

Operate – Activate

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 \(optional\)](#)
- ☐ [Written Response](#)
 - ☐ [Organizational Profile](#)
 - ☐ [Artistic Impact](#)
 - ☐ [Relevance and Community Impact](#)
 - ☐ [Organizational Effectiveness](#)
- ☐ [Financial Statements \(if available\)](#)
- ☐ [Projected Budget](#)
- ☐ [Support Material and Annotations](#)
- ☐ [Supplementary Documents \(Optional\)](#)

General Info

- Word counts are suggested to give applicants a sense of the level of detail and time that is expected for each part.
- You may include all written responses in the same document.
- Except for the Application Form, which you will fill out online, all documents should be submitted to 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 Response

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

Organizational Profile

1. What is the mandate or shared objective of your organization or collective?

300 WORDS OR LESS

2. Provide a preview history of your organization or collective including notable accomplishments.

300 WORDS OR LESS

3. Who works at your organization or makes up your collective? What are their roles and background experience? Please include CVs of primary collective members.

300 WORDS OR LESS

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Artistic Impact

4. Provide an overview of your current programming, including what you have done in the past year.

1000 WORDS OR LESS

5. Provide an overview of your programming you are proposing for the two-year grant period.

1000 WORDS OR LESS

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Relevance and Community Impact

6. How do you define your audience and community?

500 WORDS OR LESS

7. What strategies do you use or intend to use to engage your audience and community?

500 WORDS OR LESS

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Organizational Effectiveness

Arts Nova Scotia considers the following when evaluating Organizational Effectiveness: governance; planning; Human Resources; financial management; operational effectiveness.

8. Describe your organization's governance and management structure.

300 WORDS OR LESS

9. What is your organization or collective's approach to planning for the future?

300 WORDS OR LESS

10. Describe how you manage your finances.

300 WORDS OR LESS

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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.

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Projected Budget

Provide a projected budget for your current fiscal year and year one of your funding request. You may choose to use the template provided on the program page or create your own.

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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.

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, 2 MB max 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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Application Form Preview

This is the application form for the 2026 Operate - Activate program.

Only submit the form once.

Please download a PDF copy of your answers when completed.

This form is only one of several required documents. Please refer to the "Application Checklist" document for a list of all required documents.

Section 1 – Privacy Notice

Personal information and forms provided, or all other supporting documents required for your application are collected by Arts Nova Scotia under the authority of the Nova Scotia's FOIPOP Act.

The information you provide will be used or disclosed to identify the applicant(s), the pronoun to use, and some background information about the applicant and their project, process your application for the grant application, determine your eligibility, process and approve grants, payment of approved grants to the beneficiary, contact you when required, and administer the program as re-quired by the program's mandate.

We also collect your responses to some questions, as well as optional self-identification questions, which you voluntarily provide for program administration and understanding our applicants' diversity and accessibility requirements.

If you Opt-In for our mailing list as part of your application, we will use your email address to send you information about our pro-grams until you unsubscribe at any time.

We may only use or disclose your personal information for another purpose if we are authorized by law to do so, or if we obtain your consent. The name of the beneficiary and the amount of grant received in any fiscal year will be published for the public.

By submitting your personal information or making any other request to us (by contacting us via any of our official channels), you acknowledge that you understand the collection, use, and disclosure of any personal information you provide to us for the purpose of your application and program administration.

To read more about how government respects your privacy when interacting with us review our full privacy statement. For questions about how your personal information is handled by the program, you may contact the program officer at 902-471-5720 or lauren.williams@novascotia.ca

Section 2 – Organization Information

1. Name of Organization
2. Address
3. City/Town
4. County

5. Province
6. Postal Code
7. Website

Section 3 – Registration Information

8. Non-profit Registration #
9. Date of Incorporation or year collective was formed.
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?

Section 4 – Contact Information

Please put the best contact person to answer questions related to this application.

A list of staff and board members is required in the Mandatory Written Response.

