

# Operate - Activate Report Form



Please fill out all questions below. Only submit the form once. You will not be able to edit your responses once they have been submitted. We recommend writing out your responses in a separate document before submitting. A sample version of this form is available here: <https://artsns.ca/sites/default/files/2025-01/Operate%20-%20Activate%20Report%20Form%20Sample.pdf>

We do not expect the answers to be exhaustive. Just a general overview and highlight of the past year. Please contact program officer David Goudie at [david.goudie@novascotia.ca](mailto:david.goudie@novascotia.ca) if you have any questions.

... required

## General Info

1. Name of Organization \*

2. Contact Person \*

3. Contact Email \*

4. Contact Phone Number \*

5. What is the annual start date of your organization's fiscal year? \*

## Reporting: Artistic Impact

Reflecting on the past year, please answer the following questions about artistic impact in your organization. Arts Nova Scotia considers the following as markers of artistic impact:

- How programming furthers the artistic vision of the organization/collective.
- How artistic risks or choices taken to explore new directions reflect the organization/collective's mandate and the art form.
- How programming choices are relevant and appropriate for the organization/collective and its role in the discipline and the arts ecosystem.
- What is the organization/collective's commitment to the develop, support and present work by Nova Scotian artists?
- The effectiveness of practices that eliminate cultural appropriation and support meaningful representation, using appropriate protocols and practices.

6. Provide a few examples of artistic activity that your organization was able to maintain, adapt or create in the past year?

*200 words or less. \**

7. Providing some examples, what planned activity was your organization unable to undertake during the past year?

*200 words or less. \**

8. What were some ways that your organization was able to support the presentation, employment and/or development of Nova Scotian artists in the past year?  
*200 words or less. \**

## Reporting: Relevance & Community Impact

Reflecting on the past year, please answer the following questions about audience and community impact in your organization. Arts Nova Scotia considers the following as markers of audience and community impact:

- The relevance of the organization/collective to the communities it serves, as demonstrated through programming, audience development, outreach or curatorial choices.
- How the organization/collective provides opportunities for the public to engage and interact with artists and art and serves their identified communities.
- How the organization/collective develops and maintains meaningful relationships through mentorships, collaborations, or partnerships as appropriate.
- The level of accessibility and engagement, including but not limited to physical spaces, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.

9. In what ways were you able to connect with your identified communities over the past year?

*200 words or less.* \*

10. Did your strategy for engaging with your audience and communities change over the past year? If so, how?

*200 words or less.* \*

## Reporting: Organizational Effectiveness

11. Please note if there have been any changes in your organization's operations including staffing, policy, governance and planning, over the past year.

12. Please provide a list of current staff members and positions. \*

13. Please provide a list of board members and their positions as of March 15, 2025. \*

## Other Information

14. Is there anything else from the past year that you would like to share with us, not covered by the questions above?

## Planning Ahead: 2025-2026

15. Provide some examples of activities you are planning for 2025-2026.  
*200 words or less. \**

16. What strategies are you using to plan for the future?  
*200 words or less. \**



## Conditional Approval

17. Did your organization receive a conditional approval? \*

Yes

No

18. Organizations who have received conditional approval of Operate funding are required to provide a separate two-page document providing an explanation for the conditions identified in the conditional approval letter and a description of how those conditions have been met or not met.

\*

We understand. A separate two-page document will be emailed to [david.goudie@novascotia.ca](mailto:david.goudie@novascotia.ca) by March 15, 2025.

## Financial Information

19. In addition to filling out this form we require a copy of your financial statements from your most recently completed fiscal period (if available). As well, we require a completed budget (separate Excel spreadsheet) showing your most recent completed fiscal year, your current fiscal year, and your budget for the coming year. You can create your own budget or use the Financial Template available here on our website: [https://artsns.ca/sites/default/files/2024-01/Operate\\_Activate\\_FinancialTemplate.xlsx](https://artsns.ca/sites/default/files/2024-01/Operate_Activate_FinancialTemplate.xlsx)

We understand. Our most recent financial statements and a completed budget or Financial Template will be emailed to [david.goudie@novascotia.ca](mailto:david.goudie@novascotia.ca) by March 15, 2025.

---

This content is neither created nor endorsed by Microsoft. The data you submit will be sent to the form owner.



Microsoft Forms