |
| Net cash from / (to) the Investing Activities               |          | 148,558        | (132,355)        | (130,075)        |
| <b>Cash flows from Financing Activities</b>                 |          |                |                  |                  |
| Furniture and Equipment Grant                               |          | 11,727         | -                | 2,799            |
| Finance Lease Payments                                      |          | (16,020)       | 1,500            | (15,466)         |
| Funds Administered on Behalf of Third Parties               |          | (26,251)       | -                | (32,856)         |
| Loans Received/ Repayment of Loans                          |          | (4,793)        | 17,000           | 21,569           |
| Net cash from Financing Activities                          |          | (35,337)       | 18,500           | (23,954)         |
| <b>Net increase/(decrease) in cash and cash equivalents</b> |          | <b>137,557</b> | <b>(171,462)</b> | <b>(172,052)</b> |
| Cash and cash equivalents at the beginning of the year      | 7        | 77,760         | 253,677          | 249,812          |
| <b>Cash and cash equivalents at the end of the year</b>     | <b>7</b> | <b>215,318</b> | <b>82,215</b>    | <b>77,760</b>    |

The statement of cash flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries, use of land and buildings grant and expense and other notional items have been excluded.

The above Cash Flow Statement should be read in conjunction with the accompanying notes which form part of these financial statements.

# DYER STREET SCHOOL

## For the year ended 31 December 2024

### Notes to the Financial Statements

#### 1. Statement of Accounting Policies

##### a) Reporting Entity

Dyer Street School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education and Training Act 2020. The Board is of the view that the School is a public benefit entity for financial reporting purposes.

##### b) Basis of Preparation

###### **Reporting Period**

The financial reports have been prepared for the period 1 January 2024 to 31 December 2024 and in accordance with the requirements of the Education and Training Act 2020.

###### **Basis of Preparation**

The financial statements have been prepared on a going concern basis, and the accounting policies have been consistently applied throughout the period.

###### **Financial Reporting Standards Applied**

The Education and Training Act 2020 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The school is considered a Public Benefit Entity as it meets the criteria specified as "having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders".

###### **PBE Accounting Standards Reduced Disclosure Regime**

The School qualifies for Tier 2 as the school is not publicly accountable and is not considered large as it falls below the expenditure threshold of \$33 million per year. All relevant reduced disclosure concessions have been taken.

###### **Measurement Base**

The financial statements are prepared on the historical cost basis unless otherwise noted in a specific accounting policy.

###### **Presentation Currency**

These financial statements are presented in New Zealand dollars, rounded to the nearest dollar.

###### **Specific Accounting Policies**

The accounting policies used in the preparation of these financial statements are set out below.

###### **Critical Accounting Estimates And Assumptions**

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, revenue and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

###### **Cyclical Maintenance**

A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's long term maintenance plan which is prepared as part of its 10 Year Property Planning process. During the year, the Board assesses the reasonableness of its 10 Year Property Plan on which the provision is based. Cyclical maintenance is disclosed at note 15.

## DYER STREET SCHOOL

For the year ended 31 December 2024

### Notes to the Financial Statements

#### 1. Statement of Accounting Policies

##### *Useful lives of property, plant and equipment*

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the Significant Accounting Policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 11.

##### **Critical Judgements in applying accounting policies**

Management has exercised the following critical judgements in applying accounting policies:

##### *Classification of leases*

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. A lease is classified as a finance lease if it transfers substantially all risks and rewards incidental to ownership of an underlying asset to the lessee. In contrast, an operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised. Finance lease liability disclosures are contained in note 16. Future operating lease commitments are disclosed in note 23b.

##### *Recognition of grants*

The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carry forward amounts unspent. The School believes all grants received have been appropriately recognised as a liability if required. Government grants are disclosed at note 2.

#### c) Revenue Recognition

##### **Government Grants**

The school receives funding from the Ministry of Education. The following are the main types of funding that the School receives;

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period they relate to. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

Other Ministry Grants for directly funded programs are recorded as revenue when the School has the rights to the funding in the period they relate to. The grants are not received in cash by the School and are paid directly by the Ministry of Education.

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. These are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes.

This is a non-cash revenue that is offset by a non-cash expense. The use of land and buildings grants and associated expenditure are recorded in the period the School uses the land and buildings.

## DYER STREET SCHOOL

For the year ended 31 December 2024

### Notes to the Financial Statements

#### 1. Statement of Accounting Policies

##### ***Other Grants where conditions exist***

Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

##### ***Donations, Gifts and Bequests***

Donations, gifts and bequests are recognised as an asset and revenue when the right to receive funding or the asset has been established unless there is an obligation to return funds if conditions are not met. If conditions are not met funding is recognised as revenue in advance and recognised as revenue when conditions are satisfied.

##### ***Interest Revenue***

Interest Revenue earned on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

##### **d) Operating Lease Payments**

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight line basis over the term of the lease.

##### **e) Finance Lease Payments**

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

##### **f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of 90 days or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

##### **g) Accounts Receivable**

Short-term receivables are recorded at the amount due, less an allowance for expected credit losses (uncollectable debts). The schools receivables are largely made up of funding from the Ministry of Education, therefore the level of uncollectable debts is not considered to be material. However, short-term receivables are written off when there is no reasonable expectation of recovery.

##### **h) Inventories**

Inventories are consumable items held for sale and comprise of stationery and school uniforms. They are stated at the lower of cost and net realisable value. Cost is determined on a first in, first out basis. Net realisable value is the estimated selling price in the ordinary course of activities less the estimated costs necessary to make the sale. Any write down from cost to net realisable value is recorded as an expense in the Statement of Comprehensive Revenue and Expense in the period of the write down.

##### **i) Investments**

Bank term deposits are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. A loss allowance for expected credit losses is recognised if the estimated loss allowance is not trivial.

## DYER STREET SCHOOL

For the year ended 31 December 2024

### Notes to the Financial Statements

#### 1. Statement of Accounting Policies

##### j) Property, Plant and Equipment

Land and buildings owned by the Crown are excluded from these financial statements. The Board's use of the land and buildings as 'occupant' is based on a property occupancy document.

Improvements (funded by the Board) to buildings owned by the Crown or directly by the board are recorded at cost, less accumulated depreciation and impairment losses.

Property, plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Gains and losses on disposals (*i.e.* sold or given away) are determined by comparing the proceeds received with the carrying amounts (*i.e.* the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Comprehensive Revenue and Expense.

##### Finance Leases

A finance lease transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred. At the start of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased asset or the present value of the minimum lease payments. The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability. The amount recognised as an asset is depreciated over its useful life. If there is no reasonable certainty whether the school will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

##### Depreciation

Property, plant and equipment except for library resources are depreciated over their estimated useful lives on a straight line basis. Library resources are depreciated on a diminishing value basis. Depreciation of all assets is reported in the Statement of Comprehensive Revenue and Expense.

The estimated useful lives of the assets are:

|  |                             |
|--|-----------------------------|
| Buildings & Leasehold Improvements       | 5 - 20 years                |
| Furniture and equipment                  | 5 - 16 years                |
| Grounds Equipment                        | 3 - 10 years                |
| Plant & Machinery                        | 12 years                    |
| Information and communication technology | 3 - 5 years                 |
| Library resources                        | 12.5% Diminishing value     |
| Staff Resources                          | 5 - 10 years                |
| Leased Assets                            | Term of Lease (3 - 5 years) |

##### k) Impairment of property, plant, and equipment and intangible assets

The school does not hold any cash generating assets. Assets are considered cash generating where their primary objective is to generate a commercial return.

##### Non cash generating assets

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. If such indication exists, the School estimates the asset's recoverable service amount. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

## DYER STREET SCHOOL

### For the year ended 31 December 2024

### Notes to the Financial Statements

#### 1. Statement of Accounting Policies

Value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

In determining fair value less costs to sell the school engages an independent valuer to assess market value based on the best available information. The valuation is based on comparison to recent market transactions.

If an asset's carrying amount exceeds its recoverable service amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss is recognised in the surplus or deficit. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable service amount since the last impairment loss was recognised.

#### l) Accounts Payable

Accounts Payable represents liabilities for goods and services provided to the School prior to the end of the financial year which are unpaid. Accounts Payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

#### m) Employee Entitlements

##### *Short-term employee entitlements*

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, and also annual leave earned, by non teaching staff, to but not yet taken at balance date.

##### *Long-term employee entitlements*

Employee benefits that are not expected to be settled wholly before 12 months after the end of the reporting period in which the employee provides the related service, such as retirement and long service leave, have been calculated on an actuarial basis.

The calculations are based on the likely future entitlements accruing to employees, based on years of service, years to entitlement, the likelihood that employees will reach the point of entitlement, and contractual entitlement information, and the present value of the estimated future cash flows. Remeasurements are recognised in surplus or deficit in the period in which they arise.

#### n) Revenue Received in Advance

Revenue received in advance relates to fees received from students where there are unfulfilled obligations for the School to provide services in the future. The fees are recorded as revenue as the obligations are fulfilled and the fees earned.

The School holds sufficient funds to enable the refund of unearned fees in relation to international students, should the School be unable to provide the services to which they relate.

## DYER STREET SCHOOL

For the year ended 31 December 2024

### Notes to the Financial Statements

#### 1. Statement of Accounting Policies

##### o) Provision for Cyclical Maintenance

The property from which the School operates is owned by the Crown, and is vested in the Ministry. The Ministry has gazetted a property occupancy document that sets out the Board's property maintenance responsibilities. The Board is responsible for maintaining the land, buildings and other facilities on the School site in a state of good order and repair.

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside day-to-day maintenance. The provision is a reasonable estimate, based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition.

The schools carries out painting maintenance of the whole school over a 7 to 10 year period, the economic outflow of this is dependent on the plan established by the school to meet this obligation and is detailed in the notes and disclosures of these accounts.

##### p) Financial Instruments

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are initially recognised at fair value and subsequently measured at amortised cost, using the effective interest method.

Investments that are shares are categorised as 'financial assets at fair value through other comprehensive revenue and expense' for accounting purposes in accordance with financial reporting standards. On initial recognition of an equity investment that is not held for trading, the School may irrevocably elect to present subsequent changes in the investment's fair value in other comprehensive revenue and expense. This election has been made for investments that are shares. Subsequent to initial recognition, these assets are measured at fair value. Dividends are recognised as income in surplus or deficit unless the dividend clearly represents a recovery of part of the cost of the investment. Other net gains and losses are recognised in other comprehensive revenue and expense and are never reclassified to surplus or deficit.

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. Financial liabilities are subsequently measured at amortised cost using the effective interest method. Interest expense and any gain or loss on derecognition are recognised in surplus or deficit.

##### q) Borrowings

Borrowings on normal commercial terms are initially recognised at the amount borrowed plus transaction costs. Interest due on the borrowings is subsequently accrued and added to the borrowings balance. Borrowings are classified as current liabilities unless the school has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

##### r) Goods and Services Tax (GST)

The financial statements have been prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable which are stated as GST inclusive.

The net amount of GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statements of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

##### s) Budget Figures

The budget figures are extracted from the School budget that was approved by the Board at the start of the year.

##### t) Services received in-kind

From time to time the School receives services in-kind, including the time of volunteers. The School has elected not to recognise services received in kind in the Statement of Comprehensive Revenue and Expense.

## DYER STREET SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2024

### 2. Government Grants

|   | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|---|----------------------|-------------------------------------|----------------------|
| Government Grants - Ministry of Education | 809,378              | 533,000                             | 702,664              |
| Other government grants                   | 24,159               | -                                   | 11,793               |
| Teachers' salaries grants                 | 1,160,835            | 1,162,473                           | 1,126,305            |
| Use of Land and Buildings grants          | 229,857              | 229,857                             | 212,213              |
|   | <u>2,224,229</u>     | <u>1,925,330</u>                    | <u>2,052,975</u>     |

### 3. Locally Raised Funds

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|-------------------------------------|----------------------|
| <b>Revenue</b>                                   |                      |                                     |                      |
| Fees for Extra Curricular Activities             | 8,045                | -                                   | 18,804               |
| Donations & Bequests                             | 2,933                | 1,000                               | 3,565                |
| Fundraising & Community Grants                   | 16,166               | 10,000                              | 31,404               |
| Other revenue                                    | 10,987               | 8,000                               | 10,463               |
| Trading  | 8,863                | 300                                 | 83                   |
|  | <u>46,994</u>        | <u>19,300</u>                       | <u>64,319</u>        |
| <b>Expenses</b>                                  |                      |                                     |                      |
| Extra Curricular Activities Costs                | 6,949                | -                                   | 16,110               |
| Fundraising & Community Grant Costs              | 5,507                | -                                   | 5,443                |
| Trading  | 8,017                | -                                   | 213                  |
|  | <u>20,473</u>        | <u>-</u>                            | <u>21,766</u>        |
| <i>Surplus for the year Locally raised funds</i> | <u>26,521</u>        | <u>19,300</u>                       | <u>42,553</u>        |

## DYER STREET SCHOOL

Notes to the Financial Statements  
For the year ended 31 December 2024

### 4. Learning Resources

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|-------------------------------------|----------------------|
| Curricular                               | 30,277               | 37,200                              | 39,238               |
| Employee Benefits - Salaries             | 1,459,481            | 1,351,640                           | 1,289,289            |
| Information and Communication Technology | 3,900                | 5,000                               | 8,818                |
| Library Resources                        | 117                  | 700                                 | 13                   |
| Staff Development                        | 13,756               | 12,500                              | 6,683                |
| Depreciation                             | 52,009               | 43,000                              | 44,644               |
|  | <u>1,559,540</u>     | <u>1,450,040</u>                    | <u>1,388,685</u>     |

### 5. Administration

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|-------------------------------------|----------------------|
| Audit Fee                                      | 9,300                | 8,790                               | 8,789                |
| Board Fees                                     | 2,540                | 3,200                               | 2,470                |
| Board Expenses                                 | 1,722                | 1,000                               | 979                  |
| Communication                                  | 4,622                | 6,050                               | 5,405                |
| Employee Benefits - Salaries                   | 100,441              | 91,717                              | 101,507              |
| Healthy School Lunches Expenses                | 203,994              | -                                   | 182,224              |
| Insurance                                      | 7,009                | 8,000                               | 5,357                |
| Other  | 32,347               | 35,849                              | 29,255               |
| Service Providers, Contractors and Consultancy | 7,500                | 9,000                               | 7,500                |
|  | <u>369,475</u>       | <u>163,606</u>                      | <u>343,486</u>       |

### 6. Property

|                                   | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|-----------------------------------|----------------------|-------------------------------------|----------------------|
| Consultancy and Contract Services | 11,007               | 14,000                              | 10,276               |
| Cyclical Maintenance Provision    | 51,318               | 14,167                              | 19,978               |
| Employee Benefits - Salaries      | 67,273               | 65,835                              | 60,368               |
| Grounds                           | 2,237                | 2,000                               | 852                  |
| Heat, Light and Water             | 16,195               | 17,000                              | 16,610               |
| Repairs and Maintenance           | 17,528               | 18,000                              | 17,227               |
| Security                          | 1,491                | 2,500                               | 3,132                |
| Use of Land and Buildings         | 229,857              | 229,857                             | 212,213              |
|                                   | <u>396,906</u>       | <u>363,359</u>                      | <u>340,656</u>       |

The use of land and buildings figure represents 5% of the school's total property value. Property values are established as part of the nation-wide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

## DYER STREET SCHOOL

Notes to the Financial Statements  
For the year ended 31 December 2024

### 7. Cash and Cash Equivalents

|   | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|---|----------------------|-------------------------------------|----------------------|
| Bank Call Account                                     | 3,685                | 3,500                               | 3,583                |
| Bank Current Account                                  | 211,633              | 78,715                              | 74,177               |
| Net cash and cash equivalents for Cash Flow Statement | <u>215,318</u>       | <u>82,215</u>                       | <u>77,760</u>        |

Of the \$215,318 Cash and Cash Equivalents, \$3,497 of Revenue Received in Advance is held by the School, as disclosed in note 14.

### 8. Accounts Receivable

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|-------------------------------------|----------------------|
| Interest                                   | 5                    | -                                   | 1,106                |
| Receivables                                | 965                  | 105,000                             | -                    |
| Receivables from the Ministry of Education | 291                  | -                                   | -                    |
| Teacher Salaries Grant Receivable          | 112,682              | -                                   | 86,081               |
|  | <u>113,943</u>       | <u>105,000</u>                      | <u>87,187</u>        |
| Receivables from Exchange Transactions     | 1,261                | 105,000                             | 1,106                |
| Receivables from Non-Exchange Transactions | 112,682              | -                                   | 86,081               |
|  | <u>113,943</u>       | <u>105,000</u>                      | <u>87,187</u>        |

### 9. Inventories

|            | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|------------|----------------------|-------------------------------------|----------------------|
| Stationery | -                    | 150                                 | -                    |
|            | <u>-</u>             | <u>150</u>                          | <u>-</u>             |

### 10. Investments

The School's investment activities are classified as follows:

|                          | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|--------------------------|----------------------|-------------------------------------|----------------------|
| Current Asset            | -                    | -                                   | -                    |
| Short-term Bank Deposits | -                    | 150,000                             | 180,000              |

## DYER STREET SCHOOL

Notes to the Financial Statements  
For the year ended 31 December 2024

### 11. Property, Plant and Equipment

|                                    | Opening<br>Balance<br>(NBV) | Additions     | Disposals | Impairment | Depreciation    | Total (NBV)    |
|------------------------------------|-----------------------------|---------------|-----------|------------|-----------------|----------------|
| 2024                               | \$                          | \$            | \$        | \$         | \$              | \$             |
| Furniture and Equipment            | 80,639                      | 2,649         | -         | -          | (13,062)        | 70,223         |
| Grounds Equipment                  | 38,053                      | 4,801         | -         | -          | (10,506)        | 32,349         |
| Information and Communication      | 26,409                      | 2,036         | -         | -          | (6,895)         | 21,551         |
| Leased Assets                      | 33,925                      | 5,849         | -         | -          | (16,618)        | 23,157         |
| Leasehold Improvements             | 52,679                      | 21,960        | -         | -          | (3,913)         | 70,726         |
| Library Resources                  | 6,647                       | -             | -         | -          | (831)           | 5,816          |
| Plant & Machinery                  | 796                         | -             | -         | -          | (184)           | 612            |
| <b>Balance at 31 December 2024</b> | <b>239,148</b>              | <b>37,295</b> | <b>-</b>  | <b>-</b>   | <b>(52,009)</b> | <b>224,434</b> |

The net carrying value of equipment held under a finance lease is \$23,157 (2023: \$33,925).

#### Restrictions

With the exception of the contractual restrictions related to the above noted finance leases, there are no restrictions over the title of the school's property, plant and equipment, nor are any property, plant and equipment pledged as security for liabilities.

|                               | 2024                 | 2024                        | 2024              | 2023                 | 2023                        | 2023              |
|-------------------------------|----------------------|-----------------------------|-------------------|----------------------|-----------------------------|-------------------|
|                               | Cost or<br>Valuation | Accumulated<br>Depreciation | Net Book<br>Value | Cost or<br>Valuation | Accumulated<br>Depreciation | Net Book<br>Value |
|                               | \$                   | \$                          | \$                | \$                   | \$                          | \$                |
| Furniture and Equipment       | 229,919              | (159,696)                   | 70,223            | 227,276              | (146,637)                   | 80,639            |
| Grounds Equipment             | 99,562               | (67,213)                    | 32,349            | 94,761               | (56,708)                    | 38,053            |
| Information and Communication | 147,145              | (125,594)                   | 21,551            | 145,108              | (118,699)                   | 26,409            |
| Leased Assets                 | 89,437               | (66,280)                    | 23,157            | 83,587               | (49,662)                    | 33,925            |
| Leasehold Improvements        | 150,216              | (79,490)                    | 70,726            | 128,256              | (75,577)                    | 52,679            |
| Library Resources             | 48,344               | (42,528)                    | 5,816             | 48,344               | (41,697)                    | 6,647             |
| Plant & Machinery             | 2,161                | (1,549)                     | 612               | 2,161                | (1,365)                     | 796               |
| <b>Balance at 31 December</b> | <b>766,784</b>       | <b>(542,350)</b>            | <b>224,434</b>    | <b>729,493</b>       | <b>(490,345)</b>            | <b>239,148</b>    |

### 12. Accounts Payable

|                                       | 2024           | 2024                  | 2023           |
|---------------------------------------|----------------|-----------------------|----------------|
|                                       | Actual         | Budget<br>(Unaudited) | Actual         |
|                                       | \$             | \$                    | \$             |
| Creditors                             | 8,184          | 15,000                | 8,940          |
| Accruals                              | 15,023         | -                     | 10,523         |
| Employee Entitlements - salaries      | 130,916        | -                     | 91,672         |
| Employee Entitlements - leave accrual | 4,096          | 105,000               | 4,129          |
|                                       | <b>158,219</b> | <b>120,000</b>        | <b>115,264</b> |
| Payables for Exchange Transactions    | 158,219        | 120,000               | 115,264        |
|                                       | <b>158,219</b> | <b>120,000</b>        | <b>115,264</b> |

The carrying value of payables approximates their fair value.

## DYER STREET SCHOOL

Notes to the Financial Statements  
For the year ended 31 December 2024

### 13. Borrowings

|                       | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|-----------------------|----------------------|-------------------------------------|----------------------|
| Loans due in one year | 4,793                | -                                   | 4,793                |
| Due beyond one year   | 11,983               | 17,000                              | 16,776               |
|                       | <u>16,776</u>        | <u>17,000</u>                       | <u>21,569</u>        |

The school has borrowings at 31 December 2024 of \$16,776. This loan is from The Energy Efficiency and Conservation Authority for the purpose of upgrading lighting. The loan is unsecured and interest free.

### 14. Revenue Received in Advance

|   | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|---|----------------------|-------------------------------------|----------------------|
| Grants in Advance - Ministry of Education | 3,497                | -                                   | 3,713                |
|   | <u>3,497</u>         | <u>-</u>                            | <u>3,713</u>         |

### 15. Provision for Cyclical Maintenance

|   | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|---|----------------------|-------------------------------------|----------------------|
| Provision at the Start of the Year        | 25,000               | 25,000                              | 96,667               |
| Increase to the Provision During the Year | 13,587               | 14,167                              | 19,978               |
| Other Adjustments                         | 1,591                | -                                   | -                    |
| Use of the Provision During the Year      | (5,167)              | (31,167)                            | (91,645)             |
| Provision at the End of the Year          | <u>35,011</u>        | <u>8,000</u>                        | <u>25,000</u>        |
| Cyclical Maintenance - Current            | -                    | -                                   | 25,000               |
| Cyclical Maintenance - Non Current        | 35,011               | 8,000                               | -                    |
|   | <u>35,011</u>        | <u>8,000</u>                        | <u>25,000</u>        |

The schools cyclical maintenance schedule details annual painting to be undertaken, the costs associated to this annual work will vary dependent on the requirements during the year. This plan is based on the schools 10 Year Property plan.

## DYER STREET SCHOOL

Notes to the Financial Statements  
For the year ended 31 December 2024

### 16. Finance Lease Liability

The School has entered into a number of finance lease agreements for computers. Minimum lease payments payable:

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|-------------------------------------|----------------------|
| No Later than One Year                           | 16,842               | 4,900                               | 15,599               |
| Later than One Year and no Later than Five Years | 8,948                | 4,300                               | 20,361               |
| Future Finance Charges                           | (1,126)              | (700)                               | (1,126)              |
|  | <u>24,664</u>        | <u>8,500</u>                        | <u>34,834</u>        |
| Represented by                                   |                      |                                     |                      |
| Finance Liability - Current                      | 16,842               | 4,500                               | 15,599               |
| Finance Liability - Non Current                  | 7,822                | 4,000                               | 19,235               |
|  | <u>24,664</u>        | <u>8,500</u>                        | <u>34,834</u>        |

### 17. Funds Held for Capital Works Projects

During the year the School received and applied funding from the Ministry of Education for the following capital works projects.

|                     | 2024 | Opening<br>Balances<br>\$ | Receipts<br>from MoE<br>\$ | Payments<br>\$   | BOT<br>Contribution/<br>(Write-off to<br>R&M) | Closing<br>Balances<br>\$ |
|---------------------|------|---------------------------|----------------------------|------------------|---|---------------------------|
| Ventilation Project |      | (4,000)                   | 177,671                    | (196,114)        | -   | (22,443)                  |
| Totals              |      | <u>(4,000)</u>            | <u>177,671</u>             | <u>(196,114)</u> | <u>-</u>                                      | <u>(22,443)</u>           |

#### Represented by:

|   |                 |
|---|-----------------|
| Funds Held on Behalf of the Ministry of Education | -               |
| Funds Due from the Ministry of Education          | (22,443)        |
|   | <u>(22,443)</u> |

|                                    | 2023      | Opening<br>Balances<br>\$ | Receipts<br>from MoE<br>\$ | Payments<br>\$   | BOT<br>Contribution/<br>(Write-off to<br>R&M) | Closing<br>Balances<br>\$ |
|------------------------------------|-----------|---------------------------|----------------------------|------------------|---|---------------------------|
| Block C Upgrade & Roof Replacement |           | (2,685)                   | -                          | -                | 2,685   | -                         |
| Prefab Upgrade Work                |           | 32,429                    | 204,256                    | (236,685)        | -   | -                         |
| Block A & D Replacement Roofing    |           | (888)                     | 4,713                      | (3,825)          | -   | -                         |
| Ventilation Project                |           | -                         | -                          | (4,000)          | -   | (4,000)                   |
| Roof Fire                          | Completed | -                         | 18,038                     | (18,038)         | -   | -                         |
| Totals                             |           | <u>28,856</u>             | <u>227,007</u>             | <u>(262,548)</u> | <u>2,685</u>                                  | <u>(4,000)</u>            |

#### Represented by:

|   |                |
|---|----------------|
| Funds Held on Behalf of the Ministry of Education | -              |
| Funds Due from the Ministry of Education          | (4,000)        |
|   | <u>(4,000)</u> |

## DYER STREET SCHOOL

### Notes to the Financial Statements

For the year ended 31 December 2024

#### 18. Positive Behaviour for Learning Programme

Dyer Street School is part of the Positive Behaviour for Learning Programme which is an initiative funded by the Ministry of Education to promote positive behaviour in the School.

|                                     | 2024    | 2024        | 2023   |
|-------------------------------------|---------|-------------|--------|
|                                     | Actual  | Budget      | Actual |
|                                     | \$      | (Unaudited) | \$     |
| Funds held at beginning of the year | 7,808   | 7,808       | 7,808  |
| <i>Revenue</i>                      |         |             |        |
| Other Revenue                       | -       | -           | -      |
| Total funds available               | 7,808   | 7,808       | 7,808  |
| <i>Expenses</i>                     |         |             |        |
| Other Expenses                      | (7,808) | -           | -      |
| Funds Held at Year End              | -       | 7,800       | 7,808  |

#### 19. Related Party Transactions

The School is a controlled entity of the Crown, and the Crown provides the major source of revenue to the school. The school enters into transactions with other entities also controlled by the Crown, such as government departments, state-owned enterprises and other Crown entities. Transactions with these entities are not disclosed as they occur on terms and conditions no more or less favourable than those that it is reasonable to expect the school would have adopted if dealing with that entity at arm's length.

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and condition no more or less favourable than those that it is reasonable to expect the school would have adopted in dealing with the party at arm's length in the same circumstances. Further, transactions with other government agencies (for example, Government departments and Crown entities) are not disclosed as related party transactions when they are consistent with the normal operating arrangements between government agencies and undertaken on the normal terms and conditions for such transactions.

**DYER STREET SCHOOL**  
 Notes to the Financial Statements  
 For the year ended 31 December 2024

**20. Remuneration**

*Key management personnel compensation*

Key management personnel of the School include the Board, Principal, Deputy Principals and Heads of Departments.

|  | <b>2024</b>    | <b>2023</b>    |
|--|----------------|----------------|
|  | <b>Actual</b>  | <b>Actual</b>  |
|  | <b>\$</b>      | <b>\$</b>      |
| Remuneration                                       | 2,540          | 2,470          |
| <i>Leadership Team</i>                             |                |                |
| Remuneration                                       | 259,960        | 259,559        |
| Full-time equivalent members                       | 2.00           | 2.00           |
| <b>Total key management personnel remuneration</b> | <b>262,500</b> | <b>262,029</b> |

There are 7 members of the Board excluding the Principal. The Board had held 8 full meetings of the Board in the year. As well as these regular meetings, including preparation time, the Presiding Member and other Board members have also been involved in ad hoc meetings to consider student welfare matters including stand downs, suspensions, and other disciplinary matters.

*Principal*

The total value of remuneration paid or payable to the Principal was in the following bands:

|  | <b>2024</b>   | <b>2023</b>   |
|--|---------------|---------------|
|  | <b>Actual</b> | <b>Actual</b> |
|  | <b>\$000</b>  | <b>\$000</b>  |
| Salaries and Other Short-term Employee Benefits: |               |               |
| Salary and Other Payments                        | 140 - 150     | 140 - 150     |
| Benefits and Other Emoluments                    | 4 - 5         | 4 - 5         |

*Other Employees*

The number of other employees with remuneration greater than \$100,000 was in the following bands:

| <b>Remuneration</b> | <b>2024</b>       | <b>2023</b>       |
|---------------------|-------------------|-------------------|
| <b>\$000</b>        | <b>FTE Number</b> | <b>FTE Number</b> |
| 100 - 110           | 4                 | 2                 |
| 110 - 120           | 1                 | -                 |
|                     | <b>5</b>          | <b>2</b>          |

The disclosure for 'Other Employees' does not include remuneration of the Principal.

**21. Compensation and Other Benefits Upon Leaving**

The total value of compensation or other benefits paid or payable to persons who ceased to be board members, committee members, or employees during the financial year in relation to that cessation and number of persons to whom all or part of that total was payable was as follows:

|                  | <b>2024</b>   | <b>2023</b>   |
|------------------|---------------|---------------|
|                  | <b>Actual</b> | <b>Actual</b> |
| Toal             | -             | -             |
| Number of People | -             | -             |

## DYER STREET SCHOOL

### Notes to the Financial Statements

### For the year ended 31 December 2024

#### 22. Contingencies

There are no contingent liabilities and no contingent assets as at 31 December 2024 (Contingent liabilities and assets at 31 December 2023: nil).

##### Holidays Act Compliance – Schools Payroll

The Ministry of Education performs payroll processing and payments on behalf of boards, through payroll service provider, Education Payroll Limited.

The Ministry continues to review the Schools Sector Payroll to ensure compliance with the Holidays Act 2003. An initial remediation payment has been made to some current school employees. The Ministry is continuing to perform detailed analysis to finalise calculations and the potential impacts of specific individuals, as such, this is expected to resolve the liability for school boards.

##### Pay equity settlement wash-up

In 2024 the Ministry of Education provided additional funding for both the Support Staff in Schools' Collective Agreement (CA) Settlement and the Teacher Aide Pay Equity Settlement. At the date of signing the financial statements the School's final entitlement for the year ended 31 December 2024 has not yet been advised. The School has therefore not recognised an asset or a liability regarding this funding wash-up, which is expected to be settled in July 2025.

#### 23. Commitments

##### (a) Capital Commitments

As at 31 December 2024, the Board had capital commitments of \$428,025 (2023: nil) as a result of entering the following contracts:

| Contract Name                | Remaining<br>Capital<br>Commitment<br>\$ |
|------------------------------|--|
| ████████████████████         | ████████                                 |
| ████████████████████         | 416,000                                  |
| Network Hardware Replacement | 8,632                                    |
| <b>Total</b>                 | <b>428,025</b>                           |

The Board receives funding from the Ministry of Education for Capital Works which is disclosed in note 17.

##### (b) Operating Commitments

As at 31 December 2024 the Board has not entered into any operating commitments. (Operating commitments at 31 December 2023: \$nil).

## DYER STREET SCHOOL

Notes to the Financial Statements

For the year ended 31 December 2024

### 24. Financial Instruments

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

|   | 2024           | 2024                  | 2023           |
|---|----------------|-----------------------|----------------|
|   | Actual         | Budget<br>(Unaudited) | Actual         |
|   | \$             | \$                    | \$             |
| <b>Financial assets measured at amortised cost</b>      |                |                       |                |
| Cash and Cash Equivalents                               | 215,318        | 82,215                | 77,760         |
| Receivables   | 113,943        | 105,000               | 87,187         |
| Investments - Term Deposits                             | -              | 150,000               | 180,000        |
| Total Financial Assets Measured at Amortised Cost       | <u>329,261</u> | <u>337,215</u>        | <u>344,947</u> |
| <b>Financial liabilities measured at amortised cost</b> |                |                       |                |
| Payables  | 158,219        | 120,000               | 115,264        |
| Borrowings - Loans                                      | 16,776         | 17,000                | 21,569         |
| Finance Leases  | 24,664         | 8,500                 | 34,834         |
| Total Financial Liabilities Measured at Amortised Cost  | <u>199,659</u> | <u>145,500</u>        | <u>171,667</u> |

### 25. Events After Balance Date

There were no significant events after balance date that impact these financial statements.

### 26. Comparatives

There have been a number of prior period comparatives which have been reclassified to make disclosure consistent with the current year.

**DYER STREET SCHOOL**

Members of the Board

For the year ended 31 December 2024

| <b>Name</b> | <b>Position</b>  | <b>How position on Board gained</b> | <b>Occupation</b> | <b>Term expired/expires</b> |
|-------------|------------------|-------------------------------------|-------------------|-----------------------------|
| ██████████  | Presiding Member | Co-opted August 2023                |                   | August 2026                 |
| ██████████  | Principal        | Appointed                           | Principal         |                             |
| ██████████  | Parent Rep       | Elected March 2022                  |                   | May 2025                    |
| ██████████  | Parent Rep       | Elected August 2022                 |                   | May 2025                    |
| ██████████  | Staff Rep        |                                     |                   | May 2025                    |
| ██████████  | Parent Rep       | Co-opted August 2023                |                   | August 2026                 |
| ██████████  | Presiding Member | Elected March 2022                  |                   | February 2024               |
| ██████████  | Secretary        | Elected January 2024                |                   |                             |

## **DYER STREET SCHOOL**

### **Kiwisport Statement**

### **For the year ended 31 December 2024**

Kiwisport is a Government funded initiative to support sport for school aged children.

In 2024, our school received \$2,655 (2023: \$2,491) in our Operational Grant through this initiative to increase our student participation in organised sport.

The funds were used to cover Lower Hutt Primary School Sports Association (LHPSSA) sports fees and the remainder of the Kiwisport funding was used as a contribution towards providing sports coaching and swimming lessons.

#### **Statement of Compliance with Employment Policy**

For the year ended 31 December 2024 the Dyer Street School Board:

- Has developed and implemented personnel policies, within policy and procedural frameworks to ensure the fair and proper treatment of employees in all aspect of their employment
- Has reviewed its compliance against both its personnel policy and procedures and can report that it meets all requirements and identified best practice.
- Is a good employer an complies with the conditions contained in the employment contract of all staff employed by the Board.
- Ensures all employees and applicants for employments are treated according to their skills, qualifications and abilities, without bias or discrimination.
- Meets all Equal Employment Opportunities requirements.

# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Naenae Ukelele Group

Applicant: TEAM Naenae Trust

Contact: [REDACTED]

Compiled document order: application first, followed by supporting documents.

### Contents

1. Application Form (8 pages)
2. Supporting Document - Tutor Quote (1 page)
3. Supporting Document - Afternoon Tea Quote - New World (3 pages)
4. Supporting Document - Afternoon Tea Quote - Woolworths (6 pages)
5. Supporting Document - Te Mako Room Quote (1 page)
6. Supporting Document - TEAM Naenae Trust Annual Report 2024-2025 (13 pages)
7. Supporting Document - Annual Return Summary AR017 (5 pages)

Compiled application package - source documents unchanged

# Application Form

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Lillian Pak-Naenae Ukelele Group.pdf

Compiled application package - source documents unchanged

Thursday, April 30, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

[REDACTED]

Mailing Address

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes

Ethnicity of applicant/group

NZ European/Pākehā

Māori

Pacific Island

Asian

Middle Eastern/Latin American/African

How did you hear about the Creative Communities Scheme?

Council mail-out

### Project Details

Project Name

Naenae Ukelele Group

Brief description of project

Music is a wonderful way of building social inclusion and social cohesion, as well as learning and developing new skills, and engaging with arts activities.

We would like to contract a Ukelele Tutor for 1.5 hours a week during term time so: (a) our community can engage in creative arts; (b) our community can learn and practice the ukelele in a positive and supportive manner; (c) the people in our community can build and strengthen relationships using music as a medium; and (d) our community can become stronger and more resilient through these strengthened relationships.

Venue and suburb or town

Te Mako Naenae Community Centre, Hillary Court, Naenae

Start Date

Monday, June 29, 2026

|  |   |
|--|---|
| <b>Finish Date</b>   | Monday, June 28, 2027   |
| <b>Number of active participants</b>                                       | 18  |
| <b>Number of viewers/audience members</b>                                  | 150   |
| <b>Which of the schemes three funding criteria are you applying under?</b> | Access and Participation: Create opportunities for local communities to engage with, and participate in local arts activities   |
| <b>Artform or Cultural Arts practice</b>                                   | Music   |
| <b>What activity best describes your project?</b>                          | Workshop/wānanga  |
| <b>Cultural tradition of your project</b>                                  | European Māori Pacific Island Asian<br>Middle Eastern/Latin American/African<br>Ukeleles are from Hawai'i. Participants will be learning and sharing popular songs and songs from around the world. |

## Project Details

### The idea/Te kaupapa - What do you want to do?

We would like to offer our Naenae community and the wider community access to (1) learning the ukulele, singing, and learning new songs, and to (2) engage with others in the community who have a common interest in music.

Our participants will learn new skills and engage with an activity that allows them to participate in the arts, learn an instrument, learn music, sing new songs, be creative, meet new people, and develop friendships, in a fun and safe environment. They will also build confidence as musicians and as individuals.

Our project and group will also provide opportunities for our participants to perform from time to time in the community so that they can share what they have learned and so that others can benefit from the gift of music.

Over the years, we have appreciated the importance of music and how it is a wonderful vehicle for bringing our community together. This was reinforced during the COVID-19 restrictions from 2020 until all restrictions were dropped mid-August 2023. During this time, we witnessed the power of music in bringing the community together; to provide fellowship and hope when times are uncertain, frightening and challenging; and, to develop a sense of belonging and whanaungtanga to counteract feelings of sadness, loss, isolation, loneliness and depression caused by COVID-19. When our community came out of lockdowns and began meeting in person again, it was like reuniting with whānau. It was very powerful.

We would like to continue to provide this type of support, comfort and stability through music to our community, especially as times are getting tougher, with the cost-of-living increases and the looming recession. Our community has identified an ongoing need for a medium of connection through music.

Many of our participants are kaumatua (older persons) and they love having opportunities to come together, to socialise and to learn new skills. They have said that learning the ukelele has helped them feel connected. One gentleman noted that after his wife passed away, he felt so disconnected and alone. He

really appreciated being able to learn new skills and have a laugh doing so with new friends that he met through ukelele.

Some of our older participants have said that learning the ukelele has been great for keeping their mind and their body young and active. Learning a musical instrument can help reduce the risk of dementia by strengthening cognitive functions like memory and executive function and promoting brain plasticity. Active engagement with music, such as playing an instrument, provides a multisensory workout that stimulates the brain more effectively than passive listening. Studies show a significant association between playing an instrument in older adulthood and a lower likelihood of developing dementia. (Links to relevant articles listed below)

Last year (2024), Raewyn Hailes from CCS Disability Action, who represents the disability community on the local Whakatapu Ngaengae Community Advisory Group, asked TEAM Naenae Trust about its programmes. We noted that all of our programmes are open to people of all ages, backgrounds and abilities, and that we welcome people with all types of impairment. We also noted that our ukelele group attracts many disabled people in and near our community, and that our ukelele tutor himself has a chronic disabling disease and has a service dog.

Learning music offers significant benefits for people with disabilities, including improved communication, social skills, and emotional well-being through self-expression and stress reduction. It can also enhance cognitive function, such as memory and concentration, and improve fine and gross motor skills, coordination, and physical rehabilitation. Music therapy and adapted instruments can provide a personalized, non-verbal way to connect with others and achieve a sense of accomplishment and confidence.

-----  
Research re: benefits of learning music for older persons and those at risk of dementia:

"What Research Says About How Playing an Instrument Benefits Your Brain" (Creyos - 13 December 2024):  
[https://creyos.com/blog/how-playing-an-instrument-benefits-your-brain#:~:text=.%2C%202021\).-,Dementia%20Prevention,et%20al.%2C%202020](https://creyos.com/blog/how-playing-an-instrument-benefits-your-brain#:~:text=.%2C%202021).-,Dementia%20Prevention,et%20al.%2C%202020).

"Your brain shrinks after 40. Learning a musical instrument can reverse it." (National Geographic - 10 August 2025):  
<https://www.nationalgeographic.com/health/article/brain-atrophy-music-neuroplasticity-limitless#:~:text=A%202022%20Frontiers%20in%20Aging,Will%20I%20practice%20this%20regularly?>

"Playing a musical instrument good for brain health in later life - study" (BBC - 29 January 2024):  
<https://www.bbc.com/news/health-68105868>

"A Prescription for Music Lessons" (Federal Practitioner via National Library of Medicine - 2016 February):  
[https://pmc.ncbi.nlm.nih.gov/articles/PMC6368928/#:~:text=Research%20also%20indicates%20active%20participation,does%20passively%20listening%20to%20music.&text=Musical%20training%20provides%20a%20multisensory,sensory%20modalities%20with%20motor%20responses.&text=Verghese%20and%20colleagues%20found%20that,writing%2C%20and%20working%20crossword%20puzzles.&text=Verghese%20suggested%20that%206%20months,%2C%20keeping%20track%20of%20information\).&text=Balbag%20and%20colleagues%20who%20conducted,areas%2C%20such%20as%20a%20mall](https://pmc.ncbi.nlm.nih.gov/articles/PMC6368928/#:~:text=Research%20also%20indicates%20active%20participation,does%20passively%20listening%20to%20music.&text=Musical%20training%20provides%20a%20multisensory,sensory%20modalities%20with%20motor%20responses.&text=Verghese%20and%20colleagues%20found%20that,writing%2C%20and%20working%20crossword%20puzzles.&text=Verghese%20suggested%20that%206%20months,%2C%20keeping%20track%20of%20information).&text=Balbag%20and%20colleagues%20who%20conducted,areas%2C%20such%20as%20a%20mall).

