

LOTTERY

ENVIRONMENT & HERITAGE

Te Tahua Taiao Ngā Taonga Tuku Iho

Grant Application Form



NZ Lottery Grants Board
TE PUNA TAHUA
Distributor of NZ Lottery Profits

You can apply online at www.cdgo.govt.nz. If you are not going to apply online you may submit this form.

Before you start filling out this form, read the Environment and Heritage Committee Information Sheet and the Lottery Grants Board General Information Sheet to help you decide whether you are eligible for a grant.

You must complete all sections of the form

Need more help? If you have any questions about this form, call our freephone 0800 824 824.

We encourage you to ring us to speak to a Funding Advisor.

In submitting this application you and/or the organisation you represent (hereafter referred to as the "applicant"), acknowledge and agree that the Department of Internal Affairs may disclose to or obtain from any other government department or agency, private person or organisation, any information about the applicant for the purposes of gaining or providing information related to the funding of the applicant.

All successful Lottery grants may be used for publicity purposes by the Lottery Grants Board and the New Zealand Lotteries Commission. The successful applicants must identify a spokesperson by name along with their contact details. This nominated spokesperson may be contacted by the above agencies and also by the media.

To view any personal information held by us, or if you have any concerns about personal information that we hold, please write to: The Privacy Officer, Department of Internal Affairs, P.O. Box 805, Wellington

OFFICE USE ONLY:

Client number:

Application number:

Date received:

Date acknowledged:

SECTION A: CONTACT DETAILS

A1. What is your group's name? *(If you have a registered name please use this - and if you are a local branch of a national organisation please specify)*

Full name of group

A2. What is your group's address?

Postal address

City/Town

Physical address *(If different from above)*

City/Town

A3. What are your group's contact details?

Phone number

06 349 0001

Fax number

06 349 0000

Email address

wdc@wanganui.govt.nz

Website address

www.wanganui.govt.nz

A4. Who is your group's main contact for this Lottery application?

First name

Pete

Last name

Gray

Position

Deputy Community & Cultural Manager

Daytime phone number

06 349 3206

Alternative phone number

027 289 5562

Fax number

06 349 0000

Email address

Pete.Gray@wanganui.govt.nz

A5. Who is your group's second contact for this Lottery application?

First name

Sian

Last name

van Dyk

Position

Curator of Collections

Daytime phone number

06 349 0506

Alternative phone number

Fax number

06 349 0507

Email address

Sian.VanDyk@sarjeant.org.nz

A6. Have you received a Lottery grant before?

YES

NO

SECTION B: ORGANISATION DETAILS

B1. How many members does your organisation have? ("Members" means everyone involved in your organisation, including those paying a subscription to receive a newsletter; active community members; volunteers; etc.)

653

B2. How many people visit your facility over a year? (Answer only if applicable to your organisation)

40388

B3. Is your organisation a church organisation?

YES

NO

B4. Is your organisation a Community or Domain board for a local authority project?

YES

NO

B5. What hours is your organisation open? *(Please include the days your organisation is open, e.g. weekends, public holidays, etc.)*

The Sarjeant Gallery is open to the public seven days a week, from 10:30am to 4:30pm, except for Christmas Day and Good Friday. Shorter opening hours apply to Anzac Day of 1pm to 4.30pm.

 **SECTION C: PROJECTS DETAILS**

C1. What type of project is your grant application for? *(Note: Refer to the Grant Application Guide to ensure you enclose with your application the correct supporting documentation for each project type.)*

Natural Heritage Projects

Ecological restoration

Pest and predator eradication programmes

Wetland and forest restoration

Other *Please specify*

Physical Heritage Projects

Restoration work as detailed in a conservation plan

Conservation plan or condition report

Repainting of a heritage building

Conservation of wahi tapu sites

Other *Please specify*

Cultural Heritage Projects

Capital works; museum; gallery or archival development

Historical research and publications

Feasibility studies

Oral history

Conservation of moveable cultural property

Heritage trails

Acquisition of works of art and artefacts

Milestone reunion celebrations

Other *Please specify*

Acquisition of storage equipment, documentation, packing and transition of collection to new store

C2. What is the project start and completion date? *(Note: We do not fund projects retrospectively. Your project must not be completed by the application closing date.)*

Start date

1 Jul 2013

(day / month / year)

Completion date

31 Mar 2015

(day / month / year)

C3. Briefly summarise the project.

