



# Cultural and Youth Activities Program Application Form

**Application Deadlines: February 15, June 15 and October 15**

Specify Type of Activity

- Festival       Event       Workshop       Project

Name of Organization: \_\_\_\_\_

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

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Organization Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail/Website: \_\_\_\_\_

Non-Profit Registration # \_\_\_\_\_

Chairperson: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contact person:  
(if not Chair) \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location of Activity: \_\_\_\_\_

Start Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ End date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(month/day/year) (month/day/year)

Amount Requested: \_\_\_\_\_ Total Project Costs: \_\_\_\_\_

\_\_\_\_\_  
Applicant's signature  
(Chair or Senior staff)

\_\_\_\_\_  
Date

Is this the first time your organization is applying to the Cultural and Youth Activities Program?

Yes  No

If no, has the activity been funded previously under the Cultural and Youth Activities Program?

Yes  No

If yes, when? \_\_\_\_\_

Does your organization receive funding through the Operating Assistance to Cultural Organizations or Operating Assistance to Arts Organizations Programs?

Yes  No

Provide a short description of the project (1 sentence)

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**Answer the following 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 8.5 x 11 inch white paper, black type no smaller than 10 point, and printed on one side only. Do not submit application materials bound in binders, folders or plastic sleeves.**

**Please note: assessment panel 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 or group including when established, mandate or purpose of the organization, and nature of regular activities. (up to 500 words)
2. Provide a full description of your project, including dates, location(s), people involved, what will take place and other information which helps describe how and what will happen. (approx 800 words) Also, if your organization receives funding through the Operating Assistance to Cultural Organizations program, please explain how this project is separate from your organization's core activities.
3. How does this activity help fulfil your organization's mandate? (up to 300 words)
4. How does this activity support the Culture & Heritage Development Division's goals for Community Development and Artistic Development? (See page 1 of the Program Description) (up to 300 words)
5. What knowledge and experience do the people who will manage and conduct your activity have that will be required to carry out your proposed activity? (up

to 300 words) (Organizations conducting workshops must provide a résumé or pertinent background of the instructor or resource person.)

6. If your activity is successful, what outcomes or benefits will it achieve? (This should make clear why you are undertaking this project.) (up to 300 words)
7. What relationships will your organization develop or strengthen within your community, or within your cultural sector, in carrying out this activity? (If relevant, name specific organizations) (up to 300 words)

Send materials to:  
Department of Communities,  
Culture and Heritage  
PO Box 456  
Halifax, NS B3J 2R5

For further information  
Jessica Peddle  
Telephone: (902) 424-6397  
Fax: (902) 424-0710  
E-mail: [Jessica.Peddle@novascotia.ca](mailto:Jessica.Peddle@novascotia.ca)

## Financial Table

**Budget: All applicants are required to complete the budget form below**

**For activities with budgets greater than \$10,000, you must also attach your own detailed budget.**

**Please indicate whether other sources of public funds or sponsorships are confirmed.**

**Projected Revenues**

Earned from registration fees, admissions, concessions, sales, etc.

\_\_\_\_\_ Confirmed?  
 Yes  No

Sponsorships, donations and/or fundraising

\_\_\_\_\_

Other government support, specify:

\_\_\_\_\_ Confirmed?  
 Yes  No

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contribution from applicant

\_\_\_\_\_

Other sources

\_\_\_\_\_

**Total Revenues**

=====

**Projected Expenses**

Equipment and materials

\_\_\_\_\_

Venue or hall rental

\_\_\_\_\_

Staff cost or resource person fees & expenses

\_\_\_\_\_

Promotion/publicity

\_\_\_\_\_

Administration

\_\_\_\_\_

Other- Specify:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Total Expenses**

=====

**Surplus (Shortfall)**

\_\_\_\_\_

**Amount Requested**

(no more than 50% of expenses to a maximum of \$5,000)

\_\_\_\_\_

% of total revenues that will come from combined provincial and federal sources

\_\_\_\_\_ %

Total Revenues plus Amount Requested must equal Total Expenses

(Cannot be more than 75% of revenues)