

## **Program Guidelines**

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

### **Vision**

Arts Nova Scotia envisions a thriving and diverse professional arts community celebrated at home and abroad for breaking new ground, ensuring equity, and achieving a high level of artistic excellence.

### **Overview**

The Arts Equity Program is designed to help both emerging and established professional artists from designated communities that have historically faced barriers to accessing funding support.

The initiative will provide funds for Creation, Production/ Presentation, Professional Development, and Special Travel. The designated communities of artists include Indigenous (Mi'kmaq as well as other First Nations, Metis and Inuit), culturally diverse (African-Nova Scotian and other visible minorities of African, Asian, Latin American, Middle Eastern and mixed racial descents) and artists who are Deaf, have disabilities, or are living with mental illness.

### **Activities Assisted and Level of Funding**

Applicants will be eligible to receive only one of the following grants in a 12 month period:

- ***Creation Grants \$15,000 Maximum, \$500 Minimum***
  - Assists with projects that involve the creation of new work of art in any form including cross-disciplinary or multi-disciplinary work
- ***Presentation Grants \$12,000 Maximum, \$500 Minimum***
  - Assists with projects that involve public presentation of artistic work(s)
- ***Professional Development Grants \$12,000 Maximum, \$500 Minimum***
  - Assists with projects that involve activities intended to strengthen artistic or administrative capacity through formal study programs, mentorship, workshops, apprenticeship, conference and other professional development activity

A special travel grant can be awarded in the same 12 month period as a Creation, Presentation or Professional Development grant.

- ***Special Travel Grants \$1,000 Maximum***
  - Assists with travel costs that do not fit into one of the categories above but relates to the development of artistic activity or a significant artistic opportunity
  - As there are limited funds available for this aspect of the program, only artists who have previously obtained funding from Arts Nova Scotia are eligible to apply for a Special Travel Grant

### Program Priorities

Artists at any career stage are invited to apply, however, priority will be given to Emerging Artists. The definition of emerging is determined by the following criteria:

- An emerging artist has specialized training in their field (not necessarily gained in an academic institution), who has done more than simply aspire to create work in a given discipline. An emerging artist has some professional credits, awards or grants, at least one public presentation in professional venues in a solo capacity, or within a group of professional artists, and has created a modest independent body of work.
- An artist may be considered emerging for multiple years. The program supports both early and late stage emerging artists. Age is not a factor in determining an emerging artist.

### Eligibility

- Applicants may be individual artists, professional arts organizations or ad-hoc groups from the designated communities
  - Individuals - the applicant is one person
  - Ad hoc groups are applicants who are two or more individuals who are working collaboratively and are not registered in any manner. “Ad hoc group” refers to a group of artists formed for the specific purpose of creating a unique work”
  - Non-Profit Organization – the applicant is a non-profit society or non-profit co-operative registered in the Province of Nova Scotia, and is in good standing with the Registry of Joint Stock Companies
- Applicants must complete 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.
- Applicants must be professional artists. The determination of professional is determined by the [Status of the Artist Act](#) including but not limited to the following criteria:
  - To have peer recognition
  - To have a history of public presentation
  - To have training appropriate to the artist's chosen discipline (including mentorship and/or apprenticeship training)
  - To earn income, fully or in part, from artistic activity
  - To demonstrate serious intent and devotion of energy to practicing art
- Applicants must be Canadian citizens or landed immigrants who have maintained their primary residence in Nova Scotia for at least 12 months prior to applying to the program. Applicants who are out of the province temporarily and will be away for no more than 12 months may apply
- Applicants who apply to this program are also eligible to apply for funding to other Arts Nova Scotia programs

### **Ineligibility**

The Grants to Individuals Program does not provide financial support to the cultural industries (e.g. commercial film and video production, music videos, recording, television shows, publishing, commercial design, or production crafts)

Applicants who are students are not eligible for this program. Students are encouraged to apply to the Nova Scotia Talent Trust. Professional artists who undertake graduate studies may apply for Professional Development only.

There will be no retroactive funding to projects that start prior to the deadline.

### **Expenses**

Eligible project costs may include, but are not limited to:

- Living expenses for individuals during the period of the project
- Artist's fees (for organizations or groups applications only)
- Mentor Fees and other expenses related to professional artistic development of the applicant
- Fees for design, production and technical personnel and other production expenses
- Travel costs outside of the applicant's general area of residence
- Royalties
- Promotion and Publicity
- Venue rental
- Rental of equipment essential to the project
- Contribution to the costs of access support such as transcribers, sign language, or attendants for artists who are Deaf or have disabilities are contributions Arts Nova Scotia makes above and beyond the grant received. These costs may not total more than 25% of the expense budget or \$2500, whichever is less

Ineligible expenses include:

- The capital cost of purchase or long term rental of buildings or property, construction or renovation, as well as equipment, machinery, computers or anything that that can be repurposed for general use
- The costs of activities of an ongoing nature (recurring events or core activities associated with operating funding)
- The costs of projects or elements of projects already funded through another Arts Nova Scotia and/or the Government of Nova Scotia grant or award
- Costs relating to permanent staff positions
- Costs relating to the development or maintenance of promotional websites

Eligibility of expenses not listed above should be discussed with the program officer.

**Application Requirements**

- 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)

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.

**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 Assessment 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.

