

Two and Three -Year Status Reporting Guidelines

Final Report Guidelines Multi-Year Operating

Organizations that have been given Three-Year Status must report on their programs and financial activity before funding is confirmed for years two and three.

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.

Submit the information outlined below no later than March 1, 2019:

1. A report on the activities in your most recently completed fiscal year, including how you assessed activities against goals, results of that assessment, and lessons learned.
2. A report on the activities you have undertaken or have yet to complete for your current fiscal year and in what way you have assessed, or will assess, your activities against your three-year plan.
3. An action plan for the coming year (2019-20) based on your progress; include the three-year plan you submitted with your application in the year you were approved for three-year status.
4. If not already submitted, your financial statements from your most recent fiscal period.
5. A financial table showing your current year budget, your year-end forecast, and your budget for the coming year (2019-20).
6. 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.
7. Completed Annual Data Report table, shown on the next page.

Sign and date your final report.

Mail or email your final report to Susan Jeffries:

Susan.jeffries@novascotia.ca

Operating Assistance to Cultural Organizations
Attention: Susan Jeffries
1741 Brunswick St., 3rd Floor
P. O. Box 456, STN Central
Halifax, Nova Scotia B3J 2R5

Annual Data Report for Organizations with Three-Year Status under Operating Assistance to Cultural Organizations

Complete and submit the Annual Data Report with your year-end report.

Data	
1	# of current members (if organization has a membership structure) _____
2	# of volunteers (if applicable - not including members) _____
3	# of individuals who make financial donations (if applicable) _____
4	# of people served in previous year (e.g. attendance/ number of participants/persons served through programs) _____
5	# of events in previous year (e.g. performances, workshops, exhibitions, events) _____
6	Period covered for #'s given for 4 and 5 above (mon/year to mon/year) _____ to _____

	Personnel data	# of salaried employees		
		Full-time	Part-time	# of contract staff
1	Administrative/Management	_____	_____	_____
2	Creative/Artistic/Program*	_____	_____	_____

Taxes	
1	Income tax remitted to Receiver General of Canada for salaried employees _____
2	Net HST (after any recovery, or net of HST paid vs HST collected) _____

* Include workshop instructors, guest speakers, and others who delivered programs but are not otherwise hired by the organization