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Research re: benefits of learning music for disabled persons:

"Understanding the Wellbeing Effects of a Community Music Program for People With Disabilities: A Mixed Methods, Person-Centered Study" (Frontiers in Psychology via National Library of Medicine - 14 December 2020):  
<https://pmc.ncbi.nlm.nih.gov/articles/PMC7768027/#:~:text=Dimensions%20of%20Social%20Skills,communication%20and%20interaction%20with%20others>.

"How Does Music Help Students with Disabilities" (Seashell Trust - 4 March 2022):  
<https://www.seashelltrust.org.uk/how-does-music-help-those-with->

disabilities/#:~:text=The%20use%20of%20music%20therapy,and%20their%20appetite%20for%20learning.

"The Benefits of Art and Music Therapy for People with Disabilities" (Absolute Care and Health - 6 September 2023):

<https://absolutecarehealth.com.au/resource-centre/benefits-of-art-and-music-therapy-for-people-with-disabilities/#:~:text=For%20people%20with%20communication%20disability,healthy%20and%20effective%20coping%20skills>

### **The process/Te whakatutuki - How will the project happen?**

We will offer free ukelele instruction to people in Naenae and the wider community. We will offer the participants the use of our ukeleles at the sessions because this will remove barriers to participating as some may not have nor be able to afford to purchase a ukelele.

The Naenae Ukelele Group will meet every Tuesday afternoon to learn how to play and to practice. We will run the group in Te Mako Naenae Community Centre which is centrally located in Hillary Court and accessible by public transport. There are also disability car parks just outside. This helps with equitable access.

The participants will learn new musical skills, take part in the arts, and be creative. They will also have the opportunity to meet new people, develop friendships, and develop a strong sense of community and belonging. Music will be used as a vehicle for effective community development.

Our project and group will also provide opportunities for our participants to perform from time to time in the community so that they can share what they have learned and so that others can benefit from the gift of music. From previous feedback, these performances are not only beneficial to our participants; but, also to the audience (i.e., residents in rest homes, retirement villages, etc.).

The group will also engage in simple song writing skills from time to time, which will take their level of creativity to a higher level. This will depend on confidence and comfort levels and may range from changing lyrics in an existing song, to writing new lyrics for the same tune, to writing a new song.

In response to your question re: our COVID-19 Plan and how we will deliver our project under COVID-19 restrictions: The group will meet online via Zoom when or if there is a COVID-19 surge or if there is another pandemic that prevents people from meeting safely face-to-face. We have done this before successfully and are ready and able to do this again if necessary.

### **The people/Ngā tāngata - Tell us about the key people and/or the groups involved**

There will be 13-20 committed participants each week. Residents in Naenae and the wider community, from all levels of competency, will have equitable access to the classes. Everyone will be welcome to join.

The sessions will be offered at no cost to ensure there is no financial barrier to these classes and to improve equitable access to music instruction. (The cost of other music lessons provided by other organisations in the city can be prohibitive, making learning and playing music out of reach and potentially elitist. We want to avoid this.)

We find that our participants are diverse. We have people of all ages, from stay-at-home parents who enjoy engaging with other adults to retired persons and seniors who attend to address concerns about social isolation; people from different ethnic backgrounds such as Māori, Pasifika, Europeans, Asians, and South Americans; people of different abilities, including people with special needs who enjoy engaging with others in the community and who develop a sense of pride in the new skills they learn; etc. Some of our participants also suffer from mental health issues and illnesses, and attending Ukelele Group helps them to destress and/or regulate their emotions in order to improve their wellbeing.

Our participants are a good reflection of the diversity in our community, and they are also a good reflection of our community's need to engage and learn new skills, and our aspirations to be a strong, creative, and resilient community. Everyone who attends has a love and appreciation for music, and want to develop skills in music through a local arts initiative.

We also note that most of our participants are on fixed incomes. With the current economic climate, the cost-of-living crisis and the rising cost of fuel, they are struggling to make ends meet and lack disposable income for social outings. They are at high risk of social isolation. Being able to attend a free ukelele group is very much appreciated and has such a significant impact on their lives.

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

Our selected criterion is access and participation - creating opportunities to engage with and participate in local arts.

We will provide free and open access to music instruction through our Ukelele Group. By providing the Ukelele Group for free, we will remove cost as a barrier. Because our Ukelele Group will be a local arts activity, participants are either within walking distance, or near public transportation (i.e., the 121 or 130 bus route or the Metlink train). There is no other Ukulele Group in Naenae and surrounding suburbs. Removing these barriers will encourage participation and provide improved, equitable access.

We will also provide open access to people in the wider community. Because of the open access, our Ukelele Group will attract a diverse group of participants from the community. There will be people of all ages, ethnicities, and abilities.

We will also have participants who are experiencing mental health illness. Our initiative will encourage connections and a fun, stress-reducing atmosphere for people to attend. By creating opportunities for local communities to engage with each other and by providing a fun & positive environment to participate in local arts activities, our Ukelele Group will reduce social isolation and encourage social cohesion and local support systems. Our group will be a place to distress and to promote wellbeing through music.

Because our Naenae Ukelele Group meets at Te Mako Naenae Community Centre, they are sometimes performing to an audience when the public stop in and enjoy the music. The group may perform at our community festivals such as the Naenae Christmas Block Party, and If possible, at rest homes, retirement villages, libraries and at community groups to give some joy through music to the community. Performing out in the community will be dependent on transport, and the confidence and comfort level of the participants.

Should there be a COVID-19 surge or another pandemic, the group will endeavour to perform online.

**Project Details (Financial)**

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

Yes

Do NOT include GST in your budget

**GST Number**

[Redacted]





Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs   | Detail                                    | Amount (\$) | What are you applying for under CSS? |
|-----------------|---|-------------|--------------------------------------|
| Ukelele Teacher | 1.5 hours per week x 43 weeks x \$70/hour | 4515        | 3515                                 |
|                 |   |             |                                      |

| Project needs | Detail  | Amount (\$) | What are you applying for under CSS? |
|---------------|---|-------------|--------------------------------------|
| Venue Hireage | 1.5 hours x 43 weeks  | 1,383.48    | 1,383.48                             |
| Afternoon Tea | coffee, tea, milk, sugar, biscuits (about \$571 exc GST or \$656 inc GST) | 571         | 71                                   |

**Please upload any quotes or receipts you have received for your project costs**

-  Quote - Tutor - Ukelele - 2026-2027.pdf
-  Quote - Afternoon Tea - New World - A... .pdf
-  Quote - Afternoon Tea - Woolworths - ... .pdf
-  TMQ30042613 Ukulele Room Quote.pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail  |
|-------------|---|
| 500         | Afternoon Tea - funded by Lotteries             |
| 1000        | contribution towards tutor costs from Lotteries |

**Total costs (\$)** 6469.48

**Costs less Income (\$)** 1500

**Amount you are requesting from the Creative Communities Scheme(\$)** 4969.48

**Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).**

| Application Date | Who To    | How Much (\$) | Confirmed or Unconfirmed           |
|------------------|-----------|---------------|------------------------------------|
| 2025 March       | Lotteries | 1500          | confirmed - 2 year grant from 2025 |

**Tell us about other grants you have received through the Creative Communities Scheme in the past three years.**

| Date          | Project Title        | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|---------------|----------------------|----------------------|---|
| December 2025 | Naenae Ukelele Group | 2,098.30             | Y   |
| May 2024      | Naenae Ukelele Group | 588.25               | Y   |
| May 2023      | Naenae Ukelele Group | 2385                 | Y   |
| May 2022      | Naenae Ukelele Group | 2110                 | Y   |

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**

TEAM Naenae Trust CC37212 - Annua... .pdf

CC37212\_AnnualReturnSummary\_AR... .pdf

**Declaration**

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

|                             |          |
|-----------------------------|----------|
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |

**Name of contact person/applicant** [REDACTED]

**Signed (contact person/applicant)** [REDACTED]

**Date** Thursday, April 30, 2026

**Date** Thursday, April 30, 2026

## Supporting Document - Tutor Quote

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Quote - Tutor - Ukelele - 2026-2027.pdf

Compiled application package - source documents unchanged

# Damian Duffy Guitar & Ukelele Tutor

## Quote

To: TEAM Naenae Trust  
c/o Te Mako Naenae Community Centre  
27 Hillary Court Naenae, Lower Hutt 5011

From: [REDACTED]  
[REDACTED]  
[REDACTED]

Date: 29 April 2026

| <b>Item</b>                | <b>Description and Unit Cost</b> | <b>Sub-total</b> |
|----------------------------|----------------------------------|------------------|
| Group Ukelele Lessons      | 1.5 hours per week               | <b>\$4515.00</b> |
| 29 June 2026 – 30 Jun 2027 | 43 weeks<br>\$70/hour            |                  |
|                            | <b>Total</b>                     | <b>\$4515.00</b> |

## Supporting Document - Afternoon Tea Quote - New World

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Quote - Afternoon Tea - New World - April 2026.pdf

Compiled application package - source documents unchanged

# Your Trolley

You're collecting from  
**New World Hutt City**

Select timeslot

## Tea



Bell Original Black Tea Bags  
100pk



ea

33<sup>45</sup>

## Coffee



Nescafe Classic instant Coffee  
170g



ea

83<sup>95</sup>

## Long Life & Dairy Free Milk



Sanitarium So Good Regular Soy Milk  
1l



ea

171<sup>57</sup>

**Milk**



Anchor Blue Milk  
1l

×

ea

147<sup>06</sup>

**Baking Supplies & Sugar**



Chelsea White Sugar  
1.5kg

×

ea

9<sup>38</sup>

**Biscuits & Crackers**



Griffin's Chockie Chippies Biscuits Share Pack  
320g

×

ea

138<sup>38</sup>



Griffin's Shrewsbury Biscuits Share Pack

350g

ea

**138<sup>38</sup>**



Some of the items in your cart may have limits. If your order exceeds the advertised limit, you may only receive the limited amount.



Due to the delay between selecting your groceries and delivery, product origins may change before your order is picked and before you receive your products.

**Order Summary**

7 items

**\$723.17**

Est. total

## Supporting Document - Afternoon Tea Quote - Woolworths

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Quote - Afternoon Tea - Woolworths - April 2026.pdf

Compiled application package - source documents unchanged



(/info/terms-and-conditions/1-dollar-delivery-app-offer-terms-and-conditions)

### Trolley

9 items

Allow substitutes for all

### Drinks

**Special** 25% Off



(/shop/productdetails?  
stockcode=267366&name=bell-black-tea-  
bags-original)

#### Bell Black Tea Bags Original

100pack \$4.99 / 100ea

(/shop/productdetails?

stockcode=267366&name=bell-black-tea-  
bags-original)

\$4.99 each

Item total \$24.95

5 ea.

Add shopper note

Allow subs.



(/shop/productdetails?  
stockcode=805879&name=nescaf-classic-  
instant-coffee)

#### Nescafé Classic Instant Coffee

Pouch 170g \$9.88 / 100g


(/shop/productdetails?

stockcode=805879&name=nescaf-classic-  
instant-coffee)

\$16.79 each

Item total \$83.95

5 ea.

 Add shopper note

Allow subs.

Fridge & Deli



(/shop/productgroup/80842)

(/shop/productdetails?

stockcode=701668&name=macro-organic-soy-milk-light)

**Macro Organic Soy Milk Light**

Carton 1L \$3.49 / 1L


(/shop/productdetails?

stockcode=701668&name=macro-organic-soy-milk-light)

\$3.49 each

Item total \$24.43

7 ea.

 Add shopper note

Allow subs.



(/shop/productdetails?

stockcode=83995&name=so-good-soy-milk-barista)

**So Good Soy Milk Barista**

Carton 1L \$3.99 / 1L


(/shop/productdetails?

stockcode=83995&name=so-good-soy-milk-barista)

\$3.99 each

Item total \$143.64

36 ea.

 Add shopper note

Allow subs.



(/shop/productgroup/80842)

(/shop/productdetails?

stockcode=282772&name=woolworths-milk-lite)

**Woolworths Milk Lite**

Bottle 1L \$3.06 / 1L


(/shop/productdetails?

stockcode=282772&name=woolworths-milk-lite)

\$3.06 each

Item total \$21.42

7 ea.

 Add shopper note

Allow subs.



(/shop/productgroup/80842)

(/shop/productdetails?

stockcode=282764&name=woolworths-milk-standard)

**Woolworths Milk Standard**

Bottle 1L \$3.06 / 1L


(/shop/productdetails?

stockcode=282764&name=woolworths-milk-standard)

\$3.06 each

Item total \$110.16

36 ea.

 Add shopper note

Allow subs.

Pantry

**Special** Save \$0.45



(/shop/productdetails?  
stockcode=266528&name=chelsea-white-  
sugar)

**Chelsea White Sugar**

Bag 1.5kg \$0.23 / 100g

(/shop/productdetails?

stockcode=266528&name=chelsea-white-  
sugar)

\$3.40 each

Item total \$6.80

2 ea.

Add shopper note

Allow subs.

**Member Price**



(/shop/productdetails?  
stockcode=337198&name=griffins-cookie-  
bear-biscuits-chockie-chip-share-pack)

**Griffin's Cookie Bear Biscuits Chockie Chip  
Share Pack**

320g \$1.69 / 100g

(/shop/productdetails?  
stockcode=337198&name=griffins-cookie-  
bear-biscuits-chockie-chip-share-pack)

\$5.40 each

Item total \$118.80

22 ea.

Add shopper note

Allow subs.

**Member Price**



(/shop/productdetails?  
stockcode=337199&name=griffins-cookie-  
bear-biscuits-shrewsbry-jam-filled)

**Griffin's Cookie Bear Biscuits Shrewsbry  
Jam Filled**

Share pack 350g \$1.54 / 100g

(/shop/productdetails?  
stockcode=337199&name=griffins-cookie-  
bear-biscuits-shrewsbry-jam-filled)

\$5.40 each

Item total \$118.80

22 ea.

Add shopper note

Allow subs.

Pick up fee

\$3.50

Subtotal (incl. savings of \$48.56)

\$652.95

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**Estimated total**

(incl. GST)

**\$656.45**

Why is this an estimated total

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## Supporting Document - Te Mako Room Quote

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TMQ30042613 Ukulele Room Quote.pdf

Compiled application package - source documents unchanged



**Q U O T E / I N V O I C E**

**Hirer Details:**  
TEAM Naenae Trust  
[Redacted]

**Date Issued:** 30/04/2026

**Purpose of Hire:**  
Ukulele room hire

**Your Details:**  
P O #  
Reference

**NOTES:**  
Quote for next year's room hire

**Te Mako Payment Details:**  
Particulars: TNT  
Code: Kahikatea  
Reference: TMQ30042613  
Hire Schedule: 2 Community

| Start Date | Room Hire | Notes                    | #Days | From  | To    | Duration | Amount     |
|------------|-----------|--------------------------|-------|-------|-------|----------|------------|
|            | Kahikatea | Quote: unconfirmed dates | 43    | 13:00 | 14:30 | 01:30    | \$1,591.00 |
|            |           |                          |       |       |       |          |            |
|            |           |                          |       |       |       |          |            |
|            |           |                          |       |       |       |          |            |

**After hours fee:** \$5.00 per hour outside of staffed hours      0      **\$0.00**  
**Total Hire**      **\$1,591.00**

**Bond:** (fully refundable\*)

**BOOKING TOTAL DUE:** **\$1,591.00**  
Includes GST of \$207.52

**Please make payment to:**

**GST#:** [Redacted]  
**Account:** TEAM Naenae Trust

**Bank:** [Redacted]  
**Account #:** [Redacted]  
**Reference:** [Redacted]

Quote is valid until 28 May 2026.  
Your booking time must include set up, pack down and cleaning.  
[Terms and Conditions](#) of hiring space in Te Mako are here.

**To accept this Quote, please confirm by reply email. Payment is required no later than 7 days prior to the event Start Date to confirm the booking.**  
\*Like the nature of all bonds, we charge the bond in case of incidentals. If we do not seek the cover of costs for any damage or incidents during your booking, the bond will be fully refunded to you after your event.

| Room descriptions: | All have access to HCC Public wifi and central kitchenette  |
|--------------------|---|
| Kahikatea          | Activity room (1) - 50 seated at tables; 70 seated only ; big screen; sound system; kitchen servery access; partition wall with Pukatea |
| Pukatea            | Activity room (2) - 30 seated at tables; 50 seated only; partition wall with Kahikatea  |
| Kāuta              | Kitchen - dishwasher, microwave, electric hob & oven, fridge, freezer, rear access; Booked if more than HW zip &/or servery used.       |
| Raupo              | Meeting Rooms (1&2) - 8 seated each, 14 seated together; TV screens either end; partition wall  |
| Tables & Chairs    | Please speak with Te Mako staff to enquire about the number of tables and chairs available for your use during your booking.            |

**Thank you for considering Te Mako. We look forward to hosting you.**

**Supporting Document - TEAM Naenae Trust Annual Report 2024-2025**

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TEAM Naenae Trust CC37212 - Annual Report - 2024-2025.pdf

Compiled application package - source documents unchanged



# 2025 Annual Report

## Annual General Meeting

### 12 December 2025





## Team Naenae Trust

### Our Mission

Make, promote, foster and facilitate connections for the best outcomes for our community

### Our Vision

Naenae: a vibrant, connected and inclusive community of strong resilient people

### Our Sponsors and Funders

Team Naenae Trust acknowledges the generosity and support from our sponsors and funders from the 1 September 2024 – 31 August 2025 financial year.

- Hutt City Council
- Community Organisation Grants Scheme (COGS)
- Lottery Community Fund
- Hutt Mana Charitable Trust

Thank you very much for your invaluable support. Without your generosity, we would not be able to achieve many of our goals and successes. Thank you also to the ongoing support from Hutt City FM, Te Mangungu Marae, Kokiri Marae Naenae Hub, and Naenae Neighbourhood Hub. We love working with you!

### Our Volunteers

Team Naenae Trust acknowledges and thanks its volunteers. We have about 40 who give of their time to help us make Naenae a vibrant, connected and inclusive community of strong resilient people. These volunteers help knit items for children in our community, set up and pack down our market, provide extra hands at our special events, and coordinate and/or facilitate programmes.

### Our Coordinator

We acknowledge and thank Sandra Fogliani, our Trust Coordinator, for continuing to do a wonderful job. Our programmes would not run without you! Thank you for your patience in wrangling the busy Trustees.

### Our Tutors

A huge thank you to our tutors, Rina Kerei who facilitated te Reo Māori classes, and Damian Duffy who facilitated our Ukelele group this past year. Your commitment to our community is wonderful and much appreciated. Your students love your teaching and your patience.

### Our New Te Mako Naenae Community Centre Staff

We acknowledge our Te Mako staff (Abigail Pa'u, Dorian Everard, and Daniel Hunt). Thank you for your hard work and amazing contribution. We always receive great feedback from the community about how wonderful you are. We also wish to thank Mātai Hume-Cook, and Simone Little who worked at Te Mako as Centre Assistants over this past financial year. We miss you and we wish you the very best on your new adventures.

### Our 2024-2025 Trustees

Thank you to our Trustees: Chris Norton, Leila Rutherford, Lillian Pak (Chair), Liz Pa'u (Secretary) and Wayne Paaka who have each volunteered hundreds of hours running the Trust. This year, we welcomed Reesha Ranchod, our new Treasurer and we farewelled Casey Diver, our previous Treasurer. Thank you, Casey, for all the work you put in!



### Chairperson's Remarks

Kia ora koutou. Talofa lava. Kia orana. Malo e laumalie. Fakatalofa atu. Ni sa bula vinaka.  
 Fakaalofa lahi atu. Malo ni. Kumusta. Namaste. Hola. Здравствуйте (Zdravejte). 您好 (nín hǎo).  
 안녕하세요(annyeong-hashimnikka). Chào anh / chi. السلام عليكم Hello!

### Te piko o te māhuri, tērā te tipu o te rākau.

The way in which the young sapling is nurtured (bent), determines how the tree will grow.

June 2025 was the one-year anniversary of Te Mako Naenae Community Centre. Being in and operating the new community facility was a much anticipated and exciting fulfilment of a dream that started in 2003. Back then, under Doug Pa'u's leadership, TEAM Naenae Trust and the community of Naenae had aspirations for an intentional, fit-for-purpose community centre in the heart of Hillary Court. This dream became a reality 21 years after it was first conceived.

As exciting as it was, operating the new Te Mako Naenae Community Centre did come with a number of teething issues, a steep learning curve, and many lessons learned. It was like being a new parent again. In theory, we knew what needed to happen and what outcomes we were wanting. It made us reflect on and confirm what our values are:

- aroha (love)
- whānaungatanga (relationships & connections)
- manaakitanga (kindness & compassion)
- kaitiakitanga (stewardship/guardianship)
- kotahitanga (unity as a community)
- mahi tahi (working together)
- whakamana (empowerment)
- ōritetanga (equality, equity, diversity and inclusion)

and how we would put these values into practice.

Getting to the 1-year milestone is an achievement we can all be proud of. A huge thank you to my fellow Trustees, our staff, Hutt City Council, City Councillor Andy Mitchell, the Whakatupu Ngaengae Community Advisory Group (CAG), Kokiri Marae Naenae Hub, Hutt City FM, and our community for your contribution and hard work in making sure our first year was a success.

Thank you to everyone who came to our 1-year anniversary celebration, to Te Whare Whakaruruhau o Raumanuka for co-hosting the event and opening the event with a powerful performance and to Naenae Primary School for the inspiring performance. It was so heartwarming to experience such an outpouring of generosity and kindness. What a beautiful sense of community and pride.

With such a good start, I have faith in the future of Te Mako. **Te piko o te māhuri, tērā te tipu o te rākau.** | The way in which the young sapling is nurtured (bent), determines how the tree will grow. With the aroha (love) and support from the community, Te Mako will continue to grow and hit new milestones.

Change can have a profound effect on wellbeing, and doing something differently can rejuvenate or refresh one's passion. As mentioned last year, with inflation, high unemployment and rising costs, it has not been an easy time for our community and other communities both here in Aotearoa New Zealand and overseas.



There is less funding and more groups in the community development space, all needing the limited funds. We have all had to tighten our belts, and make difficult decisions. Sadly, many charities and not-for-profit organisations have closed down this past year.

For TEAM Naenae Trust, the change to working out of the beautiful and newly renovated Te Mako Naenae Community Centre gave us hope and energy to persevere, especially when we would see the community coming together, supporting and encouraging each other; donating their time, talent, and things; and connecting. We also witnessed tenacity and resilience, love and generosity, passion and practice, and compassion and empathy.

In this report are some examples of how we have come together as a community.

I would like to thank our Coordinator, our tutors, our volunteers, and my fellow Trustees for their support and mahi over the past year. I am looking forward to working with you this upcoming year!

██████████  
Chair, TEAM Naenae Trust

## Report on Our Activities

### Building Community

#### *Naenae Knitting Natters*

This year, the Naenae Knitting Natters group continued to industriously knit items for charity using donated yarn, needles, haberdashery and patterns. The group enjoys having a purpose for knitting, sharing creative ideas and skills and socialising without the cost of having to purchase their own wool. They also love supporting the community in this way.



The group has knitted over 6000 items this calendar year, breaking its own record! That's a lot of wool! Donations of wool are always keenly sought and gratefully received. The Naenae Knitting Natters donated knitting needles, crochet hooks and wool yarn to St. Bernadette's school children knitting group. This was possible to achieve thanks to Hutt Mana Charitable Trust grant. The group also hosted school children who attended a session to learn about the group and how to knit.

During the July 2025 school holidays, the Naenae Knitting Natters group, supported by the Naenae Neighbourhood Hub (i.e., Naenae Library), and using funds from The Hut Mana Charitable Trust grant, implemented the "I Can Knit" activity. The children who participated got a taste of what knitting entails and gave it a try. They took home not only wool yarn and needles, but the start of a knitting garment (scarf, blanket) of their choice.



TEAM Naenae Trust and Team Naenae Knitting Natters were finalist for the Wellington Airport Regional Community Awards 2025 – Hutt City!

This past year, the Naenae Knitting Natters group has donated:

- baby and toddler garments and blankets
- children’s gloves, beanies, scarves, slippers
- adult jerseys and garments
- woolen hearts, twiddlemuffs

to organisations such as:

- Pomare Primary School
- St. Michael’s Primary School
- Hutt Hospital
- Wellington Hospital
- Cancer Kids
- Pregnancy Help
- Rata Street Primary school
- Naenae Primary School
- Te Omanga Hospice
- Foster Hope
- Red Cross Refugee Support Programme
- Kokiri Marae

Feedback from participants of the Knitting Natters in the end-of-year evaluation:



*“I joined the knitting club half way through this year. It's a lovely friendly group and I enjoy making things that are donated to the wider community”*

*“Wonderful group of knitters who produce so many items for the community. New members fit in well and we still get a lots of donations of wool from the community to keep us going.”*

*“Started at the beginning of the year and was made to feel very welcomed. Lovely, kind, helpful, friendly group..”*

*“ Attendance has been amazing. The distribution to schools was very successful. Many happy children. We have set up a roster for setting up the room each Wednesday. This has taken pressure off the coordinator”*

### **Ukelele Group**

Under the leadership and tutelage of Damian Duffy, the Ukelele Group is still going strong. There is a core group of 12-20 participants who attend weekly and some who attend from time to time when they are able. Every week, they learn how to play new chords and techniques, practise various songs, and sometimes, they write simple lyrics. Our ukelele group provides opportunities for our local community to engage with music, and to participate in local music activities. Our participants are diverse, from different backgrounds and ages.





Feedback from participants of the Ukelele Group in the end-of-year evaluation:



***" I participated in the Ukulele programme at Naenae on a Tuesday afternoon and I thoroughly enjoyed it. Our tutor, Damian is very welcoming to any newcomer and he is very patient when teaching chords and trums of the different sings we learned. He also offers a wide variety of songs to learn which is fantastic."***

***"I really enjoy learning strum patterns and riffs. I like the variety of songs that Damian has introduced to us, and that they are his own arrangements, that you can play along to, on the radio or Youtube. Damian is knowledgeable and impart that information in an easy and kind manner. He has a good sense of humour. He is inclusive - beginners fit in easy, he listens to questions. This is a lovely group to belong to."***

***" I have really enjoyed the sessions with a very good tutor and have learned a lot. I go home feeling very happy"***

***"Learning new songs, [I enjoyed] being part of a friendly group"***

### ***Tau Kē Naenae Te Reo Māori Classes***

TEAM Naenae Trust has offered a te reo Māori classes since 2020. The aim of the classes is to support our community to learn and use te reo Māori in everyday life. The classes also serve to encourage our community to learn about Māori culture. We would love to see Naenae become reo rua (bilingual)!

The participants are diverse - males, females, from young adults to seniors, from Māori and non-Māori backgrounds, from people born in Aotearoa New Zealand to migrants and former refugees, etc.; but, all participants show a commitment to learning Māori language and culture. The tutor, Rina, excels at not only teaching; but, also bringing together a diverse group of people. The participants have noted they have become like a family and they love how they feel like they belong.

This past year, TEAM Naenae Trust have worked with Te Mangungu Marae to offer these classes, with the Marae generously offering a venue and TEAM Naenae Trust providing resources.

In the past, Tau Kē Naenae Te Reo Māori classes were externally funded by Te Mātāwai; but, with changes to eligibility, it is not a fund we are able to continue to access. We are seeking new funding in order to keep this group going.



### **Historias, Risas Y Sabores | Stories, Laughter and Flavours**



The fortnightly Historias, Risas Y Sabores (Stories, Laughter and Flavours) cooking group keeps going from strength to strength. It provides a safe place for former refugees to engage with others, feel included, have fun, learn new recipes using ingredients available in Aotearoa New Zealand, build confidence, and develop a sense of belonging.

This programme is a fantastic example of how a community can show manaaki (kindness and hospitality) and welcome people new to Aotearoa New Zealand. A huge thank you to the volunteers (Grace, Lauren, Kylie, Elisabeth, Charlotte, Sofia, and others) and our Trust Coordinator, Sandra Fogliani, who supports the group, and to both Wesley Rata Village and Te Puna Manawa (St. David's Church) for providing a welcoming venue over this past year.

Sometimes we have guest speakers who come and teach the group new recipes, crafts, about life in Aotearoa New Zealand. This past year, guest speakers have included Gregory Street from Hutt City Council (re: climate change), Lucia Cabrera from ChangeMakers Resettlement Forum, Kyle from Kaibosh, Emily Innes from Wesley Rata Village, and Santa Claus.



The group really appreciates being in Aotearoa New Zealand and enjoy the various communities here. This can be seen in the variety of the recipes they have tried – from Māori fry bread to Japanese okonomiyaki, from Peruvian potato papas rellenas to Tunisian chickpea lablabi, from Indian curries to Greek salad, etc. It is also seen in the trips they have taken to explore the Wellington Botanical Gardens and Kaitoke Regional Park, the learning and inclusion of te reo Māori, and the volunteer work with the Lower Hutt Art Trail and fundraising for Kaibosh and TEAM Naenae Trust. We are extremely proud of this beautiful group of new New Zealanders.

Feedback from Historias, Risas Y Sabores participants in the end-of-year evaluations include:

***"What went well this year was as always such a welcoming group of people who are always up for the fun activities that are happening- just thinking of the laughing yoga as an example"***

***"I really liked the camaraderie and helpfulness of the people and the programme."***

***" What I like most is that I can share with other people.."***

***" I like everything. What I liked most was sharing with everyone."***





### **Naenae Youth Network Forum**

The Naenae Youth Network Forum was originally established in 2018 for organisations and individuals working in youth development in Naenae and surrounding areas. It was put on hold until all COVID-19 restrictions were removed at the end of 2023. The kaupapa includes: advocacy, kotahitanga (working collaboratively, supporting each other), whāungatanga (connecting and belonging to the network and the community), restorative practice, mauri ora (enhancing the mauri / life / vitality of our youth and ensuring they all feel welcomed and included).



This past year, the network continued to meet over regular one-hour “breakfast” meetings to continue whakawhānaungatanga (i.e., understanding each other better and finding areas of synergy) and exploring ways of working collaboratively to support and work with the youth in our community.

Participants were from across Te Awa Kairangi | Hutt Valley, from Te Whanganui a Tara | Wellington, and drawn from the Local Government, schools, community organisations, and not-for-profit sectors.

The group acknowledge it is taking a bit of time for them to identify and deliver a collaborative project, event or programme, especially since they are already very busy individuals and organisations. They worked collaboratively to run a small school holiday event in July 2025, and hope there will be more activities in 2026.

Feedback from the Forum’s end-of-year evaluations include:

***“It is the only active Rangatahi Organizations Forum in Lower Hutt at the moment.”***

***“Good to connect to other agencies / people “***

***“[What went well:] Making connections with other organisations providing services for young people in Naenae/Hutt City”***

***“The team was always inviting and excited to lead/contribute to the discussion.”***

***“The meetings were consistent and reliable”***





## Connect and Promote Services

### *Te Mako Naenae Community Centre*

Hutt City Council renovated the historic Naenae Post Office building into the new Te Mako Naenae Community Centre. In its directive to make the Community Centre community-led, Council worked with the Whakatapu Ngaengae Community Advisory Group (CAG) to design the space, and to select the lead tenant and operator. TEAM Naenae Trust put in an Expression of Interest and was selected to operate the Community Centre.

Te Mako Naenae Community Centre opened on 29 June 2024. The opening was also a community Matariki celebration, honouring the historic past of the building, and looking to its future as the new heart of the community.

Since its opening, Te Mako has become a vibrant centre for our community. Te Mako has been the venue for celebrations (i.e., graduations, birthdays, engagements, end-of-year celebrations, festivals, ethnic holidays, etc.), learning (i.e., training, workshops, children's lessons, cooking lessons, ukelele group, etc.), social and community activity (i.e., Naenae Knitting Natters, community meetings, support groups, drama groups, kapa haka groups, etc.), art (i.e., Lower Hutt Arts Trail), and more. We are very proud of what the Centre has achieved and it is wonderful to see the community embrace the Centre.

### *First Birthday of Te Mako & Matariki 2025*



Matariki 2025 at Te Mako was a community-based celebration of both the Māori new year and the first birthday for Te Mako Naenae Community Centre on Saturday 28 June 2025. The normal Naenae Village Market maintained its hustle and bustle outside in Hillary Court. The weather was both cold and wet; but, we warmly welcomed everyone who joined the celebration and in the kaumatua corner set at the the Kokiri Marae Naenae Hub, we provided

kaumatua and kuia with free hangi, and hot drinks in a warm and cozy space. The delicious hangi were made by local crew MG Hangis. TEAM Naenae's Historias, risas y sabores / Stories, laughter and Flavours refugee group made fried bread in Te Puna Manawa.

Inside the Centre, there was a showcase of local talent and culture, enthusiastically and enjoyably threaded together by the Whitireia music programme's 2025 band, many of whom from or with ties to Naenae. Our community and market-goers were treated to performances by local school and cultural groups with kapa haka, and dances and songs from Fiji, Tonga and Rarotonga / the Cook Islands.





Also in the Centre was a tamariki crafts corner where children could weave stars, fold paper stars, and colour and complete Matariki activity sheets. There were posters about Matariki and the 9 stars, and two interactive boards: one to remember loved ones who have passed this past year and one to share our dreams, hopes and aspirations for the upcoming year.

The weather and school holidays dampened the numbers attending to around 700 people - but in talking to stallholders and the public, everyone had a great time and everyone loved the Matariki and birthday cakes. It was heartwarming to overhear comments such as "We love this place", "Te Mako is such a lovely wee place", "It's so cool our community has this place".



**Te Mako First Birthday Morning Tea**

TEAM Naenae Trust hosted a Te Mako First Birthday Morning Tea on 18 July 2025. The event was co-hosted by ngā tāne of Te Whare Whakaruruhau or Raumanuka who kicked off the event with an amazing kapa haka performance.



The event was attended by participants from TEAM Naenae Trust programmes and groups, the Whakatupu Ngaengae Community Advisory Group (CAG), members of the Te Mako Governance Group, City Councillors, local schools, Kokiri Marae, Hutt City Libraries, Te Ngaengae Pool, Hut City FM, and local businesses.

We would like to acknowledge Naenae Primary School whose students performed an amazing impromptu waiata and kapa haka to celebrate Te Mako.





### **Monthly Community Meetings**

TEAM Naenae Trust continued to represent and advocate for the community through our monthly community meetings which provided a platform for people to be informed about and to engage with issues that affect the community. This past year, these meetings were held at Te Mako Naenae Community Centre. Where possible, meetings were livestreamed on our Facebook Page, often reaching between 200 - 1000+ people per livestream. We had a number of guest speakers from central, regional and local government, NGOs, and community groups.

### **Local Government Elections Meet The Candidates Evening**

We strongly encourage civic engagement, especially informed voting. One of the ways we do this is by running Meet the Candidates evenings.

We ran a Meet the Candidates Evening for local government (Hutt City and Greater Wellington Regional Councils) on 24 September 2025. The meeting was run in our (in)famous "Speed Dating" format. Attendees were grouped into small groups of throughout Te Mako, and candidates moved from group to group every 4-5 minutes. This format enables attendees to engage with each candidate on issues and topics important to them rather than listen to candidates perform a prepared, well-rehearsed, memorised speech.

The feedback we received from attendees was overwhelmingly positive, and candidates noted that this was a great way for them to meet voters and to discuss issues of importance in a meaningful way.

The event was well attended. For those people in our community who were unable to attend, each candidate was livestreamed, each being asked the same set of questions from our community. Our community thanked us for this because for many, it was the only interaction they had with candidates.

Similar to the last Local Government Elections Meet The Candidates Speed Dating Event, one of the attendees wrote about it on reddit: [Went to the Meet the Candidates in Naenae : r/Wellington](#)

### **Living Wage for Resene**

TEAM Naenae Trust is an Accredited Living Wage Employer. We are also on the local Wellington Region Member Organisation Council (MOC), and our Chair serves as the Co-Chair of the MOC Steering Group.

Workers at Resene, a New Zealand company based in Naenae, have been negotiating for a Living Wage. TEAM Naenae Trust has supported this campaign because a community is not whole if workers do not have enough money in their pockets. It benefits all of us and allows our community to thrive if workers get a Living Wage.





**Facebook**

Facebook has proven to be a valuable and effective platform to connect with the community. Our Facebook page is used to inform the community about TEAM Naenae Trust programmes and events as well as sharing information to support other community groups and initiatives and HCC community engagement.

Our page has grown from 1.9K followers to 2.4K followers. This is about 500 more than last year which was 200+ more than the previous year. On average, our posts reach between 150 and 900 people.

We are always open to ideas and suggestions from the community on how best we can engage and work with them!

**Website**

We launched our website, [www.naenae.co.nz](http://www.naenae.co.nz), this past year! The website provides information about TEAM Naenae Trust, Te Mako Naenae Community Centre and Naenae Village Market.

**Naenae Village Market**

The Naenae Village Market continued to run nearly every weekend in 2024-2025 and brought many people together.

We welcomed many vendors back from previous years, and had several new ones join us. We always try to maintain a wide variety of vendors, products and services within the market - and 2024-2025 was no different with new flavours from around the world and new, locally sourced products.



The Market also had a number of other events integrated - notably the various festivals, the Christmas Market, Lunar New Year, Matariki, Te Mako’s First Birthday, etc. These festivals included music, bands and school performance groups, health and community services and other festival related activities, drawing thousand-strong crowds.

Our social media presence is crucial to these events, as we promote our local community's productivity and spirit. The Market’s Facebook page had over 4,000 followers; but, after it was hacked and deleted, we have had to create a new Facebook page from 29 March 2025. This was devastating for us to lose such an active social media page. It currently sits at about 320 followers.





## TEAM Naenae Trust Financial Report

For the 12-month period ending 31 August 2025:

### Profit and Loss

TEAM Naenae Trust

For the 12 months ended 31 August 2025

| Income  | exc GST           |
|---|-------------------|
| <b>Contract</b>   |                   |
| Hutt City Council Te Mako Funding (July 2024)             | 90,000.00         |
| <b>Contestable Funding</b>                                |                   |
| Hutt city Council Christmas Event Funding (December 2024) | 3,000.00          |
| Hutt City Council Matatiki Event Funding (June 2025)      | 5,000.00          |
| Lotteries (March 2025 for 2025-2026 year)                 | 20,000.00         |
| Hutt Mana Trust (April 2025 for 2025-2026 year)           | 3,496.00          |
| <b>Fundraiser</b>   |                   |
| Historias, Risas y Sabores Group Fundraiser               | 347.83            |
| <b>Donation</b>   |                   |
| SVTL (25 October 2024)                                    | 354.37            |
| <b>Income</b>   |                   |
| Te Mako General Income                                    | 44,824.34         |
| Naenae Village Market                                     | 4,897.44          |
| <b>Total Income</b>                                       | <b>171,919.98</b> |
| <b>Operating Expenses</b>                                 |                   |
| Accounting Fees   | 1,531.00          |
| Bank Fees   | 25.00             |
| Festival Expenses   | 4,875.46          |
| Coordinator Wages and Salaries + Kiwisaver                | 17,589.38         |
| Insurance   | 1,744.00          |
| Legal expenses  | 3,306.24          |
| Naenae Village Market Entertainment                       | 173.92            |
| Naenae Village Market Expenses                            | 932.88            |
| Naenae Village Market Wages and Salaries                  | 1,847.75          |
| Postage   | 243.48            |
| Reimbursements  | 1,177.64          |
| Charities Annual Fee                                      | 44.44             |
| Subscriptions & Services                                  | 400.00            |
| Sundry  | 756.24            |
| Te Mako Bond Refund                                       | 1,147.83          |
| Te Mako General Expenses                                  | 23,452.91         |
| Te Mako Salaries  | 68,142.30         |
| Historias, Risas y Sabores Expenses                       | 563.84            |
| Ukulele Group Expense                                     | 2,739.14          |
| <b>Total Operating Expenses</b>                           | <b>130,693.45</b> |
| <b>Net Profit</b>   | <b>41,226.53</b>  |

## Supporting Document - Annual Return Summary AR017

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CC37212\_AnnualReturnSummary\_AR017 (4).pdf

Compiled application package - source documents unchanged

# CHARITIES SERVICES

Ngā Ratonga Kaupapa Atawhai



Te Tari Taiwhenua  
Internal Affairs

## Annual Return Summary

Generated on:  
30 April 2026

**Registration Number:** [REDACTED]  
**Charity Name:** Team Naenae Trust  
**Annual Return Reference:** AR017  
**For Year Ending:** 31 August 2024

## Charity Details

**Legal Name:** Team Naenae Trust  
**Trading Name:** Team Naenae  
**NZBN Number:** [REDACTED]

**Charity's Postal Address:** PO Box 35200  
 Naenae  
 Avalon  
 Lower Hutt 5041

**Charity's Street Address:** [REDACTED]  
 Naenae  
 Lower Hutt 5011

**Phone:** [REDACTED]  
**Fax:** [REDACTED]  
**Email:** [REDACTED]  
**Website:**  
**Facebook:** [www.facebook.com/TEAMNAENAE](https://www.facebook.com/TEAMNAENAE)  
**Twitter:**  
**Social Network Name:**

### Charity Identity

Team Naenae Trust identifies as an organisation with a focus on the following communities:  
 N/A

## Purpose & Structure

---

### Purpose

Charitable Purpose:

Team Naenae's vision and purpose is for Naenae to be a vibrant, connected and inclusive community of strong, resilient people.

Our Mission is to make, promote, foster and facilitate connections for the best outcomes for our community.

Specifically, we aim to:

-- promote, establish and coordinate community-based initiatives and resources that develop an appreciation of different cultures, environmental concern and action, community safety and crime reduction, youth programmes, and access to community information and facilities;

--promote, support, and coordinate community events, celebrations and activities that enhance community spirit in Naenae;

--promote networking and sharing of resources and information between community groups in Naenae through organising and supporting meetings, newsletters, and other forms of communication.