**Technical requirements**

	<b>Maximum # Submitted</b>	<b>Maximum Length/File Size</b>	<b>Accepted Formats</b>
<b>Audio</b>	3 samples	15 minutes for all material	.cda, .mp3, .m4a and .m4p
<b>Video</b>	3 samples	15 minutes for all material	dvd format, .mp4, .mov, .mpg
<b>Still Images</b>	10 images	2 MB each	.jpg, .tiff, .tif
<b>Print</b> (Samples of written work)		15 pages	Single-sided, 8 ½ x 11 paper in portrait format (not landscape). Double-spaced 12-point font. Unbound, no staples.

- Files must be in digital form (PC or MAC) on USB, CD or DVD and not exceed format maximums
- Files must be labeled with the numbers 01, 02, 03, etc. at the start of each title
- Files must be directly readable, requiring no extraction from another format, and cued to start
- List of support material should be printed and submitted with application (page #4 of application form)
- Ensure that electronic files are working before you submit your application

**These materials are not accepted:**

- Support material embedded in documents (PowerPoint presentations, etc.)
- Compressed files (WinZip, Stuffit, etc.)
- Material that requires third-party software, plug-ins, extensions, or other executables that need to be downloaded and installed
- Material accessed on websites – only artworks that are created specifically for the Internet to take advantage of one or more of its technologies may be submitted
- Online documentation of any kind
- Magnetic tape (cassettes, video tape), film, vinyl, slides
- Original art work

Do not send valuable originals as support material. If you want your support material returned you must provide a self-addressed stamped envelope. *Support material can no longer be picked up in person after the competition.*

**Application Assessment**

Applications are reviewed for completeness and eligibility. Incomplete applications may be returned. Following this, a Peer Assessment Committee (PAC) considers the following criteria:

- the quality of the work as evidenced by the support material provided
- the artistic merit of the project
- the ability to carry out the project

Applications are ranked based on merit and funds are allocated based on the ranking.

The program officer facilitates the assessment process but does not participate in the ranking of applications and the funding decisions.

Contents of the applications and proceedings of the meetings are strictly confidential. The decisions of the PACs are final.

Policies and procedures are in place to ensure fairness, and to avoid conflict of interest in the assessment process.

### Peer Assessment Committee (PAC)

- PAC members are Equity seeking, professional, practicing artists of the relevant discipline.
- The composition of the PAC is sensitive to regional, gender, age, and cultural differences
- Different PACs for each discipline are appointed for each competition

### Notification of Results

The results of the PAC meetings are communicated to applicants via notification letters sent by Canada Post eight weeks after the application submission date.

Notification letters are sent to all applicants, without exception.

Unsuccessful applicants may resubmit eligible projects.

### Conditions of Funding

Applicants who are approved for funding will receive a Terms and Conditions Agreement outlining the requirements of funding. Funding recipients should be aware of the following conditions:

- Arts Nova Scotia's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which accompany the Terms and Conditions Agreement.
- Arts Nova Scotia must be notified in advance of any changes in the activity, including its purpose, start or end dates, location or any other relevant changes.
- Applicants not receiving the full amount requested in their application may be required to submit a revised budget and revised project dates.
- The living expenses allowance is intended to free artists from full-time employment for the duration of the proposed program of work. If the artist has received part or all of their grant for living expenses, they must arrange to devote a major part of their time to the funded activity.
- If the project is not undertaken after payment of the grant has been made the recipient must return the funds to Arts Nova Scotia.
- Grant recipients must submit a final report within 60 days of the completion of the supported activity. This report must include information as requested in the Final Report Guidelines available on our website. Copies of receipts may be requested.

**Please note:** if the **Final Report** becomes overdue, no funds can be released for any subsequent grant approved through either Arts Nova Scotia or the Communities, Culture and Heritage department's programs until the overdue report has been received.

- Ad hoc groups must include the social insurance number of the signatory applicant who will accept the T4A slip on the grant for taxable income purposes
- If a project approved for funding is cancelled or the full amount of funding is not required, the funds must be returned to Arts Nova Scotia.

**Conditions of Funding**

- Grants issued to individuals are deemed taxable income by Canada Revenue Agency. The provincial Department of Finance will issue T4A slips to all grant recipients for the year in which funding was provided.
- Funding recipients are subject to Provincial audit. Please retain all receipts.

**Submitting Your Application**

- Applications must be either received in the Arts Nova Scotia office by 4:30 PM on the deadline date or be postmarked no later than the deadline date
- If a deadline falls on a statutory holiday or weekend, the deadline will be extended until the next working day
- Arts Nova Scotia does not accept faxed, late, or incomplete applications; or elements of applications
- All documents including text (e.g. project description, CV, letters of support) should be printed out and sent together with the application form single-sided with no staples
- binders, plastic sleeves, paperclips, or bound in folders
- Always contact the program officer with enough notice prior to a deadline to ask any questions about the application process

**Send completed application form to:**

Arts Equity Program  
Arts Nova Scotia

In person/courier:  
Homburg Building  
3rd Floor, 1741 Brunswick St.  
Halifax, NS B3J 3X8

By regular mail:  
Arts Nova Scotia  
PO Box 456  
B3J 2R5

**For further information, call Enrique Ferreol, Program Officer**

**Phone: (902) 424-6472**

**E-mail: [Enrique.Ferreol@novascotia.ca](mailto:Enrique.Ferreol@novascotia.ca)**

**Web: <https://artsns.ca/>**