

2022-2023 Operating Assistance to Arts Organizations Application for New Applicants

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.

Please contact program officer Lauren Williams at lauren.williams@novascotia.ca if you have any questions.

In addition to this form, the following documents:

- Financial Statements
- Support Material

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?
21. Have you spoken to a program officer?

Section 5 – Eligibility Checklist

22. 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? And has your organization been registered for a minimum of two years?
23. Has your organization been active for at least four years?
24. Does your organization have a mandate to create, produce and/or present work by professional artists?
25. Does your organization pay professional fees to artists according to industry standards?
26. Does your organization demonstrate formal organizational structures including an active board of directors, established governance structures, and annual financial statements reviewed by an independent accountant?
27. Has your organization received a minimum of three project grants from public funders?
28. Does your organization have a minimum annual budget of \$40,000 per year?
29. Does your organization maintain active public engagement or show a form of community support that includes Nova Scotia residents and persons other than those who serve on the board of directors?
30. Does your organization provide ongoing programming and engagement with the community?
31. Does your organization secure multiple sources of revenue such as corporate contributions, donations, sales, and membership fees and must pursue other sources of public or private funding?
32. Does your organization receive operating assistance from any other Province of Nova Scotia government agency or department?

Section 6 – Financial Information

33. Requested operating assistance amount?
34. 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 7 – Organizational Profile

35. What is your mandate?
36. Who works at your organization? What are their roles and background experience?

Section 8 – Artistic Impact

Peer Assessors consider the following when scoring artistic impact: quality and quantity of artistic activity; correspondence of activity to artistic vision and mission, and to organizational capacity; development of the art form and artistic practice in NS; commitment to NS artists.

37. What types of artistic activity does your organization do and how does your artistic vision inform that activity?
300 WORDS OR LESS
38. What are some ways that your organization support the presentation, employment and/or development of Nova Scotian artists?
300 WORDS OR LESS

Section 9 – Audience and Community Engagement

Peer Assessors consider the following when scoring audience and community engagement: quality and quantity of engagement with public, artistic community, and cultural/community partners; dissemination; audience development, education, outreach; collaboration; professional development; marketing and communications.

39. How do you define your audience and community?
300 WORDS OR LESS
40. What strategies do you use to engage your audience and community?
300 WORDS OR LESS

Section 10 – Organizational Effectiveness

Peer Assessors consider the following when scoring Organizational Effectiveness: governance; planning; Human Resources; financial management; operational effectiveness.

41. Can you describe your organization's governance and management?
300 WORDS OR LESS
42. How does your organization plan for the future?
300 WORDS OR LESS

Section 11 – Required Documents

43. The following documents should be emailed to artsnssubmissions@novascotia.ca Check off each of the documents you will send.
 - Financial Statements
 - Support Material