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

Section 5 – Statistical Information

20. How many employees or total did your organization or collective have in your last completed fiscal year?
21. How many full-time employees?
22. How many part-time employees?
23. How many contract employees?
24. What were your total revenues for your last completed fiscal year?
25. What were your total expenditures for your last completed fiscal year?
26. What were your total audience (or participant numbers) for your last completed fiscal year?
Please provide an estimate.

Section 6 – Eligibility Checklist

27. 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?
28. If no, do you meet the definition of a collective written below?

A collective is an unincorporated group working on a not-for-profit basis comprised of two or more professional artists, who work together under a group name on an ongoing basis. At least 50 percent of the collective's members must live in Nova Scotia (or both members in the case of a two-person collective). One member of the collective is responsible for accepting the funding under their name and SIN.

29. Is your centre of operations in Nova Scotia?
30. Has your organization or collective been active for at least two years?
31. Do you have a primary mandate to create, produce and/or present work by professional artists?
32. Does your organization or collective engage the advice of art professionals in programming and administration?
33. Do you pay professional fees to artists according to industry standards?
34. Does your organization or collective have the capacity to complete and track required financial information (income statement, balance sheet, budget forecast and actuals)?
35. Have you received at least two project grants from Arts Nova Scotia or other public arts funders in the last five years?
36. Has your organization or collective made a minimum of \$40,000 in one of the three past years?
37. Does your organization or collective comply with all Arts Nova Scotia policies?
38. Does your organization or collective receive operating assistance from any other Province of Nova Scotia government agency or department?

Section 7 – Financial Overview

39. Requested operating grant amount?
40. What were the total revenues for your organization in the past three years?
Indicate the fiscal year and total revenues for each year.

Section 8 – Voluntary Self-ID Form

Arts Nova Scotia is committed to diversity, accessibility, and inclusion when providing programs and services to all Nova Scotians. The information in this form will be used to identify equity-deserving applicants, to help gather statistics about how we are reaching equity-deserving communities, and to help communicate with individuals and organizations from equity-deserving communities. Arts Nova Scotia's Equity Framework has designated priority groups for funding, which include:

- Indigenous (Mi'kmaq, First Nations, Métis, and/or Inuit);
- African Nova Scotian, Black or people of colour;
- Deaf or experience disability;

Organizations whose mandate, governance and financial resources prioritize and reflect these communities will be considered for strategic funding. This form is confidential and will not be shared with the Peer Assessment Committee, however, it will be used to identify applicants from equity-deserving communities in the assessment process.

While this form is voluntary, only organizations who complete the form will be considered for strategic funding.

41. Would you like to take a moment to fill out our Voluntary Self-Identification Form? *

42. Indigenous peoples

Refers to Mi'kmaq, First Nations, Métis, and/or Inuit. Select all that apply:

- ☐ The mandate of our organization is focused on supporting the artistic and cultural practices of Indigenous peoples, or providing resources and opportunities for those peoples.
- ☐ Our board of directors or equivalent governance group consists of three or more members, the majority of whom are Indigenous people.
- ☐ The majority of our organization's financial and/or human resources are dedicated to supporting the artistic and cultural practices of Indigenous peoples, or providing resources and opportunities for those peoples.
- ☐ Our organization's artistic or cultural activities or programming are focused on the expressions, perspectives, or lived experiences of Indigenous peoples.
- ☐ The majority of our organization's staff and people whom we engage are Indigenous peoples. Prefer not to answer

43. If you would like to provide any additional information, please include it in the space below:

44. African Nova Scotian Communities

Refers to members of the historical Black communities of Nova Scotia and the wider African Diaspora within the province. Please select all that apply:

- ☐ The mandate of our organization is to create, produce, distribute, or collect art by African Nova Scotian communities or to provide resources and opportunities for those communities.
- ☐ Our board of directors or equivalent governance group has a majority of individuals from African Nova Scotian communities.
- ☐ The majority of our organization's financial and/or human resources are dedicated to supporting the perspectives, stories, and arts practices of African Nova Scotian communities.
- ☐ Our organization's artistic activities or programming are focused on the expressions, perspectives, or lived experiences of African Nova Scotian communities.
- ☐ The majority of our organization's staff and artists whom we engage are from African Nova Scotian communities.
- ☐ Prefer not to answer

45. If you would like to provide any additional information, please include it in the space below:

46. Racialized communities

Refers to Asian, Latin American, Middle-Eastern, or mixed heritage consisting of one or more of these groups. Select all that apply:

- ☐ The mandate of our organization is to create, produce, distribute, or collect art by racialized communities or to provide resources and opportunities for those communities.
- ☐ Our board of directors or equivalent governance group has a majority of individuals from racialized communities.
- ☐ The majority of our organization's financial and/or human resources are dedicated to supporting the perspectives, stories, and arts practices of racialized communities.

