



## Grants to Organizations and Small Groups

Complete this form using Adobe Reader (free at [get.adobe.com/reader](http://get.adobe.com/reader)) or Adobe Acrobat. All other third party readers including default pdf readers used by browsers may not perform properly.

Fields marked with a red asterisk (\*) are mandatory and must be completed.

### Application

Bi-Annual Application Deadlines: March 15 and October 15

Applicant Information				
Name of Organization/Small Group*				
Address, Include street number and name*				Suite
PO Box	City/Town*	County*	Province*	Postal Code*
Email*			Website	
Twitter			Facebook	
Other Social Media Accounts				

Registration Information		
Are you an Ad Hoc Group? *	Yes	No
If yes, proceed to the next section.		
Is your organization registered with the Nova Scotia Registry of Joint Stock Companies? *	Yes	No
Is your organization registered with the Nova Scotia Registry of Joint Stocks as a non-profit society or non-profit cooperative? *	Yes	No
If yes to either of the above questions, provide your Nova Scotia Registry of Joint Stocks Registration Number.*		

Application Contact		Chair Person or Organization Owner	
Name of Contact*		Name of Chair Person (if applicable)	
Telephone - Primary*	Fax	Telephone - Primary	Fax
Telephone - Secondary		Telephone - All others	
Email*		Email	

Applicant Organization/Small Group	
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<b>Artistic Discipline:</b> (check only one)*			
Craft Dance	Literary Media Arts	Music Theatre	Visual Arts

<b>Grant Category</b> (check only one program type)*	
<b>Production and Presentation Program</b> (\$15,000 maximum) Special Project Grant (\$15,000) maximum <b>OR</b> Series and Recurring Activities (\$15,000) maximum	<b>Commissioning Program</b> (\$5,000 maximum) <b>Professional Development Program</b> (\$5,000 maximum)

<b>Project Information</b>			
Project Name*			
Location of Activity*			
Project Start Date*	End Date*	Amount Requested*	Total Expenses*
Application is for which deadline (check one):*		March 15 October 15	

<b>Application must be signed</b>		
Signature*	Position*	Date*
Board Chair (if applicable)		Date

<b>Contact Us</b>
<b>For further information:</b> Lauren Williams, Program Officer Telephone: 902-424-30350 E-mail: Lauren.Williams@novascotia.ca Web: www.artsns.ca

**Synopsis of Project/Activity\*:** (two to three sentences)

**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 returned to me and understand that these materials will be destroyed after the application process.

## **Mandatory Written Response This Section Must Be Completed**

Answer the following questions and include in your application. Number each answer to correspond to each question.

All information must be provided on white letter-size (8½ x 11) paper printed on one side only. Use black type no smaller than 11 point. Do not include images in the grant text.

Do not submit application material bound in binders, folders, plastic sleeves, paper clips or staples.

1. **Description of Project:** Describe the project or activity you would like funded. This should include details and background information about the project or activity, its purpose, where it will take place, the key artists involved, etc. (Maximum 2 pages)
2. **Applications from ad hoc groups** (eligibility criteria in guidelines) must include a one paragraph statement from each of the three principal members detailing their artistic participation in the project and a synopsis of the group.
3. **Schedule of Work:** Provide a detailed breakdown of activities over the project period. Include milestones and the steps taken to reach them.
4. **Background Information about the Applying Organization and Recent Artistic Activities:** Describe the organization and its recent artistic activities. If the project involves artists outside the organization, include descriptions of their recent work as well. Short résumés or bios of key participating artists should also be included. Two-page (max.) CVs or short bios of key participating artists should also be included.
5. **Financial Information:** Complete the Budget Summary Sheet on page 6 and include a detailed budget for the project (if applicable). If you have confirmed funding from other sources, indicate it on both the Budget Summary and your detailed budget.

## **Consent**

I consent to the sharing of my information with other government departments, organizations or contractors that the Department of Communities, Culture and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.

I consent to the Department of Communities, Culture and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia adding my name, mailing address and e-mail to a distribution list to receive updates on programs, services, news and events.

Applicant Organization/Small Group	
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**Declaration**

As a representative of an organization, consortium or group (including ad hoc group):

- I have carefully read the application guidelines and eligibility criteria for this program, and confirm that the organization, group (including ad hoc) or consortium I represent meets the eligibility criteria.
- I am aware that all overdue final reports, for previously funded applications from Arts Nova Scotia or the Department of Communities, Culture and Heritage must be submitted and approved before funding for any additional grants will be released.
- I will act as the representative of the organization, consortium or group and will keep all participants informed of the application content and any funding decision.

I accept all of the declaration statements above that are applicable to me as a representative of an organization, consortium or group. I understand that not accepting these statements as true will affect eligibility for this funding application.

Signature*	Title (if applicable)	
Name (print)*		Date*

**Support Material**

List all support material included with the application.

Support material is included in each application to assess artistic merit and may include, but not be limited to: samples of previous work (e.g. digital images of visual art, script samples, music scores, poems), images, videos, and audio recordings. Video and Audio files **must** be edited to comply with the 15min maximum. Complete scores, books, catalogues, programs or other published or bound promotional materials will not be included in the peer assessment package but will be provided for viewing during the peer assessment meeting.

**Annotations** that alert the Peer Selection Committee to specific aspects of the support material are encouraged.

Note: Assessors **will not** consider material that exceeds the specified limits or is not on the list of accepted formats. See application guidelines for complete list of eligible and ineligible support material and formats.

The **name of the organization or Ad Hoc group** must appear on all support material.

Type	Maximum # Submitted	Maximum Length/File Size	Accepted Formats
Audio	3 samples	15 minutes for all material	.cda, .mp3, .m4a and .m4p
Video	3 samples	15 minutes for all material	dvd format, .mp4, .mov, .mpg
Still Images	10 images	2 MB each	.jpg, .tiff, .tif
Print		15 pages	Single-sided, 8 ½ x 11 paper in portrait format, 11 point (min.) font. Unbound, no staples.

Applicant Organization/Small Group	
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Title	Type of Item	Description
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Arts Nova Scotia is not responsible for the loss of any material.

Applicant Organization/Small Group	
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**Budget Summary - This Must Be Completed**

**Expenses**

Item	Amount
Artists Fees	
Production Fees	
Project Costs – specify:	
Promotion and Publicity	
Other – specify	
<b>Total Expenses<sup>(2)</sup></b>	

**Revenues<sup>(1)</sup>**

Item	Amount
Applicant’s Contribution	
Earned Revenue	
Canada Council for the Arts (if applicable)	
Other Federal Agencies	
Other Provincial Agencies	
Corporate Sponsorships	
Other Sources – specify	
Subtotal	
Amount Requested from Arts Nova Scotia	
<b>Total Revenues</b>	

**Notes:**

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