### Structure:

Legal Structure

Charitable Trusts incorporated under the Charitable Trusts Act

### Activity, Sector and Beneficiary

Main Activity:

provides community-based programmes and initiatives, and advocates for the community

Main Sector:

Community development

Main Beneficiary:

General public

## People

---

### **Paid work (average week)**

|                              |    |
|------------------------------|----|
| People employed full time:   | 0  |
| People employed part time:   | 4  |
| Average paid hours per week: | 61 |

### **Volunteer work (average year)**

|                   |      |
|-------------------|------|
| Total volunteers: | 45   |
| Volunteer hours:  | 4800 |

## Your Organisation

---

### **Reporting Tier**

Tier 4

### **Overseas Operation**

During the financial year covered by this annual return, did your charity operate (that is, carry out any of its charitable purposes) overseas?

No

### **Donee Status**

In the last financial year, did your charity receive donations (from the public, funders or members of your charity)?

Yes

In the last financial year, did your charity apply (that is, spend or set aside) a minimum of 75% of its funds to charitable purposes within New Zealand?

Yes

## Combined Annual Return and Performance Report

---

Do you want to complete a combined Annual Return and Performance Report? Or upload your performance report?: \*

No (I will upload my Performance Report)

## Statement of Cash Received and Cash Paid

---

### Cash received from operating activities

|   |                |
|---|----------------|
| Donations, koha, bequests, and other fundraising:*    | 2,277          |
| General grants received:*                             | 54,485         |
| Service delivery grants/contracts:*                   | 128,000        |
| Membership fees and subscriptions:*                   | 0              |
| Sale of goods & services (commercial activities):*    | 5,198          |
| Interest or dividends received:*                      | 0              |
| Other cash received:*                                 | 415            |
| <b>Total cash received from operating activities:</b> | <b>190,375</b> |

### Cash paid for operating activities

|  |               |
|--|---------------|
| Fundraising costs:*  | 0             |
| Employee remuneration and other employee related costs:*             | 53,662        |
| Volunteer related costs:*  | 0             |
| Costs related to sale of goods or services (commercial activities):* | 0             |
| Other costs related to delivery of entity objectives:*               | 16,984        |
| Grants and donations paid:*  | 0             |
| Other cash paid:*  | 0             |
| <b>Total cash paid for operating activities:</b>                     | <b>70,646</b> |
| GST (paid) or refunded in the financial year:*                       | 1,780         |

### Operating Surplus/Deficit

**Cash surplus or (deficit) from operating activities: 121,509**

### Cash received from other activities

|   |          |
|---|----------|
| Sale of investments:*                             | 0        |
| Sale of other assets:*                            | 0        |
| Cash received from loans and borrowings:*         | 0        |
| <b>Total cash received from other activities:</b> | <b>0</b> |

### Cash paid for other activities

|  |          |
|--|----------|
| Purchase of investments:*                    | 0        |
| Purchase of other assets:*                   | 0        |
| Repayments of loans and borrowings:*         | 0        |
| <b>Total cash paid for other activities:</b> | <b>0</b> |

|   |                |
|---|----------------|
| <b>Cash surplus or (deficit) from other activities:</b> | <b>0</b>       |
| Income tax (paid) or refunded (if applicable):*         | 0              |
| <b>Increase or (decrease) in cash for the year:</b>     | <b>121,509</b> |

## **Significant Assets or Liabilities**

---

Does your charity have any significant assets or liabilities?:\* No

## **Supporting Information**

---

### **Certification**

Certifying Officer: Lillian Pak

### **Withhold Annual Return**

Withhold annual return: No

# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Samoan Methodist Church Taita Youth Revival

Applicant: Samoan Methodist Church Taita

Contact: [REDACTED]

Compiled document order: application first, followed by supporting documents.

### Contents

1. Application Form (5 pages)
2. Supporting Document - Venue Hire Quote Screenshot (1 page)

Compiled application package - source documents unchanged

# Application Form

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██████████ - Samoan Methodist Church Taita Youth Revival(1).pdf

Compiled application package - source documents unchanged

Thursday, April 30, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes

Ethnicity of applicant/group

Pacific Island

How did you hear about the Creative Communities Scheme?

Council website

### Project Details

Project Name

Samoaan Methodist Church Taita Youth Revival

#### Brief description of project

The Samoaan Methodist Church Taita parish will be delivering a show in early December with the theme of "A New Step in Christ." The show will involve cultural and religious performances showcasing creative and performing arts. The show will be delivered by Taita and invites the entire community to attend, with special invites to the other Samoaan Methodist Church parishes (Wellington, Tawa, Petone, Naenae, Wainuiomata, Porirua, Levin). The purpose of the show is to reach other youths and share a message of revival and encouraging a new beginning in life led in Jesus Christ. The Taita youth will be acting, singing and playing in the band in the show - an important experience for them to further develop their talents.

Venue and suburb or town

Currently TBC

Start Date

Sunday, December 6, 2026

Finish Date

Sunday, December 6, 2026

Number of active participants

40

Number of viewers/audience members

300

**Which of the schemes three funding criteria are you applying under?**

Diversity: Support the diverse artistic cultural traditions of local communities

**Artform or Cultural Arts practice**

Pacific arts

**What activity best describes your project?**

Presentation only (performance or concert)

**Cultural tradition of your project**

Pacific Island

## Project Details

### The idea/Te kaupapa - What do you want to do?

In this project, the Samoan Methodist Church (SMC) in Taita wants to deliver a show to the entire community with particular invites to the other SMC parishes in the Wellington district. With the ongoing political and economical issues happening globally and locally here in New Zealand, we believe it is important to deliver a message of care and comfort to those in need. With the theme of "A New Step in Christ," we aim to "revive" the spirits of our local community through performing arts. The show will involve a 2 hour production show comprised of acting, singing and performances from the SMC Taita church choir.

### The process/Te whakatutuki - How will the project happen?

Over the coming months, Taita will be preparing for the show by attending practices at the Taita Church and fundraising for various costs.

### The people/Ngā tāngata - Tell us about the key people and/or the groups involved

The project is led by Taita's pastor Rev. Laauli Leiataua. The key groups involved include the Taita choir - comprised of many of our church elderly, Taita youth and Sunday School. The project will be open to all, with special invites to our SMC counterparts such as the Wellington, Tawa, Petone, Naenae, Wainuiomata, Porirua and Levin parishes.

### The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people

I believe this project strongly aligns with the criteria for Diversity. The Youth Revival programme heavily involves the use of diverse arts and cultural traditions of our local Taita community with the goal of enriching and promoting our ways of delivering the message of Jesus Christ through the lens of Performing Arts. It encourages cultural diversity in the community with the intention of promoting a safer community and comforting those in need during these troubling times. We want to uplift people in our community through performing arts and provide spiritual assurance to our community.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

No

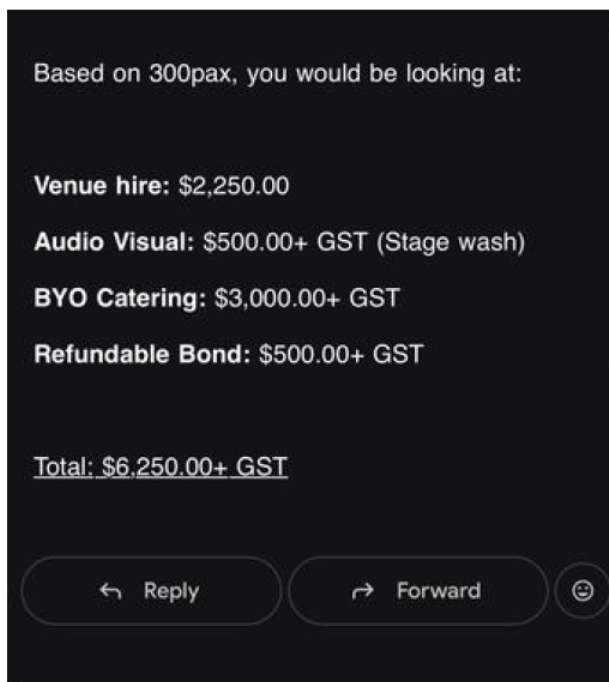
Do **NOT** include GST in your budget

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs  | Detail   | Amount (\$) | What are you applying for under CSS? |
|----------------|--|-------------|--------------------------------------|
| Venue Hire     | The only venue available at the moment is the Town Hall at the Lower Hutt Events Centre. We have met and discussed the following price | 7187.50     | \$7187.50                            |
| Uniforms       | All Taita members will have a uniform to wear on the night of the event  | 3450        | 0                                    |
| Catering       | The food for the event will be bought and prepared by the Taita Women's Fellowship.  | 2300        | 0                                    |
| Equipment Hire | The venue has offered us the chance to bring in our equipment or find an external provider for the AV system                           | 2300        | 0                                    |

**Please upload any quotes or receipts you have received for your project costs**



**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail  |
|-------------|---|
| 3000        | Donations - the audience will be able to donate on the night                                      |
| 2000        | The youth will be running sausage sizzles most Saturdays at either Mitre 10 in Petone or Bunnings |

|   |          |
|---|----------|
| <b>Total costs (\$)</b>   | 15237.50 |
| <b>Costs less Income (\$)</b>   | 10237.50 |
| <b>Amount you are requesting from the Creative Communities Scheme(\$)</b> | 7187.50  |

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Declaration**

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions**  Accepted

**Terms and Conditions** Accepted

If this application is successful, I/We agree to:

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** 

**Signed (contact person/applicant)** 

**Date** Thursday, April 30, 2026

**Date** Thursday, April 30, 2026

## Supporting Document - Venue Hire Quote Screenshot

---

Venue Hire(1).jpeg

Compiled application package - source documents unchanged

Based on 300pax, you would be looking at:

**Venue hire: \$2,250.00**

**Audio Visual: \$500.00+ GST (Stage wash)**

**BYO Catering: \$3,000.00+ GST**

**Refundable Bond: \$500.00+ GST**

**Total: \$6,250.00+ GST**

← Reply

→ Forward



# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Hutt City Chorale August Concert

Applicant: Wainuiomata Choir Inc. trading as Hutt City Chorale

Contact: [REDACTED]

Compiled document order: application first, followed by supporting documents.

### Contents

1. Application Form (8 pages)
2. Supporting Document - Music Director Invoice (1 page)
3. Supporting Document - Accompanist Invoice (1 page)
4. Supporting Document - Weekly Rehearsal Hire Agreement (3 pages)
5. Supporting Document - Statement of Receipts and Payments (1 page)
6. Supporting Document - Review Report (1 page)
7. Supporting Document - Reserves Fund Policy (1 page)

Compiled application package - source documents unchanged

# Application Form

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██████████ - Hutt City Chorale August Concert.pdf

Compiled application package - source documents unchanged

Thursday, April 30, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

[REDACTED]

Mailing Address

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

No

Ethnicity of applicant/group

NZ European/Pākehā

How did you hear about the Creative Communities Scheme?

Council website

### Project Details

Project Name

Hutt City Chorale August Concert

Brief description of project

To create an uplifting, community focused concert – complete with afternoon tea – that encourages participation and brings joy to choir members and the people of Lower Hutt.

Venue and suburb or town

St Marks Church. 58 Woburn Road, Lower Hutt

Start Date

Thursday, May 28, 2026

Finish Date

Saturday, August 29, 2026

Number of active participants

28

Which of the schemes three funding criteria are you applying under?

Access and Participation: Create opportunities for local communities to engage with, and participate in local arts activities

**Artform or Cultural Arts practice**

Music

**What activity best describes your project?**

Creation and presentation

**Cultural tradition of your project**

European

## Project Details

**The idea/Te kaupapa - What do you want to do?**

We want to bring together people who enjoy singing, give them a reason to sing (work towards a concert), build their skills (through the lead of professional musicians) and share their skills with the wider community (concert).

This project is a 14 week cycle of Hutt City Chorale, a non auditioned community choir that brings local people together through shared music making. Weekly rehearsals are led by professional musicians and focus on building singing skills, confidence, and enjoyment, while working towards a public concert that is open and accessible to the wider Lower Hutt community.

The project creates clear community benefit through participation in the arts. Anyone who enjoys singing is welcome, regardless of musical background or ability to read music, ensuring inclusive access to a high quality creative experience. Participants learn to sing together in 4-part harmony, support one another, and contribute to a collective outcome, strengthening social connection, wellbeing, and a sense of belonging.

The cycle culminates in a public concert that shares the benefits of the project beyond the choir. Affordable ticket prices, free entry for children, audience participation, and shared afternoon tea create an inclusive community event that brings people together through music. The project not only supports the wellbeing and creative development of participants but also provides the wider community with access to live, locally made arts activity, reinforcing connection, inclusion, and cultural vitality. Choir members learn far more than how to sing the notes. They develop skills in singing as a group, improving their vocal technique, and listening to and supporting the voices around them. Over time, the choir has evolved into a community that is as social as it is musical.

Leadership is provided by Music Director Jonathan Berkhan and Accompanist Phillip O'Malley, both highly skilled professional musicians who are generous with their knowledge and deeply committed to sharing their expertise. Their guidance ensures strong musical standards while creating a warm, encouraging, and creative learning environment.

The social life of the choir is woven naturally into weekly rehearsals and shared responsibilities. Members take turns providing supper, welcoming newcomers, selling concert tickets, and celebrating milestones together. These informal interactions foster strong relationships and a genuine sense of belonging.

Singing is an aerobic activity with well-documented benefits for physical and mental health. It engages major muscle groups, improves breathing efficiency, increases oxygen intake, and supports cardiovascular health. Beyond the physical benefits, singing reduces stress, lifts mood, and strengthens social connection. Group singing amplifies these effects, supporting wellbeing through shared regulation and connection. Choir members consistently report the positive impact that singing together has on their overall wellbeing.

The wider community benefits through affordable access to live, locally produced music performed by a well-prepared community choir. Ticket prices are kept low, and children under 12 are admitted free. Audience members also experience the benefits of singing, as many are invited to join in from their seats —either spontaneously or through songs chosen specifically for participation. Joy, connection, and shared experience are central to every concert.

Concerts provide an opportunity to share the wellbeing and enjoyment generated through group singing in

an inclusive and welcoming environment. Preparing for a concert gives choir members motivation and focus, supported by fourteen rehearsals led by professional musicians as harmonised music is learned and refined. Performances are designed to be accessible and engaging, with audience participation encouraged and afternoon tea offered afterward, creating opportunities for connection between singers and audience members.

Through its concerts, the choir gives back to the community, promotes inclusion and wellbeing, and often inspires new singers to join after witnessing—and hearing—the pleasure and connection shared by those performing.

### **The process/Te whakatutuki - How will the project happen?**

The choir works in three cycles each year. Each cycle runs for 14 weeks, with rehearsals held on Thursday evenings, followed by a concert on the Saturday afternoon after the final rehearsal. The next cycle begins on 28 May, with the concert scheduled for 29 August.

At the start of each cycle, the choir holds open nights, allowing interested people to come along and try singing with the group at no cost. There is no pressure to join. When someone decides to become a member, they complete a membership form and begin paying a subscription. Rehearsals take place every Thursday evening at St Mark's Church, Lower Hutt, and run for two hours. The focus is on learning and practising new songs, with a short break included for conversation, snacks, and hot drinks, which supports both social connection and wellbeing.

Rehearsals are led by Music Director Jonathan Berkhan, a highly regarded local musician, with accompaniment by Phillip O'Malley, an exceptional and experienced pianist. Together they create a supportive and engaging learning environment that meets the needs of a wide range of singers.

The choir has an extensive music library built up over its 50 year history. The Music Director selects a mix of familiar and new material for each cycle, sometimes including works he has composed himself.

By the midpoint of the cycle, Jonathan determines which pieces work best together for performance and how they will be grouped into a concert programme. While a loose theme may emerge, pieces are primarily chosen because they are enjoyable for the choir to sing, which produces a stronger musical and emotional outcome for both singers and audience.

At the beginning of each cycle, members are given several pieces of music, with additional music provided as the weeks progress. Most rehearsals focus on three to four songs at a time, allowing for steady learning and confidence building. Prior to the concert, a full-dress rehearsal is held, during which all pieces are sung in concert order.

Members keep their music throughout the term and are encouraged to mark it in ways that make sense to them, which is particularly helpful for those who do not read music. Approximately one month before each concert, advertising begins through posters and flyers placed in community libraries, churches, swimming pools, and other public spaces. Choir members also help promote the concert within their own neighbourhoods and invite friends and family. Where possible, members assist with ticket sales.

Concerts are open to the wider Lower Hutt community and are the culmination of the choir's regular practice and learning. The atmosphere is welcoming and enthusiastic, and concerts often include opportunities for audience participation, with some songs inviting everyone to sing along.

Following each concert, afternoon tea is provided by choir members as a further act of hospitality. This offers an opportunity for performers and audience members to connect, strengthening community relationships and making the event a shared social experience.

### **The people/Ngā tāngata - Tell us about the key people and/or the groups involved**

Creative Leadership

The choir is guided by two highly skilled creative leaders:

Jonathan Berkhan – Music Director.

Jonathan is a professional musician and composer who lives in Petone. He brings a deep knowledge of music and singing, along with strong skills in adult learning. His approach is highly experiential, offering members rich learning opportunities that go well beyond simply learning songs.

Jonathan keeps rehearsals lively and engaging through humour, varied teaching methods, and a strong understanding of the choir and its members. Participants learn how to use their voices and bodies effectively, improving both vocal technique and physical awareness while singing. As a result, members gain confidence, experience genuine enjoyment in singing with others, and report a strong sense of wellbeing.

Phillip O'Malley – Accompanist

Phillip is a professional pianist with the New Zealand School of Dance. His accomplished and expressive playing is greatly appreciated by choir members. Jonathan and Phillip work together exceptionally well, with Phillip adapting his accompaniment to meet the choir's needs at any given time.

Their collaboration is intuitive and responsive. For example, Jonathan may ask Phillip to play just the opening bars and then fade out, or to re enter if additional support is needed. This flexible approach allows the choir to develop independence while still feeling supported.

The choir

The choir typically has between 24 and 30 active members during a project, with numbers fluctuating slightly due to illness or other commitments. Membership is diverse, including people who have sung with the choir since its beginnings 50 years ago alongside others who have joined more recently. Members range in age from their 40s through to their 80s.

There is no audition requirement; the only expectation is that members enjoy singing as part of a group with the shared joy of singing four-part harmony. Some members have strong musical backgrounds, while others are unable to read music. The strength of the choir lies in its collective approach, where learning and enjoyment come from working together.

The choir is made up of local people and has a proud history spanning 50 years. It began as the Wainuiomata Choir, and in response to declining numbers relocated to Lower Hutt several years ago. This move was successful in attracting new members and stabilising the choir's future. Today, it continues under the name Hutt City Chorale, supported by an elected committee and a strong base of committed singers.

In addition to regular rehearsals and concerts, the choir places strong emphasis on social connection. Some members meet weekly for a walk along Petone Beach, shared meals are organised for socialising, and fundraising activities such as movie nights or quiz nights provide further opportunities to connect in relaxed and enjoyable ways.

Wider Lower Hutt community

Concerts are open to the wider Lower Hutt community and are actively promoted beginning approximately one month prior to each performance. Advertising includes notices placed in community libraries, churches, swimming pools, and other public spaces, as well as personal invitations from choir members to friends and family.

Concerts are held at St Mark's Church on Woburn Road, a central and easily accessible venue with on site parking. Wheelchair access is fully provided via ramps to the entrance. Afternoon tea is offered following each concert, which many attendees value as a special social outing and an opportunity to connect with performers and other community members.

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

Access and Participation

The choir created for this project is open to anyone living in Lower Hutt who enjoys singing and wants to be part of a welcoming community. There are no auditions, no expectations of prior musical training, and no pressure to arrive with any particular level of skill. The only real requirement is enthusiasm. Our Music Director is an experienced and gifted teacher who knows how to bring out the best in every singer, whether

they are stepping into a choir for the first time or returning after many years.

To make joining as easy as possible, we run several open nights at the beginning of each project. These first four sessions are completely free, giving people the chance to try the choir, meet others, and get a feel for the music before making any commitment.

We work hard to keep the annual subscription affordable. The current fee is \$260 for the year, and instalment payments are available to ensure cost is never a barrier to participation.

Rehearsals and performances are held at St Mark’s Church on Woburn Road, a central and accessible location in Lower Hutt. The venue sits on a main bus route, offers on site parking, and has a ramp at the entrance to support ease of access for all.

Each rehearsal includes time to connect socially over a hot drink and shared kai. This regular gathering helps build friendships, strengthens the sense of community, and makes the choir a place where people feel they truly belong.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

No

Do **NOT** include GST in your budget


Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs          | Detail                       | Amount (\$) | What are you applying for under CSS? |
|------------------------|------------------------------|-------------|--------------------------------------|
| Venue. St Marks church | Rehearsals x 14 @ \$30       | 420         |                                      |
| Venue. St Marks Church | Concert.                     | 100         |                                      |
| Music Director         | Rehearsals x 14              | 2240        |                                      |
| Music Director         | Concert                      | 200         |                                      |
| Accompanist            | Rehearsals x 14              | 1680        |                                      |
| Accompanist            | Concert                      | 150         |                                      |
| Printing               | Posters. fliers. tickets     | 200         |                                      |
| Gifts                  | Music director & Accompanist | 80          |                                      |

| Project needs | Detail                               | Amount (\$) | What are you applying for under CSS? |
|---------------|--------------------------------------|-------------|--------------------------------------|
| Housekeeping  | Tea, coffee, milk, sugar, serviettes | 50          |                                      |

**Please upload any quotes or receipts you have received for your project costs**

 1. 2026 May invoice Jonathan Berkahn.pdf

 1. 2026 May invoice Phillip O'Malley.pdf

 1. Co-signed Hutt City Chorale Weekly ....pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$)     | Detail |
|-----------------|--------|
| Tickets sales   | 975    |
| Membership fees | 1600   |

**Total costs (\$)** 5120  
**Costs less Income (\$)** -2545  
**Amount you are requesting from the Creative Communities Scheme(\$)** 2545

**Tell us about other grants you have received through the Creative Communities Scheme in the past three years.**

| Date    | Project Title      | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|---------|--------------------|----------------------|---|
| 2023/24 | Christmas Concert  | \$1000               | Y   |
| 2024/25 | Christmas Concerts | \$2.057              | Y   |

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**

1. Statement of Receipts and Paymen... .pdf

1. Review report 2026.pdf

**Please upload your reserves statement or policy (if applicable)**

1. HCC Reserves Fund Policy.pdf

## Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** [REDACTED]

**Signed (contact person/applicant)**



**Date**

Thursday, April 30, 2026

**Date**

Thursday, April 30, 2026

## Supporting Document - Music Director Invoice

---

1. 2026 May invoice Jonathan Berkahn.pdf

Compiled application package - source documents unchanged

**Jonathan Berkahn - Musician**

Mobile: [REDACTED]

Email: [REDACTED]

[REDACTED]  
 [REDACTED]  
 [REDACTED]  
 [REDACTED]

[REDACTED]  
 [REDACTED]

Invoice for Music Director’s fees to prepare the Chorale to perform a concert on Saturday 29 August, St Marks Church and then conduct this concert.

|                       |  |                    |                      |
|-----------------------|--|--------------------|----------------------|
| 14 rehearsals:        | May 28<br>June 4, 11, 18, 25<br>July 2, 9, 16, 23, 30<br>August 6, 13, 20, 27<br>(final rehearsal) | Unit cost \$160.00 | Sub total \$2,240.00 |
| conduct 1 performance | August 29  | Unit cost \$200.00 | Sub total \$200.00   |
|                       |  |                    | Total \$2,440.00     |

Please pay into account number [REDACTED] weekly each Friday after rehearsals and 2 days after the concert.

## Supporting Document - Accompanist Invoice

---

1. 2026 May invoice Phillip O'Malley.pdf

Compiled application package - source documents unchanged

**Phillip O'Malley - Musician**

Mobile: [REDACTED]

[REDACTED] Email

I: [REDACTED]

Hutt City Chorale  
[REDACTED]

Invoice number: INV 2026 - 07

Invoice date: 28/05/2026

Treasurer Hutt City Chorale  
[REDACTED]  
[REDACTED]tt

Invoice for Accompanist's fees to accompany the Chorale at rehearsals to perform a concert on Saturday 29 August, St Marks Church and then accompany the Chorale at this concert.

|                         |  |                    |                      |
|-------------------------|--|--------------------|----------------------|
| 14 rehearsals:          | May 28<br>June 4, 11, 18, 25<br>July 2, 9, 16, 23, 30<br>August 6, 13, 20, 27<br>(final rehearsal) | Unit cost \$120.00 | Sub total \$1,680.00 |
| Accompany 1 performance | August 29  | Unit cost 150.00   | Sub total \$150.00   |
|                         |  |                    | Total \$1,830.00     |

Please pay into account number [REDACTED] weekly each Friday after rehearsals and 2 days after the concert.

## Supporting Document - Weekly Rehearsal Hire Agreement

---

1. Co-signed Hutt City Chorale Weekly Rehearsal Hire Agreement 2026.pdf

Compiled application package - source documents unchanged

**St Marks Wesley  
Hutt City Uniting Congregations**



██████████  
P O Box 30529  
Lower Hutt 5040

Office Tel: ██████████  
Email: ██████████

**HIRE AGREEMENT FOR THE USE OF ST MARKS WESLEY UNITING CHURCH 2025**

This document is an agreement between:

St Marks Wesley Uniting Church and NAME (the hirer): Hutt City Chorale – ██████████

██████████ Email: ██████████ Mobile: Chairperson – ██████████  
██████████

for the use of facilities of the church located at 58 Woburn Road, Lower Hutt.

**Purpose:** Hutt City Choral Weekly Rehearsals in the church

**Areas of Use (PLEASE CIRCLE):**

**CHURCH**    **ATRIUM**    **KITCHEN**    LOPDELL ROOM    WESLEY ROOM

Date \_\_\_\_\_, Time Event Starts \_\_\_\_\_, Time Event Ends \_\_\_\_\_.

(ONLY For multiple days and times bookings please fill the box below)

| <b>DATES:</b> <i>(below)</i>  | <b>START TIME:</b> <i>(below)</i> | <b>TIME END:</b> <i>(below)</i> |
|---|-----------------------------------|---------------------------------|
| <b>Starting 5/02/2026</b><br>- Every Thurs weekly excluding 1 Thursday after each concert | <b>7pm</b>                        | <b>9pm</b>                      |
|   |                                   |                                 |
|   |                                   |                                 |
|   |                                   |                                 |

**Hire Charges:** \$30 per Session (Incl GST)

- \$15 Replacement fee if swipe card is not returned
- For one off bookings/events at the church - A member of the Church will meet you to open the Church and close the Church.

**St Marks Wesley reserves the right to cancel any booking on short notice due to any congregational activities such as a funeral.**

In the event of any cancellation our best efforts will be made to accommodate your booking at another agreed and suitable time.

**General Health and Safety conditions:**

- Appropriate conduct and behaviour in or outside of the building. Consumption of alcohol or smoking is not permitted in the building
- Consideration to be given to other users. No excessive noise or activities that may be disturbing or offensive
- Compliance with the obligations of Worksafe legislation, including the Health and Safety at Work provisions of the Employment Act 1992
- Payment of hire fees upon receipt of an invoice issued by the Church
- No decorations that involve affixing things to walls, windows, ceilings, fixtures or fittings
- No writing, painting or disfigurement to ceilings, walls or floors
- Removal of all rubbish arising from the activity conducted
- All personal equipment and belongings to be removed after the activity
- Leave the premises, particularly the areas used, clean and tidy. Seats, furniture and equipment to be returned to where found. Cleaning materials and equipment is located in the cupboard behind the door in the kitchen. Instructions for the use of the dishwasher are posted above the machine located in the kitchen. Items not to be washed in the machine are to be hand washed and returned to their storage space
- All lights and heaters to be turned off before vacating the building.  
**NOTE: A surcharge may be charged to cover costs if these are found left on**
- Security – all windows and outer doors to be closed and securely locked before vacating the building.

**Injury to persons/damage to property:**

The church accepts no liability for injuries to persons or damage to or loss of equipment or personal belongings brought into the complex by the hirer and their guests.

In the event of damage or loss to property of the church – building and contents -all or any part of the costs not recoverable through insurance may be charged to the hirer

Any accident or injury to people occurring within the church building is to be reported to the Church Warden at the earliest opportunity.

**Vehicle Parking:**

Vehicles parked on the premises are strictly at risk of the owner.

Vehicles are not permitted to be parked in reserved or designated spaces or on grass areas.

The entrance and exit driveways must be kept clear.

**Evacuation Procedure:**

Please familiarise yourselves with:

- The procedures displayed on the atrium wall by the main entrance doorway and by the kitchen doorway
- The location of fire and emergency doors, fire extinguishers and first aid equipment.

Fire and emergency doors must be kept clear of obstruction. In case of fire threat use the emergency warning device located in the atrium by the main entrance doorway and dial for the Fire Brigade - address is 58 Woburn Road, Lower Hutt.

In the event the fire alarms ring continuously the building is to be vacated immediately by the nearest exit with people assembling in the car park facing Woburn Road.

**Cancellations:**

The church reserves the right to cancel any bookings if the area is booked or the entire building facilities are required for a church event such as a funeral or wedding, or cancellation is necessary, no charge will be affected, and the activity event may be re-scheduled if required.

**Check List on Completion of Your Activity And Before Vacating The Building**

1. Total area to be left clean and tidy
2. All seats, furniture and equipment returned to where found
3. All lights and heaters turned off
4. All external doors and windows securely locked
5. All rubbish collected and removed from the premises
6. All personal equipment and belongings removed from the premises

***NOTE: If any incident does happen during the time of your group activity or meeting, or any concern arises please contact [redacted] as soon as possible.***

It is acknowledged that the requirements of this Hire Agreement have been read and are understood.

.....  
[redacted]

**NAME OF HIRER**

.....  
[redacted]

**For St Marks Wesley Uniting Church**

**Dated:** \_\_\_\_\_

**Office:** *Must have prior approval if during church times*

*Copy to Treasurer once signed for invoicing, Update Calendar with any requests*

## Supporting Document - Statement of Receipts and Payments

---

1. Statement of Receipts and Payments YE Jan 2026.pdf

Compiled application package - source documents unchanged

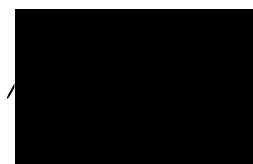
**Wainuiomata Choir Incorporated  
Statements of Receipts and Payments  
For the Year Ended 31 January 2026**

|   |                       | Current year | Previous year |
|---|-----------------------|--------------|---------------|
|   |                       | \$           | \$            |
| <b>Operating receipts</b>                                       |                       |              |               |
| Donations and fundraising                                       |                       | 3,755        | 962           |
| Grants  |                       | 2,328        | 7,276         |
| Subscriptions / fees and other receipts from members            |                       | 6,850        | 5,781         |
| Receipts from providing goods or services                       |                       | 2,366        | 3,190         |
| Bank account interest and other investment income               |                       | 9            | 150           |
| Other receipts  |                       | 0            | 0             |
| <b>Total Operating Receipts</b>                                 | <b>Money Received</b> | 15,308       | 17,359        |
| <b>Operating Payments</b>                                       |                       |              |               |
| Fundraising costs   |                       | 869          | 0             |
| Payment for contractors & volunteers                            |                       | 11,370       | 11,180        |
| Payments related to providing goods and services                |                       | 2,138        | 1,764         |
| Grants and donations paid                                       |                       | 0            | 0             |
| Other payments  |                       | 1,706        | 1,658         |
| <b>Total Operating Payments</b>                                 | <b>Money Paid</b>     | 16,083       | 16,518        |
| Operating surplus/(deficit) for the year                        |                       | -775         | 841           |
| Plus opening total of all bank accounts and cash at hand        | Opening bank balance  | 7,994        | 7,152         |
| <b>Closing total of bank account balance &amp; cash on hand</b> | Closing bank balance  | 7,219        | 7,993         |

This performance report has been approved by the committee, for and on behalf of the Wainuiomata Choir Incorporated:

Date  
Signature

Name  
Position



Chairperson

## Supporting Document - Review Report

---

1. Review report 2026.pdf

Compiled application package - source documents unchanged

## INDEPENDENT REVIEW REPORT

To the Members of Wainuiomata Choir Incorporated

**Report on the Performance Report**

I have reviewed the accompanying performance report of Wainuiomata Choir Incorporated, which comprises the Statement of Cash Received and Paid for the year ended 31 January 2026, and a summary of significant accounting policies and other explanatory information.

**Committee Members Responsibility for the Performance Report**

The Committee Members are responsible for the preparation and fair presentation of these Performance Report in accordance with Public Benefit Entity Simple Format Reporting - Cash standards, and for such internal control as the Committee Members determine is necessary to enable the preparation of Performance Report that are free from material misstatement, whether due to fraud or error.

**Assurance Practitioner's Responsibility**

My responsibility is to express a conclusion on the accompanying Performance Report. I conducted my review in accordance with International Standard on Review Engagements (New Zealand) (ISRE (NZ)) 2400, Review of Historical Performance Report Performed by an Assurance Practitioner who is not the Auditor of the Entity. ISRE (NZ) 2400 requires us to conclude whether anything has come to my attention that causes us to believe that the Performance Report, taken as a whole, are not prepared in all material respects in accordance with the applicable financial reporting framework. This Standard also requires us to comply with relevant ethical requirements.

A review of Performance Report in accordance with ISRE (NZ) 2400 is a limited assurance engagement. The assurance practitioner performs procedures, primarily consisting of making enquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less than those performed in an audit conducted in accordance with International Standards on Auditing (New Zealand). Accordingly, I do not express an audit opinion on these Performance Report.

Other than in my capacity as assurance practitioner I have no relationship with, or interests in, Wainuiomata Choir Incorporated.

**Conclusion**

Based on my review, nothing has come to my attention that causes me to believe that the Performance Report does not present fairly, in all material respects, to the Statement of Cash Received and Cash Paid for the year then ended 31 January 2026, in accordance with the New Zealand Public Benefit Entity Simple Format Reporting - Cash standards.

  
  
  
27 March 2026

## Supporting Document - Reserves Fund Policy

---

1. HCC Reserves Fund Policy.pdf

Compiled application package - source documents unchanged

## Hutt City Chorale Reserves Policy

### Purpose

The purpose of the Reserves Policy for the Hutt City Chorale is to ensure the stability of the ongoing operations of the choir. The Reserves Policy will be implemented in conjunction with the Constitution and is intended to support the goals and strategies of the Constitution.

### Definition and Goals

#### Reserves Fund:

- The reserves fund is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses or an unanticipated loss in funding.
- The Reserves fund is not intended to replace a permanent loss of funds or eliminate an ongoing budget gap. It is the intention of the Hutt City Chorale for the Reserves Fund to be used and replenished within a reasonably short period of time.
- The minimum amount to be designated as the Reserves Fund will be established as an amount sufficient to maintain ongoing operations for a set period of time.
- The target minimum Reserves Fund is to be equal to five months of the weekly operating costs.
- The amount of the Reserves Fund target minimum will be calculated after the financial accounts have been reviewed each year and reported at the AGM.

**Use of Reserves:** Use of the reserves requires three steps

1. Identification of appropriate use of reserve funds: The Hutt City Chorale committee will identify the need for access is consistent with the purpose of the reserves as described in this Policy. This step requires analysis of the reason for the shortfall, the availability of any other sources of funds before using the reserves, and evaluation of the time period that the funds will be needed and replenished.
2. Authority to use reserves: Authority for use of up to \$2,000.00 of Reserves is delegated to the Chairperson in consultation with the Treasurer. The use of Reserves will be reported to the committee at their next scheduled meeting, accompanied by an analysis of the reason for the shortfall and plans for replenishment to restore the Reserves Fund to the target minimum amount. The Chairperson and the Treasurer must receive prior approval from the Committee for use of Reserves in excess of \$2,500.00.
3. Reporting and monitoring: The Chairperson and Treasurer are responsible for ensuring that the Reserves Fund is maintained and used only as described in this Policy. Upon approval for the use of the Reserve Funds, the Treasurer will maintain records of the use of the funds and plans for replenishment. He/She will provide regular reports to the Committee of progress made to restore the fund to the target minimum amount.

### Review of Policy

- Reserves Policy was reviewed 20 March 2024.
- This Policy will next be reviewed in April 2026 after the AGM by the Committee or sooner if warranted by internal or external events or changes. Changes to the Policy will be recommended by the Treasurer to the Committee.

# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Hutt City Lunchtime Concerts

Applicant: Richard Makower

Compiled document order: application first, followed by supporting documents.

Source content has not been changed.

### Contents

1. Application Form (6 pages)
2. Supporting Document - Printing Quote (1 page)
3. Supporting Document - Reviewed Accounts (1 page)

Compiled application package - source documents unchanged

# Application Form

---

Richard Makower - Hutt City Lunchtime Concerts.pdf

Compiled application package - source documents unchanged

Thursday, April 2, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

[REDACTED]

Mailing Address

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Bank Account Number

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

No

Ethnicity of applicant/group

NZ European/Pākehā

Audience is open to all ethnicities

How did you hear about the Creative Communities Scheme?

Council website

### Project Details

Project Name

Hutt City Lunchtime Concerts

Brief description of project

Weekly Concerts, mainly classical with varying genres and instruments.

Venue and suburb or town

St Mark's Uniting Church, Woburn Road, Lower Hutt

Start Date

Wednesday, June 3, 2026

Finish Date

Wednesday, October 28, 2026

Number of active participants

100

**Number of viewers/audience members** 1100

**Which of the schemes three funding criteria are you applying under?**

Access and Participation: Create opportunities for local communities to engage with, and participate in local arts activities

**Artform or Cultural Arts practice**

Music

**What activity best describes your project?**

Presentation only (performance or concert)

**Cultural tradition of your project**

European

## Project Details

### The idea/Te kaupapa - What do you want to do?

The Hutt City lunchtime concerts promote and provide a range of music and musical talent to the people of the Hutt city. Promising young musicians and professional musicians perform a variety of classical, Jazz, Folk and popular music.

The artists give freely of their time to perform in Hutt City, receiving a nominal amount to cover expenses such as transport, music, programmes etc.

Our only source of income is by Koha, which does not cover all the artists, and other expenses. We are committed to providing the opportunity for musicians with different levels of experience, including school and university students, to perform in our city. This provides daytime concerts that especially the elderly and financially disadvantaged can easily access by Koha contributing to their social and emotional well-being. It is a very beneficial process for both musicians and audience.

Funding is needed to cover the balance of our expenses. These will increase this year, after many years of stability, as our support for the artists will need to increase to cover the increase in travel costs. We are grateful for the assistance your Council has provided us in the past and hope you will provide a grant for this 2026 concert series

### The process/Te whakatutuki - How will the project happen?

The lunchtime concerts will be held weekly from 3rd June tom 28th October at St Mark's Church in Lower Hutt (a total of 22 concerts). In addition we introduced, last year, a "Meet the Instruments" day to introduce children to musical instruments. This proved very popular, and will be repeated this year.

There is a Hall attached to the church where complimentary tea and coffee are served before the concert. This is appreciated in the winter months by those attending, especially as many in the audiences are elderly people.

The church is warm and comfortable, which has been commented on by the artists, who often perform in cold venues. The acoustics are excellent and also receive favourable comments.

Planning for this year began immediately after the end of the previous year's season. Artists on our database were sent emails inviting them to perform, and to nominate a preferred date. Every effort is made to meet this as many have other commitments.

Our committee formulates the year's programme between December and March, and in May we print publicity flyers and posters. (Examples of last year's programme can be supplied on request).

We advertise on the Neighbourly web site as well as the local event notices provided by Radio New

Zealand Classical and Newstalk ZB community notices. We place posters in local libraries, residential homes and other community venues.

Should there be an outbreak of COVID-19 during this year's season we have space to implement social distancing and can supply masks.

### **The people/Ngā tāngata - Tell us about the key people and/or the groups involved**

Our audience generally comprises elderly and disabled people, local business people, music teachers and their students. Also present are parents and children, especially during the school holidays.

Our concerts are very important to, and are valued by, many elderly residents of the Hutt Valley as well as other with mobility and other disability challenges. Many are unable to travel or go out at night to attend other cultural performances.

Many people return regularly each year and we welcome new people during the year. Our total audience numbers last year was about 1100 people.

The performers, approximately a total of 100 each year, have ranged from solo artists through to a young peoples string ensemble (Arohanui Strings), groups from the New Zealand School of Music, professional musicians and other esteemed ensembles.

Our experienced committee of 5 people give freely of their time planning these concerts, organising the artists, venue hire, publicity and many other administrative details.

### **The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

The concerts provide the opportunity for local promising musicians (ranging in age from 3 years to University students) to perform in front of a live audience, gaining confidence and experience. In particular tutors from the New Zealand School of Music have expressed their appreciation of the value of these concerts for their students

A large portion of the audience are elderly people who are often on a tight budget. They no longer can, nor want to travel to Wellington to attend concerts of a high standard, especially at night in the winter months. Attending the concerts gives them access to a cultural performance ensuring social and emotional well-being

The Hutt City Luchtime Concerts have a long tradition (this is our 44th year) and are the only daytime concerts regularly available in the Hutt Valley.

Nowhere else is there such a range of concerts to be held for a few dollars donation.

