

Public Art Fund Application - FY26/27

Form Preview

Fund Priorities, Eligibility and Privacy

* indicates a required field

Fund Priorities and Eligibility

The Public Art Fund is Tauranga City Council's dedicated fund for public art.

Public Art is any artwork that is in the public realm and is accessible to the general public. This is regardless of whether it is situated on public or private property.

Public Art comes in many forms, including but not limited to, sculpture, murals, mahi toi, integrated architectural or landscape architectural work, community art, mosaics, digital new media, lightworks, sound art, land art, installation, and more transitory forms like performance art.^[1]

Please click the links for the [Public Art Fund Framework Toolkit](#).

For more information, please contact Community Funding Services at publicart@tauranga.govt.nz

^[1] Performance art is defined as an artwork created through actions. It is not the same as the performing arts, such as dance, drama, kapa haka, or musical performances.

Privacy

Tauranga City Council (Council) is collecting information from you as part of this application, some of this information may be personal information. This includes your name, contact details, role, organisation info, bank account details and may include application responses or supporting information (including reporting). Your information and any supporting documents may be used to assess and process this application, verify information you have provided, administer and manage this grant, contact or notify you about any matter relevant to the grant and/or application (including monitoring and compliance of the grant funding terms and conditions), and to update you from time to time about our grant programmes. This application contains some fields that are mandatory, if you do not provide us with this information, we will be unable to process your application. We will not share your personal information with any other organisation or individual unless they are our contractor or other relevant 3rd party and disclosure is necessary for the specified purposes above. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you would like a copy of your information, or to have it corrected, please contact us at info@tauranga.govt.nz, or 07 577 7000. For further information about how Council will handle your personal information, please refer to [Tauranga City Council's Online Grant Privacy Statement](#).

I confirm that: *

☐ I have read and understand the above Privacy Statement; and any personal information I include about any other person(s) in this application has been provided with their permission and can be used for the purposes identified above.

☐

Privacy Declaration

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I declare that I have read the privacy information and I am comfortable to proceed with the application.

*

☐ I agree

Applicant Details

* indicates a required field

This can be the artist, or artwork commissioner, and can be an individual or organisation.

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

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Full Name of Applicant *

Applicant Email Address *

Must be an email address:

Applicant Website

Must be a URL.

Key Contact Details *

First Name Last Name

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This is the person who we will correspond with about the application and proposed project. We will also send all correspondence to the email provided.

Key Contact Person Position *

Key Contact Phone Number (Daytime) *

Must be a New Zealand phone number.

Key Contact Physical Address

Address

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Key Contact Email (all correspondence will be sent to this address) *

Must be an email address.

Event/Organisation Website (if applicable)

How did you hear about the Public Art Fund? *

- | | | |
|---|--|--|
| ☐ Council website | ☐ Local paper | ☐ Radio |
| ☐ Council mail-out | ☐ Poster/flyer/brochure | ☐ Word of mouth |
| ☐ Council staff member | ☐ Social media | ☐ Other: <input type="text"/> |
| ☐ Creative NZ website | | |

Project Details

* indicates a required field

The Idea

Artwork/Project Title *

What is your idea? *

Tell us more about your artwork, what is it about? What is the story or narrative? If you are using a cultural narrative, please reference where you got it from.

What are the aims of your project? *

Which of the four strategic outcomes does your project most align with?

- ☐ World-leading Public Art grows the distinctiveness of the city
- ☐ Infrastructure projects integrate art and design from the outset
- ☐ A programme of community and temporary Public Art brings vibrancy to the city
- ☐ A programme of interpretation and promotion enriches the Public Art experience

Please explain why your project aligns with the strategic outcome selected? *

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Select the community outcome from the drop down list that is most relevant to your project.

Please remember to save your application before clicking on any links.

