

## Grants to Organizations and Groups Application Checklist

Applications have both mandatory and optional components. Below is a checklist of everything you need for your application.

Visit the [Grants to Organizations and Groups program page](#) for more information about the program. Also, check out our [guide to submitting your application](#).

### Required Documents

If you are applying for a grant in any category of this program (Create and Present, Commission, or Professional Development), your application must include the following documents:

#### Mandatory Documents

- [Online Application Form](#)
- [Project Description](#)
- [Schedule of Work](#)
- [Artist CV\(s\) from key artists involved](#)
- [Financial Template](#)
- [Cultural Context Statement \(for applicants engaging with cultures outside their own\)](#)
- [Group member statements \(not necessary for organization applicants\)](#)
- [Background information about the organization \(not necessary for group applicants\)](#)
- [Support Material](#)

#### Optional Documents

- [Support Material Annotations \(strongly recommended\)](#)
- [Letters of intent from any person or organization involved in the project](#)
- [Letters of support from professional practicing artists in the relevant discipline\(s\)](#)

## Application Document Guides

Find further information about each of the application documents below.

### Online Application Form

Open the [Grants to Organizations and Groups Application Form](#).

Once the form opens fill in the blanks with your information. Once you're finished, click "Submit".

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### Project Description

The project description is where you can talk in detail about your project. Consider the following questions:

**What is your project?** Start with your specific idea and description of your project. Remember *why* will come later. When we talk about “projects,” we mean the specific part of a larger project. You may be able to apply for distinct parts of the same work overtime. For example, you could apply to workshop a play in one deadline and apply in the next deadline to present the play publicly. Knowing exactly what you want the money for will help you write a stronger application.

**Where will your project take place?** Do you have confirmation from your venue? Do you plan on travelling?

**Why is your project important?** Write about your motivations, influences, and inspirations. How would this work fit in, or add to current work within the discipline and subject matter? What new ideas or views does it provide? Financial need, illness and personal misfortune are not reasons for grant support.

### Format

Project descriptions are to be submitted in written format as either PDF or Word files and can be up to 2 pages in length.

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### Schedule of Work

Provide a detailed breakdown of activities over the project period. The schedule of work should give a window into your creative process, with milestones and the steps taken to reach them.

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## Artist CV(s) from Key Artists Involved

A CV should be provided for all key artists involved in your project.

An artist CV is an overview of all one's artistic experience. It should give an understanding of where one is in their artistic practice.

The artist CV should contain everything related to one's artistic practice. It should not include any work experience that is not related to one's artistic practice.

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## Financial Template

The financial template is a simple way to outline the expenses and revenue sources for your project.

Your expenses represent all the money that is being spent on your project (i.e. your living expenses, studio rental, materials costs, etc.). The revenues represent all the money that is coming into your project (i.e. the Arts NS grant you're applying for, other grants, your own money, etc.) Your total revenues should equal your total expenses.

When applying for a grant, you only need to fill out the "Budget" column of the template. The "Actual" column is for your final report if your project is funded.

We recommend using the provided financial template in your application. This creates consistency from application to application which makes it easier for peer assessors to quickly understand your budget. If you feel it's necessary to create a budget in your own format, that is permitted. However, please note that it may result in less clarity for the peer assessors reviewing your application. Also note that additional rows and/or columns can be added to the template as needed to accommodate your project expenses and revenues.

**Note:** Budgets must be submitted in either Microsoft Excel or pdf format. We are unable to open Apple "Numbers" files, nor can we access google docs/sheets/drive.

[Download Financial Template](#)

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## Cultural Context Statement (for applicants engaging with cultures outside their own)

Recognizing that all artistic practice exists within diverse and specific cultural contexts, describe the cultural context in which your work exists, including the steps you have taken to ensure cultural protocols and permissions are in place to support equitable and ethical processes. (Maximum 1 page)

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## Group Member Statements (not necessary for organizations)

A one paragraph statement from each of the principal members of the group detailing their artistic participation in the project and a synopsis of the group.

