



Strategic Development Initiative Application Form

Application Deadline: May 15, 2016

Applicant Information

Name of Lead Applicant: _____

Non-Profit Registration #: _____

Contact Person/
Signatory: _____

Contact Position: _____

Name of Chair:
(if applicable) _____

Mailing Address: _____

_____ Postal Code: _____

Phone: _____ Fax: _____

E-mail: _____ Web: _____

Project Partners (if needed)

If the project involves partnership, please identify their names:

1. _____

2. _____

3. _____

4. _____

Project Description

Please provide a one-line description of the project:



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Program Goals (please select all that apply)

- Develop and expand retail operations of heritage organizations to encourage the sale of arts and crafts 'made in Nova Scotia' and to increase earned income;
- Develop new revenue sources to increase financial sustainability;
- Improve leadership and programming skills;
- Develop new audiences to expand the heritage sector's service base in targeted areas such as: development of new exhibits (based on a formal interpretative plan, improve on-line resources, etc.; and/or
- Increase heritage/community cooperation.

Project Title

Total Project Costs \$ _____ SDI Request \$ _____

Start Date: _____ End Date: _____

Location of Activity:

Project Details

- Answer the following seven questions and attach to your application;
- Number each answer to correspond to the question number. Number the pages on which you provide the answers to these questions;
- Use 8½ x 11 white paper, no smaller than a 10-point font, printed on one side only; and
- Please number all pages and identify them with the name of the organization. All material must be unbound. Do not staple or bind.

Please note: Peer assessment committee members face a substantial volume of reading. Please be concise and to the point in your answers.

1. Provide a brief description of your organization including when established, mandate or purpose of the organization, and nature of regular activities. (300 words max.)
2. Describe the project briefly but comprehensively (800 words max). Name project personnel and collaborating organizations (if applicable). Attach resumes of principal participants, letters of commitment, or information from other partners as appendices.
3. How does this activity help fulfill your organization's mandate? (200 words max.)
4. Clearly define objectives that expand on one or more key areas targeted by SDI (see pg. 1 of guidelines) and explain how you will achieve these objectives. (300 words max.)
5. Describe outcomes including anticipated dates and milestones.
6. Describe how the success of the project will be measured (evaluation framework) and include applicable evaluation documents. (300 words max.)
7. What relationships will your organization develop or strengthen within your community, or within the heritage sector, by carrying out this activity? (Name specific organizations if relevant.) (300 words max.)



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Financial Table

All applicants are required to complete the budget form below and provide quotes for expenses. For larger projects, it is suggested a separate, detailed financial table be attached.

Project Applicant: _____

Revenues				
Source	Cash	In-Kind	Sub-Totals	%
Totals:				

Item	Cost	%
Totals:		

Application must be signed

_____ Signature	_____ Position	_____ Date
_____ Chair, Board of Directors		_____ Date

Applications must be postmarked on or prior to the deadline date of **May 15, 2016** 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.

Send completed application form to:

Strategic Development Initiative
Department of Communities, Culture & Heritage

In person/courier:
3rd Floor, 1741 Brunswick Street
Halifax, NS B3J 3X8

By regular mail:
PO Box 456
Halifax, NS B3J 2R5

For further information, contact Kevin Barrett, Coordinator

Phone: (902) 424-6396
Email: kevin.barrett@novascotia.ca

Fax: (902) 424-0710
Web: <http://cch.novascotia.ca>

