2023-2024 Operating Assistance to Arts Organizations Application Checklist

Use the following checklist to ensure you have included all required documents in your application. Below the checklist is detailed information on each part.

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General Info

- 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 may include all written responses in the same document.
- Except for the Application Form, which you will fill out online, all documents should be saved as PDFs and submitted to artsnssubmissions@novascotia.ca by 11:59pm the day of the deadline. See [Application Submission](#) for details.

Application Form

- ☐ [Click here](#) to open the Application Form in your browser
- ☐ The Application Form and preview are also available directly on the program page at artsns.ca
- ☐ This includes general information about you including contact and registration information

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Written Assessment Responses

Section 1 – Organizational Profile

1. 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: 1500 WORDS

Section 2 – Artistic Impact

2. 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: 750 WORDS

3. 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: 750 WORDS

Section 3 – Audience and Community Engagement

4. 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: 350 WORDS

5. 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: 350 WORDS

Section 4 – Organizational Effectiveness

6.   Organizational Effectiveness: Challenges

Describe up to 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.

SUGGESTED WORD COUNT: 350 WORDS

7.   Organization Effectiveness: Successes

Describe up to 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: 350 WORDS

8.   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: 350 WORDS

Section 5: List of staff members and their positions
- Include a current list of staff members and their positions
- Indicate if they are part-time, full-time, permanent or contract

Section 6: List of board members as of March 1, 2023
- Include a current list of board members
- Indicate board chair and vice-chair(s) if applicable

Support Material and Annotations
- Support material is samples of current work or activities relevant to your operating application.
- 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 application.
- Click here to see an example of Support Material Annotations

- 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

Programming Overview Template

- This is an excel spreadsheet with three tabs:
    - Programming – Past (last fiscal year)
    - Programming – Current (current fiscal year)
    - Programming – Future (next fiscal year, called "request year")
- This section provides a list overview of your artistic programming and outreach.
- This form is adapted from the Canada Council Appendices document. If you have already completed this form for Canada Council, you may use that same form with updates where necessary.

Financial Template

- This is an excel spreadsheet with three columns to fill:
    - Prior Fiscal Year Actuals
    - Current Fiscal Year Projected
    - Request Fiscal Year Projected
- This template aligns with CADAC line numbers and definitions

Signed Financial Statements

- Provide a signed copy of your most recently completed financial statements including a balance sheet and income statement

Concerned Status Recovery Plan

- Please refer to the Concerned Status Policy