Arts Equity Funding Initiative Application Checklist

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

Visit the Arts Equity Funding Initiative 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.

Required Documents

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

Mandatory documents

- ☐ Online Application Form

- ☐ Self Identification Form

- ☐ Project Description

- ☐ Schedule of Work

- ☐ Artist CV(s)

- ☐ Group member statements (for group applicants only)

- ☐ Background information about the organization (for organization applicants only)

- ☐ Financial Template

- ☐ Support Material (not required for Special Travel Grant applications)

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

Click here to open the application form.

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

Self-Identification Form

Click here to open the Self-Identification form.

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

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.

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.

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.

Group member statements (for group applicants)

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

Background information about the organization (for organization applicants only)

Describe the organization and its recent artistic activities. If the project involved artists outside the organization, include descriptions of their recent work as well. Two page (max.) CVs or short bios of key participating artists should also be included.

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

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.

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.

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 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, 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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