

Program Guidelines

Ongoing application intake

Vision

Arts Nova Scotia envisions a thriving and diverse professional arts community celebrated at home and abroad for breaking new ground, ensuring equity, and achieving a high level of artistic excellence.

Overview

The Arts Equity Program is designed to help emerging professional artists from designated communities that have historically faced barriers to accessing funding support.

The initiative will provide funds for Creation, Production/ Presentation, Professional Development, and Special Travel. The designated communities of artists include Indigenous (Mi'kmaq as well as other First Nations, Metis and Inuit), culturally diverse (African-Nova Scotian and other visible minorities of African, Asian, Latin American, Middle Eastern and mixed racial descents) and artists who are Deaf, have disabilities, or are living with mental illness.

Activities Assisted and Level of Funding

Applicants will be eligible to receive only one of the following grants in a 12 month period:

- **Creation Grants \$12,000 Maximum, \$500 Minimum**
 - Assists with projects that involve the creation of new work of art in any form including cross-disciplinary or multi-disciplinary work
- **Presentation Grants \$12,000 Maximum, \$500 Minimum**
 - Assists with projects that involve public presentation of artistic work(s)
- **Professional Development Grants \$12,000 Maximum, \$500 Minimum**
 - Assists with projects that involve activities intended to strengthen artistic or administrative capacity through formal study programs, mentorship, workshops, apprenticeship, conference and other professional development activity

A special travel grant can be awarded in the same 12 month period as a Creation, Presentation or Professional Development grant.

- **Special Travel Grants \$1,000 Maximum***
 - Assists with travel costs that do not fit into one of the categories above but relates to the development of artistic activity or a significant artistic opportunity
 - As there are limited funds available for this aspect of the program, only artists who have previously obtained funding from Arts Nova Scotia are eligible to apply for a Special Travel Grant

Program Priorities

Priority will be given to Emerging Artists. The definition of emerging is determined by the following criteria:

- An emerging artist has specialized training in their field (not necessarily gained in an academic institution), who has done more than simply aspire to create work in a given discipline. An emerging artist has some professional credits, awards or grants, at least one public presentation in professional venues in a solo capacity, or within a group of professional artists, and has created a modest independent body of work.
- An artist may be considered emerging for multiple years. The program supports both early and late stage emerging artists. Age is not a factor in determining an emerging artist.

Eligibility

- Applicants may be individual artists, professional arts organizations or ad-hoc groups from the designated communities
 - Individuals - the applicant is one person
 - Ad hoc groups are applicants who are two or more individuals who are working collaboratively and are not registered in any manner. “Ad hoc group” refers to a group of artists formed for the specific purpose of creating a unique work”
 - Non-Profit Organization – the applicant is a non-profit society or non-profit co-operative registered in the Province of Nova Scotia, and is in good standing with the Registry of Joint Stock Companies
- Applicants must complete a self-identification form to demonstrate eligibility. This form will not be shared with the Peer Assessment Committee. Its contents will be confidential and privacy of information will be protected.
- Applicants must be professional artists. The determination of professional is determined by the [Status of the Artist Act](#) including but not limited to the following criteria:
 - To have peer recognition
 - To have a history of public presentation
 - To have training appropriate to the artist's chosen discipline (including mentorship and/or apprenticeship training)
 - To earn income, fully or in part, from artistic activity
 - To demonstrate seriousness of intent and devotion of energy to practicing one's art
 - To demonstrate serious intent and devotion of energy to practicing art

- Applicants must be Canadian citizens or landed immigrants who have maintained their primary residence in Nova Scotia for at least 12 months prior to applying to the program. Applicants who are out of the province temporarily and will be away for no more than 12 months may apply
- Applicants who apply to this program are also eligible to apply for funding to other Arts Nova Scotia programs

Ineligibility

The Arts Equity Program does not provide financial support to the cultural industries (e.g. commercial film and video production, music videos, recording, publishing, commercial design, or production crafts).

Applicants who are students are not eligible for this program. Students are encouraged to apply to the Nova Scotia Talent Trust. Applicants who are eligible to the Nova Scotia Talent Trust are not eligible for this program.

Expenses

Eligible project costs may include, but are not limited to:

- Artist's fees
- Mentor Fees and other expenses related to professional artistic development of the applicant
- Fees for design, production and technical personnel and other production expenses
- Travel costs outside of the applicant's general area of residence
- Royalties
- Administration and professional fees
- Promotion and Publicity
- Venue rental
- Rental of equipment essential to the project
- Living expenses for individuals during the period of the project
- Contribution to the costs of access support such as transcribers, sign language, or attendants for artists who are Deaf or have disabilities are contributions Arts Nova Scotia makes above and beyond the grant received. These costs may not total more than 25% of the expense budget or \$2500, whichever is less

Ineligible expenses include:

- The capital cost of purchase of buildings or property, construction or renovation, as well as equipment, machinery, computers or anything that that can be repurposed for general use
- The costs of activities of an ongoing nature (recurring events or core activities associated with operating funding)
- The costs of projects or elements of projects already funded through another Arts Nova Scotia and/or the Government of Nova Scotia grant or award

Ineligible expenses (continued)

- Costs relating to permanent staff positions
- Costs relating to the development or maintenance of promotional websites

Eligibility of expenses not listed above should be discussed with the program officer.