Tauranga City Council recently adopted [Our Direction](#), the strategic framework for Tauranga. The strategic framework comprises five community outcomes and three approaches. The five community outcomes are:

[Tauranga Matarauui: we are inclusive](#)

[Tauranga Taurikura: we value protect and enhance our environment](#)

[Tauranga Tātai Whenua: we have a well planned city](#)

[Tauranga Ara Rau: we can move around our city easily](#)

[Tauranga a te kura: we support business and education](#)

The three approaches are:

[Te Ao Māori](#)

[Sustainability](#)

[Working beyond Tauranga](#)

Select the community outcome from the drop down list that is most relevant to your project.

Select from the five community outcomes, some previous applicants have selected Tauranga Taurikura as most applicable to their project.

Select from the three approaches

☐ Te Ao Māori ☐ Sustainability ☐ Working beyond Tauranga

Select from the three approaches

The Location

Please select which option applies to you; *

- ☐ 1. I have a location in mind on non-TCC owned land, and I have permission to use it
- ☐ 2. I have a location in mind on non-TCC owned land, and I have yet to gain permission to use it
- ☐ 3. I have a location in mind on TCC owned land, and I have permission to use it
- ☐ 4. I have a location in mind on TCC owned land, and I would like permission to use it
- ☐ 5. I do not have a location in mind, and would like to be allocated a site

If you answered 1, 2, 3 or 4: What is the address of your confirmed/preferred location?

If you answered 1 or 3: What is the address of your confirmed/preferred location? Please provide a signed letter from the landlord (or asset manager) of your artwork site showing permission to use the location as part of your supplementary material.

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If you answered 1 or 3, have you had any discussions with mana whenua around the use of this site?

If you answered 4 :Why do you think this location is the most appropriate for your artwork? What requirements do you need at the location for the installation of your artwork?

If your answered 5 : Please detail what you would require from the location for your artwork, e.g. plot size, access to power, foundation material etc.

The Artwork

Tell us about the artwork *

What will it look like? What is the medium? What materials are you using? You will be able to provide a sketch/design/mock-up in the supplementary material.

What is the approximate/intended lifespan? *

Is it intended to be temporary or permanent?

Who will own the artwork after it is completed? *

Is the intention to gift the artwork to the city (i.e. TCC)?

What are the estimated maintenance requirements and whose responsibility will maintenance be?

The Process

Please describe the project process. *

Explain the key stages of your project and how it will be carried out. Think about the artwork's creation, fabrication, and installation. How long will the process take? What are your preferred dates? What is your timeline?

The Team

Who is involved? Please list each person's name, role and if their involvement is confirmed or tentative. *

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List all people/companies/organisations who have agreed (or who are tentative) to be involved. Please describe the ways they will contribute and their skills/ability/experience. This could include artists, commissioners, curators, project managers, fabricators, contractors, designers etc. You can attach CVs/biographies/portfolios as part of the supplementary material

Who are your partners? Please list each person's name, type of support and if the support is confirmed or tentative.

Please list all other funding and sponsorship, whether cash or in-kind, that is confirmed or tentative. You will provide details of their support below in the budget.

Connection and Engagement

How do you plan to connect with and engage our community during the creation and installation of your artwork, and after it is installed?

Supplementary Material

Please upload and attach any relevant supplementary material to support your application. This could include: Financial statements, Budgets, Artist portfolios/statements CVs/biographies, Letters of support, Landlord/asset manager support, Sketches/designs/mock-ups.

Attach a file:

Financial Information and Project Budget

* indicates a required field

Tauranga City Council Funding

Have you received funding, a grant, or sponsorship from Tauranga City Council in the past 3 years? (this does not include the Creative Communities Scheme) *

- ☐ Yes
- ☐ No

If yes, please tell us about other funding/grants/sponsorship you have received from Tauranga City Council in the past three years.

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Is the Applicant/Organisation registered for GST? *

☐ Yes (do NOT include GST in your budget) ☐ No (DO include GST in your budget)

Applicant Primary Bank Account *

Account Name

Account Number

Must be a valid NZ account format: 00 / 0000 / 0000000 / 000

Please attach Proof of Bank Account *

Attach a file:

Financial Statement

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.