This project forms part of a larger redevelopment project for the Sarjeant Gallery Te Whare o Rehua Whanganui, but has its own imperatives driving its necessity exclusive of this. This specific project is to relocate the Sarjeant Gallery collection from the basement of the earthquake prone 1919 original Gallery building in Queen's Park, Wanganui to improved storage in a new location. It includes the purchase of storage equipment, racking and shelving which will be re-used in any future removal to the permanent location in the redeveloped Gallery in Queen's Park. The process will involve undertaking a thorough process of inventory, basic documentation, condition reporting, valuation, photography (where necessary), packing, transit, unpacking and re-storage. To achieve this in a reasonable time it will be necessary to employ a number of assistants for in addition to the current Gallery staff. It is proposed that the Gallery will remain open to the public in its temporary location for the bulk of this period of transition. The Sarjeant Gallery Te Whare o Rehua Whanganui has the reputation of being one of the country's leading collecting and exhibiting institutions. This project will provide appropriate environmental conditions for the storage of the Gallery's Collection; ensure that the collection has been documented, condition checked and valued in its entirety; and provide storage that facilitates access and movement of collection works in order to protect the permanent Collection.

C4. Why is your project/facility needed? *(Note: Please attach documented proof of the need.)*

Current collection storage is in the basement of the Gallery - an earthquake prone building, rated at 5% of the current new building standard. This constitutes a significant risk to staff and the collections, as it would not require complete building collapse to render the collection area unsafe to enter, leading to a total loss of the collection. This area was not designed as a store. Environmental conditions are not appropriate for long-term preservation of the collection. The storage shelves and racking are inadequate and mostly home-made; spaces are cramped and access is difficult for the transport of works of art into, out of and through the storage area. The area is insufficient for the size of the collection given the other restrictions imposed by the shape and nature of the basement area. In addition, other large works are stored in an offsite facility, in Wanganui. This building lacks any environmental control and is unsuitable for storage of works of art and archives.

C5. Tell us about any local, regional and national significance your project has. (Note: Tell us how important your project is and why. You should also include any classifications from the NZ Historic Places Trust, Department of Conservation, the Rail Heritage Trust of New Zealand or a local authority heritage listing.)

The Sarjeant Gallery Collection and building are both nationally significant. The Collection is unrivalled in the provinces and can be viewed in similar terms to the major municipal collections of Auckland, Wellington, Christchurch and Dunedin. It is significant in its inception and it is nationally significant in its size (more than 5,500 pieces) and depth. The existing New Zealand Collection is one of national significance and contains a comprehensive holding of art from the 1840s until the present day. The Sarjeant building has the highest possible listing of Category 1 under section 23 (2) of the Historic Places Trust Act 1993. The building is also listed as a heritage building in Council's District Plan. The building is an iconic structure on the Wanganui skyline and is the city's most prominent and elegant sculptural feature. The Sarjeant's location of Queens Park is also significant. Queens Park/Pukenamu has a rich past and has historical and archaeological significance.

C6. Are there similar projects or services being provided in your area?

YES

NO

How is your project different from those in your area?

The Sarjeant Gallery is unique in Wanganui. There are many other smaller art galleries in the region, all complementing one another and the Sarjeant, however there is not another public gallery that boasts such a nationally significant Collection and housed in such a significant, NZ Historic Places Trust listed building. The Sarjeant Gallery building and collection is strongly valued by people in Wanganui, as well as by national and international visitors and the national museum and art communities.

