

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

The presence of cultural activities in our communities contributes significantly to our well-being and enriches the experiences of visitors to our province. The purpose of the Cultural and Youth Activities Program is to help build communities through community arts and cultural activities.

Communities can include geographic locales, as well as communities of interest such as those involved in visual arts, music or crafts. Participation in the arts and cultural activities not only entertains, but teaches us more about who we are. Cultural activity in many forms also provides those involved in the culture sector the opportunity to develop skills and share ideas. It is through this sharing that relationships within and among communities are strengthened and developed, making our communities more vibrant and sustainable.

Program Goals

The Cultural and Youth Activities Program supports the following goals:

Artistic development

Government has a long history as patron of the arts. It recognizes, supports, and celebrates the creative work of artists and the diversity of artistic expression within the cultural community, which includes fine crafts, literary, visual, media, and performing arts. Artistic creation and expression are fundamental because they reflect who we are. The work of artists lies at the foundation of the culture sector. The goals in the area of artistic development are to:

- support people at all levels of artistic involvement
- support artistic expression and the pursuit of excellence and innovation
- promote learning in the arts for people of all ages through education and participation
- develop new audiences for the arts and maintain existing audiences.

Community cultural development

The department recognizes that involvement in cultural activities contributes to the social, economic, educational and spiritual life of a community. The department aims to support opportunities for people to participate in and build community cultural life. The goals in the area of community cultural development are to:

- develop new and strengthen existing relationships among groups and organizations engaged in cultural activities
- encourage more cultural activities that explore and/or celebrate a community's or a cultural sub-sector's identity
- encourage more participation in and access to cultural activities
- encourage the development of Nova Scotia's cultural diversity
- support activity that contributes to the long-term development of the cultural sector.

Activities assisted

Under the Cultural and Youth Activities Program, government offers assistance to activities that develop or enhance the production or appreciation of community arts and cultural activities.

The program is intended to assist special or pilot projects and is not intended to provide repeated support to annual or ongoing activities.

Specifically, support is offered to:

- *Performing Arts Festivals or Competitions* ~ amateur festivals and competitions in which Nova Scotians participate to share their work and/or have it assessed by adjudicators
- *Community Cultural Events* ~ activities and events which have a strong arts focus that bring people together around issues of cultural identity and planning. Priority will be given to activities that build relationships within communities, particularly between arts and non-arts based organizations
- *Cultural Workshops* ~ hands-on learning and skills development in community arts, crafts, and other forms of cultural expression
- *Community Cultural Projects* ~ activities that promote and display community arts or cultural expression and explore or celebrate a community's identity.

Eligibility

An eligible applicant is a non-profit society or non-profit cooperative registered with the Nova Scotia Registry of Joint Stock Companies. Religious institutions are ineligible to apply.

Activities which are eligible for support under Arts Nova Scotia's *Grants to Organizations and Small Groups Program* are not eligible under this program.

Organizations which receive annual funding under *Operating Assistance to Cultural Organizations* or *Operating Assistance to Arts Organizations* may submit applications to the *Cultural and Youth Activities Program* only if the proposed activity is a special one-time project or a pilot project. Activities which enhance or add to ongoing or core programs or events are not eligible.

Activity that has been funded twice through this program will be deemed ineligible.

Activity that augments school-based curriculum or occurs during school hours is not eligible.

Fund-raising events, capital building/development and major equipment purchases are *not* eligible for support.

Level of Funding

The department's contribution will not exceed 50% of eligible costs and normally not exceed a maximum of \$5,000.

The combination of provincial and federal funding for the project should not exceed 75% of project costs.

The value of in-kind contributions can be included in the revenues and expenses if they are for goods and/or services which are essential to the project.

Funding is intended to help applicants break even on revenues and expenses. If a project generates a surplus, the recipient may be required to return funds to the department.

Application Procedure

It is strongly recommended that an application be submitted to a deadline which is at least 8 weeks prior to the start date of the proposed activity.

People applying to the program for the first time are strongly encouraged to call the Culture & Heritage Development Division to discuss their proposed

activity and the requirements for application before completing the application form.

It is recommended that those preparing the application involve other members of their organization in the process of developing and writing their proposal.

Completed application forms must be signed, preferably by the chair of the organization, and dated. Applications postmarked on the deadline date are acceptable.