We reach many new audience members each year in our concerts and there are always new groups performing

## **Project Details (Financial)**

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

No

Do **NOT** include GST in your budget

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs    | Detail   | Amount (\$) | What are you applying for under CSS? |
|------------------|--|-------------|--------------------------------------|
| Hall Hire        | 22 weeks at estimate of \$60 per week Quote will br forwarded when available | 1320.00     | 1320.00                              |
| Printing         | Schedule and Advertising   | 170.00      | 170.00                               |
| Artists Expenses | Estimated  | 6900.00     | 6900.00                              |
| Bank Charges     | \$7.00 monthly   | 84.00       | 84.00                                |
| Piano Tuning     |  | 200.00      | 200.00                               |
| Other Costs      | Tea, Coffee, stationary  | 40.00       | 40.00                                |

**Please upload any quotes or receipts you have received for your project costs**

Printing.pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail     |
|-------------|------------|
| 0.0         | Blank line |

**Total costs (\$)** 8714.00

**Costs less Income (\$)** 714.00

**Amount you are requesting from the Creative Communities Scheme(\$)** 750.00

**Tell us about other grants you have received through the Creative Communities Scheme in the past three years.**

| Date | Project Title                | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|------|------------------------------|----------------------|---|
| 2023 | Hutt City Lunchtime Concerts | 2000                 | Y   |

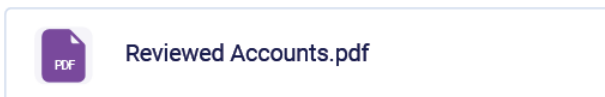
| Date | Project Title                | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|------|------------------------------|----------------------|---|
| 2024 | Hutt City Lunchtimr Concerts | 724.00               | Y   |

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**



**Declaration**

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

If this application is successful, I/We agree to:

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

|  |                         |
|--|-------------------------|
| <b>Terms and Conditions</b>              | Accepted                |
| <b>Terms and Conditions</b>              | Accepted                |
| <b>Name of contact person/applicant</b>  | [REDACTED]              |
| <b>Signed (contact person/applicant)</b> | [REDACTED]              |
| <b>Date</b>                              | Thursday, April 2, 2026 |
| <b>Date</b>                              | Thursday, April 2, 2026 |

## Supporting Document - Printing Quote

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Printing.pdf

Compiled application package - source documents unchanged

**Subject:** Quote based on previous quote with requested changes  
**Date:** Wednesday, 25 March 2026 at 10:00:29 am New Zealand Daylight Time  
**From:** Copy Express  
**To:** Richard Makower

Hello Richard

Here's the quote you requested

- 300 x Promotional DL flyers—two-sided colour on 170gsm semi-gloss heavy paper @ \$122.10
  - Upgrade to 200 gsm semi-gloss light card @ +\$2.30
- 50 x Posters - A4 1 side colour on 130gsm semi-gloss paper @ \$52.10
- 2 x Posters - A4 1 side colour on 130gsm semi-gloss paper @ \$3.77

Prices include GST and assume collection from the office. Production time is no more than 1 working day from approval and supply of print ready file.

Have a good one

Rob



**Store Hours: Monday, Wednesday - Friday 9:00am to 5:00pm and Tuesday 10:00am to 5:00pm. Closed weekends and all public holidays.**  
Visit our free [online design and ordering system](#) for instant price quotes 24 hours a day, 365 days a year.

Sign-up for our free newsletter at [https://order.copyexpress.co.nz/user\\_registration.php](https://order.copyexpress.co.nz/user_registration.php) to receive our special offers, hints and tips on how to save money on your printing and improve your marketing.  
Like us on facebook <https://www.facebook.com/CopyExpressPetone>

Unless otherwise stated all quotes exclude GST, design and delivery and assume print-ready artwork supplied, cash payment on completion of job and completion in two working days from time of approval of proof (more if the job requires finishing services or offset printing). All jobs are subject to our standard terms of service ([https://order.copyexpress.co.nz/terms\\_of\\_use.html](https://order.copyexpress.co.nz/terms_of_use.html)).

## Supporting Document - Reviewed Accounts

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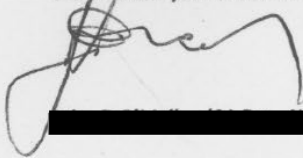
Reviewed Accounts.pdf

Compiled application package - source documents unchanged

| <b>Hutt City Lunchtime Concerts</b>           |                              |                   |
|---|------------------------------|-------------------|
| <b>Income and Expenditure</b>                 |                              |                   |
| <i>For 12 months January to December 2025</i> |                              |                   |
| <b>2024</b>                                   | <b>Income</b>                | <b>2025</b>       |
| <b>NZ\$</b>                                   |                              | <b>NZ\$</b>       |
| \$724.00                                      | Grant                        | \$0.00            |
| \$5,394.10                                    | Door Donations               | \$8,129.00        |
| \$0.00  | Other                        | \$0.00            |
| <u>\$6,118.10</u>                             | <b>Total Income</b>          | <u>\$8,129.00</u> |
|   | <b>Expenditure</b>           |                   |
| \$5,850.00                                    | Artists                      | \$5,700.00        |
| \$84.00                                       | Bank Charges                 | \$84.00           |
| \$1,210.00                                    | Hall rental                  | \$1,155.00        |
| \$190.00                                      | Piano Tuning                 | \$190.00          |
| \$183.31                                      | Printing & Stationary        | \$144.70          |
| \$34.35                                       | Refreshments                 | \$20.43           |
| \$0.00  | Other                        | \$60.00           |
| <u>\$7,551.66</u>                             | <b>Total Expenditure</b>     | <u>\$7,354.13</u> |
| <u>-\$1,433.56</u>                            | <b>Surplus / Deficit</b>     | <u>\$774.87</u>   |
|   | <b>Members Funds</b>         |                   |
| \$4,679.65                                    | Opening balance              | \$3,246.09        |
| <u>-\$1,433.56</u>                            | Surplus (Deficit)            | <u>\$774.87</u>   |
| <u>\$3,246.09</u>                             | <b>Closing Balance</b>       | <u>\$4,020.96</u> |
|   | <b>Represented by Assets</b> |                   |
| \$3,246.09                                    | Bank Account                 | \$4,020.96        |
| \$0.00  | Float                        | \$0.00            |
| <u>\$3,246.09</u>                             | <b>Members Funds</b>         | <u>\$4,020.96</u> |

I have reviewed the income and expenditure and Balance sheet for the 12 months ended 31 December 2025 of the Hutt City Lunchtime Concerts Goup (HCLCG). All cash is received at the door of each concert, and is considered to be in the nature of donations and not receipted before banking. Supporting documentation has been retained in support of all expenditure. I am an attendee at the concerts of the HCLCG group.

My instructions did not include an audit, and no audit has been done. Subject to these factors, the accounts do give a true and fair view for the financial year ended 31 December 2025

  
[REDACTED]

# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Wall Mural for School Entrance

Applicant: Stu Devenport

Compiled document order: application first, followed by supporting documents.

Source content has not been changed.

### Contents

1. Application Form (5 pages)
2. Supporting Document - Quote for 5 days of Teacher Cost (1 page)
3. Supporting Document - Muritai School 2024 Audited Financial Statements (24 pages)

Compiled application package - source documents unchanged

# Application Form

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Stu Devenport - Wall Mural for School Entrance.pdf

Compiled application package - source documents unchanged

Wednesday, April 15, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Group

Contact Person (group)

[REDACTED]

Mailing Address

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Bank Account Number

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

No

Ethnicity of applicant/group

NZ European/Pākehā

Māori

Pacific Island

How did you hear about the Creative Communities Scheme?

Word of mouth

### Project Details

Project Name

Wall Mural for School Entrance

Brief description of project

To create a vibrant, large-scale mural that serves as a "visual mihi" (greeting) to all who enter our school. The artwork will celebrate the unique ecological and cultural identity of Eastbourne, grounding our students and manuhiri (visitors) in the beauty of the whenua and the moana.

Venue and suburb or town

Eastbourne

Start Date

Monday, June 15, 2026

Finish Date

Friday, July 3, 2026

Number of viewers/audience members

1000

**Which of the schemes three funding criteria are you applying under?**

Young people: Enable young people (under 18 years of age) to engage with, and participate in the arts

**Artform or Cultural Arts practice**

Visual arts

**What activity best describes your project?**

Creation only

**Cultural tradition of your project**

European

Māori

Pacific Island

## Project Details

**The idea/Te kaupapa - What do you want to do?****Themes & Imagery**

The design will focus on the intersection of the rugged coastline and the lush regional parks:

The Coastal Edge: Representation of the Wellington Harbour (Te Whanganui-a-Tara), the stony beaches, and the specific tides of the Eastbourne bays.

Native Flora & Fauna: Focus on the Kororā (Little Blue Penguin), the Tūī, and the ancient Beech forests of the East Harbour Regional Park.

Cultural Connection: Incorporating patterns that reflect the narrative of the land, acknowledging the tangata whenua and the historical significance of the coastline as a pathway.

**The process/Te whakatutuki - How will the project happen?**

This project is student-led, fostering leadership and community pride:

Co-Design Phase: Senior Art Ambassadors will facilitate workshops to gather "visual stories" from the wider student body.

Refinement: Under the guidance of our specialist art teacher, the ambassadors will translate these ideas into a cohesive, professional-grade composition.

Execution: Student art Ambassadors will lead the painting process with the support of the art teacher, learning technical skills in mural application, color mixing, and weather-proofing.

**4. Impact & Outcomes**

Sense of Belonging: Strengthening the bond between students and their local environment.

Environmental Stewardship: Encouraging "Kaitiakitanga" (guardianship) through the celebration of local biodiversity.

Public Art Enhancement: Improving the aesthetic value of the streetscape for the wider Eastbourne community.

**The people/Ngā tāngata - Tell us about the key people and/or the groups involved**

Our Senior Art Ambassadors (Year 7/8 students) with contributions from other students across the school.

A specialist art teacher to help lead the process.

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

This will be an authentic process and creation from our tamariki to be involved and will stand as a legacy

project for many of our Year 8 students as they graduate the school. It will enhance of school environment, highlighting our school's connection to the unique local environment we live in.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

### Are you GST registered

Yes

Do **NOT** include GST in your budget

### GST Number

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs   | Detail                           | Amount (\$) | What are you applying for under CSS? |
|---|----------------------------------|-------------|--------------------------------------|
| Funding to pay specialist teacher for the duration of the project | Salary contribution              | \$2,110     | \$2000                               |
| Paint cost  | Mural type paint for the project | \$1000      | \$1000                               |

**Please upload any quotes or receipts you have received for your project costs**



Quote for 5 days of Teacher Cost.pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail                                    |
|-------------|---|
| 0           | This project will not generate any income |

**Total costs (\$)** 3000

**Costs less Income (\$)** 0

**Amount you are requesting from the Creative Communities Scheme(\$)** 3000

### Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**



## Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** [Redacted]

**Signed (contact person/applicant)** [Redacted Signature]

**Date** Wednesday, April 15, 2026

**Date**

Wednesday, April 15, 2026

## Supporting Document - Quote for 5 days of Teacher Cost

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Quote for 5 days of Teacher Cost.pdf

Compiled application package - source documents unchanged



15 April

### Project Description

Provision of a qualified Art Specialist to deliver an intensive visual arts program to create a new mural at Muritai School. This initiative focuses on fostering student creativity, technical mastery in various media, and the production of high-quality community-centered artwork over a full school week.

### Cost Breakdown

The following quote is calculated using the **New Zealand Primary School Daily Reliever Rate** to maintain professional standards and equity in educator compensation.

| Item Description                    | Quantity | Rate (NZD) | Total (NZD)       |
|-------------------------------------|----------|------------|-------------------|
| Art Specialist Teacher (Daily Rate) | 5 Days   | \$422.00   | \$2,110.00        |
| <b>Grand Total</b>                  |          |            | <b>\$2,110.00</b> |

Principal  
Muritai School

**Supporting Document - Muritai School 2024 Audited Financial Statements**

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Muritai School - 2024 Audited Financial Statements (20250508).pdf

Compiled application package - source documents unchanged

# MURITAI SCHOOL

## ANNUAL FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2024



# Muritai School

Principal: [REDACTED]  
School Address: [REDACTED]  
School Phone: [REDACTED]  
School Email: [REDACTED]  
Ministry Number: [REDACTED]  
Accountant/Service Provider: [REDACTED]

# MURITAI SCHOOL

Annual Financial Statements - For the year ended 31 December 2024

## Index

| <b>Page</b> | <b>Statement</b>   |
|-------------|--|
| 1           | Statement of Responsibility                                |
| 2           | Statement of Comprehensive Revenue and Expense             |
| 3           | Statement of Changes in Net Assets/Equity                  |
| 4           | Statement of Financial Position                            |
| 5           | Statement of Cash Flows                                    |
| 6 - 11      | Statement of Accounting Policies                           |
| 12 - 20     | Notes to the Financial Statements                          |
|             | <b>Other Information</b>                                   |
| 21          | Members of the Board                                       |
| 22          | Kiwisport / Statement of Compliance with Employment Policy |

# MURITAI SCHOOL

## Statement of Responsibility

### For the year ended 31 December 2024

The Board accepts responsibility for the preparation of the annual financial statements and the judgements used in these financial statements.

The management (including the principal and others as directed by the Board) accepts responsibility for establishing and maintaining a system of internal controls designed to provide reasonable assurance as to the integrity and reliability of the school's financial reporting.

It is the opinion of the Board and management that the annual financial statements for the financial year ended 31 December 2024 fairly reflects the financial position and operations of the school.

The School's 2024 financial statements are authorised for issue by the Board.

\_\_\_\_\_  
Full Name of Presiding Member

\_\_\_\_\_  
Full Name of Principal

\_\_\_\_\_  
Signature of Presiding Member

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date:

**MURITAI SCHOOL**Statement of Comprehensive Revenue and Expense  
For the year ended 31 December 2024

|   | Notes | 2024<br>Actual<br>\$   | 2024<br>Budget<br>\$   | 2023<br>Actual<br>\$   |
|---|-------|------------------------|------------------------|------------------------|
| <b>Revenue</b>  |       |                        |                        |                        |
| Government Grants   | 2     | 3,580,222              | 3,491,872              | <b>3,582,642</b>       |
| Locally Raised Funds  | 3     | 380,559                | 274,200                | 374,985                |
| Interest  |       | 17,923                 | 20,000                 | 22,247                 |
|   |       | <u>3,978,704</u>       | <u>3,786,072</u>       | <u>3,979,874</u>       |
| <b>Expenses</b>   |       |                        |                        |                        |
| Locally Raised Funds  | 3     | 118,974                | 92,500                 | 126,915                |
| Learning Resources  | 4     | 2,747,028              | 2,667,387              | 2,753,026              |
| Administration  | 5     | 216,049                | 197,610                | 211,533                |
| Property  | 6     | 959,443                | 911,304                | 974,869                |
| Interest  |       | 21,460                 | 1,550                  | 1,918                  |
|   |       | <u>4,062,954</u>       | <u>3,870,351</u>       | <u>4,068,261</u>       |
| <b>Net Surplus / (Deficit)</b>                              |       | (84,250)               | (84,279)               | (88,387)               |
| Other Comprehensive Revenue and Expenses                    |       | -                      | -                      | -                      |
| <b>Total Comprehensive Revenue and Expense for the Year</b> |       | <u><u>(84,250)</u></u> | <u><u>(84,279)</u></u> | <u><u>(88,387)</u></u> |

The above Statement of Comprehensive Revenue and Expense should be read in conjunction with the accompanying notes which form part of these Financial Statements.

**MURITAI SCHOOL****Statement of Changes in Net Assets/Equity  
For the year ended 31 December 2024**

|  | <b>2024<br/>Actual<br/>\$</b> | <b>2024<br/>Budget<br/>\$</b> | <b>2023<br/>Actual<br/>\$</b> |
|--|-------------------------------|-------------------------------|-------------------------------|
| <b>Balance at 1 January</b>                          | 888,386                       | 888,386                       | 955,839                       |
| Total comprehensive revenue and expense for the year | (84,250)                      | (84,279)                      | (88,387)                      |
| Contribution - Furniture and Equipment Grant         | -                             | -                             | 20,171                        |
| Distributions to the Ministry of Education           | (105,578)                     | -                             | -                             |
| Blair Family Legacy                                  | (460)                         | -                             | 761                           |
| <b>Equity at 31 December</b>                         | <b>698,098</b>                | <b>804,107</b>                | <b>888,386</b>                |
| Accumulated comprehensive revenue and expense        | 685,973                       | 804,107                       | 875,799                       |
| Blair Family Legacy                                  | 12,125                        | -                             | 12,585                        |
| <b>Equity at 31 December</b>                         | <b>698,098</b>                | <b>804,107</b>                | <b>888,386</b>                |

The above Statement of Changes in Net Assets/Equity should be read in conjunction with the accompanying notes which form part of these Financial Statements.

**MURITAI SCHOOL**  
Statement of Financial Position  
As at 31 December 2024

|   | Notes | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|---|-------|----------------------|----------------------|----------------------|
| <b>Current Assets</b>                       |       |                      |                      |                      |
| Cash and Cash Equivalents                   | 7     | 91,650               | 182,632              | 304,355              |
| Accounts Receivable                         | 8     | 249,612              | 186,000              | 189,542              |
| Funds receivable for Capital Works Projects | 16    | 87,308               | -                    | 16,805               |
| GST Receivable                              |       | 12,300               | 25,000               | 25,482               |
| Investments                                 | 9     | 129,141              | 225,000              | 225,878              |
| Prepayments                                 |       | 10,028               | 15,000               | 14,952               |
|   |       | <u>580,039</u>       | <u>633,632</u>       | <u>777,014</u>       |
| <b>Current Liabilities</b>                  |       |                      |                      |                      |
| Accounts Payable                            | 11    | 275,068              | 213,500              | 210,511              |
| Borrowings - Due in one year                | 12    | 9,084                | 9,084                | 9,084                |
| Finance Lease Liability                     | 15    | 17,582               | 8,000                | 12,743               |
| Funds held for Capital Works Projects       | 16    | -                    | -                    | 29,768               |
| Provision for Cyclical Maintenance          | 14    | 121,584              | 30,000               | 47,560               |
| Revenue Received in Advance                 | 13    | 13,913               | 6,000                | 6,000                |
|   |       | <u>437,231</u>       | <u>266,584</u>       | <u>315,666</u>       |
| <b>Working Capital Surplus</b>              |       | 142,808              | 367,050              | 461,348              |
| <b>Non-current Assets</b>                   |       |                      |                      |                      |
| Property, Plant and Equipment               | 10    | 663,688              | 564,038              | 599,039              |
|   |       | <u>663,688</u>       | <u>564,038</u>       | <u>599,039</u>       |
| <b>Non-current Liabilities</b>              |       |                      |                      |                      |
| Borrowings - Due beyond one year            | 12    | 24,981               | 24,981               | 34,065               |
| Provision for Cyclical Maintenance          | 14    | 58,586               | 100,000              | 128,187              |
| Finance Lease Liability                     | 15    | 24,831               | 2,000                | 9,751                |
|   |       | <u>108,398</u>       | <u>126,981</u>       | <u>172,003</u>       |
| <b>Net Assets</b>                           |       | <u>698,098</u>       | <u>804,107</u>       | <u>888,386</u>       |
| <b>Equity</b>                               |       | <u>698,098</u>       | <u>804,107</u>       | <u>888,386</u>       |

The above Statement of Financial Position should be read in conjunction with the accompanying notes which form part of these Financial Statements.

## MURITAI SCHOOL

### Statement of Cash Flows

For the year ended 31 December 2024

|   |          | 2024             | 2024           | 2023           |
|---|----------|------------------|----------------|----------------|
|   | Note     | Actual           | Budget         | Actual         |
|   |          | \$               | (Unaudited)    | \$             |
|   |          |                  | \$             |                |
| <b>Cash flows from Operating Activities</b>             |          |                  |                |                |
| Government Grants                                       |          | 786,735          | 781,872        | 886,417        |
| Locally Raised Funds                                    |          | 417,534          | 124,651        | 373,639        |
| International Students                                  |          | 1,183            | -              | (13,100)       |
| Goods and Services Tax (net)                            |          | 13,182           | (5,000)        | (20,595)       |
| Payments to Employees                                   |          | (723,642)        | (481,964)      | (708,737)      |
| Payments to Suppliers                                   |          | (468,068)        | (387,837)      | (464,469)      |
| Interest Paid   |          | (21,460)         | (1,550)        | (1,918)        |
| Interest Received                                       |          | 18,161           | 20,000         | 25,005         |
| Net cash from / (to) the Operating Activities           |          | 23,625           | 50,172         | 76,242         |
| <b>Cash flows from Investing Activities</b>             |          |                  |                |                |
| Purchase of PPE (and Intangibles)                       |          | (104,523)        | (29,038)       | (85,799)       |
| Purchase of Investments                                 |          | (225,878)        | -              | (225,878)      |
| Proceeds from Sale of Investments                       |          | 322,615          | (10,000)       | 314,859        |
| Net cash from / (to) the Investing Activities           |          | (7,786)          | (39,038)       | 3,182          |
| <b>Cash flows from Financing Activities</b>             |          |                  |                |                |
| Finance Lease Payments                                  |          | (13,611)         | (9,500)        | (17,551)       |
| Furniture and Equipment Grant                           |          | -                | -              | 20,171         |
| Loans Received/ Repayment of Loans                      |          | (9,084)          | 34,065         | 43,149         |
| Funds Administered on Behalf of Third Parties           |          | (100,271)        | (15,000)       | (13,342)       |
| Distribution to the Ministry                            |          | (105,578)        | -              |                |
| Net cash from Financing Activities                      |          | (228,544)        | 9,565          | 32,427         |
| <b>Net increase in cash and cash equivalents</b>        |          | <b>(212,705)</b> | <b>20,699</b>  | <b>111,851</b> |
| Cash and cash equivalents at the beginning of the year  | 7        | 304,355          | 161,933        | 192,504        |
| <b>Cash and cash equivalents at the end of the year</b> | <b>7</b> | <b>91,650</b>    | <b>182,632</b> | <b>304,355</b> |

The Statement of Cash Flows records only those cash flows directly within the control of the School. This means centrally funded teachers' salaries, use of land and buildings grant and expense and other notional items have been excluded.

The above Cash Flow Statement should be read in conjunction with the accompanying notes which form part of these Financial Statements.

# MURITAI SCHOOL

## Notes to the Financial Statements For the year ended 31 December 2024

### 1. Statement of Accounting Policies

#### a) Reporting Entity

Muritai School (the School) is a Crown entity as specified in the Crown Entities Act 2004 and a school as described in the Education and Training Act 2020. The Board is of the view that the School is a public benefit entity for financial reporting purposes.

#### b) Basis of Preparation

##### **Reporting Period**

The financial reports have been prepared for the period 1 January 2024 to 31 December 2024 and in accordance with the requirements of the Education and Training Act 2020.

##### **Basis of Preparation**

The financial statements have been prepared on a going concern basis, and the accounting policies have been consistently applied throughout the period.

##### **Financial Reporting Standards Applied**

The Education and Training Act 2020 requires the School, as a Crown entity, to prepare financial statements in accordance with generally accepted accounting practice. The financial statements have been prepared in accordance with generally accepted accounting practice in New Zealand, applying Public Sector Public Benefit Entity (PBE) Standards Reduced Disclosure Regime as appropriate to public benefit entities that qualify for Tier 2 reporting. The School is considered a Public Benefit Entity as it meets the criteria specified as "having a primary objective to provide goods and/or services for community or social benefit and where any equity has been provided with a view to supporting that primary objective rather than for financial return to equity holders".

##### **PBE Accounting Standards Reduced Disclosure Regime**

The School qualifies for Tier 2 as the School is not publicly accountable and is not considered large as it falls below the expenditure threshold of \$33 million per year. All relevant reduced disclosure concessions have been taken.

##### **Measurement Base**

The financial statements are prepared on the historical cost basis unless otherwise noted in a specific accounting policy.

##### **Presentation Currency**

These financial statements are presented in New Zealand dollars, rounded to the nearest dollar.

##### **Specific Accounting Policies**

The accounting policies used in the preparation of these financial statements are set out below.

##### **Critical Accounting Estimates And Assumptions**

The preparation of financial statements requires management to make judgements, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, revenue and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected.

##### **Cyclical maintenance**

A school recognises its obligation to maintain the Ministry's buildings in a good state of repair as a provision for cyclical maintenance. This provision relates mainly to the painting of the school buildings. The estimate is based on the school's long term maintenance plan which is prepared as part of its 10 Year Property Planning process. During the year, the Board assesses the reasonableness of its 10 Year Property Plan on which the provision is based. Cyclical maintenance is disclosed at note 14.

# MURITAI SCHOOL

## Notes to the Financial Statements For the year ended 31 December 2024

### **Useful lives of property, plant and equipment**

The School reviews the estimated useful lives of property, plant and equipment at the end of each reporting date. The School believes that the estimated useful lives of the property, plant and equipment as disclosed in the Significant Accounting Policies are appropriate to the nature of the property, plant and equipment at reporting date. Property, plant and equipment is disclosed at note 10.

### **Critical Judgements in applying accounting policies**

Management has exercised the following critical judgements in applying accounting policies:

#### *Classification of leases*

Determining whether a lease is a finance lease or an operating lease requires judgement as to whether the lease transfers substantially all the risks and rewards of ownership to the school. A lease is classified as a finance lease if it transfers substantially all risks and rewards incidental to ownership of an underlying asset to the lessee. In contrast, an operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset to the lessee. Judgement is required on various aspects that include, but are not limited to, the fair value of the leased asset, the economic life of the leased asset, whether or not to include renewal options in the lease term, and determining an appropriate discount rate to calculate the present value of the minimum lease payments. Classification as a finance lease means the asset is recognised in the statement of financial position as property, plant, and equipment, whereas for an operating lease no such asset is recognised. Finance lease liability disclosures are contained in note 15. Future operating lease commitments are disclosed in note 21b.

#### *Recognition of grants*

The School reviews the grants monies received at the end of each reporting period and whether any require a provision to carry forward amounts unspent. The School believes all grants received have been appropriately recognised as a liability if required. Government grants are disclosed at note 2.

### **c) Revenue Recognition**

#### **Government Grants**

The School receives funding from the Ministry of Education. The following are the main types of funding that the School receives;

Operational grants are recorded as revenue when the School has the rights to the funding, which is in the year that the funding is received.

Teachers salaries grants are recorded as revenue when the School has the rights to the funding in the salary period they relate to. The grants are not received in cash by the School and are paid directly to teachers by the Ministry of Education.

Other Ministry Grants for directly funded programs are recorded as revenue when the School has the rights to the funding in the period they relate to. The grants are not received in cash by the School and are paid directly by the Ministry of Education.

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. Grants for the use of land and buildings are not received in cash by the School as they equate to the deemed expense for using the land and buildings which are owned by the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes.

This is a non-cash revenue that is offset by a non-cash expense. The use of land and buildings grants and associated expenditure are recorded in the period the School uses the land and buildings.

# MURITAI SCHOOL

## Notes to the Financial Statements For the year ended 31 December 2024

### ***Other Grants where conditions exist***

Other grants are recorded as revenue when the School has the rights to the funding, unless there are unfulfilled conditions attached to the grant, in which case the amount relating to the unfulfilled conditions is recognised as a liability and released to revenue as the conditions are fulfilled.

### ***Donations, Gifts and Bequests***

Donations, gifts and bequests are recognised as an asset and revenue when the right to receive funding or the asset has been established unless there is an obligation to return funds if conditions are not met. If conditions are not met funding is recognised as revenue in advance and recognised as revenue when conditions are satisfied.

### ***Interest Revenue***

Interest Revenue earned on cash and cash equivalents and investments is recorded as revenue in the period it is earned.

### **d) Use of Land and Buildings Expense**

The property from which the School operates is owned by the Crown and managed by the Ministry of Education on behalf of the Crown. The School's use of the land and buildings as occupant is based on a property occupancy document as gazetted by the Ministry. The expense is based on an assumed market rental yield on the value of land and buildings as used for rating purposes. This is a non-cash expense that is offset by a non-cash grant from the Ministry.

### **e) Operating Lease Payments**

Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expense on a straight line basis over the term of the lease.

### **f) Finance Lease Payments**

Finance lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term on an effective interest basis.

### **g) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, bank balances, deposits held at call with banks, and other short term highly liquid investments with original maturities of 90 days or less, and bank overdrafts. The carrying amount of cash and cash equivalents represent fair value.

### **h) Accounts Receivable**

Short-term receivables are recorded at the amount due, less an allowance for expected credit losses (uncollectable debts). The schools receivables are largely made up of funding from the Ministry of Education, therefore the level of uncollectable debts is not considered to be material. However, short-term receivables are written off when there is no reasonable expectation of recovery.

### **i) Investments**

Bank term deposits are initially measured at the amount invested. Interest is subsequently accrued and added to the investment balance. A loss allowance for expected credit losses is recognised if the estimated loss allowance is not trivial.

## MURITAI SCHOOL

### Notes to the Financial Statements For the year ended 31 December 2024

#### j) Property, Plant and Equipment

Land and buildings owned by the Crown are excluded from these financial statements. The Board's use of the land and buildings as 'occupant' is based on a property occupancy document.

Improvements (funded by the Board) to buildings owned by the Crown or directly by the board are recorded at cost, less accumulated depreciation and impairment losses.

Property, plant and equipment are recorded at cost or, in the case of donated assets, fair value at the date of receipt, less accumulated depreciation and impairment losses. Cost or fair value as the case may be, includes those costs that relate directly to bringing the asset to the location where it will be used and making sure it is in the appropriate condition for its intended use.

Property, plant and equipment acquired as an individual asset that have a value under \$1,000 are not capitalised, they are recognised as an expense in the Statement of Comprehensive Revenue and Expense.

Gains and losses on disposals (*i.e.* sold or given away) are determined by comparing the proceeds received with the carrying amounts (*i.e.* the book value). The gain or loss arising from the disposal of an item of property, plant and equipment is recognised in the Statement of Comprehensive Revenue and Expense.

#### **Finance Leases**

A finance lease transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred. At the start of the lease term, finance leases are recognised as assets and liabilities in the statement of financial position at the lower of the fair value of the leased asset or the present value of the minimum lease payments. The finance charge is charged to the surplus or deficit over the lease period so as to produce a constant periodic rate of interest on the remaining balance of the liability. The amount recognised as an asset is depreciated over its useful life. If there is no reasonable certainty whether the school will obtain ownership at the end of the lease term, the asset is fully depreciated over the shorter of the lease term and its useful life.

#### **Depreciation**

Property, plant and equipment except for library resources are depreciated over their estimated useful lives on a straight line basis. Library resources are depreciated on a diminishing value basis. Depreciation of all assets is reported in the Statement of Comprehensive Revenue and Expense.

The estimated useful lives of the assets are:

|  |                         |
|--|-------------------------|
| Building Improvements – Crown            | 5 - 50 years            |
| Furniture and Equipment                  | 5 - 10 years            |
| Information and Communication Technology | 3 - 5 years             |
| Leased Assets                            | 4 - 5 years             |
| Library Resources                        | 12.5% Diminishing value |
| Maintenance Equipment                    | 5 - 10 years            |
| Office & Teaching Equipment              | 3 - 5 years             |
| Playground                               | 10 years                |
| Sports Uniforms                          | 5 years                 |

## MURITAI SCHOOL

### Notes to the Financial Statements For the year ended 31 December 2024

#### **k) Impairment of property, plant, and equipment and intangible assets**

The school does not hold any cash generating assets. Assets are considered cash generating where their primary objective is to generate a commercial return.

##### *Non cash generating assets*

Property, plant, and equipment and intangible assets held at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. If such indication exists, the School estimates the asset's recoverable service amount. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable service amount. The recoverable service amount is the higher of an asset's fair value less costs to sell and value in use.

Value in use is determined using an approach based on either a depreciated replacement cost approach, restoration cost approach, or a service units approach. The most appropriate approach used to measure value in use depends on the nature of the impairment and availability of information.

In determining fair value less costs to sell the school engages an independent valuer to assess market value based on the best available information. The valuation is based on [details of the valuer's approach to determining market value (i.e. what valuation techniques have been employed, comparison to recent market transaction etc.)].

If an asset's carrying amount exceeds its recoverable service amount, the asset is regarded as impaired and the carrying amount is written down to the recoverable amount. The total impairment loss is recognised in the surplus or deficit.

The reversal of an impairment loss is recognised in the surplus or deficit. A previously recognised impairment loss is reversed only if there has been a change in the assumptions used to determine the asset's recoverable service amount since the last impairment loss was recognised.

#### **l) Accounts Payable**

Accounts Payable represents liabilities for goods and services provided to the School prior to the end of the financial year which are unpaid. Accounts Payable are recorded at the amount of cash required to settle those liabilities. The amounts are unsecured and are usually paid within 30 days of recognition.

#### **m) Employee Entitlements**

##### *Short-term employee entitlements*

Employee benefits that are due to be settled within 12 months after the end of the period in which the employee renders the related service are measured based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, and also annual leave earned, by non teaching staff, to but not yet taken at balance date.

#### **n) Revenue Received in Advance**

Revenue received in advance relates to fees received from Grant providers and students where there are unfulfilled obligations for the School to provide services in the future. The grants and fees are recorded as revenue as the obligations are fulfilled and the revenue earned.

The School holds sufficient funds to enable the refund of unearned grants and fees in relation to international students, should the School be unable to provide the services to which they relate.

#### **o) Funds held for Capital works**

The school directly receives funding from the Ministry of Education for capital works projects that are included in the School five year capital works agreement. These funds are held on behalf and for a specified purpose as such these transactions are not recorded in the Statement of Revenue and Expense.

The School holds sufficient funds to enable the funds to be used for their intended purpose at any time.

## MURITAI SCHOOL

### Notes to the Financial Statements For the year ended 31 December 2024

#### **p) Provision for Cyclical Maintenance**

The property from which the School operates is owned by the Crown, and is vested in the Ministry. The Ministry has gazetted a property occupancy document that sets out the Board's property maintenance responsibilities. The Board is responsible for maintaining the land, buildings and other facilities on the School site in a state of good order and repair.

Cyclical maintenance, which involves painting the interior and exterior of the School, makes up the most significant part of the Board's responsibilities outside day-to-day maintenance. The provision is a reasonable estimate, based on the school's best estimate of the cost of painting the school and when the school is required to be painted, based on an assessment of the school's condition.

The school carries out painting maintenance of the whole school over a 7 to 10 year period, the economic outflow of this is dependent on the plan established by the school to meet this obligation and is detailed in the notes and disclosures of these accounts.

#### **q) Financial Instruments**

The School's financial assets comprise cash and cash equivalents, accounts receivable, and investments. All of these financial assets, except for investments that are shares, are initially recognised at fair value and subsequently measured at amortised cost, using the effective interest method.

The School's financial liabilities comprise accounts payable, borrowings, finance lease liability, and painting contract liability. Financial liabilities are subsequently measured at amortised cost using the effective interest method. Interest expense and any gain or loss on derecognition are recognised in surplus or deficit.

#### **r) Borrowings**

Borrowings on normal commercial terms are initially recognised at the amount borrowed plus transaction costs. Interest due on the borrowings is subsequently accrued and added to the borrowings balance. Borrowings are classified as current liabilities unless the school has an unconditional right to defer settlement of the liability for at least 12 months after balance date.

#### **s) Goods and Services Tax (GST)**

The financial statements have been prepared on a GST exclusive basis, with the exception of accounts receivable and accounts payable which are stated as GST inclusive.

The net amount of GST paid to, or received from, the IRD, including the GST relating to investing and financing activities, is classified as a net operating cash flow in the statements of cash flows.

Commitments and contingencies are disclosed exclusive of GST.

#### **t) Budget Figures**

The budget figures are extracted from the School budget that was approved by the Board at the start of the year.

#### **u) Services Received in-kind**

From time to time the School receives services in-kind, including the time of volunteers. The School has elected not to recognise services received in kind in the Statement of Comprehensive Revenue and Expense.

## MURITAI SCHOOL

### Notes to the Financial Statements

For the year ended 31 December 2024

#### 2. Government Grants

|   | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|---|----------------------|----------------------|----------------------|
| Government Grants - Ministry of Education | 813,805              | 736,372              | 786,413              |
| Teachers' Salaries Grants                 | 2,035,609            | 2,030,000            | 2,030,022            |
| Use of Land and Buildings Grants          | 719,971              | 700,000              | 687,122              |
| Other Government Grants                   | 10,837               | 25,500               | 79,085               |
|   | <u>3,580,222</u>     | <u>3,491,872</u>     | <u>3,582,642</u>     |

#### 3. Locally Raised Funds

Local funds raised within the School's community are made up of:

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|----------------------|----------------------|
| <b>Revenue</b>                                   |                      |                      |                      |
| Donations & Bequests                             | 229,185              | 159,000              | 185,833              |
| Fees for Extra Curricular Activities             | 116,887              | 97,500               | 129,989              |
| Fundraising & Community Grants                   | 8,006                | 2,500                | 7,643                |
| International Student Fees                       | 370                  | -                    | -                    |
| Other Revenue                                    | 7,678                | 4,500                | 36,871               |
| Trading  | 18,433               | 10,700               | 14,649               |
|  | <u>380,559</u>       | <u>274,200</u>       | <u>374,985</u>       |
| <b>Expenses</b>                                  |                      |                      |                      |
| Extra Curricular Activities Costs                | 109,952              | 92,500               | 122,515              |
| Trading  | 9,022                | -                    | 4,400                |
|  | <u>118,974</u>       | <u>92,500</u>        | <u>126,915</u>       |
| <i>Surplus for the year Locally raised funds</i> | <u>261,585</u>       | <u>181,700</u>       | <u>248,070</u>       |

#### 4. Learning Resources

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|----------------------|----------------------|
| Curricular                               | 62,971               | 53,600               | 69,326               |
| Employee Benefits - Salaries             | 2,557,142            | 2,501,987            | 2,565,159            |
| Information and Communication Technology | 20,946               | 19,800               | 21,075               |
| Library Resources                        | 2,911                | 3,000                | 3,306                |
| Staff Development                        | 29,652               | 24,000               | 21,688               |
| Depreciation                             | 73,406               | 65,000               | 72,472               |
|  | <u>2,747,028</u>     | <u>2,667,387</u>     | <u>2,753,026</u>     |

## MURITAI SCHOOL

### Notes to the Financial Statements

For the year ended 31 December 2024

#### 5. Administration

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|----------------------|----------------------|
| Audit Fee                                      | 9,757                | 7,263                | 7,260                |
| Board of Trustees Expenses                     | 669                  | 1,000                | 6,663                |
| Board of Trustees Fees                         | 440                  | 1,320                | 1,320                |
| Communication                                  | 13,227               | 14,100               | 24,436               |
| Employee Benefits - Salaries                   | 147,945              | 135,377              | 130,192              |
| Insurance                                      | 8,302                | 6,300                | 8,144                |
| Other  | 24,490               | 22,250               | 22,748               |
| Service Providers, Contractors and Consultancy | 11,219               | 10,000               | 10,770               |
|  | <u>216,049</u>       | <u>197,610</u>       | <u>211,533</u>       |

#### 6. Property

|                                     | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|-------------------------------------|----------------------|----------------------|----------------------|
| Caretaking and Cleaning Consumables | 6,522                | 6,000                | 6,119                |
| Consultancy and Contract Services   | 77,562               | 55,800               | 75,494               |
| Cyclical Maintenance Provision      | 23,103               | 19,654               | 80,197               |
| Employee Benefits - Salaries        | 55,898               | 48,600               | 34,929               |
| Grounds                             | 6,661                | 7,750                | 13,988               |
| Heat, Light and Water               | 40,750               | 25,000               | 31,333               |
| Rates                               | 4,736                | 6,000                | 10,949               |
| Repairs and Maintenance             | 17,649               | 39,500               | 30,911               |
| Security                            | 6,591                | 3,000                | 3,827                |
| Use of Land and Buildings           | 719,971              | 700,000              | 687,122              |
|                                     | <u>959,443</u>       | <u>911,304</u>       | <u>974,869</u>       |

The use of land and buildings figure represents 5% of the school's total property value. Property values are established as part of the nation-wide revaluation exercise that is conducted every 30 June for the Ministry of Education's year-end reporting purposes.

#### 7. Cash and Cash Equivalents

|   | 2024<br>Actual<br>\$ | 2024<br>Budget<br>(Unaudited)<br>\$ | 2023<br>Actual<br>\$ |
|---|----------------------|-------------------------------------|----------------------|
| Bank Current Account                                  | 70,775               | 80,632                              | 87,340               |
| Bank Call Account                                     | 6,453                | 90,000                              | 205,387              |
| Blair Trust Legacy                                    | 14,422               | 12,000                              | 11,628               |
| Net cash and cash equivalents for Cash Flow Statement | <u>91,650</u>        | <u>182,632</u>                      | <u>304,355</u>       |

## MURITAI SCHOOL

### Notes to the Financial Statements

For the year ended 31 December 2024

#### 8. Accounts Receivable

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|----------------------|----------------------|
| Receivables                                | 37,418               | 184,000              | 32,845               |
| Receivables from the Ministry of Education | 2,237                | -                    | 1,768                |
| Interest Receivable                        | 580                  | 2,000                | 1,278                |
| Teacher Salaries Grant Receivable          | 209,377              | -                    | 153,651              |
|  | <u>249,612</u>       | <u>186,000</u>       | <u>189,542</u>       |
| Receivables from Exchange Transactions     | 37,998               | 186,000              | 34,123               |
| Receivables from Non-Exchange Transactions | 211,614              | -                    | 155,419              |
|  | <u>249,612</u>       | <u>186,000</u>       | <u>189,542</u>       |

#### 9. Investments

The School's investment activities are classified as follows:

|                          | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|--------------------------|----------------------|----------------------|----------------------|
| Current Asset            |                      |                      |                      |
| Short-term Bank Deposits | 129,141              | 225,000              | 225,878              |

The carrying value of term deposits longer than 90 days but less than 12 months approximates their fair value at 31 December 2024.

#### 10. Property, Plant and Equipment

|                                    | Opening<br>\$  | Additions<br>\$ | Disposals<br>\$ | Impairment<br>\$ | Depreciation<br>\$ | Total (NBV)<br>\$ |
|------------------------------------|----------------|-----------------|-----------------|------------------|--------------------|-------------------|
| <b>2024</b>                        |                |                 |                 |                  |                    |                   |
| Buildings                          | 437,278        | 30,355          | -               | -                | (19,367)           | 448,266           |
| Furniture and Equipment            | 21,393         | 48,427          | -               | -                | (10,892)           | 58,928            |
| Information Technology             | 20,299         | 12,259          | (3,547)         | -                | (8,689)            | 20,323            |
| Leased Assets                      | 21,050         | 35,571          | -               | -                | (16,084)           | 40,537            |
| Library Resources                  | 1,025          | 39              | -               | -                | (128)              | 936               |
| Office Furniture & Equipment       | 7,829          | 2,317           | -               | -                | (2,586)            | 7,560             |
| Playground Equipment               | 78,109         | -               | -               | -                | (10,881)           | 67,228            |
| Sports Uniform                     | 7,895          | 3,235           | -               | -                | (2,734)            | 8,396             |
| Teaching Equipment                 | -              | 9,398           | -               | -                | (783)              | 8,615             |
| Vehicles & Grounds                 | 4,161          | -               | -               | -                | (1,262)            | 2,900             |
| <b>Balance at 31 December 2024</b> | <u>599,039</u> | <u>141,602</u>  | <u>(3,547)</u>  | <u>-</u>         | <u>(73,406)</u>    | <u>663,689</u>    |

The net carrying value of equipment held under a finance lease is \$40,537 (2023: \$21,050).

