

## Artists in Communities – Grant Checklist

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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-Identification Form \(optional\)](#)
- [Access Support Form \(optional\)](#)
- [Background and Relevant Previous Activities \(only required for Engagement grant\)](#)
- [Project Description](#)
- [Working Conditions Statement](#)
- [Work Schedule](#)
- [Cultural Context Statement \(optional\)](#)
- [Supplementary Information \(optional\)](#)
- [Letters of Intent, Support, or Consent \(if applicable\)](#)
- [Budget Template](#)
- [Support Material and Annotations](#)

### General Info

- Check out the [How to Apply for Arts Nova Scotia Grants](#) page on our website for general advice
- Word counts are suggested to give applicants a sense of the level of detail and time that is expected for each part. They also consider that peer assessors will have many applications to read at once. If you can re-use some information from other grant applications, you may do so within reason, keeping in mind the above considerations.
- You can include all written responses in the same document.
- Except for the Application and Self-Identification Forms, which you will fill out online, all documents should be saved as PDFs and 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.
- The Application Form is also available directly on the program page at [artsns.ca](http://artsns.ca)
- This will include general information about you, the applicant, as well as key information about your project.

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### Self-Identification Form (optional)

- [Click here](#) to open the Self-Identification Form in your browser.
- The Self-Identification Form is also available directly on the program page at artsns.ca
- Arts Nova Scotia is committed to diversity, accessibility, and inclusion when providing programs and services to all Nova Scotians. The information in this form will be used to identify equity-deserving applicants, to help gather statistics about how we are reaching equity-deserving communities, and to help communicate with individuals and organizations from equity-deserving communities.

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### Access Support Form (optional)

- [Click here](#) to download the Access Support Form.
- The Access Support Form is also available directly on the program page at artsns.ca
- 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 sent at the time of your application. You can find the application form on our [Access Support page](#).

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### Background and Relevant Previous Activities (500 words)

- For Groups: Describe your organization and recent artistic activities as they relate to your proposed project.
- For Individuals: Describe your artistic practice and recent activities as they relate to your proposed project. Include a copy of your CV.

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### Project Description (750 words)

- Describe the project or activity you would like funded. This should include details and background information about the project or activity, artistic and community objectives, the artistic vision, where it will take place, the key artists involved, etc.
- Include CVs for lead artists.

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### Working Conditions Statement (150 words)

- Describe the working conditions for the project, including professional fees or artists fees where applicable. It is expected that fees meet sector standards. See [FAQs](#) for more information on professional fees.

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### Work Schedule (250 words)

- Provide a detailed breakdown of activities over the project period. Include milestones and the steps taken to reach them.

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### Cultural Context Statement (200 words, if applicable)

- What is your relationship to the culture(s) and/or communities represented in your project? If your project involves communities, cultures, or cultural practices outside your own community or culture, explain how you are approaching the subject matter with cultural integrity. See Arts Nova Scotia policies on [Cultural Appropriation](#) and [Indigenous Arts Protocols](#) for guidance.

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### Supplementary Information (250 words, if applicable)

- You may include any other information that has not been asked that is essential to understanding your application.

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### Collaborator Information (500 words, if applicable)

- Describe who will be involved and/or taking part in the project. Explain why you chose to work with them and what they bring to the project. Include bios or CVs for key collaborators.

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### Letter(s) of intent, support, or consent from community/partners/collaborators

- Letters from people or organizations involved in the project may be necessary to confirm their intent, support, or consent.

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### Budget Template

- [Click here](#) to download the budget template.
- The Budget Template is also available directly on the program page at [artsns.ca](http://artsns.ca)
- Include funding from other sources where applicable. Indicate if funding is confirmed or pending.

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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.
- Include an annotated list of all support material. You must also cite the artists in collaborative projects, and those that appear or are heard in the samples provided. Let assessors know how your support material is relevant to your project.
- Assessors will not consider material that exceeds specified limits or is not on the list of accepted formats. It is the responsibility of the applicant to ensure that support materials are in working order.

### Audio

- Maximum of three (3) samples
- Maximum 15 minutes total for all three (3) samples
- Accepted formats: Soundcloud or YouTube streaming links

### Video

- Maximum of three (3) samples
- Maximum 15 minutes total for all three (3) samples
- Accepted formats: Vimeo or YouTube streaming links

### Photos

- Maximum 10 images
- Maximum file size 2MB per photo
- Accepted formats: .jpg, .tiff, .tif

### Print

- Maximum 15 pages
- Accepted formats: .pdf

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## How do I submit my application?

Send your application to [artsnssubmissions@novascotia.ca](mailto:artsnssubmissions@novascotia.ca) according to the instructions below. You can watch our YouTube tutorial [Submitting Your Application Over Email](#) for more detailed instructions.

### Before Sending Your Email

- Include your name on all files
- Number your files in the order they should be opened (application forms have a list of required documents in order)
- Ensure your page limits and file sizes are in line with the program guidelines
- Upload large audio and video files to a streaming service such as YouTube, Vimeo or SoundCloud

### When Submitting

- Address your email to [artsnssubmissions@novascotia.ca](mailto:artsnssubmissions@novascotia.ca)
- Submit by 11:59pm the day of the deadline
- Send one application per email
- Subject line should be: "Your Name – Program Name – Category"
- Keep attachments under 25MB
- Do not attach large audio or video files; include a streaming link in the body of the email
- Do not send cloud-based attachments (WeTransfer, Google Drive, Dropbox, etc.)
- Do not use URL shorteners (TinyURL, Bitly, etc.)
- Do not duplicate your application; do not send an additional hard copy

If you are unable to submit by email, contact the program officer.

All applications sent to Arts NS Submissions should receive an auto-reply confirmation. If you do not receive confirmation within one week, please contact a program officer. You must contact the program officer within two weeks of the deadline for us to consider your application. Applications will only be considered if there is proof of email being sent by the deadline.

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