

Cultural and Youth Activities Program

Guidelines



Application Deadlines: February 15, June 15 and October 15

Introduction

The purpose of the Cultural and Youth Activities Program is to encourage participation in the arts by providing opportunities and access to artistic and cultural activity for all Nova Scotians.

Program Goals

The Cultural and Youth Activities Program supports the following goals in the areas of artistic and community cultural development:

- foster artistic expression and creation with and for the benefit of community
- encourage participation in and access to the arts for people of varying ages
- support activities that promote equity, diversity, and inclusion (EDI)
- support people at varying levels of artistic involvement
- support activity that contributes to the ongoing development of the arts and cultural sector

Activities Assisted

The Cultural and Youth Activities Program invests in activities that develop or enhance the production or appreciation of community arts and cultural activities. These activities may include digital/virtual components.

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

Eligibility

- An eligible applicant organization is a non-profit society or non-profit cooperatives, social enterprises and community interest companies registered with the Nova Scotia Registry of Joint Stock Companies. Religious institutions are not eligible to apply.
- One-time activities or pilot projects are eligible through this program. However, activities which enhance or add to on-going or core programs or events are eligible for support.
- Activity that has been funded **three** times 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

We are actively seeking applications from members of key demographic groups: African descent, Mi'kmaw, other racially visible people, persons with disabilities, Acadian Nova Scotians, immigrants and newcomers, persons from the 2SLGBTIQ, and the Gaelic community.

Organizations that receive annual funding under Operating Assistance to Cultural Organizations or Operating Assistance to Arts Organizations (Arts Nova Scotia) 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. *Recipients of these Operating Assistance programs are asked to contact the program officer before preparing a CYAP application to discuss eligibility.*

Funding

- The department's contribution will not exceed 75% of eligible costs and normally not exceed a maximum of \$7,500.
- The combination of provincial and federal funding for the project should not exceed 90% of project revenues.
- 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.

Application Procedure

- Applicants are strongly encouraged to speak with the Program Officer well in advance of the deadline to discuss their proposed activity and the requirements for application.
- All projects must have defined start and end dates.
- Application submissions must include completed cover and budget pages with project details given on separate pages as detailed in the application.
- Completed application forms must be signed, preferably by the organization's chair, and dated.
- Applications can be submitted by e-mail (preferred), by hand/courier, or sent by post (see p.3).

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 15th deadline for which activity can start no earlier than April 1.

Applications must be received no later than 11:59 p.m. on the deadline date. Applications postmarked on the deadline date are acceptable. 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.

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

Application Assessment

Applications are assessed with the following considerations:

Program Goals: the extent to which the proposed activity supports the program's goals.

Impact: proposed activity will have a significant benefit for the people involved and/or the community served.

Diversity: the proposed project activities help to promote or advance equity, diversity, and inclusion in the community.

Quality: sufficient information provided to have a full understanding of the proposed activity. There are clear, realistic, and achievable goals and deliverables.

Capacity: the project organizers, and/or employees, key resource people, instructors have sufficient knowledge and experience to carry out proposed activity.

Costs: complete and reasonable budget for expected results. Compensation to members of the arts and culture sector is fair and appropriate. Sources of other financial support are identified and confirmed, where applicable.

All applications will be reviewed by External Assessment Panels composed of culture sector representatives and CCH staff which makes recommendations to the Minister.

Notification of Results

Applicants will be informed of grant decisions in writing usually within 60 days of the application deadline.

Payment and Conditions of Funding

Funding recipients must meet the following conditions:

- 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.
- 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.

Applicants which are approved for funding will receive a letter outlining the terms and conditions of funding.

Submitting Your Application and Conditions of Funding

Applications can be submitted by e-mail (preferred), delivered by hand/courier, or sent by post.

By e-mail: chdapplication@novascotia.ca

Please ensure the file names of all attachments include your organization's name.

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

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

By regular mail: P.O. Box 456, Halifax, NS B3J 2R5

For More Information:

Contact: Jessica Peddle, Community Cultural Development Officer

E-mail: Jessica.Peddle@novascotia.ca

Phone: (902) 424-6397

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