#### Restrictions

With the exception of the contractual restrictions related to the above noted finance leases, there are no restrictions over the title of the school's property, plant and equipment, nor are any property, plant and equipment pledged as security for liabilities.

## MURITAI SCHOOL

### Notes to the Financial Statements

For the year ended 31 December 2024

#### 10. Property, Plant and Equipment (cont.)

|                               | 2024             | 2024               | 2024           | 2023             | 2023               | 2023           |
|-------------------------------|------------------|--------------------|----------------|------------------|--------------------|----------------|
|                               | Cost or          | Accumulated        | Net Book       | Cost or          | Accumulated        | Net Book       |
|                               | Valuation        | Depreciation       | Value          | Valuation        | Depreciation       | Value          |
|                               | \$               | \$                 | \$             | \$               | \$                 | \$             |
| Buildings - School            | 779,952          | (331,686)          | 448,266        | 749,597          | (312,319)          | 437,278        |
| Furniture and Equipment       | 179,055          | (120,128)          | 58,927         | 173,490          | (152,097)          | 21,393         |
| Information Technology        | 148,378          | (128,055)          | 20,323         | 151,596          | (131,297)          | 20,299         |
| Leased Assets                 | 187,667          | (147,129)          | 40,538         | 155,536          | (134,487)          | 21,050         |
| Library Resources             | 33,701           | (32,765)           | 936            | 33,662           | (32,637)           | 1,025          |
| Office Furniture & Equipment  | 39,190           | (31,630)           | 7,560          | 44,775           | (36,946)           | 7,829          |
| Playground Equipment          | 195,111          | (127,884)          | 67,227         | 195,111          | (117,003)          | 78,109         |
| Sports Uniform                | 34,451           | (26,055)           | 8,396          | 31,745           | (23,849)           | 7,895          |
| Teaching Equipment            | 65,958           | (57,344)           | 8,614          | 65,299           | (65,299)           | -              |
| Vehicles & Grounds            | 10,085           | (7,185)            | 2,900          | 10,811           | (6,649)            | 4,161          |
| <b>Balance at 31 December</b> | <b>1,673,548</b> | <b>(1,009,861)</b> | <b>663,688</b> | <b>1,611,622</b> | <b>(1,012,583)</b> | <b>599,039</b> |

#### 11. Accounts Payable

|  | 2024           | 2024           | 2023           |
|--|----------------|----------------|----------------|
|  | Actual         | Budget         | Actual         |
|  | \$             | \$             | \$             |
| Creditors                                      | 27,586         | 32,000         | 32,737         |
| Accruals                                       | 9,754          | 7,500          | 7,260          |
| Employee Entitlements - Salaries               | 228,679        | -              | 162,083        |
| Employee Entitlements - leave accrual          | 9,049          | 174,000        | 8,431          |
|  | <b>275,068</b> | <b>213,500</b> | <b>210,511</b> |
| Payables for Exchange Transactions             | 266,019        | 39,500         | 202,080        |
| Payables for Non-exchange Transactions - Other | 9,049          | 174,000        | 8,431          |
|  | <b>275,068</b> | <b>213,500</b> | <b>210,511</b> |

The carrying value of payables approximates their fair value.

#### 12. Borrowings

|                     | 2024          | 2024          | 2023          |
|---------------------|---------------|---------------|---------------|
|                     | Actual        | Budget        | Actual        |
|                     | \$            | \$            | \$            |
| Due in One Year     | 9,084         | 9,084         | 9,084         |
| Due Beyond One Year | 24,981        | 24,981        | 34,065        |
|                     | <b>34,065</b> | <b>34,065</b> | <b>43,149</b> |

The school has borrowings at 31 December 2024 of \$34,065 This loan is from the Energy Efficiency & Conservation Authority for the purpose of upgrading the lights. The loan is unsecured and is interest free.

## MURITAI SCHOOL

### Notes to the Financial Statements

For the year ended 31 December 2024

#### 13. Revenue Received in Advance

|   | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|---|----------------------|----------------------|----------------------|
| Grants in Advance - Ministry of Education | -                    | 6,000                | 6,000                |
| International student fees in advance     | 13,913               | -                    | -                    |
|   | <u>13,913</u>        | <u>6,000</u>         | <u>6,000</u>         |

#### 14. Provision for Cyclical Maintenance

|   | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|---|----------------------|----------------------|----------------------|
| Provision at the Start of the Year        | 175,747              | 175,747              | 95,550               |
| Increase to the Provision During the Year | 23,103               | 19,654               | 80,197               |
| Use of the Provision During the Year      | (18,680)             | (65,401)             | -                    |
| Provision at the End of the Year          | <u>180,170</u>       | <u>130,000</u>       | <u>175,747</u>       |
| Cyclical Maintenance - Current            | 121,584              | 30,000               | 47,560               |
| Cyclical Maintenance - Non current        | 58,586               | 100,000              | 128,187              |
|   | <u>180,170</u>       | <u>130,000</u>       | <u>175,747</u>       |

#### 15. Finance Lease Liability

The School has entered into a number of finance lease agreements for computers and photocopiers. Minimum lease payments payable:

|  | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|--|----------------------|----------------------|----------------------|
| No Later than One Year                           | 21,581               | 8,000                | 14,535               |
| Later than One Year and no Later than Five Years | 30,107               | 2,000                | 12,062               |
| Future Finance Charges                           | (9,275)              | -                    | (4,103)              |
|  | <u>42,413</u>        | <u>10,000</u>        | <u>22,494</u>        |
| <b>Represented by</b>                            |                      |                      |                      |
| Finance lease liability - Current                | 17,582               | 8,000                | 12,743               |
| Finance lease liability - Non current            | 24,831               | 2,000                | 9,751                |
|  | <u>42,413</u>        | <u>10,000</u>        | <u>22,494</u>        |

## MURITAI SCHOOL

### Notes to the Financial Statements

For the year ended 31 December 2024

#### 16. Funds Held for Capital Works Projects

During the year the School received and applied funding from the Ministry of Education for the following capital works projects. The amount of cash held on behalf of the Ministry for capital works project is included under cash and cash equivalents in note 7.

|                       |                    | Opening  | Receipts | Payments  | BOT<br>Contribution/<br>(Write-off to<br>R&M) | Closing  |
|-----------------------|--------------------|----------|----------|-----------|---|----------|
|                       |                    | Balances | from MoE |           |   | Balances |
|                       |                    | \$       |          |           |   | \$       |
| 2024                  |                    |          |          |           |   |          |
| Hall Refurbishment    | <i>In progress</i> | (16,805) | 15,331   | (144,308) | 105,578                                       | (40,204) |
| Junior School Upgrade | <i>In progress</i> | 9,929    | -        | (17,258)  | -   | (7,329)  |
| Roof Repairs          | <i>In progress</i> | 4,727    | -        | (44,502)  | -   | (39,775) |
| Heat Pumps            | <i>Completed</i>   | 15,112   | 1,638    | (16,750)  | -   | -        |
| Totals                |                    | 12,963   | 16,969   | (222,818) | 105,578                                       | (87,308) |

#### Represented by:

Funds Held on Behalf of the Ministry of Education

-

Funds Due from the Ministry of Education

(87,308)

(87,308)

|                                |                    | Opening  | Receipts | Payments  | BOT<br>Contribution/<br>(Write-off to<br>R&M) | Closing  |
|--------------------------------|--------------------|----------|----------|-----------|---|----------|
|                                |                    | Balances | from MoE |           |   | Balances |
|                                |                    | \$       | \$       | \$        | \$  | \$       |
| 2023                           |                    |          |          |           |   |          |
| Hall Refurbishment             | <i>In progress</i> | 15,531   | 247,325  | (279,661) | -   | (16,805) |
| New Boundary Fencing           | <i>Completed</i>   | 1,830    | 1,945    | (3,775)   | -   | -        |
| Junior School Upgrade Expenses | <i>In progress</i> | 9,929    | -        | -         | -   | 9,929    |
| Roof Repairs                   | <i>In progress</i> | (985)    | 21,562   | (15,850)  | -   | 4,727    |
| Heat Pumps                     | <i>In progress</i> | -        | 28,500   | (13,388)  | -   | 15,112   |
| Totals                         |                    | 26,305   | 299,332  | (312,674) | -   | 12,963   |

#### Represented by:

Funds Held on Behalf of the Ministry of Education

29,768

Funds Due from the Ministry of Education

(16,805)

12,963



## MURITAI SCHOOL

### Notes to the Financial Statements

### For the year ended 31 December 2024

#### Other Employees

The number of other employees with remuneration greater than \$100,000 was in the following bands:

| Remuneration<br>\$000 | 2024<br>FTE Number | 2023<br>FTE Number |
|-----------------------|--------------------|--------------------|
| 120 - 130             | 1                  | -                  |
| 110 - 120             | 3                  | 4                  |
| 100 - 110             | 3                  | 2                  |
|                       | <u>7</u>           | <u>6</u>           |

The disclosure for 'Other Employees' does not include remuneration of the Principals.

#### 19. Compensation and Other Benefits Upon Leaving

The total value of compensation or other benefits paid or payable to persons who ceased to be Trustees, Committee Member, or Employees during the financial year in relation to that cessation and number of persons to whom all or part of that total was payable was as follows:

|                  | 2024<br>Actual | 2023<br>Actual |
|------------------|----------------|----------------|
| Total            | \$0            | \$0            |
| Number of People | -              | -              |

#### 20. Contingencies

There are no contingent liabilities and no contingent assets (except as noted below) as at 31 December 2024 (Contingent liabilities and assets at 31 December 2023: nil).

#### Pay Equity Settlement Wash Up

In 2024 the Ministry of Education provided additional funding for both the support staff in School's Collective Agreement (CA) Settlement and the Teacher Aide Pay Equity Settlement. The School is yet to receive a final wash up that adjusts the estimated quarterly instalments for the actual teacher aides employed in 2024. The Ministry is in the process of determining the amount of the final wash up payment for the year ended 31 December 2024. Even though the payment is probable, the amount to be received is not known with a high level of certainty. The School has therefore not recognised the expected receipt (asset) and income in its financial statements. The payment is expected to be received in July 2025.

#### Holidays Act Compliance – Schools Payroll

The Ministry of Education performs payroll processing and payments on behalf of boards, through payroll service provider, Education Payroll Limited.

The Ministry continues to review the Schools Sector Payroll to ensure compliance with the Holidays Act 2003. An initial remediation payment has been made to some current school employees. The Ministry is continuing to perform detailed analysis to finalise calculations and the potential impacts of specific individuals, as such, this is expected to resolve the liability for school boards.

## MURITAI SCHOOL

### Notes to the Financial Statements

For the year ended 31 December 2024

#### 21. Commitments

##### (a) Capital Commitments

At 31 December 2024, the Board had capital commitments of \$2,636,956 (2023: \$533,343) as a result of entering the following contracts:

| Contract Name                          | Contract Amount  | Spend To Date  | Remaining Capital |
|--|------------------|----------------|-------------------|
|  | \$               | \$             | \$                |
| Junior School Upgrade (Project 203199) | 388,902          | 25,857         | 363,045           |
| Roof Repairs (Project 230494)          | 2,331,677        | 61,337         | 2,270,340         |
| Hall Refurbishment (Project 227246)    | 440,285          | 436,713        | 3,572             |
| <b>Total</b>                           | <b>3,160,864</b> | <b>523,908</b> | <b>2,636,956</b>  |

The Board receives funding from the Ministry of Education for Capital Works which is disclosed in note 16.

##### (b) Operating Commitments

As at 31 December 2024 the Board not has entered into any operating commitments.  
(Operating commitments at 31 December 2023: \$nil).

#### 22. Financial Instruments

The carrying amount of financial assets and liabilities in each of the financial instrument categories are as follows:

##### Financial assets measured at amortised cost

|                             | 2024<br>Actual<br>\$ | 2024<br>Budget<br>\$ | 2023<br>Actual<br>\$ |
|-----------------------------|----------------------|----------------------|----------------------|
| Cash and Cash Equivalents   | 91,650               | 182,632              | 304,355              |
| Receivables                 | 249,612              | 186,000              | 189,542              |
| Investments - Term Deposits | 129,141              | 225,000              | 225,878              |
| Total Cash and Receivables  | <u>470,403</u>       | <u>593,632</u>       | <u>719,775</u>       |

##### Financial liabilities measured at amortised cost

|  |                |                |                |
|--|----------------|----------------|----------------|
| Payables   | 275,068        | 213,500        | 210,511        |
| Borrowings - Loans                                     | 34,065         | 34,065         | 43,149         |
| Finance Leases   | 42,413         | 10,000         | 22,494         |
| Total Financial Liabilities Measured at Amortised Cost | <u>351,546</u> | <u>257,565</u> | <u>276,154</u> |

#### 23. Events After Balance Date

There were no significant events after the balance date that impact these financial statements.

**MURITAI SCHOOL**

Members of the Board

For the year ended 31 December 2024

| <b>Name</b>       | <b>Position</b>  | <b>How position on Board gained</b> | <b>Term</b>    |
|-------------------|------------------|-------------------------------------|----------------|
| Kaye Sherwin      | Presiding Member | Re-elected September 2022           | September 2025 |
| Stu Devenport     | Principal        | Appointed                           |                |
| Kurt Renner       | Parent Rep       | Re-elected September 2022           | September 2025 |
| Lisa South        | Parent Rep       | Re-elected September 2022           | September 2025 |
| Felicity Lovell   | Staff Rep        | Re-elected September 2022           | September 2025 |
| Matt McCorkindale | Parent Rep       | Elected September 2022              | September 2025 |
| Jo Neilson        | Parent Rep       | Elected September 2022              | September 2025 |

## MURITAI SCHOOL

### Kiwisport / Statement of Compliance with Employment Policy For the year ended 31 December 2024

Kiwisport is a Government funding initiative to support students participation in organised sport.

In 2024 the School received total Kiwisport funding of \$5,658 (2023: \$5,448 excluding GST).

The funding was used to run specific sports programmes for our students. Opportunities offered to our students included swimming tuition, cross country, athletics and a sports exchange with Wellesley College. A sports co-ordinator was employed to organise sports events in the school.

Our students continue to enjoy success across all areas of sporting endeavour.

#### **Statement of Compliance with Employment Policy**

For the year ended 31 December 2024 the Muritai School Board:

- Has developed and implemented personnel policies, within policy and procedural frameworks to ensure the fair and proper treatment of employees in all aspect of their employment
- Has reviewed its compliance against both its personnel policy and procedures and can report that it meets all requirements and identified best practice.
- Is a good employer an complies with the conditions contained in the employment contract of all staff employed by the Board.
- Ensures all employees and applicants for employments are treated according to their skills, qualifications and abilities, without bias or discrimination.
- Meets all Equal Employment Opportunities requirements.

# Creative Communities Scheme Application

Compiled application pack

**Applicant: Aishwarya Venkatraman**

**Project: Guru Kripa School of Music Concert**

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## Document order

- |          |   |            |
|----------|---|------------|
| <b>1</b> | <b>Application form</b>                               | Pages 3-7  |
| <b>2</b> | <b>Supporting document - Sponsorship Presentation</b> | Pages 9-12 |

Compiled on 12 May 2026

# Application form

Creative Communities Scheme application - application first

Tuesday, April 21, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

|   |  |
|---|--|
| Are you applying as an individual or group?   | <input type="button" value="Individual"/>                                  |
| Full Name (individual)  | Aishwarya Venkatraman  |
| Mailing Address   | [REDACTED]   |
| Contact Email   | [REDACTED]   |
| Phone Number (Day)  | [REDACTED]   |
| Name on bank account  | [REDACTED]   |
| Bank Account Number   | [REDACTED]   |
| Would you like to speak in support of your application at the CCS assessment committee meeting? | <input type="button" value="Yes"/>   |
| Ethnicity of applicant/group  | <input type="button" value="Asian"/> <input type="button" value="Indian"/> |
| How did you hear about the Creative Communities Scheme?   | <input type="button" value="Council website"/>                             |

### Project Details

**Project Name** Guru Kripa School of Music Concert

#### Brief description of project

We are seeking funding support from the Council to deliver a community-based music event in Lower Hutt (Little Theatre) that enables broad community participation, celebrates cultural diversity, and provides a platform for children and youth to express their love for music.

The event will reflect and celebrate the cultural diversity of the Hutt and wider Wellington region, with programming that supports a range of musical instruments, vocals and cultural traditions.

The concert provides opportunities for young people (ages 3.5 to 21 years) to engage with and participate in the arts, either as performers, collaborators, or audience members. By providing a supportive platform for youth involvement, the event contributes to building confidence, creativity, and connection to the local music community, aligning with the Creative Communities Scheme youth participation criteria.

The music school has organised two previous concerts (in 2023 and 2025) which were both funded by the music school and student community. Audiences contributed through a small koha contribution. Given the overwhelming response from the audience and rising costs associated with stage performances, we are seeking funding from the council towards this event.

The event will be a locally delivered, arts-focused music experience designed for whānau, and residents across Lower Hutt. It will provide opportunities not only to attend live music, but to actively participate through performance, collaboration, and shared community experience. The project will take place entirely within Lower Hutt and will be completed within 12 months of funding approval, in line with CCS requirements

The event aims to strengthen social connection, wellbeing, and local identity by showcasing local musicians and encouraging community participation. Music provides a powerful, low-barrier way for people to connect across generations and cultures, creating shared experiences that foster belonging and pride in place.

|  |   |
|--|---|
| <b>Venue and suburb or town</b>  | Little Theatre, Lower Hutt  |
| <b>Start Date</b>  | Sunday, October 4, 2026   |
| <b>Finish Date</b>   | Sunday, October 4, 2026   |
| <b>Number of active participants</b>                                       | 40  |
| <b>Number of viewers/audience members</b>                                  | 300   |
| <b>Which of the schemes three funding criteria are you applying under?</b> | Young people: Enable young people (under 18 years of age) to engage with, and participate in the arts |
| <b>Artform or Cultural Arts practice</b>                                   | Music   |
| <b>What activity best describes your project?</b>                          | Presentation only (performance or concert)  |
| <b>Cultural tradition of your project</b>                                  | Asian South Indian Classical Music  |

## Project Details

### The idea/Te kaupapa - What do you want to do?

I am organising a community-based South Indian classical (Carnatic) music concert showcasing students from my music school, with participants ranging from 3 to 18+ years of age. This is a one of its' kind type of event in Lower Hutt, providing young learners with a rare and meaningful opportunity to perform live on stage, supported by a professional orchestra and highly trained musicians.

This event is designed as an inclusive celebration of cultural diversity and creative expression within the Hutt Valley. Students will present a curated programme reflecting their musical journey—building confidence, discipline, and collaboration—while sharing a rich cultural art form with the wider community. The concert will be open to the public and actively invite parents, extended family, friends, and community members, strengthening connections across generations and cultures. By providing free or low-cost access, the event removes barriers to participation and encourages broader community engagement with the arts.

Funding from the Creative Communities Scheme will support professional sound engineering, excellent venue and professional musicians to accompany the young singers, to ensure high-quality production. This is essential both for accessibility on the day and for documenting the event as a learning and promotional resource for young performers, families, and the wider community.

Through this concert, the project nurtures emerging talent, supports cultural heritage, and creates a welcoming, shared experience that reflects the multicultural identity of Lower Hutt. It contributes to a vibrant local arts ecosystem where young people are empowered to participate, perform, and belong. I have attached a few slides to provide a snapshot into previous concerts, and also some short

commentary by my students about their experience.

### **The process/Te whakatutuki - How will the project happen?**

Music school students have been learning new compositions and rhythms and will be singing in groups based on their ability. Professional musicians will be supporting the performers with an on-stage orchestra. This will provide a real performance experience to the students with a live audience and supporting musicians. As in past concerts, the promotional flyers and event marketing will be done electronically and online through social media and community contacts.

A small door entry fee or koha will be requested to support the event but majority of the event funds will be from the music school family and myself.

The previous two concerts and both were funded by myself and families of students. In the previous concert organised in 2025, there was a huge response from the audience, and the venue was not large enough to accommodate all the attendees. Therefore, this time I have booked Little Theatre to accommodate a larger audience and provide an excellent venue that supports acoustics and professional experience. In the current economic environment, it would be great to have an additional source of funding to support this event.

Students have trained for several months to perform and will encourage children of different music abilities to gain confidence for a live performance.

In the event of a pandemic or a Covid19 resurgence, we will deliver this programme based on government guidelines.

### **The people/Ngā tāngata - Tell us about the key people and/or the groups involved**

Students ranging from 3.5 years to 21 years. Predominantly primary and high school student who are from the Hutt.

Music school families who are predominantly Lower Hutt residents.

Musicians, sound and light technicians - local businesses

People from the community who will attend the event.

### **The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

Our criterion is 'young people'. This concert creates a powerful platform for young people to share a rare and deeply rooted musical tradition, enriching the culture of the community in which they live, learn, and thrive. The students range from 3.5-21 years and having a platform to perform is a wonderful opportunity for them with a live audience complete with orchestra. Students aging 15-21 years will be involved in hosting, back stage organisation and pre and post show events arrangements.

Participating and/or organising this event enables young people to not only learn, perform and immerse themselves in a rare music form but also builds confidence and social skills. In this world of technology seeped in AI and social media influencers, this is a 'real-world' experience. The energy, music and the interaction makes it real and builds an emotional connect to preserve a vintage form of music.

## **Project Details (Financial)**

See the CCS Application Guide for more detail on how to complete this section

### **Are you GST registered**

No

Do **NOT** include GST in your budget

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs | Detail         | Amount (\$) | What are you applying for under CSS? |
|---------------|----------------|-------------|--------------------------------------|
| Venue hire    | Little Theatre | 1700        | 1700                                 |
|               |                |             |                                      |

| Project needs             | Detail                 | Amount (\$) | What are you applying for under CSS? |
|---------------------------|------------------------|-------------|--------------------------------------|
| Sound, light, photography |                        | 1500        | 1500                                 |
| Musicians                 | travel, food, boarding | 3500        | 3500                                 |
| Project management        | misc                   | 500         | 500                                  |
| Medals and certificates   |                        | 200         | 200                                  |

**Please upload any quotes or receipts you have received for your project costs**



Sponsorship Presentation.pptx.pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$)    | Detail |
|----------------|--------|
| Tickets (koha) | 1000   |

**Total costs (\$)** 7400

**Costs less Income (\$)** 6400

**Amount you are requesting from the Creative Communities Scheme(\$)** 6400

#### Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy


## Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

|  |   |
|--|---|
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Name of contact person/applicant</b>  | Aishwarya Venkatraman   |
| <b>Signed (contact person/applicant)</b> |  |
| <b>Date</b>                              | Tuesday, April 21, 2026   |
| <b>Date</b>                              | Tuesday, April 21, 2026   |

# Supporting documents

Sponsorship Presentation - evidence and background material

# Guru Kripa School of Music & Slokha

## About Us

- We are a community-based music & slokha school in New Zealand
- Carnatic (South Indian Classical) music, devotional songs & Sanskrit slokhas (poems)
- Teaching students from 3 years to 18 and above
- Regular cultural and temple performances

Have previously held two community based concerts in 2023 and 2025. These were funded by parents and through koha donations.

## Our Impact

- Build confidence through stage exposure
- Strengthen cultural identity
- Support emotional wellbeing
- Create a strong community network
- Ensuring this art form carries on to future generations

“We transform  
music learning  
into  
confidence,  
cultural  
identity,  
and lifelong  
self-expression  
for every  
student.”

## Upcoming Event

We are organising an upcoming cultural event that will:

- Showcase student talent through live performances
- Bring together families and the wider community
- Celebrate cultural heritage through music and slokha recitation

## Why We Need Sponsorship

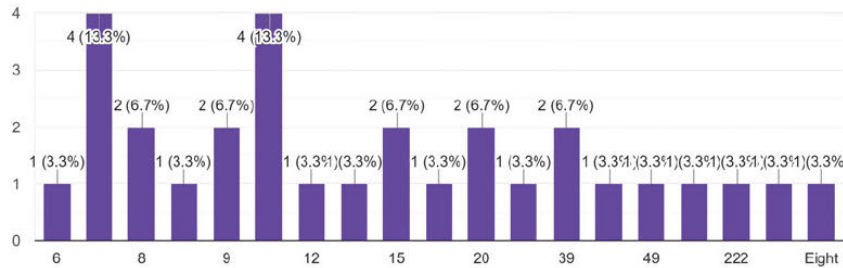
Your support will help us deliver a high-quality event by covering:

- Venue and logistics
- Sound and lighting
- Orchestra fee and travel expenses
- Event coordination and accessibility

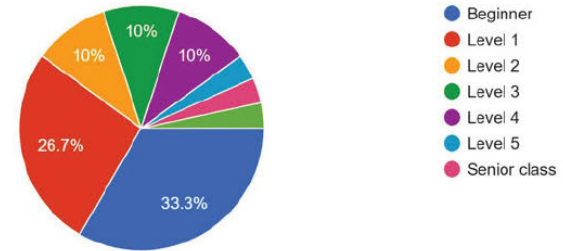
“Our events have traditionally been run on a koha basis, with costs shared between families and the school. However, with the rising cost of living, we are seeking sponsorship support to continue delivering quality cultural experiences.”

# STUDENT VOICES

How old are you (student)?  
30 responses



Which level are you currently in?  
30 responses



|  |   |   |   |   |   |
|--|---|---|---|---|---|
| <b>Student Voice Summary</b>   | Across all ages and levels, students consistently express that learning at Guru Kripa is <b>joyful, confidence-building, and deeply meaningful.</b> | They don't just see singing as a skill — they experience it as:         | A source of <b>happiness, relaxation, and self-expression</b>           | A way to <b>build confidence</b> , especially through performing on stage | A strong connection to their <b>culture, language, and spirituality</b> |
| A space where they feel a sense of <b>belonging with friends and community</b> | Many students highlight that:   | Performing helps them <b>overcome fear and feel proud of themselves</b> | Learning slokhas and songs brings <b>calmness and emotional balance</b> | They enjoy <b>growing over time</b> and improving their abilities         | The environment feels <b>supportive, encouraging, and fun</b>           |

“Students feel happy, confident, culturally connected, and proud to express themselves through music and performance.”

# Photos from previous concerts



**GURU KRIPA SCHOOL OF MUSIC & SLOKA**  
 PRESENTS  
 A Carnatic Music and Slokam Chanting Live Performance  
 Featuring Aishwarya Srinivasan and her Students

Accompanied by:  
 Avinash Jayashankar on Mridangam  
 Saketh Vishnubhotla on Veena  
 Ikram Singh on Tabla

DATE: Saturday, November 4<sup>th</sup>, 2023  
 Time: 4:30 PM - 6:00 PM  
 Venue: 40 Mitchell Street, Epuni  
 Lower Hutt - 5011

Join us as the children take the stage to share their talents with a live audience.  
 For more information, please contact us at 020 4077 9854

**Koha Concert**  
 Entry \$5 (per act/gate)



**Guru Kripa School of Music & Sloka**  
 A Carnatic Music and Slokam live performance  
 Featuring Aishwarya Venkatraman and her students  
 Accompanied by:  
 Avinash Jayashankar on Mridangam  
 Ikram Singh on Tabla  
 Arushi Ramesh on Violin

Join us as the children take the stage to share their talents with a live audience.  
 For more information, please contact us at 020 4077 9854

**Date: September 14th**  
**Time: 4:30 PM Onwards**  
**Venue: Newlands Community Centre**




# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Music Video / Visual Art - Drifted Away

Kararina Carroll

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### Document order

1. Application form
2. Drifted Away budget plan

Compiled supporting document pack

# Application

Music Video / Visual Art - Drifted Away

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Application form follows.

Wednesday, April 1, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?  Individual

Full Name (individual) Kararina Carroll

Mailing Address [REDACTED]

Contact Email [REDACTED]

Phone Number (Day) [REDACTED]

Name on bank account [REDACTED]

Bank Account Number [REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?  No

Ethnicity of applicant/group  Māori

How did you hear about the Creative Communities Scheme?  Word of mouth

### Project Details

Project Name Music Video/Visual Art

#### Brief description of project

A visual for an original song I wrote called "Drifted Away". It is an emotional blend of soul and soft folk-pop, capturing the feeling of losing yourself while searching for where you belong. It explores the quiet battle between light and darkness within, and the moments of doubt that pull you further from home. Through reflection and vulnerability, the song finds peace in returning to your own element — a gentle reminder that even when you feel lost, you're still finding your way, and everything will be okay.

Venue and suburb or town Naenae and wider Lower Hutt.

Start Date Tuesday, May 5, 2026

Finish Date Friday, June 5, 2026

Number of active participants 10

**Number of viewers/audience members** 200

**Which of the schemes three funding criteria are you applying under?**

Access and Participation: Create opportunities for local communities to engage with, and participate in local arts activities

**Artform or Cultural Arts practice**

Multi-artform (including film)

**What activity best describes your project?**

Creation and presentation

**Cultural tradition of your project**

Māori

## Project Details

### The idea/Te kaupapa - What do you want to do?

We want to create a cinematic video for my song 'Drifted Away' that visually reflects the emotional journey of feeling lost and ultimately finding your way back home. The ultimate goal is to create a piece that resonates on a personal level both for myself and the people of Te Awa Kairangi, offering a sense of comfort and reassurance that you can always find your way back home.

### The process/Te whakatutuki - How will the project happen?

If successful, the project will be executed as a carefully planned small-scale production focused on atmosphere and story-telling.

We will shoot across a small number of accessible locations in the Hutt Valley that reflect the emotional arc of the song eg. (nature, bushland, rivers/creeks, woods, areas that represent stillness and clarity.

The visuals will then be pieced together by a videographer ready for public display upon completion.

### The people/Ngā tāngata - Tell us about the key people and/or the groups involved

We plan on involving key people and local creative communities to ensure the video feels grounded, collaborative and reflective of the environment its created in. Local artist and producer, Jarad Westrupp, is also co-leading the project who has previously been a recipient of the grant twice before, and now leads a local music programme (via Te Paepae Arahī) from where this song was created. Jarad has called upon his visual director, Charlie/Runner Films to shoot the project cinematically if successful. The song and video will then be distributed to platforms such as Spotify, Youtube, etc.

### The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people

We are committed to fostering an inclusive environment that welcomes participation from a diverse range of young people including those from different cultural, social and creative backgrounds. As the song was created via Te Paepae Arahī, we work alongside young people daily who will be given the opportunity to attend and gain experience from being on-set as well as actively participating as extras in the video should they want to, this will build both skills and confidence for their own future projects.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

No


Do **NOT** include GST in your budget

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs   | Detail               | Amount (\$) | What are you applying for under CSS? |
|-----------------|----------------------|-------------|--------------------------------------|
| Lighting hire   |                      | \$100       | \$100                                |
| Location costs  | Travel expenses      | \$150       | \$150                                |
| Talent          | Collaorators         | \$200       | \$200                                |
| Post Production | Editing              | \$400       | \$400                                |
| Colour grading  | design               | \$200       | \$200                                |
| Videographe r   | Filming, camera hire | \$500       | \$500                                |

**Please upload any quotes or receipts you have received for your project costs**

 Drifted Away budget plan.rtf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail                      |
|-------------|-----------------------------|
| \$0         | This is not a paid project. |

**Total costs (\$)** 1500

**Costs less Income (\$)** 1500

**Amount you are requesting from the Creative Communities Scheme(\$)** 1500

#### Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

## Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

If this application is successful, I/We agree to:

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** Kararina Carroll

**Signed (contact person/applicant)** 

**Date** Wednesday, April 1, 2026

**Date** Wednesday, April 1, 2026

# Supporting Document 1

Music Video / Visual Art - Drifted Away

---

Drifted Away budget plan follows.

## **“Drifted Away” Music Video**

**Total Budget: \$1,500 NZD**

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### **Pre-Production – \$150**

- Concept development & planning
  - Storyboarding & shot list preparation
- 

### **Production – \$700**

- Camera & basic equipment (hire/usage): \$250
  - Lighting & accessories: \$100
  - Location costs / travel expenses: \$150
  - Talent / collaborators (small stipends): \$200
- 

### **Post-Production – \$500**

- Editing (video assembly & pacing): \$200
- Colour grading: \$100
- Lyric video integration & design: \$100
- Visual effects / overlays (textures, assets): \$100

—

**Miscellaneous / Contingency – \$150**

- Unexpected costs
- Additional assets or revisions

# Margaret Wilkie

Studio Sasada 2026 Concert

## Creative Communities Scheme Application

**Applicant:** Margaret Wilkie  
**Project:** Studio Sasada 2026 Concert  
**Compiled order:** Application form followed by supporting documents

---

Compiled without changing the supplied source document content.

# Application Form

Application follows in the original supplied format.

Saturday, April 25, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Individual

Full Name (individual)

Margaret Wilkie

Mailing Address

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

No

Ethnicity of applicant/group

Māori

How did you hear about the Creative Communities Scheme?

Council mail-out

### Project Details

Project Name

Studio Sasada 2026 Concert

#### Brief description of project

Each year people who are learning music with Studio Sasada in Waiwhetū have an opportunity to take part in a public concert held at The Little Theatre. With professional sound and lighting and support of professional musicians many of whom also teach at the Studio, people of all ages ranging from 5 years to 76 years of age may perform solo or in groups. Family members and friends of the learners may also be performing on stage, and everyone learns about working, rehearsing and performing with other people. Audience are welcome to film their own items, and video and audio recordings are used as teaching and learning resources. Family members, parents and friends help with the concert including front of house, green room, stage management, ticket taking etc. The main aim is experience for everyone and we notice a marked increase in self confidence especially for the younger performers and those trying it for the first time. We aim for everyone to have a positive fun and exciting experience of live music. The audience also enjoys themselves.

Venue and suburb or town

The Little Theatre Lower Hutt

Start Date

Friday, September 4, 2026

|  |  |
|--|--|
| <b>Finish Date</b>   | Friday, September 4, 2026  |
| <b>Number of active participants</b>                                       | 115  |
| <b>Number of viewers/audience members</b>                                  | 300  |
| <b>Which of the schemes three funding criteria are you applying under?</b> | Young people: Enable young people (under 18 years of age) to engage with, and participate in the arts                        |
| <b>Artform or Cultural Arts practice</b>                                   | Music  |
| <b>What activity best describes your project?</b>                          | Presentation only (performance or concert)   |
| <b>Cultural tradition of your project</b>                                  | All cultural groups have a tradition of musical performance. memebtrs of all these options will be performing at our concert |

## Project Details

### The idea/Te kaupapa - What do you want to do?

We want to offer an opportunity for people learning music to perform at a public venue in front of a live audience. Many individuals only experience playing music in lessons and then practicing on their own - the concert gives them the experience of 4 rehearsal sessions with others and the concert itself. We apply for Creative Communities funding so this whole experience is at no charge to the learners.

### The process/Te whakatutuki - How will the project happen?

All learners at Studio Sasada are offered the opportunity to take part in the annual concert. Solo performers, for example on piano, violin, saxophone or guitar will practice with their teachers and perform on stage with teacher support if needed. People playing in bands will be placed with others who are at about the same level for performance - all performers attend at least 3 of 4 scheduled rehearsals with their bands - at no charge because CC funding supports the costs of rehearsals. On Concert Day people come into the Little Theatre, sign in and are free to be in the audience until 3 songs before the one they are playing in when they come backstage and instruments are tuned with helpers. Each band is set up side stage by the stage manager and crew, and teachers assist them onto the stage - the drummer will start the song, performed under professional lighting and sound set up - in the same format as they have rehearsed together. Some songs will be supported by the Studio musicians who are all qualified and performance musicians in their own right. Family, friends and supporters assist with set up and pack down and cleaning up at the end - also helping the lighting and sound pack down and transporting all gear both ways. Regarding Covid-19 - In 2022 we had audience members wearing masks and performers able to not wear masks for their own songs. We also open the theatre for ventilation between the sets of songs. However if the pandemic is seriously impacting in NZ we may make the reluctant decision to cancel the concert for everyone's safety as we did in 2020. In return we could arrange to film the bands in rehearsal at the studio - without audience - but video available to show everyone.

### The people/Ngā tāngata - Tell us about the key people and/or the groups involved

The key people involved are the musician learners - who are for the most part residents of Lower Hutt. The team of their teachers assisting the concert and rehearsals are also mostly residents in the Valley or travel in to work at the Studio in Waiwhetū. In 2025 we had the support of Nic Cave-Lynch of Tymar Lighting and Mike Duffy Audio on sound. Our Stage Manager is a previous student and performer at the concert who supports, produces and stage manages community theatre and music as a hobby - he kindly supports us with only a reimbursement for his travel from New Plymouth. A studio friend and musician was MC for 2025 concert and is also available for a nominal rate for 2026. All other activities are handled

by a crew of the Studio Sasada whānau including teachers, other family members, past students, and other helpers and friends. These people tell us they enjoy the concert and love to contribute to help out. In some cases we return our thanks with free lessons. Over all its a great team effort and the results speak for themselves - see our facebook page Studio Sasada.

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

In 2026 about 90% of the performers at the concert are young people ranging in age from 5 to 18 years - and invited guest/friend/family musicians tend to be in their same age peer group. People who are age 19 and above tend to be our adult students or people supporting older students or family members and friends in their performances.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

Yes

Do **NOT** include GST in your budget

**GST Number**

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs               | Detail                           | Amount (\$) | What are you applying for under CSS? |
|-----------------------------|----------------------------------|-------------|--------------------------------------|
| Venue Hire                  | The Little Theatre               | \$1,460.00  | \$1,460.00                           |
| Sound                       | Rory MCCartney                   | 500         | 500                                  |
| Lighting                    | Tymar Lighting                   | 500         | 500                                  |
| Rehearsals                  | Nominal payments to 11 musicians | 1100        | 1100                                 |
| MC                          | For Concert and H&S              | 150         | 150                                  |
| Stage Manager<br>H&S warden | Travel costs only                | 100         | 100                                  |
| Kai for crew (18 people)    | For set up and during concert    | 350         | 350                                  |

**Please upload any quotes or receipts you have received for your project costs**



Invoice-6 The Little Theatre 2026.pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail       |
|-------------|--------------|
| 1500        | Ticket sales |

**Total costs (\$)** 4160

**Costs less Income (\$)** 2660

**Amount you are requesting from the Creative Communities Scheme(\$)** 2660

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Declaration**

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

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**If this application is successful, I/We agree to:**

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**Terms and Conditions** Accepted


**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

|  |   |
|--|---|
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Name of contact person/applicant</b>  | Margaret Wilkie   |
| <b>Signed (contact person/applicant)</b> |  |
| <b>Date</b>                              | Saturday, April 25, 2026  |
| <b>Date</b>                              | Saturday, April 25, 2026  |

# Supporting Document

Supporting material follows in the original supplied format.



## TAX INVOICE &amp; RECEIPT - Confirmed

| Reference   | Booking Status | Booking ID |
|-------------|----------------|------------|
| [REDACTED]  | Confirmed      | 4433       |
| Customer ID | Purchase Order | Date       |
| [REDACTED]  |                | 29/04/2025 |

## Customer Details

On behalf of: Studio Sasada

[REDACTED]  
LOWER HUTT WELLINGTON 5010 NEW ZEALAND

## Hutt City Council

30 Laings Road

[REDACTED]  
P: 0800 488 824W: <https://www.huttcity.govt.nz/>

**Booking Name:** Studio Sasada Concert  
**Booking ID:** Studio Sasada Concert  
**Venue Name:** Little Theatre

## Schedule of Upcoming Payments

| Due Date   | Total<br>(Incl. GST) | Applied<br>Amount | Outstanding |
|------------|----------------------|-------------------|-------------|
| 29/08/2025 | \$172.50             | \$172.50          | \$0.00      |
| 05/03/2026 | \$108.75             | \$0.00            | \$108.75    |
| 06/03/2026 | \$143.75             | \$0.00            | \$143.75    |
| 28/08/2026 | \$1,276.25           | \$0.00            | \$1,276.25  |
| 29/08/2026 | \$431.25             | \$0.00            | \$431.25    |

## Booking Details

| Details  | GST Amt | Total<br>(Incl. GST) | Due Date   | Outstanding |
|--|---------|----------------------|------------|-------------|
| Little Theatre - Little Theatre - 04/09/2026 20:00 to 04/09/2026 23:00 | \$56.74 | \$435.00             | 05/03/2026 | \$108.75    |
| - -  |         |                      | 28/08/2026 | \$326.25    |

|  |                 |                   |            |                   |
|--|-----------------|-------------------|------------|-------------------|
| Little Theatre - Little Theatre - 05/09/2026 08:00 to 05/09/2026 23:00                       | \$75.00         | \$575.00          | 06/03/2026 | \$143.75          |
| - -  |                 |                   | 29/08/2026 | \$431.25          |
| Little Theatre - Site Cleaning - FY24/25 - Site Cleaning - Per Day / Event -                 | \$22.50         | \$172.50          | 29/08/2025 | \$0.00            |
| Little Theatre - Site Induction - Site Induction - Per Event -                               | \$29.35         | \$225.00          | 28/08/2026 | \$225.00          |
| Little Theatre - Post Event Reset & Tech Check - Post Event Reset & Tech Check - Per Event - | \$29.35         | \$225.00          | 28/08/2026 | \$225.00          |
| <b>Total</b>   | <b>\$212.93</b> | <b>\$1,632.50</b> |            | <b>\$1,460.00</b> |

**Bond Details** *(Bonds do not incur GST.)*

| Details                              | Total           | Due Date   | Outstanding |
|--------------------------------------|-----------------|------------|-------------|
| Little Theatre Bond (Little Theatre) | \$500.00        | 28/08/2026 | \$500.00    |
| <b>Total</b>                         | <b>\$500.00</b> |            |             |

**Payments/Refunds**

| Reference | Receipt Type                            | Surcharge<br>(Incl. GST) | Date       | Amount   |
|-----------|---|--------------------------|------------|----------|
| PAY-2082  | PAYMENT - Direct Deposit to Council A/c |                          | 01/09/2025 | \$172.50 |

**Summary**

| Outstanding Balance | Payable Now     | Payable Later     |
|---------------------|-----------------|-------------------|
| <b>\$1,960.00</b>   | <b>\$108.75</b> | <b>\$1,851.25</b> |

## Methods of Payment

**Payment should only be made once the Booking has been Confirmed by Council.**



**CREDIT/Debit CARD ONLINE *this is the preferred option***

**Online** by visiting [https://huttcity.bookable.co.nz/#!/booking-details/bk\\_773b277cd32847fca12d118ae5944b7e](https://huttcity.bookable.co.nz/#!/booking-details/bk_773b277cd32847fca12d118ae5944b7e) and follow the links to pay with either Mastercard or Visa. A surcharge will apply to all credit card payments.

