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**Application Deadline:** Ongoing intake starting April 1, 2024 until December 31, 2024

## Applicant Information

Name of Lead Applicant (Organization) \_\_\_\_\_

Non-Profit Registration Number \_\_\_\_\_

Contact Person/Signatory \_\_\_\_\_ Position \_\_\_\_\_

Name of Chair (if applicable) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Number

Street Address

Suite

PO Box

City/Town

County

Province

Postal Code

Phone \_\_\_\_\_ Email \_\_\_\_\_

Fax \_\_\_\_\_ Web \_\_\_\_\_

## Project Partners

(if needed)

If the project involves partnership, please identify their names:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

## Project Description

Project Title \_\_\_\_\_

Please provide a one-line description of the project:

\_\_\_\_\_

## Project Goals

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 Budget Breakdown

Total Project Costs \$ \_\_\_\_\_

Total Cash Contribution (*must be 10% of the total project cost*) \$ \_\_\_\_\_

Total In-Kind Contribution \$ \_\_\_\_\_

SDI Request \$ \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

## Project Details

Location of Activity Municipality \_\_\_\_\_ County \_\_\_\_\_

To better understand your proposed project, please answer the following eight questions.

If you submit additional documents with information:

- Number each answer to correspond to the question number;
- Please number all pages and identify them with the name of the organization.; and
- All application materials can be submitted via email (preferred) to [CHDapplication@novascotica.ca](mailto:CHDapplication@novascotica.ca) or by hand/courier/mail to address noted below.

*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.)*

3. How does this activity help fulfill your organization's mandate? *(200 words max.)*

2. Name project personnel and collaborating organizations. *(300 words max.)*  
Attach resumes of principal participants, letters of commitment as appendices.

5. Clearly define how your proposed project will achieve one or more of the goals found on Page 1 of the program guidelines. *(300 words max.)*

6. Describe outcomes including anticipated dates and milestones. *(300 words max.)*

7. Describe how the success of the project will be measured (evaluation framework) and include applicable evaluation documents. *(300 words max.)*

8. 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.)*

**Financial Table**

*All applicants are required to complete the financial table below and provide quotes for expenses.*

Project Applicant \_\_\_\_\_

<b>Revenues</b>				
Source	Cash	In-kind	Subtotals	%
<b>Totals</b>				100%

<b>Expenses</b>		
Item	Cost	%
<b>Totals</b>		100%



## Signatures

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**Application form must be signed.**

Signature \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Chair, Board of Directors \_\_\_\_\_ Date \_\_\_\_\_

## Send Completed Application Form to

Strategic Development Initiative  
Department of Communities, Culture and Heritage

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In person/Courier      3<sup>rd</sup> Floor, 1741 Brunswick Street  
Halifax, NS B3J 3X8

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

## For further information

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E-mail: [CHDapplication@novascotia.ca](mailto:CHDapplication@novascotia.ca)

Web: [cch.novascotia.ca](http://cch.novascotia.ca)