



Grants to Organizations and Groups

Complete this form using Adobe Reader (free at 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/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	
Is your organization registered with the Nova Scotia Registry of Joint Stock Companies? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what is your Registry of Joint Stocks Registration Number?*	
Is your organization registered with the Nova Scotia Registry of Joint Stocks as a non-profit society or non-profit cooperative? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a Nova Scotia-based publisher?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a group of three or more professional artists (majority living in Nova Scotia) who are creating a new work together? *	<input type="checkbox"/> Yes <input type="checkbox"/> No

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	

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.

Use black type no smaller than 11 point. Do not include images in the grant text.

We recommend you follow our guide “[How to Apply for Arts Nova Scotia Grants](#)” throughout the application process.

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. **Cultural Context Statement** (for applicants engaging with cultures outside their own): Recognizing that all artistic practice exists within diverse and specific cultural contexts, describe the cultural context in which your work exists, including the steps you have taken to ensure cultural protocols and permissions are in place to support equitable and ethical processes. (Maximum 1 page)
3. **Applications from 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.
4. **Schedule of Work:** Provide a detailed breakdown of activities over the project period. Include milestones and the steps taken to reach them.
5. **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. Two-page (max.) CVs or short bios of key participating artists should also be included.
6. **Detailed Budget:** 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.

Optional Written Response

- **Letters of Support:** Letters of support or confirmation from any person or organization involved in the project may help strengthen your application. These letters do not count against your support material page limit.
- **Access Support:** Access Support is a supplement to your application that helps you increase the accessibility of your project. It is a supplementary grant that provides a contribution towards costs for specific accessibility services and supports (e.g. ASL interpretation). Your Access Support request must be submitted at the time of your original application. The application form is found [here](#).

Applicant Organization/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.
- 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.

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.

Annotations that alert the Peer Selection Committee to specific aspects of the support material are encouraged. Annotations can be included on a separate page that does not count against your page count.

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 group** must appear on all support material.

Type	Maximum # Submitted	Maximum Length/File Size	Accepted Formats
Audio	3 samples	15 minutes for all material	Soundcloud, YouTube
Video	3 samples	15 minutes for all material	YouTube, Vimeo
Still Images	10 images	2 MB each	.jpg, .tiff, .tif
Print		15 pages	.pdf

Applicant Organization/Group	
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Title	Type of Item	Description
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Applicant Organization/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	
Total Expenses⁽²⁾	

Revenues⁽¹⁾

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	
Total Revenues	

Notes:

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