



Festival and Community Event Development Program Guidelines

Application deadline: April 15, 2017

Program Overview

The Department of Communities, Culture and Heritage (CCH) contributes to the wellbeing and prosperity of Nova Scotia's diverse and creative communities through the promotion, development, preservation and celebration of our culture, heritage, identity and languages and by providing leadership, expertise and innovation to our stakeholders.

The Festival and Community Event Program provides financial assistance to small and mid-size community based festivals and events in Nova Scotia. The program considers funding up to a maximum of 75% of the proposed project cost. Projects must meet the program objectives.

Program Objectives

- To improve the sustainability and event hosting capacity of unique community events that generate revenue without funding, or at least break even.
- To support home-grown events that promote or strengthen the unique character of the community and its culture.

Applicant Eligibility

- ✓ Not-for-profit organizations registered to conduct business in the province of Nova Scotia.
- ✓ Applicants can apply for **one** festival or event per year—events receiving funding from other CCH programs are not eligible.
- ✓ CCH investment should increase event viability, sustainability and capacity.
- ✓ Events must demonstrate municipal support and community engagement.
- ✓ Preference will be given to applications that align with the goals of Nova Scotia's Culture Action Plan: <https://novascotia.ca/culture>

Ineligible Event Types

- × Fundraisers.
- × Family reunions.
- × Events that are political or religious in nature.
- × Events in affiliation with a league or club, such as sports training camps, tournaments or social clubs.
- × The event is primarily a craft fair, tea or supper.
- × The event is a convention, conference or other meeting-related gathering.

Eligible Project Expense Examples

- ✓ Professional development.
- ✓ Marketing.
- ✓ Consulting services.
- ✓ Fees for professional artists.
- ✓ Financial management/advice.

Ineligible Project Expenses

- × Membership fees.
- × Promotional materials (like trinkets, gifts, T-shirts, banners, flags, floats).
- × Fireworks.
- × Capital-related costs.
- × Infrastructure projects (like signs, renovations, plaques, gardens, monuments).
- × Alcoholic beverages.
- × HST and GST.

Application Deadline

- April 15, 2017 (If the deadline date should fall on a weekend or holiday, applications that are received or postmarked for the following business day will be accepted.)
- Find submission details on the program application here: <https://cch.novascotia.ca/festivals-and-events-program>

Deadline for Project Expenditures

- Project expenditures must take place between April 2, 2017, and March 31, 2018.

Our Review Process

Eligibility review: Applications must be typewritten using the application form provided. Handwritten submissions will be deemed ineligible. Applications must include a full, detailed budget that includes all revenues and expenses as well as the proposed project costs clearly defined. Applications without detailed budgets attached will be deemed ineligible. Events that receive funding from other CCH programs are not eligible for this program.

External Approval Panel review: An external approval panel reviews and scores each eligible application using the Assessment Form that can be found on the Communities, Culture and Heritage website: <https://cch.novascotia.ca/festivals-and-events-program> Projects that score well AND best meet the objectives of the program as determined by the external approval panel are given funding priority.

Written notification: Applicants are notified of the department's decision in writing, addressed to the chairperson of the applicant organization. You can expect a decision within 35 working days of the application deadline—about 7 weeks.

Successful Applicants: Conditions of Funding

Applicants that are approved for funding will receive a letter outlining the Terms & Conditions of funding.

Funding recipients must meet the following conditions:

- You must use the funds for the activity as described in the application.
- If you wish to change the activity, you must notify CCH before you change the activity. This includes changing start and end dates, location, or any other significant changes.
- If you do not receive the amount you requested, you may need to submit a revised budget based on the approved amount.
- If your project fails to proceed after we have advanced funds, you must return to us the balance of provincial funds along with full financial details, receipts, and any other pertinent information for the portion already spent.
- If your project is found to have a surplus of more than 20%, you must tell us where that surplus will be re-invested. Surplus funds and equipment should be re-invested into a festival or community event.
- You must acknowledge the province's support in your communications materials, as outlined in the "Acknowledgment Guidelines": <https://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>
You must submit a Final Report within 60 working days of the projects end date.
- If you have a Final Report overdue from another Department of Communities, Culture and Heritage or Arts Nova Scotia funding program, we cannot release funds until the overdue report has been received and accepted.