

# Operate – Sustain

## 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](#)
- ☐ [Programming Overview Template](#)
- ☐ [Financial and Statistical Reporting](#)
- ☐ [Financial Statements](#)

### 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 [lauren.williams@novascotia.ca](mailto:lauren.williams@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 Interim Report Form
- Click [here](#) for a preview of the form where you can view all the questions ahead of time

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### Programming Overview Template

- This is an excel spreadsheet with three tabs:
  - "Programming – Past" is for activity that took place in your last complete fiscal year
  - "Programming – Current" is for activity in your current fiscal year (completed and upcoming)

- “Programming – Future” is for activity that will take place in your requested years. There may be fewer details available for these future years.
  - **NOTE:** For your report, only need to fill out the “Programming – Future” tab if there have been changes to your planned activity since your application/last report.
- This section provides a list overview of your artistic programming and outreach.
- This form is adapted from the Canada Council Appendices document. If you have already completed this form for Canada Council, you may use that same form with updates where necessary.
- The Programming Overview Template can be found [here](#)

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## Financial and Statistical Reporting

Arts Nova Scotia is now using the Canadian Arts Database (CADAC) for collect financial and statistical information for Operate – Sustain grants.

Organizations currently using the Canadian Arts Database 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.

Please contact Lauren at [lauren.williams@novascotia.ca](mailto:lauren.williams@novascotia.ca) if you have not yet registered for CADAC.

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## Financial Statements

Provide a signed copy of your most recently completed financial statements including a balance sheet and income statement.

Organizations with revenues between \$100k and \$1M must have a review engagement or audit from an independent accountant.

Organizations with revenues greater than \$1M must have audited statements.

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