

# 2023 One Year Sustaining Grant

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](#)
- [Written Response](#)
  - [Organizational Profile](#)
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  - [Audience and Community Engagement](#)
  - [Organizational Effectiveness](#)
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- [Signed Financial Statements](#)
- [Projected Budget](#)

## General Info

- 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 submitted to [artsnssubmissions@novascotia.ca](mailto:artsnssubmissions@novascotia.ca) by 11:59pm the day of the deadline. See [Application Submission](#) for details.

## Application Form

The application form includes general information about your organization including contact, registration, and eligibility details.

[Click here](#) for full Application Form Preview.

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## Written Response

### Section 1 – Organizational Profile

1. What is your mandate?  
300 WORDS OR LESS
  
2. Who works at your organization? What are their roles and background experience?  
300 WORDS OR LESS

## Section 2 – Artistic Impact

Arts Nova Scotia considers the following when evaluating 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.

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

## Section 3 – Audience and Community Engagement

Arts Nova Scotia considers the following when evaluating 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.

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

## Section 4 – Organizational Effectiveness

Arts Nova Scotia considers the following when evaluating Organizational Effectiveness: governance; planning; Human Resources; financial management; operational effectiveness.

7. Describe your organization's governance and management.  
300 WORDS OR LESS
8. How does your organization plan for the future?  
300 WORDS OR LESS

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## Activity Plan

Provide a list of activities for the current fiscal year (both completed and planned). The date, name, type, and artists involved should be included. You may choose to use the template provided on the program page or create your own.

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## Signed Financial Statements

Provide a signed copy of your financial statements including a balance sheet and income statement for your most recently completed fiscal year.

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## Projected Budget

Provide a projected budget for your current fiscal year. You may choose to use the template provided on the program page or create your own.

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## Application Form Preview

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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](mailto:lauren.williams@novascotia.ca) if you have any questions.

### Section 1 – Organization Information

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1. Name of Organization
2. Address
3. City/Town
4. County
5. Province
6. Postal Code
7. Website

### Section 2 – Registration Information

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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 – Statistical Information

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13. How many employees total did your organization have in 2022-2023? Or your last completed fiscal year.
14. How many full-time employees?
15. How many part-time employees?
16. How many contract employees?
17. What were your total revenues for 2022-2023? Or your last completed fiscal year.
18. What were your total expenditures for 2022-2023? Or your last completed fiscal year.
19. What were your total audience (or participant numbers) for 2022-2023? Or your last completed fiscal year. Please provide an estimate.

## Section 4 - Contact Information

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20. Name of Contact
21. Position
22. Contact Telephone Number(s)
23. Contact Email
24. Name of Chairperson
25. Chairperson Telephone number(s)
26. Chairperson Email

## Section 5 – Eligibility

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27. Do you currently receive operating assistance from Arts Nova Scotia?
28. Have you spoken to a program officer? New applicants to are encouraged to speak to program officer, Lauren Williams, before submitting an application.

## Section 6 – Eligibility Checklist

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29. 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?
30. Has your organization been active for at least four years?
31. Does your organization have a primary mandate to create, produce and/or present work by professional artists?
32. Does your organization pay professional fees to artists according to industry standards? You can find detailed information on professional fees by discipline at <https://artsns.ca/programs#frequently-asked-questions>
33. Has your organization received a minimum of three project grants for professional arts activity from public funders?
34. Did your organization have revenue greater than \$40,000 in your last completed fiscal year?
35. 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?
36. Does your organization provide ongoing programming and engagement with the community?
37. 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?
38. Does your organization receive operating assistance from any other Province of Nova Scotia government agency or department?

## Section 7 – Financial Information

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39. Requested amount?

## Section 8 – Required Documents

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40. The following documents should be emailed to [artsnssubmissions@novascotia.ca](mailto:artsnssubmissions@novascotia.ca) Check off each of the documents you will send.

- Written Responses
- Activity Plan
- Signed financial statements for most recently completed fiscal year
- Projected budget for the current fiscal year