Application Requirements

- There are no program deadlines. Applications are accepted on an on-going basis. You must contact the program officer prior to submitting an application
- Applications can be delivered by hand, courier or sent by regular mail. Arts Nova Scotia does not accept faxed or e-mailed applications
- Applications will be reviewed by the program officer. Incomplete applications may be returned before being seen by the peer assessment committee
- There will be no retroactive funding to projects that start prior to the submission of the application

Applicants should not submit application materials bound in folders, binders or plastic sleeves because materials must be duplicated to circulate to Peer Assessment Committee members.

The program officer is available to answer questions about eligibility and the application process.

Support Material

Support material is included in each application to assess artistic merit and may include, but not be limited to: samples of previous work (e.g. digital images of visual art, script samples, music scores, poems), images, videos, and audio recordings.

Please do not send valuable originals as support material. If you want your support material returned you must provide a self-addressed stamped envelope. *Support material can no longer be picked up in person after the competition.*

General Information

- Files must be in digital form (PC and MAC compatible) on USB, CD or DVD and not exceed format maximums
- Files must be labeled with the numbers 01, 02, 03, etc. at the start of each title
- Files must be directly readable, requiring no extraction from another format
- List of support material should be printed and submitted with application

Ensure that electronic files are working before you submit your application.

Technical requirements

	Maximum # Submitted	Maximum Length/File Size	Accepted Formats
Audio	3 samples	15 minutes for all material	.cda, .mp3, .m4a and .m4p
Video	3 samples	15 minutes for all material	dvd format, .mp4, .mov, .mpg
Still Images	10 images	2 MB each	.jpg, .tiff, .tif
Print		15 pages	Single-sided, 8 ½ x 11 paper in portrait format (not landscape). Unbound, no staples.

Note: Assessors **will not** consider material that exceeds the specified limits or is not on the list of accepted formats.

Complete scores, books, catalogues, programs or other published or bound promotional materials will not be included in the peer assessment package but will be provided for viewing during the peer assessment meeting.

These materials are not accepted:

- Support material embedded in documents (PowerPoint presentations, etc.)
- Compressed files (WinZip, Stuffit, etc.)
- Material that requires third-party software, plug-ins, extensions, or other executables that need to be downloaded and installed
- Material accessed on websites – only artworks that are created specifically for the Internet to take advantage of one or more of its technologies may be submitted
- Personal websites or online documentation of artworks in an online gallery, portfolio, or archive
- Magnetic tape (cassettes, video tape), film, vinyl, slides
- Original art works

Application Assessment

Applications are reviewed for completeness and eligibility. Incomplete applications may be returned. Following this, a Peer Assessment Committee (PAC) considers the following criteria:

- the quality of the work as evidenced by the support material provided
- the artistic merit of the project
- the ability to carry out the project

Applications are ranked based on merit and funds are allocated based on the ranking.

The program officer facilitates the assessment process but does not participate in the ranking of applications and the funding decisions.

Contents of the applications and proceedings of the meetings are strictly confidential. The decisions of the PACs are final.

Policies and procedures are in place to ensure fairness, and to avoid conflict of interest in the assessment process.

Peer Assessment Committee (PAC)

- PAC members are professional practicing artists of the relevant discipline.
- The composition of the PAC is sensitive to regional, gender, age, and cultural differences
- Different PACs for each discipline are appointed for each competition

Notification of Results

The results of the PAC meetings are communicated to applicants via notification letters sent by Canada Post eight weeks after the application submission date.

Notification letters are sent to all applicants, without exception.

Unsuccessful applicants may resubmit eligible projects.

Conditions of Funding

Applicants who are approved for funding will receive a Terms and Conditions Agreement outlining the requirements of funding. Funding recipients should be aware of the following conditions:

- Arts Nova Scotia's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which accompany the Terms and Conditions Agreement.

Conditions of Funding (continued)

- Arts Nova Scotia must be notified in advance of any changes in the activity, including its purpose, start or end dates, location or any other relevant changes.
- Applicants not receiving the full amount requested in their application may be required to submit a revised budget and revised project dates.
- The living expenses allowance is intended to free artists from full-time employment for the duration of the proposed program of work. If the artist has received part or all of their grant for living expenses, they must arrange to devote a major part of their time to the funded activity.
- If the project is not undertaken after payment of the grant has been made the recipient must return the funds to Arts Nova Scotia.
- Grant recipients must submit a final report within 60 days of the completion of the supported activity. This report must include information as requested in the Final Report Guidelines available on our website. Copies of receipts may be requested.
- Ad hoc groups must include the social insurance number of the signatory applicant who will accept the T4A slip on the grant for taxable income purposes

Please note: if the **Final Report** becomes overdue, no funds can be released for any subsequent grant approved through either Arts Nova Scotia or the Communities, Culture and Heritage department's programs until the overdue report has been received.

- If a project approved for funding is cancelled or the full amount of funding is not required, the funds must be returned to Arts Nova Scotia.
- Grants issued to individuals are deemed taxable income by Canada Revenue Agency. The provincial Department of Finance will issue T4A slips to all grant recipients for the year in which funding was provided.
- Funding recipients are subject to Provincial audit. Please retain all receipts.

Send completed application form to:

Arts Equity Program

Arts Nova Scotia

In person/courier:

Homburg Building

3rd Floor, 1741 Brunswick St.

Halifax, NS B3J 3X8

By regular mail:

Arts Nova Scotia

PO Box 456

B3J 2R5

For further information, call Enrique Ferreol, Program Officer

Phone: (902) 424-6472

Fax: (902) 424-0710

E-mail: Enrique.Ferreol@novascotia.ca

Web: <https://artsns.ca/>