- ☐ Our organization's artistic activities or programming are focused on the expressions, perspectives, or lived experiences of racialized communities.
- ☐ The majority of our organization's staff and artists whom we engage are from racialized communities.
- ☐ Prefer not to answer

47. If you would like to provide any additional information, please include it in the space below:

48. Deaf communities

Refers to people with hearing loss, or who are hard-of-hearing, oral-deaf, deaf-blind, and late-deafened, many of whom identify as culturally Deaf - sharing distinct sign languages, traditions, histories, and values. Select all that apply:

- ☐ The mandate of our organization is to create, produce, distribute, or collect art by Deaf communities or to provide resources and opportunities for those communities.
- ☐ Our board of directors or equivalent governance group has a majority of individuals from Deaf communities.
- ☐ The majority of our organization's financial and/or human resources are dedicated to supporting the perspectives, stories, and arts practices of Deaf communities.
- ☐ Our organization's artistic activities or programming are focused on the expressions, perspectives, or lived experiences of Deaf communities.
- ☐ The majority of our organization's staff and artists whom we engage are from Deaf communities. Prefer not to answer

49. If you would like to provide any additional information, please include it in the space below:

50. Disability communities

Refers to people with physical or intellectual disabilities, mental or chronic illness, or neurodivergence who experience discrimination and disadvantage. Disabilities can be long-term, temporary, or fluctuating. Select all that apply:

- ☐ The mandate of our organization is to create, produce, distribute, or collect art by disability communities or to provide resources and opportunities for those communities.
- ☐ Our board of directors or equivalent governance group has a majority of individuals from disability communities.
- ☐ The majority of our organization's financial and/or human resources are dedicated to supporting the perspectives, stories, and arts practices of disability communities.
- ☐ Our organization's artistic activities or programming are focused on the expressions, perspectives, or lived experiences of disability communities.
- ☐ The majority of our organization's staff and artists whom we engage are from disability communities.
- ☐ Prefer not to answer

51. If you would like to provide any additional information, please include it in the space below:

52. 2SLGBTQIA+ communities

Refers to Two-Spirit, lesbian, gay, bisexual, transgender, queer, intersex, asexual, and additionally sexually-diverse and gender-diverse people. Select all that apply:

- ☐ The mandate of our organization is to create, produce, distribute, or collect art by 2SLGBTQIA+ communities or to provide resources and opportunities for those communities.
- ☐ Our board of directors or equivalent governance group has a majority of individuals from 2SLGBTQIA+ communities.
- ☐ The majority of our organization's financial and/or human resources are dedicated to supporting the perspectives, stories, and arts practices of 2SLGBTQIA+ communities.

- ☐ Our organization's artistic activities or programming are focused on the expressions, perspectives, or lived experiences of 2SLGBTQIA+ communities.
- ☐ The majority of our organization's staff and artists whom we engage are from disability 2SLGBTQIA+.
- ☐ Prefer not to answer

53. If you would like to provide any additional information, please include it in the space below:

54. Multiple groups

Some organizations may have a mandate, governance and financial resources prioritize and reflect more than one of the above groups. Is your group at the intersection of two or more of the above groups?

55. If yes, please explain below:

Section 9 – Required Documents Mailing List Opt-in

56. Would you link to opt-in to the Arts Nova Scotia mailing list? We use this list to communicate information about our programs, deadline reminders, awards announcements, and other information. You may unsubscribe at any time.

Section 10 – Required Documents

57. The following documents should be emailed to 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)

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