

Application Form
Bi-Annual Application Deadlines: September 15 and March 15

- Complete this application in black type or ink. Please print on one side only
- Late applications and support material will not be accepted and will result in the application being ruled ineligible
- Incomplete and/or unsigned applications will be considered ineligible
- Grant funds are taxable in the year in which they are received

Note: Before you start, please refer to the program guidelines for Eligibility Criteria.

Name: _____ Surname: _____
Or organization or small group _____
Address: _____
City: _____ County: _____
Province: _____ Postal Code: _____
Home Phone: _____ Business Phone: _____
Fax: _____ Email : _____

I am a Canadian citizen or permanent resident of Canada Yes No

Nova Scotia has been my primary residence for at least the past 12 months Yes No

Artistic Discipline (Please choose only one):

Craft Literary Music Theatre Dance Media

Visual New Media Other: _____

Applicants to this program are asked to fill out a self-identification form to demonstrate eligibility. This form will not be shared with the jury. Its contents will be confidential and privacy of information will be protected.

Grant Program: You may submit separate applications to more than one category, but will be eligible to receive only one grant in a 12 month period.

Please choose one category only.

- Creation
- Production/Presentation
- Professional Development/ Mentorship/ Apprenticeship
- Special Travel

Amount Requested \$ _____ Total Expenses \$ _____

Signature

Date

This section must be completed

All information must be provided *unbound* on white, letter-size (8½ x 11) paper, printed on one side only, except previously created support material.

1. Description of project. Applications must include a one-to-two sentence summary below. Attach a detailed description of the project of no more than two pages.

2. Schedule of work: briefly describe below how you plan to achieve your goals. Attach a detailed description of the work schedule.

3. Exact dates of project: from ____/____/____ to ____/____/____
(mm/dd/yyyy) (mm/dd/yyyy)

4. Location of project: (Where do you plan to carry out your project? Which city(ies), province(s) or country(ies)?)

Budget Summary (in Canadian Funds)

Attach a detailed budget of the project if space provided below is insufficient

Expenses:	Amount
Living expenses for _____ month(s) at \$ 2,000 per month = _____	
\$ Project costs (materials, equipment rental, workshop, mentor fees)	\$ _____
Travel Costs:	
Transportation: Train ___ Plane ___ Car ___ Bus ___	\$ _____
Meals per Day (\$30/day maximum)	\$ _____
Accommodation	\$ _____
Other Expenses _____	\$ _____
_____	\$ _____
Total Expenses	\$ _____
Revenues:	
Personal Contribution	\$ _____
Corporate Sponsorship or other sources	
_____	\$ _____
_____	\$ _____
Amount Requested	\$ _____
Total Revenues	\$ _____

Notes: Please indicate which revenues, if any are confirmed.
Total Expenses and Total Revenues (including amount requested) must balance.

Support Material

Support material must be included with every grant application. Assessment of artistic merit will be based on the support material you provide. The support material must be relevant to the proposed project, clearly featuring the applicant's work.

Support material may include, but not be limited to: CVs of the applicant, other artists involved in a project, organizations, mentors etc., letters of support, letters of intent, project descriptions, detailed schedules of work, detailed budgets, script samples, music scores, poems etc. These, and all other word documents should be printed and sent together with the application form.

Images, videos, and audio recordings must be provided in a digital form, and they should be PC and Mac compatible, directly readable, requiring no extraction from another format, and should be submitted on CD, DVD, or USB drive. Applicants can submit up to ten still images, and fifteen minutes of media materials, preferable three different examples, of 3 to 5 minutes long each.

Additionally, applicants can send promotional materials, reviews, catalogues and other publications.

Please do not send valuable originals as support material. Digital images are always preferred over printed copies. Arts Nova Scotia will not be responsible for returning support material. If you want your submitted support material returned, you must include a suitable self-addressed stamped envelope. Arts Nova Scotia will not be responsible for any loss or damage.

Please indicate below all items you are enclosing in your application package

Craft and Visual Arts

_____ A maximum 10 images (do not submit original works) Please specify

Literary Arts

_____ Selection of recent writing (maximum 15 pages) Please specify

Media Arts

_____ Samples of work (maximum 3 selections) Please specify

Dance

_____ Recorded work (maximum 3 selections) Please specify

Music

_____ Recorded work (maximum 3 selections, maximum of 5 minutes per selection)

_____ Music scores, Text or Libretto (Maximum of 15 pages)

_____ Please specify

New Media

_____ Samples of work (maximum 3 selections, maximum of 5 minutes per selection)

Please specify

Theatre

_____ Recorded work (maximum 3 selections, maximum 5 minutes per selection)

_____ Script (Maximum of 15 pages)

_____ Please specify

Check one:

- I wish to have my support materials returned to me and have enclosed a self-addressed stamped envelope with sufficient postage to cover the cost of the return of my support material.
- I **do not** wish to have my support materials return to me and understand that these materials will be destroyed after the application process.

List all support material included with the application:

	Title	Year	Dimensions/Duration	Medium
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			
6.	_____			
7.	_____			
8.	_____			
9.	_____			
10.	_____			
11.	_____			
12.	_____			
13.	_____			
14.	_____			
15.	_____			