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

Your financial statement must be uploaded as part of the supplementary material.

Financial Statement Information

Attach a file:

The Budget

You can use the below tables to detail your expenditure and income, or alternatively, you can upload your budget in the supplementary material field above. However, you **MUST** provide a budget in some way.

Budget Information (If Applicable)

Attach a file:

Budget

Income	\$	Expenditure	\$

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Budget Totals

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Income - Expenditure

This number/amount is calculated.

Public Art Fund Request

Total Amount Requested *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Declaration

* indicates a required field

Authorisation

This section must be completed by an appropriately authorised person on behalf of the applicant organisation.

- I/We understand that if this application is successful I/we cannot receive funds for the same project from Tauranga City Council's other funding programmes.
- I/We declare that the details contained in this application are correct and that I/we have authority to commit to the Terms and Conditions below:
- I agree that funding must be used or committed before the end of the financial year and I agree to comply with the above terms and conditions of funding.

Please complete the name field below to agree to the Declaration Authorisation. *

☐ I agree

Full Name

Tauranga City Council Public Art Fund Terms and Conditions

Tauranga City Council Public Art Fund Terms and Conditions

Agreement

- 1.The Application, the Letter of Acceptance (if Your Application is successful) and these terms and conditions shall constitute the entire Agreement between You and TCC.
- 2.You agree that the information provided in your Application is true and correct, that you are authorised to submit the Application and agree to the terms of this Agreement. TCC will use the information in Your Application to assess Your application for funding from TCC's Public Art Fund and may request further information or clarification from You, if required.
- 3.The Application contains some fields that are mandatory, if You do not provide TCC with this information, we may be unable to process Your Application. TCC has sole discretion to determine funding applications to TCC's Public Art Fund, and any decision made by TCC in respect of Your Application is final. TCC is under no obligation to provide reasons to You for any decision made in respect of Your Application.
- 4.The Grant must be used for the purpose for which it was given (as described in the Application).
- 5.Except as otherwise expressly provided, the obligations of TCC under this Agreement are obligations of TCC in its capacity as a contracting party. TCC has certain regulatory and statutory functions, responsibilities and obligations in its capacity as a local authority outside of this Agreement. TCC shall be deemed not to be acting in the capacity of a contracting party under this Agreement when exercising these functions, responsibilities and obligations.

Record Keeping

You need to keep full and accurate records eg invoices, receipts, quotes and any other documents or information which show how and when the Public Art Grant has been spent and will provide it to TCC as part of the Accountability Reporting or as otherwise requested.

Reporting

You will provide TCC with:

- Accountability Reporting on the Project which may include preparing a Progress Report (if requested); and
- Any other information TCC may reasonably request during the course of the Project.

You must submit a Final Report to TCC within one month of the Public Art Grant being fully spent, or within 12 months of Your receipt of the Public Art Grant, whichever is earlier.

1.The Final Report must contain the following information:

- A full expenditure report and reconciliation, including receipts, against the Public Art Grant provided under this Agreement;
- Evaluation of the outcome of the Project;
- Highlights and lessons learned;
- Any outstanding issues; and
- Any other information or documents about the project that TCC may request or should reasonably know about.

Acknowledgement

To help us raise awareness of the Project and TCC's Public Art Grants we ask that you will:

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- publicly acknowledge receipt of the Public Art Grant (TCC will let you know how and when) and you agree that TCC may publicise the Public Art Grant and TCC's involvement in the Project;
 - Where reasonably practical, and if requested by TCC, provide TCC high resolution images and video content related to the Project for the purpose of TCC promoting the Project through its digital platforms including its website, social media, and e-newsletters.
 - Acknowledge receipt of the Public Art Grant from TCC in your annual report if your organisation prepares one; and
 - allow TCC to publish the amount of the Public Art Grant granted to the Applicant, on TCC's website or its other media channels.
1. You confirm that You have obtained all authorisations, consents and have done all things necessary in order to enter into this Agreement and to perform Your obligations under this Agreement.
 2. You are not aware of anything which will, or might be reasonably expected to, prevent or impair You from performing all of Your obligations under this Agreement and that all information provided is complete and accurate and will not breach the intellectual property of any third party.
 3. TCC may be required to disclose information regarding the Agreement pursuant to its obligations under the Local Government Official Information and Meetings Act 1987.

