



## Arts Equity Funding Initiative

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: September 15 and March 15

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

Applicant Information				
Last Name*	First Name*	Legal Last Name (if different)		Legal First Name
Or organization or small group				
Address, Include street number and name*				Apt.
PO Box	City/Town*	County*	Province*	Postal Code*
Telephone - Home*		Telephone - Business	Fax	
Email*				
I am a Canadian citizen or permanent resident of Canada*				<input type="checkbox"/> Yes <input type="checkbox"/> No
Nova Scotia has been my primary residence for at least the past 12 months*				<input type="checkbox"/> Yes <input type="checkbox"/> No

Artistic Discipline: (check only one)*				
<input type="checkbox"/> Craft	<input type="checkbox"/> Literary	<input type="checkbox"/> Media Arts	<input type="checkbox"/> Theatre	<input type="checkbox"/> Other
<input type="checkbox"/> Dance	<input type="checkbox"/> New Media	<input type="checkbox"/> Music	<input type="checkbox"/> Visual Arts	_____

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

Grant Category (check only one program type)*
<input type="checkbox"/> <b>Creation</b> (up to \$15,000 maximum, \$500 minimum)
<input type="checkbox"/> <b>Production/Presentation</b> (up to \$12,000 maximum, \$500 minimum)
<input type="checkbox"/> <b>Professional Development/Mentorship/Apprenticeship</b> (up to \$12,000 maximum, \$500 minimum)
<input type="checkbox"/> <b>Special Travel</b> (up to \$1,000 maximum)

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Project Information			
Project Name*			
Location of Project - Where do you plan to carry out your project? Which city, province or country?*			
Project Start Date*	End Date*	Amount Requested*	Total Expenses*
Application is for which deadline (check one):* <input type="checkbox"/> September 15 <input type="checkbox"/> March 15			

Application must be signed	
Signature*	Date*

Contact Us	
<b>Email application to:</b> artsnssubmissions@novascotia.ca	<b>For further information:</b> Enrique Ferreol, Program Officer Telephone: 902-424-6472 E-mail: Enrique.Ferreol@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. **Schedule of Work:** Provide a detailed breakdown of activities over the project period. Include milestones and the steps taken to reach them.
3. **Two-page CV** of applicant, and any other professional artists involved in project.
4. **Financial Information:** Complete the Budget Summary Sheet on page 5 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.

## Declaration

I declare that:

- I have carefully read the application guidelines and eligibility criteria for this program, and assess that I meet 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 accept all of the declaration statements above that are applicable to me as an individual applicant. I understand that not accepting these statements as true will affect eligibility for this funding application.

Signature*	
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 15 min. maximum.

**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.

**Your name** 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
Samples of written work or music		15 printed pages	.pdf

Artist/source	Title	Year	Dimensions/ Duration/# pages	Medium
1 _____	_____	_____	_____	_____
2 _____	_____	_____	_____	_____
3 _____	_____	_____	_____	_____
4 _____	_____	_____	_____	_____
5 _____	_____	_____	_____	_____
6 _____	_____	_____	_____	_____
7 _____	_____	_____	_____	_____

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	Artist/source	Title	Year	Dimensions/ Duration/# pages	Medium
8					
9					
10					
11					
12					

Other Support Material

Arts Nova Scotia is not responsible for the loss of any material.

**Budget Summary - This Must Be Completed**

Include a more detailed budget with your application, if necessary.

**Expenses**

Item	Amount
Living expenses for _____ month(s) at \$2,000 per month	
Project costs (materials, equipment rental, tuition, etc.)	
Travel Costs:	
Transportation: Train _____ Plane _____ Car _____ Bus _____	
Meals per Day (\$50/day maximum)	
Accommodation	
Other Expenses – specify	
<b>Total Expenses</b>	

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**Revenues**

Item	Amount
Applicant's Contribution (if applicable)	
Canada Council for the Arts (if applicable)	
Corporate Sponsorship or Other Sources – specify	
Amount Requested from Arts Nova Scotia	
<b>Total Revenues</b>	

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

**Application Requirements Checklist**

- Signed and completed Application Form
- Detailed project description (Max. 2 pages)
- Detailed budget
- Detailed schedule of work
- Two-page CV of the applicant and all other artists involved
- Support material demonstrating the applicant's professional practice (Images, video/audio, printed pages)
- Arts Equity Funding Initiative Self-Identification form.

Note: Letters of intent from any person or organization involved in the project, and/or letters of support from professional, practicing artists in the relevant discipline(s) may be necessary to include. Contact the program officer when in doubt about these documents.