

Activity reporting guidelines

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As part of each 6 Month Report you provide the actual dates and activity statistics for each funded activity that took place during the 6-month period. Refer to the following guidelines when completing your report and contact your adviser if you need more information.

- ▶ Activities that were unknown when you confirmed your programme and budget
- ▶ Changes to funded activities
- ▶ Activities not funded by Creative New Zealand
- ▶ Activities that did not take place in the 6-month period
- ▶ Activity statistics

Activities that were unknown when you confirmed your programme and budget

If the detail of your activities was unknown when you confirmed your programme and budget you need to add individual activity records that show the detail for each activity that took place during the 6-month period. This includes (but is not limited to) the following activities:

- **Tours with 'National' as the location**

In your 6 Month Report you must provide the actual dates, number of participants*, events and attendances for each local authority toured to.

Do not edit the original "National" tour activity record.

Instead, Add a new activity and complete the details of the first tour location.

You do not enter projected dates or statistics for new activities.

Click 'Save' then 'Clone'.

This will create a copy of the activity. Most of the information in the cloned activity will be read-only but you can select the next location, the actual start and end dates, enter the venue details (if relevant) and statistics for the location.

*If the same participants are involved at each tour location only report the number of participants for the first tour location.

- **Theatre or festival programmes where the individual works were not known.**

Do not edit the original combined activity record.

Instead, add a new activity for each work, including the name of the work, actual dates, number of presentations and attendances. You do not enter projected dates or statistics for new activities.

Changes to funded activities

If there were material changes to a funded activity, provide a brief commentary on what was different and why.

Note: A planned major variation to your programme or financial result requires prior approval from the Manager, Investment Services **before the report due date.**

Major variations resulting from Covid-19 alert level shifts do not require prior approval. If the variation is a clear impact of an alert level shift, it will not negatively impact CNZ's assessment of your delivery to the criteria.

Refer to our [guidance on Major and Minor Variations here](#)

Activities not funded by Creative New Zealand

You do not need to edit or add activities that were not funded by Creative New Zealand.

Activities that did not take place in the 6-month period

All funded activities for the year will be visible on the Activity tab, but you only need to edit funded activities that were projected to take place during the 6-month period.

Activity statistics

You **must** enter the activity statistics relevant to the activity type as shown in the table below.

Activity type	Activity statistic(s) to enter:
<u>Creating or Developing artwork</u>	# of new New Zealand works created; # of New Zealanders who participated in the creation or development of the artwork(s).
<u>Exhibiting or Performing</u>	# of performances <i>OR</i> the # of days that the exhibition was open to the public; # of New Zealanders who participated in exhibiting or performing artwork; # of attendances at the exhibition/performance - paid, complimentary and free.
<u>Developing audiences or markets</u>	# of events (for international events to develop audiences or markets only).
<u>Publishing</u>	# print run; # of books distributed - sold, complimentary and free.
<u>Recording</u>	# of copies produced; # of recordings distributed - sold, complimentary and free.
<u>Skills development</u>	# of New Zealanders actively involved in Skills development activities (in an artistic capacity).
<u>Researching</u>	# of New Zealanders who participated in Researching (in an artistic capacity).
<u>Documentation, Discourse or Archiving</u>	# of New Zealanders who participated in Documentation/Discourse/Archiving (in an artistic capacity).
<u>Providing services</u>	You do not need to enter activity statistics.
<u>Organisational development</u>	You do not need to enter activity statistics.

The activity statistics you enter are important. They are one of the ways to show how funded activities deliver to our strategic outcomes and their associated measures.

Strategic outcome	Associated measure(s)
High-quality New Zealand art is developed	# of new New Zealand works developed.
New Zealand arts gain international success	# of individuals/organisations funded by Creative New Zealand to engage internationally. # of international arts activities/events funded by Creative New Zealand.
New Zealanders participate in the arts	# of participants in arts activities funded by Creative New Zealand.
New Zealanders experience high-quality arts	# of attendances at arts activities/events funded by Creative New Zealand.