Termination / Return of Grant

13. TCC may terminate this Agreement with immediate effect, by giving notice to you, at any time if:

You become or TCC considers you are likely to become insolvent or bankrupt or subject to appointment of a liquidator, receiver, manager of similar person in respect of your assets;

- You do not complete your obligations under this Agreement;
- You are in material breach of the terms of this Agreement;
- You do something or fail to do something that in TCC's opinion results in damage to TCC's reputation or business; or
- You have a conflict of interest that in TCC's opinion is so material as to impact adversely on the Project or TCC.

1. If the Agreement is terminated, then TCC has sole discretion to determine whether the Public Art Grant (or part thereof) is required to be returned to TCC. You agree that any decision by TCC that it requires all or any part of the Public Art Grant to be returned to it is binding and you will return the amount specified by TCC within 14 days of TCC of receiving notice to do so.

You will return any part of the Public Art Grant which remains unspent 12 months after receipt unless agreed otherwise in writing.

Intellectual Property

- The Intellectual Property created in the course of the Project shall be owned by the Applicant.
- The Applicant grants TCC, or will procure the grant to TCC of, an unrestricted, perpetual, royalty-free licence to use Project outputs for promotion of public art and reporting purposes.

Liability

1. You will ensure that You, and the Project, remains compliant with all relevant legislation, regulation, and other applicable rules including health and safety legislation.
2. You are solely liable for all debts, losses, and expenses arising out of the Project.

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3. You indemnify TCC, and will keep TCC indemnified, against any action, claim, loss, cost, liability, damage, or expense arising from:

- your breach of the Agreement;
- Negligent or wrongful acts in Project implementation;
- False or misleading statements;
- Infringement(s) of third-party rights;
- Non-compliance with applicable laws i.e. all laws, regulations, rules, codes and standards applicable to the Project of the parties' obligations under this Agreement.

Safety of Vulnerable People

1. If the Project involves providing services to or working with vulnerable people (children, older people, and people with special needs) you will obtain a Police Vetting Service report for any person undertaking work on the Project.
2. You acknowledge and agree that, depending on the nature of Your Project, you may be considered to be a specified organisation pursuant to s24(1)(c)(ii) of the Children's Act 2014 ("CA"). You warrant that, in relation to the Project, You will comply with Your obligations under the CA (if any), including the obligation to undertake safety checks on persons employed or engaged as a children's worker. You shall provide TCC with information (upon request) demonstrating the processes You have in place to ensure compliance with the CA and Your compliance with those processes.

Definitions

1. In this Agreement, unless the context otherwise requires:

Accountability Reporting means a Progress Report and/or a Final Report prepared by You reporting on the Project;

Agreement means your Application, the Letter of Acceptance and these terms and conditions;

Application means the application you submitted to TCC's Public Art Fund for a Public Art Grant;

Public Art Grant means the funding offered in the Letter of Acceptance;

Final Report means a report on the Project prepared by the Applicant, in the format provided by TCC, that contains the details outlined in clause 8 of these terms and conditions, and any other information reasonably requested by TCC;

Letter of Acceptance means the letter from TCC to You advising that Your Application was successful and confirming the amount of Public Art Grant offered by TCC;

Personal Information means information about an identifiable individual;

Progress Report means a report prepared by the Applicant, in the format provided by TCC, that provides a short summary of the Project including the progress of the budget, deadlines, objectives and deliverables (if any).

Project means the project described in your Application for which the Public Art Grant will be used;

TCC means Tauranga City Council;

You or **Your(s)** means the individual or organisation named as the "Applicant" on the Application for the Public Art Grant.

