

Operate – Activate

Report Overview and Checklist

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

- Online Report Form
- Financial Template
- Financial Statements (if available)

General Info

- Word counts are suggested to give applicants a sense of the level of detail and time that is expected for each part.
- Except for the Interim Report Form, which you will fill out online, all documents should be submitted to david.goudie@novascotia.ca by 11:59pm the day of the deadline (15 March).
- Files must be submitted in either Microsoft Word, Excel, or pdf format. We are unable to open Apple's ".pages" or ".numbers" files. We also cannot access cloud-based storage links like Google Drive, Dropbox, OneDrive or similar.

Online Report Form

- Click [here](#) to open the Online Report Form
- Click [here](#) for a preview of the form where you can view all the questions ahead of time

Projected Budget

Provide a budget for your most recently completed fiscal year, your current fiscal year, and the next year of the funding cycle. You may choose to use the template provided on the program page or create your own.

Financial Statements (if available)

If your organization has financial statements, provide a signed copy of your financial statements including a balance sheet and income statement for your most recently completed fiscal year.