Applications can be delivered by hand, courier or sent by regular mail but in all cases must be either received in the Culture & Heritage Development Division office by 4:30 pm on the deadline date or be postmarked no later than the deadline date. 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.

Applicants should not submit application materials bound in folders, binders or plastic sleeves because materials must be duplicated to circulate to Assessment Panel members. **Application materials must be provided unbound on white, letter-size (8½x11") paper, printed on one side only.**

Application Deadlines and Activity Start/End Dates

Deadlines for applications are February 15, June 15 and October 15

Activities can start no earlier than the deadline date, with the exception of the February 15 deadline for which activity can start no earlier than April 1.

Normally activities should end by March 31st following the application deadline. Applications to the February 15 deadline should end on or before March 31st the following year.

Application Assessment

Activities will be assessed against their ability to support the Culture & Heritage Development Division's goals for Community Development and Artistic Development as stated on page one and the following factors:

- Is there sufficient information in the application to have a full understanding of the proposed activity?

- Do the outcomes and/or benefits of this activity help fulfill the organization's mandate?
- Will the activity have a significant impact for the people involved and/or the community served?
- Do the project organizers, and/or employees, key resource people, instructors have sufficient knowledge and experience to carry out proposed activity?
- Is the budget reasonable and does it provide sufficient information to determine its achievability?

It is considered beneficial when a non-arts organizations applying for funding works in partnership or with the assistance of an arts organization.

All applications will be reviewed by External Assessment Panels composed of culture sector representatives which will make recommendations for funding.

Program Evaluation

The Culture & Heritage Development Division will measure the success of the Cultural and Youth Activities Program and the activities it supports through review of evaluation forms completed by funded organizations following the conclusion of their activities. The division is looking to achieve the following outcomes:

- increased skills and knowledge of people active in community cultural activities
- increased quality of cultural activity, artistically and/or socially
- increased number and quality of partnerships or relationships within or among communities
- increased access to cultural resources and participation in cultural activities.

Notification of Results

Applicants will be informed of grant decisions by letter usually within 60 days of the application deadline.

Payment and Conditions of Funding

Applicants which are approved for funding will receive a letter outlining the terms and conditions of funding. Funding recipients must meet the following conditions:

- Grant payments are made in the name of the organization or group shown as the applicant on the application form. Payments cannot be made to individuals.
- Grant payments are made in the name of the organization or group shown as the applicant on the application form. Payments cannot be made to individuals.
- Grant funds must be used for the activity as described in the application.
- The department must be notified in advance of any changes in the activity, including start and end dates, location, or any other significant changes.
- Applicants who do not receive the amount they requested may be required to submit a revised budget based on the approved amount.
- If the project is not undertaken after payment of the grant has been made the recipient must return the funds to the department.
- If the project generates a surplus of revenues over expenses recipients may be required to return the surplus funds to the department.
- Grants for projects which are approved prior to April 1 but which do not start until April 1 or later normally will be paid in full in April.
- Grant recipients must submit a final report within 60 days of the project end date.
- The Province's support must be recognized as outlined in the "Requirements for Acknowledging Funding" which can be found on our website at: <http://cch.novascotia.ca/investing-in-our-future/acknowledgement-guidelines>
- Funding recipients are subject to provincial audit. Please retain all receipts.

Please note: if the **Final Report** becomes overdue, no funds can be released for any subsequent grant approved through either the Culture & Heritage Development Division's or Arts Nova Scotia's programs until the overdue report has been received.

Send completed application form to:

Cultural and Youth Activities Program
Department of Communities, Culture & Heritage

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

By regular mail:
Culture & Heritage Development Division
PO BOX 456
Halifax, NS B3J 2R5

For further information contact:

Jessica Peddle, Community Development Officer

Phone: (902) 424-6397

Fax: (902) 424-0710

E-mail: Jessica.Peddle@novascotia.ca

Web: <http://cch.novascotia.ca>

Program guidelines subject to change without notice. Please ensure you have the current application materials by accessing them online at <http://cch.novascotia.ca> before you make your application.

Title: Cultural and Youth Activities Program
Date: 21 May 2015
Contact: Communities, Culture and Heritage
1741 Brunswick Street, 3rd floor
Halifax, Nova Scotia B3J 3X8
Tel: 902 424-6397