**In person** credit card payments for Mastercard and Visa are only accepted at council offices.



**BY PHONE**

Call 0800 488 824 to make a payment by credit card.  
Council only accepts Mastercard or Visa.



**IN PERSON** – at Council Offices

Admin Building is **Monday to Friday 8.30am – 5.00pm**, closed weekends and public holidays.  
Please check your local Neighbourhood Hub for individual open hours. Payment can be made by cash, or EFTPOS (debit or credit card). Council only accepts Mastercard or Visa.



**DIRECT DEPOSIT**

Account Name: Hutt City Council  
ACC: Westpac 03-0531-0429500-05

**For your payment reference please quote Booking ID: 4433**

### Payment Advice

TO: Hutt City Council  
30 Laings Road  
LOWER HUTT 5040

**Account Number** 901544  
**Customer Details** On behalf of: Studio Sasada  
[REDACTED]  
**Booking ID** [REDACTED]  
**Invoice Number** [REDACTED]  
**Amount Due** \$1,960.00  
**Office Use ONLY** *BookableReceipts*

# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## CanBead Lower Hutt

Applicant: The CanInspire Charitable Trust

Contact: [REDACTED]

Compiled document order: application first, followed by supporting documents.

### Contents

1. Application Form (6 pages)
2. Supporting Document - Letter of Variation - [REDACTED] (1 page)
3. Supporting Document - Letter of Variation - [REDACTED] (1 page)
4. Supporting Document - [REDACTED] Tutor Contract (7 pages)
5. Supporting Document - [REDACTED] Tutor Contract (8 pages)
6. Supporting Document - Wool.Life Quote (1 page)
7. Supporting Document - Crafrunner Quote (2 pages)
8. Supporting Document - DPI Booklets Quote (1 page)
9. Supporting Document - Bead Hold Quote (1 page)
10. Supporting Document - Hutt City Materials Costings (1 page)
11. Supporting Document - 2025 CanBead Annual Report (34 pages)
12. Supporting Document - Reserves Statement (1 page)

Compiled application package - source documents unchanged

# Application Form

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██████████ CanBead Lower Hutt ██████████.pdf

Compiled application package - source documents unchanged

Thursday, April 23, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

**Mailing Address**

[REDACTED]

**Contact Email**

[REDACTED]

**Phone Number (Day)**

[REDACTED]

**Name on bank account**

[REDACTED]

**Bank Account Number**

[REDACTED]

**Would you like to speak in support of your application at the CCS assessment committee meeting?**

No

**Ethnicity of applicant/group**

NZ European/Pākehā

**How did you hear about the Creative Communities Scheme?**

Council website

### Project Details

**Project Name**

CanBead Lower Hutt

**Brief description of project**

Five free creative therapy bead workshops for people experiencing illness, disability, trauma or loss, and their support networks.

**Venue and suburb or town**

Host agencies in Lower Hutt

**Start Date**

Monday, June 1, 2026

**Finish Date**

Wednesday, March 31, 2027

**Number of active participants**

45

**Number of viewers/audience members**

180

**Which of the schemes three funding criteria are you applying under?**

Access and Participation: Create opportunities for local communities to engage with, and participate in local arts activities

**Artform or Cultural Arts practice**

Craft/Object art

**What activity best describes your project?**

Workshop/wānanga

**Cultural tradition of your project**

European

Māori

Pacific Island

Asian

Middle Eastern/Latin American/African

## Project Details

**The idea/Te kaupapa - What do you want to do?**

CanBead provides free jewellery-making and beadcraft workshops for people experiencing serious illness, disability, trauma, or grief. Guided by skilled tutors and supported by volunteers, each session offers a calm, creative space to connect and express personal stories through making. First-time participants receive a curated kitbag of tools, findings, and donated beads—many reclaimed from recycled jewellery—to continue creating at home.

Demand in Lower Hutt remains strong - we are seeking funding to support tutor fees and materials for five workshops, matching 2025 delivery. These inclusive, community-based sessions foster wellbeing, creativity, and connection, teaching both traditional and contemporary techniques that celebrate identity and support ongoing creative engagement.

**The process/Te whakatutuki - How will the project happen?**

CanBead's Greater Wellington Coordinator works closely with trusted partner organisations who host each workshop and manage participant registration. This partnership model ensures our programme is locally embedded, responsive, and inclusive.

Our workshops are designed to be inclusive and accessible, serving individuals of all ages and backgrounds who are navigating serious illness, disability, trauma, or grief. We collaborate with local organisations to ensure participants feel supported and seen. In Lower Hutt, we currently partner with Oasis Network, Brain Injury Association and Red Cross (former refugees).

One of the region's two professional tutors then travel to each venue with pre-prepared kitbags and materials, supported by volunteers. Each two-hour workshop is structured as a welcoming, hands-on class where participants create items such as earrings, keyrings, and suncatchers.

**The people/Ngā tāngata - Tell us about the key people and/or the groups involved**

The programme is delivered by tutors Kirsty Jackson and Alex McCarthy, supported by the region's CanBead Coordinator Jazmin Diaz and a dedicated volunteer network who assist with workshop delivery, kitbag production, and bead sorting. Strategic oversight is provided by our Operations Manager in Ashburton, ensuring consistency and quality across regions. This nimble, cross-regional model allows us to maintain deep community connection while remaining cost-effective and responsive.

**The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

CanBead workshops are free, inclusive, and designed to meet people where they are—physically, emotionally, and creatively. We accommodate diverse needs, including vision impairments, cognitive challenges, and mental health conditions, and our tutors

are trained in trauma-informed, inclusive practice. By partnering with support agencies and hosting sessions in familiar, accessible venues, we remove logistical and psychological barriers to participation.

Our workshops welcome individuals facing illness, loss, or trauma—including support people and whānau — and provide take-home kitbags to extend creative engagement beyond the session. This fosters ongoing connection, wellbeing, and pride.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

Yes

Do **NOT** include GST in your budget

**GST Number**

██████████

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs            | Detail  | Amount (\$) | What are you applying for under CSS? |
|--------------------------|---|-------------|--------------------------------------|
| Tutor Fees               | 5 workshops   | 1267        | 1265                                 |
| Programme materials      | For 45 participants and 20 kitbags                    | 536         | 535                                  |
| Tutor Mileage            | 2 trips for Wellington tutor                          | 36          | 0                                    |
| Coordinator wages        | Share   | 949         | 0                                    |
| Kiwisaver                | Share   | 77          | 0                                    |
| Volunteer expenses       | Appreciation and support subscription                 | 35          | 0                                    |
| National admin overheads | Share of management wages, bookkeeping, insurance etc | 1118        | 0                                    |
| Rent                     | Share of regional storage locker                      | 267         | 0                                    |

**Please upload any quotes or receipts you have received for your project costs**



Letter of Variation Nov-25 ██████.pdf



Letter of Variation Nov-25 ██████.pdf



██████ Tutor Contract LW 27.80.pdf

- Tutor Contract LW 27.80.pdf
- 20260205 Wool.Life Quote - The Canl... .pdf
- Craftrunner Quote Mar-26.pdf
- DPI Booklets Quote Dec-25.pdf
- Bead Hold Quote x 25 workshops Dec... .pdf
- Hutt City Materials Costings x5.pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail   |
|-------------|--|
| 253         | Donations  |
| 247         | Fundraising events   |
| 137         | Sale of donated items  |
| 1848        | Operational grants (Share of COGS, Four Winds, Nikau, Trust House) |

|   |      |
|---|------|
| <b>Total costs (\$)</b>   | 4285 |
| <b>Costs less Income (\$)</b>   | 1800 |
| <b>Amount you are requesting from the Creative Communities Scheme(\$)</b> | 1800 |

**Tell us about any other funding you have applied for or received for this project (remember you can't receive funds for your project from both CCS and Creative New Zealand's other funding programmes).**

| Application Date | Who To           | How Much (\$) | Confirmed or Unconfirmed |
|------------------|------------------|---------------|--------------------------|
| May-26           | COGS Hutt Valley | 1000          | Unconfirmed              |
| Mar-26           | Trust House      | 2675          | Unconfirmed              |
| Jul-26           | Four Winds       | 5000          | Unconfirmed              |
| Jul-26           | Nikau Foundation | 3000          | Unconfirmed              |

**Tell us about other grants you have received through the Creative Communities Scheme in the past three years.**

| Date   | Project Title           | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|--------|-------------------------|----------------------|---|
| Mar-26 | Gore CanBead            | 1050                 | N - not due                               |
| Feb-26 | Marlborough CanBead     | 1500                 | N - not due                               |
| Nov-25 | CanBead Invercargill    | 2000                 | N - not due                               |
| Nov-25 | CanBead Selwyn District | 2302                 | N - not due                               |
| Jun-24 | CanBead Lower Hutt      | 675                  | Y   |

#### Other financial information

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Please upload your financial statement if you are applying as an organisation**



2025 CanBead Annual Report.pdf

**Please upload your reserves statement or policy (if applicable)**



Reserves Statement.pdf

## Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** Rachael Allan

**Signed (contact person/applicant)** 

**Date** Thursday, April 23, 2026

**Date** Thursday, April 23, 2026

## Supporting Document - Letter of Variation - [REDACTED]

---

Letter of Variation Nov-25 [REDACTED].pdf

Compiled application package - source documents unchanged

**Variation to Employment Agreement**

This letter confirms the following variation to your employment agreement with CanInspire Charitable Trust, effective **1 September 2025**:

- Your hourly wage will increase to **\$28.95**, in line with the updated Living Wage.
- Mileage reimbursement will increase to **\$0.60/km**.

All other terms and conditions of your employment remain unchanged.

Please sign below to confirm your agreement to this variation



CanBead Tutor – Greater Wellington



CanBead Operations Manager



## Supporting Document - Letter of Variation - [REDACTED]

---

Letter of Variation Nov-25 [REDACTED].pdf

Compiled application package - source documents unchanged

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Please sign below to confirm your agreement to this variation



CanBead Tutor – Greater Wellington



CanBead Operations Manager



## Supporting Document - [REDACTED] Tutor Contract

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[REDACTED] Tutor Contract LW 27.80.pdf

Compiled application package - source documents unchanged



## **CONTRACT OF EMPLOYMENT BETWEEN**

Charitable entity: The CanInspire Charitable Trust – Employer

First and last name: [REDACTED]

Nature of Employment: Casual

Position: CanBead Tutor Greater Wellington

## **AGREEMENT**

This agreement is made in accordance with the provisions of the Employment Relations Act 2000 and its amendments and includes any Schedules appended to the agreement together with amended job descriptions, which may be provided to the employee from time to time.

This agreement will commence on the Starting Date in Point 2 below and continue to enforce until terminated by either of us in accordance with the termination clause.

This agreement replaces all other contracts, agreements and arrangements between the parties whether express or implied and whether written or oral.

No waiver or variation to this agreement shall be effective unless it is in writing and is signed by or on behalf of the parties.

## **GOOD FAITH**

In accordance with Section 4 of the Employment Relations Act 2000, the parties undertake to act in good faith towards each other and shall not whether directly or indirectly, do anything to mislead or deceive each other or do anything, which is likely to mislead or deceive the other.

### **1. Position**

The Employee is hereby employed as CanBead Tutor on the following terms and conditions.

## **2. Commencement of the Employment**

The employment commences on 29/01/24

## **3 Probationary Time Period**

The probationary time period is during which 90 days the contractual employment can be terminated by either party under observance of a time period of notice of 7 days.

## **4. Working Hours**

The normal working hours are casual and varied.

## **5. Place of Work**

The Employee is to work mainly at the main premises of the Host agencies or their home for workshop prep unless otherwise stated by the Employer.

## **6. Duties of Due Care and Fidelity**

The Employee is to carry out the work assigned to them with all due care and to treat the materials and/or working tools respectively entrusted to them with all due care. The Employee must carry out services as requested in their Job Description and understand reasonable directions and instructions to a standard expected.

## **7. Remuneration (Wages)**

Remuneration shall be paid fortnightly in arrears when you have worked, by credit to the employee's nominated bank account. The pay period runs from Sunday to Saturday with payment made no later than four working days after the pay period ends (provided salaries shall be paid no later than Thursday).

When employment is terminated, the employee shall be paid her/his final pay on the last day of employment or the following pay round.

Salary agreements are to remain confidential between the Employer and the Employee.

We will review your salary and other benefits annually. Workshop rate is 8 hours based at the New Zealand living wage + Milage

#### Living wage

- 1 September 2023 to 31 August 2024: \$26
- 1 September 2024 to 31 August 2025: \$27.80

#### Mileage

It is agreed the employee will utilise their own vehicle and receive a mileage reimbursement for this of \$0.53/km.

### 8. Holiday pay

The Employee's payment for holiday pay is an extra 8% of their gross earnings instead of accruing annual leave.

This is because the Employee's work is intermittent or irregular, and it is impracticable for the Employer to provide the Employee with annual holidays. The Employee is not entitled to paid annual holidays.

The Employee's holiday pay will be shown as an identifiable component of the Employee's pay.

### Health and Safety

a. The employer shall comply with the provisions of the Health and Safety at Work Act 2015 concerning safety, health and welfare matters. The parties to this agreement agree that employees should be adequately protected from any safety and health hazard arising in the workplace. All reasonable precautions for the health and safety of employees shall be taken.

B. It shall be the employer's responsibility to ensure that the workplace meets the required standards, and that the employee brings any hazards to the employer's attention.

c. It shall be the responsibility of every employee covered by this agreement to work safely and to report any hazards, accidents or injuries as soon as practicable to her/his supervisor.

d. Employees agree to follow the policies and procedures as set out in the organisation's Health and Safety Manual, in doing so they acknowledge that this manual will be subject to regular reviews and updates.

e. Employees have the right to cancel or not book in a workshop should they feel unsafe getting to the destination should the road be unsafe.

### **Operational Policies & Procedures**

a. Employees agree to follow the CanInspire policies and procedures, in doing so they acknowledge that these will be subject to regular reviews and updates.

b. The Policies and Procedures will be reviewed regularly and updated as appropriate, to ensure it continues to meet current ethical, legal and Child Youth & Family requirements. The Employee is responsible for ensuring they read, understand and adhere to all updates. If the Employee has difficulties in understanding updates, they are responsible for informing the Employer of this so assistance can be given.

c. The Employer is responsible for ensuring Employees are notified of updates.

### **8. Termination of the Contractual Employment**

Notice of 4 weeks to terminate the contract of employment can be given by either party to take effect as of the end of a calendar month.

### **13. Alterations to this Contract of Employment**

All alterations to this employment contract require the written agreement of both parties.

### **14. Code of Conduct & Disciplinary Procedures**

#### **Misconduct**

It is expected that employees will conduct themselves properly and competently in their work. Where employees fail to maintain a satisfactory level of performance and/or behaviors the Employer may be entitled to take disciplinary action. The following are examples of types of behaviors, which could result in disciplinary action being taken. This list is illustrative but not exhaustive

- Swearing (abusive or offensive language or conduct to a client, volunteer or employee, which would amount to serious misconduct);
- Poor attendance;
- Poor punctuality;
- Failure to report late arrival or absence to a manager;
- Failure to report any personal injury occurring at work;

- Minor breach of the Employer's Health & Safety requirements;
- Minor breach of Workplace Policies;
- Minor breach of confidentiality;
- Bullying;
- Failure to forward any complaint to the Manager.

### **Serious Misconduct**

An employee may be dismissed without notice for serious misconduct. This is referred to as summary dismissal.

Examples of actions which constitute serious misconduct include, but are not limited to:

- Removal property of CanInspire without knowledge or host agency property without permission;
- Unauthorised possession of property
- Willful damage to CanInspire property;
- Deliberate and dangerous or potentially dangerous acts that could result in injury to the employee, co-worker, clients or the public;
- The neglect or abuse of a client, co-worker, public through any one of the following: physical, sexual, psychological;
- Failing to report to management any case of known physical, sexual, or psychological abuse of clients by any employee or volunteer;
- Unauthorised possession of or consumption of illegal drugs or substances, or being under the influence of such illegal drugs or substances while carrying out work duties;
- Refusing to comply with lawful instructions;
- Representing CanInspire for personal gain;
- Breach of confidentiality clause;
- Performing any task or representing CanInspire in such a way as to be disloyal to the organisation and or bringing CanInspire into disrepute;
- Operating outside professional codes of conduct/ethics or standards;
- The use of obscene or threatening language, including the distribution of offensive material;

- Physical violence of any description, including threats of violence (this may include violence towards a person by striking or hitting with an open hand or a closed fist or the application of force to the person of another);
- Dishonesty;
- Seriously negligent conduct or conduct that may have serious consequences for the care or safety of clients and/or other employees;
- Unauthorised absences;
- Willful disobedience;
- Insubordination;
- Serious breach of workplace policies;
- Giving false information or omitting to give material information at the time of initial employment or at other material times;
- Serious instances of general misconduct.

### **CODE OF CONDUCT**

The CanInspire Charitable Trust Code of Conduct.

I will respect and uphold the values of the CanInspire Charitable Trust and acknowledge that it is the responsibility of trustees, staff and volunteers to:

- Communicate positively and honestly.
- Show no discrimination towards anyone or anything.
- Act in the best interest of The CanInspire Charitable Trust.
- Reveal and manage conflicts of interest.
- Show respect for all involved with The CanInspire Charitable Trust.
- Do what you say you are going to do and within agreed timeframe.
- Act in a safe manner aiming to reduce risk (physical and mental).
- Maintain a high level of confidentiality.
- Ensure that he/she does not act independently of the board's decision.

**15. Declaration**

I, the Employee, declare as follows:

- i. that I have read and understand the conditions of employment detailed within this agreement and attached job description and accept them fully; and
- ii. that I have read the Code of Conduct above and I agree to comply with the contents thereof; and
- iii. Before signing, I was given an opportunity to seek legal advice on this agreement.

Date: 29/01/24

The Employer:

The Employee:



## Supporting Document - [REDACTED] Tutor Contract

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[REDACTED] Tutor Contract LW 27.80.pdf

Compiled application package - source documents unchanged



## **CONTRACT OF EMPLOYMENT BETWEEN**

Charitable entity: The CanInspire Charitable Trust – Employer

First and last name: [REDACTED]

Nature of Employment: Casual

Position: CanBead Tutor Wellington District

## **AGREEMENT**

This agreement is made in accordance with the provisions of the Employment Relations Act 2000 and its amendments and includes any Schedules appended to the agreement together with amended job descriptions, which may be provided to the employee from time to time.

This agreement will commence on the Starting Date in Point 2 below and continue to enforce until terminated by either of us in accordance with the termination clause.

This agreement replaces all other contracts, agreements and arrangements between the parties whether express or implied and whether written or oral.

No waiver or variation to this agreement shall be effective unless it is in writing and is signed by or on behalf of the parties.

## **GOOD FAITH**

In accordance with Section 4 of the Employment Relations Act 2000, the parties undertake to act in good faith towards each other and shall not whether directly or indirectly, do anything to mislead or deceive each other or do anything, which is likely to mislead or deceive the other.

### **1. Position**

The Employee is hereby employed as CanBead Tutor on the following terms and conditions.

## **2. Commencement of the Employment**

The employment commences on 29/01/24

## **3 Probationary Time Period**

The probationary time period is during which 90 days the contractual employment can be terminated by either party under observance of a time period of notice of 7 days.

## **4. Working Hours**

The normal working hours are casual and varied.

## **5. Place of Work**

The Employee is to work mainly at the main premises of the Host agencies or their home for workshop prep unless otherwise stated by the Employer.

## **6. Duties of Due Care and Fidelity**

The Employee is to carry out the work assigned to them with all due care and to treat the materials and/or working tools respectively entrusted to them with all due care. The Employee must carry out services as requested in their Job Description and understand reasonable directions and instructions to a standard expected.

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B. It shall be the employer's responsibility to ensure that the workplace meets the required standards, and that the employee brings any hazards to the employer's attention.

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- Deliberate and dangerous or potentially dangerous acts that could result in injury to the employee, co-worker, clients or the public;
- The neglect or abuse of a client, co-worker, public through any one of the following: physical, sexual, psychological;
- Failing to report to management any case of known physical, sexual, or psychological abuse of clients by any employee or volunteer;
- Unauthorised possession of or consumption of illegal drugs or substances, or being under the influence of such illegal drugs or substances while carrying out work duties;
- Refusing to comply with lawful instructions;
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- Breach of confidentiality clause;
- Performing any task or representing CanInspire in such a way as to be disloyal to the organisation and or bringing CanInspire into disrepute;
- Operating outside professional codes of conduct/ethics or standards;
- The use of obscene or threatening language, including the distribution of offensive material;

- Physical violence of any description, including threats of violence (this may include violence towards a person by striking or hitting with an open hand or a closed fist or the application of force to the person of another);
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- Show respect for all involved with The CanInspire Charitable Trust.
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- Maintain a high level of confidentiality.
- Ensure that he/she does not act independently of the board's decision.

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- ii. that I have read the Code of Conduct above and I agree to comply with the contents thereof; and
- iii. Before signing, I was given an opportunity to seek legal advice on this agreement.

Date: 2/05/24

The Employer:



Employee:

A solid black rectangular redaction box covering the signature area of the Employee, with a horizontal line extending to the right.

6,5,24  
Date

## Supporting Document - Wool.Life Quote

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20260205 Wool.Life Quote - The CanInspire Charitable Trust.pdf

Compiled application package - source documents unchanged

# Wool.Lite

Safe for your family, safe for the world

Wool.Lite NZ

## MULTI PURPOSE FORM

| THIS FORM IS A <input checked="" type="checkbox"/> Most Suitable <input checked="" type="checkbox"/> QUOTATION <input type="checkbox"/> VARIATION <input type="checkbox"/> JOB COMPLETION |          |   |                      |
|---|----------|---|----------------------|
| DATE: 5 <sup>th</sup> February 2026   |          | REF. No./N/A  |                      |
| <b>Your Details:</b>  |          |   |                      |
| Full or Legal Name: The CanInspire Charitable Trust   |          |   |                      |
| Physical Address: [REDACTED]  |          |   | Postcode: [REDACTED] |
| Email Address: [REDACTED]   |          | Phone No: [REDACTED]  |                      |
| Trading Name (if applicable) - CanBead  |          |   |                      |
| DETAILS OF PRODUCTS AND/OR SERVICES WHICH ARE TO BE SUPPLIED  | QUANTITY | COST \$ (per item)  | PRICE \$ (excl. GST) |
| Recycled Wool Mulch & Weed Mat Roll 600GSM 400mm x 30m  | 10       | \$86.95   | \$869.50             |
|   |          |   |                      |
|   |          |   |                      |
|   |          |   |                      |
|   |          |   |                      |
| <b>TOTAL PRICE \$ (excl. GST)</b>   |          |   | \$869.50             |
| Commencement / Delivery Date: TBC   |          | <b>VARIANCE \$ (plus/minus) – if variation</b>  |                      |
| Costs of Delivery are: <input checked="" type="checkbox"/> included in the Price <input type="checkbox"/> in addition to the Price  |          | <b>SUB TOTAL (excl GST)</b>   |                      |
| Completion Date: TBC  |          | <b>GST \$</b>   |                      |
|   |          | <b>TOTAL PRICE \$ (incl. GST)</b>   |                      |
|   |          | \$999.93  |                      |
| Payment Terms are: In advance or on completion of credit application 20 <sup>th</sup> month following delivery  |          |   |                      |
| Payment Method: Payment should only be made to: Wool.Lite NZ, PO Box 13106, Mahora, HASTINGS 4155<br>A/C No: 02 – 0644 – 0328247 – 000 (please use invoice number as the reference)       |          |   |                      |
| <b>IF A QUOTATION:</b>  |          | THIS QUOTATION REMAINS VALID FOR 30 DAYS FROM THE ABOVE DATE AFTER WHICH A REVISED QUOTATION MAY BE NECESSARY. ANY VARIATION TO THE ABOVE QUANTITIES OR REQUESTED SERVICES MAY RESULT IN A VARIATION TO THE QUOTED PRICE. |                      |
| <b>IF A JOB COMPLETION:</b>   |          | I/WE ACKNOWLEDGE THAT THE SERVICES NOTED ABOVE HAVE BEEN COMPLETED TO MY/OUR SATISFACTION.  |                      |

If a Quotation or a Variation: by signing below I acknowledge that I am accepting the same. I have read and understand the TERMS AND CONDITIONS OF TRADE (overleaf or attached) of Wuul Products NZ Limited T/A Wool.Lite NZ which form part of and are intended to be read in conjunction with this Multi Purpose Form and agree to be bound by these conditions. I authorise the use of my personal information as detailed in the Privacy Act clause therein.

|                                    |                       |
|------------------------------------|-----------------------|
| <b>YOUR SIGNATURE:</b>             | <b>OUR SIGNATURE:</b> |
| _____                              | _____                 |
| Name: _____                        | Name: _____           |
| Position: _____                    | Position: _____       |
| Date: _____                        | Date: _____           |
| ID: _____ Date of Birth: _____     |                       |
| (Driver's Licence, Passport, etc.) |                       |

## Supporting Document - Crafrunner Quote

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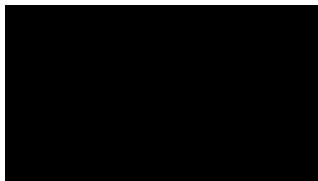
Crafrunner Quote Mar-26.pdf

Compiled application package - source documents unchanged



## DRAFT QUOTE

CanBead



Craft Runner Limited

Date: 25 Mar 2026

Expiry: 25 Jul 2026

Quote Number: QU-30001

Reference: CanBead email



| Item         | Description                           | Quantity | Unit Price       | Amount          |
|--------------|---------------------------------------|----------|------------------|-----------------|
| 863-set      | 3 piece tool set                      | 125.00   | 13.50            | 1,687.50        |
| 851-crimp    | Crimp beads various sizes             | 6,800.00 | 0.05             | 340.00          |
| 844-hooks    | Earring hooks various colours (pairs) | 864.00   | 0.15             | 129.60          |
| 849-clasp    | Parrot clasps and tab various colours | 180.00   | 0.35             | 63.00           |
| 840-split    | 25mm Split rings various colours      | 500.00   | 0.35             | 175.00          |
| 846-pins     | Head pins silver                      | 1,000.00 | 0.05             | 50.00           |
| 843-wire     | Tiger tail various                    | 540.00   | 0.12             | 64.80           |
| 859-book     | Bookmarks various colours             | 168.00   | 0.50             | 84.00           |
| 843-wax roll | Waxed cord by the roll                | 2.88     | 52.00            | 149.76          |
| C-0016       | NZ Post Delivery - Heavy              | 2.00     | 16.50            | 33.00           |
|              |                                       |          | Subtotal         | 2,776.66        |
|              |                                       |          | Total GST 15%    | 416.50          |
|              |                                       |          | <b>Total NZD</b> | <b>3,193.16</b> |

### Terms

There is a courier delivery cost included here. The 3 pieces tools are around 30kg alone. We will calculate at time of delivering.



Some stock is not held currently - there may be delays sourcing this (especially 3 piece pliers set).

Waxed Rolls are usually 500m long. A partial roll cost is included.

## Supporting Document - DPI Booklets Quote

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DPI Booklets Quote Dec-25.pdf

Compiled application package - source documents unchanged



P 03 308 7298 info@dpi.co.nz  
 F 03 308 6023 www.dpi.co.nz

**CANINSPIRE**

**Quotation No.:** 11331

Date: 01-Dec-2025  
 Phone Number:  
 Fax Number:  
 Email:

Dear [REDACTED]

Thank you for the opportunity to quote on the following:

**TITLE:** Canbead Booklets - CanInspire  
 - 128gsm satin  
 - colour  
 - 16pp  
 - collated, folded & stapled  
 - artwork supplied

**FINISHED SIZE:** 130 X 130

**STOCK:** MATT ART 128G SRA3 SUMO

| QUANTITY | PRICE plus GST   |
|----------|------------------|
| 500      | \$1,098.00 + GST |

Yours Faithfully

## Supporting Document - Bead Hold Quote

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Bead Hold Quote x 25 workshops Dec-25.pdf

Compiled application package - source documents unchanged



222 Broadway, Stratford 4332 | PO BOX 291, Stratford 4352

beads@thebeadhold.co.nz

55

2 December 2025

The CanInspire Charitable Trust

Dear [REDACTED]

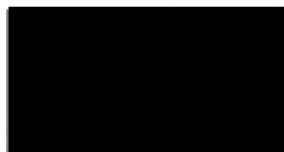
Please find confirmed below the COST price, including GST, of the main items we get in for you. This price is accurate as of the date of this letter. This is not a quote for future orders. Prices are subject to change due to exchange rate and shipping cost fluctuations. Currently we have seen about a 10% rise in prices in stock from America, but the big tariffs have not yet impacted. We do not currently have a currency surcharge. If the dollar drops below 0.6 a 3% -6% currency conversion fee will be added to your order. When the exchange rate goes up it will be removed.

|   |             |       |           |
|---|-------------|-------|-----------|
| 1. Bead Mat                                   | \$4 each    | -     |           |
| 2. 3 piece tool set                           | \$15 a set  | x 125 | = \$1,875 |
| 3. Crimp beads, bag of 1700                   | \$26 a pack | x 4   | = \$104   |
| 4. Fish earring hook, 72 pair bag, stainless  | \$5.5 a bag | x 12  | = \$66    |
| 5. Parrot clasp and tab end                   |             |       |           |
| a. Quarter gross (36)                         | \$34 a bag  | x 5   | = \$170   |
| 6. 24mm split ring, bag of 500 (for key ring) | \$38        | x 1   | = \$38    |
| 7. Headpin, silver colour, pack of 144        | \$8         | x 7   | = \$56    |
| 8. Silver Acculon, 30m roll                   | \$11        | x 18  | = \$198   |
| 9. Bookmark bases, pack of 12                 | \$17.5      | x 14  | = \$245   |
| 10. Brazilian Cord, 144m roll                 | \$10.50     | x 10  | = \$105   |

TOTAL \$2,857 (incl GST of \$372.65)

Additionally, domestic shipping at cost price will be charged.

Regards



Owner

## Supporting Document - Hutt City Materials Costings

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Hutt City Materials Costings x5.pdf

Compiled application package - source documents unchanged

**Findings & Kitbag Contents Costings (Mar 26)**

For kitbags est 6 distributed per workshop

| Item                           | Latest Order/Quote incl GST | Amount | Preferred Supplier | Number Per Kitbag | Cost Per CanBead Kitbag excl GST | Total Quantity Needed |
|--------------------------------|-----------------------------|--------|--------------------|-------------------|----------------------------------|-----------------------|
| Findings                       | \$ 11.00                    | 30     | The Bead Hold      | 2,8               | \$ 0.89                          | 0.5                   |
| Tiger Tail (m)                 | \$ 26.00                    | 1700   | The Bead Hold      | 30                | \$ 0.40                          | 0.1                   |
| Crimp Beads                    | \$ 34.00                    | 36     | The Bead Hold      | 4                 | \$ 3.29                          | 0.6                   |
| Parrot clasp with tab end      | \$ 5.50                     | 72     | The Bead Hold      | 2                 | \$ 0.13                          | 0.1                   |
| Shepherd Hooks (pr)            | \$ 8.00                     | 144    | The Bead Hold      | 4                 | \$ 0.19                          | 0.1                   |
| Headpins                       | \$ 0.50                     | 1      | Craftrunner        | 1                 | \$ 0.43                          | 5.0                   |
| Bookmark bases                 | \$ 0.25                     | 1      | Craftrunner        | 2                 | \$ 0.43                          | 10.0                  |
| Ring hooks (hoop earring 25mm) | \$ 38.00                    | 500    | The Bead Hold      | 2                 | \$ 0.13                          | 0.0                   |
| Large (24mm) split ring        | \$ 0.92                     | 1      | Craftrunner        | 1                 | \$ 0.80                          | 5.0                   |
| Swivel lobster clasp - small   | \$ 10.50                    | 144    | The Bead Hold      | 1,6               | \$ 0.10                          | 0.1                   |
| Waxed Cord 0.8mm (m)           | \$ 869.50                   | 1000   | Wool Life          | 1                 | \$ 0.76                          | 0.0                   |
| Mats                           | \$ 15.00                    | 1      | The Bead Hold      | 1                 | \$ 13.04                         | 5.0                   |
| Tools (set of 3)               | \$ 1,098.00                 | 500    | DPI Ashburton      | 1                 | \$ 1.91                          | 0.0                   |
| Info Booklet                   | \$ 180.55                   | 500    | 0.3611 LabelTec    | 1                 | \$ 0.31                          | 0.1                   |
| Labels                         |                             |        |                    |                   |                                  |                       |
| TOTAL                          |                             |        |                    |                   | \$ 22.83                         |                       |
|                                |                             |        |                    |                   |                                  | \$ 456.58             |

Booklets \$ 57.29  
Labels \$ 9.42

| Cost Per Person | Excl GST |
|-----------------|----------|
| \$ 2.52         | \$ 2.20  |
| \$ 2.23         | \$ 1.94  |
| \$ 0.38         | \$ 0.33  |
| \$ 0.67         | \$ 0.58  |
| \$ 0.34         | \$ 0.29  |
| \$ 0.50         | \$ 0.43  |
| \$ 0.03         | \$ 0.03  |
| \$ 0.21         | \$ 0.18  |
| \$ 0.95         | \$ 0.83  |
|                 | \$ 1.76  |

Tools and findings \$ 469.21

**Workshop Findings (est 8 participants per workshop)**

|  |  |
|--|--|
| Necklace                                     |  |
| Bracelet                                     |  |
| Earrings                                     |  |
| Bookmark                                     |  |
| Suncatcher                                   |  |
| Wine glass charm                             |  |
| Cellphone wristlet                           |  |
| Key chain                                    |  |
| Bag tag                                      |  |
| AVERAGE COST PER ITEM x 2 items per workshop |  |

Our national office purchases jewellery tools and findings in bulk, then these costs are recovered regionally every month based on the number of workshop attendees and kitbags distributed.

Hurt City 5

\$ 79.33  
\$ 535.91

## Supporting Document - 2025 CanBead Annual Report

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2025 CanBead Annual Report.pdf

Compiled application package - source documents unchanged

THE CANINSPIRE CHARITABLE  
TRUST

24-25

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ANNUAL  
REPORT

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2018/2019




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## WHO ARE WE?

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CanBead was lovingly established in 2010 by Sarah Clifford, a courageous woman who faced a melanoma diagnosis in October 2008 at just 28 years old. During her treatment journey in Christchurch in February 2010, she received a thoughtful gift of beads, wire, and jewellery-making tools. Throughout her 28 days of radiation treatment, Sarah found comfort and healing by creating and wearing a beautiful, unique necklace each day. This gentle, creative therapy brought her distraction from treatment, moments of joy, and a wonderful sense of purpose and accomplishment. Sarah's heartfelt necklaces were later lovingly auctioned at the Ashburton Cancer Society rooms, raising over \$3,000 for the Cancer Society. A part of these precious funds helped support the beginning of CanBead. With deep compassion, Sarah recognised that by sharing these nurturing beading workshops, she could offer hope and support to many others walking similar paths.

Since then, CanBead has blossomed into The CanInspire Charitable Trust. Today, CanBead has established caring regional offices in Wellington, Hawkes Bay, Canterbury, Mid and South Canterbury, Otago, Lakes District, Southland, and Nelson Tasman (opening soon). The organisation has tenderly reached thousands of people and continues to spread joy, comfort, and healing throughout communities.





## VISION

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Transforming moments of experiencing illness, trauma and loss into opportunities for connection and healing through the simple, but powerful, act of creating.

## PURPOSE

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Delivering creative workshops with a motivation to improve the emotional well-being of our communities.

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## OUR PEOPLE

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### STAFF

Operations Manager - [REDACTED]  
Finance Manager - [REDACTED]  
Wellington Coordinator & Tutor - [REDACTED]  
Tutor - [REDACTED]  
Hawkes Bay Coordinator & Tutor - [REDACTED]  
Christchurch Coordinator & Tutor - [REDACTED]  
Mid/South Canterbury Coordinator - [REDACTED]  
Tutor - [REDACTED]  
Otago Coordinor - [REDACTED]  
Tutor - [REDACTED]  
Lakes District Tutor - [REDACTED]  
Southland Coordinator & Tutor [REDACTED]  
Tutor - [REDACTED]

### BOARD OF TRUSTEES

Chairperson - [REDACTED]  
Secretary - [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]



## OPERATIONS MANAGER

### A Wonderful Year of Growth and Community Connection

What a year it's been! We're thrilled to share the highlights of a time when CanBead has grown stronger and reached more communities across New Zealand.

The highlight for many was our first get-together in Christchurch for 5+ years. It was a much-needed time for empowerment and teamwork. This year has brought some fantastic improvements that we're excited about.

Our amazing regional coordinators have been busy building wonderful connections in their communities. From Hawke's Bay's participation in the Creative Arts Napier Winter Market to Christchurch's fantastic new Instagram presence run by our enthusiastic volunteers, each region has contributed something special. Wellington's speaking engagements have helped raise our profile, while Canterbury and Otago's creative fundraising events have been both fun and successful.

We await the new region, Nelson/Tasman, opening soon and are grateful for the growth.

We're particularly delighted by all the new volunteers who've joined our CanBead family across the regions. We've also welcomed three new board members who bring fresh ideas and energy to help guide our future.

Most importantly, this year has reminded us why we do what we do – supporting people through life's challenges with the healing power of creativity. Every workshop, every volunteer hour, and every story shared has helped build the kind of caring community we're all proud to be part of.

We're looking forward to what's ahead with great enthusiasm and confidence, knowing we have such wonderful support from our volunteers, partners, and communities. – [REDACTED]





## FINANCE MANAGER

After delivering a surplus in 23-24, the CanInspire Charitable Trust This planned operational investment was primarily driven by a strategic \$6,900 increase in inventory to support diversification of CanBead workshop offerings and expanded kitbags, initiatives that commenced in May 2024 to strengthen our long-term mission delivery across growing regions.

Despite the deficit, our overall financial position remains robust. Total income reached \$179,175, while net assets stand at \$10,574. Our healthy bank balance of over \$31,000 provides operational security, and grants in advance totalling \$37,575 demonstrate strong ongoing funder confidence in our work.

We had 67 successful grant applications, which contributed over 80% of our trading income. New partnerships emerged with Perpetual Guardian and Public Trust managed funds, alongside support from the Kiwi Gaming Foundation, strengthening our funding base. Meanwhile, community support strengthened considerably—general donations grew to over \$7,500, and fundraising events contributed nearly \$17,000, reflecting the unwavering commitment of our staff, volunteers, and community champions.

Our staff remain a priority, with living wage adjustments and increased hours for regional coordinators and the finance manager contributing to a \$10,000 increase in staff compensation. This ensures our dedicated part-time team continues to be fairly rewarded while expanding capacity to support our growing regional reach.

We extend our heartfelt gratitude to every individual, funder, and partner who chose to support us through a year defined by strategic growth and community generosity. Your investment transforms creativity into healing, one workshop at a time, positioning us strongly for expanded impact in the year ahead. - [REDACTED]



## CHAIRPERSON

It is my privilege to present this report on behalf of the Board for the 2024/25 financial year.

This year, CanBead has continued to deliver on its mission of bringing hope, resilience, and connection to individuals facing illness, trauma, or personal hardship through our creative therapy programmes. We reached 1148 participants across New Zealand with our host agencies and community organisations to deliver workshops that make a real difference in people's lives.

Strengthening our foundations behind the scenes, the Board and team have worked hard to ensure CanBead is well-positioned for the future. We held a dedicated board strategy planning session, reaffirming our vision and setting our priorities for sustainable growth.

Our new marketing strategy has already produced impressive results: in the past three months, overall website traffic has increased by 152%, with a 294% increase in traffic from Facebook thanks to intentional, targeted efforts by our team. We also saw a 119% increase in search engine visitors, supported by the expertise of Damon Bree and Ophanim Ltd. (T/A SEOraphim).

Alongside this, we initiated a technology strategy to modernise our operations, starting with the digitisation of key forms to make our processes more efficient and accessible.