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## Background Information about the organization (not necessary for group applicants)

Describe the organization and its recent artistic activities. If the project involves artists outside the organization, include descriptions of their work as well. Two-page (max.)

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## Support Material

Support material is samples of current work or activities relevant to your application.

Support material is included to assess artistic merit. It may include but not be limited to digital images of visual art, script samples, music scores, poems, videos, and audio recordings.

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

Note: Support material is not required for Special Travel grant applications.

### **Support Material Guidelines**

#### Audio

- Maximum of three (3) samples
- Maximum 15 minutes total for all three (3) samples
- Accepted formats: Soundcloud or YouTube streaming links

#### Video

- Maximum of three (3) samples
- Maximum 15 minutes total for all three (3) samples
- Accepted formats: Vimeo or YouTube streaming links

#### Photos

- Maximum 10 images
- Maximum file size 2MB per photo
- Accepted formats: .jpg, .tiff, .tif

Print

- Maximum 15 pages
- Accepted formats: .pdf

**Note:** Under no circumstances can any files be accepted via cloud-based file transfer services such as Dropbox, WeTransfer, Google Drive, OneDrive, or similar.

For more information of support material, check out our [guide to support material page](#).

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## Support Material Annotations

Annotations are a separate document with a list of the support material pieces you have submitted along with a couple of sentences about what each piece is and why you have included them. Annotations help the assessors understand the context of your pieces within your application. You must also credit the other artists in collaborative projects and those that appear or are heard in the samples provided.

To see an example of what annotations might look like, see our [support material annotation example](#).

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## Letters of Support / Intent / Confirmation / Invitation

### **Letters of support demonstrate peer recognition.**

Letters of support come from established artists in your artistic discipline who are well aware of your practice and can recommend you wholeheartedly. They are more necessary for someone who may be at a pre-emerging stage in their career. The more personal and caring these letters are the more strength they lend to an application. This is also true for letters from potential mentors.

### **Letters of intent / invitation / confirmation demonstrate feasibility.**

Letters of intent / invitation / confirmation come from other artists, professionals, or organizations who are directly involved in a project. They are necessary to confirm that mentors, participants, venues, resources, etc. are in place.

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## How do I submit my application?

Fill out and submit the online application form.

The rest of your application files (self-identification form, project description, schedule of work, CV, support material, etc.) should be sent to [artsnssubmissions@novascotia.ca](mailto:artsnssubmissions@novascotia.ca) according to the instructions

below. You can watch our YouTube tutorial [Submitting Your Application Over Email](#) for more detailed instructions.

#### Before Sending Your Email

- Include your name on all files
- Number your files in the order they should be opened
- Ensure your page limits and file sizes/formats are in line with the program guidelines (see the "What is support material?" section for more information)
- Upload audio and video files to a streaming service such as YouTube, Vimeo or SoundCloud, then paste the links in the body of your email. It is a good idea to put your audio/video links in your support material annotations as well.

#### When Submitting

- Address your email to [artsnssubmissions@novascotia.ca](mailto:artsnssubmissions@novascotia.ca)
- Submit by 11:59pm the day of the deadline, late applications will not be accepted
- Send one application per email
- Subject line should be: "Your Name – Program Name – Category"
- Keep attachments under 25MB
- Do not attach large audio or video files; include a streaming link in the body of the email instead
- Do not send cloud-based attachments (WeTransfer, Google Drive, Dropbox, etc.). These sorts of attachments cannot be opened.
- Do not use URL shorteners (TinyURL, Bitly, etc.)
- Do not duplicate your application; do not send an additional hard copy

If you are unable to submit by email please contact the program officer.

All applications sent to ArtsNS Submissions should receive an auto-reply confirmation. If you do not receive an auto-reply confirmation within one week, please contact a program officer. You must contact the program officer within two weeks of the deadline for us to consider your application. Applications will only be considered if there is proof of the submission email being sent before the deadline.

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