C7. Does your organisation own the land the facility will be on? (Note: Refer to the Grant Application Guide to ensure you attach the correct documentation.)

YES

NO

Note A

Ethnic Groups

Main Ethnic Group	Specific Category
NZ European	Pakeha/NZ European
Maori	Maori
Pacific	Cook Islander Fijian (Note: Fijian Indian is listed under Asian) Niuean Samoan Tokelauan Tongan Tuvaluan/Ellice Islander Other Pacific (eg Kiribati, Solomon Islands) Various Pacific (3 or more Pacific ethnicities)
Asian	Bangladeshi Chinese Fijian Indian Filipino Indian Indonesian Japanese Khmer/Kampuchean/Cambodian Korean Pakistani Sri Lankan Taiwanese Chinese Vietnamese Other Asian
African	Etitrean Ethiopian Somali South African Sudanese Zimbabwean Other African
European	Anglo-Celtic Continental European Other European
Latin American	Latin American
Middle Eastern	Afghani Assyrian Iraqi Iranian/Persian Kurd Lebanese Palenstinian Turkish Other Middle Eastern
All ethnic groups	

D1. Which of the following age groups will your project primarily provide services for?

Tick the appropriate box(es)

- 12 years and under
 13-25 years
 26-64 years
 65 years and over
 All ages

D2. Which main ethnic group will most benefit from the services your group will provide as a result of the Lottery grant you are applying for? (See Note A on the facing page)

All ethnic groups

Which specific ethnic group within this main group will most benefit from the services your group will provide as a result of the Lottery grant you are applying for? (See Note A on the facing page)

D3. Which other main ethnic group will most benefit from the services your group will provide as a result of the Lottery grant you are applying for? (See Note A on the facing page)

All ethnic groups

Which specific ethnic group within this main group will most benefit from the services your group will provide as a result of the Lottery grant you are applying for? (See Note A on the facing page)

D4. Will a Lottery grant be used mostly to provide services for people in:

- Rural areas
 Urban areas
 Both

Which region will your project primarily provide services in?
(See Note B on the facing page)

Manawatu-Wanganui

Which local authority area or areas, within this region, will your project provide services in?
(If your project provides services in all local authorities within this region, please write 'all')
(See Note B on the facing page)

Wanganui District

D5. Please select up to three sectors from the list below that you believe will most benefit from services your group will provide as a result of a Lottery grant:

- | | | |
|--|-------------------------------------|--|
| <input type="checkbox"/> People with disabilities | <input type="checkbox"/> Youth | <input type="checkbox"/> Family violence prevention |
| <input type="checkbox"/> Family/whanau | <input type="checkbox"/> Women | <input type="checkbox"/> Older people |
| <input type="checkbox"/> New migrants/refugees | <input type="checkbox"/> Unemployed | <input checked="" type="checkbox"/> No specific sector |
| <input type="checkbox"/> Youth at risk/disadvantaged | <input type="checkbox"/> Children | |

Note B

Region

Please select one of the following regions from the list below. You may enter as many local authority area(s) within this region as appropriate.