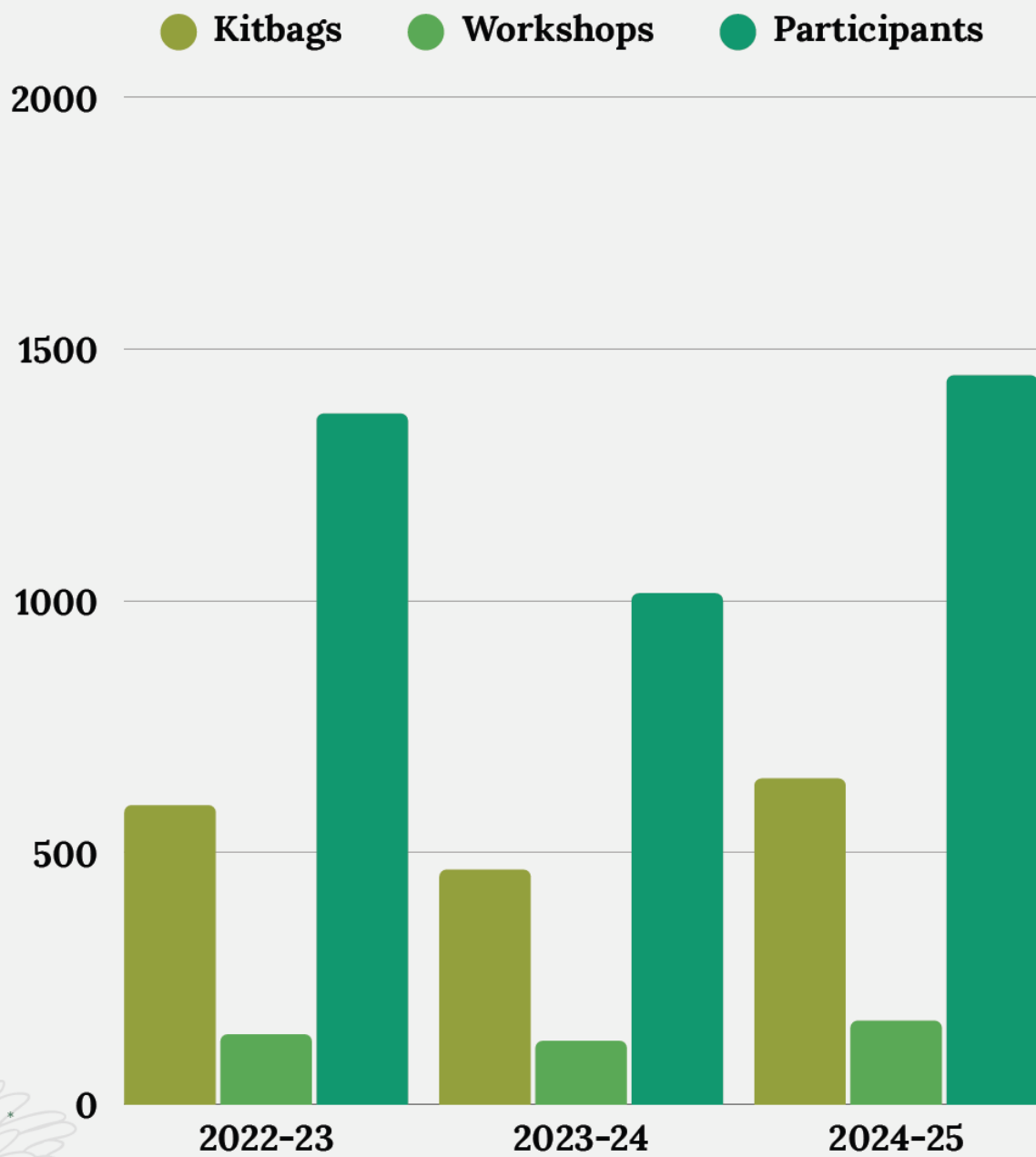
Investing in people and planning for growth. A highlight of the year was our staff training weekend, which brought our team together to share skills, strengthen relationships, and align on the values that underpin everything we do. We also increased all coordinator hours to six hours per week, ensuring they have the time and resources to deliver high-quality programmes and support our growing participant base.

Navigating challenges like many charities, we have faced financial pressures in a tough economic climate. We did not meet all of our fundraising targets this year, which has underscored the importance of diversifying our funding sources. The Board is committed to addressing this in the coming year through new fundraising initiatives and partnerships to ensure the sustainability of our programmes.

Looking ahead, Planning is also underway for expansion into the Nelson region in 2025, a step that reflects our commitment to reaching more individuals and communities who can benefit from CanBead's unique programmes.

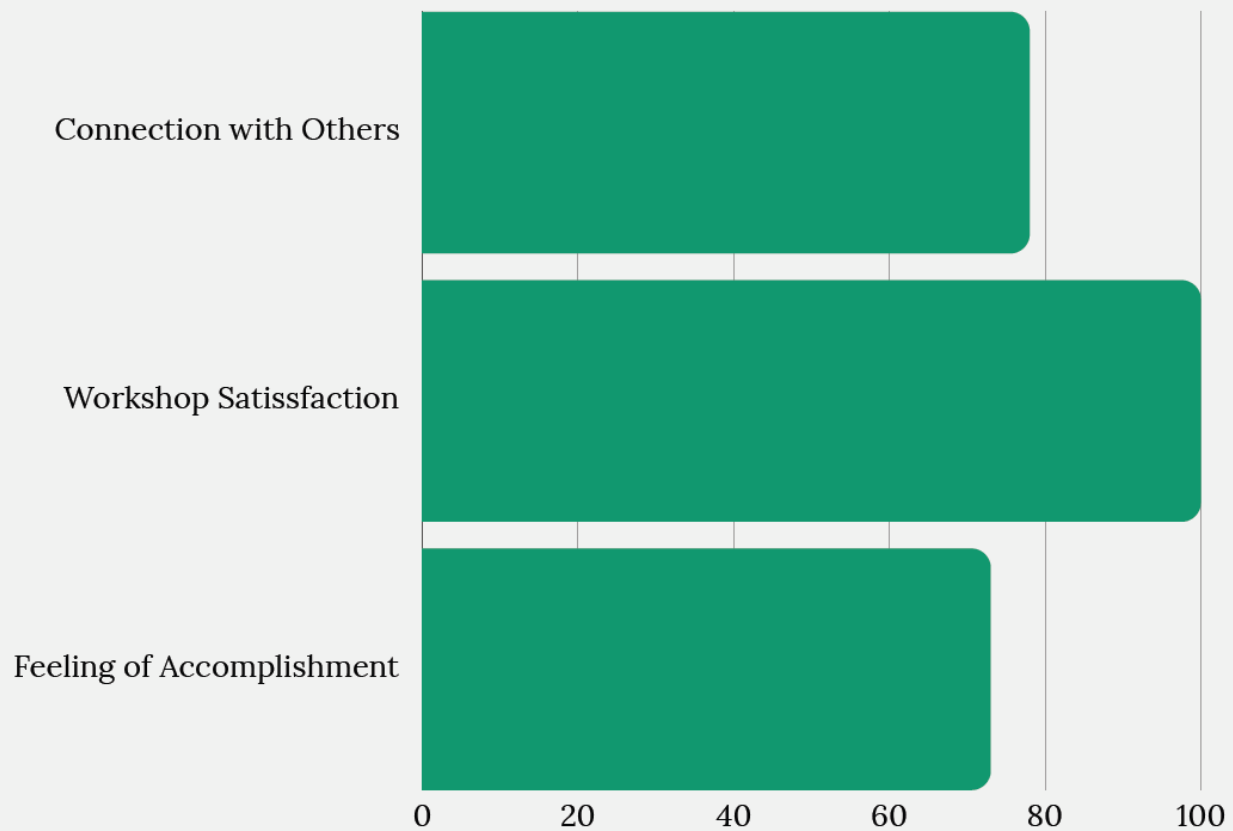
Acknowledgements: These achievements would not be possible without the dedication of our staff, volunteers, and Board, the generosity of our funders, and the support of our community partners. To each of you, I extend my heartfelt thanks. Most importantly, I want to acknowledge the courage and creativity of our programme participants; your resilience inspires our work every day. - [REDACTED]

STATISTICS



\*We had a slight drop in delivery in 2023 - 2024 due to our Otago region having staff changes and training.

## STATISTICS



“I absolutely love this experience. Being able to watch my mum enjoying herself again, with a new group of friends, has been such a privilege! I can not thank you enough for the memories you've made today, thank you!!!”  
- Sweet Louise Participant

“What a gob-smacking experience. So much is not in control when you are sick, but being able to let the creative juices flow is liberating. Thank you, ladies.” - Ranui House Participant

“Such a lovely environment. The ladies taking the workshop are so welcoming, friendly and understanding. This was a great way to re-enter society in a group setting. I felt very comfortable doing that today, and it allowed me to find a purpose again.” - Step Ahead Participant

“Absolutely fabulous!!! Such a beautiful opportunity to connect with others going through similar situations and having fun together. Being creative, learning a new skill, enjoying the colours and vibrancy of the jewellery as well as appreciating each other's creations has amalgamated into one amazing day!!! Thank you, thank you, thank you!!!” - Cancer Society participant



## WELLINGTON

Our highlight of the year was the staff training camp/retreat in Christchurch in March. It was a boon to all staff to meet in person, offer and receive peer support, and be encouraged in many ways, including having hands-on board members present.

This year, we have delivered 40 workshops in the Lower North Island, working with a wide variety of different host agencies. New agencies include St John of God Hauroa, Relay for Life and Parent to Parent. Due to funding in some areas being in short supply, many of our workshops have been at the far reaches of our region. Alex, our loyal tutor, has risen to the challenge of driving long distances and often running workshops single-handed, as most of our volunteers live more centrally.

Grateful thanks to all our funders, and to our Finance Manager for working magic with the resources we have been granted.

We were pleased to reach our fundraising goal, which was achieved through a variety of events, mainly pub quiz nights, sales of donated items through markets and online, and some local funding and donations from speaking engagements. Alex has also run two successful fundraising workshops with a retirement home.

Our volunteers have continued to be supportive and resourceful, and our star sewer, Pip, has now made over 1000 kitbags, some of which have been shared with other regions.

We look forward to offering even more workshops in the year to come and to raising the profile of CanBead in the Lower North Island. - [REDACTED]






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## HAWKES BAY

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Growth in the number of new host agencies has been encouraging – CentreCare Community Trust, Kiwi CRPS Charitable Trust, StarJam, Heretaunga Women's Centre, Big Brothers Big Sisters HB and Hohepa HB. All serve to highlight the diversity in our community and the growing need for our workshops.

Every workshop is invariably enlightening, humbling and interesting. The regular, positive feedback we receive is testament to the importance of the work we do and the people we serve – some of whom are often marginalised or overlooked. Speaking engagements at different service clubs have helped raise awareness and our profile. There have also been some donations as a result.

Fundraising is challenging in the current economic climate. Our participation in a month-long Winter Market of arts and crafts was beneficial; however, it didn't result in as many sales as anticipated.

The retreat in Christchurch for staff and Board members was a memorable highlight. It was invaluable on so many levels, not least of all getting to know everyone on a more personal level, as well as sharing ideas and resources. Teamwork at its best!

We have experienced a small increase in the number of people willing to volunteer. Our stalwart volunteers continue to be enthusiastic and supportive.

Sincere gratitude to our funders, volunteers, sponsors, Kylie, our Operations Manager, Rachael, our Finance and Grants Manager and Board members for their ongoing commitment and generosity. - [REDACTED]





## NORTH/CENTRAL CANTERBURY

This year, CanBead has continued to strengthen its presence across Christchurch, North Canterbury, Hurunui, and Selwyn by building valuable partnerships with regional host agencies and delivering our creative wellbeing workshops to a broader audience than ever before

We're proud to now be working alongside:

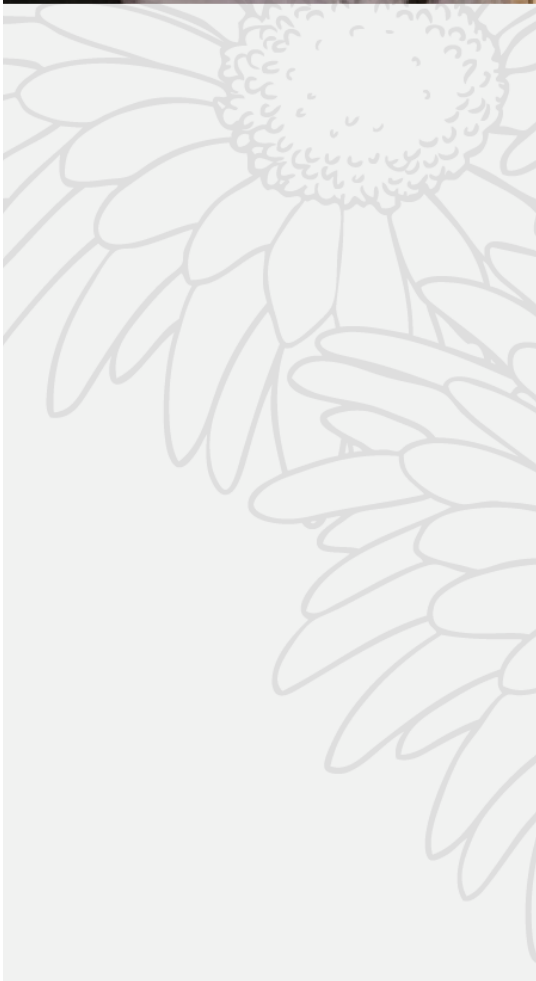
- Papanui Youth Development Trust – Supporting rangatahi through creative engagement and wellbeing.
- Kiwi CRPS – Empowering those living with Complex Regional Pain Syndrome through connection and creativity.
- ME/CFS Canterbury – Offering workshops for people living with ME and Chronic Fatigue Syndrome to create, connect, and build confidence.

A highlight of the year was our successful annual fundraising Quiz Night in May, which brought together supporters from across the region and helped raise vital funds to support our mission.

We held several smaller fundraising events throughout the year, which were also well supported.

Thank you to our host agencies, volunteers, and wider community for your ongoing support—together, we're making art therapy accessible for those navigating illness, trauma, loss and disability.

- [REDACTED]





## MID/SOUTH CANTERBURY

I have spent my time this year learning the role since my start in August 2024. It's been a whirlwind of learning, fundraising, and workshops. Luckily, I had great support from Operations Manager Kylie Curwood, Finance Manager Rachael Allan, and tutor Daphne Hinton, who knows the role well.

It's been fascinating learning about the many different support groups and charities operating in this region, supporting so many people - more than I realised! It's been a privilege to get to know them and to facilitate workshops for them. I was also able to attend a few workshops and see for myself the care and effort Daphne and the volunteers put in, as well as the visible joy and sense of accomplishment in workshop participants. I am glad to be with an organisation that provides real, tangible support to people going through a difficult time. I have identified and approached new host agencies to work with, and am hopeful we can schedule workshops with several of them.

Fundraising has been another big focus for me in learning the role- I had to find my footing in event management, sponsorship, and budgeting. We ran a Bubbles & Bling evening with the cooperation of Ashburton business Lushingtons, a Movie Night with the help of the Ashburton Regent cinema and our 3<sup>rd</sup> annual Artisan Market. These events were well supported by the community, and I was ably helped by Daphne and our wonderful volunteers. Local businesses generously let us put up posters or donated raffle prizes, and local media, press, and people were invaluable in spreading the word. I also had the pleasure of attending local markets, where we sold donated jewellery that can't be broken down, and launched a Trade Me page for this region, again selling donated jewellery. - [REDACTED]




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## OTAGO

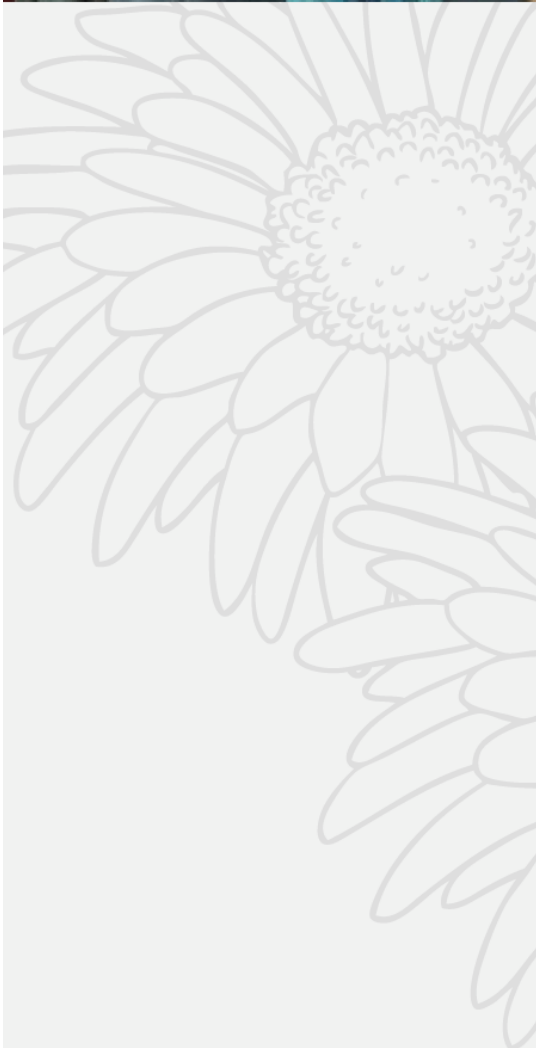
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Otago has had a fantastic year, filled with connection and creativity. One of the standout moments was our incredible Retreat held in Christchurch. It was a true privilege to meet so many of our amazing team members from across the country in person. The passion and dedication in the room were so inspiring.

This year, we delivered 14 workshops to 131 participants across Otago. We were thrilled to welcome five new Host Agencies – ŌCASA, Community Link Wanaka, Alzheimer's, Enabling Love and Friendship and Catholic Social Services. Thank you to the organisations that support our mahi with funding.

We've grown our volunteer whānau, welcoming many new members and holding regular monthly meetings. While fundraising has been challenging, we celebrated successes with two School Holiday Workshops and a lively Bingo Night. These events not only raised funds but also helped share our mission with different members of our community.

There are so many people who help make CanBead sparkle. Special thanks to Jules and Bronwyn, our region's tutors. You are the face of CanBead, and the joy you bring to each workshop is truly priceless. We extend our gratitude to the CanBead management team for keeping everything running smoothly and the Board for guiding our mission toward a bright future. - [REDACTED]





## SOUTHLAND

The Southland region has gone from strength to strength during the 2024/2025 year. We have grown our Host agencies to 21, which includes a diverse range of organisations.

There was a total of 30 workshops provided by Rachael Todd and myself. These were held in Invercargill and Gore. We are currently working on providing workshops as far as Te Anau. With one planned for August 2025.

Our partnership with Volunteer South has been valuable and has helped with the recruitment of volunteers. Attending the Best Practices Guidelines workshop for volunteers was an excellent learning opportunity for me. This helped improve my knowledge of managing and retaining volunteers. Our volunteer pool has grown, and we are fortunate to have a very dedicated group of volunteers. Our connection with Invercargill Prison sewing group continues to flourish, and they continue to provide Canbead with a great selection of kitbags and bead bags.

Another opportunity to be a part of The Southern Crafters Market, where we had a stall, while this didn't generate revenue as anticipated, it did provide us with greater publicity and helped build our profile within the Southland region. We have also regularly attended local craft markets to sell pre-loved jewellery donated to us. It generated a small amount of revenue, but it also increased the community's knowledge of Canbead and helped to enlist some more volunteers and donations of items. With the continuing growth of host agencies and upcoming fundraising events, such as It Came from a Closet and Gladrags and Handbags, CanBead Southland has a strong presence in Southland.

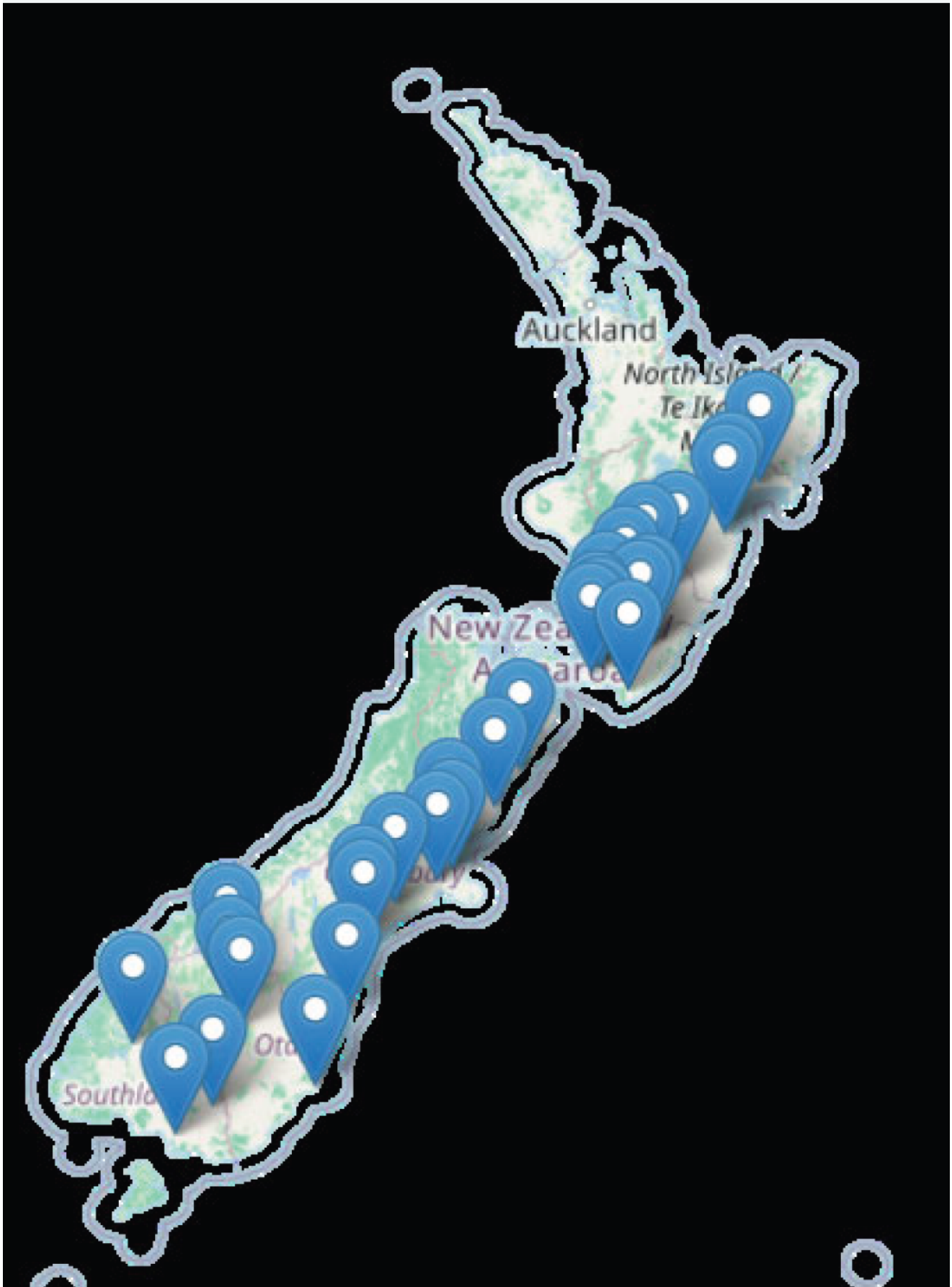
Thank you to everyone who has continued to support Canbead in the Southland region. What we have achieved wouldn't be possible without such commitment from all those involved. - [REDACTED]

“You can’t use up creativity.  
The more you use, the more you have”

Maya Angelou - memoirist, poet, and civil rights activist



# OUR SERVICE AREA 24-25



# Annual Report

The CanInspire Charitable Trust  
For the year ended 30 June 2025  
Prepared by Janice Hughes Limited

# Compilation Report

## The CanInspire Charitable Trust For the year ended 30 June 2025

Compilation Report to the Trustees of The CanInspire Charitable Trust.

### Scope

On the basis of information provided and in accordance with Service Engagement Standard 2 Compilation of Financial Information, we have compiled the financial statements of The CanInspire Charitable Trust for the year ended 30 June 2025.

These statements have been prepared in accordance with the accounting policies described in the Statement of Accounting Policies.

### Responsibilities

The Trustees are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for your benefit. We do not accept responsibility to any other person for the contents of the financial statements.

### Independence

We have no involvement with The CanInspire Charitable Trust other than for the preparation of financial statements and management reports and offering advice based on the financial information provided.



## Entity Information

### The CanInspire Charitable Trust For the year ended 30 June 2025

'Who are we?', 'Why do we exist?'

#### Legal Name of Entity

The CanInspire Charitable Trust

#### Entity Type and Legal Basis

Charitable Trust and registered with the Charities Commission

#### Registration Number

██████

#### Entity's Purpose or Mission

OUR VISION:

Transforming moments of experiencing illness, trauma and loss into opportunities for connection and healing through the simple, but powerful, act of creating.

OUR PURPOSE:

Delivering creative workshops with a motivation to improve the emotional well-being of our communities.

#### Entity Structure

The CanInspire Charitable Trust is governed by a Board of Trustees who provide strategic oversight and governance for the organisation. CanInspire operates through a hierarchical management structure with national leadership of an Operations and Communications Manager and Finance and Grants Manager, supported by six regional coordinators who manage local operations. Programme delivery is facilitated through local tutors who deliver CanBead workshops directly to participants via established partnerships with community agencies in each region.

#### Main Sources of Entity's Cash and Resources

The CanInspire Charitable Trust relies on charitable grants and public donations.

#### Main Methods Used by Entity to Raise Funds

During this year the Trust received grants from COGS, Lotteries, several gaming trusts, and a number of family and individual trusts and foundations, in addition to funds raised through regional fundraising events and activities.

#### Entity's Reliance on Volunteers and Donated Goods or Services

All beads are donated and volunteers sort the beads and breakup jewellery into loose beads. Another team of volunteers sew the kit bag and volunteers assist with the running of the workshops.

#### Additional Information

Entity Information

The Trust is committed to attaining its vision and mission by:

- a) Providing service to all individuals who may benefit from the programmes, regardless of age, ethnicity, gender or socio economic background;
- b) Respecting the cultural diversity of people and encouraging people from all nationalities to utilise the Trust's facilities and services;
- c) Working with and encouraging the involvement of family/whanau;
- d) Fostering the spirit of volunteer service which values and respects the work of volunteers;
- e) Where possible use the fair trade ethos and the reduce, reuse, recycle philosophy wherever possible
- f) Respect for unique creative abilities of individuals and believe in artistic expression as a vehicle of holistic healthcare/hau ora;
- g) Developing and expanding services on the basis of clearly identified need;
- h) Working collaboratively with other service providers in the field of healthcare, arts and associated social services;
- i) Maintaining the highest standards of professionalism and integrity.

**Physical Address**

Community House Mid Canterbury, 44 Cass Street, Allenton, Ashburton, New Zealand, 7742

**Postal Address**

Community House Mid Canterbury, 44 Cass Street, Allenton, Ashburton, New Zealand, 7742

# Approval of Financial Report

## The CanInspire Charitable Trust For the year ended 30 June 2025

The Trustees are pleased to present the approved financial report including the historical financial statements of The CanInspire Charitable Trust for year ended 30 June 2025.

APPROVED

Chairperson  
Date 08/09/2025

Trustee  
Date 08/09/2025

# Statement of Service Performance

## The CanInspire Charitable Trust

For the year ended 30 June 2025

'What did we do?', 'When did we do it?'

### Description of Entity's Outcomes

The Trust holds jewellery-making and beadcraft workshops and distributes CanBead starter kits from Hawkes Bay to Southland.

|   | 2025  | 2024  |
|---|-------|-------|
| <b>Description and Quantification of the Entity's Outputs</b> |       |       |
| Workshops held in Canterbury                                  | 52    | 43    |
| Total Number of Participants                                  | 470   | 311   |
| Workshops held in Hawkes Bay                                  | 25    | 15    |
| Total Number of Participants                                  | 245   | 120   |
| Workshops held in Lower/Mid North Island                      | 40    | 21    |
| Total Number of Participants                                  | 345   | 172   |
| Workshops held in Otago/Southland                             | 44    | 47    |
| Total Number of Participants                                  | 388   | 412   |
| Workshops held in OtherRegions                                | -     | -     |
| Total Number of Participants                                  | -     | -     |
| All Workshops   | 161   | 126   |
| All Participants  | 1,448 | 1,015 |

### Additional Output Measures

All workshops are concluded with a request for all participants to complete an evaluation form which informs us of their assessment of their employment of the workshop plus how helpful the tutors and volunteers were. The Trust strives for maximum enjoyment, distraction and teaching new skills.

- 98.4% participant satisfaction
- 92% of CanBead workshop participants report improved emotional wellbeing through multiple measures.
- Specifically:
  - 58% Reduced feelings of isolation through social connection
  - 70% Increased sense of accomplishment from learning new skills
  - 45% Enhanced ability to manage stress through creative distraction
  - 38% Improved emotional expression through personalised creative work

### Additional Information

A total number of 647 kits were distributed at the workshops (466 last year).

## Statement of Financial Performance

### The CanInspire Charitable Trust For the year ended 30 June 2025

'How was it funded?' and 'What did it cost?'

|   | NOTES | 2025           | 2024           |
|---|-------|----------------|----------------|
| <b>Revenue</b>  |       |                |                |
| Donations, fundraising and others similar revenue                 | 1     | 27,530         | 23,076         |
| General Grants  | 1     | 93,014         | 94,137         |
| Revenue from commercial activities                                | 1     | 4,058          | 1,041          |
| Government service delivery grants/contracts                      | 1     | 24,251         | 18,373         |
| Non-government service delivery grants/contracts                  | 1     | 29,219         | 16,077         |
| Interest, dividends and other investment revenue                  | 1     | 1,103          | 1,598          |
| Other revenue   | 1     | -              | 9,876          |
| <b>Total Revenue</b>  |       | <b>179,175</b> | <b>164,178</b> |
| <b>Expenses</b>   |       |                |                |
| Expenses related to public fundraising Volunteer related expenses | 2     | 2,591          | 1,408          |
| Employee remuneration and other related expenses                  | 2     | 32             | -              |
| Other service delivery expenses                                   | 2     | 153,344        | 118,780        |
| Other expenses  | 2     | 10,059         | 9,467          |
| <b>Total Expenses</b>   | 2     | <b>17,472</b>  | <b>21,147</b>  |
|   |       | <b>183,498</b> | <b>150,802</b> |
| <b>Surplus/(Deficit) for the Year</b>                             |       | <b>(4,322)</b> | <b>13,376</b>  |

# Statement of Financial Position

## The CanInspire Charitable Trust

As at 30 June 2025

'What the entity owns?' and 'What the entity owes?'

|   | NOTES | 30 JUN 2025   | 30 JUN 2024   |
|---|-------|---------------|---------------|
| <b>Assets</b>   |       |               |               |
| <b>Current Assets</b>                                   |       |               |               |
| Bank accounts and cash                                  | 3     | 31,669        | 55,222        |
| Inventory   | 3     | 19,107        | 12,199        |
| <b>Total Current Assets</b>                             |       | <b>50,777</b> | <b>67,421</b> |
| <b>Non-Current Assets</b>                               |       |               |               |
| Property, Plant and Equipment                           | 5     | 572           | -             |
| <b>Total Non-Current Assets</b>                         |       | <b>572</b>    | <b>-</b>      |
| <b>Total Assets</b>                                     |       | <b>51,349</b> | <b>67,421</b> |
| <b>Liabilities</b>                                      |       |               |               |
| <b>Current Liabilities</b>                              |       |               |               |
| Creditors and accrued expenses                          | 4     | 1,427         | 4,127         |
| Other current liabilities                               | 4     | 39,348        | 48,398        |
| <b>Total Current Liabilities</b>                        |       | <b>40,77</b>  | <b>52,52</b>  |
| <b>Total Liabilities</b>                                |       | <b>5</b>      | <b>5</b>      |
| <b>Total Assets less Total Liabilities (Net Assets)</b> |       | <b>40,77</b>  | <b>52,52</b>  |
|   |       | <b>10,574</b> | <b>14,896</b> |
|   |       | <b>5</b>      | <b>5</b>      |
| <b>Accumulated Funds</b>                                |       |               |               |
| Capital contributed by owners or members                |       | 10,000        | 10,000        |
| Accumulated surpluses or (deficits)                     |       | 574           | 4,896         |
| <b>Total Accumulated Funds</b>                          |       | <b>10,574</b> | <b>14,896</b> |

## Statement of Cash Flows

### The CanInspire Charitable Trust For the year ended 30 June 2025 'How the entity has received and used cash'

|  | 2025            | 2024       |
|--|-----------------|------------|
| <b>Cash Flows from Operating Activities</b>              |                 |            |
| Donations, fundraising and other similar receipts        | 25,835          | 25,919     |
| General grants   | 93,014          | 92,758     |
| Receipts from commercial activities                      | 4,058           | 1,041      |
| Government service delivery grants/contracts             | 18,837          | 20,979     |
| Non-government service delivery grants/contracts         | 29,219          | 16,077     |
| Interest, dividends and other investment receipts        | 1,103           | 1,598      |
| Cash receipts from other operating activities            | -               | 9,876      |
| Payments related to public fundraising                   | (3,101)         | (1,337)    |
| Volunteer related payments                               | (32)            | (200)      |
| Employee remuneration and other related payments         | (152,970)       | (123,979)  |
| GST  | 504             | 3,802      |
| Other payments related to service delivery               | (13,876)        | (21,805)   |
| Other expenses   | (24,986)        | (24,315)   |
| <b>Total Cash Flows from Operating Activities</b>        | <b>(22,396)</b> | <b>414</b> |
| <b>Cash Flows from other activities</b>                  |                 |            |
| Payments to acquire property, plant and equipment        | (1,057)         | -          |
| Cash Flows from Other Investing and Financing Activities | (100)           | 131        |
| <b>Total Cash Flows from other activities</b>            | <b>(1,157)</b>  | <b>131</b> |
| <b>Net Increase/ (Decrease) in Cash</b>                  | <b>(23,553)</b> | <b>545</b> |
| <b>Cash Balances</b>                                     |                 |            |
| Cash and cash equivalents at beginning of period         | 55,222          | 54,677     |
| Cash and cash equivalents at end of period               | 31,669          | 55,222     |
| Net change in cash for period                            | (23,553)        | 545        |

# Statement of Accounting Policies

## The CanInspire Charitable Trust For the year ended 30 June 2025

'How did we do our accounting?'

### Basis of Preparation

This performance report is prepared in accordance with the XRB's Tier 3 (NFP) Standard. The entity is eligible to apply these requirements as it does not have public accountability and has total annual expenses of less than \$5,000,000. All transactions in the performance report are reported using the accrual basis of accounting. This performance report is prepared under the assumption that the entity will continue to operate for the foreseeable future.

### Goods and Services Tax (GST)

The entity is registered for GST. All amounts are stated exclusive of goods and services tax (GST) except for accounts payable and accounts receivable which are stated inclusive of GST.

### Income Tax

The CanInspire Charitable Trust is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

### Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

### Changes in Accounting Policies

This year the trust has changed the basis of preparation from PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not for Profit) to Tier 3 (NFP) Standard issued by the External Reporting Board (XRB). The adoption of the Tier 3 (NFP) Standard has had no substantial impact on the overall content of this report, although minor adjustments have been made to reporting categories.

Last year: No change in accounting policies

# Notes to the Performance Report

## The CanInspire Charitable Trust For the year ended 30 June 2025

|   | 2025          | 2024          |
|---|---------------|---------------|
| <b>1. Analysis of Revenue</b>                                 |               |               |
| <b>Donations, fundraising and other similar revenue</b>       |               |               |
| Fundraising Proceeds  | 16,655        | 15,171        |
| General Donations   | 7,583         | 4,681         |
| SBS   | 292           | 2,200         |
| Specific Donations  | 3,000         | 1,024         |
| <b>Total Donations, fundraising and other similar revenue</b> | <b>27,530</b> | <b>23,076</b> |
| <b>General Grants</b>   |               |               |
| A & R Edgar Sth CantTrust - Perpetual Guardian                | 2,500         | -             |
| AD Hally Trust - Perpetual Guardian                           | 1,721         | -             |
| Ashburton District Council Community Grants                   | -             | 2,000         |
| Braided Rivers Grant  | -             | 2,150         |
| Central Lakes Trust   | 2,910         | 3,710         |
| DIA - COGS  | 23,250        | 18,450        |
| DIA - Lotteries   | 15,000        | 20,736        |
| Eastern and Central Community Trust                           | 9,374         | 4,360         |
| First Light   | -             | 1,500         |
| Four Winds  | 4,057         | 5,382         |
| Grants Received   | -             | 1,379         |
| Grassroots Limited  | 2,217         | -             |
| Invercargill City Council                                     | 3,052         | 2,539         |
| Invercargill Licensing Trust                                  | 5,000         | 4,664         |
| Lion Foundation   | 6,000         | 11,000        |
| Mid/South Canterbury Community Trust                          | 6,905         | 5,600         |
| Nikau Foundation  | 495           | -             |
| PG Kingdom  | 756           | -             |
| Rata Foundation   | 6,075         | 6,678         |
| South Community Trust   | 2,000         | 2,990         |
| Stewart Family PerpetualGuardian                              | 1,202         | -             |
| Trust House Foundation  | 500           | 1,000         |
| <b>Total General Grants</b>                                   | <b>93,014</b> | <b>94,137</b> |
| <b>Revenue from commercial activities</b>                     |               |               |
| Bendigo Valley  | -             | 1,041         |
| Sales of Donated Items  | 4,058         | -             |
| <b>Total Revenue from commercial activities</b>               | <b>4,058</b>  | <b>1,041</b>  |
| <b>Government service delivery grants/contracts</b>           |               |               |
| Ashburton CCS   | 3,285         | 2,165         |
| Carterton CCS   | 290           | -             |
| CCS Hastings  | -             | 1,843         |
| CHB CCS   | -             | 219           |

## Notes to the Performance Report

|   | 2025          | 2024          |
|---|---------------|---------------|
| Dunedin CC Community Grant                                    | 480           | 1,600         |
| Ethnic Communities  | 2,503         | 226           |
| Gore CCS  | 1,871         | 846           |
| Hastings CCS  | 1,849         | -             |
| Horowhenua CCS  | 1,223         | 725           |
| Hurunui CCS   | 360           | -             |
| Hutt City Council   | 675           | -             |
| Invercargill CCS  | 264           | 2,775         |
| Kaikoura CCS  | 209           | 391           |
| Kapiti CCS  | 387           | 113           |
| Masterton District Creative Communities Scheme                | 1,006         | 570           |
| Napier Council  | 700           | 700           |
| Palmerston North CCS  | 475           | 225           |
| Porirua CCS   | 1,361         | 234           |
| Selwyn CCS  | -             | 1,229         |
| South Wairarapa CCS   | 360           | 502           |
| Tararua CCS   | 275           | 255           |
| Te Hau Toka SouthernLakes                                     | 870           | 238           |
| Timaru District Council                                       | 1,781         | 1,500         |
| Waimak CCS  | 1,215         | 905           |
| Wairoa CCS  | 577           | -             |
| Waitaki CCS   | 120           | 257           |
| Wellington City Creative Communities                          | 2,117         | 854           |
| <b>Total Government service delivery grants/contracts</b>     | <b>24,251</b> | <b>18,373</b> |
| <b>Non-government service delivery grants/contracts</b>       |               |               |
| Aotearoa Gaming Trust   | 2,145         | 800           |
| Bowls Southland   | 1,900         | -             |
| Gattung Foundation  | 1,788         | 2,182         |
| Hutt Mana Charitable Trust                                    | 543           | 2,101         |
| Kiwi Gaming   | 3,495         | -             |
| Mainland Foundation   | 540           | 2,000         |
| Mataura LT  | 1,000         | 340           |
| McMillan - Sth Care & Welfare- PerpetualGuardian              | 2,000         | -             |
| Otago Community Trust   | 3,000         | 2,500         |
| Otago Masonic CT  | 1,038         | -             |
| Pelorus   | 1,445         | -             |
| Pub Charity   | 5,095         | 2,648         |
| St John Karori  | 1,512         | 1,223         |
| Sth Masonic CT  | 1,457         | 543           |
| Waddel  | 261           | 1,739         |
| Wellington Council  | 2,000         | -             |
| <b>Total Non-government service delivery grants/contracts</b> | <b>29,219</b> | <b>16,077</b> |
| <b>Interest, dividends and other investment revenue</b>       |               |               |

## Notes to the Performance Report

|   | 2025         | 2024         |
|---|--------------|--------------|
| Interest Received   | 1,103        | 1,598        |
| <b>Total Interest, dividends and other investment revenue</b> | <b>1,103</b> | <b>1,598</b> |
| <b>Other revenue</b>  |              |              |
| Internal Recoveries   | -            | 9,876        |
| <b>Total Other revenue</b>                                    | <b>-</b>     | <b>9,876</b> |

|  | 2025 | 2024 |
|--|------|------|
|--|------|------|

**2. Analysis of Expenses****Expenses related to public fundraising**

|   |              |              |
|---|--------------|--------------|
| Advertising   | 16           | 60           |
| Fundraising Expenses                                | 2,576        | 1,348        |
| <b>Total Expenses related to public fundraising</b> | <b>2,591</b> | <b>1,408</b> |

**Volunteer related costs**

|                                      |          |          |
|--------------------------------------|----------|----------|
| Volunteer Expenses                   | 32       | -        |
| <b>Total Volunteer related costs</b> | <b>3</b> | <b>-</b> |
|                                      | <b>2</b> |          |

**Employee related costs**

|   |                |                |
|---|----------------|----------------|
| Accident Compensation Levy                          | 361            | 330            |
| Kiwisaver Employer Contributions                    | 3,766          | 3,197          |
| Staff Expenses Staff Weekend                        | 141            | 169            |
| Training Tutor Meal Allowance                       | 8,436          | -              |
| Wages - Workshops Wages - Co-ordinators Workshops - | -              | 590            |
|   | 20             | -              |
| Coordinator Expenses Working from Home Allowance    | 35,356         | 27,731         |
|   | 102,766        | 84,651         |
| <b>Total Employee related costs</b>                 | <b>-</b>       | <b>2,512</b>   |
|   | <b>2,497</b>   | <b>2,112</b>   |
|   | <b>153,344</b> | <b>121,291</b> |

**Other service delivery expenses**

|  |               |              |
|--|---------------|--------------|
| Bead Kits                                    | 5,175         | 8,055        |
| Travel Local                                 | 4,884         | 1,412        |
| <b>Total Other service delivery expenses</b> | <b>10,059</b> | <b>9,467</b> |

**Other expenses**

|                                  |       |       |
|----------------------------------|-------|-------|
| Audit & Budget Fee               | 2,715 | 2,700 |
| Bank Charges                     | 82    | 69    |
| Bookkeeping                      | 2,290 | 5,265 |
| Computer Maintenance and Support | 776   | 534   |
| Depreciation                     | 484   | -     |
| Insurance                        | 1,622 | 2,425 |
| Interest Paid                    | 45    | -     |
| Light Power & Heating            | 566   | 501   |
| Minor Assets                     | 868   | 564   |
| Postage                          | 784   | 855   |

## Notes to the Performance Report

|                             |               |               |
|-----------------------------|---------------|---------------|
| Printing & Stationery       | 2,021         | 1,086         |
| Rent                        | 3,016         | 3,126         |
| Subscriptions               | 1,326         | 680           |
| Telephone, Tolls & Internet | 283           | 470           |
| Website Expenses            | 592           | 360           |
| <b>Total Other expenses</b> | <b>17,472</b> | <b>18,635</b> |

2025                      2024

**3. Analysis of Assets****Bank accounts and cash**

|                                     |               |               |
|-------------------------------------|---------------|---------------|
| BNZ Account                         | 31,669        | 55,222        |
| BNZ No 2 Account                    | -             | -             |
| <b>Total Bank accounts and cash</b> | <b>31,669</b> | <b>55,222</b> |

**Inventory**

|                        |               |               |
|------------------------|---------------|---------------|
| Stock on Hand          | 19,107        | 12,199        |
| <b>Total Inventory</b> | <b>19,107</b> | <b>12,199</b> |

2025                      2024

**4. Analysis of Liabilities****Creditors and accrued expenses**

|   |              |              |
|---|--------------|--------------|
| Accounts Payable (Xero)                     | 159          | 916          |
| BNZ Credit card                             | 112          | 212          |
| GST   | (1,999)      | 1,453        |
| Holiday Pay Accrual                         | 3,155        | 1,546        |
| <b>Total Creditors and accrued expenses</b> | <b>1,427</b> | <b>4,127</b> |

**Other current liabilities**

|  |               |               |
|--|---------------|---------------|
| Donations in advance                   | 1,773         | 5,277         |
| Grants in Advance                      | 37,575        | 43,121        |
| <b>Total Other current liabilities</b> | <b>39,348</b> | <b>48,398</b> |

2025                      2024

**5. Property, Plant and Equipment****Plant and Equipment**

|  |            |          |
|--|------------|----------|
| Plant and machinery owned                            | 1,057      | -        |
| Accumulated depreciation - plant and machinery owned | (484)      | -        |
| <b>Total Plant and Equipment</b>                     | <b>572</b> | <b>-</b> |

**Total Property, Plant and Equipment**

2025                      2024

**6. Accumulated Funds****Accumulated Funds**

## Notes to the Performance Report

|                                     | 2025          | 2024          |
|-------------------------------------|---------------|---------------|
| Opening Balance                     | 14,896        | 1,519         |
| Accumulated surpluses or (deficits) | (4,322)       | 13,376        |
| <b>Total Accumulated Funds</b>      | <b>10,574</b> | <b>14,896</b> |
| <b>Total Accumulated Funds</b>      | <b>10,574</b> | <b>14,896</b> |

**7. Commitments**

There are no commitments as at 30 June 2025 (Last year - nil).

