Grants to Individuals Program Application Checklist

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

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

Note: Application documents 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 Google Docs/Sheets/Drive links.

Mandatory Documents

Your application must include all the following documents to be eligible.

- ☐ [Online Application Form](#)
- ☐ [Project Description](#)
- ☐ [Schedule of Work](#)
- ☐ [Artist CV(s)](#)
- ☐ [Financial Template](#)
- ☐ [Support Material](#)
- ☐ [Support Material Annotations](#)

Optional Documents

- ☐ [Voluntary Online Self-Identification Form](#)
- ☐ [Letters of intent / confirmation from any person or organization involved in the project](#)
- ☐ [Letters of support from professional practicing artists in the relevant discipline(s)](#)

Application Document Guidelines

Find further information about each of the application documents below.

Online Application Form

Click here to open the online application form.

Click the link above and fill in the blanks with your information. Once you're finished, click "Submit".

Note: if you and another artist are applying together as a duo, you must each submit your own application form.

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

The maximum length for project descriptions is 2 pages and they can be submitted as .pdf's or word doc files.

Schedule of Work

The schedule of work is an outline of when and how the different parts of your project will take place. The schedule of work should give a window into your creative process, with milestones and the steps taken to reach them.

Giving specific dates and times can be helpful but is not as important as giving an idea of the steps you will take and how your project will unfold.

Artist CV(s)

Your artist CV is an overview of all your artistic experience. It should give an understanding of where you are in your artistic practice.

Your artist CV should contain everything you've done related to your artistic practice. It should not include any work experience that is not related to your artistic practice.

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

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

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.

Support Material Guidelines

Below is a list of the types of support material you can include, the maximum number of samples and the formats they should be sent in. You can submit up to the maximum number of samples of each type of support material (i.e. 3 audio samples **plus** 3 video samples **plus** 10 images **plus** 15 pages of print material)

Audio

- Maximum of three (3) samples
- Maximum 15 minutes total for all three (3) samples
- Accepted formats: Soundcloud or YouTube streaming links
    - Note: please do not use URL shorteners, these can cause your submission email to be blocked by security

Video

- Maximum of three (3) samples
- Maximum 15 minutes total for all three (3) samples
- Accepted formats: Vimeo or YouTube streaming links
    - Note: please do not use URL shorteners, these can cause your submission email to be blocked by security

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](#).

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.

Voluntary Online Self-Identification Form

The Voluntary Self-Identification Form is built into the Online Application Form. Arts Nova Scotia encourages you to complete this short survey to help determine whether our programs are reaching a diverse range of artists. The information you provide is solely for internal use and will be kept strictly confidential.

Letters of Intent / Confirmation / Support

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.

How do I submit my application?

Fill out and submit the online application form and submit all of the other documents via email.

The rest of your application files (project description, schedule of work, CV, support material, etc.) should be sent to 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
- Submit by 11:59pm the day of the deadline
- 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 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.