

# Operate - Sustain 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-%20Sustain%20Report%20Form%20Sample\\_3.pdf](https://artsns.ca/sites/default/files/2025-01/Operate%20-%20Sustain%20Report%20Form%20Sample_3.pdf)

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

\* Required

## 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 required 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 programs 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](mailto:lauren.williams@novascotia.ca)

## 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, its role in the discipline and the NS arts ecosystem.
- How the programming is achievable and appropriate for the organization's capacity.
- How the programs support the development of the general art form and of artistic practice in Nova Scotia, as well as nationally, and/or internationally.
- The level of exploration, risk, originality, and production values achieved in programming, as it relates to the organization's purpose.
- The integrity of the creative and artistic processes; including research, collaborative processes, the ethical treatment of contributors and materials.
- The organization's commitment to the development, support, and presentation of work by Nova Scotian artists.
- The effectiveness of practices that eliminate cultural appropriation and support meaningful representation, using appropriate protocols and practices.
- The level at which the organization shows commitment to advancing opportunities for and service to equity-deserving and under-represented communities.

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

*300 words or less. \**

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

*300 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?

*300 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 to the communities it serves, as demonstrated through programming, audience development, outreach, or curatorial choices.
- How the organization provides opportunities for the public to engage and interact with artists and art and the communities it serves.
- How the organization's community engagement practices serve the artistic vision
- How the organization develops and maintains collaborative relationships/ partnerships
- How the organization provides opportunities and mentorship and support for the professional development of professional and pre-professional artists
- The effectiveness of marketing and communication activities
- The level of accessibility and engagement, including physical spaces, cultural safety, affordability, and support for diverse participants or those who experience barriers or disability.
- The significance of steps the organization has taken to pursue equity, diversity, inclusion, and access depending on its region, community served, size, and mandate.

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

*300 words or less. \**

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

If so, how?

*300 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.  
*300 words or less.*

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.  
*300 words or less.* \*

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

## Concerned Status or Conditional Approval

17. Is your organization currently under concerned status or has received a conditional approval? \*

- Yes
- No

18. Organizations who are under concerned status are required to provide a separate two-page document providing an explanation for the problems identified in the concerned status notification letter and a recovery plan.

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 and Statistical Information

19. In addition to filling out this form we require a copy of your financial statements from your most recent fiscal period. As well, we require the financial information for your most recently completed fiscal year, your currently fiscal year, and your budget for the coming year.

Organizations currently using CADAC will need to have completed financial and statistical reporting for the most recently completed fiscal year, projections for the current fiscal year and projections for the next year in the funding cycle.

Organizations who have not yet registered for CADAC must contact David Goudie ([david.goudie@novascotia.ca](mailto:david.goudie@novascotia.ca)) to provide the email address with which they would like to register with CADAC. David will then send an invitation to register with CADAC to that email address. For the report due on March 15, 2025 the Financial Template provided on the website may be used to report on the most recently completed fiscal year, projections for the current fiscal year and projections for the next year in the funding cycle. Organizations not currently registered with CADAC will be expected to register and report through CADAC for their March 15, 2026 report.

We understand. Our most recent financial statements will be emailed to [david.goudie@novascotia.ca](mailto:david.goudie@novascotia.ca) by March 15, 2025. Our statistical and/or financial report will also be provided either via CADAC or by email to [david.goudie@novascotia.ca](mailto:david.goudie@novascotia.ca).

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