Region	Local Authority Area(s)	
Northland	Kaipara District Whangarei District	Far North District
Auckland	Auckland City Manukau City Rodney District Waitakere City	Franklin District North Shore City Papakura District
Waikato	Franklin District Hauraki District Otorohanga District South Waikato District Thames-Coromandel District Waipa District	Hamilton City Matamata-Piako District Rotorua District Taupo District Waikato District Waitomo District
Bay of Plenty	Kawerau District Rotorua District Tauranga District Western Bay of Plenty District	Opotiki District Taupo District Whakatane District
Gisborne	Gisborne District	
Hawke's Bay	Central Hawke's Bay District Rotorua Napier City Taupo District	Hastings District Rangitikei District Wairoa District
Taranaki	New Plymouth District South Taranaki District	Ruapehu District Stratford District
Manawatu-Wanganui	Horowhenua District Palmerston North City Ruapehu District Taranaki District Wanganui District	Manawatu District Rangitikei District Stratford District Taupo District Waitomo District
Wellington-Wairarapa	Carterton District Kapiti Coast District Porirua City South Wairarapa District Wellington City	(Lower) Hutt City Masterton District Taranaki District Upper Hutt City
Nelson-Marlborough-Tasman	Marlborough District Tasman District	Nelson City
West Coast	Buller District Westland District	Grey District
Canterbury	Ashburton District Christchurch City Kaikoura District Selwyn District Waimakariri District Waitaki District	Banks Peninsula District Hurunui District Mackenzie District Timaru District Waimate District
Chatham Islands	Chatham Islands District	
Otago	Central Otago District Dunedin City Waitaki District	Clutha District Queenstown-Lakes District
Southland	Gore District Southland District	Invercargill City
Nationwide		

E1. What is the overall cost of the project? (Note: Please attach full project budget.)

\$2,678,000.00

E2. Please complete a budget for the grant requested, inserting amounts where appropriate in the table below. (Note: If your group is GST registered, all requested amounts must be GST exclusive and rounded to the nearest dollar. If your group is not GST registered, all requested amounts must be GST inclusive. Please list your purpose items in order of priority.)

PURPOSE ITEM	\$ AMOUNT REQUESTED
Painting & Rolled Unframed Paintings mobile racks	\$85,860.00
Framed and Glazed Artwork mobile shelves	\$65,129.00
Solander box mobile shelves	\$7,415.00
Small-medium, 3D Object mobile shelves	\$14,334.00
Shelf retention systems (earthquake mitigation)	\$5,000.00
4 collection assistants for 21 months	\$318,362.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL AMOUNT REQUESTED	\$496,100.00

E3. Tell us about any other sources of funding for this project. (Note: Include any grants or monies that you have applied for and the amount that has been granted to your organisation. Also include any donations, subscriptions, loans, debentures or fundraising amounts.)

FUNDER DESCRIPTION	\$ APPLIED FOR	DECISION DATE	\$ GRANTED
Ministry for Culture & Heritage	\$198,000.00	30 Nov 2012	\$0.00
Sarjeant Gallery Members	\$2,000.00	5 Sep 2012	\$2,000.00
Whanganui Community Foundation (SG Members)	\$28,240.00	5 Sep 2012	\$5,000.00
Powerco Wanganui Trust (SG Members)	\$28,240.00	30 Nov 2012	\$0.00
	\$0.00		\$0.00
	\$0.00		\$0.00
TOTAL	\$256,480.00		\$7,000.00

E4. If your group does not receive the full amount requested, how will your group make up the difference?

If the full amount requested is not granted, any funding will be targeted towards the elements of the project (such as the collection store soft fit out including specialist mobile racking and shelving), able to be re-used in the new redeveloped Gallery storage. As Wanganui District Council is covering the remainder of the relocation of the Gallery operation and its collection (\$1,996,000), no further funding will be available from Council resources. Other funding sources are unlikely to be available as we are also fundraising for the redevelopment of the Gallery overall from these sources. Hence fewer temporary staff will be employed, for less time, depending on the scale of the shortfall. Council's resources alone are not sufficient to complete the task within a reasonable time frame, as Wanganui has a substantial number of earthquake-prone buildings for which the Council is responsible and there are other calls on the same pool of funding for dealing with these buildings.

E5. If your group does not receive the full amount requested, what will happen to your project?

The principal effect will be to reduce the number of temporary staff employed in the relocation process. The impact of this will be to extend the period of time required to complete the transition to the new location. If an earthquake were to occur during the transition process, this increases the risk to staff and to the collections when still in the original Gallery building. It will also increase the risk of deterioration to the collections through their continued presence in an unsuitable environment, generating additional costs of restoration and repair. Using only the small group of core permanent staff who are qualified and skilled to undertake this process would take about four years, rather than 21 months with the temporary staff. Focusing all staff on the collection move will mean that in the new temporary gallery exhibitions will remain largely unchanged for the duration of the collection transition, impacting visitors, tourism and the education programme.

