

2022-2023 Operating Assistance to Arts Organizations Application

Below are the questions you will be asked in 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.

Suggested word counts are given based on the level of assistance you receive. Please contact program officer Lauren Williams at lauren.williams@novascotia.ca if you have any questions.

In addition to this form, the following documents:

- Programming Overview Template
- Financial Template
- Signed copy of financial statements including a balance sheet and income statement
- List of staff members and their positions
- List of board members as of March 1, 2022
- Current business, action, or strategic plan (optional for Group 1)
- Support Material
- For organizations on Concerned Status: two-page plan outlining recovery plan

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
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 - Contact Information

13. Name of Contact
14. Position
15. Contact Telephone Number(s)
16. Contact Email
17. Name of Chairperson
18. Chairperson Telephone number(s)
19. Chairperson Email

Section 4 – Eligibility

20. Do you currently receive operating assistance from Arts Nova Scotia?

Section 5 – Financial Overview

21. Requested operating assistance amount?
22. What is the median revenue of your organization over the past four years?
 - Between \$40,000 and \$150,000
 - Between \$150,000 and \$650,000
 - Above \$650,000

Section 6 – Organizational Profile

23. Please provide a brief overview of your organization that answers the questions below.
 1. What is the mandate of your organization?
 2. Artistic vision, goals, and objectives.
 3. Brief history of your organization, including organizational milestones or accomplishments.
 4. Administrative structure of your organization.
 5. Information that is important to the context or environment within which you work (e.g., region, artistic community, cultural community).

SUGGESTED WORD COUNT

GROUP 1: 1500 WORD MAXIMUM

GROUP 2: 2000 WORD MAXIMUM

GROUP 3: 2500 WORD MAXIMUM

Section 7 – Artistic Impact

24. Artistic Impact: Reporting

Describe some highlights of your artistic programming over the last year. How did they relate to your artistic vision? How did they support the development of your art form in Nova Scotia? How did they support Nova Scotian artists?

A complete list of your past programming should be included in your Programming Overview Template

SUGGESTED WORD COUNT

GROUP 1: 750 WORD MAXIMUM

GROUP 2: 1000 WORD MAXIMUM

GROUP 3: 1250 WORD MAXIMUM

25. Artistic Impact: Planning

Describe some highlights of your planned artistic programming for the next year(s). How will they relate to your artistic vision? How will they support the development of your art form in Nova Scotia? How will it support Nova Scotian artists?

A complete list of your planned programming should be included in your Programming Overview Template.

SUGGESTED WORD COUNT

GROUP 1: 750 WORD MAXIMUM

GROUP 2: 1000 WORD MAXIMUM

GROUP 3: 1250 WORD MAXIMUM

Section 8 – Audience and Community Engagement

26. Audience and Community Engagement: Reporting

Describe some highlights your community engagement and audience development over the past year. How did these serve your artistic vision?

Examples might include public outreach, professional development for the artistic community, partnership building, marketing and communication.

SUGGESTED WORD COUNT

GROUP 1: 350 WORD MAXIMUM

GROUP 2: 500 WORD MAXIMUM

GROUP 3: 650 WORD MAXIMUM

27. Audience and Community Engagement: Planning

Describe some highlights your planned community engagement and audience development for the upcoming year(s). How will these serve your artistic vision?

Examples might include public outreach, professional development for the artistic community, partnership building, marketing and communication.

SUGGESTED WORD COUNT

GROUP 1: 350 WORD MAXIMUM

GROUP 2: 500 WORD MAXIMUM

GROUP 3: 650 WORD MAXIMUM

Section 9 – Organizational Effectiveness

28. Organizational Effectiveness: Challenges

Describe three challenges your organization has faced or currently faces in relation to organizational effectiveness. What mitigation strategies have you used or plan to use? This could include challenges related to governance, human resources, strategic or work planning, financial management, marketing and communication or facilities. This is meant to give contextual information to Arts Nova Scotia and the assessors and will not negatively impact your assessment.

SUGGESTED WORD COUNT

GROUP 1: 350 WORD MAXIMUM

GROUP 2: 500 WORD MAXIMUM

GROUP 3: 650 WORD MAXIMUM

29. Organization Effectiveness: Successes

Describe three successes your organization has had or anticipates in relation to organizational effectiveness. This could include successes related to governance, human resources, strategic or work planning, financial management, marketing and communication, or facilities.

SUGGESTED WORD COUNT

GROUP 1: 350 WORD MAXIMUM

GROUP 2: 500 WORD MAXIMUM

GROUP 3: 650 WORD MAXIMUM

30. Organizational Effectiveness: Staffing

Has your organization had any changes in staffing in the past year? Are there any anticipated changes in the request year(s)? How has this impacted your organization? How do you anticipate it impacting you? If none, you can leave this section blank.

SUGGESTED WORD COUNT

GROUP 1: 350 WORD MAXIMUM

GROUP 2: 500 WORD MAXIMUM

GROUP 3: 650 WORD MAXIMUM

Section 10 – Required Documents

31. The following documents should be emailed to artsnsubmissions@novascotia.ca Check off each of the documents you will send.

- Programming Overview Template
- Financial Template
- Signed copy of financial statements including a balance sheet and income statement
- List of staff members and their positions
- List of board members as of March 1, 2022
- Current business, action, or strategic plan (optional for Group 1)
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Section 13 – Optional OAAO Salary and Benefits Questionnaire

Arts Nova Scotia has prepared a short questionnaire to gather data on salaries and benefits among organizations receiving Operating Assistance. This information will be used for internal purposes only and will not be shared with the peer assessment committee. [Click here to access the survey](#). Note: survey will not be active until February 1, 2022.