**8. Contingent Liabilities and Guarantees**

There are no contingent liabilities or guarantees as at 30 June 2025 Last year - nil).

**9. Related Parties**

There were no material transactions involving related parties during the financial year.

**10. Events After the Balance Date**

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

**11. Ability to Continue Operating**

The entity will continue to operate for the foreseeable future.



## REVIEW REPORT TO THE MEMBERS OF THE CANINSPIRE CHARITABLE TRUST

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I have reviewed the Performance Report of The CanInspire Charitable Trust for the financial year ended 30th June 2025 .

The Trustees are responsible on, behalf of the trust, for;

- a) Identifying outcomes and outputs that are relevant, reliable, comparable, and understandable, to report in the statement of service performance;
- b) The preparation and fair presentation of the performance report which comprises:
  - The entity information
  - The statement of financial performance, statement of financial position, statement of accounting policies and notes to the performance report
- c) Such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error

My responsibility is to express a conclusion on the financial statements and financial procedures in place. To achieve this I have made enquires, as appropriate, and applied analytical procedures to evaluate the evidence obtained. Enquiries were minor and generally centred around reconciliations, no errors or misstatements were identified. All information requested was provided and the financial statements are compliant with Tier 3 reporting.

Based on my review nothing has come to my attention that causes me to believe that the Performance Report does not fairly represent the financial position of The CanInspire Charitable Trust as at 30th June 2025 and the results of its operations for the period ended on that date.

[REDACTED]

[REDACTED]  
20th August 2025

[REDACTED]

We are deeply grateful to our dedicated volunteers and board members whose commitment and hard work make our mission possible.

We thank you for your continued support in our efforts to support those experiencing illness, trauma and loss.

*Team CanBead XX*

## CONTACT

CanBead  
The CanInspire Charitable Trust

[www.canbead.org](http://www.canbead.org)  
[office@caninspire.org.nz](mailto:office@caninspire.org.nz)  
[@canbead](#)

## Supporting Document - Reserves Statement

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Reserves Statement.pdf

Compiled application package - source documents unchanged

**Reserves Statement**

Our organisation currently holds no general financial reserves. The available bank balance consists primarily of *grants received in advance*, which are contractually tagged for delivery in specific locations or for specific activities. These funds are restricted and cannot be applied to other projects, including the one outlined in this application.

Establishing an unrestricted operating reserve remains an important goal for long-term sustainability. However, at present, all available funding is either allocated or committed.

# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Whakatu Mahi Toi

Applicant: Rachael Lauina

Compiled document order: application first, followed by supporting documents.

Source content has not been changed.

## Contents

1. Application Form (5 pages)
2. Supporting Document - Toi Maori Artist Quote (1 page)
3. Supporting Document - Teri Dyes Colour Chart and Pricing (2 pages)

Compiled application package - source documents unchanged

# Application Form

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Rachael-Lauina-Individual(1).pdf

Compiled application package - source documents unchanged

Wednesday, April 15, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Individual

Full Name (individual)

Rachael Lauina

Mailing Address

[REDACTED]

[REDACTED]

[REDACTED]

(021) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

No

Ethnicity of applicant/group

NZ European/Pākehā

Māori

How did you hear about the Creative Communities Scheme?

Word of mouth

### Project Details

Project Name

Whakatu Mahi Toi

Brief description of project

This project reflects both my learning journey and my aspiration to uplift others. By working alongside rangatahi and staff, I will share my growing knowledge and skills in raranga through collaborative workshops and a train-the-trainer approach. These shared experiences will inform the creation of a body of raranga works.

Venue and suburb or town

Wainuiomata Marae

Start Date

Monday, June 30, 2025

Finish Date

Tuesday, June 30, 2026

Number of active participants

20

**Number of viewers/audience members** 20

**Which of the schemes three funding criteria are you applying under?**

Young people: Enable young people (under 18 years of age) to engage with, and participate in the arts

**Artform or Cultural Arts practice**

Ngā toi Māori

**What activity best describes your project?**

Creation and presentation

**Cultural tradition of your project**

Māori

## Project Details

### The idea/Te kaupapa - What do you want to do?

I am a taura of raranga (traditional Māori weaving) but am keen to explore ways to educate and dedicate my time to - strengthen cultural identity through creative expression. My work is grounded in Te Ao Māori and inspired by my experiences engaging with rangatahi, kaumātua, and whānau within marae and community settings across Te Whanganui-a-Tara.

### The process/Te whakatutuki - How will the project happen?

Through my role at TRM Training, I support rangatahi who have not always had opportunities to connect with their culture, tikanga Māori (customs and protocols), and mātauranga Māori (traditional knowledge). My practice uses natural materials such as harakeke (New Zealand flax) to create meaningful taonga that foster belonging, confidence, and identity.

### The people/Ngā tāngata - Tell us about the key people and/or the groups involved

This project will involve designing and creating raranga pieces while delivering hands-on workshops for rangatahi, kaiako, and TRM Training staff using a train-the-trainer approach. The works will be presented to our rangatahi, kaiako, and kaumātua community who regularly attend the marae, strengthening intergenerational knowledge sharing and cultural connection.

### The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people

My artistic inspiration comes from lived experiences supporting rangatahi, engaging with kaumātua, and participating in tangihanga and marae-based events. These experiences guide my vision to revitalise the use of harakeke and ensure its cultural significance is preserved and passed on to future generations. Through this kaupapa, I aim to uphold kaitiakitanga (guardianship), manaakitanga (care and respect), and whanaungatanga (connection), ensuring that raranga continues to thrive as both an art form and a vessel of identity within our community.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

Yes

Do **NOT** include GST in your budget

**GST Number**

██████████

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs                                   | Detail   | Amount (\$) | What are you applying for under CSS?  |
|---|--|-------------|---|
| Workshop Delivery                               | Train-the-trainer sessions for rangatahi, kaiako, and TRM Training staff | \$4800      | 1 - 2 sessions per Workshop preparation, Workshop Session, Workshop pack down |
| Materials                                       | Harakeke preparation, natural fibres, dyes, tools, and weaving resources | \$855       | Teri Dyes   |
| Workshop Delivery incHarvesting and Preparation | Transport and preparation of harakeke in accordance with tikanga         | \$800       | 2 sessions per week 40 weeks  |
| Venue koha                                      | Contribution to Wainuiomat a Marae                                       | \$500       | Wainuiomat a marae  |
| Documentation and promotion                     | Photography, printing, and promotional materials                         | \$300       | Paper and Printing  |
| Community Presentation                          | Display and presentation of finished raranga pieces                      | \$300       | Expedition  |
| Administration & Project Coordination           | Planning, reporting, and communication                                   | \$200       |   |

**Please upload any quotes or receipts you have received for your project costs**



\_Quote Toi Maori Artist.pdf



Colour-Chart-All-Dyes-1.08.2025.pdf

**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail                     |
|-------------|----------------------------|
| 2755.00     | In kind Morehurehu Limited |

**Total costs (\$)** 7755.00

**Costs less Income (\$)** 7755.00

**Amount you are requesting from the Creative Communities Scheme(\$)** 5000.00

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Declaration**

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**If this application is successful, I/We agree to:**

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted


**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

|  |   |
|--|---|
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Terms and Conditions</b>              | Accepted  |
| <b>Name of contact person/applicant</b>  | Rachael Lauina  |
| <b>Signed (contact person/applicant)</b> |  |
| <b>Date</b>                              | Wednesday, April 15, 2026   |

## Supporting Document - Toi Maori Artist Quote

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\_Quote Toi Maori Artist(1).pdf

Compiled application package - source documents unchanged

*Te Rito Weavers**Quote for Mahi*

PREPARED FOR

**Hutt City Council**Creative Communities Fund  
30 Laings Road,  
Lower Hutt

PREPARED DATE

11 April, 2026

GST Number



| ITEM   | QTY                     | PRICE  | TOTAL             |
|--|-------------------------|--------|-------------------|
| Artist Fees<br>Kairaranga<br>Toi Maori Community Workshops (48)<br>\$25 per hour | 4 hours<br>per workshop | 100.00 | 4,800.00          |
|  |                         |        |                   |
| GST  | 15%                     |        | \$720.00          |
|  |                         |        | <b>\$5,520.00</b> |

## Supporting Document - Teri Dyes Colour Chart and Pricing

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Colour-Chart-All-Dyes-1.08.2025(1).pdf

Compiled application package - source documents unchanged

### Phormalan Flax Dyes

|     |                                     |
|-----|-------------------------------------|
| F1  | Black                               |
| F2  | Blue                                |
| F5  | Golden Yellow                       |
| F10 | Red                                 |
| F11 | Turquoise                           |
| F14 | Yellow                              |
| F15 | Magenta                             |
| F16 | Bright Yellow                       |
| F12 | Bright Green<br>F14 x3 - F11x1      |
| F18 | Mod Red<br>F10x12 - F14x1           |
| F17 | Orange<br>F10x5 - F5x12             |
| F13 | Peacock Blue<br>F15x1 - F11x5       |
| F3  | Forest Green<br>F10x1 - F5x5 - F2x3 |
| F6  | Maroon<br>F10x8 - F5x2 - F2x1       |
| F7  | Mid Brown<br>F10x7 - F5x2 - F2x3    |
| F8  | Mint Green<br>F5x1 - F2x1           |
| F9  | Purple<br>F10x1 - F2x1              |
| F19 | Soft Green<br>F16x30 - F2x1         |
| F20 | Minion's Mistake<br>F15x5 - F11x1   |

| <u>Size</u> | <u>Price</u> |
|-------------|--------------|
| 250ml*      | \$14.00      |
| 500ml       | \$22.00      |
| 1Litre      | \$32.00      |
| 2Litre      | \$50.00      |

Prices include GST.

\*colour about 20 flowers or 2 kete.

### Beginners Guides and Chemicals

|   |                                      |
|---|--------------------------------------|
| <b>Beginners Guide to Dyeing Cotton, Wool and Silk.</b><br>Introduction to theory, Methods for Hot and for Cold Dyeing.<br>Microwave dyeing. Dye usage charts.  | \$3                                  |
| <b>Cotton Base Solution</b><br>Contains Urea, Soda Ash and Leonil KS-C. Used to presoak cotton when using cold dyeing method.   | 500ml-\$18<br>1L - \$27<br>2L - \$32 |
| <b>Wool &amp; Silk Base Solution</b><br>Contains detergent, acetic acid and urea. Used to presoak animal fibre when using cold dyeing method.   |                                      |
| <b>Glaubers Salts (Sodium Sulphate)</b><br>Slows down fixation of dye onto wool to assist in the development of an even colour. Also used to improve dye solubility and force dye out and into cotton fabric. | 100g - \$10<br>200g - \$18           |
| <b>Soda Ash (Sodium Carbonate)</b><br>Fixes dye onto cotton fabric by raising the pH above 7.   | 100g - \$10<br>200g - \$18           |
| <b>Urea</b><br>Swells fibre to assist dye penetration when cold dyeing.   |                                      |
| <b>30% Acetic Acid</b><br>Fixes dye onto wool and other animal fibres by reducing pH below 7. <b>NB Freightng Acid can be expensive.</b> We have some depots around the country that hold stock.              | 250ml-\$12<br>500ml-\$18<br>1lt-\$28 |
| <b>Lyogen MF</b><br>Slows down fixation of <i>Acid Dyes for Wools and Silks.</i> To assist in the development of an even colour.  | 100ml-\$12<br>250ml-\$18             |
| <b>Lyogen FN</b><br>Slows down fixation of <i>Fibre Reactive Dyes for Wools and Silks.</i> To assist in the development of an even colour.  | 100ml-\$12<br>250ml-\$18             |
| <b>Leonil KS-C</b><br>Assists wetting of fibre or fabric for cold dye applications.   | 100ml-\$12<br>250ml-\$18             |
| <b>Imerol XND</b><br>Used for scouring fibre and fabric before dyeing and for washing out unfixed dye after dyeing.   | 100ml-\$12<br>250ml-\$18             |



# Teri Dyes

Retail Dyes for  
 Cotton, Linen, Tencel,  
 Rayon,  
 Harakeke (Flax), Muka,  
 Silk, Wool and other  
 Animal Fibre.



**Acid Dyes for Wool and Silk and other animal fibres.**

| S1           | Black B         | Size | Price              |
|--------------|-----------------|------|--------------------|
| S2           | Blue B          |      |                    |
| S3           | Blue G          | 25g  | \$18.00            |
| S4           | Blue R          |      |                    |
| S5           | Bordeaux B      | 50g  | \$24.00            |
| S23          | Brown AG        |      |                    |
| S6           | Brown R         | 100g | \$34.00            |
| OUT OF STOCK | S7 / Dark Red R |      |                    |
| OUT OF STOCK | S21 / Green 3G  | 200g | \$54.00            |
| OUT OF STOCK | S25 / Green 6G  |      | Price includes GST |
| S8           | Green B         |      |                    |
| OUT OF STOCK | S20 / Green G   |      |                    |
| S27          | Grey AG         |      |                    |
| S9           | Navy R          |      |                    |
| OUT OF STOCK | S10 / Olive G   |      |                    |
| S22          | Orange G        |      |                    |
| L3           | Orange R        |      |                    |
| S11          | Red B           |      |                    |
| OUT OF STOCK | S12 / Red Brown |      |                    |
| S19          | Red F           |      |                    |
| S26          | Red R           |      |                    |
| L1           | Rhodamine Red   |      |                    |
| S14          | Rubine          |      |                    |
| L2           | Tulacid Black   |      |                    |
| S15          | Turquoise G     |      |                    |
| S24          | Violet B        |      |                    |
| S16          | Violet R        |      |                    |
| S17          | Yellow G        |      |                    |
| S18          | Yellow R        |      |                    |

**Fibre Resctive Dyes for Wool and Silk**

| D1           | Black R          | Size | Price               |
|--------------|------------------|------|---------------------|
| D2           | Blue B           |      |                     |
| D3           | Blue R           | 25g  | \$18.00             |
| D4           | Brill Red 2G     |      |                     |
| OUT OF STOCK | D5 / Brill Red R | 50g  | \$24.00             |
| D6           | Brown G          |      |                     |
| OUT OF STOCK | D15 / Green B    | 100g | \$34.00             |
| OUT OF STOCK | D7 / Green G     |      |                     |
| D8           | Navy B           | 200g | \$54.00             |
| D16          | Orange G         |      | Price includes GST. |
| D9           | Red B            |      |                     |
| OUT OF STOCK | D10 / Scarlet G  |      |                     |
| D11          | Turquoise G      |      |                     |
| D13          | Yellow G         |      |                     |
| D14          | Yellow R         |      |                     |

**Procion MX Fibre Reactive Dyes for Cotton, Rayon, Linen and Tencel.**

| P1  | Blue 2G   | Size | Price               |
|-----|-----------|------|---------------------|
| P2  | Blue 2R   |      |                     |
| P3  | Blue 3G   | 50g  | \$12.00             |
| P4  | Brown 5BR |      |                     |
| P5  | Orange 2R | 100g | \$17.00             |
| P6  | Orange G  |      | Price includes GST. |
| P8  | Red 7B    |      |                     |
| P9  | Red 8B    |      |                     |
| P12 | Yellow 3R |      |                     |
| P13 | Yellow 4G |      |                     |
| P14 | Yellow GR |      |                     |

**Drimarene Fibre Reactive Dyes for Cotton, Rayon, Linen and Tencel.**

| R1           | Black R           | Size | Price               |
|--------------|-------------------|------|---------------------|
| R2           | Blue 2R           |      |                     |
| R3           | Brill Blue B      | 25g  | \$18.00             |
| OUT OF STOCK | R4 / Brill Blue R |      |                     |
| R5           | Brill Red 2G      | 50g  | \$24.00             |
| OUT OF STOCK | R 6 / Brill Red R |      |                     |
| R7           | Brown R           | 100g | \$34.00             |
| R8           | Green 3G          |      |                     |
| R10          | Navy 2B           | 200g | \$54.00             |
| OUT OF STOCK | R11 / Navy GRL    |      | Price includes GST. |
| R12          | Red 4B            |      |                     |
| R13          | Red 8B            |      |                     |
| OUT OF STOCK | R14 / Scarlet 2G  |      |                     |
| R15          | Turquoise B       |      |                     |
| R16          | Violet 2R         |      |                     |
| R17          | Yellow 2R         |      |                     |
| R18          | Yellow 4G         |      |                     |

# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Srichakra School of Fine Arts Dance Production

Applicant: Radhika Ravi

Compiled document order: application first, followed by supporting documents.

Source content has not been changed.

### Contents

1. Application Form (4 pages)
2. Supporting Document - Booking Details (1 page)

Compiled application package - source documents unchanged

# Application Form

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Radhika-Ravi-Individual.pdf

Compiled application package - source documents unchanged

Monday, April 27, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

|   |   |
|---|---|
| Are you applying as an individual or group?   | Individual                                |
| Full Name (individual)  | Radhika Ravi                              |
| Mailing Address   | 8 Craddock Street, Waterloo<br>[REDACTED] |
| Contact Email   | [REDACTED]                                |
| Phone Number (Day)  | [REDACTED]                                |
| Name on bank account  | [REDACTED]                                |
| Would you like to speak in support of your application at the CCS assessment committee meeting? | Yes                                       |
| Ethnicity of applicant/group  | Indian                                    |
| How did you hear about the Creative Communities Scheme?   | Council website                           |

### Project Details

**Project Name** Srichakra School of Fine Arts Dance Production

#### Brief description of project

The event is a dance production by the students of Srichakra School of Fine Arts (I Radhika Ravi am the director of this dance school). The event aims to engage the wider community through a vibrant cultural performance. It provides young students an opportunity to learn, grow, and showcase their artistic talent. The Dance School seeks to promote community participation in the arts and create an inclusive cultural experience for all.

|                                      |                           |
|--------------------------------------|---------------------------|
| <b>Venue and suburb or town</b>      | Lower Hutt                |
| <b>Start Date</b>                    | Sunday, September 6, 2026 |
| <b>Finish Date</b>                   | Sunday, September 6, 2026 |
| <b>Number of active participants</b> | 30                        |

**Number of viewers/audience members** 200

**Which of the schemes three funding criteria are you applying under?**

Access and Participation: Create opportunities for local communities to engage with, and participate in local arts activities

**Artform or Cultural Arts practice**

Dance

**What activity best describes your project?**

Presentation only (performance or concert)

**Cultural tradition of your project**

Indian

## Project Details

### The idea/Te kaupapa - What do you want to do?

The event will be a dance production by the students of Srichakra School of Fine Arts. We wish to showcase the talent of the students to the wider Lower Hutt community. This will in turn promote further community participation and create an inclusive cultural experience for all.

The audience will also get an opportunity to experience unique dance forms of India.

### The process/Te whakatutuki - How will the project happen?

The students have been attending classes regularly practising their skills which will build up towards the school's dance production.

On the day of the event, the production will have a clear run sheet (agenda). The production will feature a sequence of classical and semi-classical Indian dance items.

### The people/Ngā tāngata - Tell us about the key people and/or the groups involved

The people involved will be:

1. Key personnel from Srichakra School of Fine Arts
2. The performers (Students)
2. Parents of students (if the students are children)

### The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people

The dance production is comprised of students that come from all ages and backgrounds. This event will be a confidence booster as it gives many students their first opportunity to participate in a full stage production.

The dance production will inspire members from the audience to learn new dance skills via the dance school.

In summary, this event will enable meaningful participation for performers, families, and the wider community.

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

No

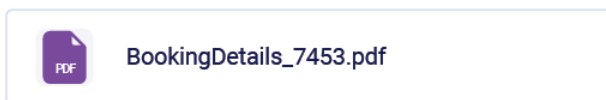
Do **NOT** include GST in your budget

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs  | Detail | Amount (\$) | What are you applying for under CSS? |
|----------------|--------|-------------|--------------------------------------|
| Venue Hire     |        | 1500        |                                      |
| Equipment Hire |        | 1500        |                                      |
| Advertisement  |        | 500         |                                      |
| Materials      |        | 1000        |                                      |

**Please upload any quotes or receipts you have received for your project costs**



**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$) | Detail       |
|-------------|--------------|
| 2000        | Ticket sales |

**Total costs (\$)** 4500

**Costs less Income (\$)** 2000

**Amount you are requesting from the Creative Communities Scheme(\$)** 2500

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

**Declaration**

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.


**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

If this application is successful, I/We agree to:

|                             |          |
|-----------------------------|----------|
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |
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| <b>Terms and Conditions</b> | Accepted |
| <b>Terms and Conditions</b> | Accepted |

|   |              |
|---|--------------|
| <b>Name of contact person/applicant</b> | Radhika Ravi |
|---|--------------|

|  |  |
|--|--|
| <b>Signed (contact person/applicant)</b> |  |
|--|--|

|             |                        |
|-------------|------------------------|
| <b>Date</b> | Monday, April 27, 2026 |
|-------------|------------------------|

|             |                        |
|-------------|------------------------|
| <b>Date</b> | Monday, April 27, 2026 |
|-------------|------------------------|

## Supporting Document - Booking Details

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BookingDetails\_7453.pdf

Compiled application package - source documents unchanged



**BOOKING DETAILS - Tentative**

| Booking ID  | Booking Date   |
|-------------|----------------|
| [REDACTED]  | 25/04/2026     |
| Customer ID | Booking Status |
| [REDACTED]  | Tentative      |

**Customer Details**

Radhika Ravi

[REDACTED]

**Hutt City Council**

30 Laings Road  
LOWER HUTT 5040

[REDACTED]

W: <https://www.huttcity.govt.nz/>

**Booking Details**

**Venue Name:** Little Theatre  
**Venue Address:** 2 Queens Drive Lower Hutt Lower Hutt 5010 New Zealand  
**Booking Name:** Srichakra School Of Fine Arts

| Booking Item   | Date From        | Date To          |
|----------------|------------------|------------------|
| Little Theatre | 06/09/2026 09:00 | 06/09/2026 10:00 |

# Creative Communities Scheme Application

Funding for local arts projects | Nga putea mo nga toi te haukainga

## Queer and trans drawing Club

Applicant: Sian Torrington

Compiled document order: application first, followed by supporting documents.

Source content has not been changed.

### Contents

1. Application Form (7 pages)
2. Supporting Document - Hutt Art Society invoice quote screenshot (1 page)

Compiled application package - source documents unchanged

# Application Form

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Sian-Torrington-Individual.pdf

Compiled application package - source documents unchanged

Tuesday, April 28, 2026

## Creative Communities Scheme Application

Funding for local arts projects | Ngā pūtea mō ngā toi te haukāinga

### Applicant Details

Are you applying as an individual or group?

Individual

Full Name (individual)

Sian Torrington

Mailing Address

[REDACTED]

Contact Email

[REDACTED]

Phone Number (Day)

[REDACTED]

Name on bank account

[REDACTED]

Would you like to speak in support of your application at the CCS assessment committee meeting?

Yes

Ethnicity of applicant/group

I am Pakeha. People who come to class are of diverse ethnicities.

How did you hear about the Creative Communities Scheme?

Council website

### Project Details

Project Name

Queer and trans drawing Club

Brief description of project

A monthly Sunday afternoon rainbow community art club where we draw together regularly through the year with a model and me teaching drawing techniques. This provides regular access, and accessible opportunities for local rainbow people to participate in the arts, and aligns with supporting diversity through offering opportunities for our LGBTTTQI+, trans and non-binary, takataapui communities to participate in making art. Queer and trans drawing club is a development from Queer trans drawing class, which I've run for 10 years. People always request more ongoing opportunities, to keep learning and also to provide opportunities to build friendships, resilience and support systems. There are not many places for LGBTTTQI+ people to gather in Lower Hutt, so this provides a regular, alcohol free, accessible creative space that people from 16 to any upper age can access. It is a safe environment that supports social connection, participation and confidence.

Venue and suburb or town

Central Lower Hutt

Start Date

Sunday, July 5, 2026

|  |  |
|--|--|
| <b>Finish Date</b>   | Sunday, December 20, 2026  |
| <b>Number of active participants</b>                                       | 50   |
| <b>Which of the schemes three funding criteria are you applying under?</b> | Diversity: Support the diverse artistic cultural traditions of local communities |
| <b>Artform or Cultural Arts practice</b>                                   | Visual arts  |
| <b>What activity best describes your project?</b>                          | Workshop/wānanga   |
| <b>Cultural tradition of your project</b>                                  | Rainbow, queer and trans, LGBTTTQI+ culture                                      |

## Project Details

### The idea/Te kaupapa - What do you want to do?

I propose 6 months of club, which offers regular community engagement with trans, non-binary, rainbow community locally. This community engagement works because I am a member of this community, and have taught and run art projects for many years in this area. People who have previously done queer trans drawing class and club will be invited, as well as the wider community in Te Awa Kairangi. We will gather for 3 hours on a Sunday afternoon to draw a model. Club will run at Hutt Arts Centre, who have enjoyed hosting us over the last year. They help to promote through their channels, and have told me they are happy to have more diverse audiences using the space.

I teach drawing techniques, and facilitate participants to share some of their favourite techniques. This lifts up all of our creative mana together. We draw a model from our community, which enables us to represent diverse identities and see ourselves represented, which we know supports LGBTTTQI+ mental health and well-being. This is a form of locally relevant cultural expression – participants can express their identities in a community arts setting, and represent our shared and diverse culture by drawing community members with all sorts of rainbow identities. Materials are provided, and snacks so that there is a time for connecting as well as drawing together.

### The process/Te whakatutuki - How will the project happen?

3 hours per month, on a Sunday afternoon. Advertised through social media, my email list and to rainbow organisations. I book a model who does poses for us clothed. This enables young people to come as well. I have been working with Te Whare Kahukura to teach Queer and Trans drawing class, including 3 places for mentoring rangatahi, so they are a new local relationship to support and promote these sessions. We make drawings with charcoal, pastels and pencils. I teach short, easy drawing techniques that anyone can try out and all LGBTTTQI+ whanau are welcome. I have a FB group and Instagram page where people can post their drawings and get updates.

We draw models, and we draw out our own identities, by drawing other. It is a safe space for people to be creative, and mix with people of diverse genders, sexualities, cultures, and ages. The community building and safe space that it provides is always commented on, and the benefits for mental health, resilience and wellbeing.

I continue to receive requests specifically for ongoing opportunities to be creative together as our community has become more visible and our trans whanau particularly experience discrimination and media attention. Queer trans drawing club is a regular space where we could gather and support each other through being creative. It is not that we talk about all these issues, rather that there is a positive and generative space where we can have fun, explore and try out new things, together.

If there are Covid-19 restrictions, then the class goes online. I have done this previously a number of times, and sent materials out to people. I would run the class from my studio, and my partner can model for the class, as well as I create still lifes and guide people to set up their own at home to draw.

### **The people/Ngā tāngata - Tell us about the key people and/or the groups involved**

Siân Quennell Torrington makes art, and teaches creative practice across diverse communities. Their work investigates the creative process itself, through drawing, installation and sculpture. They are interested in how creative practice can support mental health and build community. Siân has explored gender diversity, sexuality and social history through multimedia projects, and run workshops for survivors, the LGBTTQI+ community, and as part of social change work, as well as in tertiary contexts. Siân's work has been commissioned for public art institutions, including 'Soft is Stronger than Hard' at City Gallery Wellington, and 'The way you have held things' for Christchurch Art Gallery, as well as for festivals, and by the Public Art Fund, Wellington. They have held artist residencies at The Crucible, Ōamaru, Samoa at Tiapipata Arts Centre, and Shanthy Rd, India through the Asia New Zealand Foundation. Sian graduated with an MFA Massey University in 2010, has had numerous solo and groups shows.  
<http://allmeaningisthelineyoudraw.wordpress.com>

Hutt Art Society are excited to have our group use their spaces – they see it as a great diversity and inclusion element to have our group, which includes young people who may not usually access their beautiful spaces. We are excited to continue collaborate and grow.

Te Whare Kahukura and I have collaborated a number of times, including currently, on creative kaupapa for LGBTTQI+ communities and rangatahi, local young people. They will continue to promote and share my events, and advise on best practice working with young people as required.

People who attend come from Lower Hutt, are all ages from 16 to perhaps 65 or over, and represent diverse rainbow identities. They are may have never drawn before, or who want to pick it up again after a long time. Some people bring friends, relatives, or partners, or their child. It is an accessible space where I work with people to make sure they can come along and be included. People with disabilities, neurodiversities, and mental health challenges have come to previous clubs and classes. It is a culturally inclusive space that I open and close with karakia and acknowledge mana whenua and the whakapapa of the space we are in.

### **The criteria/ Ngā paearu - Tell us how this project will deliver to your selected criterion: access and participation, diversity or young people**

This regular opportunity will reach those who could not otherwise access art making.

LGBTQI+ individuals are a priority group for HCC and for community funding, with wellbeing and mental health also priority outcomes. I know that this club creates amazing and hard to generate outcomes for this community, such as feeling connected, building relationships, feeling hopeful, learning new skills, and participating in creative art making. It provides ongoing community engagement, which is crucial for continuing to build these outcomes, which are not achieved with a on-off project. I have previously received some funding to enable this club to begin, and relationships have been built between participants, who are now supporting each other e.g with moving house or sharing art materials. People also look forward to the sessions, e.g "This is the only thing that makes me want to leave the house" one person said, or 'winter is coming and I am a lot more depressed - I really look forward to this though." Trans and non-binary people suffer high rates of mental health challenges, and this regular creative space is offering a respite.

By regularly making art together that reflects our identities, culture and ways of being together, this club is offering a unique space to participate in locally relevant cultural expression. Much feedback says that people would only attend this if it is local. We always share our drawings and learn from each other. It is rare to have opportunities to make LGBTTQI+ art together. At the recent Dowse collection exhibition, I saw a painting of a person who looked like a butch lesbian. I am a 49 year old artist, and this was the first time I had seen such a painting! It is important that we represent ourselves, share these images, and see ourselves. We represent our diversity when we draw together, particularly in life drawing, which is about bodies and people. Many queer, trans and non-binary people never go to these classes, because they don't feel safe for us, as they don't acknowledge our identities. We can gain so much from a community specific version, where we explore safely our own means of representing ourselves creatively. It is so valuable to do something together locally, that is social and friendly, without alcohol. The cross-generational participants are wonderful role models of surviving and thriving in the world for our young people, who always gain confidence at Club, particularly around gender identity. I am excited to see how this

community could continue to build with regular sessions.

"Having the classes in Lower Hutt was why I signed up, local easy to get to and made it possible to schedule a 6 week course on top of my full time job. It was wonderful to meet other people in my area and know you're not the only gay in town. Making this drawing class free reduced barriers making it accessible to everyone who wanted to participate." Feedback from participant

"It was great to have a class in the Hutt Valley, particularly as our rainbow communities are growing over here with more people living here. We need opportunities to connect like this locally, that are based around small numbers allowing for more meaningful interactions, healthy and interactive pursuits that are not limited to bars, clubs and large crowded events like pride events etc."

"I have rarely experienced this complete feeling of inclusiveness (in either mainstream or rainbow environments) and this is a real tribute to Siân's abilities to make everyone feel welcome and valued. It is a place where we can just be who we are and in that sense it was liberating!"

"It meant a lot to me! It was so close to home, it reminded me I'm not as alone here. I would love to attend another course as I felt I was just getting started with the learning. I would not have attended a class in town."

"I would like to commend the Lower Hutt City council for their funding and support of this community initiative that brings well-being to individuals by lifting self-esteem and to society that benefits from community connectedness and growth."

"Being in a room with other queer folk drawing and creating was a regenerative experience for me. Supportive of my creative expression and encouraging me to explore new techniques to whakamana my work. I found that the room was super generous to each other in how we expressed and how we exist. It's a special place to be, surrounded by good humans that care."

"The explicit invitation to queer and trans people reduced the anxiety I have around participating in community based activities like this. It was well facilitated and welcoming. I would love to see more queer and trans people get access to this club and the resources available at the Hutt Art Society. I think there are many people in our communities who would benefit from access to materials and safe space for artistic expression but don't have the resources to access them."

"Sian leads people to explore and express their own creativity and the well of creativity that comes from our queer identities and experiences. She creates safe spaces to bring those identities, and welcomes us to bring our whole selves to our work. As a disabled person I don't always experience inclusion in this way. Siân considered both practical and emotional aspects of what anyone may need to participate. In many spaces I feel like my disability or my queerness is a deficit to be managed, whereas Siân creates spaces where those things are invited and celebrated."

## Project Details (Financial)

See the CCS Application Guide for more detail on how to complete this section

**Are you GST registered**

Yes

Do **NOT** include GST in your budget

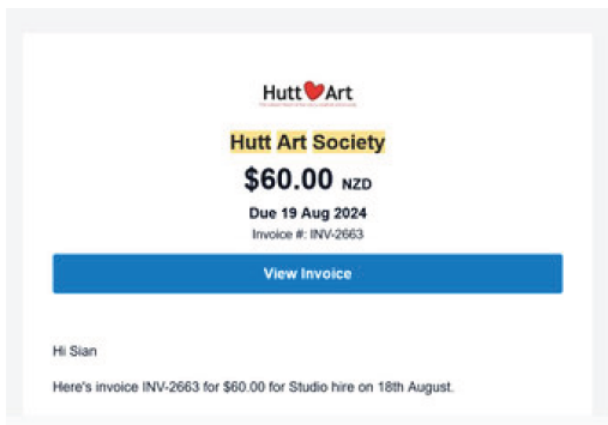
**GST Number**

Include GST in your budget

**Project Costs - Write down all the costs of your project and include the details, eg materials, venue hire, promotion, equipment hire, artist fees and personnel costs.**

| Project needs  | Detail  | Amount (\$) | What are you applying for under CSS? |
|--|---|-------------|--------------------------------------|
| Venue – Hutt Art Society 6 sessions                    | Cost to book painting studio  | 360         | 360                                  |
| Materials per session 6 sessions                       | Charcoal, pastels, oil pastels, erasers, paper, watercolour pencils,  | 300         | 300                                  |
| Model \$40 pr hr, x 3 hrs 6 sessions                   | Community model per session   | 720         | 720                                  |
| Food (cups of tea and snacks for the break) 6 sessions | \$30 per session.   | 180         | 180                                  |
| Facilitation of class                                  | Class hrs 1pm -4pm (12-1pm set up, 4-5pm clean up) 5 hrs x 6 classes = 30 hrs x \$50  | 1500        | 1500                                 |
| Communication and promotion                            | 18 hours x \$50. 3 hrs per club - a conservative estimate - it takes a lot of time to reach diverse communities locally and those who need it, building new groups and making people feel safe to come along. | 900         | 900                                  |
| Reporting  | 3 hrs x \$50  | 150         | 150                                  |

**Please upload any quotes or receipts you have received for your project costs**



**Project Income - Write down all the income you will get for your project from ticket sales, sale of artwork, other grants, donations, your own funds, other fundraising. Do not include the amount you will be requesting from CCS.**

| Income (\$)  | Detail  |
|--|---|
| 15 participants 6 paying \$35 each \$210 per session | 6 paying \$35 each \$210 per session = \$1260.00  |
| Community Patreon                                    | People donating small amounts to support Queer and trans art projects. Patreon - \$50 per month x 6 = \$300 |

**Total costs (\$)** 4110.00

**Costs less Income (\$)** 1560

**Amount you are requesting from the Creative Communities Scheme(\$)** 2550

**Tell us about other grants you have received through the Creative Communities Scheme in the past three years.**

| Date | Project Title                 | Amount Received (\$) | Project Completion Report submitted (Y/N) |
|------|-------------------------------|----------------------|---|
| 2023 | Queer and trans drawing class | 3210                 | Y   |
| 2024 | Queer and trans drawing club  | 905                  | y   |
| 2022 | Queer and trans drawing class | 3,280.00             | Y   |

**Other financial information**

Groups or organisations must provide a copy of their latest financial statement. This can be a copy of the audited accounts, an income and expenditure statement or a copy of the unaudited management accounts. Individuals do not have to include Financial Statements.

If your group or organisation has reserves which are not being used for this project you should include your reserves statement or policy

### Declaration

You must read and sign the following. Please place an X in each box to show that you have read the information and agree to each section.

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

If this application is successful, I/We agree to:

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Terms and Conditions** Accepted

**Name of contact person/applicant** Sian Torrington

**Signed (contact person/applicant)** 

**Date** Tuesday, April 28, 2026

**Date** Tuesday, April 28, 2026

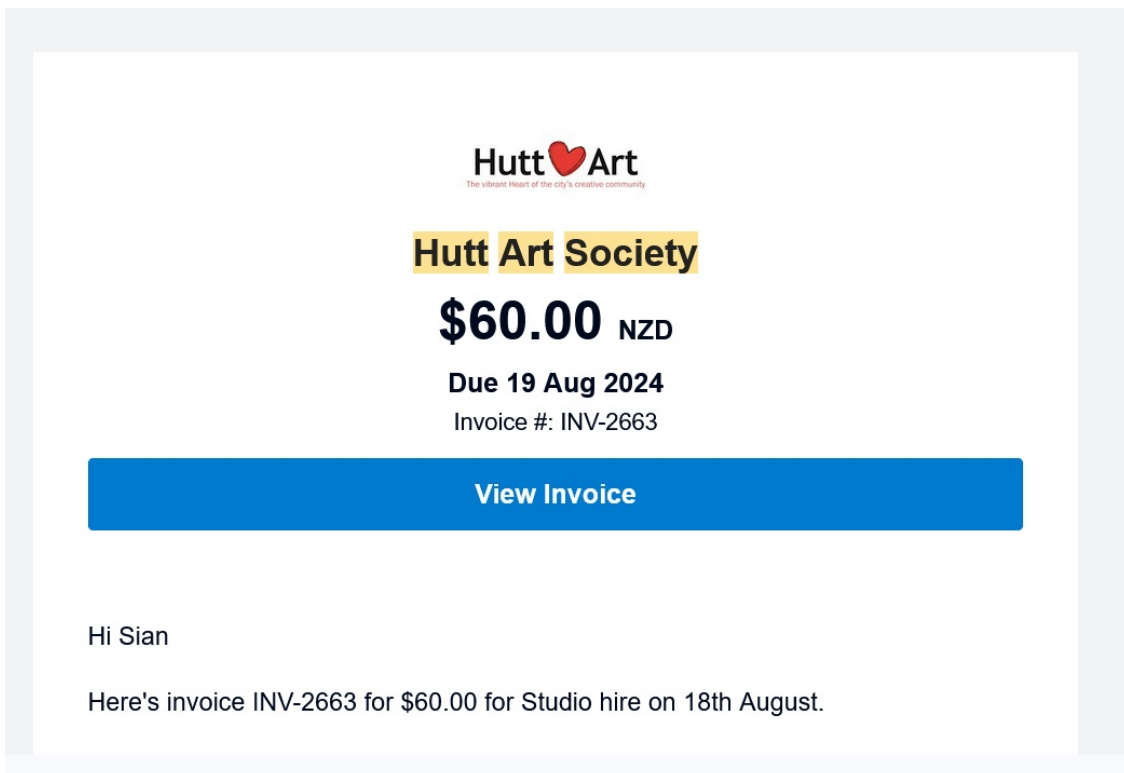
## Supporting Documents

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Hutt Art Soc invoice as quote.png

Compiled application package - source documents unchanged



**Hutt Art**  
The vibrant Heart of the city's creative community

**Hutt Art Society**

**\$60.00** NZD

**Due 19 Aug 2024**  
Invoice #: INV-2663

[View Invoice](#)

Hi Sian

Here's invoice INV-2663 for \$60.00 for Studio hire on 18th August.