E6. Who will own the assets and/or the facility funded by lottery money?

Wanganui District Council will continue to own and manage the Sarjeant Gallery.

F1. What is your group's most recently completed financial year?

Start date

1 Jul 2011 (day/month/year)

End date

30 Jun 2012 (day/month/year)

What was your group's total income for that period?

\$66,734,000.00

What was your group's total expenditure for that period?

\$72,218,000.00

At your balance date, what were your group's total current assets? (e.g. Bank accounts, term deposits, accounts receivable, etc.)

\$14,483,000.00

At your balance date, what were your group's total current liabilities? (e.g. Money you owe others in the next financial year, bank overdrafts, accounts payable, etc.)

\$35,820,000.00

F2. Please tell us why any of the money held by your group will not be used for this project. (e.g. The money you hold may be needed to fund the running of your organisation or other projects)

Wanganui District Council will contribute \$1,996,000 towards this relocation project, both towards the collections transition plan, relocation of the public Gallery operation and fit out of the public, collection and staff spaces in the temporary location. Council officer time allocated to this project has not been included in the overall project cost. Council funds are also required for the delivery of the full range of Council's services.

F3. Who will make decisions on paying your project's bills?

The project is under the jurisdiction of the Wanganui District Council. Council owns the Sarjeant Gallery building, administers the Sarjeant Gallery, financially supports its operations and maintains the Gallery and its collection. The decision on making payments is ultimately the responsibility of the Chief Executive of Wanganui District Council. The Chief Executive will delegate this responsibility to the delegated Project Manager.

How will this person or persons report the project spending to your management committee? (e.g. Monthly financial reports at the committee meeting.)

Wanganui District Council is very experienced in managing capital projects and has a track record of successful delivery of large-scale projects on time, within scope and on budget. The Project Manager will report expenditure against the budget on an as required basis (this is typically monthly/quarterly) to a Project Group including the Community & Cultural Manager, Council's Finance Manager and the Chief Executive. The Project will be reported back to Council through the Council's Committee system. The Council has a robust computerised accounts payable system (Technology One) which captures approval of every item of expenditure.

G1. Please write in the box below any additional information to support your group's application.

Please see additional documentation list for the list of attached documents. For a more detailed overall project summary, see Appendix 1. For itemised budget for the collection transition; quotations for significant items of equipment; and job description of temporary staff, see the Transition Plan (Appendix 2), which also sets out the collection transition element of the relocation project in detail. A larger plan of the store layout is provided (Appendix 3). For background information relating to the larger redevelopment project, the feasibility study has been included (Appendix 11). Regarding the external funding applied for, two applications made by the Members of the Sarjeant Gallery have been included, as they relate to equipment and materials for this project.

H1. If you received any Lottery Grants during the past five years, have you submitted an accountability report for each grant given?

YES

NO

If No, please send us any outstanding accountability reports or tell us why you have not submitted an accountability report for each outstanding grant.

H2. Have your previous Lottery grants been fully spent?

YES

NO

If No, when do you expect them to be fully spent?

H3. Have you been granted Lottery money that you have not yet uplifted?

YES

NO

If Yes, please tell us why you have not done so, and when you expect to uplift it.

 **SENDING US YOUR FORM**

Before placing your completed application in an envelope, ensure you include all of the required supporting documents with your application by the closing date

Please mail us the original application - we will not accept faxed copies.

Please send this form to : Lottery Environment and Heritage Committee Coordinator
Local Government and Community Branch - National Office
Department of Internal Affairs
PO Box 805
WELLINGTON 6011

Eligible applications received after a closing date will be allocated to the next scheduled meeting.