What activity data do I complete?

When you add or report on activities you don't need to fill in all the fields. Read the guidelines below to reduce your workload.

Examples of arts activities	CNZ Activity type & definition	Which activity statistics do you need to complete for this activity?
Creative development workshop for an inter-arts, dance or theatre work **Development showing** **Festival commission** **Music commission** **Writer/visual artist/craft/object /music residency** **Creation or development of new writing for publication on a website by commission**	**Creating or developing artwork** - the activity will result in the creation or development of artwork.	**# of new works/titles created** **# of participants (actively involved in an artistic capacity)** *As the main focus of the activity is creation or development, not presentation, attendance projections are not required.* *If there is a public exhibition of artworks created during a CNZ-funded residency this must be created as a separate activity.* *For premiere productions and exhibitions featuring new NZ work refer to Exhibiting or Performing.* *For new works created for online publication you may create one activity and project the total annual projections for the number of new works created for publication on the website and the number of writers who are involved in the creation of this work.* *Multi-Disciplinary arts Festivals, refer to examples of an activity form for specific instructions on how to record a 'Creating or developing art work' activity.*
Attending an international arts market **Marketing and promotional activities**	**Developing audiences or markets** - the activity aims to develop new or existing markets for the arts through strategic investments and partnerships.	**# of events** *This activity records the amount of domestic or international market/audience development events attended.* *If your activity is about outreach, for example a schools tour, artist in schools programme, or series performances to a schools or community audience select 'Exhibiting or Performing'*

Examples of arts activities	CNZ Activity type & definition	Which activity statistics do you need to complete for this activity?
		If your activity is about developing the skills of community groups, students or teachers select 'Skills Development'.
Online or physical publication of criticism **Essay accompanying an exhibition or performance** **Documentary about an artist** **Online digital archive or artworks** **Talanoa or Wananga to discuss arts practice development (contemporary or heritage arts)** **Conference or symposium to discuss the current state of an art form**	**Documentation, Discourse or Archiving** - the activity will result in written, visual and/or auditory material documenting, appraising, reviewing or archiving arts practice.	**# of participants (actively involved in an artistic capacity)** *For online publications under this activity type you can record engagement using your own online analytics and attach this to your 6 month reports.* *For hard copy publications where you wish to report sales or distribution of the publication select the 'Publishing' activity type if appropriate.* *For events under this activity type the focus of the event is on the development of the art form or area of practice. For events where the goal is the development of artist skills select 'Skills Development'.*
Visual arts or craft/object exhibitions **Music concert** **Dance performance** **Theatrical performance** **Opera performance** **Tour of an artistic work** **Artist in schools**	**Exhibiting or Performing** - the activity is the public presentation of an art work.	**# of events** **# of participants (actively involved in an artistic capacity)** **# of experiences - paid / complimentary / free** *The 'Exhibiting and performing' activity type is designed to record public interaction with art works and public programmes.* *This includes presentations in one location and touring of works to multiple locations.* *When the exhibition or presentation is the first presentation of new New Zealand work(s) in front of an audience you need to project the number of new*

Examples of arts activities	CNZ Activity type & definition	Which activity statistics do you need to complete for this activity?
schools tour **Public Programmes** e.g. a panel discussion or artist talk where the main focus is on increasing/ deepening audience engagement with a work, exhibition, or aspect of arts practice		*If you present a season of work you may combine all of the new works created as a result of this season into one 'Creating or developing art work' activity.* *For tours - an activity for each separate location needs to be entered at 6 month reporting time.* *Multi-Disciplinary arts Festivals refer to* examples of an activity form *for specific instructions on how to record presentation activity.* *If your organisation does not know the full programme of activity for next year by 20 November refer to* activities that are unknown on 20th November.
Develop a new strategic plan/audience engagement plan **Refresh the governance function of the organisation**	**Organisational development** - the activity is to develop the capability of the organisation.	**You do not need to fill in the activity statistics section.** *This is simply a record of an organisational development activity, so no activity statistics are required.* *If you are undertaking an activity of this kind as part of the CNZ capability building programme there is no need to enter this into your programme and budget as it will be recorded in the portal when you apply to the capability programme.*
Provide information this may be online, through print or events **Newsletters** **Licensing** **Seminars** **Contract advice**	**Providing services** - the activity provides services for artists/members/arts groups/organisations	**You do not need to fill in the activity statistics section.** *While we do not require activity statistics for 'Providing services', we expect you to report on the delivery of these activities within your wider 6-month reporting.* *You are welcome to collect metrics on these activities and provide these to us in your own format, as an attachment to your 6-month reporting, if this will support you meeting your reporting*

Examples of arts activities	CNZ Activity type & definition	Which activity statistics do you need to complete for this activity?

Establishment and maintenance of arts networks through online or kanohi ki te kanohi engagement **Awards and accolades** where the main focus is the recognition of established artists		
Publish a book under a block publishing grant **Publish a playscript or play series** **Artform publication** **Magazine or annual** **Publication accompanying an exhibition** (excluding brochures for promotional purposes) **E-book** **Audio book**	**Publishing** - the activity is the publication of written and/or illustrated work. It does not include the printing of promotional material or service information.	**# of copies/print run** **# of copies of the publication distributed - paid / complimentary / free** *For block publishing grants one activity should be created for each title.*
Audio recording of a panel discussion or concert for further distribution after the event (e.g. online) **A podcast series**	**Recording** - the activity is the audio, visual and/or electronic recording of artwork.	**# of copies** **# of copies of the recording distributed - paid / complimentary / free**
Research of new business models	**Researching** - the activity is undertaking research in preparation for creating a work.	**# of participants (actively involved in an artistic capacity)**

Examples of arts activities	CNZ Activity type & definition	Which activity statistics do you need to complete for this activity?
Masterclass Internship Mentoring Coaching Professional development of artists Postgraduate study overseas A summer school Youth, adult, teacher training Workshops Awards and competitions focused on the development of artists A panel discussion or artist talk where the main focus is on artist development and/or knowledge sharing	Skills development - the activity is to develop the skills of artists/arts practitioners.	# of participants (actively involved in an artistic capacity)