

Two and Three Year Status Reporting Guidelines

Organizations which have been given Three Year Status must report on their programs and financial activity before funding is confirmed for years 2 and 3. The information outlined below must be submitted no later than March 1 - annually.

Please contact Mireille Bourgeois at 424-3422 before you prepare your report to discuss your specific requirements.

1. A report on some highlighted activities you have undertaken in the key assessment areas of Artistic Impact, Audience and Community Engagement, and Organizational Effectiveness in your most recently completed fiscal year including how you assessed activities against goals, results of that assessment and lessons learned. **(Max. 3 pages)**
2. An action plan for the coming year (2019-20) based on your progress; reference proposed programming in the key assessment areas of Artistic Impact, Audience and Community Engagement, and Organizational Effectiveness and the 3-year strategic plan (if applicable) you submitted with your application the year you were approved for 3-year status. **(Max. 3 pages)**
3. If not already submitted, your financial statements from your most recent fiscal period.
4. A financial report (separate Excel template) showing your current year budget, your year-end forecast, and your budget for the coming year. (Please note **new** Excel tabs referencing year of reporting.)
5. A list of your board of directors as of March 1, 2019, showing those holding board officer positions and a list of staff names showing title or function.
6. Complete the Program Synopsis Chart (separate Excel template) for your most recently completed year. (Please note **new** Excel tabs referencing year of reporting.)

Please remember to sign and date your final report. Please mail **OR** email your final report to:

Mireille Bourgeois
Program Officer
Mireille.Bourgeois@NovaScotia.ca

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Halifax, Nova Scotia
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If a final report is overdue, no funds can be released for any subsequent grants approved through either Arts Nova Scotia or the Culture & Heritage Development Division's programs until the overdue report has been received.



Final Report Guidelines Multi-Year Operating