

# Operate – Sustain

## Application Overview and 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.

- [Application Form](#)
- [Self-ID Form \(optional\)](#)
- [Climate Change Questionnaire](#)
- [Written Assessment Responses](#)
  - [Organizational Profile](#)
  - [Reporting](#)
  - [Artistic impact](#)
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  - [Organizational Effectiveness](#)
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  - [Aims and Objectives](#)
  - [Additional Comments](#)
  - [List of staff members and their positions](#)
  - [List of board members](#)
- [Support Material and Annotations](#)
- [Supplementary Documents \(optional\)](#)
- [Programming Overview Template](#)
- [Financial and Statistical Reporting](#)
- [Signed Financial Statements](#)

### 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, Self-ID Form and Climate Change Questionnaire, 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
- A [full preview](#) of the application is available below
- This includes general information about you including contact and registration information

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## Written Assessment Responses

Please refer to [How will our application be assessed?](#) in the guidelines for detailed information on how each section is evaluated.

### Organizational Profile

Please provide a brief overview of your organization that answers the questions below.

- What is the mandate of your organization?
- Artistic vision, goals, and objectives.
- Brief history of your organization, including organizational milestones or accomplishments.
- Administrative structure of your organization.
- Information important to the context or environment in which you work (e.g. region, artistic community, cultural community).

UP TO 1500 WORDS

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### Reporting

Provide a high-level summary of the last cycle of your funding. Identify important highlights, challenges and knowledge gained from your experiences.

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?

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.

UP TO 1000 WORDS

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### Artistic Impact

Describe some highlights of your planned artistic programming for the next year(s).

A complete list of your planned programming should be included in your Programming Overview Template.

UP TO 1500 WORDS

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### Relevance and Community Impact

Describe some highlights your planned community engagement and audience development for the upcoming year(s).

UP TO 1500 WORDS

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## Organizational Effectiveness

Describe:

- the administrative structure that supports your organization's activities
- your organization's governance model and planning processes
- the professional working conditions for those involved in your organization's activities (for example: fees paid to artists, safe working conditions, professional development and other opportunities, policies to support respectful workplaces)
- key partnerships, if applicable.

UP TO 1000 WORDS

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## Financial Management

Comment on your organization's financial health, planning, and priorities.

Note: if your organization has an accumulated deficit greater than 10% of revenues for the most recently completed year you must include a separate debt reduction plan. If your organization has an unrestricted accumulated surplus greater than 20% of revenues for the most recently completed year, you must include a separate plan for the use of the funds.

UP TO 500 WORDS

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## Aims and Objectives

Identify three or four of the most important aims and/or objectives your organization hopes to achieve during the next funding cycle. They should be specific and achievable. Explain how they relate to your mission, artistic vision, and the context in which your organization carries out its activities.

UP TO 500 WORDS

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## Additional Comments

If there is anything that has not been asked that is essential to understanding your application, provide it here.

UP TO 500 WORDS

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## 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

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## List of board members

- Include a current list of board members as of March 1, 2024
- Indicate board chair and vice-chair(s) if applicable

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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. You must also cite the artists in collaborative projects, and those that appear or are heard in the samples provided.

Choose your support material carefully. Poor image or video quality can detract from otherwise strong work. Assessors are asked only to consider the support material you provide so put your best foot forward.

The following chart notes the maximums for support material and accepted formats. Arts Nova Scotia cannot accept Cloud-based attachments such as files hosted on Google Drive, Dropbox, or iCloud or Apple-based attachments such as Numbers or Pages. Arts Nova Scotia is not responsible for support material that does not fall within the accepted formats.

Type	Maximum	Accepted Formats
Audio	Up to 3 samples, 15 minutes total	Soundcloud, YouTube
Video	Up to 3 samples, 15 minutes total	YouTube, Vimeo
Still Images	Up to 10 images, max 2 MB each	jpeg
Website/Social Media	Up to 3 links	Website URL, social media handle

Include an annotated list of all support material. Let assessors know how your support material is relevant to your project. [Click here](#) to see an example of Support Material Annotations.

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## Supplementary Documents (Optional)

You may add up to five supplementary documents that provide context for your application. Examples may include:

- Strategic Plan
- Testimonials and/or letters of support
- A policy you would like to highlight

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## Programming Overview Template

- This is an excel spreadsheet with three tabs:
  - “Programming – Past” is for activity that took place in your last complete fiscal year
  - “Programming – Current” is for activity in your current fiscal year (completed and upcoming)
  - “Programming – Future” is for activity that will take place in your requested years. There may be fewer details available for years 2, 3 and 4.
- 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 and Statistical Reporting

As of January 2024, Arts Nova Scotia will be utilizing the Canadian Arts Database (CADAC) to collect financial and statistical information for Operate – Sustain grants.

Organizations currently using the Canadian Arts Database will need to have completed reporting for the most recently completed fiscal year, projections for the current fiscal year and projections for the next year in the funding cycle.

Organizations who have not yet registered for CADAC must complete the Financial Template provided on the website including reporting for the most recently completed fiscal year, projections for the current fiscal year and projections for the next year in the funding cycle. Statistical reporting is not needed until year two of reporting for organizations new to CADAC.

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## Signed Financial Statements

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

Organizations with revenues between \$100K and \$1M must have a review engagement or audit from an independent accountant.

Organizations with revenues greater than \$1M must have audited statements.

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## Application Form Preview

Below are the questions you will be asked on 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 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

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?
13. Please provide your CADAC registration number if you have one.

### Section 3 - Contact Information

14. Name of Contact
15. Position
16. Contact Telephone Number(s)
17. Contact Email
18. Name of Chairperson
19. Chairperson Telephone number(s)
20. Chairperson Email

## Section 5 – Eligibility Checklist

21. 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?
22. Is your organization's centre of operations in Nova Scotia?
23. Has your organization been active for at least four years?
24. Do you have a primary mandate to create, produce and/or present work by professional artists?
25. Do you pay professional fees to artists according to industry standards?
26. Does your organization conduct an annual audit, review engagement or independent financial review by an accounting professional not associated with the organization on an ongoing basis?
27. Has your organization received a minimum of three project grants from public arts funders?
28. Does your organization have median annual revenues of \$100,000 or greater?
29. Is your organization's work and mandate supported by strategic and operational planning and evaluation processes?
30. 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?
31. Does your organization comply with all Arts Nova Scotia policies?
32. Does your organization receive operating assistance from any other Province of Nova Scotia government agency or department?

## Section 6 – Financial Overview

33. Requested operating grant amount?
34. What was the median revenue of your organization over the past four years?

## Section 7 – Required Documents

35. 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
  - Financial Statements (if available)
  - Projected Budget
  - Support Material
  - Supplementary Documents (Optional)
36. The following forms should be filled out along with your application. You can find the forms directly on the program page at [artsns.ca](http://artsns.ca)
  - Climate Change & Sustainability Questionnaire (required)
  - Self-ID Form (optional)

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