

# 2023-2024 Operating Assistance to Arts Organizations Report Checklist

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

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## General Info

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- These questions will ask you to report on the “past year,” meaning what has happened since you last applied for or reported on Operating Assistance to Arts Organizations.
- Word counts are suggested to give applicants a sense of the level of detail and time that is expected for each part.
- 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](mailto:artsnssubmissions@novascotia.ca) by 11:59pm the day of the deadline. See [Application Submission](#) for details.

## Application Form

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- [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](http://artsns.ca)
- This includes general information about you including contact and registration information

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## Written Report Responses

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### Section 1 – Artistic Impact

#### 1. 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?

SUGGESTED WORD COUNT: 750-1000 WORDS

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### Section 3 – Audience and Community Engagement

#### 2. Audience and Community Engagement: Reporting

Describe some highlights of 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: 500-750 WORDS

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### Section 4 – Organizational Effectiveness

#### 3. Organizational Effectiveness

Comment on successes and/or challenges related to organizational effectiveness over the last year. This may be related to governance, human resources, strategic or work planning, financial management, marketing and communication or facilities.

SUGGESTED WORD COUNT: 500-750 WORDS

#### 4. 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

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### 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 of current board members
- Indicate board chair and vice-chair(s) if applicable

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## Programming Overview Template

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- 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.

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## Financial Template

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- 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

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## Signed Financial Statements

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

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