



Operating Assistance to Arts Organizations

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Fields marked with a red asterisk (*) are mandatory and must be completed.

Program Application

Annual Application Deadlines: February 15

Applicant Information				
Name of Organization*				
Address, Include street number and name*				Suite
PO Box	City/Town*	County*	Province*	Postal Code*
Email*			Website	

Registration Information	
Non-Profit Registration #*	Date of Incorporation*
Is your organization a registered charitable organization* If yes, provide your CRA registration number _____	Yes No
What is the annual start date of your organization's fiscal year?*	

Application Contact		Chair Person or Organization Owner	
Name of Contact*		Name of Chair Person (if applicable)	
Telephone - Primary*	Fax	Telephone - Primary	Fax
Telephone - Secondary		Telephone - All others	
Email*		Email	
Artistic Director (if applicable)		Executive Director (if applicable)	

Operating Grant Requested (amount) _____
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Attach a list of staff and board members.

Applicant Organization	
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Eligibility

To meet basic eligibility your organization must:

Be a professional arts organization with a mandate to create, produce and/or present the work of professional artists. _____	Yes	No
Be led by paid professional leadership. _____	Yes	No
Demonstrate formal organizational structures including an active board of directors, established governance structures, and annual financial statements prepared by an independent accountant. _____	Yes	No
Be 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. Organizations must be registered for a minimum of 2 years before applying. _____	Yes	No
Have operated for at least 4 years prior to the date of application and have received 3 project grants for artistic activity from any combination of municipal, provincial or federal public arts and culture funders. _____	Yes	No
Have a minimum annual budget of \$40,000 per year. _____	Yes	No
Secure multiple sources of revenue such as corporate contributions, donations, sales, and membership fees and must pursue other sources of public or private funding. _____	Yes	No
Not receive operating assistance from any other Nova Scotia provincial government agency or department. _____	Yes	No
Maintain active public engagement or show a form of community support that includes Nova Scotia residents and persons other than those who serve on the board of directors. _____	Yes	No
Operate year round, except for presenting organizations which may have regular seasonal programs. _____	Yes	No
Support the work of Nova Scotian artists, and pay artist and professional fees in keeping with established national guidelines. _____	Yes	No

If you have answered no to any of the above questions, contact the program officer.

Prior to beginning your application, take a moment to look through our Guide to preparing a strong grant application here: artsns.ca/grants-programs/grants/guide-preparing-strong-grant-application

Mandatory Written Response This Section Must Be Completed

Brief Profile (3 pages maximum)

All information must be provided on white letter-size (8½ x 11) paper printed on one side only. Use black type no smaller than 11 point. Do not submit application material bound in binders, folders, plastic sleeves, paper clips or staples. Do not include images in the grant text.

Provide a profile of your organization addressing the following areas:

- Mandate of Organization
- Artistic vision, goals and objectives
- Brief history including organizational milestones or accomplishments
- Administrative structure of your organization
- Information that is important to the context or environment within which you work

Application Assessment

The operating grant assessment committee will evaluate organizations in three key areas as described in detail in the program guidelines. These areas are:

1. **Artistic Impact** (50%)
2. **Audience and Community Engagement** (25%)
3. **Organizational Effectiveness** (25%)

Provide a narrative detailing your organization's activities in these key areas. Organize your narrative using these three headings and address all the points as detailed in the program guidelines.

This is an important component of this operating grant application and a chance for you to provide detailed information to the assessment committee.

Applicants are encouraged to be as focused and specific as possible and use the following page limit guide when addressing the above key areas:

- Organizations with median revenues between \$40,000 and \$150,000 (12 page maximum)
- Organizations with median revenues between \$150,000 and \$650,000 (16 page maximum)
- Organizations with median revenues \$650,000 and above (20 page maximum)

Financial Information

Provide us with the following financial information:

- Financial statements signed by an officer of the board (balance sheet or statement of financial position, and income statement) for the most recently completed fiscal period. Externally prepared statements must include all "Notes to the Statements".
- Financial information using the budget template provided.

Note: Organizations that make application to the Canada Council for Operating Assistance may submit a printout of financial information they submit to CADAC. This is in addition to submitting the Arts Nova Scotia budget template document and is optional.

Applicant Organization	
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Application Submission Checklist

- Completed application form and eligibility checklist
- List of staff and board members
- Copies of Memorandum of Association, Certificate of Incorporation and By-laws, if not on file
- Organizational Profile
- Assessment Criteria Narrative
- A copy of financial statements for the most recently completed fiscal year, including a balance sheet and income statement. Financial statements must be signed by an authorized representative of the organization
- A completed financial synopsis using the template provided
- Program Synopsis Chart using the template provided
- A copy of your current business, action or strategic plan (optional if requested 1 year funding/mandatory if requesting multiyear status)

Declaration

As a representative of an organization, consortium or group (including ad hoc group):

- I have carefully read the application guidelines and eligibility criteria for this program, and confirm that the organization, group (including ad hoc) or consortium I represent meets the eligibility criteria.
- I am aware that all overdue final reports, for previously funded applications from Arts Nova Scotia or the Department of Communities, Culture and Heritage must be submitted and approved before funding for any additional grants will be released.
- I will act as the representative of the organization, consortium or group and will keep all participants informed of the application content and any funding decision.

I accept all of the declaration statements above that are applicable to me as a representative of an organization. I understand that not accepting these statements as true will affect eligibility for this funding application.

Signature*	Title (if applicable)	
Name (print)*		Date*

Support Material

Applicants are permitted to include a maximum of 6 of the following types of materials:

- materials used to promote your organization’s programs and services, such as printed programs, catalogues, flyers, posters, newsletters, and press releases
- materials that show community support, such as letters of support or endorsement and feedback from participants or consumers

Applicant Organization	
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General Information

- Files must be in digital form (PC or MAC) 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
- Video and Audio files must be edited to comply with the 15min maximum

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

Technical requirements

Type	Maximum Length/File Size	Accepted Formats
Audio	15 minutes for all material	.cda, .mp3, .m4a and .m4p
Video	15 minutes for all material	dvd format, .mp4, .mov, .mpg
Still Images	2 MB each	.jpg, .tiff, .tif

	Title	Type of Item	Description
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

Arts Nova Scotia is not responsible for the loss of any material.

Consent

I consent to the sharing of my information with other government departments, organizations or contractors that the Department of Communities, Culture and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia has a data sharing agreement with.

I consent to the Department of Communities, Culture and Heritage (including African Nova Scotian, Acadian and Gaelic Affairs) or Arts Nova Scotia adding my name, mailing address and e-mail to a distribution list to receive updates on programs, services, news and events.

Applicant Organization	
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The deadline for applications is February 15

Applications must be postmarked on or prior to the deadline date to be eligible. If the deadline date should fall on a weekend or holiday, applications that are postmarked for the following business day will be accepted.

Contact Us	
Send materials to: Arts Nova Scotia PO Box 456 Halifax, NS B3J 2R5	For further information: Mireille Bourgeois, Program Officer, Arts Nova Scotia Telephone: 902-424-3422 Fax: 902-424-0710 E-mail: Mireille.Bourgeois@novascotia.ca Web: www.artsns.ca

Application must be signed	
Chair's Signature*	Date*
Senior Staff Signature	Date