

# Operate – Activate

## Application Overview and Checklist

Use the following checklist to ensure you have included all required documents in your application. Below the checklist is detailed information on each part.

- [Application Form](#)
- [Self-ID Form \(optional\)](#)
- [Climate Change Questionnaire \(optional\)](#)
- [Written Response](#)
  - [Organizational Profile](#)
  - [Artistic Impact](#)
  - [Relevance and Community Impact](#)
  - [Organizational Effectiveness](#)
- [Financial Statements \(if available\)](#)
- [Projected Budget](#)
- [Support Material and Annotations](#)
- [Supplementary Documents \(Optional\)](#)

### General Info

- Word counts are suggested to give applicants a sense of the level of detail and time that is expected for each part.
- You may include all written responses in the same document.
- Except for the Application Form, which you will fill out online, all documents should be submitted to [artsnssubmissions@novascotia.ca](mailto:artsnssubmissions@novascotia.ca) by 11:59pm the day of the deadline. See [How do I submit my application?](#) for details.

### Application Form

- [Click here](#) to open the Application Form in your browser
- A [full preview](#) of the application is available below
- This includes general information about you including contact and registration information.

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### Written Response

Please refer to [How will our application be assessed?](#) in the guidelines for detailed information on how each section is evaluated.

## Organizational Profile

1. What is the mandate or shared objective of your organization or collective?  
300 WORDS OR LESS
2. Provide a preview history of your organization or collective including notable accomplishments.  
300 WORDS OR LESS
3. Who works at your organization or makes up your collective? What are their roles and background experience? Please include CVs of primary collective members.  
300 WORDS OR LESS

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## Artistic Impact

4. Provide an overview of your current programming, including what you have done in the past year.  
1000 WORDS OR LESS
5. Provide an overview of your programming you are proposing for the two-year grant period.  
1000 WORDS OR LESS

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## Relevance and Community Impact

6. How do you define your audience and community?  
500 WORDS OR LESS
7. What strategies do you use or intend to use to engage your audience and community?  
500 WORDS OR LESS

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## Organizational Effectiveness

Arts Nova Scotia considers the following when evaluating Organizational Effectiveness: governance; planning; Human Resources; financial management; operational effectiveness.

8. Describe your organization's governance and management structure.  
300 WORDS OR LESS
9. What is your organization or collective's approach to planning for the future?  
300 WORDS OR LESS
10. Describe how you manage your finances.  
300 WORDS OR LESS

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## Financial Statements (if available)

If your organization has financial statements, provide a signed copy of your financial statements including a balance sheet and income statement for your most recently completed fiscal year.

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## Projected Budget

Provide a projected budget for your current fiscal year and year one of your funding request. You may choose to use the template provided on the program page or create your own.

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## Support Material and Annotations

Support material is samples of current work or activities relevant to your application from you or other key partners or artists. Make sure you obtain the permission of any other artists involved in the creation of the work. You must also cite the artists in collaborative projects, and those that appear or are heard in the samples provided.

Choose your support material carefully. Poor image or video quality can detract from otherwise strong work. Assessors are asked only to consider the support material you provide so put your best foot forward.

Type	Maximum	Accepted Formats
Audio	Up to 3 samples, 15 minutes total	Soundcloud, YouTube
Video	Up to 3 samples, 15 minutes total	YouTube, Vimeo
Still Images	2 MB each	jpeg
Website/Social Media	Up to 3 links	Website URL, social media handle

Include an annotated list of all support material. Let assessors know how your support material is relevant to your project. [Click here](#) to see an example of Support Material Annotations.

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## Supplementary Documents (Optional)

You may add up to five supplementary documents that provide context for your application. Examples may include:

- Strategic Plan
- Testimonials and/or letters of support
- A policy you would like to highlight

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## Application Form Preview

Below are the questions you will be asked on the online application form. You will not be able to edit your responses once they have been submitted. We strongly recommend writing out your responses out in a separate document before submitting. Submit your final answers using the [online form linked here](#).

When you submit your form, you are given the option to download a PDF copy of your answers. We strongly suggest that you do so.

Please contact program officer Lauren Williams at [lauren.williams@novascotia.ca](mailto:lauren.williams@novascotia.ca) if you have any questions.

### Section 1 – Organization Information

1. Name of Organization
2. Address
3. City/Town
4. County
5. Province
6. Postal Code
7. Website

### Section 2 – Registration Information

8. Non-profit Registration #
9. Date of Incorporation or year collective was formed.
10. Is your organization a registered charitable organization?
11. If yes, please provide CRA registration number.
12. What is the annual start date of your organization's fiscal year?

### Section 3 – Statistical Information

13. How many employees or total did your organization or collective have in your last completed fiscal year?
14. How many full-time employees?
15. How many part-time employees?
16. How many contract employees?
17. What were your total revenues for your last completed fiscal year?
18. What were your total expenditures for your last completed fiscal year?
19. What were your total audience (or participant numbers) for your last completed fiscal year? Please provide an estimate.

## Section 4 - Contact Information

20. Name of Contact
21. Position
22. Contact Telephone Number(s)
23. Contact Email
24. Name of Chairperson
25. Chairperson Telephone number(s)
26. Chairperson Email

## Section 5 – Eligibility

27. Is your organization a registered not-for-profit society or not-for-profit cooperative in good standing with the Nova Scotia Provincial Registry of Joint Stock Companies or federally registered under the Corporations Act as a not-for-profit society or cooperative based and operating in Nova Scotia?
  - a. If no, do you meet the definition of a collective written below?

A collective is an unincorporated group working on a not-for-profit basis comprised of two or more professional artists, who work together under a group name on an ongoing basis. At least 50 percent of the collective’s members must live in Nova Scotia (or both members in the case of a two-person collective). One member of the collective is responsible for accepting the funding under their name and SIN.
28. Is your centre of operations in Nova Scotia?
29. Has your organization or collective been active for at least two years?
30. Do you have a primary mandate to create, produce and/or present work by professional artists?
31. Does your organization or collective engage the advice of art professionals in programming and administration?
32. Do you pay professional fees to artists according to industry standards?
33. Does your organization or collective have the capacity to complete and track required financial information (income statement, balance sheet, budget forecast and actuals)?
34. Have you received at least two project grants from Arts Nova Scotia or other public arts funders in the last five years?
35. Has your organization or collective made a minimum of \$40,000 in one of the three past years?
36. Does your organization or collective comply with all Arts Nova Scotia policies?
37. Does your organization or collective receive operating assistance from any other Province of Nova Scotia government agency or department?

## Section 6 – Financial Overview

38. Requested operating grant amount?
39. What were the total revenues for the year before that?

## Section 7 – Required Documents

40. The following documents should be emailed to [artsnssubmissions@novascotia.ca](mailto:artsnssubmissions@novascotia.ca) Check off each of the documents you will send.

- Written Responses
- Financial Statements (if available)
- Projected Budget
- Support Material
- Supplementary Documents (Optional)

41. You may wish to fill out the following forms with your application. You can find the forms directly on the program page at [artsns.ca](http://artsns.ca)

- Climate Change & Sustainability Questionnaire (optional)
- Self-ID Form (optional)

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